

THE TOWNSHIP OF NORTH HURON
COUNCIL AGENDA



Date: Monday, December 5, 2022
Time: 6:00 p.m.
Location: HELD IN THE NORTH HURON TOWN HALL THEATRE

Pages

1.	CALL TO ORDER	
2.	CONFIRMATION OF THE AGENDA	
	<i>THAT the Council of the Township of North Huron hereby accept the agenda for the December 5, 2022 Council Meeting; as presented.</i>	
3.	DISCLOSURE OF PECUNIARY INTEREST	
4.	PUBLIC COMMENT (Opportunity for members of the public to speak to an item of business on the agenda, two minutes per person)	
5.	CONSENT AGENDA	
	<i>THAT the Council of the Township of North Huron hereby adopts Consent Item 5.1.1.;</i>	
	<i>AND FURTHER, THAT the Council of the Township of North Huron hereby receives Consent Items 5.2.1. to 5.3.8. for information.</i>	
5.1	Minutes	
5.1.1	Minutes of the Inaugural Council Meeting held November 21, 2022	9
5.2	Reports	
5.2.1	Bills and Accounts	12
5.3	Correspondence	
5.3.1	The Honourable Doug Ford, Premier of Ontario - Letter - Congratulations on Election	45
5.3.2	The Honourable Steve Clark, Minister of Municipal Affairs and Housing - Letter - Congratulations on Election	46
5.3.3	Stratford & Area Builders' Association - Letter - Congratulations on Election	47
5.3.4	Enbridge Gas Inc. - Letter - Congratulations on Election	49
5.3.5	County of Huron - Economic Development Department Update - October 2022	50
5.3.6	Maitland Valley Conservation Authority - Letter - Proposed Changes in Bill 23 Regarding Conservation Authorities	58

5.3.7	City of Stratford - Resolution - Funding and Support for VIA Rail Service	60
5.3.8	United Way Perth-Huron – Correspondence - Councillor Orientation Materials from United Way Perth-Huron	63
6.	PUBLIC MEETINGS/HEARINGS AND DELEGATIONS	
6.1	2022 Staff Service Awards Presentation - Full-time Staff	
	5 Years:	
	<ul style="list-style-type: none">• Janessa Campbell, Early Childhood Educator• Dwayne Evans, Chief Administrative Officer/Deputy Clerk• Josh Machan, Public Works Lead Hand• Ken Mathers, Public Works Facilities Operator• Jordan Murray, Roads Operator• Tiffany Seip, Supervisor/Early Childhood Educator• Kelsey Strong, Early Childhood Educator	
	10 Years:	
	<ul style="list-style-type: none">• Micah Loder, Recreation Operator• Nathan O'Neil, Roads Operator	
	15 Years:	
	<ul style="list-style-type: none">• Trisha McLean, Manager of Childcare Services• Lori Vader, Early Childhood Educator	
	20 Years:	
	<ul style="list-style-type: none">• Melissa Scott, Fitness Supervisor	
7.	REPORTS	
7.1	Clerk's Department	
7.1.1	CL-2022-13 Procedure By-law - Orientation	78
	<i>THAT the Council of the Township of North Huron hereby receive the report of the Clerk, dated December 5, 2022 regarding the Procedure By-law - Orientation, for information purposes.</i>	
7.1.2	CL-2022-14 Council Remuneration and Expenses By-law - Orientation	118
	<i>THAT the Council of the Township of North Huron hereby receives the report of the Clerk's Administrative Assistant, dated December 5, 2022, regarding the Council Remuneration and Expenses By-law - Orientation, for information purposes.</i>	
7.1.3	CL-2022-15 Complaint Handling Policy - Orientation	126
	<i>THAT the Council of the Township of North Huron hereby receives the report of the Clerk dated December 5, 2022 regarding the Complaint Handling Policy - Orientation, for information purposes.</i>	

7.1.4	CL-2022-16 Schedule of 2023 Regular Council Meetings	140
	<p><i>THAT the Council of the Township of North Huron hereby receive the report of the Clerk’s Administrative Assistant, dated December 5, 2022, regarding the 2023 Schedule for Regular Meetings of Council;</i></p> <p><i>AND FURTHER, THAT Council hereby approves the start time set out in Option (A, B, or C) of staff report CL-2022-16 and that staff be directed to prepare an amendment to the Township of North Huron Procedure By-law for the December 19, 2022 Regular Council meeting (if required);</i></p> <p><i>AND FURTHER, THAT the proposed 2023 Schedule for Regular Meetings of Council be approved and posted.</i></p>	
7.1.5	CL-2022-17 Appointment of an Alternate to County Council	144
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding the Appointment of an Alternate to the County of Huron Council, for information purposes;</i></p> <p><i>AND FURTHER, THAT Council directs the Clerk to prepare a by-law for the December 19, 2022 Regular Council meeting which would permit Deputy Reeve Falconer to act as the alternate for the Reeve at Huron County Council.</i></p>	

7.1.6	CL-2022-18 Appointments to Boards and Committees – 2022-2026	147
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding Appointments to Boards and Committees for the 2022-2026 term of Council, for information purposes;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Alice Munro Festival of the Short Story Committee;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints Reeve Heffer as the Council Representative to the Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee for the Central Grouping;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Coalition for Huron Injury Prevention (CHIP);</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Community Safety and Well-Being Plan Advisory/Oversight Committee;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Huron County Sustainable Huron Committee;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Huron County Water Protection Steering Committee;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints Councillor van Hittersum as the Council Representative to the North Perth-North Huron Family Health Team Board for North Huron, Morris-Turnberry, ACW, Huron-Kinloss, and South Bruce until September of 2023;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Wingham & Area Health Professionals Recruitment Committee;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Columbus Centre Joint Committee;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representatives to the Blyth-Hullet Landfill Site Board;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Blyth Business Improvement Area (BIA) Board;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Maitland Valley Conservation Authority Board;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Westario Power Inc. Board;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representative to the Wingham Business Improvement Area (BIA) Board;</i></p> <p><i>AND FURTHER, THAT Council hereby appoints as the Council Representatives to the Wingham Landfill Site Board;</i></p> <p><i>AND FURTHER, THAT Council hereby directs staff to prepare terms of reference and accompanying by-laws to establish the following Committees of Council, for Council’s consideration at a future Regular Council meeting:</i></p> <ul style="list-style-type: none">••	

7.1.7	CL-2022-19 Appointment of Court of Revision	161
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding Appointment of the Court of Revision, for information purposes;</i></p> <p><i>AND FURTHER, THAT Council directs the Clerk to prepare a by-law for the December 19, 2022 Regular Council meeting to appoint the following members to the Court of Revision under the Drainage Act, R.S.O. 1990, c. D17. for the 2022-2026 term of Council:</i></p> <ul style="list-style-type: none">•••• <i>Alternate Member –</i>	
7.1.8	CL-2022-20 Composition of Committee of Adjustment	167
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding the Composition of the Committee of Adjustment, for information purposes;</i></p> <p><i>AND FURTHER, THAT Council directs staff to proceed with Option ... for the composition of the Committee of Adjustment for the 2022-2026 term of Council;</i></p> <p><i>AND FURTHER, THAT Council directs the Clerk to prepare a by-law for a future Regular Council meeting to appoint the Committee of Adjustment for the Township of North Huron.</i></p>	
7.1.9	CL-2022-21 Composition of Property Standards Committee	175
	<p><i>THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding the Composition of the Property Standards Committee, for information purposes;</i></p> <p><i>AND FURTHER, THAT Council directs staff to proceed with Option ... for the composition of the Property Standards Committee for the 2022-2026 term of Council;</i></p> <p><i>AND FURTHER, THAT Council directs the Clerk to prepare a by-law for a future Regular Council meeting to appoint the Property Standards Committee for the Township of North Huron.</i></p>	
7.2	Finance Department	
7.2.1	FIN-2022-26 Purchasing of Goods, Services and Construction Policy – Orientation	202
	<p><i>THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance/Treasurer, dated December 5, 2022 regarding the Purchasing of Goods, Services and Construction Policy – Orientation, for information purposes.</i></p>	
7.3	Recreation and Community Services Department	
7.4	Public Works and Facilities Department	
7.5	Fire Department	

7.6	Office of the CAO	
7.6.1	CAO-2022-19 Update on Restricted Acts of Council (Lame Duck Periods) Delegation of Authority <i>That the Council of the Township of North Huron hereby receives the report of the CAO, dated December 5, 2022 regarding actions taken by the CAO for the period of August 19, 2022 to November 21, 2022 on Restricted Acts of Council (most commonly known as “Lame Duck Periods”) Delegation of Authority, for information purposes;</i> <i>AND FURTHER, THAT Council adopt By-law No. 106-2022, being a By-law appointing Chris Townes as Director of Finance/Treasurer effective October 31, 2022;</i> <i>AND FURTHER, THAT Council adopt By-law No. 107-2022, being a By-law repealing Julie Wheeler’s appointment as Interim Treasurer and re-appointing Julie Wheeler as Deputy Treasurer/Payroll Clerk effective October 31, 2022;</i> <i>AND FURTHER, THAT Council adopt By-law No. 108-2022, being a By-law repealing Marty Bedard’s appointment as Fire Chief effective December 5, 2022 and appointing Kent Readman as North Huron’s Fire Chief effective December 5, 2022;</i> <i>AND FURTHER, THAT Council adopt By-law No. 109-2022 being a By-law repealing Jamie McCarthy’s appointment as Director of Public Works and Facilities effective November 21, 2022 and appointing Chip Wilson as Interim Director of Public Works and Facilities effective November 22, 2022.</i>	233
7.6.2	CAO-2022-20 Code of Conduct for Member of Council and Local Boards/Accountability and Transparency - Orientation <i>That the Council of the Township of North Huron hereby receives the report of the CAO, dated December 5, 2022 regarding the Code of Conduct for Member of Council and Local Boards/Accountability and Transparency – Orientation, for information purposes.</i>	237
7.6.3	CAO-2022-21 Business Improvement Area Governance and Constitutions <i>THAT the Council of the Township of North Huron hereby receives the report of the Economic Development Officer, dated December 5, 2022, regarding the Blyth and Wingham Business Improvement Area Governance and Constitutions, for information purposes;</i> <i>AND FURTHER, THAT Council direct North Huron staff regarding sections 2.4, 2.9, 2.12.1 and 2.12.14 of the proposed Blyth BIA Constitution;</i> <i>AND FURTHER, THAT Council direct North Huron staff regarding section 2.9 of the proposed Wingham BIA Constitution;</i> <i>AND FURTHER, THAT the Council directs staff to present the updated Constitutions to the BIA Memberships for adoption at their respective 2023 Annual General Meetings.</i>	265
7.6.4	CAO-2022-22 Council and Staff Relationship Policy - Orientation <i>THAT the Council of the Township of North Huron hereby receives the report of the CAO, dated December 5, 2022 regarding the Council and Staff Relationship Policy – Orientation, for information purposes.</i>	291

8.	CORRESPONDENCE	
9.	COUNCIL REPORTS	
9.1	REEVE ACTIVITY REPORT	
9.2	COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)	
9.3	COMMENTS BY MEMBERS	
9.4	NOTICE OF MOTION	
10.	BY-LAWS	
10.1	By-law No. 106-2022 - Appointment of Director of Finance/Treasurer	299
	<i>THAT By-law No. 106-2022; being a By-law to appoint a Director of Finance/Treasurer for the Corporation of the Township of North Huron; be introduced, read a first, second, third and final time, be signed by the Reeve and Clerk, and be engrossed in the By-law book.</i>	
10.2	By-law No. 107-2022 - Appointment of Deputy Treasurer/Payroll Clerk	300
	<i>THAT By-law No. 107-2022; being a By-law to appoint a Deputy Treasurer/Payroll Clerk for the Corporation of the Township of North Huron; be introduced, read a first, second, third and final time, be signed by the Reeve and Clerk, and be engrossed in the By-law book.</i>	
10.3	By-law No. 108-2022 - Appointment of Fire Chief	301
	<i>THAT By-law No. 108-2022; being a By-law to appoint a Fire Chief for the Corporation of the Township of North Huron; be introduced, read a first, second, third and final time, be signed by the Reeve and Clerk, and be engrossed in the By-law book.</i>	
10.4	By-law No. 109-2022 - Appointment of Interim Director of Public Works and Facilities	302
	<i>THAT By-law No. 109-2022; being a By-law to appoint an Interim Director of Public Works and Facilities for the Corporation of the Township of North Huron; be introduced, read a first, second, third and final time, be signed by the Reeve and Clerk, and be engrossed in the By-law book.</i>	
11.	ANNOUNCEMENTS	
	The next Budget meeting will be held on Friday, December 16, 2022 at 9:00am in the North Huron Town Hall Theatre.	
	The next Regular Council meeting will be held on Monday, December 19, 2022 at 6:00pm in the North Huron Town Hall Theatre.	
12.	OTHER BUSINESS	
13.	CLOSED SESSION AND REPORTING OUT	

14. CONFIRMATORY BY-LAW

14.1 By-law No. 110-2022 - Confirmatory By-law 303

THAT By-law No. 110-2022; being a by-law to adopt, confirm and ratify matters dealt with by the Council of the Township of North Huron at the December 5, 2022 meeting; be introduced, read a first, second, third and final time, be signed by the Reeve and Clerk and be engrossed in the By-law book.

15. ADJOURNMENT

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

MINUTES OF THE TOWNSHIP OF NORTH HURON
REGULAR COUNCIL MEETING



Date: Monday, November 21, 2022
Time: 6:00 p.m.
Location: HELD IN THE NORTH HURON TOWN HALL THEATRE

MEMBERS PRESENT: Reeve Paul Heffer
Deputy Reeve Kevin Falconer
Councillor Ric McBurney
Councillor Chris Palmer
Councillor Anita van Hittersum
Councillor Lonnie Whitfield
Councillor Mitch Wright

STAFF PRESENT: Dwayne Evans, CAO/Deputy Clerk
Carson Lamb, Clerk
Vicky Luttenberger, Director of Recreation and Community Services
Marty Bedard, Fire Chief
Julie Ireland, Clerk's Administrative Assistant
Chris Townes, Director of Finance
Chad Kregar, Deputy Fire Chief
Denise Lockie, Community Engagement Coordinator

OTHERS PRESENT: Jason Gilbert, Pete Mulvey, Cory Bilyea, Dave Heffer, Sue Heffer, Barry Mulvey, Penny Mulvey, Gail Heffer, Karen vanderVoort, Leo vanderVoort, Terry Daniel, Phil Beard, Lorie Falconer, Shirley Whitehead, Glenn Whitehead, Roxanne Cerson Wright, Wayne Elston, Jim Campbell, Trevor Seip, Bruce Howson, Candice Howson, Dan Rajagopalon, Cam Roberston, Marilyn Robertson

1. CALL TO ORDER - INAUGURAL MEETING

Carson Lamb, Clerk called the Inaugural meeting to order at 6:00 p.m. Lamb recited the Township of North Huron Indigenous land acknowledgement statement. Lamb welcomed those attending the inaugural meeting in person as well as those viewing the meeting virtually through the live stream.

Dwayne Evans, CAO, congratulated the Council members on their election to office.

2. DECLARATIONS OF OFFICE

Carson Lamb, Clerk administered the Declaration of Oath of Office to the Reeve and Members of the Council of the Township of North Huron.

3. SERVICE OF INVOCATION - Pastor Jason Gilbert

Pastor Jason Gilbert, Wingham Pentecostal Church, performed the service of invocation for the inaugural meeting.

4. PRESENTATION OF GAVEL AND CHAIN OF OFFICE

Carson Lamb, Clerk presented the gavel and Chain of Office to Reeve Heffer.

5. INAUGURAL ADDRESS BY THE REEVE

Reeve Heffer provided his inaugural address. Heffer congratulated the other members of Council on their election, and spoke about the unique character of the Township, and the opportunities and challenges ahead for the municipality in the next term of Council.

6. REMARKS OF COUNCIL MEMBERS - 5 Minute Time Limit Each

Each Council Member expressed their commitment to working cooperatively for the betterment of the municipality and serving the residents of North Huron.

7. ELECTION OF DEPUTY REEVE

Carson Lamb, Clerk conducted the election for Deputy Reeve for the 2022-2026 Term of Council.

Lamb acted as Returning Officer, with assistance from Julie Ireland, Clerk's Administrative Assistant. Lamb explained the process for the election of Deputy Reeve.

Lamb opened the floor for nominations for the office of Deputy Reeve. Lamb called a first time for nominations.

Councillor Falconer nominated himself for the position of Deputy Reeve.

Councillor Palmer nominated himself for the position of Deputy Reeve.

Councillor van Hittersum nominated herself for the position of Deputy Reeve.

Lamb called a second time for nominations. None noted.

Lamb called a third and final time for nominations. None noted.

Lamb declared nominations closed.

When asked, Councillors Falconer, Palmer and van Hittersum accepted the nomination.

Councillor Falconer addressed Council.

Councillor Palmer addressed Council.

Councillor van Hittersum addressed Council.

When the vote was called by a show of hands, Councillor Falconer received a majority of votes and was declared Deputy Reeve. The following motion was adopted:

M389/22

MOVED BY: A. van Hittersum

SECONDED BY: L. Whitfield

THAT the Council of the Township of North Huron hereby elects Councillor Falconer as Deputy Reeve for the Township of North Huron for the 2022-2026 Term of Council.

CARRIED

8. GREETINGS FROM INVITED GUESTS

None noted.

9. CONFIRMATORY BY-LAW

M390/22

MOVED BY: K. Falconer

SECONDED BY: R. McBurney

THAT By-law No. 104-2022; being a by-law to adopt, confirm and ratify matters dealt with by the Council of the Township of North Huron at the November 21, 2022 meeting; be introduced, read a first, second, third and final time, be signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10. ADJOURNMENT

M391/22

MOVED BY: L. Whitfield

SECONDED BY: A. van Hittersum

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 7:04 p.m.

CARRIED

Paul Heffer, Reeve

Carson Lamb, Clerk

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 508614 Date 11/10/2022 Amount 26.75				
005707 ALYSSA LIDOW	11-2-2022	11/02/2022	ADMIN- RETIREMENT CARDS	26.75
		Invoice Count	1 Total	26.75
Cheque 508615 Date 11/10/2022 Amount 6,166.30				
000073 B M ROSS AND ASSOCIATES LTD	23396	10/31/2022	NEW DEVELOPMENT-MAITLA	1,740.77
000073 B M ROSS AND ASSOCIATES LTD	23397	10/31/2022	RUTLEDGE SUBDIV. PHASE 2	2,956.30
000073 B M ROSS AND ASSOCIATES LTD	23448	11/02/2022	BRIDGE INSPECTION & REPC	1,469.23
		Invoice Count	3 Total	6,166.30
Cheque 508616 Date 11/10/2022 Amount 359.35				
004525 BALAKLAVA AUDIO	17726	10/14/2022	REC ADMIN- REPAIRED AUDI	359.35
		Invoice Count	1 Total	359.35
Cheque 508617 Date 11/10/2022 Amount 3,575.73				
005052 BRANDT TRACTOR LTD	4706665	10/06/2022	10-24 - SERVICE CALL	2,179.99
005052 BRANDT TRACTOR LTD	4706794	10/31/2022	10-24- SERVICE CALL	1,395.74
		Invoice Count	2 Total	3,575.73
Cheque 508618 Date 11/10/2022 Amount 61.18				
004950 CARSON LAMB	10-19-2022	10/19/2022	FOOD FOR ELECTION STAFF	61.18
		Invoice Count	1 Total	61.18
Cheque 508619 Date 11/10/2022 Amount 415.84				
002016 CENTRA DOOR NORTH COMPANY LTD	6908	10/24/2022	ARENA W- REPAIR ZAMBONII	415.84
		Invoice Count	1 Total	415.84
Cheque 508620 Date 11/10/2022 Amount 10.45				
004890 CHRIS PALMER	10-31-2022	10/31/2022	COUNCIL- MILEAGE	10.45
		Invoice Count	1 Total	10.45
Cheque 508621 Date 11/10/2022 Amount 268.38				
000146 CLIFF'S PLUMBING & HEATING	45226	10/28/2022	ARENA W- CHECKED WATER	268.38
		Invoice Count	1 Total	268.38
Cheque 508622 Date 11/10/2022 Amount 46.62				
002982 COMCO FASTENERS INC	22/1582	10/27/2022	BLYTH STREETLIGHT- THRE/	46.62
		Invoice Count	1 Total	46.62
Cheque 508623 Date 11/10/2022 Amount 4,017.45				
005501 CURT'S OFF ROAD REPAIR INC	22608	10/21/2022	14-37- REPAIR INJECTORS	4,017.45
		Invoice Count	1 Total	4,017.45
Cheque 508624 Date 11/10/2022 Amount 45.44				

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
001018 DALE PUMP & FARM SERVICE LTD	136178	11/08/2022	ARENA B- CAMLOCKS	45.44
			Invoice Count 1 Total	45.44
Cheque 508625	Date 11/10/2022	Amount	762.44	
000740 DAWN BENNINGER	10-18-2022	10/18/2022	VENDING MACHINE SUPPLIE	367.50
000740 DAWN BENNINGER	11-2-2022	11/02/2022	BLYTH/WINGHAM VENDING S	394.94
			Invoice Count 2 Total	762.44
Cheque 508626	Date 11/10/2022	Amount	1,209.42	
004803 DEAMS HOLDINGS INC.	2347	11/01/2022	LIBRARY BLYTH RENT	1,209.42
			Invoice Count 1 Total	1,209.42
Cheque 508627	Date 11/10/2022	Amount	1,069.46	
000186 DELTA ELEVATOR COMPANY LTD	9273131	11/01/2022	TOWN HALL-ELEVATOR MAIN	535.37
000186 DELTA ELEVATOR COMPANY LTD	9273132	11/01/2022	COMPLEX- ELEVATOR MAINT	534.09
			Invoice Count 2 Total	1,069.46
Cheque 508628	Date 11/10/2022	Amount	738.71	
002183 DONNELLY & MURPHY	5258	11/03/2022	SITE PLAN- BLYTH CHRISTIA	253.94
002183 DONNELLY & MURPHY	5259	11/03/2022	ADMIN- LEGAL FEES	484.77
			Invoice Count 2 Total	738.71
Cheque 508629	Date 11/10/2022	Amount	167.74	
004738 DWAYNE EVANS	11-2-2022	11/02/2022	ADMIN- MILEAGE/MEALS	167.74
			Invoice Count 1 Total	167.74
Cheque 508630	Date 11/10/2022	Amount	780.46	
000074 FOXTON FUELS LIMITED	529876	10/31/2022	FIRE- OCTOBER FUEL	780.46
			Invoice Count 1 Total	780.46
Cheque 508631	Date 11/10/2022	Amount	51.53	
005493 FREEDOMPAY CANADA, INC	FPCA4856	09/30/2022	REC ADMIN- TRANSACTION F	51.53
			Invoice Count 1 Total	51.53
Cheque 508632	Date 11/10/2022	Amount	434.49	
004907 GABEL ELECTRIC, PLUMBING & HVAC	22327	10/31/2022	FIRE/PW BLYTH- ANNUAL SE	434.49
			Invoice Count 1 Total	434.49
Cheque 508633	Date 11/10/2022	Amount	2,206.61	
005356 GALLAGHER BENEFIT SERVICES (CAN	GBS-125030	10/31/2022	ADMIN- JOB EVALUATIONS, M	2,206.61
			Invoice Count 1 Total	2,206.61
Cheque 508634	Date 11/10/2022	Amount	2,903.54	
004786 HICKS MORLEY HAMILTON STEWART S	626973	09/30/2022	ADMIN- LEGAL FEES	2,903.54
			Invoice Count 1 Total	2,903.54

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 508635	Date 11/10/2022	Amount	413.01	
000274 HORTON'S DAIRY	61274	11/01/2022	DAY CARE- DAIRY SUPPLIES	182.35
000274 HORTON'S DAIRY	51451	11/08/2022	DAY CARE- DAIRY SUPPLIES	230.66
		Invoice Count	2 Total	413.01
Cheque 508636	Date 11/10/2022	Amount	3,013.16	
000284 HURON PERTH CATHOLIC DISTRICT S	101677	10/01/2022	EARLY LEARNING - RENT	1,506.58
000284 HURON PERTH CATHOLIC DISTRICT S	101681	11/01/2022	EARLY LEARNING- RENT	1,506.58
		Invoice Count	2 Total	3,013.16
Cheque 508637	Date 11/10/2022	Amount	1,943.25	
000286 HURON TRACTOR LTD	B41442	10/13/2022	BLYTH SHOP- HY-GARD OIL,	1,926.41
000286 HURON TRACTOR LTD	B52693	10/31/2022	18-36- SNAP RING	16.84
		Invoice Count	2 Total	1,943.25
Cheque 508638	Date 11/10/2022	Amount	690.95	
000296 IDEAL SUPPLY INC.	4318355	09/09/2022	ARENA W- BATTERY CORE R	-45.20
000296 IDEAL SUPPLY INC.	4318725	09/09/2022	ARENA W= SCRUBBER BATTI	372.88
000296 IDEAL SUPPLY INC.	4324446	09/12/2022	PW- SHOP- JANITORIAL SUP	53.51
000296 IDEAL SUPPLY INC.	4363653	09/21/2022	04-11- MARKER LAMP- 07-17 I	24.33
000296 IDEAL SUPPLY INC.	4363953	09/21/2022	07-17-RELAY AND PIGTAIL 5	19.20
000296 IDEAL SUPPLY INC.	4363962	09/21/2022	07-18- WINDSHIELD WIPER B	50.83
000296 IDEAL SUPPLY INC.	4364653	09/21/2022	04-11- MINI BULB	2.66
000296 IDEAL SUPPLY INC.	4370854	09/22/2022	07-18-HALGEN BULB, BRAKE	51.39
000296 IDEAL SUPPLY INC.	4370975	09/22/2022	PW- RUST PAINT	61.84
000296 IDEAL SUPPLY INC.	4406685	10/12/2022	PW- TRAILER WIRE CONNEC	6.20
000296 IDEAL SUPPLY INC.	4416236	10/13/2022	PW- GUN & WAND ASSEMBL	83.61
000296 IDEAL SUPPLY INC.	4432242	10/18/2022	COMPLEX- A-SECTION BELT	9.70
		Invoice Count	12 Total	690.95
Cheque 508639	Date 11/10/2022	Amount	27.81	
004937 JADYN MURRAY	10-20-2022	10/20/2022	DAY CAMP- SUPPLIES	27.81
		Invoice Count	1 Total	27.81
Cheque 508640	Date 11/10/2022	Amount	191.00	
005578 JAMIE MCCARTHY	10-7-2022	10/07/2022	PW- BOOTS/POLICE CHECK	191.00
		Invoice Count	1 Total	191.00
Cheque 508641	Date 11/10/2022	Amount	127.50	
003124 JIM RENWICK	8-14-2022	08/14/2022	ANIMAL CONTROL- SERVICE	127.50
		Invoice Count	1 Total	127.50
Cheque 508642	Date 11/10/2022	Amount	2,252.81	
000322 JOE KERR LTD	1000020381	08/11/2022	04-11- PTO REPAIR	2,252.81
		Invoice Count	1 Total	2,252.81
Cheque 508643	Date 11/10/2022	Amount	61.60	

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000335 JULIE CHESTER	10-24-2022	10/21/2022	DAY CARE- MILEAGE	61.60
		Invoice Count 1	Total	61.60
Cheque 508644	Date 11/10/2022	Amount	23.82	
004507 KELSEY STRONG	11-8-2022	11/08/2022	DAY CARE- CLASSROOM SUI	23.82
		Invoice Count 1	Total	23.82
Cheque 508645	Date 11/10/2022	Amount	409.74	
000364 LAVIS CONTRACTING CO LTD	2965425	10/24/2022	ROADS PAVED- ASPHALT-HC	409.74
		Invoice Count 1	Total	409.74
Cheque 508646	Date 11/10/2022	Amount	10,615.79	
003733 LLOYD COLLINS CONSTRUCTION LTD	8252736	10/20/2022	ROADS- EXCAVATOR RENTA	10,615.79
		Invoice Count 1	Total	10,615.79
Cheque 508647	Date 11/10/2022	Amount	600.00	
005013 MARGARET SPEER	10-8-2022	10/08/2022	ADMIN- MARRIAGE OFFICIAN	300.00
005013 MARGARET SPEER	10-15-2022	10/15/2022	ADMIN- MARRIAGE OFFICIAN	300.00
		Invoice Count 2	Total	600.00
Cheque 508648	Date 11/10/2022	Amount	201.72	
002258 MARIA WALDEN	11-1-2022	11/01/2022	EARLY ON- MILEAGE/SUPPLI	201.72
		Invoice Count 1	Total	201.72
Cheque 508649	Date 11/10/2022	Amount	77.64	
000420 MGM TOWNSEND TIRE	98469	10/25/2022	07-16- TIRE REPAIR	77.64
		Invoice Count 1	Total	77.64
Cheque 508650	Date 11/10/2022	Amount	153.31	
004748 MICHAEL ROESS	11-3-2022	11/03/2022	FIRE- UNIFORM FPO- MILEAG	153.31
		Invoice Count 1	Total	153.31
Cheque 508651	Date 11/10/2022	Amount	1,453.92	
000421 MICROAGE BASICS	190483358	09/08/2022	ADMIN-EC DEV-PW- OFFICE S	62.99
000421 MICROAGE BASICS	190483457	09/08/2022	DAY CARE- LASER CARTRIDG	440.60
000421 MICROAGE BASICS	190483500	09/09/2022	DAY CARE- OFFICE SUPPLIE	212.30
000421 MICROAGE BASICS	506663	09/13/2022	REC ADMIN- PAPER, STAPLE	95.80
000421 MICROAGE BASICS	190484311	09/15/2022	REC ADMIN- DAILY DIARIES	50.14
000421 MICROAGE BASICS	506852	09/15/2022	ADMIN- VINYL TAPE	19.20
000421 MICROAGE BASICS	190484407	09/16/2022	DAY CARE- MARKER	7.11
000421 MICROAGE BASICS	190484532	09/16/2022	ADMIN- COMINATION LOCK	13.55
000421 MICROAGE BASICS	190484762	09/19/2022	REC ADMIN - OFFICE SUPPLI	148.00
000421 MICROAGE BASICS	190484932	09/20/2022	REC ADMIN- EXCHANGE VER	-9.04
000421 MICROAGE BASICS	190485332	09/23/2022	PW- PAGE PROTECTORS	14.79
000421 MICROAGE BASICS	190485730	09/27/2022	EARLY ON- INJET CART, SUP	309.15
000421 MICROAGE BASICS	190485969	09/28/2022	FINANCE- OFFICE SUPPLIES	46.41

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000421 MICROAGE BASICS	190486013	09/28/2022	ADMIN- BATTERIES	42.92
		Invoice Count	14 Total	1,453.92
Cheque 508652	Date 11/10/2022	Amount	169.50	
005005 MIDWESTERN NEWSPAPER CORP	13717	10/28/2022	FIRE- FIRE PREVENTION AD	169.50
		Invoice Count	1 Total	169.50
Cheque 508653	Date 11/10/2022	Amount	288.15	
000436 MONTGOMERY INDUSTRIAL SERVICES	57346087	04/05/2022	TOWN HALL- TOILETS CLOG	288.15
		Invoice Count	1 Total	288.15
Cheque 508654	Date 11/10/2022	Amount	20,240.84	
000444 MUNICIPALITY OF MORRIS TURNBERR	2022	11/02/2022	MT- 2022 TAX COMPENSATIC	20,240.84
		Invoice Count	1 Total	20,240.84
Cheque 508655	Date 11/10/2022	Amount	2,706.55	
000642 NORTH HURON PUBLISHING INC	113761	09/30/2022	SEPTEMBER ADVERTISING	2,644.40
000642 NORTH HURON PUBLISHING INC	114127	10/30/2022	FIRE- FIRE SAFETY PAGES	62.15
		Invoice Count	2 Total	2,706.55
Cheque 508656	Date 11/10/2022	Amount	51,348.92	
000473 OMERS	10-31-2022	10/31/2022	OCTOBER 2022 REMITTANCE	51,348.92
		Invoice Count	1 Total	51,348.92
Cheque 508657	Date 11/10/2022	Amount	423.75	
000489 PAI DA LANDSCAPING	975	10/06/2022	ROADS- EXCAVATOR RENTA	423.75
		Invoice Count	1 Total	423.75
Cheque 508658	Date 11/10/2022	Amount	708.42	
000352 PBJ KITSUPPLY DEPOT	170239	10/25/2022	TH/LIBRARY- HAND SOAP	114.55
000352 PBJ KITSUPPLY DEPOT	170241	10/25/2022	COMPLEX- JANITORIAL SUPP	453.88
000352 PBJ KITSUPPLY DEPOT	170272	10/26/2022	DAY CARE- DISH DETERGEN	4.52
000352 PBJ KITSUPPLY DEPOT	170433	11/08/2022	DAY CARE- GARBAGE BAGS	23.62
000352 PBJ KITSUPPLY DEPOT	170442	11/08/2022	COMPLEX- JANITORIAL SUPP	111.85
		Invoice Count	5 Total	708.42
Cheque 508659	Date 11/10/2022	Amount	2,359.44	
005647 RESQTECH SYSTEMS INC	32807	11/03/2022	FIRE- FIRE BLANKET	2,359.44
		Invoice Count	1 Total	2,359.44
Cheque 508660	Date 11/10/2022	Amount	702.66	
004569 RICOH	SCO93814345	09/30/2022	REC ADMIN- COPIER RENT/C	203.74
004569 RICOH	SCO93829326	09/30/2022	ADMIN- COPIER RENT/COPIE	306.08
004569 RICOH	SCO93829327	09/30/2022	DC/FIRE- COPIER RENT/COPI	192.84
		Invoice Count	3 Total	702.66

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 508661 Date 11/10/2022 Amount 515.01				
000539 RINTOULS POOLS AND SPAS	105034	11/09/2022	POOL- KLEAN SURFACE (ACI	515.01
		Invoice Count	1 Total	515.01
Cheque 508662 Date 11/10/2022 Amount 86.64				
000272 RONA HODGINS	343832	09/15/2022	TOWN HALL- SHELF BRACKE	10.58
000272 RONA HODGINS	344873	09/28/2022	ROADS- JOIST HANGERS	20.70
000272 RONA HODGINS	344945	09/29/2022	ROADS- PLYWOOD	55.36
		Invoice Count	3 Total	86.64
Cheque 508663 Date 11/10/2022 Amount 96.96				
005083 RONA HODGINS- FIRE DEPARTMENT	345994	10/12/2022	FIRE- DIESEL EXHAUST FLUI	49.67
005083 RONA HODGINS- FIRE DEPARTMENT	346619	10/20/2022	FIRE- ANTIFREEZE GAS INJ.	7.19
005083 RONA HODGINS- FIRE DEPARTMENT	347143	10/26/2022	FIRE- FIRE EXTINGUISHER	40.10
		Invoice Count	3 Total	96.96
Cheque 508664 Date 11/10/2022 Amount 1,371.06				
000602 STANTON HARDWARE	323233	09/07/2022	POOL- WATER REFILL, LIGHT	62.39
000602 STANTON HARDWARE	323252	09/08/2022	TOWN HALL- WATER COOLEI	5.90
000602 STANTON HARDWARE	323271	09/09/2022	ARENA W- HELMETS, INSECT	247.44
000602 STANTON HARDWARE	323283	09/09/2022	LANDFILL- GARBAGE BAGS	53.10
000602 STANTON HARDWARE	323284	09/09/2022	COMPLEX- VACUUM BAGS	186.42
000602 STANTON HARDWARE	323322	09/13/2022	REC PROGRAMS- PADLOCK	8.69
000602 STANTON HARDWARE	323332	09/13/2022	FITNESS- CLEANERS, LUBRIK	141.04
000602 STANTON HARDWARE	323333	09/13/2022	COMPLEX -LIGHT BULBS, WA	115.93
000602 STANTON HARDWARE	323347	09/14/2022	DAY CARE- LIGHT BULBS	11.27
000602 STANTON HARDWARE	323348	09/14/2022	PARKS- WASP INSECTICIDE	16.94
000602 STANTON HARDWARE	323371	09/15/2022	LANDFILL- KEYS FOR HEALTI	20.27
000602 STANTON HARDWARE	323378	09/16/2022	PARKS W- DRAIN PLUG	25.98
000602 STANTON HARDWARE	323410	09/19/2022	TOWN HALL- WATER COOLEI	8.85
000602 STANTON HARDWARE	323423	09/20/2022	ARENA W- BOLTS, WASHERS	15.61
000602 STANTON HARDWARE	323424	09/20/2022	LANDFILL- GLOVES, KEYS	16.93
000602 STANTON HARDWARE	323453	09/22/2022	DAY CARE- APLLIANCE LIGH	13.54
000602 STANTON HARDWARE	323471	09/23/2022	CENOTAPH- LIGHT BULBS	19.74
000602 STANTON HARDWARE	323509	09/26/2022	PW- SHOP-SHOVEL, GARBAG	140.71
000602 STANTON HARDWARE	323519	09/27/2022	COMPLEX- WALL CLOCK, WA	28.49
000602 STANTON HARDWARE	323538	09/28/2022	ARENA W- CASTERS	131.03
000602 STANTON HARDWARE	323561	09/29/2022	TOWN HALL- WATER COOLEI	5.90
000602 STANTON HARDWARE	323585	09/30/2022	TOWN HALL- WRENCH SET	67.79
000602 STANTON HARDWARE	323705	10/11/2022	TOWN HALL- DUCT TAPE	19.20
000602 STANTON HARDWARE	323870	10/20/2022	LIBRARY- SAFETY OUTLET P	7.90
		Invoice Count	24 Total	1,371.06
Cheque 508665 Date 11/10/2022 Amount 327.59				
003029 SUPERIOR SOLUTIONS LTD	4465757	11/04/2022	ARENA B- HOSE VALVE, CAB	327.59
		Invoice Count	1 Total	327.59
Cheque 508666 Date 11/10/2022 Amount 356.87				
000620 SWAN DUST CONTROL LTD	6158941	10/04/2022	COMPLEX- MATS/MOP RENT,	146.30
000620 SWAN DUST CONTROL LTD	6169780	10/18/2022	TOWN HALL- GREY MAT REN	34.01

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000620 SWAN DUST CONTROL LTD	6199785	10/18/2022	COMPLEX- MATS/MOP RENT,	146.30
000620 SWAN DUST CONTROL LTD	6178062	11/01/2022	DAY CARE- GREY MAT RENT.	30.26
		Invoice Count	4 Total	356.87
Cheque 508667	Date 11/10/2022	Amount 5,467.21		
005719 TERRI RAU	October 2022	10/31/2022	ADMIN- FINANCE CONTRACT	5,467.21
		Invoice Count	1 Total	5,467.21
Cheque 508668	Date 11/10/2022	Amount 586.31		
005701 THE ROSS FIRM PROFESSIONAL CORP	16422	11/03/2022	ADMIN- LEGAL FEES WESTAI	586.31
		Invoice Count	1 Total	586.31
Cheque 508669	Date 11/10/2022	Amount 59.28		
005067 TIFFANI VAN CAMP	9-2-2022	09/02/2022	DAY CARE- LAMINATING POL	59.28
		Invoice Count	1 Total	59.28
Cheque 508670	Date 11/10/2022	Amount 485.89		
001316 TOWNSHIP OF ASHFIELD-COLBORNE-	13835	11/04/2022	PW- I-PAD- AMP	485.89
		Invoice Count	1 Total	485.89
Cheque 508671	Date 11/10/2022	Amount 61.60		
003270 TRISHA MCLEAN	10-21-2022	10/21/2022	DAY CARE- MILEAGE	61.60
		Invoice Count	1 Total	61.60
Cheque 508672	Date 11/10/2022	Amount 76.00		
003532 TRULY NOLEN	V65640	11/03/2022	MUSEUM- PEST CONTROL	76.00
		Invoice Count	1 Total	76.00
Cheque 508673	Date 11/10/2022	Amount 30.96		
004451 VANESSA MARKS	10-31-2022	10/31/2022	DAY CARE- CRAFT SUPPLIES	30.96
		Invoice Count	1 Total	30.96
Cheque 508674	Date 11/10/2022	Amount 447.00		
002186 WEED MAN PAYMENT PROCESSING	2023- John St E	11/01/2022	PARKS- 2023 GRASS TREATM	447.00
		Invoice Count	1 Total	447.00
Cheque 508675	Date 11/10/2022	Amount 395.50		
003998 WINGHAM BUSINESS IMPROVEMENT A	1336	04/14/2022	PARKS- 10 FLOWER BASKET:	395.50
		Invoice Count	1 Total	395.50
Cheque 508676	Date 11/10/2022	Amount 55.37		
000704 WINGHAM COLUMBUS CENTRE	11-1-2022	11/01/2022	FITNESS- SATELLITE EXPEN:	55.37
		Invoice Count	1 Total	55.37
Cheque 508677	Date 11/10/2022	Amount 46.28		

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
002081 WINGHAM FOODLAND	725-600-1240	10/17/2022	EARLY ON- CORN STARCH	11.96
002081 WINGHAM FOODLAND	725-600-5023	10/27/2022	EARLY ON- SUPPLIES	34.32
Invoice Count 2 Total				46.28
Cheque 508678 Date 11/25/2022 Amount 875.75				
004930 AIRD & BERLIS LLP	1314793	11/14/2022	ADMIN- LEGAL FEES	875.75
Invoice Count 1 Total				875.75
Cheque 508679 Date 11/25/2022 Amount 82.51				
001987 ALLSTREAM BUSINESS INC.	18910903	10/27/2022	PW-EW- PHONE	82.51
Invoice Count 1 Total				82.51
Cheque 508680 Date 11/25/2022 Amount 13,447.00				
002423 ALPINE TREE SERVICE	B0259	09/30/2022	ROADS- TREE REMOVAL, CH	13,447.00
Invoice Count 1 Total				13,447.00
Cheque 508681 Date 11/25/2022 Amount 1,589.23				
003274 ARMTEC LIMITED PARTNERSHIP	6-293075	11/16/2022	CULVERTS- PIPES/COUPLER	1,589.23
Invoice Count 1 Total				1,589.23
Cheque 508682 Date 11/25/2022 Amount 593.25				
000019 ASSOCIATION OF MUNICIPALITIES	CT003943	11/02/2022	COUNCIL TRAINING- PAUL HI	593.25
Invoice Count 1 Total				593.25
Cheque 508683 Date 11/25/2022 Amount 28,744.60				
000073 B M ROSS AND ASSOCIATES LTD	23460	11/04/2022	HUTTON HEIGHTS -SERVICIN	27,379.90
000073 B M ROSS AND ASSOCIATES LTD	23484	11/08/2022	CARLING TERRACE - FINAL S	1,276.56
000073 B M ROSS AND ASSOCIATES LTD	23558	11/11/2022	REVISED SITE PLAN- 17 ALBE	88.14
Invoice Count 3 Total				28,744.60
Cheque 508684 Date 11/25/2022 Amount 824.17				
005052 BRANDT TRACTOR LTD	7720502	11/17/2022	10-24- PARTS	824.17
Invoice Count 1 Total				824.17
Cheque 508685 Date 11/25/2022 Amount 80.84				
000778 CEDAR SIGNS	2022/4428	11/10/2022	EC DEV- ACCESSIBLE SIGNS	80.84
Invoice Count 1 Total				80.84
Cheque 508686 Date 11/25/2022 Amount 678.00				
004915 CONNIE JASINSKAS	11-15-2022	11/15/2022	AQUATICS - WAVE RIDERS	678.00
Invoice Count 1 Total				678.00
Cheque 508687 Date 11/25/2022 Amount 356.17				
004852 CONTINUIT CORP.	65062858**2335	11/04/2022	ADMIN- SHAREPOINT/MS365	26.89
004852 CONTINUIT CORP.	65062858**2371	11/04/2022	ADMIN- ONSITE IT SUPPORT	84.75

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
004852 CONTINUIT CORP.	65062858**2393	11/09/2022	REC ADMIN- ON SITE SUPPO	244.53
			Invoice Count 3 Total	356.17
Cheque 508688	Date 11/25/2022	Amount	96.69	
005611 CREATIVE CASUALS	17225	11/08/2022	ADMIN- SWEATSHIRT	96.69
			Invoice Count 1 Total	96.69
Cheque 508689	Date 11/25/2022	Amount	6,576.60	
005501 CURT'S OFF ROAD REPAIR INC	22631	11/10/2022	05-12- VOLVO GRADER REPA	6,576.60
			Invoice Count 1 Total	6,576.60
Cheque 508690	Date 11/25/2022	Amount	90.32	
000740 DAWN BENNINGER	11-18-2022	11/18/2022	ARENA W- BACK PACK SPRA	90.32
			Invoice Count 1 Total	90.32
Cheque 508691	Date 11/25/2022	Amount	1,291.37	
005723 DEMETRI MAKRAKOS	11-4-2022	11/04/2022	EC DEV/ADMIN- MEMBERSHI	1,291.37
			Invoice Count 1 Total	1,291.37
Cheque 508692	Date 11/25/2022	Amount	162.26	
002807 DENISE LOCKIE	11-16-2022	11/16/2022	REC ADMIN- SUPPL FOR XM/	162.26
			Invoice Count 1 Total	162.26
Cheque 508693	Date 11/25/2022	Amount	3,739.42	
000196 DONEGAN'S HAULAGE (2010) LIMITED	182356	11/10/2022	BLYTH TRAIL- SPONE DUST-	1,881.42
000196 DONEGAN'S HAULAGE (2010) LIMITED	182400	11/11/2022	BLYTH TRAIL- STONEDUST R	1,858.00
			Invoice Count 2 Total	3,739.42
Cheque 508694	Date 11/25/2022	Amount	2,463.40	
004965 DRR EXCAVATING	2402	11/11/2022	LANDFILL- DOZER RENTAL	2,463.40
			Invoice Count 1 Total	2,463.40
Cheque 508695	Date 11/25/2022	Amount	531.95	
003757 ERIC COX SANITATION	217626	11/10/2022	COMPLEX- JANITORIAL SUPP	531.95
			Invoice Count 1 Total	531.95
Cheque 508696	Date 11/25/2022	Amount	1,683.58	
000218 ERNIE KING MUSIC (1993) LTD.	e13075	11/24/2022	EC DEV- PA SYSTEM/MICROF	1,683.58
			Invoice Count 1 Total	1,683.58
Cheque 508697	Date 11/25/2022	Amount	304.82	
000796 FISHER GLASS & MIRROR LIMITED	8987	11/21/2022	COMPLEX-FIRE RATED GLAS	304.82
			Invoice Count 1 Total	304.82
Cheque 508698	Date 11/25/2022	Amount	16,334.68	

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000074 FOXTON FUELS LIMITED	526972	10/03/2022	PW-EW- DYED DIESEL	4,811.42
000074 FOXTON FUELS LIMITED	527788	10/11/2022	LANDFILL- COMPACTOR FUE	656.86
000074 FOXTON FUELS LIMITED	527982	10/12/2022	PW BL- ETHANOL	1,475.06
000074 FOXTON FUELS LIMITED	528517	10/24/2022	PW- DEF- DIESEL EXHAUST F	47.44
000074 FOXTON FUELS LIMITED	528864	10/25/2022	LANDFILL- COMPACTOR FUE	876.26
000074 FOXTON FUELS LIMITED	529281	10/28/2022	PW- EW- DYED DIESEL	6,870.98
000074 FOXTON FUELS LIMITED	529813	10/31/2022	PW- FLEET ESCAPE FUEL	182.70
000074 FOXTON FUELS LIMITED	530001	10/31/2022	CEMETERY- FUEL	155.07
000074 FOXTON FUELS LIMITED	530223	10/31/2022	PW -OCTOBER FUEL	1,258.89
Invoice Count 9 Total				16,334.68

Cheque 508699 Date 11/25/2022 Amount 645.34

000249 GREEN'S MEAT MARKET	22408	11/18/2022	DAY CARE- MEAT PRODUCTS	645.34
Invoice Count 1 Total				645.34

Cheque 508700 Date 11/25/2022 Amount 494.56

000274 HORTON'S DAIRY	61268	11/01/2022	BA-MR- DAIRY SUPPLIES	114.84
000274 HORTON'S DAIRY	61643-2022	11/15/2022	DAY CARE- DAIRY SUPPLIES	203.93
000274 HORTON'S DAIRY	61835	11/22/2022	DAY CARE- DAIRY SUPPLIES	175.79
Invoice Count 3 Total				494.56

Cheque 508701 Date 11/25/2022 Amount 549.33

003281 HOWSON TRANSPORTATION INC	3314396	10/31/2022	FIRE- OCTOBER DIESEL FUE	549.33
Invoice Count 1 Total				549.33

Cheque 508702 Date 11/25/2022 Amount 135.60

005509 HURON TOILET RENTALS LTD	1355	11/08/2022	LANDFILL- PORTABLE TOILET	135.60
Invoice Count 1 Total				135.60

Cheque 508703 Date 11/25/2022 Amount 6.81

000286 HURON TRACTOR LTD	B48394	09/01/2022	PW- O-RINGS	6.81
Invoice Count 1 Total				6.81

Cheque 508704 Date 11/25/2022 Amount 46.06

000290 HURONIA WELDING & INDUSTRIAL	D84678	10/06/2022	PW- COMPRESSED OXYGEN	89.00
000290 HURONIA WELDING & INDUSTRIAL	217328	10/21/2022	CREDIT- LANDFILL- OLD TAN	-42.94
Invoice Count 2 Total				46.06

Cheque 508705 Date 11/25/2022 Amount 788.74

003538 J.A. PORTER HOLDINGS (LUCKNOW) L	20622	09/13/2022	SIDEWALKS- CONCRETE-JOB	788.74
Invoice Count 1 Total				788.74

Cheque 508706 Date 11/25/2022 Amount 463.06

004008 JULIE IRELAND	11-21-2022	11/21/2022	ADMIN- MILEAGE, SUPPLIES	463.06
Invoice Count 1 Total				463.06

Cheque 508707 Date 11/25/2022 Amount 19.58

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
004507 KELSEY STRONG	11-17-2022	11/17/2022	DAY CARE- CRAFT SUPPLIES	19.58
		Invoice Count	1 Total	19.58
Cheque 508708 Date 11/25/2022 Amount 1,342.44				
000364 LAVIS CONTRACTING CO LTD	2868256	08/31/2022	ROADS- HOT MIX	1,342.44
		Invoice Count	1 Total	1,342.44
Cheque 508709 Date 11/25/2022 Amount 672.41				
000420 MGM TOWNSEND TIRE	97401	09/19/2022	03-08- TIRE	155.43
000420 MGM TOWNSEND TIRE	98838	10/27/2022	01-05-TIRE REPAIR	516.98
		Invoice Count	2 Total	672.41
Cheque 508710 Date 11/25/2022 Amount 3,550.82				
000444 MUNICIPALITY OF MORRIS TURNBERR Nov 2022 540-001-008		08/17/2022	AIRPORT- PROPERTY TAX	3,550.82
		Invoice Count	1 Total	3,550.82
Cheque 508711 Date 11/25/2022 Amount 502.09				
000642 NORTH HURON PUBLISHING INC	113439	08/31/2022	ADVERTISING- EC DEV/ADMII	428.64
000642 NORTH HURON PUBLISHING INC	114128	10/30/2022	REC ADMIN- ADVERTISING	73.45
		Invoice Count	2 Total	502.09
Cheque 508712 Date 11/25/2022 Amount 88.14				
002127 P E INGLIS HOLDINGS INC.	42423	10/31/2022	PARKS B- PORTABLE WASHF	88.14
		Invoice Count	1 Total	88.14
Cheque 508713 Date 11/25/2022 Amount 865.44				
005063 PBJ CLEANING DEPOT INC.	2023849	11/18/2022	ARENA/HALL B- JANITORIAL :	865.44
		Invoice Count	1 Total	865.44
Cheque 508714 Date 11/25/2022 Amount 1,531.55				
000352 PBJ KITSUPPLY DEPOT	170523	11/15/2022	COMPLEX- JANITORIAL SUPP	22.58
000352 PBJ KITSUPPLY DEPOT	170530	11/15/2022	COMPLEX- JANITORIAL SUPP	336.23
000352 PBJ KITSUPPLY DEPOT	170659	11/22/2022	DAY CARE - JANITORIAL SUP	687.82
000352 PBJ KITSUPPLY DEPOT	170669	11/23/2022	COMPLEX- JANITORIAL SUPP	484.92
		Invoice Count	4 Total	1,531.55
Cheque 508715 Date 11/25/2022 Amount 271.70				
000520 PUROLATOR INC.	451998834	11/11/2022	FIRE- COURIER SERVICE	271.70
		Invoice Count	1 Total	271.70
Cheque 508716 Date 11/25/2022 Amount 5,803.01				
000542 R.J. BURNSIDE & ASSOCIATES	300050829.000-13	11/10/2022	CHARTER MUNICIPAL DRAIN	3,426.94
000542 R.J. BURNSIDE & ASSOCIATES	300054409.2022-6	11/11/2022	DRAINAGE SUPERINTENDEN	2,376.07
		Invoice Count	2 Total	5,803.01
Cheque 508717 Date 11/25/2022 Amount 68.93				

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
005759 RACHAEL VANDIEPEN	11-17-2022	11/17/2022	ADMIN- OFFICE SUPPLIES	68.93
		Invoice Count	1 Total	68.93
Cheque 508718	Date 11/25/2022	Amount	33.05	
000522 RACHELLE GERRIE	11-18-2022	11/18/2022	DAY CAMP- SUPPLIES	33.05
		Invoice Count	1 Total	33.05
Cheque 508719	Date 11/25/2022	Amount	713.00	
004569 RICOH	SCO93855921	10/29/2022	ADMIN- COPIER RENT/COPIE	279.66
004569 RICOH	SCO93855922	10/29/2022	DC/FIRE COPIER RENT/COPII	159.75
004569 RICOH	SCO93855923	10/29/2022	REC ADMIN- COPIER RENT/C	273.59
		Invoice Count	3 Total	713.00
Cheque 508720	Date 11/25/2022	Amount	59.98	
000539 RINTOULS POOLS AND SPAS	105105	11/22/2022	POOL- REAGENTS	59.98
		Invoice Count	1 Total	59.98
Cheque 508721	Date 11/25/2022	Amount	2,576.43	
002355 ROBERT'S FARM EQUIPMENT	S23707	10/26/2022	LOADER TRACTOR- REPAIRS	2,572.98
002355 ROBERT'S FARM EQUIPMENT	P12239	11/03/2022	BLYTH ZERO TURN- OIL PLU	3.45
		Invoice Count	2 Total	2,576.43
Cheque 508722	Date 11/25/2022	Amount	170.56	
000272 RONA HODGINS	345797	10/07/2022	TOWN HALL- SCREWS	42.94
000272 RONA HODGINS	346190	10/14/2022	TOWN HALL- ABS PIPE, COU	50.25
000272 RONA HODGINS	346217	10/14/2022	THEATRE- RETURN CONDUIT	-9.61
000272 RONA HODGINS	346726	10/21/2022	CEMETERY- MARKING PAINT	33.88
000272 RONA HODGINS	347024	10/25/2022	TOWN HALL- WEISER DOOR	53.10
		Invoice Count	5 Total	170.56
Cheque 508723	Date 11/25/2022	Amount	640.00	
003277 SHAMROCK EMISSIONS	11961	11/08/2022	PW- EMISSION TESTS	640.00
		Invoice Count	1 Total	640.00
Cheque 508724	Date 11/25/2022	Amount	1,141.30	
003363 SIMPLY ASSEMBLY	15363	11/10/2022	FITNESS- EQUIPMENT MAINT	1,141.30
		Invoice Count	1 Total	1,141.30
Cheque 508725	Date 11/25/2022	Amount	152.55	
002155 SMYTH WELDING & MACHINE SHOP	52092	10/28/2022	BL STREETLIGHTS- BRACKET	152.55
		Invoice Count	1 Total	152.55
Cheque 508726	Date 11/25/2022	Amount	867.29	
000602 STANTON HARDWARE	323623	10/03/2022	DAY CARE- GAS CAN CAPS	29.36
000602 STANTON HARDWARE	323629	10/03/2022	COMPLEX - TIRE CLEANER	-15.81
000602 STANTON HARDWARE	323668	10/06/2022	DAY CARE PINE SOL CLEANER	39.53
000602 STANTON HARDWARE	323669	10/06/2022	LANDFILL- KEY	3.38

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000602 STANTON HARDWARE	323683	10/07/2022	TOWN HALL- WATER COOLEI	5.90
000602 STANTON HARDWARE	323708	10/11/2022	POOL- WATER COOLER	372.89
000602 STANTON HARDWARE	323739	10/12/2022	COMPLEX- JANITORIAL SUPP	37.12
000602 STANTON HARDWARE	323744	10/13/2022	TH THEATRE- TURNBUCKLE	7.90
000602 STANTON HARDWARE	323772	10/14/2022	POOL- WATER COOLER REFI	5.90
000602 STANTON HARDWARE	323828	10/18/2022	TOWN HALL- WATER , PAINT	14.36
000602 STANTON HARDWARE	323846	10/19/2022	COMPLEX- FURNACE FILTER	34.22
000602 STANTON HARDWARE	323851	10/19/2022	18-03- PAINT, PINS	107.16
000602 STANTON HARDWARE	323885	10/21/2022	POOL- WATER COOLER REFI	5.90
000602 STANTON HARDWARE	323960	10/26/2022	COMPLEX- TIRE CLEANER	29.36
000602 STANTON HARDWARE	323962	10/26/2022	TOWN HALL - KEYS	6.76
000602 STANTON HARDWARE	323980	10/27/2022	COMPLEX- JANITORIAL SUPP	61.53
000602 STANTON HARDWARE	323981	10/27/2022	POOL- WATER COOLER REFI	2.95
000602 STANTON HARDWARE	324002	10/28/2022	TOWN HALL - WATER COOLE	5.90
000602 STANTON HARDWARE	324031	10/31/2022	COMPLEX - T8 LIGHT BULBS	112.98
Invoice Count 19 Total				867.29

Cheque 508727 Date 11/25/2022 Amount 662.73

000606 STEFFEN AUTO SUPPLY	250690	10/21/2022	07-18 - BATTERY, WIPER	558.17
000606 STEFFEN AUTO SUPPLY	251277	10/31/2022	03-10- PARTS	104.56
Invoice Count 2 Total				662.73

Cheque 508728 Date 11/25/2022 Amount 30.26

000620 SWAN DUST CONTROL LTD	6189059	11/15/2022	DAY CARE- GREY MAT RENT.	30.26
Invoice Count 1 Total				30.26

Cheque 508729 Date 11/25/2022 Amount 33.90

004570 TIFFANY SEIP	11-23-2022	11/23/2022	DAY CARE- COT BEDDING RE	33.90
Invoice Count 1 Total				33.90

Cheque 508730 Date 11/25/2022 Amount 17,986.78

000897 TOWNSHIP OF NORTH HURON SEWER	11-17-2022	11/17/2022	SEWER - 3RD 1/4 HST RETUR	17,986.78
Invoice Count 1 Total				17,986.78

Cheque 508731 Date 11/25/2022 Amount 20,409.36

001365 TOWNSHIP OF NORTH HURON WATER	11-17-2022	11/17/2022	WATER- 3RD 1/4 HST RETURI	20,409.36
Invoice Count 1 Total				20,409.36

Cheque 508732 Date 11/25/2022 Amount 159.00

003532 TRULY NOLEN	V65790	11/16/2022	DAY CARE- PEST CONTROL	73.00
003532 TRULY NOLEN	V65910	11/16/2022	COMPLEX- PEST CONTROL	86.00
Invoice Count 2 Total				159.00

Cheque 508733 Date 11/25/2022 Amount 47.61

004451 VANESSA MARKS	11-14-2022	11/14/2022	DAY CARE- PROGRAM SUPPL	47.61
Invoice Count 1 Total				47.61

Cheque 508734 Date 11/25/2022 Amount 1,587.79

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
002875 VIKING CIVES LTD.	2711610	11/17/2022	18-03- PARTS	1,587.79
		Invoice Count	1 Total	1,587.79
Cheque 508735 Date 11/25/2022 Amount 28,671.90				
001735 WASTE MANAGEMENT	0636377-0256-2	11/02/2022	OCTOBER - WASTE/RECYCLI	28,671.90
		Invoice Count	1 Total	28,671.90
Cheque 508736 Date 11/25/2022 Amount 180.14				
000685 WATSON'S HOME HARDWARE	BP5001	10/03/2022	CEMETERY W- MARKERS	9.59
000685 WATSON'S HOME HARDWARE	BP6488	10/20/2022	ARENA B- BROOMS	31.62
000685 WATSON'S HOME HARDWARE	BP6913	10/24/2022	ARENA B- BATTERIES	47.39
000685 WATSON'S HOME HARDWARE	BP6963	10/25/2022	BL STREETLIGHTS- CONCRE	14.67
000685 WATSON'S HOME HARDWARE	BP6968	10/25/2022	BL STREETLIGHTS- CONCRE	7.33
000685 WATSON'S HOME HARDWARE	BP7127	10/27/2022	BL/WING SIDEWALKS- PAINT	56.48
000685 WATSON'S HOME HARDWARE	BP7145	10/27/2022	PARKS EW- NUTS, SCREWS,	13.06
		Invoice Count	7 Total	180.14
Cheque 508737 Date 11/25/2022 Amount 252.00				
002186 WEED MAN PAYMENT PROCESSING	32250369	10/05/2022	CRUICKSHANK PARK- FERTII	252.00
		Invoice Count	1 Total	252.00
Cheque 508738 Date 11/25/2022 Amount 2,802.40				
004421 WESLEY RILEY CONTRACTING COMPA	8741	09/30/2022	WINTER SAND STACKER REN	2,802.40
		Invoice Count	1 Total	2,802.40
Cheque 508739 Date 12/01/2022 Amount 2,746.82				
000925 AQUAM SPECIALISTE AQUATIQUE	378071	11/23/2022	AQUATICS - POOL EQUIPMEN	2,414.37
000925 AQUAM SPECIALISTE AQUATIQUE	379025	11/29/2022	AQUATICS- POOL EQUIPMEN	332.45
		Invoice Count	2 Total	2,746.82
Cheque 508740 Date 12/01/2022 Amount 15,000.00				
000066 BLYTH FESTIVAL	232211	11/15/2022	EC DEV- CO-OP MARKETING	15,000.00
		Invoice Count	1 Total	15,000.00
Cheque 508741 Date 12/01/2022 Amount 220.35				
000072 BLYTH PRINTING INC.	36599	11/24/2022	REC ADMIN- PARADE BANNE	220.35
		Invoice Count	1 Total	220.35
Cheque 508742 Date 12/01/2022 Amount 4,540.74				
000778 CEDAR SIGNS	2022/4190	10/25/2022	ROADS- SIGNS	4,540.74
		Invoice Count	1 Total	4,540.74
Cheque 508743 Date 12/01/2022 Amount 318.36				
003919 CINTAS CANADA LIMITED	4138178728	11/22/2022	ARENA B- GRAY MAT RENTAL	219.86
003919 CINTAS CANADA LIMITED	4138524004	11/24/2022	PW/FIRE- GRAY MAT RENTAL	98.50
		Invoice Count	2 Total	318.36

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 508744 Date 12/01/2022 Amount 69.21				
000146 CLIFF'S PLUMBING & HEATING	45284	10/31/2022	COMPLEX- REPAIR FAN SHR	69.21
		Invoice Count	1 Total	69.21
Cheque 508745 Date 12/01/2022 Amount 620.13				
000151 COCA COLA REFRESHMENTS CANADA	15200207774	11/02/2022	REC- VENDING MACHINE PR	620.13
		Invoice Count	1 Total	620.13
Cheque 508746 Date 12/01/2022 Amount 3,836.62				
000196 DONEGAN'S HAULAGE (2010) LIMITED	182567	11/25/2022	EC DEV- STONE DUST TRAIL	2,063.54
000196 DONEGAN'S HAULAGE (2010) LIMITED	182598	11/29/2022	EC DEV- STONE DUST TRAIL	1,773.08
		Invoice Count	2 Total	3,836.62
Cheque 508747 Date 12/01/2022 Amount 55.65				
005720 FRANCENE FRANCIS	11-28-2022	11/28/2022	REC ADMIN- CANDY FOR PA	55.65
		Invoice Count	1 Total	55.65
Cheque 508748 Date 12/01/2022 Amount 243.67				
000834 G-FORCE MARKETING	AG5848	11/26/2022	ADMIN- ASSESSMENT ROLL I	243.67
		Invoice Count	1 Total	243.67
Cheque 508749 Date 12/01/2022 Amount 157.96				
000274 HORTON'S DAIRY	62028	11/29/2022	DAY CARE- DAIRY SUPPLIES	157.96
		Invoice Count	1 Total	157.96
Cheque 508750 Date 12/01/2022 Amount 19.68				
005608 IDEAL SUPPLY INC	4578142	11/23/2022	FIRE- BULB, MOTOR TREATM	19.68
		Invoice Count	1 Total	19.68
Cheque 508751 Date 12/01/2022 Amount 2,705.22				
003538 J.A. PORTER HOLDINGS (LUCKNOW) L	202029867	11/30/2022	EC DEV- CONCRETE TRAIL- F	2,705.22
		Invoice Count	1 Total	2,705.22
Cheque 508752 Date 12/01/2022 Amount 44.92				
004507 KELSEY STRONG	11-25-2022	11/25/2022	DAY CARE- CLASS SUPPLIES	44.92
		Invoice Count	1 Total	44.92
Cheque 508753 Date 12/01/2022 Amount 221.36				
005757 MARCO BONNICI	11-22-2022	11/22/2022	POOL- MILEAGE/MEALS	221.36
		Invoice Count	1 Total	221.36
Cheque 508754 Date 12/01/2022 Amount 702.83				
005013 MARGARET SPEER	9-24-2022	09/24/2022	ADMIN- CIVIL MARRIAGE FEE	300.00
005013 MARGARET SPEER	10-29-2022	10/29/2022	ADMIN- CIVIL MARRIAGE FEE	300.00

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
005013 MARGARET SPEER	418574	11/15/2022	ADMIN- DEBIT OVERPAYMEN	102.83
		Invoice Count	3 Total	702.83
Cheque 508755 Date 12/01/2022 Amount 3,546.67				
000421 MICROAGE BASICS	1904866935	10/05/2022	FITNESS- DAILY DIARY	16.71
000421 MICROAGE BASICS	190487065	10/06/2022	ADMIN- OFFICE SUPPLIES	15.12
000421 MICROAGE BASICS	190487112	10/07/2022	REC ADMIN- OFFICE SUPPLIE	85.17
000421 MICROAGE BASICS	190487123	10/07/2022	DAY CARE- OFFICE SUPPLIE	73.12
000421 MICROAGE BASICS	190487150	10/07/2022	BA-MR- SUPPLIES	68.07
000421 MICROAGE BASICS	190487159	10/07/2022	LANDFILL- THERMAL ROLLS-	120.90
000421 MICROAGE BASICS	190487915	10/14/2022	ADMIN- TONER CARTRIDGE	112.99
000421 MICROAGE BASICS	190488096	10/17/2022	ADMIN- LASER CARTRIDGE	112.99
000421 MICROAGE BASICS	190488097	10/17/2022	ADMIN -CASE OF PAPER	71.18
000421 MICROAGE BASICS	190488305	10/18/2022	CEMETERY - DAILY DIARIES	135.58
000421 MICROAGE BASICS	190488307	10/18/2022	CEMETERY- OFFICE SUPPLIE	66.29
000421 MICROAGE BASICS	190488336	10/18/2022	ADMIN- OFFICE SUPPLIES	31.83
000421 MICROAGE BASICS	1904885258	10/18/2022	REC ADMIN- LASER CARTRIC	1,151.96
000421 MICROAGE BASICS	508752	10/18/2022	ADMIN- 3 CASES OF PAPER	213.54
000421 MICROAGE BASICS	508754	10/18/2022	FITNESS- OFFICE EQUIPMEN	655.38
000421 MICROAGE BASICS	190488787	10/21/2022	DAY CARE- LASER CART., PA	511.78
000421 MICROAGE BASICS	190489034	10/24/2022	REC ADMIN- DIARY	56.49
000421 MICROAGE BASICS	190489618	10/28/2022	REC ADMIN- OFFICE SUPPLIE	17.87
000421 MICROAGE BASICS	190489325	11/26/2022	REC ADMIN- OFFICE SUPPLIE	29.70
		Invoice Count	19 Total	3,546.67
Cheque 508756 Date 12/01/2022 Amount 124.30				
000642 NORTH HURON PUBLISHING INC	114403	11/30/2022	FIRE- CITIZEN ADVERTISING	124.30
		Invoice Count	1 Total	124.30
Cheque 508757 Date 12/01/2022 Amount 45,781.38				
000473 OMERS	11-30-2022	11/30/2022	OMERS- NOVEMBER REMITT	45,781.38
		Invoice Count	1 Total	45,781.38
Cheque 508758 Date 12/01/2022 Amount 27.11				
005063 PBJ CLEANING DEPOT INC.	2024115	11/25/2022	COMPLEX- ICE MELTER	27.11
		Invoice Count	1 Total	27.11
Cheque 508759 Date 12/01/2022 Amount 554.37				
004849 PITNEY BOWES LEASING	3202091567	11/21/2022	ADMIN- POSTAGE METER LE.	554.37
		Invoice Count	1 Total	554.37
Cheque 508760 Date 12/01/2022 Amount 143.49				
004609 RADAR AUTO PARTS- BRUSSELS	5341-366073	09/30/2022	12-30 - AIR SHIELD DEF 9.46L	111.64
004609 RADAR AUTO PARTS- BRUSSELS	5341-368877	10/31/2022	03-20 BACK UP LAMP, SHOP	31.85
		Invoice Count	2 Total	143.49
Cheque 508761 Date 12/01/2022 Amount 463.50				

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000539 RINTOULS POOLS AND SPAS	106122	11/29/2022	POOL- KLEAN SURFACE (ACI	463.50
		Invoice Count	1 Total	463.50
Cheque 508762	Date 12/01/2022	Amount	130.16	
003589 SARAH CALDWELL	10-25-2021	10/25/2021	BA- MR- GROCERIES	130.16
		Invoice Count	1 Total	130.16
Cheque 508763	Date 12/01/2022	Amount	1,032.63	
004330 SEPOY WIRING	18385	11/28/2022	COMPLEX- ELECTRICAL WOF	1,032.63
		Invoice Count	1 Total	1,032.63
Cheque 508764	Date 12/01/2022	Amount	30.26	
000620 SWAN DUST CONTROL LTD	6196475	11/29/2022	DAY CARE- GREY MAT RENT.	30.26
		Invoice Count	1 Total	30.26
Cheque 508765	Date 12/01/2022	Amount	11.87	
005067 TIFFANI VAN CAMP	11-21-2022	11/21/2022	DAY CARE- XMAS CRAFT SUI	11.87
		Invoice Count	1 Total	11.87
Cheque 508766	Date 12/01/2022	Amount	11.96	
005019 VALERIE LAMONT	11-24-2022	11/24/2022	DAY CARE- OFFICE SUPPLIE	11.96
		Invoice Count	1 Total	11.96
Cheque 508767	Date 12/01/2022	Amount	3,679.86	
000856 WEILER'S CLEANING & RESTORATION	123223594	10/31/2022	TH/DC/LIBRARY- JANITORIAL	3,679.86
		Invoice Count	1 Total	3,679.86
Cheque 508768	Date 12/01/2022	Amount	55.37	
000704 WINGHAM COLUMBUS CENTRE	12-1-2022	12/01/2022	FITNESS- SATELLITE EXPEN	55.37
		Invoice Count	1 Total	55.37
Report Total				401,655.38

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 046963	Date 11/10/2022	Amount	41.00	
005756 CHRIS TOWNES	10-31-2022	10/31/2022	FINANCE- CRIMINAL RECORD	41.00
		Invoice Count	1 Total	41.00
Cheque 046964	Date 11/10/2022	Amount	831.42	
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-0436	10/24/2022	EARLY LEARNING- FOOD SUPPLIES	141.76
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-4503	10/27/2022	DAY CARE- FOOD SUPPLIES	381.79
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-0692	10/31/2022	EARLY LEARNING- FOOD SUPPLIES	138.70
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-4579	11/03/2022	DAY CARE- FOOD SUPPLIES	142.12
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300023-9440	11/09/2022	COMPLEX- BLEACH	27.05
		Invoice Count	5 Total	831.42
Cheque 046965	Date 11/10/2022	Amount	555.48	
003555 JOE JOHNSON EQUIPMENT	P42792	10/14/2022	03-45 PARTS FOR SUCKER TRAILER	555.48
		Invoice Count	1 Total	555.48
Cheque 046966	Date 11/10/2022	Amount	250.00	
005764 JOHN MCDUGALL	11-7-2022	11/07/2022	ADMIN- ASSISTING WITH INTERVIEW	250.00
		Invoice Count	1 Total	250.00
Cheque 046967	Date 11/10/2022	Amount	41.00	
005762 MADISON METCALFE	10-24-2022	10/24/2022	DAY CARE- POLICE CHECK	41.00
		Invoice Count	1 Total	41.00
Cheque 046968	Date 11/10/2022	Amount	41.00	
005763 MAKENNA WARD	10-26-2022	10/26/2022	DAY CARE- POLICE CHECK	41.00
		Invoice Count	1 Total	41.00
Cheque 046969	Date 11/10/2022	Amount	131.00	
005757 MARCO BONNICI	10-28-2022	10/28/2022	REC ADMIN- POLICE CHECK	131.00
		Invoice Count	1 Total	131.00
Cheque 046970	Date 11/10/2022	Amount	25,795.00	
000431 MINISTER OF FINANCE	302410220838130	10/31/2022	POLICE- SEPT OPP BILLING-1000	25,795.00
		Invoice Count	1 Total	25,795.00
Cheque 046971	Date 11/10/2022	Amount	41.00	
005765 NANCY HALL-JUPP	11-1-2022	11/01/2022	AQUATICS- POLICE CHECK	41.00
		Invoice Count	1 Total	41.00
Cheque 046972	Date 11/10/2022	Amount	5,882.84	
005761 OLD HICKORY BUILDINGS OF CANADA	589762	10/12/2022	DAY CARE- 8 X 12 SHED	5,882.84
		Invoice Count	1 Total	5,882.84
Cheque 046973	Date 11/10/2022	Amount	41.00	

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
005759 RACHAEL VANDIEPEN	11-1-2022	11/01/2022	ADMIN- CRIMINAL RECORD C	41.00
		Invoice Count	1 Total	41.00
Cheque 046974 Date 11/10/2022 Amount 3,107.50				
005758 SAFETYCARE INC.	67808	10/28/2022	ADMIN- HEALTH AND SAFETY	3,107.50
		Invoice Count	1 Total	3,107.50
Cheque 046975 Date 11/10/2022 Amount 461.43				
004331 TIM HORTONS (1765947 ONTARIO INC	10-10-2022	10/10/2022	FIRE- LUNCH FOR TRAINING	461.43
		Invoice Count	1 Total	461.43
Cheque 046976 Date 11/10/2022 Amount 150.00				
000717 WINGHAM REGIONAL SILVER STICK	10-1-2022	10/01/2022	REC ADMIN- ADVERTISEMEN	150.00
		Invoice Count	1 Total	150.00
Cheque 046977 Date 11/10/2022 Amount 0.00				
000000		/ /		0.00
		Invoice Count	1 Total	0.00
Cheque 046978 Date 11/25/2022 Amount 41.00				
005766 ANGELA IRVINE	11-14-2022	11/14/2022	DOG COUNTER- POLICE CHE	41.00
		Invoice Count	1 Total	41.00
Cheque 046979 Date 11/25/2022 Amount 6,946.86				
004690 BARCO PRODUCTS-CANADA	CAN2970	11/16/2022	WALK-THRU ACCESSIBLE TA	6,946.86
		Invoice Count	1 Total	6,946.86
Cheque 046980 Date 11/25/2022 Amount 6,137.45				
005770 BRONNENCO CONSTRUCTION LTD	J6349A63	10/31/2022	PARKS B- INSTALL RAIL FENC	6,137.45
		Invoice Count	1 Total	6,137.45
Cheque 046981 Date 11/25/2022 Amount 2,177.83				
005771 CANSEL	91223876	09/08/2022	PW- GPS MAPPING SYSTEM	2,177.83
		Invoice Count	1 Total	2,177.83
Cheque 046982 Date 11/25/2022 Amount 565.00				
005769 CLEAR AQUATICS INC	1587	11/18/2022	POOL- OPERATOR TRAINING	565.00
		Invoice Count	1 Total	565.00
Cheque 046983 Date 11/25/2022 Amount 700.00				
000177 DAVE COOK	11-4-2022	11/04/2022	RETIREMENT GIFT	700.00
		Invoice Count	1 Total	700.00
Cheque 046984 Date 11/25/2022 Amount 2,067.94				
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-1914	03/21/2022	B & A-MR- FOOD SUPPLIES	154.70

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-0623	06/23/2022	EARLY LEARNING FOOD SUP	7.98
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-3429	07/26/2022	EARLY LEARNING - FOOD SU	132.32
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-23960	09/13/2022	BAMR- FOOD SUPPLIES	93.41
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-1199	09/18/2022	EARLY LEARNING SUPPLIES	31.62
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-43985	09/29/2022	BA-MR- ENGLISH MUFFINS	8.07
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-97049	10/31/2022	BAMR- FOOD SUPPLIES	213.32
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-7997	11/07/2022	EARLY LEARNING FOOD SUP	124.36
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-4674	11/10/2022	DAY CARE- FOOD SUPPLIES	390.32
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300036-9745	11/10/2022	PW- CASES OF WATER	79.80
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-4315	11/14/2022	EARLY LEARNING- FOOD SUI	126.14
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-4506	11/15/2022	DAY CARE- FOOD SUPPLIES	98.99
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300036-4160	11/15/2022	EMERGENCY PLANNING- DR	27.08
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-4754	11/17/2022	DAY CARE - FOOD SUPPLIES	449.59
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-4994	11/21/2022	EARLY LEARNING - FOOD SU	130.24
Invoice Count 15 Total				2,067.94
Cheque 046985 Date 11/25/2022 Amount 180.34				
004452 HOLST OFFICE PRO	1666	10/24/2022	ADMIN- DR630 DRUM	180.34
Invoice Count 1 Total				180.34
Cheque 046986 Date 11/25/2022 Amount 402.66				
005012 JMF HOLDINGS LIMITED	11-7-2022	11/07/2022	FIRE- FOOD FOR TRAINING	402.66
Invoice Count 1 Total				402.66
Cheque 046987 Date 11/25/2022 Amount 47,574.38				
003506 LESLIE MOTORS LTD	11-10-2022	11/10/2022	BUILDING- 2022 FORD F150 4	47,574.38
Invoice Count 1 Total				47,574.38
Cheque 000000 Date Amount 0.00				
000000		/ /		0.00
Invoice Count 1 Total				0.00
Cheque 046989 Date 11/25/2022 Amount 158.16				
005716 SAFE TRAINING ONLINE LTD	5209	11/14/2022	ADMIN- ON-LINE TRAINING	158.16
Invoice Count 1 Total				158.16
Cheque 046990 Date 11/25/2022 Amount 41.00				
005772 SAMANTHA FYFE	11-15-2022	11/15/2022	DAY CARE- POLICE CHECK	41.00
Invoice Count 1 Total				41.00
Cheque 046991 Date 11/25/2022 Amount 418.96				
002916 THE BLYTH INN INC.	11-17-2022	11/17/2022	ADMIN- FOOD FOR TRAINING	418.96
Invoice Count 1 Total				418.96
Cheque 046992 Date 11/25/2022 Amount 79.09				

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000858 TREVOR HICKEY	11-7-2022	11/07/2022	FIRE- RETRACTABLE EXT. CO	79.09
			Invoice Count 1 Total	79.09
Cheque 046993 Date 11/25/2022 Amount 54.24				
003302 WENDT'S JEWELLERY LTD	2762	11/15/2022	ENGRAVING ON COUNCIL CH	54.24
			Invoice Count 1 Total	54.24
Cheque 046994 Date 11/28/2022 Amount 12,000.00				
005768 2441716 ONTARIO INC	11-23-2022-	11/23/2022	REFUND- SITE PLAN SECURI	12,000.00
			Invoice Count 1 Total	12,000.00
Cheque 046995 Date 11/28/2022 Amount 4,746.00				
005773 CONTAINERS 4U	C4U-11902	11/10/2022	LANDFILL- USED SHIPPING C	4,746.00
			Invoice Count 1 Total	4,746.00
Cheque 046996 Date 11/28/2022 Amount 1,219.00				
005775 JEFFREY BLAKE	11-28-2022	11/28/2022	REFUND PROPERTY TAX-PAI	1,219.00
			Invoice Count 1 Total	1,219.00
Cheque 046997 Date 11/28/2022 Amount 1,026.00				
005774 JENNIFER COOPER	11-28-2022	11/28/2022	REFUND - PROPERTY TAX P/	1,026.00
			Invoice Count 1 Total	1,026.00
Cheque 046998 Date 11/28/2022 Amount 95,963.19				
000431 MINISTER OF FINANCE	301411221116013	11/14/2022	CREDIT-WING OPP BILLING 3	-1,749.73
000431 MINISTER OF FINANCE	301411221624039	11/14/2022	CREDIT- EW/BL OPP BILLING	-1,214.08
000431 MINISTER OF FINANCE	300911221646013	11/15/2022	POLICE- NOVEMBER WING O	98,927.00
			Invoice Count 3 Total	95,963.19
Cheque 046999 Date 12/01/2022 Amount 10,000.00				
005776 ARNOLD MORRISON	11-24-2022	11/24/2022	COMMUNITY IMPROV PLAN- I	10,000.00
			Invoice Count 1 Total	10,000.00
Cheque 047000 Date 12/01/2022 Amount 4,819.12				
004690 BARCO PRODUCTS-CANADA	SOCAN11218	11/28/2022	EC DEV- CEDAR BENCHES	4,819.12
			Invoice Count 1 Total	4,819.12
Cheque 047001 Date 12/01/2022 Amount 695.88				
000885 FOGAL'S INDEPENDENT GROCER- STC	22-0981	01/17/2022	BA SH- FOOD SUPPLIES	132.18
000885 FOGAL'S INDEPENDENT GROCER- STC	22-4690	02/08/2022	EARLY LEARNING - FOOD SU	112.86
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300022-4845	11/24/2022	DAY CARE- FOOD SUPPLIES	429.83
000885 FOGAL'S INDEPENDENT GROCER- STC	90453300023-6050	11/29/2022	ARENA W- JANITORIAL SUPP	21.01
			Invoice Count 4 Total	695.88
Cheque 047002 Date 12/01/2022 Amount 25,795.00				

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000431 MINISTER OF FINANCE	302311220833040	11/30/2022	POLICE- EW/BL OCT OPP BIL	25,795.00
			Invoice Count 1 Total	25,795.00
Cheque 047003	Date 12/01/2022	Amount 3,367.42		
005748 PHILLIP HORDIJK	11-9-2022	11/09/2022	OPP- CAMERAS, TV CART, E	3,367.42
			Invoice Count 1 Total	3,367.42
Cheque 047004	Date 12/01/2022	Amount 65.22		
005650 SADIE PFEFFER	11-28-2022	11/28/2022	DAY CARE - SIPPY CUPS	40.37
005650 SADIE PFEFFER	11-28-2022-2	11/28/2022	DAY CARE- THERMOMETER I	24.85
			Invoice Count 2 Total	65.22
Cheque 047005	Date 12/01/2022	Amount 1,271.25		
000937 VABS STAGES	5752	11/24/2022	FITNESS- 5 ALUMINUM SHEL'	1,271.25
			Invoice Count 1 Total	1,271.25
Cheque 047006	Date 12/01/2022	Amount 1,582.00		
002543 WALKERTON CLEAN WATER CENTRE	3067883	11/24/2022	COUNCIL- TRAINING- SAFE D	904.00
002543 WALKERTON CLEAN WATER CENTRE	3067886	11/24/2022	COUNCIL- TRAINING SAFE DI	452.00
002543 WALKERTON CLEAN WATER CENTRE	3067890	11/24/2022	COUNCIL- TRAINING SAFE DI	226.00
			Invoice Count 3 Total	1,582.00
Report Total				267,464.66

Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 005258	Date 11/03/2022	Amount 2,600.00		
001365 TOWNSHIP OF NORTH HURON WATER	45769	11/02/2022	WATER REVENUE PAID TO G	2,600.00
		Invoice Count	1 Total	2,600.00
Cheque	Date	Amount	0.00	
000000		//		0.00
		Invoice Count	1 Total	0.00
Cheque	Date	Amount	0.00	
000000		//		0.00
		Invoice Count	1 Total	0.00
Cheque	Date	Amount	0.00	
000000		//		0.00
		Invoice Count	1 Total	0.00
Cheque	Date	Amount	0.00	
000000		//		0.00
		Invoice Count	1 Total	0.00
Cheque 005263	Date 11/04/2022	Amount 107.85		
003295 GLOBAL PAYMENTS	13824	10/31/2022	LANDFILL - DEBIT MACHINE F	107.85
		Invoice Count	1 Total	107.85
Cheque 005264	Date 11/04/2022	Amount 76.37		
003295 GLOBAL PAYMENTS	11424	10/31/2022	ADMIN- DEBIT MACHINE FEE	76.37
		Invoice Count	1 Total	76.37
Cheque 005265	Date 11/04/2022	Amount 103.52		
000687 WESTARIO POWER INC.	2200165736	10/11/2022	533 KWH- MUSEUM	103.52
		Invoice Count	1 Total	103.52
Cheque 005266	Date 11/04/2022	Amount 226.98		
000687 WESTARIO POWER INC.	2200165741	10/11/2022	1444 KWH- FIRE HALL WING	226.98
		Invoice Count	1 Total	226.98
Cheque 005267	Date 11/04/2022	Amount 165.96		
000687 WESTARIO POWER INC.	2200165743	10/11/2022	945 KWH- WINGHAM PW SHC	165.96
		Invoice Count	1 Total	165.96
Cheque 005268	Date 11/04/2022	Amount 102.12		
000687 WESTARIO POWER INC.	2200165747	10/11/2022	509 KWH- CRUICKSHANK PAI	102.12
		Invoice Count	1 Total	102.12
Cheque 005269	Date 11/04/2022	Amount 36.87		

Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000687 WESTARIO POWER INC.	2200165765	10/11/2022	73 KWH- 250 JOHN ST ST LIG	36.87
			Invoice Count 1 Total	36.87
Cheque 005270 Date 11/04/2022 Amount 46.53				
000687 WESTARIO POWER INC.	2200165781	10/11/2022	150 KWH- SPLASH PAD	46.53
			Invoice Count 1 Total	46.53
Cheque 005271 Date 11/04/2022 Amount 30.90				
000687 WESTARIO POWER INC.	2200165789	10/11/2022	21 KWH - PUMP HOUSE-STOF	30.90
			Invoice Count 1 Total	30.90
Cheque 005272 Date 11/04/2022 Amount 50.19				
000687 WESTARIO POWER INC.	2200165791	10/11/2022	189 KWH- JOSEPHINE ST LIG	50.19
			Invoice Count 1 Total	50.19
Cheque 005273 Date 11/04/2022 Amount 40.86				
000687 WESTARIO POWER INC.	2200165796	10/11/2022	105 KWH- PARK DR SNACK B	40.86
			Invoice Count 1 Total	40.86
Cheque 005274 Date 11/04/2022 Amount 69.78				
000687 WESTARIO POWER INC.	2200165797	10/11/2022	360 KWH - PARK DR BALL PA	69.78
			Invoice Count 1 Total	69.78
Cheque 005275 Date 11/04/2022 Amount 157.93				
000687 WESTARIO POWER INC.	2200165798	10/11/2022	1055 KWH- VIC & JOS ST LIGH	157.93
			Invoice Count 1 Total	157.93
Cheque 005276 Date 11/04/2022 Amount 94.69				
000687 WESTARIO POWER INC.	2200165799	10/11/2022	550 KWH- ALF & JOS ST LIGH	94.69
			Invoice Count 1 Total	94.69
Cheque 005277 Date 11/04/2022 Amount 40.22				
000687 WESTARIO POWER INC.	2200165800	10/11/2022	102 KIWH- SUMMIT DR ST LIC	40.22
			Invoice Count 1 Total	40.22
Cheque 005278 Date 11/07/2022 Amount 528.23				
000687 WESTARIO POWER INC.	2104980281	10/13/2022	3845 KWH- DAY CARE	528.23
			Invoice Count 1 Total	528.23
Cheque 005279 Date 11/07/2022 Amount 119.89				
000687 WESTARIO POWER INC.	2104980283	10/13/2022	640 KWH- LIBRARY	119.89
			Invoice Count 1 Total	119.89
Cheque 005280 Date 11/07/2022 Amount 75.02				

Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000687 WESTARIO POWER INC.	2104980285	10/13/2022	334 KWH- JOSEPHINE ST LIG	75.02
			Invoice Count 1 Total	75.02
Cheque 005281	Date 11/07/2022	Amount 323.17		
000665 ENBRIDGE/UNION GAS LIMITED	September 2022-49197	10/18/2022	518 M3- FIRE/PW BLYTH GAS	323.17
			Invoice Count 1 Total	323.17
Cheque 005282	Date 11/10/2022	Amount 267.60		
000665 ENBRIDGE/UNION GAS LIMITED	October 2022-882781	10/21/2022	417 M3- DAY CARE GAS	267.60
			Invoice Count 1 Total	267.60
Cheque 005283	Date 11/10/2022	Amount 1,742.76		
000665 ENBRIDGE/UNION GAS LIMITED	September 2022-10313	10/21/2022	4595 M3 COMPLEX GAS	1,742.76
			Invoice Count 1 Total	1,742.76
Cheque 005284	Date 11/10/2022	Amount 249.05		
000665 ENBRIDGE/UNION GAS LIMITED	September 2022-39102	10/21/2022	619 M3- TOWN HALL GAS	249.05
			Invoice Count 1 Total	249.05
Cheque 005285	Date 11/10/2022	Amount 107.46		
000665 ENBRIDGE/UNION GAS LIMITED	September 2022-39156	10/21/2022	222 M3- LIBRARY GAS	107.46
			Invoice Count 1 Total	107.46
Cheque 005286	Date 11/10/2022	Amount 6,775.77		
000140 CIBC VISA	Cisco Webex- 9-24	09/24/2022	ADMIN- CISCO WEBEX STAR	22.54
000140 CIBC VISA	Digital River-9-27-2	09/27/2022	ADMIN- CISCO WEBEX PLUS	30.45
000140 CIBC VISA	ORFA- 35843	09/27/2022	FITNESS- LEGAL AWARENES	621.50
000140 CIBC VISA	Tim Horton's- 436	09/27/2022	CEMETERY- MUFFINS/COFFE	61.17
000140 CIBC VISA	HiMama- 45266	09/28/2022	DAY CARE - MONTHLY SUBS	98.31
000140 CIBC VISA	R 2 R-2022-Demetri	09/28/2022	ADMIN- R2R CONFERENCE	375.00
000140 CIBC VISA	EDU Childcare lic-22	09/29/2022	EARLY LEARNING LICENCE	140.00
000140 CIBC VISA	EDU-Childcare Lic- D	09/29/2022	DAY CARE- LICENCE	140.00
000140 CIBC VISA	EDU-Childcare lic-BA	09/29/2022	BEFORE & AFTER LICENCE	170.00
000140 CIBC VISA	Blyth Food Market 48	09/30/2022	PW- WATER FOR BLYTH SHC	39.90
000140 CIBC VISA	NAFI- 2022	10/06/2022	FPO- ANNUAL MEMBERSHIP	91.27
000140 CIBC VISA	Old Hickory- 589762	10/12/2022	DAY CARE- SHED DOWNPAY	653.65
000140 CIBC VISA	AMCTO- 68259	10/13/2022	ADMIN- LOTTERY LICENCE T	361.60
000140 CIBC VISA	Culligan-5875063	10/13/2022	LANDFILL- WATER FOR RESI	1,619.12
000140 CIBC VISA	WayFair- 3817931762	10/14/2022	REC ADMIN- COMPUTER DES	672.11
000140 CIBC VISA	Spotify- Oct 2022	10/16/2022	FITNESS- MONTHLY SUBSCR	18.07
000140 CIBC VISA	Canfitpro- M9F8T	10/18/2022	FITNESS- CEC RECOGNITION	67.80
000140 CIBC VISA	Dollarama-8773	10/18/2022	ADMIN- ELECTION EXPENSE	54.24
000140 CIBC VISA	NVC-10-18-22	10/18/2022	ADMIN- NON VIOLENT COMM	45.95
000140 CIBC VISA	Amazon- 5293014	10/20/2022	REC ADMIN- ETHERNET ADA	22.59
000140 CIBC VISA	Canafitpro- POL5H	10/20/2022	FITNESS- CEC RECOGNITION	67.80
000140 CIBC VISA	ORFA- 35985	10/20/2022	ARENA W- TRAINING	1,243.00
000140 CIBC VISA	Best Buy-1742	10/21/2022	ADMIN- OTTERBOX CASE	67.79
000140 CIBC VISA	Best Buy-1743	10/21/2022	ADMIN-APPLE USB CHARGE	74.92

Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000140 CIBC VISA	Canva- 22256792	10/21/2022	REC ADMIN- ADVERTISING	16.99
		Invoice Count	25 Total	6,775.77
Cheque 005287	Date 11/14/2022	Amount	29,834.85	
000535 RECEIVER GENERAL FOR CANADA	11-10-2022 FT	11/10/2022	FT PAYROLL REMITTANCE	29,834.85
		Invoice Count	1 Total	29,834.85
Cheque 005288	Date 11/14/2022	Amount	9,087.94	
000535 RECEIVER GENERAL FOR CANADA	11-10-2022-PT	11/10/2022	PT PAYROLL REMITTANCE	9,087.94
		Invoice Count	1 Total	9,087.94
Cheque 005289	Date 11/14/2022	Amount	4,452.01	
000687 WESTARIO POWER INC.	300345000	10/21/2022	12089 KWH- WINGHAM ST LIC	4,452.01
		Invoice Count	1 Total	4,452.01
Cheque 005290	Date 11/14/2022	Amount	17,776.47	
000687 WESTARIO POWER INC.	2104984245	10/21/2022	121680 KWH- COMPLEX	17,776.47
		Invoice Count	1 Total	17,776.47
Cheque 005291	Date 11/15/2022	Amount	143.70	
000294 HYDRO ONE NETWORKS INC	October 2022-5925	10/26/2022	577 KWH- BIA SIGN	143.70
		Invoice Count	1 Total	143.70
Cheque 005292	Date 11/14/2022	Amount	6,528.53	
000427 MINISTER OF FINANCE	10-31-2022	10/31/2022	EHT- OCTOBER REMITTANCE	6,528.53
		Invoice Count	1 Total	6,528.53
Cheque 005293	Date 11/17/2022	Amount	4,193.81	
000594 SPARLINGS PROPANE	88250005973134	10/04/2022	ARENA/HALL B- PROPANE	1,695.06
000594 SPARLINGS PROPANE	88250005973136	10/11/2022	ARENA B- PROPANE	127.97
000594 SPARLINGS PROPANE	88250005973137	10/19/2022	ARENA/HALL B- PROPANE	640.66
000594 SPARLINGS PROPANE	88250005973138	10/21/2022	ARENA B- PROPANE	73.02
000594 SPARLINGS PROPANE	88250005973139	10/25/2022	ARENA/HALL B- PROPANE	304.06
000594 SPARLINGS PROPANE	88250005973140	10/25/2022	ARENA/HALL B- PROPANE	801.19
000594 SPARLINGS PROPANE	88250005973141	10/26/2022	ARENA/HALL B- PROPANE	551.85
		Invoice Count	7 Total	4,193.81
Cheque 005294	Date 11/17/2022	Amount	584.20	
000594 SPARLINGS PROPANE	88550105976901	10/06/2022	ARENA W- PROPANE	146.05
000594 SPARLINGS PROPANE	88550105976902	10/13/2022	ARENA W- PROPANE	146.05
000594 SPARLINGS PROPANE	88550105976903	10/20/2022	ARENA W- PROPANE	146.05
000594 SPARLINGS PROPANE	885501059766904	10/27/2022	ARENA W- PROPANE	146.05
		Invoice Count	4 Total	584.20
Cheque 005295	Date 11/21/2022	Amount	1,304.31	
003224 HURONTEL	10886810-11-2022	11/01/2022	TH/PW/ADMIN- PHONE/INTER	557.18
003224 HURONTEL	10886812-11-2022	11/01/2022	REC ADMIN- PHONE	301.58

Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
003224 HURONTEL	10886813-11-2022	11/01/2022	DAY CARE- PHONE/INTERNE	161.37
003224 HURONTEL	10886818-11-2022	11/01/2022	FIRE W- PHONE/INTERNET	159.22
003224 HURONTEL	10886860-11-2022	11/01/2022	PW SHOP W- PHONE/INTERN	96.35
003224 HURONTEL	10886861-11-2022	11/01/2022	MUSEUM- PHONE	28.61
Invoice Count 6 Total				1,304.31
Cheque 005296 Date 11/21/2022 Amount 634.34				
000657 TOWNSHIP OF NORTH HURON WATER	252538	10/21/2022	RIVERSIDE PARK- WATER/SE	113.37
000657 TOWNSHIP OF NORTH HURON WATER	252539	10/21/2022	OPTIMIST PARK- WATER/SEV	113.37
000657 TOWNSHIP OF NORTH HURON WATER	252540	10/21/2022	LIBRARY- WATER/SEWER	226.74
000657 TOWNSHIP OF NORTH HURON WATER	253758	11/03/2022	FIRE/PW BLYTH-WATER/SEW	180.86
Invoice Count 4 Total				634.34
Cheque 005297 Date 11/21/2022 Amount 686.85				
000687 WESTARIO POWER INC.	300345059	10/27/2022	5100 KWH- TOWN HALL	686.85
Invoice Count 1 Total				686.85
Cheque 005298 Date 11/22/2022 Amount 12,508.86				
000294 HYDRO ONE NETWORKS INC	October 2022-3568	11/04/2022	2760 KWH- FIRE/PW BLYTH	594.19
000294 HYDRO ONE NETWORKS INC	October 2022-5734	11/04/2022	15052 KWH- #8 CAMP ENTRA	2,860.38
000294 HYDRO ONE NETWORKS INC	October 2022-5772	11/04/2022	0 KWH- 377 GYPSY OTHR OT	34.48
000294 HYDRO ONE NETWORKS INC	October 2022-5780	11/04/2022	108 KWH- HUTTON ST LIGHT	29.71
000294 HYDRO ONE NETWORKS INC	October 2022-5794	11/04/2022	144 KWH- CEMETERY WINGH	61.76
000294 HYDRO ONE NETWORKS INC	October 2022-5796	11/04/2022	255 KWH- AUBURN ST LIGHT	64.61
000294 HYDRO ONE NETWORKS INC	October 2022-5800	11/04/2022	262 KWH- HUMPHREY ST LIG	64.15
000294 HYDRO ONE NETWORKS INC	September 2022-5736	11/04/2022	154 KWH-377 GYPSY OTHR S	64.81
000294 HYDRO ONE NETWORKS INC	September 2022-5738	11/04/2022	131 KWH-429 MILL ST PW SH	59.48
000294 HYDRO ONE NETWORKS INC	September 2022-5770	11/04/2022	242 KWH- 377 GYPSY LANE	79.69
000294 HYDRO ONE NETWORKS INC	September 2022-5776	11/04/2022	123 KWH- LANDFILL	59.84
000294 HYDRO ONE NETWORKS INC	September 2022-5778	11/04/2022	40572 KWH- ARENA/HALL B	7,555.53
000294 HYDRO ONE NETWORKS INC	September 2022-5786	11/04/2022	9 KWH- 423 MILL ST PW SHO	36.20
000294 HYDRO ONE NETWORKS INC	September 2022-5788	11/04/2022	3470 KWH- BLYTH STREETLIK	820.28
000294 HYDRO ONE NETWORKS INC	September 2022-5792	11/04/2022	0 KWH- 850 JOSEPHINE ST	34.48
000294 HYDRO ONE NETWORKS INC	September 2022-5798	11/04/2022	280 KWH- 39498 BELGRAVE F	89.27
Invoice Count 16 Total				12,508.86
Cheque 005299 Date 11/22/2022 Amount 757.10				
004311 TELUS	10-31-2022	10/31/2022	PW- FLEET TRACKER	757.10
Invoice Count 1 Total				757.10
Cheque 005300 Date 11/22/2022 Amount 18,012.90				
000721 W S I B	10-31-2022	10/31/2022	OCTOBER 2022 WSIB PREMII	7,433.44
000721 W S I B	2022- Fire	10/31/2022	FIRE- 2022 WSIB	10,579.46
Invoice Count 2 Total				18,012.90
Cheque 005301 Date 11/23/2022 Amount 392.84				
002697 TUCKERSMITH COMMUNICATIONS CO	11283616-11-2022	11/01/2022	ARENA/HALL B-TV/PHONE/IN	176.81

Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED 9801014

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
002697 TUCKERSMITH COMMUNICATIONS CO	11283708-11-2022	11/01/2022	FIRE- BL- PHONE/INTERNET	216.03
		Invoice Count	2 Total	392.84
Cheque 005302	Date 11/24/2022	Amount	42.16	
003329 EASTLINK	19141605	11/03/2022	EARLY LEARNING PHONE	42.16
		Invoice Count	1 Total	42.16
Cheque 005303	Date 11/14/2022	Amount	288.78	
000665 ENBRIDGE/UNION GAS LIMITED	October 2022-392463	10/25/2022	453 M3- MUSEUM	288.78
		Invoice Count	1 Total	288.78
Cheque 005304	Date 11/14/2022	Amount	371.48	
000665 ENBRIDGE/UNION GAS LIMITED	October 2022-929081	10/25/2022	597 M3- FIRE STN WINGHAM	371.48
		Invoice Count	1 Total	371.48
Cheque 005305	Date 11/25/2022	Amount	208.50	
000535 RECEIVER GENERAL FOR CANADA	10-31-2022	11/24/2022	FIRE- PAYROLL REMITTANCE	208.50
		Invoice Count	1 Total	208.50
Cheque 005306	Date 11/25/2022	Amount	662.00	
000535 RECEIVER GENERAL FOR CANADA	11-30-2022-Council	11/24/2022	COUNCIL PAYROLL REMITTA	662.00
		Invoice Count	1 Total	662.00
Cheque 005307	Date 11/25/2022	Amount	10,416.79	
000535 RECEIVER GENERAL FOR CANADA	11-24-2022-PT	11/24/2022	PT PAYROLL REMITTANCE	10,416.79
		Invoice Count	1 Total	10,416.79
Cheque 005308	Date 11/25/2022	Amount	30,133.59	
000535 RECEIVER GENERAL FOR CANADA	11-24-2022-FT	11/24/2022	FT PAYROLL REMITTANCE	30,133.59
		Invoice Count	1 Total	30,133.59
Cheque 005309	Date 12/01/2022	Amount	18,206.19	
003888 EQUITABLE LIFE OF CANADA	12-1-2022	12/01/2022	DECEMBER 2022 PREMIUM	18,206.19
		Invoice Count	1 Total	18,206.19
Report Total				181,367.92

Accounts Payable

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

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 003721 Date 11/10/2022 Amount 3,591.15				
005496 B M ROSS AND ASSOCIATES LTD- SEW	23099	08/24/2022	BLYTH WWTP- ENGINEERING	3,591.15
		Invoice Count	1 Total	3,591.15
Cheque 003722 Date 11/10/2022 Amount 9.69				
005706 STANTON HARDWARE	323476	09/23/2022	SEWER- NO TRESPASSING S	9.69
		Invoice Count	1 Total	9.69
Cheque 003723 Date 11/25/2022 Amount 2,495.39				
005496 B M ROSS AND ASSOCIATES LTD- SEW	23402	10/31/2022	SEWER TRUNK REPLACEMEI	2,495.39
		Invoice Count	1 Total	2,495.39
Cheque 003724 Date 11/25/2022 Amount 429.40				
005709 MORAN MECHANICAL	105545	11/08/2022	SEWER BACK UP 142 VICTOF	429.40
		Invoice Count	1 Total	429.40
Cheque 003725 Date 11/25/2022 Amount 618.68				
005767 SOLID GROUND LANDSCAPING	1779	08/23/2022	SANITARY SEWER - REPAIR	618.68
		Invoice Count	1 Total	618.68
Cheque 003726 Date 12/01/2022 Amount 2,397.56				
005698 CARSON SUPPLY	S1682309.001	11/01/2022	SEWER- MAINT. PARTS INVE	2,294.66
005698 CARSON SUPPLY	S1683981.001	11/15/2022	SEWER- GASKET BUSHING	102.90
		Invoice Count	2 Total	2,397.56
Cheque 003727 Date 12/01/2022 Amount 55,541.02				
005510 VEOLIA WATER CANADA, INC- SEWER	9000062514-S	10/26/2022	SEWER- AUGUST SERVICES	27,770.51
005510 VEOLIA WATER CANADA, INC- SEWER	9000062593-S	10/26/2022	SEWER- SEPTEMBER SERVI	27,770.51
		Invoice Count	2 Total	55,541.02
Report Total				65,082.89

Accounts Payable

Paid Invoice History By Cheque Report - SEWER PRE-AUTHORIZED/PAP

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 900501	Date 11/08/2022	Amount	28.48	
005538 WESTARIO POWER INC- SEWER	300344005	10/11/2022	KWH - SEWER SIPHON	28.48
		Invoice Count	1 Total	28.48
Cheque 900502	Date 11/07/2022	Amount	496.75	
005538 WESTARIO POWER INC- SEWER	2104980282	10/13/2022	3598 KWH- 120 JOSEPHINE S	496.75
		Invoice Count	1 Total	496.75
Cheque 900503	Date 11/21/2022	Amount	96.35	
005499 HURONTEL- SEWER	1088-6876-11-2022	11/01/2022	SEWGE PUMP STN- W- PHON	96.35
		Invoice Count	1 Total	96.35
Cheque 900504	Date 11/21/2022	Amount	67.74	
005499 HURONTEL- SEWER	10886877-11-2022	11/01/2022	SEWAGE TRT PLT W- INTERN	67.74
		Invoice Count	1 Total	67.74
Cheque 900505	Date 11/21/2022	Amount	226.74	
005567 TOWNSHIP OF NORTH HURON WATER	252532	10/21/2022	BLYTH WW TRT PLANT - WAT	226.74
		Invoice Count	1 Total	226.74
Cheque 900506	Date 11/21/2022	Amount	226.74	
005567 TOWNSHIP OF NORTH HURON WATER	252537	10/21/2022	TRAILER DUMP STN- WATER	226.74
		Invoice Count	1 Total	226.74
Cheque 900507	Date 11/22/2022	Amount	5,038.48	
005497 HYDRO ONE NETWORKS INC- SEWER	October 2022-5790	11/04/2022	28578 KWH- 60 LLOYD ST SE	5,038.48
		Invoice Count	1 Total	5,038.48
Cheque 900508	Date 11/22/2022	Amount	2,892.57	
005497 HYDRO ONE NETWORKS INC- SEWER	September 2022-5784	11/04/2022	13200 KWH- 117 NORTH ST S	2,892.57
		Invoice Count	1 Total	2,892.57
Cheque 900509	Date 11/23/2022	Amount	108.56	
005539 TUCKERSMITH COMMUNICATIONS- SE	11286584-11-2022	11/01/2022	BLYTH SEWGE TRT PLT- PHC	108.56
		Invoice Count	1 Total	108.56
Report Total				9,182.41

Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 005364 Date 11/10/2022 Amount 14,736.82				
005732 R J. BURNSIDE & ASSOCIATES LIMITE	300053193.0000-11	10/28/2022	WINGHAM STANDPIPE ENGIN	14,736.82
		Invoice Count	1 Total	14,736.82
Cheque 005365 Date 11/10/2022 Amount 4.85				
005760 STANTON HARDWARE	323476	09/23/2022	WATER- NO TRESPASSING S	4.85
		Invoice Count	1 Total	4.85
Cheque 005367 Date 11/25/2022 Amount 163.80				
004713 KTI LIMITED	145342	11/07/2022	WATER METER- MACDONALI	163.80
		Invoice Count	1 Total	163.80
Cheque 005368 Date 11/25/2022 Amount 1,469.00				
005610 R.J. BURNSIDE & ASSOCIATES LIMITE	300053193.0000-12	11/16/2022	WINGHAM STANDPIPE	1,469.00
		Invoice Count	1 Total	1,469.00
Cheque 005369 Date 12/01/2022 Amount 904.92				
000113 CARSON SUPPLY	S1640974.001	09/16/2021	WATER- 25' LAY FLAT HOSE	558.42
000113 CARSON SUPPLY	S1640973.001	09/17/2021	WATER- 25' HOSE RETURN	-558.43
000113 CARSON SUPPLY	S1635281.001	09/18/2021	WATER-CREDIT- CADWELL P	-66.11
000113 CARSON SUPPLY	S1683978.001	11/15/2022	WATER- MAINTENANCE INVE	591.24
000113 CARSON SUPPLY	S1683981.001-W	11/15/2022	WATER -RECOVERABLE	379.80
		Invoice Count	5 Total	904.92
Cheque 005370 Date 12/01/2022 Amount 131,758.03				
005750 OMEGA CONTRACTORS INC.	Certificate #2	11/08/2022	LONDON RD WATERMAIN	131,758.03
		Invoice Count	1 Total	131,758.03
Cheque 005371 Date 12/01/2022 Amount 83,783.89				
001634 VEOLIA WATER CANADA INC	9000062514-W	10/26/2022	WATER- AUGUST SERVICES	42,128.17
001634 VEOLIA WATER CANADA INC	9000062593-W	10/26/2022	WATER- SEPTEMBER SERVIC	41,655.72
		Invoice Count	2 Total	83,783.89
Cheque 005372 Date 12/01/2022 Amount 67,162.68				
005777 WELLINGTON CONSTRUCTION CONTR	Certificate #1	10/31/2022	WINGHAM WELL 4 PIPE REPL	67,162.68
		Invoice Count	1 Total	67,162.68
Report Total				299,983.99

Accounts Payable

Paid Invoice History By Cheque Report - WATER INTERNET/PRE-AUTHORIZED 6902413

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
Cheque 001412	Date 11/04/2022	Amount	74.65	
003924 GLOBAL PAYMENTS	11510	10/31/2022	WATER- DEBIT MACHINE FEE	74.65
		Invoice Count	1 Total	74.65
Cheque 001413	Date 11/04/2022	Amount	31.32	
005537 WESTARIO POWER INC- WATER	2200165787	10/11/2022	21 KWH- 435 MINNIE ST #2	31.32
		Invoice Count	1 Total	31.32
Cheque 001414	Date 11/04/2022	Amount	153.58	
005537 WESTARIO POWER INC- WATER	2200165788	10/11/2022	853 KWH- 435 MINNIE ST	153.58
		Invoice Count	1 Total	153.58
Cheque 001415	Date 11/04/2022	Amount	61.84	
005537 WESTARIO POWER INC- WATER	2200165807	10/11/2022	245 KWH- WATER TOWER	61.84
		Invoice Count	1 Total	61.84
Cheque 001416	Date 11/07/2022	Amount	1,259.04	
005537 WESTARIO POWER INC- WATER	300344434	10/13/2022	9602 KWH- WELL # 3	1,259.04
		Invoice Count	1 Total	1,259.04
Cheque 001417	Date 11/14/2022	Amount	1,223.60	
005537 WESTARIO POWER INC- WATER	2104984246	10/21/2022	5040 KWH - WELL #4	1,223.60
		Invoice Count	1 Total	1,223.60
Cheque 001418	Date 11/21/2022	Amount	112.94	
005500 HURONTEL- WATER	10886915-11-2022	11/01/2022	VEOLIA OFFICE- INTERNET	112.94
		Invoice Count	1 Total	112.94
Cheque 001419	Date 11/21/2022	Amount	96.35	
005500 HURONTEL- WATER	10886878-11-2022	11/01/2022	WELL #4 - PHONE/INTERNET	96.35
		Invoice Count	1 Total	96.35
Cheque 001420	Date 11/21/2022	Amount	210.07	
005500 HURONTEL- WATER	10886873-11-2022	11/01/2022	WATER TOWER- INTERNET	210.07
		Invoice Count	1 Total	210.07
Cheque 001421	Date 11/21/2022	Amount	67.74	
005500 HURONTEL- WATER	10886875-11-2022	11/01/2022	WELL #3-PHONE	67.74
		Invoice Count	1 Total	67.74
Cheque 001422	Date 11/22/2022	Amount	103.85	
000052 BELL CANADA	11-1-2022	11/01/2022	WATER- VEOLIA PHONE 357-	103.85
		Invoice Count	1 Total	103.85
Cheque 001423	Date 11/22/2022	Amount	2,677.82	

Accounts Payable

Paid Invoice History By Cheque Report - WATER INTERNET/PRE-AUTHORIZED 6902413

Cheque Date 11/03/2022 to 12/31/2022

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
005498 HYDRO ONE NETWORKS INC-WATER	October 2022-5732	11/04/2022	9350 KWH- WELLS 1 & 2 BLYTH	1,861.30
005498 HYDRO ONE NETWORKS INC-WATER	September 2022-5802	11/04/2022	4811 KWH- WELL # 5 BLYTH	816.52
Invoice Count 2 Total				2,677.82
Cheque 001424 Date 11/23/2022 Amount 31.83				
005540 TUCKERSMITH COMMUNICATIONS- W/	11224287-11-2022	11/01/2022	WELL 5- PHONE	31.83
Invoice Count 1 Total				31.83
Cheque 001425 Date 11/23/2022 Amount 99.07				
005540 TUCKERSMITH COMMUNICATIONS- W/	11283709-11-2022	11/01/2022	WELLS 1 & 2- PHONE/INTERN	99.07
Invoice Count 1 Total				99.07
Report Total				6,203.70



Premier of Ontario
Premier ministre
de l'Ontario

Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1

Édifice de l'Assemblée législative
Queen's Park
Toronto (Ontario)
M7A 1A1

November 14, 2022

Reeve-elect Paul Heffer
Township of North Huron

Dear Reeve-elect Heffer:

It is my pleasure to congratulate you on your recent election.

As our government delivers on its ambitious plan to build Ontario, we will continue to work with the province's 444 municipalities as key partners. That means working together to build the public transit, homes and roads and highways needed to meet the needs of growing communities and keep our economy moving forward. It means working together to build good schools for students to learn in and high-quality hospitals and long-term care homes that care for people.

Our government also recognizes the significant pressures facing municipal budgets after two very difficult and unpredictable years. That's why, in 2021, Ontario provided municipalities with over \$1.3 billion in financial relief above and beyond the \$4-billion Safe Restart Agreement to further assist in covering municipal needs. We will continue working with the federal government and municipal partners to protect the long-term sustainability of municipal budgets.

As we do, we're also providing funding so that you can modernize municipal services and find opportunities to make local service delivery more efficient so we can continue to make life more convenient and affordable for taxpayers.

I want you to know that our government will always be here to listen to your needs. When Team Ontario works together, there's nothing we can't do.

Together, let's get building.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Ford'.

Doug Ford
Premier

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-
7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2022-4885

November 15, 2022

Your Worship
Reeve Paul Heffer
Township of North Huron
clamb@northhuron.ca

Dear Reeve Heffer and Council:

Please accept my congratulations on your success in the recent municipal elections. I want to thank you for your decision to serve the public, and I look forward to working with you throughout the upcoming term.

As a former mayor, I know firsthand just how important municipal government is to Ontarians. I also know your constituents expect local government to be effective and responsive as you deliver critical local services, and that you expect the same in our relationship.

Throughout my time as Minister of Municipal Affairs and Housing, I have been proud to work with mayors and councils across Ontario to deliver on our shared priorities. I value the expertise and advice I have received from local governments, which has helped shape our decision-making to date.

There is much work ahead of us. Our government is working hard to make living in Ontario more affordable. Bill 23, the More Homes Built Faster Act, takes bold action to advance our plan to address the housing crisis by building 1.5 million homes across Ontario over the next 10 years. We will continue to work with all our municipal partners to get shovels in the ground and build more homes faster.

As we work together to serve the people of our great province, I want to hear about the challenges you face. I know that local representatives understand their communities and that you can help us ensure that local government is working harder, smarter and more efficiently. Best wishes to you and to council for success over the next four years.

Sincerely,

A blue ink signature of Steve Clark, written in a cursive style.

Steve Clark
Minister



Stratford & Area Builders' Association
P.O. Box 23024, Stratford, ON N5A 7V8

November 7, 2022

To: Mayor & Council Elect
Township of North Huron
c/o Carson Lamb, Municipal Clerk/Planning Coordinator

RE: Congratulations

On behalf of the Stratford & Area Builders' Association (SABA) we would like to congratulate you on your recent municipal electoral success and welcome you to the group of organizations and colleagues that we consider key partners.

The Stratford & Area Builders' Association is a regional organization representing over 110 businesses that operate in the residential and light construction industry across Stratford, St. Marys, Perth and Huron County. Our organization was started in 1987 and since that time has been repeatedly recognized by the Ontario and Canadian Home Builders Associations as one of the strongest and largest per capita local chapters. We take pride on our collaborative approach working with our public sector partners and membership municipalities to build resilient communities, the places we too call home.

Three important roles as industry advocates are for us to work as valued partners in the development of policy and processes that influence the building industry, in disseminating information and resources to our members, and in enabling community initiatives. We also have a strong working relationship with our provincial organization, the Ontario Home Builders Association (OHBA), which provides an industry voice to provincial leaders. Our local Municipal Liaison Committees have been actively working with municipal staff across the region to share information, provide support, and identify collaborative solutions, and we anticipate continuing these positive efforts.

Our organization is currently in the process of rebranding to be more representative of the regions our membership serve across Huron and Perth, and we look forward to sharing the launch of our new name early in 2023.

Again, congratulations, and we welcome additional dialogue, working together with you to provide effective housing development in our region and to address the challenges imposed on all of us with affordability and needed supply.

Respectfully,

A handwritten signature in dark ink, appearing to read 'H. Galloway', with a stylized flourish at the end.

Heather Galloway, Simply Divine Designs Ltd.
President, Stratford & Area Builders Association
heather@simplydivinedesigns.ca

November 28, 2022

Township of North Huron
Reeve Paul Heffer
Box 90, 274 Josephine Street
Wingham, Ontario N0G 2W0

Dear Reeve Heffer and Members of Council,

Congratulations on your recent election to Council. Your victory speaks volumes about your commitment, community dedication and passion, which has no doubt enabled you to achieve such a milestone.

Enbridge Gas is a long-standing partner in more than 340 municipalities across Ontario, and we have deep roots in the places we work and live. With more than 170 years of experience, we understand and value public service and would like to thank you for the commitment you've made your community and residents over the coming term.

We'll continue to work hard to make a difference in the communities we serve in several ways, including delivering the energy customers need and want, energy efficiency and low-income programs, natural gas expansion, and a wide range of community support and charitable efforts. These initiatives are made possible through the support from our many community partners, including elected representatives from all levels of government and we look forward to working with you.

We are laser-focused on providing a safe, dependable, competitive, and sustainable energy choice for customers, and working with communities to help reduce their emissions and reach climate goals. Our efforts are focused on helping homes and businesses use less energy through conservation programs, advancing the transition to low-carbon gases including renewable natural gas (RNG) and hydrogen, and advancing the adoption of innovative clean technologies for Ontario's highest emitting sectors: transportation, building heat and industrial processes. Together, we can drive solutions that will support your community's economic and environmental goals.

My team and I look forward to working with you to develop closer relations and to concentrate our efforts to continue building and maintaining a healthy and vibrant community. Again, congratulations and best wishes for a successful term. Should you or your staff have any questions, or require information at any time, please do not hesitate to reach out to me.

Sincerely,



Steven Jelich
Director, Southwest Region Operations
Enbridge Gas Inc.
Steven.Jelich@Enbridge.com

CC:
Brian Lennie, Sr. Municipal Advisor, Brian.Lennie@Enbridge.com

Corporation of the County of Huron

To: Warden and Members of County Council - Day 2
From: Alex Ripley, Economic Development Officer
Date: 10/20/2022
Subject: Economic Development Departmental Update, October 2022

Recommendation

Recommended motion

That:

The Council of the County of Huron receives the report by Vicki Lass, Economic Development Director, dated October 20, 2022, titled Economic Development Department October 2022 Update, as presented for information.

Background

Huron County Economic Development October 2022 Departmental Update

The following is an update of major projects and initiatives led by the Huron County Economic Development department over the past month.

Upcoming Dates

October 26 | “Storytelling for Entrepreneurs - How to Craft Brand Stories that Create Connection, Sales and Impact” webinar

[Register today!](#)

October 31 | Digital Main Street Grant Application deadline

[\\$2500 Digital Transformation Grant](#)

November 1 | Enabling Accessibility Fund 2022 Small Projects deadline

[Enabling Accessibility Fund 2022 Small Projects Component](#)

November 2-3 | 2022 Municipal Economic Development and Planning Forum

[Ontario East Economic Development](#)

November 17 | Be Well Work Well

[Gateway Rural Health](#)

November 25 | 2022 Spirit of Success Awards

[Huron Chamber of Commerce – Goderich, Central and North Huron](#)

Welcome to Staff and Welcome Back

The Economic Development Department welcomes the following people to and back to our team:

- Welcome to Tricia Denomme, our new Administrative Assistant.
- Welcome to Emma Hunking, our new Digital Service Squad member.
- Congratulations to Alecia Anderson, our second Entrepreneur and Business Coach (former Digital Service Squad member).
- Welcome back to Natasha Gaudio Harrison, Economic Development Officer. Thank you to her wee fellow for sharing his Mommy!
- Welcome back to Brittany Wise, Huron Small Business Enterprise Centre Manager. Thank you to her little fellows for sharing their Mommy!

Best wishes to Alex Ripley and Tamara Minns on their next adventures!

Starter Company Plus

The [Starter Company Plus program](#) fall/winter intake is officially open for enrollment from November 1 - 30, 2022. Stay tuned for more details!

The Starter Company Plus program, administered locally by the County of Huron, provides business training, coaching, mentorship, and grant opportunities up to \$5,000 for eligible participants to start, expand, or buy a small business.

The training and mentorship components of the program will run from January through March 2023. During this period, participants will receive support for the development of a business plan, cash flow projections and the delivery of a 10-minute pitch for their business start-up or expansion concepts.

New Business

In September, the Huron Small Business Enterprise Centre (SBEC) Business Coach consulted with 4 new entrepreneurs, who have now moved into ongoing SBEC clients. The coach met multiple times with existing clients as part of our ongoing business support services. Business owners supported in September range in industry from health care, food and beverage, travel and tourism to the vitamin and supplement industry.

During the first two weeks of October, the Business Coach consulted with 4 new entrepreneurs who quickly became SBEC clients. These businesses range from a virtual assistant, an automotive repair shop to a café, from Wingham to Dungannon to Goderich and Bayfield. These entrepreneurs are working with staff to develop their business plans and utilizing other business services, including the Digital Service Squad. The coach also supported 5 existing, ongoing clients to drill down on their ideas, market positions and revisiting their daily operations.

SBEC supports various entrepreneurs and businesses in the full life-cycle of their businesses, moving through their idea, conception, and business planning to succession planning. We are here as a resource and support for businesses of all stages and sizes in Huron County.

Huron Area Newcomer Fund Launches

The Huron County Immigration Partnership is collaborating with the Goderich Lions Club to establish the Huron Area Newcomer Fund to support immigrants and refugees (newcomers and newcomer families arriving and settling in Canada within the first 18 months) living in Huron County. The Newcomer Fund intends to provide financial support where there is a demonstrated need due to unforeseen and/or extraordinary costs which are beyond the capacity of supportive agencies or individuals to provide. While this committee was founded with the intent of assisting Ukrainian's in need of support, it is available to support newcomers from various countries.

Along with the Goderich Lions Club members, community membership includes representatives from the Goderich Ministerial Association and the Wingham Community Connectors.

The Newcomer Fund is now actively fundraising and distributing funds to those who need it. More information is available is on the [Goderich Lions Club website](#).

Stay current on all departmental activities by following us online!

Huron County Economic Development [Facebook](#), [Instagram](#)

Huron County Immigration Partnership [Facebook](#), [Instagram](#)

Ontario's West Coast [Facebook](#), [Instagram](#)

Comments

Others Consulted

Economic Development Staff

IT Impacts

N/A

Financial Impacts

Managed within existing budget

Council Priorities

Economic prosperity, engaged community, service excellence

SMT Values

Integrity, trust, support, respect, honesty



Digital Transformation Grant 4.0 Final Call for Applications!

The *Digital Transformation Grant* provides commercial businesses with a brick-and-mortar location with \$2500 towards their adoption of digital technologies.

Applications will be accepted until October 31, 2022, or until funds are fully exhausted. There are a limited number of grants available so please apply early!

Get the Squad on the Job!

In addition to grants, businesses have access to training in digital marketing and advertising, software for graphic design, productivity, social media, and website development & redesign through our Digital Service Squad !

To view the full list of program and eligibility guidelines please visit: *Digital Transformation Grant*

"We applied for the digital grant through our business in the fall of 2021. We met with our DSS contact and she was so helpful. She discussed the many different options that we could use the grant for. We used the grant locally in the community and have been able to create videos and content for our social media pages which has been amazing."

~ The Clinton Chiropractic House
clintonchirohouse.com





The Return of Taste of Huron Events

In October we were able to return to offering *Taste of Huron* events for the first time since 2011.

Events kicked off on Thanksgiving weekend with a Night Market, featuring local food and beverage vendors, along with entertainment throughout the night. The final Goderich Farmers' Market followed on Saturday, where live cooking demonstration were done along with Thanksgiving Hampers provided in partnership with Eat Local Huron.

The following weekend, *Oktoberfest on Ontario's West Coast* took place, starting in Exeter with a special Oktoberfest Farmers' Market featuring local food and beverages and a performance from The King of Polka, Walter Ostanek. On Saturday and Sunday, events moved to local breweries and wineries where local food and beverage samples were provided to visitors with an event passport, which included transportation and samples at each of the three locations. We sponsored a *R'Oktoberfest* concert featuring Bif Naked and Coleman Hell on Saturday night.

Huron Harvest Tables, a fixe prix dining program that offered three-course menus highlighting locally grown and produced ingredients, ran from October 13 - 23 at one of eight participating restaurants throughout Huron County.





The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park,
Toronto ON M7A 1A1
premier@ontario.ca

RE: PROPOSED CHANGES IN BILL 23 REGARDING CONSERVATION AUTHORITIES

Dear Premier Ford;

Conservation Authorities (CAs) want to do their part to help the Province meet its goal of building 1.5 million homes in Ontario over the next ten years.

We are concerned some changes proposed in the *More Homes Built Faster Act* will:

- Place new responsibilities on municipalities related to natural hazards and natural resources that may lead to inefficiencies, uncertainties, and delays in the development review process;
- Weaken the ability of conservation authorities to continue protecting people and property from natural hazards; and,
- Reduce critical, natural, infrastructure like wetlands that reduce flooding and protect waters in our lakes and rivers.

To avoid unintended consequences, we recommend:

1. Allowing Municipalities to continue voluntary agreements for review and commenting with Conservation Authorities; this means removal of the clauses in Bill 23 that prevent this from occurring.

The current model enables Municipalities to use existing expertise within Conservation Authorities to fulfill responsibilities for natural heritage and water resources, while saving time and money for applicants.

2. Development subject to *Planning Act* authorizations should not be exempt from Conservation Authority permits, and CA regulations should not be delegated to municipalities. This approach could result in building permits issued in error and

other unintended results. The watershed, not municipal boundaries, should continue be the scale used to assess natural hazards.

3. The multi-stakeholder Conservation Authority Working Group should continue working with the Province to provide solutions for shared goals and objectives.
4. Conservation Authority development fees should not be frozen since they are based on cost recovery.

Conservation Authorities work with local Municipalities to reduce barriers to development and streamline processes for the best possible service to all. We are: modernizing policies and procedures; streamlining approvals; reducing timelines and red tape; promoting pre-consultation; and reporting on service standards.

For example, in 2021, 91% of the permits issued by high growth conservation authorities were within provincial timelines. A total of 93% of permits issued by non-high growth CAs were within provincial timelines.

Municipalities rely on the benefits of long-standing conservation authority partnerships. In our view, the proposed changes undermine the core mandate of Conservation Authorities and may put people – and their homes – at risk.

We request Schedule 2 of Bill 23 and changes to the *Conservation Authorities Act* that: limit the ability of Municipalities to enter into review and commenting agreements with Conservation Authorities; and that delegate Conservation Authority regulations to Municipalities be removed.

Sincerely,



Matt Duncan
Chair

cc:

The Honourable Steve Clark, Minister of Municipal Affairs and Housing

The Honourable Graydon Smith, Minister of Natural Resources and Forestry

The Honourable David Piccini, Minister of Environment Parks and Conservation

The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs

The Honourable Matthew Rae, MPP Perth – Wellington

Member Municipalities



**Corporate Services Department
Clerk's Office**

CITY of STRATFORD
City Hall, P.O. Box 818
Stratford ON N5A 6W1

519-271-0250 Ext. 5237
Fax: 519-273-5041
www.stratford.ca

November 28, 2022

Right Hon. Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

justin.trudeau@parl.gc.ca

Dear Prime Minister:

Re: Resolution – Funding and Support for VIA Rail Services

At their November 14, 2022, Regular Council meeting, Stratford City Council adopted a resolution petitioning the federal government to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA Rail service.

A copy of the resolution is attached for your consideration. We kindly request your support and endorsement.

Sincerely,

Tatiana Dafoe
Clerk

Encl.
/ja

cc: Premier Doug Ford
MPP Matthew Rae
MP John Nater
Association of Municipalities of Ontario
Federation of Canadian Municipalities
All Ontario municipalities



THE CORPORATION OF THE CITY OF STRATFORD
Resolution: Funding and Support for VIA Rail Service

WHEREAS The Corporation of the City of Stratford supports the National Transportation Policy and Section 5 of the *Canada Transportation Act*, S.C. 1996, c. 10 (as amended), which states in part:

"a competitive, economic and efficient national transportation system that meets the highest practicable safety and security standards and contributes to a sustainable environment, makes best use of all modes of transportation at the lowest cost is essential to serve the needs of its users, advance the well-being of Canadians, enable competitiveness and economic growth in both urban and rural areas throughout Canada. Those objectives are achieved when:

(a) competition and market forces among modes of transportation, are prime agents in providing viable and effective transportation services;

(b) regulation and strategic public intervention are used to achieve economic, safety, security, environmental or social outcomes

(c) rates and conditions do not constitute an undue obstacle to the movement of traffic within Canada or to the export of goods from Canada;

(d) the transportation system is accessible without undue obstacle to the mobility of persons, including persons with disabilities; and

(e) governments and the private sector work together for an integrated transportation system."

WHEREAS the Government of Canada has stated: "*we are serious about climate change*" and "*smart investments in transit help connection communities We will continue to work with communities and invest in the infrastructure they need today and into the future*";

WHEREAS Abacus data has indicated that Canadians are focused on building transit to reduce congestion and connect communities;

WHEREAS the Canadian Transport Commission main finding at public hearings in 1977 was that there should be no further reductions to passenger rail services;

WHEREAS the frequency of VIA trains running in Canada has been reduced significantly since 1977, causing a subsequent significant drop in ridership;

WHEREAS there is a need for balanced transportation with more using transit and less using automobiles;

WHEREAS the changing demographic relating to house prices, housing affordability will require further expansions of transit;

WHEREAS there is a need to visit tourist sites located along rail lines;

WHEREAS the annual cost of congestion to the Greater Toronto Hamilton Area economy alone is between \$7.5 and \$11 billion;

WHEREAS there are 10 million more vehicles on the road today than there were in 2000; and

WHEREAS the City of Stratford requests the support of this resolution from all communities served by VIA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of The City of Stratford recommends to the Government of Canada to adequately fund and fully support VIA Rail Canada in increasing the frequency, reliability and speed of VIA rail service in 2022 and successive years.

Adopted by City Council of The Corporation of the City of Stratford on November 14, 2022

The Corporation of the City of Stratford, P.O. Box 818, Stratford ON N5A 6W1
Attention: City Clerk, 519-271-0250 extension 5329, clerks@stratford.ca



Municipal Councillor Orientation Toolkit

Joëlle Lamport-Lewis

Background

This Councillor Information Package was created by the Social Research and Planning Council (SRPC) to serve as a resource to those interested in pursuing their candidacy in the upcoming municipal election. The background on six social justice issues in Perth Huron is presented as is the 'ideal response' and possible actions to address the 'burning question'. Numerous resources, both those produced by the SRPC and those authored by other local, provincial and national stakeholders, are also included for further reading on each of the following topics:

- Poverty
- Housing and Homelessness
- Income (Living Wage, Basic Income)
- Mental Health and Addictions
- Equity, Diversity and Inclusion: Indigenous Issues & Systemic Racism
- Community Safety and Well-Being

This document is also intended to provide an understanding of the local landscape and the need for a shared governance solution. Federal, provincial, territorial and municipal governments need to cooperate in order to deliver programs and services such as health care and social welfare to all citizens. We have moved away from this model in favour of federal government retrenchment and "flexibility" for provinces and territories, resulting in weakened accountability, the erosion of national standards and further fragmentation of Canada's patchwork of social programs. The federal government must work with the provinces, territories, municipalities and Indigenous Communities in the funding of services and the setting of standards. Federal transfers to the provinces and territories and equalization payments are integral to supporting universal programs in Canada.

About Social Research and Planning Council

As an operational committee of the United Way Perth-Huron, the SRPC consists of individuals from across Perth-Huron with expertise, experience and an interest in social justice. Through the collection and use of evidence-based research and data, the SRPC seeks to inspire holistic problem-solving by providing its communities and stakeholders with a clear path forward.

In particular, the SRPC inspires social progress through research, planning and evidence-based action, acting both as a Knowledge Broker and as a Collaborator. As a Knowledge Broker the SRPC facilitates, educates and disrupts. Stakeholders are directly engaged to address challenges, explore partnerships to transform industry practises, and lead events to share expert thinking and promote discussion on a variety of relevant and locally driven issues (e.g., housing, poverty, income).

As a Collaborator the SRPC works together with community partners on complex social challenges, discussing practical responses to challenges facing communities and sharing actions with relevant stakeholders in cross-disciplinary conversations and network dialogue.

The goals of the SRPC are therefore to:

- Increase Awareness – Increase awareness and understanding of community challenges and opportunities as well as government actions
- Identify Patterns – Identifying issues and opportunities across communities and regions
- Convene – Connect people and groups to create opportunities in communities
- Build Capacity – Share knowledge and research
- Propose Action – Identify opportunities for action and build on the momentum. Harness insights and solutions from the community and share this knowledge and research.

Municipal Government Responsibilities *(may differ by region)*

The provincial government determines the powers of municipal governments. Municipal governments in Ontario are responsible for providing many of the services within their local boundaries that you rely on daily such as:

- Airports
- Ambulance
- Animal Control and Bylaw Enforcement
- Arts and Culture
- Child Care
- Economic Development
- Fire Services
- Garbage Collection and Recycling
- Electric Utilities
- Library Services
- Long-term Care and Senior Housing
- Maintenance of Local Road Network
- Parks and Recreation
- Public Transit
- Planning New Community Developments and Enhancing Existing Neighbourhoods
- Police Services
- Property Assessment
- Provincial Offences Administration
- Public Health
- Sidewalks
- Snow Removal
- Social Services
- Social Housing
- Storm Sewers
- Tax Collection
- Water and Sewage

The Current Context

The COVID-19 pandemic had a disproportionate impact on marginalized and vulnerable people. Over the past two years, rural communities and small cities have experienced an influx of change. It is imperative to recognize local opportunities for progress that address vulnerabilities and make us more resilient.

Social Research and Planning Council's Goal:

What is Social Justice?

Social justice is the assertion of the ideal that all humans should have the same rights and opportunities. From access to health care to safe spaces to live, social justice aims to level the playing field and eliminate discrimination. The idea behind social justice is we all have innate value as human beings and no person's value is more or less than anyone else's.

Different social justice issues come to the forefront at different times, and certain issues might be more relevant across different countries, societies, cultures, cities and neighborhoods. They affect people's access to different types of goods, services and opportunities. Social justice issues are often wide-ranging and diverse. Below are a few of concern locally today.

Exploring Major Social Justice Issues in Perth-Huron

Different social justice issues come to the forefront at different times, and certain issues might be more relevant across different countries, societies, cultures, cities and neighborhoods. They affect people's access to different types of goods, services and opportunities. Social justice issues are often wide-ranging and diverse. Below are a few of concern locally today.

Poverty

Question: How has the COVID-19 pandemic affected our most vulnerable citizens?

Ideal Response

The COVID-19 pandemic heightened inequities in our communities. Our goal is to build toward an equitable recovery. This requires lifting people out of poverty in a dignified manner by ensuring they can afford basic needs such as safe and affordable housing, healthy food, and health care; ensure economic barriers — such as child care, transportation, racial and gender discrimination — are reduced; and promote full participation in society and equitable opportunities for vulnerable people.

Actions

- Support individuals in filing taxes.
- Promote Living Wage to employers.
- Support a Food Policy Council in Canada and healthy food for all Canadian school kids.¹
- Support oral health programs.

Background

The pandemic has increased the number of people in our communities struggling to afford food, find affordable homes and/or experiencing homelessness. A collective

¹Healthy Food for All Canadian school kids <https://foodsecurecanada.org/resources-news/news-media/we-want-national-healthy-school-food-program>

response is needed to engage community organizations to meet these basic and strategic needs in our community.

The COVID-19 pandemic highlighted health inequalities within racialized, Indigenous, Black and low-income communities.² People living in low-income neighbourhoods were hospitalized at over double the rate of those living in higher income areas.

Housing affordability for low-income families — rental and ownership — continues to outpace wage growth. There are long-term effects and families are struggling in areas such as nutrition, education, transportation, child care and health care.

- Perth Huron vacancy rates sit at 0–0.7%.³
 - Across Perth-Huron the average price of homes sold in September 2021 was \$615,459, up 33.7% from September 2020.
 - A jurisdictional market scan (2018–2021) highlighted a continued increase in rental market rates of 58–74% since 2018.⁴

Food Insecurity

Household food insecurity — the inadequate or insecure access to food due to financial constraints — is a serious public health problem in Canada. It negatively impacts physical, mental, and social health and costs our health care system considerably.⁵ By the time someone reports they are struggling to put food on the table, they are also struggling to afford other basic needs.

Household food insecurity is closely linked to income. As a household's income declines, the risk of food insecurity increases. In 2021, the average Canadian family paid up to an extra \$966 for food. For an average family of four, that means a \$14,767 annual grocery bill.⁶

Local data identifies:

- Huron County (HC) food banks reported 33 % of the visits involved children and 15% seniors (60+), with a total of 17,675 visits in 2021.
- The Huron County Food Bank Distribution Centre Mobile Food Bank (MFB) program had 5,268 visits, up 50.68% over 2020.
- In total, there were 22,943 visits in 2021 (20,961 in 2020) to HC Food Banks & MFB program.
- In Perth County (Stratford & St. Marys included) the 4 food banks served reported 12% serving seniors (60+) and 31% serving children with a total of 5,726 visits.

Resources

- How Much Is Enough? report: <https://perthhuron.unitedway.ca/wp-content/uploads/2019/10/2019-09-05-How-Much-is-Enough-Website-version-FINAL.pdf>

² <https://www.cih.ca/en>

³ CREA The Canadian Real Estate Association, Huron Perth Association of Realtors. January 2022 <https://creastats.crea.ca/board/huro>

⁴ Stratford Business Case for Alternate AMR 2021

⁵ Household food Insecurity in Canada, Canada Food Insecurity Policy Research: <https://proof.utoronto.ca/food-insecurity/>

⁶ <https://news.uoguelph.ca/2021/12/food-price-report-families-to-pay-nearly-1000-more-for-food-in-2022/>

- Photovoice project: <https://perthhuron.unitedway.ca/community-resources/social-research-planning-council/photovoice/>
- Canadian Institute for Health Information report: <https://www.cihi.ca/en>

Housing and Homelessness

Question: How can municipalities participate in solutions addressing the housing crisis in Perth-Huron?

Ideal Response

Municipalities must work in collaboration with provincial and federal government programs addressing gaps for renters and expanding attainable and affordable market and non-market housing units*.

Opportunities for municipalities to address the housing crisis through social and economic solutions will ensure all Perth-Huron citizens have access to adequate, attainable and affordable housing.⁷

*CMHA definitions:

- Affordable Housing - costs less than 30% of a household's before-tax income
- Attainable Housing- housing that is Adequate in condition (no major repairs needed) Appropriate in size (bedrooms appropriate for household) Affordable (costing less than 30% of before-tax income) Accessible to Services (located in areas where common services are available) and Available (a range of housing types).

Actions

Association of Municipalities Ontario's (AMO) outstanding recommendations to address the housing supply and affordability crisis remain relevant.⁸

- Update and modernize planning policies and procedures where applicable
- Create building incentives for affordable, attainable housing development.
- Explore an accommodation tax.
- Increase the supply of Affordable Market Housing for families.
- Expand affordable housing options.
- Address homelessness.
- Utilize innovative housing solutions including supportive, co-operative and social housing.
- Support people with their health care needs for successful tenancy.

Background

AMO highlights the state of Ontario's housing crisis. Housing is in short supply. Home ownership is out of reach for many. Rents are too high relative to incomes and Ontario's homeless desperately need a roof over their heads.

⁷ Association of Municipalities Ontario

<https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2019/FixingHousingAffordabilityCrisis20190814.pdf>

⁸ Fixing the Housing Affordability Crisis. 2019 AMO.

<https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2019/FixingHousingAffordabilityCrisis20190814.pdf>

The lack of suitable affordable housing in Ontario is a significant problem that all orders of government must work together to address in partnership with the private, non-profit, and co-operative housing sectors.

The federal and provincial governments have recognized the severe housing challenges facing families and came together recently with various strategies, plans and funding programs addressing the issue. While these initiatives are welcome, more must be done to meet the housing challenges faced by people in our communities. AMO recommendations listed above remain relevant.

Resources

- Future of Housing: <https://perthhuron.unitedway.ca/wp-content/uploads/2022/02/2022-02-10-The-Future-of-Housing-FINAL.pdf>
- Supportive Housing: <https://perthhuron.unitedway.ca/wp-content/uploads/2021/06/2021-Supportive-Housing-Report.pdf>
- Lived Experience Expert Panel report: <https://perthhuron.unitedway.ca/wp-content/uploads/2021/05/Leep-Summary-Formatted.pdf>
- Association of Municipalities. Fixing the Housing Affordability Crisis. 2019: <https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2019/FixingHousingAffordabilityCrisis20190814.pdf>

Income (Living Wage, Basic Income)

Question: How do rural communities and small cities create community resiliency?

Ideal Response

Supporting Living Wage employers is a start in achieving a sustainable quality of life in Perth-Huron.

The concept of a living wage is bigger than income. It is about ensuring our neighbours can afford to pay their rent and buy nutritious food, our workers are healthy and able to pay for transportation to get to work every day and our children are given sufficient social and educational opportunities so they can flourish.

Basic Income can be good for business. Putting money in citizen's hands lets them spend it in their local economies, which could cause private capital investments to increase up to \$15 billion a year — more than double all Canadian venture capital investments a year.⁹

Basic Income is a raise for working Canadians. Economic activity from Basic Income would cause businesses to hire, spending up to \$32 billion a year in total wages— as much as the profits of our top 3 banks.¹⁰

⁹ Canadian Centre for Economic Analysis (CANCEA) Report https://assets.website-files.com/5f07c00c5fce40c46b92df3d/5fcf8ed17fb77568bd94cfcb_Potential%20Impacts%20and%20Reach%20of%20Basic%20Income%20Programs%2020201203%20FINAL.PDF.pdf

¹⁰ Canadian Centre for Economic Analysis (CANCEA) Report https://assets.website-files.com/5f07c00c5fce40c46b92df3d/5fcf8ed17fb77568bd94cfcb_Potential%20Impacts%20and%20Reach%20of%20Basic%20Income%20Programs%2020201203%20FINAL.PDF.pdf

Actions

- Provide incentives (e.g. tax, fees, etc)¹¹ to encourage local business owners to pay a Living Wage.
- Provide public support by writing a letter or meeting with the Member of Parliament that Basic Income can grow Canada's economy while ending poverty and growing the middle class.
- Discuss Living Wage and Basic Income at the Warden's Caucus meetings, Regional Municipal meetings, etc.

Background

Many people struggling financially prior to the pandemic were unprepared for a brief emergency, let alone prolonged economic shutdowns:

- 57% of people with incomes make less than \$35,000 in Perth-Huron.¹²
- 30% of employees worked longer hours, with the number of employees working 41–51 hours per week doubling from 2019 to 2020.¹³
- In 2019, 4% of the population at Perth and Huron had more than one paid job and that number increased to 6% in 2020.¹⁴

COVID-19 has increased hardship and risk for those with lower incomes¹⁵ — curtailing services they relied on to make ends meet, increasing daily living costs, deepening social isolation and exposing low-wage essential workers to increased health risks. In 2019, 23% of families in Huron and 28% families in Perth were identified as low-income family status.¹⁶

Living Wage¹⁷

Fostering resiliency in small cities and rural communities requires economic flexibility and the ability to recognize new opportunities moving forward. The purpose of the Living Wage is to strengthen and support local employers' efforts to attract and retain employees. The Living Wage is a response to the rise in precarious employment and a key part of economic growth, providing workers and their families with a better way of life, benefiting employers and helping build more vibrant and healthy communities.

Living Wage helps bridge the gap:

- Workforce: Perth-Huron is a region that needs to attract and retain a workforce. Collectively, we are a community of low unemployment rates and precarious employment. Securing a Living Wage assists in the retention and attraction of employees to our community.
- Income: Income levels have not kept pace with the rate of inflation. A Living Wage helps narrow the inflation rate gap.

¹¹ Canadian Centre for Economic Analysis <https://www.cancea.ca/publications/ubi>

¹² Statistic Canada, Tax filers and dependants with income by total income, sex and age <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1110000801>

¹³ UWC Demographics and Community Dashboard, Environics Analytics Data, Community Life Part 3. (WHW120C1, WHW120C11, WHW120C21, WHW120C31, WHW120C36, WHW120C41, WHW120C51)

¹⁴ UWC Demographics and Community Dashboard, Environics Analytics Data, Community Life Part 3 (Variable WHW1101)

¹⁵ Statistic Canada, Financial resilience and financial well-being of Canadians during the COVID-19 pandemic. September 2021

<https://www150.statcan.gc.ca/n1/pub/75f0002m/75f0002m2021008-eng.htm>

¹⁶ Annual Income Estimates for Census Families, Individuals and SeniorsT1 Family File, Final Estimates, 2019. Reference 20026 - 976982

¹⁷ Perth Huron 2020 Living Wage <https://perthhuron.unitedway.ca/wp-content/uploads/2021/11/Perth-Huron-Living-Wage-2021.pdf>

- Housing: Development of all types of housing is critical to economic and social development within Perth-Huron. A diverse selection of housing will attract families and skilled labourers.

Basic Income, New Report: Basic Income can grow Ontario's economy \$40B/year, add 287,000 jobs

Canadian Centre for Economic Analysis¹⁸

- Basic Income is a sustainable investment that can grow Ontario's economy, create jobs, raise wages, and support businesses while ending poverty.
- Basic Income can be good for business. Putting money in Canadians' hands lets them spend it in their local economies, which could cause private capital investments to increase up to \$15 billion a year — more than double all yearly Canadian venture capital investments.
- Basic Income is a raise for working Canadians. Economic activity from Basic Income would cause businesses to hire, spending up to \$32 billion a year in total wages — as much as the profits of our top 3 banks.
- Basic Income can be a self-sustaining investment. Basic Income could grow the economy more than it costs in the long term, making this a sustainable investment over time. It could generate \$22 billion a year in new government revenues from new economic activity — as much as all EI Premiums paid by employees and employers.
- Basic Income could grow the economy sustainably while lifting 3.2 million families out of poverty and growing the middle class.

Resources

- Perth-Huron Living Wage 2021: <https://perthhuron.unitedway.ca/wp-content/uploads/2021/11/Perth-Huron-Living-Wage-2021.pdf>
- Lived Experience Expert Panel Basic Income: <https://perthhuron.unitedway.ca/wp-content/uploads/2021/01/2021-01-27-LEEP-Report-FINAL.pdf>
- Basic Income report: <https://perthhuron.unitedway.ca/wp-content/uploads/2020/07/2020-07-16-Quarterly-Report-Basic-Income.pdf>
- Canadian Centre for Economic Analysis (CANCEA) Report https://assets.website-files.com/5f07c00c5fce40c46b92df3d/5fcf8ed17fb77568bd94cfcb_Potential%20Impacts%20and%20Reach%20of%20Basic%20Income%20Programs%202021%20FINAL.PDF.pdf

Mental Health and Addictions

Question: What can we do about increased mental health and addictions needs in our community?

Ideal Response

Municipalities deliver community health, income support and social services, recreation, housing, and policing services, all of which connect to mental health.

¹⁸ Economic Impacts and Reach for Basic Income Programs in Canada: CANCEA Report <https://www.ubiworks.ca/groweconomy>

Mental health and addictions cause some of the most serious challenges in our communities and those who suffer from them are among those in greatest need.

We can change the narrative around mental health and addictions through education and awareness, decreasing stigmas and increasing investments in collaborative local solutions.

Action

- Invest in the Mobile Crisis Rapid Response Teams (MCRRT) in Perth-Huron and explore opportunities to invest in Crisis Outreach and Support Team (COAST). Mobile teams consist of a plainclothes police officer and a mental health professional (Registered Nurse, Occupational Therapist, or Social Worker) driving an unmarked car. The team provides mobile assessments and support to people who may be experiencing a mental health crisis.
- Educate ourselves and ensure the public is aware of the supports available.
- Decrease stigma around mental health and addictions — particularly in males — and create safe spaces for dialogue to raise awareness of the mental health crisis.
- Strengthen partnerships in decreasing barriers to access of services in rural, remote communities. (e.g. support virtual care, internet communications technology and accessibility)
- Support nonprofit and charitable mental health and addictions (MHA) community organizations and services.

Background

Current realities in Perth-Huron:

- 80% more people self-assessed their mental health as *poor* since the onset of the pandemic.
- Youth, females and those with low income experienced mental health decline at higher rates.
- In any given year, 14–20% of the population will personally experience a MHA problem or illness. Taking the conservative estimate of 14%, this equates to 20,580 of the total rostered patient population for the Huron Perth and Area - Ontario Health Team (HPA-OHT) (including children and youth).
- Mental Health impacts people and their families from all walks of life, regardless of age, education, income level or culture.
- Over 24,000 people in Perth-Huron could benefit from some level of MH&A services.
- The economic cost of mental illness nationally is estimated at \$51 billion/year.
- In Ontario, the annual cost of alcohol-related health care, law enforcement, corrections, lost productivity, and other problems is estimated to be at least \$5 billion.
- 70% of mental health issues start during childhood or adolescence.

The Government of Ontario outlines the system challenges in the “Roadmap to Wellness: A Plan to Build Ontario’s Mental Health and Addiction System, 2020” and will impact local needs as outlined:

- **Wait Times** — Demand for MH&A services exceeds available capacity, often resulting in long wait times for services.
- **Barriers to Access** — Community residents do not know what services exist or where and how to get help.
- **Fragmentation** — Poor coordination across the system results in inefficiencies and poor client and family experiences as people struggle to navigate between services.
- **Uneven Quality** — Consistency and quality of services vary from provider to provider and between regions.
- **Lack of Data** — Communities, service providers and system planners do not have access to the information they need, limiting effective oversight and accountability.

Resources

- Forward Together: <https://perthhuron.unitedway.ca/wp-content/uploads/2021/04/Forward-Together.pdf>
- Rural Response to COVID-19: https://perthhuron.unitedway.ca/wp-content/uploads/2021/04/2021-04-23-Response-to-COVID_Mental-Health-Across-P-H-FULL-REPORT.pdf
- Roadmap to Wellness: A Plan to Build Ontario's Mental Health and Addiction System, 2020: <https://www.ontario.ca/page/roadmap-wellness-plan-build-ontarios-mental-health-and-addictions-system>

Equity, Diversity and Inclusion: Indigenous Issues & Systemic Racism

Question: Why is equity, diversity and inclusion important to communities in Perth-Huron?

Ideal Response

Perth-Huron communities are at a critical point in needing to strengthen an equitable social and economic future. Creating more inclusive and welcoming communities where everyone feels they belong will provide a safe, sustainable future for all.

Action

- Develop training, protocols and accountabilities to ensure a culture of inclusion in workplaces.
- A commitment to an action plan, funding and a timeline to complete all of the Calls of Action and Calls for Justice as soon as possible.
- A commitment to a comprehensive anti-racism action plan to provide directions on initiatives aimed at combatting anti-Black, anti-Indigenous, anti-Asian and all other forms of racism.

Background

Research shows that health, social and economic inequities led to the pandemic having a greater impact on Indigenous, Black, Asian and racialized communities, who are significantly more at risk of exposure to COVID-19 and who experienced far higher rates of infection and mortality than other communities. Workers in these communities experienced much higher rates of unemployment during the pandemic because they

faced systemic disadvantages like lower paid precarious work, fewer career advancement opportunities and less access to basic services.

The COVID-19 pandemic has affected all parts of the workforce and to ensure a strong economic recovery, we cannot lose sight of the critical economic contribution women and vulnerable populations make. A research paper commissioned by the Huron County Immigration Partnership shows that:¹⁹

- 8 in 10 Indigenous residents of Perth-Huron report being discriminated against in the past three years.
- 7 in 10 visible minorities say they've been discriminated against, compared to 5 in 10 white, non-immigrants.
- To compare, 6 in 10 members of London's Indigenous population reported discrimination over the same period, while 4 in 10 visible minorities reported at least one act of discrimination since 2018.

The unflattering report comes at a time when Perth-Huron needs to attract more residents to fill hundreds of jobs. Many of those new residents will be visible minorities who have no tolerance for discrimination based on an individual's skin colour.

Indigenous peoples: The Truth and Reconciliation Commission's 94 Calls to Action were released in December 2015. More than five years later, only 14 have been completed and 20 have seen no progress at all. It has been over two years since the release of the National Inquiry into Missing and Murdered Indigenous Women and Girls report with no plan of action. As the remains of more and more children on the grounds of former residential schools are revealed, non-Indigenous Canadians can no longer turn a blind eye to the structural injustices and violence faced by Indigenous peoples.

Persons with disabilities: The pandemic impacted people with disabilities more severely than many Canadians. A Statistics Canada survey showed over one third of people with long-term health conditions or disabilities experienced a temporary or permanent job loss or reduced hours during the pandemic. Over half had difficulty meeting at least one financial obligation or essential need. The pandemic exposed the inadequacy of current financial support provided to persons with disabilities.

Gender Equity: Women were disproportionately impacted by the pandemic, whether because they took on most of the burden of home schooling, child care, and elder care, or because they were more likely to be working in the front line service sector and health care jobs, or because they were more likely to have lost work due to the pandemic. Even women in academia published significantly less than in previous years and significantly less than their male counterparts.

Resources

¹⁹ Discrimination Experienced by Immigrants, Visible Minorities, and Indigenous People in Huron Perth https://www.huroncounty.ca/wp-content/uploads/2021/11/2021-11-16-Report-Discrimination-Huron_Perth.pdf

- Discrimination Experienced by Immigrants, Visible Minorities, and Indigenous People in Huron Perth: https://www.huroncounty.ca/wp-content/uploads/2021/11/2021-11-16-Report-Discrimination-Huron_Perth.pdf
- Truth and Reconciliation Calls to Action: https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/indigenous-people/aboriginal-peoples-documents/calls_to_action_english2.pdf

Community Safety and Well-being

Question: What is Community Safety?

Ideal Response

Community safety is about helping communities be and feel safe. It is important that people feel safe where they grow, live, work and spend leisure time. There are ways people can get involved to help improve safety in their own communities. It is a shared responsibility of all members of the community and requires an integrated approach. Community Safety and Well-being plans are developed to address root causes of crime and complex social issues by focusing holistically on social development, prevention and risk prevention. These plans recognize that complex issues cannot be addressed in isolation or solely on an incident response basis.

The goal of this plan is to achieve a sustainable community where everyone feels safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

Action

- Invest in a Community Safety and Wellbeing Implementation Plan in Huron County.
- Collaborate and/or coordinate with Community Safety and Wellbeing implementation in Perth County.
- Invest in Community Improvement Plans that take into consideration Social Planning.
- Identify indicators to monitor and measure the performance of the collaborative CSWB work and to gain the co-operation of the public with the police in preventing crime.

Background

In January 2019, new requirements for Community Safety and Well-being (CSWB) planning came into force. The Police Services Act, 1990 (PSA) was amended and municipalities across Ontario were given time to develop and adopt a plan.

Municipalities are working on CSWB plans in partnership with multi-sectoral advisory committees including representatives from social and community organizations, school boards, boards of health, the police service and any other local service providers working to protect or enhance safety and well-being (e.g., mental health, addictions,

violence against women, affordable and attainable housing, safety, food security and recreational opportunities).

- Gender Based Violence: Gender-based violence and violence against women includes violence based on gender norms and unequal power dynamics, committed against someone based on their gender, gender expression, gender identity, or perceived gender. It takes many forms, including physical, economic, sexual, as well as emotional abuse.
 - Actions:
 - Need for gender-based violence prevention and sustainable core funding.
 - General public awareness of gender inequity and gender-related oppression.
 - Applying a gender lens could make Huron Perth a better community for everyone.
 - Need for better access to mental health services and resources for anyone escaping gender-based violence/unsafe domestic situations.

Resources

- Community Safety and Well-being Plan Perth: <https://www.cswb-stratfordperthstmrys.com/>
- Community Safety and Well-being Huron: <https://www.northhuron.ca/en/living-here/Huron%20County%20CSWB%202021.pdf>



Source: HOMELESSNESS-AWARE: Bethany, 19, for The Couch Project. Photo: Barry Smith 310815BSG04

How does *Supportive Housing* help to address homelessness?

Housing First

When people have housing, they no longer need to worry about meeting that basic need. With their housing burden alleviated, it becomes possible to solve the issues that contributed to their experience of homelessness in the first place.

“Housing First does not promise to be the only response necessary to end homelessness in a given community – ideally it plays an important role alongside other interventions, including prevention, emergency services, and other models of accommodation and support (including effective transitional and supportive housing models that lead to permanent and adequate housing).” There is no instant or magic solution to a longstanding and complex societal problem like homelessness. Communities realize the greatest outcomes when they pair the core Housing First elements of housing and supports with other interventions that help people nurture supportive relationships and become meaningfully engaged in their communities.

Supportive Housing

As community dialogue about supportive housing increases, so does the confusion about what exactly is supportive housing? It is a good question without a short and tidy answer. As defined by the Province, “Supportive housing generally refers to a combination of housing assistance and supports that enable people to live as independently as possible in their community”. Housing assistance can come in many forms including rent geared-to-income, a defined rent supplement, or a housing allowance, and housing types

(e.g., dedicated buildings, individual units). Supports also take a variety of forms and vary in intensity based on people’s unique needs. A few examples of supports include counselling, personal support, case management, income support and assistance with applying for social assistance, assistance with medication, and life skills training (e.g., purchasing food/meal preparation, and money management).”

Supportive Housing encompasses a variety of support programs and styles. It can be transitional or permanent. Across Ontario supportive housing programs serve a wide range of people, including high-risk seniors, persons with mental health related needs, serious mental illness, and/or problematic substance use, persons with physical disabilities, persons with developmental disabilities, persons with acquired brain injuries, persons with terminal/chronic illness, persons who have a history of homelessness or are at risk of homelessness; youth at risk; and survivors of domestic violence.

Supportive Housing services are widely recognized as key elements that assist people who are homeless, or at risk of homelessness, and who face multiple barriers to housing stability. Support services include both clinical and non-clinical services to help people remain stably housed. Supportive Housing services are provided across a range of settings, including, in an apartment building setting where all the units therein provide supportive housing; offered as a rent subsidy in scattered apartments in the private sector; in group home settings; and through rent-geared-to-income apartments in non-profit and co-op housing, and in boarding homes.

In contrast, social housing (or community housing) is rent-geared-to-income (RGI) housing aimed at assisting low-income individuals or families. It was originally designed as an economic solution to poverty related housing problems not as a therapeutic intervention.

Study after study concludes that providing people with appropriate housing coupled with flexible supports not only helps to reduce and prevent homelessness, but it also reduces unnecessary emergency room visits, hospital admissions, and involvement with the criminal justice system.

Supportive housing is especially important to those who are homeless or at risk of homelessness, staying in places that may not be promoting their recovery, or who have just been discharged from hospitals.

In other words, supportive housing is also cost effective. Housing stability reduces the likelihood of street-based interactions between people who are homeless and the police. All of which leads to a reduction in the use of expensive institutional services. In 2016 the Auditor General of Ontario reported one study that found for every \$10 invested in housing and supporting a client, an average saving of \$15.05 for a high-needs client and \$2.90 for a moderate-needs client can be realized. A 2018 cost analysis of the initiative found that the average cost savings per diem for high-support housing for patients with severe mental illness over inpatient hospitalization were between \$140 and \$160. This would result in an annual cost savings of approximately \$51,000 to \$58,000 per client.

With regards to serving people with severe and chronic mental health and addictions challenges, it is important to note that permanent supportive housing does not cancel out the need for access to inpatient mental health beds. Even with the best permanent supportive housing program in place, some residents will experience periods of acute mental crisis throughout their lifetime that require temporary inpatient care and treatment.

With a permanent supportive housing unit, a resident will not lose their home because they had to go to the hospital. When inpatient care is necessary, it is important that intensive case management and supportive housing aftercare is available to support people to transition back to their home and community and prevent future homelessness.

Strategic Actions

The following actions are presented for consideration as part of the ongoing development of a supportive housing system for the Huron and Perth service area. Further, it is recognized that much of this work in these action areas has been planned for and/or in varying degrees.

1. Foster effective communication and planning among

stakeholders by developing a common language and definitions.

2. Enhance community knowledge of existing resources

by creating a detailed inventory and service map of local housing programs and supports that is inclusive of the entire Huron-Perth region.

3. Identify opportunities to enhance, repurpose and create new local resources by conducting a gap analysis of the existing system.

4. Improve Access for people experiencing homelessness or

who are at risk of homelessness by continuing to support Huron County in the development and maintenance of a quality by-name list and a system of coordinated access; and, by supporting the City of Stratford including Perth County and St.Marys, to further develop and expand its coordinated access system.

5. Enhance and Expand Planning of the local Housing System

of Care by continuing the development of and support implementation of a recognized and thorough process for collecting and tracking Coordinated Access system data and outcomes, including region-wide common assessment tools and measurable outcomes to support evidence-based policy.

6. Improve efficiencies and communication across the region by mirroring the Province's expectation of inter-ministerial collaboration. Advance regional cooperation and collaboration opportunities, including, but not limited to, hosting joint Service Manager meetings with community partners.

7. Expand local housing planning tables by including

representatives from *Ontario Health Team* including healthcare and hospital partners, especially with regards to design and planning of supportive housing for people with severe and persistent mental health and addictions challenges and to continue on-going inter agency collaborations and coordinated resource distribution.

8. Create housing options for the region's most vulnerable

people who experience chronic homelessness, frequently access institutional services, and require the highest level of care to live independently in the community by championing the development of permanent and/or place-based supportive housing.

Read the full report at
perthhuron.unitedway.ca/research/



Full report includes:

- How to improve access
- How to identify people in need
- How to match people with support
- How to identify housing need
- References



Social Research & Planning Council
Operated by United Way Perth-Huron

About the SRPC

The Social Research and Planning Council (SRPC), operated by United Way Perth-Huron, is comprised of community representatives who are dedicated to the collection, analysis, and distribution of information relating to social trends and issues in Perth and Huron Counties. The SRPC approaches its work in two ways:

- a. Commissioning research into specific social issues.
- b. Developing recommendations for community improvement based on local findings and working collaboratively with community members to implement change.

Social Research & Planning Council
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TOWNSHIP OF NORTH HURON

Report No.
CL-2022-13

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Carson Lamb, Clerk
DATE: 05/12/2022
SUBJECT: CL-2022-13 Procedure By-law - Orientation
ATTACHMENTS: By-law No. 116-2017 Procedure By-law (Consolidated Version)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Clerk, dated December 5, 2022 regarding the Procedure By-law - Orientation, for information purposes.

PURPOSE:

The purpose of this report is to provide a high-level overview and explanation of the Township of North Huron Procedure By-law for the new Council.

BACKGROUND INFORMATION:

Section 238(2) of the *Municipal Act* requires that every municipality adopt a Procedure By-law governing the calling, place and proceedings of meetings. Further, Section 238(2.1) of the *Municipal Act* requires that said Procedure By-law shall also provide for public notice of meetings.

The Township of North Huron's current Procedure By-law (By-law No. 116-2017) was adopted by Council on December 18, 2017. An update occurred at the time to reflect major amendments that were required as a result of Ontario Bill 68 – *Modernizing Ontario's Municipal Legislation Act*. Bill 68, amended the *Municipal Act*, the *Municipal Conflict of Interest Act*, and several other pieces of legislation for the purposes of: (1) enhancing municipal accountability and transparency; (2) promoting municipal financial sustainability; and (3) helping ensure responsive and flexible municipal governments.

Since the current Procedure By-law's adoption, By-law No. 166-2017 has been amended six (6) times, and for the following purposes:

- **Amended by By-law No. 104-2018 (November 19, 2018)** – the purpose of this amendment was to adjust the process for electing a Deputy Reeve to comply with the *Municipal Act*.
- **Amended by By-law No. 108-2018 (December 17, 2018)** – the purpose of this amendment was to adjust the start time for Regular Council meetings, to add "Opportunity for Public Comment" as a standing item on Regular Council meeting agendas, and to update the Petition Policy included as Schedule "C" to the By-law.
- **Amended by By-law No. 41-2019 (May 6, 2019)** – the purpose of this amendment was to incorporate position descriptions for the Reeve and Deputy Reeve as Schedules "D" and "E" to the By-law.
- **Amended by By-law No. 33-2020 (April 6, 2020)** – the purpose of this amendment was to permit electronic meetings/electronic participation as a result of the COVID-19 pandemic. In March of 2020, the Ontario Government passed Bill 187, the *Municipal Emergency Act* which gave municipalities the authority to permit Council, local board and committee meetings to

be held electronically during emergencies declared locally or provincially under the *Emergency Management and Civil Protection Act*.

- **Amended by By-law No. 81-2020 (December 7, 2020)** – the purpose of this amendment was to permit electronic meetings/electronic participation even when a declared emergency has been lifted. In July of 2020, the Ontario Government passed Bill 197, the *COVID-19 Economic Recovery Act* granting municipalities the ability to provide for electronic participation in meetings even after a declared emergency has been lifted, pending an amendment to the Procedure By-law.
- **Amended by By-law No. 97-2021** – the purpose of this amendment was to align with legislative changes that were made to the *Municipal Elections Act* as part of Bill 68 that changed the start date for a new term of Council from December 1st to November 15th.

A consolidated version (a version of the by-law that includes all of the amendments made to that by-law) of By-law 116-2017 is attached for Council's reference.

DISCUSSION:

The Procedure By-law governs the calling, place and proceedings of all Council and Committee meetings of the Township of North Huron. Each Member of Council needs to know and understand the Procedure By-law as it establishes the rules and regulations for how Council will conduct the business of the Township. To assist in this orientation process, an overview of the sections of the Procedure By-law is provided below: This overview is not an exhaustive list of all sections and subsections, and therefore, Council Members should consult the specific sections of the by-law.

Section 2: Definitions – This section contains definitions of important terms used throughout the by-law. Some definitions are taken directly from the *Municipal Act*, the *Municipal Conflict of Interest Act*, etc.

Section 5: Meetings – This section includes provisions related to the location and time of meetings, and processes/criteria that must be followed for the meeting to be properly constituted. This includes: the Inaugural Council Meeting, Regular Council Meetings, Special Council Meetings, Emergency Meetings, Closed Session Meetings, Education and Training Sessions, Committee Meetings, Budget Meetings, Town Hall Public Meetings, and meetings held electronically.

Section 6: Notice of Meetings – This section outlines the notice requirements for each of the various types of meetings noted in Section 5. This includes provisions pertaining to the scheduling of meetings, when agenda packages must be published, how much notice must be provided to the public, and the process for cancelling or postponing meetings.

Section 7: Calling of Meetings to Order and Quorum – This section establishes the requirements and calculations for quorum, as well as what occurs if there is a lack of quorum or if quorum is lost during a meeting.

Section 8: Role of Council – Section 8.1 is taken directly from Section 224 of the *Municipal Act*. Sections 8.2 – 8.5 set out the process by which Council can make technical inquiries and requests for substantial reports from staff. Section 8.6 goes into detail on the expected behaviour and decorum of Members during meetings.

Section 9 and 10: Role of Head of Council – Sections 9 and 10 are taken from Sections 225 and 226 of the *Municipal Act* to restate the role of the Reeve. Section 9.2 establishes that the Reeve is an Ex-Officio member of all North Huron Committees and Boards, by virtue of the office they hold. Section 9.3 states that for the purpose of the County of Huron Joint Emergency Plan, if the Reeve is unable to serve, the Deputy Reeve (or other Council appointee) shall service as an alternate.

Section 11: Absence of Head of Council – This section sets out the process to be followed if the Reeve is absent, has a Conflict of Interest, refuses to act, or the position is vacant.

Section 13: Conduct of Proceedings for Council and Committees – This section guides the Reeve/Chair on quorum, voting and maintaining order in the Chambers during a meeting. This section also makes a statement about Council/Committee member conformity with by-laws and decisions of Council.

Section 14: Declaration of Pecuniary Interest – This section establishes the process for Members of Council or Committees to declare a pecuniary interest in accordance with the *Municipal Conflict of Interest Act*. This section also explains what a Member shall and shall not do during the meeting if they have declared a pecuniary interest.

Section 15: Agendas – This section sets out the order that items will be considered during Council meetings, as well as when the agenda will be published, and how members can bring forward specific items to be included on an agenda. It also establishes the procedures for publishing a Special or Emergency Council meeting agenda.

Section 16: Minutes – This section establishes the procedure for recording and approval of minutes, and notes that approved minutes will be filed, and a copy will be posted on the website.

Section 17: Delegations – This section outlines how delegation requests are received and processed, the materials required of a delegate, and the reasons that a delegation request may in some cases be referred to staff, or deferred to a different meeting date.

Section 19: By-laws – This section outlines the process for adoption of by-laws as well as the procedure for the management of the by-law documents by the Clerk.

Section 20: Notice of Motion – This section outlines the procedure for how Council Members can bring forward topics to be discussed at a Council meeting.

Sections 23 to 29: Resolutions/Motions, and Rules and Procedures of Debate and Appeal – These sections outline the procedural rules and rules of debate that govern the conducting of business at all Council and Committee meetings. This includes items such as: Reconsideration of Motions, Points of Order, Recorded Votes, etc.

FINANCIAL IMPACT:

There is no financial impact as a result of this report.

FUTURE/OTHER CONSIDERATIONS:

Traditionally, Municipal Council's will conduct a review and update to the Procedure By-law at least once during a term of Council. In 2023, the Clerk's Department will be conducting a review of the Procedure By-law to identify areas for improvement, to increase clarity/transparency, and to better align with best practices/the realities of the Township. This will be presented for Council's feedback and direction.

OTHERS CONSULTED:

None.

RELATIONSHIP TO THE STRATEGIC PLAN:

As this report is being provided as part of the orientation of the 2022-2026 term of Council, no consideration was given to the 2020-2023 North Huron Strategic Plan.



Carson Lamb, Clerk



Dwayne Evans, CAO

THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 116-2017

BEING A BY-LAW TO ESTABLISH A POLICY TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF THE COUNCIL & COMMITTEES OF THE TOWNSHIP OF NORTH HURON AND TO PROVIDE PUBLIC NOTICE OF MEETINGS

As amended by By-laws 104-2018 (November 19, 2018), 108-2018 (December 17, 2018), 41-2019 (May 6, 2019), 33-2020 (April 6, 2020), 81-2020 (December 7, 2020), and 97-2021 (December 6, 2021)

WHEREAS Section 238(2) of the *Municipal Act*, S.O. 2001, c. 25 as amended, requires every Township to pass a Procedural By-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238(2.1) of the *Municipal Act*, S.O. 2001, c. 25 as amended, requires that the Procedural By-law shall provide for public notice of meetings;

AND WHEREAS the Council of The Township of North Huron deems it expedient to enact a new By-law to govern the calling, place and proceedings of the Council and to provide for public notice of meetings in accordance with the Act.

NOW THEREFORE the Council of the Township of North Huron **HEREBY ENACTS AS FOLLOWS:**

1. SHORT TITLE

This By-law shall be cited as the "Council & Committee Procedure By-law".

2. DEFINITIONS

In this By-law:

- 2.1 "Act" means the Municipal Act, 2001, as amended from time to time.
- 2.2 "Ad Hoc Committee" means a committee formed for a specific task or objective, and dissolved after completion of the task or achievement of the objective.
- 2.3 "Adjourn" means to end the meeting. This motion requires a second, is not debatable, is not amendable, requires a majority vote for adoption and cannot be reconsidered.
- 2.4 "Advisory Committee" means a Committee established by Council to advise on matters which Council has deemed appropriate for the Committee to consider.
- 2.5 "Acting Head of Council" means the Deputy Reeve who, in the absence of the Head of Council shall have the authority of the Head of Council and will preside at meetings of Council. In the event that the Deputy Reeve is unable to act in the place of the Head of Council Section 11.2 of this By-law will be followed.
- 2.6 "Chair" means the person presiding at a meeting whether it be the Head of Council, Acting Head of Council or Chairperson of any Committee.
- 2.7 "Chief Administrative Officer" means the Chief Administrative Officer (Chief Administrative Officer) or designate of The Township of North Huron, appointed by By-law.

- 2.8 "Clerk" means the Clerk or designate of The Township of North Huron, appointed by By-law.
- 2.9 "Closed Session" means a meeting, or portion thereof, closed to the public in accordance with Section 239 of the *Municipal Act, 2001* and Section 5.7 of this By-law.
- 2.10 "Committee" means Ad Hoc, Advisory or Joint Committees which may be appointed by Council from time to time.
- 2.11 "Community Control Group" means the officials designated to control the emergency operations for the Corporation when it becomes necessary to activate the Emergency Response Plan.
- 2.12 "Confirmatory By-law" means a By-law of Council that adopts all resolutions passed at a Council meeting.
- 2.13 "Consent Agenda" means a grouping of items on a Council agenda that require no actions by Council other than receiving for information. The only time that an item should be removed from a consent agenda is if it is determined that action, a decision is required, or significant further discussion is needed. Items to be included on a consent agenda may include, but is not limited to:
- Approval of Council minutes;
 - Staff or Committee reports provided for information purposes only;
 - Items of correspondence which may be discussed, but require no action on the part of Council;
- 2.14 "Corporation" means The Corporation of the Township of North Huron.
- 2.15 "Correspondence" includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, etc., that may require an action or decision of Council or a Committee.
- 2.16 "Council" means the Council of The Township of North Huron.
- 2.17 "Councillor" means a person elected or appointed as a Member of Council.
- 2.18 "Defer" means to postpone all discussion on the matter until later in the same meeting or to a future date which is established as part of the motion.
- 2.19 "Delegation" means a person or group of persons who address Council or a Committee on behalf of an individual or a group for the purpose of making a presentation to Council or a Committee.
- 2.20 "Deputy Reeve" means the Member of Council who is duly elected under the Municipal Elections Act, to represent the electors of the Township of North Huron and to act in the absence of the Head of Council in accordance with this by-law and will represent the Corporation on the Council of the Township of North Huron.
- 2.21 "Electronic Means" means telephone or video conferencing or other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.
- 2.22 "Electronic Meeting" shall mean a meeting where any member is not physically present but participates via electronic means of communication, adhering to legislative requirements.
- 2.23 "Electronic Participation" shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of telephone, video or audio conferencing or other interactive method whereby members, staff and the public are able to hear the member(s) participating.

- 2.24 "Emergency" (declared emergency) means any period of time during which an emergency has been declared to exist in all or part of a municipality by the Head of Council or the Province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.
- 2.25 "Head of Council" means the Reeve (or alternate) and who shall preside at all meetings of the Council. See Section 9 and Section 10 for details on the role of the Head of Council.
- 2.26 "Joint Committee" means a Committee established by Council where members of the Committee are appointed by Council and any combination of the member or neighbouring municipalities as considered appropriate and may act in advisory or ad hoc nature.
- 2.27 "Lower Tier" means the Township of Ashfield-Colborne-Wawanosh, Municipality of Bluewater, Municipality of Central Huron, Town of Goderich, Township of Howick, Municipality of Huron East, Municipality of Morris-Turnberry, Township of North Huron and Municipality of South Huron.
- 2.28 "Majority" means more than half of the votes cast by members entitled to vote.
- 2.29 "Reeve" means the Member of Council who has been duly elected under the Municipal Elections Act as the Head of Council; and will represent the Township of North Huron and in accordance with Section 225 of the Municipal Act, 2001 is the Chief Executive Officer of The Township of North Huron.
- 2.30 "Meeting" means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,
 (a) a quorum of members is present, and
 (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee. ("reunion")
- 2.31 "Member" means a Member of Council or a Committee as defined in this By-law.
- 2.32 "Member Municipality" means the County of Huron, Township of Ashfield-Colborne-Wawanosh, Municipality of Bluewater, Municipality of Central Huron, Town of Goderich, Township of Howick, Municipality of Huron East, Municipality of Morris-Turnberry, Township of North Huron and Municipality of South Huron.
- 2.33 "Minutes" mean a record of the proceedings of Council or Committee that includes the place, date, time, name of Chair, list of members in attendance, evidence of quorum. Minutes will record the actions taken and decisions made by members at the meeting without note or comment in accordance with Section 239(7) of the Municipal Act.
- 2.34 "Township" means The Township of North Huron.
- 2.35 "Pecuniary Interest" includes a direct or indirect financial interest of a member and a financial interest deemed to be that of a member, in accordance with Sections 2 and 3 of the Municipal Conflict of Interest Act, 1990.
- 2.36 "Quorum" means the minimum number of required members (fifty percent plus one of the membership) to be in attendance to conduct the business of the meeting and vote on any matter or question to achieve a simple majority.
- 2.37 "Recess" means a short break taken during a meeting and is of a duration established by the Chair.
- 2.38 "Recorded Vote" means the recording of the name and vote of every Member of Council or a Committee who is present when the vote is called on any matter of question.
- 2.39 "Refer" means to direct a matter under discussion by Council or Committee to

a Staff Member for further examination.

- 2.40 "Regular Meeting" means a scheduled meeting held in accordance with Section 5.3 of this By-law.
- 2.41 "Reports" means written documents by municipal employees, committees, consultants, solicitors or other individuals appointed at the pleasure of Council for the purpose of providing advice, alternatives and/or recommendations on various matters.
- 2.42 "Resolution" means a formal state of opinion or intention adopted by Council in accordance with these rules.
- 2.43 "Rules and Regulations" means the applicable regulations contained in this By-law.

3. **AUTHORITY**

The *Municipal Act, 2001* provides that the Council may determine its own rules of procedure for meetings. The following set of rules shall be in effect upon their adoption by the Council until such time as they are amended or new rules adopted.

4. **GENERAL RULES**

- 4.1 The Rules and Regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the Rules and Regulations for the order and dispatch of business in Council and Committees.
- 4.2 Any procedure under this By-law that is discretionary and not mandatory under statute may be suspended, at the request of the Head of Council or a Committee Chair, by a consensus of all of the members present at the meeting.
- 4.3 In any case for which provision is not made in these Rules and Regulations, the procedure to be followed shall be as near as may be that followed in the most current official edition of Roberts Rules of Order.

5. **MEETINGS**

5.1 **Location of Meetings**

Meetings of Council shall take place in the Council Chambers at 274 Josephine Street, Wingham, ON. Notwithstanding the foregoing that meetings be held in the Council Chambers, the Council shall determine, at their discretion, other locations from time to time for meetings as deemed necessary.

One meeting of Council shall take place once per year in the Ward of Blyth and the Ward of East Wawanosh at a location to be determined by Council.

5.2 **Inaugural Meeting & Election of Deputy Reeve**

- (a) Following a regular municipal election, the Inaugural Meeting shall be held within the Township of North Huron Council Chambers at the hour of 6:00pm, on either the first or third Monday after the new term of Council commences, whichever comes first.
- (b) In the case of inclement weather, the Inaugural Meeting shall be held on the first suitable day following, at the same hour.
- (c) The Inaugural Meeting shall be chaired by the Clerk.
- (d) The order of business for the Inaugural Meeting shall be as follows:

1. Call to Order
2. The Clerk to declare candidates as elected as a result of the Municipal Election
3. Oath of Office and Oath of Allegiance by each member of Council, commencing with the Reeve
4. Service of Invocation performed by clergy to be chosen by the Reeve
5. Presentation of Gavel and Chain of Office by the Clerk
6. Inaugural Address by the Reeve
7. Remarks of Candidates - 5 Minute Time Limit Each
8. Election of the Deputy Reeve
9. Greetings from Invited Guests
10. Adjournment
11. It will be a custom of the Clerk's Department to share a social time following the Inaugural meeting.

(e) Election of the Deputy Reeve - Process:

Deputy Reeve, is selected at the Inaugural Meeting of Council from sitting members of Council. The Deputy Reeve represents the Corporation of the Township of North Huron and acts in the absence of the Head of Council in accordance with this By-law.

The Deputy Reeve shall be elected by the following process:

1. The Returning Officer for the election shall be the Clerk. The Assistant Officer for the election will be a member of the Township's Administration staff, as designated by the Clerk;
2. Any member who would like to be considered a candidate for the position of Deputy Reeve shall declare to an open Council meeting their candidacy;
3. Remarks of Candidates – with a time limit of three minutes per candidate, order of candidates to be determined from a random draw by the Returning Officer;
4. The election shall be done, alphabetically by last name, by show of hands in open Council;
5. Each member of Council shall have one vote;
6. If there are more than two candidates seeking the position, the person receiving the lowest number of votes in the first vote, would be left out of the second vote;
7. When a candidate has received a majority of the votes, there will be no further voting;
8. That in the case of an equality of votes for the position, the successful candidate shall be determined by the Returning Officer by placing the names of the candidates on equal size pieces of paper in a box and one name being drawn by a person chosen by the Returning Officer;
9. The successful candidate shall be declared by the Clerk and confirmed by resolution of Council.

5.3 Regular Meeting

- (a) Regular meeting shall be held on the first and third Monday of each month. The meetings shall commence at the hour of 6:00 p.m. and finish at 10:00 p.m. or sooner unless otherwise ordered by special motion of Council.

When a regular Council meeting is to be scheduled on a statutory holiday, the meeting will be held on the following Tuesday. Every meeting of Council shall be deemed to be adjourned at the hour of 10:00 p.m. save and except the unanimous consent of Council.

- (b) The Council may, by resolution, alter the date and/or time of a regular meeting provided that adequate notice of such change has been posted and/or published.

- (c) The Clerk, in consultation with the Chief Administrative Officer and with the

approval of the Head of Council, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so.

- (d) No meeting of Council is a properly constituted meeting unless the Clerk or his/her designate is present.

5.4 Special Meetings

- (a) The Head of Council may, at any time call a special meeting of Council or upon receipt of a petition of the majority of the Members of Council, the Clerk shall call a special meeting of Council for the purpose and at the time mentioned in the petition.
- (b) No business may be transacted at a special meeting other than that specified in the Notice or Agenda.

5.5 Emergency Meetings

- (a) In the event of an emergency or extraordinary situation as determined by the Head of Council, the Chief Administrative Officer, or the Clerk, a meeting may be held as soon as practical following receipt of a summons. The summons may be given by a manner as determined by the Clerk.

5.6 Closed Session - Council and Committees

- (a) All meetings of Council shall be open to the public except as provided for in Section 239 of the Municipal Act, S.O. 2001, or the Ombudsman Act.

Exceptions:

- (b) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- The security of the property of the Corporation,
 - Personal matters about an identifiable individual, including municipal or local board employees;
 - A proposed or pending acquisition or disposal of land by the Corporation;
 - Employee negotiations of labour relations;
 - Litigation or potential litigation, including matters before administrative tribunals, affecting the Corporation;
 - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act;
 - Information explicitly supplied in confidence to the municipality of local board by Canada, a province or territory or a Crown agency of any of them;
 - A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - A trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Other Criteria

- (c) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

- A meeting shall be closed to the public if the subject matter relates

to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council is designated as head of the institution for the purposes of that Act.

- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.
- (d) A meeting of the Council or Committee may be closed to the public if the following conditions are both satisfied:
- The meeting is held for the purpose of educating or training the members; and
 - At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- (e) For purposes of this section, a meeting not open to the Public shall be called a "Closed Session".
- (f) The published agenda for Council or a Committee shall indicate the fact that a Closed Session meeting is required. The Agenda will provide as much detail as possible regarding the nature of business to be conducted in Closed Session without jeopardizing the intent of Section 239 of the Municipal Act, 2001.
- (g) Before holding a meeting or part of a meeting that is to be closed to the public, the Council or Committee shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or in the case of a meeting that is an educational or training session, the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed as an educational or training session.
- (h) A meeting shall not be closed to the public during the taking of a vote except when the meeting is for a purpose as outlined in section 5.6(a) or 5.6(b) and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Corporation or persons retained by or under contract with the Corporation.
- (i) When a Closed Meeting comes to an end Council and/or the Chief Administrative Office shall report to the open session the nature of the Closed Session meeting and provide as much information to open session without jeopardizing the intent of Section 239 of the Municipal Act, 2001.
- j) When a Closed Session is necessary, it will be a requirement that the minutes shall be prepared and approved at the next scheduled Closed Session.
- (k) The Clerk shall be responsible for maintaining a confidential copy of all original documentation distributed, relating to closed sessions, and for keeping confidential minutes of all closed sessions.
- (m) Subject to the provisions of this Section, Council may hear delegations in Closed Session.
- (n) It shall be the responsibility of Council, Committees and Staff to respect the confidentiality of all matters disclosed to them and materials provided to them during Closed Sessions that are required to be kept confidential.
- (o) The proceedings of a Council or a Committee Closed Session shall be audio/video recorded with all recordings kept in a secure location in the Township of North Huron Municipal Office. Any person who is required to leave the Council Chambers or meeting room during the proceedings of Council or Committee Closed Session, must take all

personal belongings with them.

5.7 Education and Training Sessions

- (a) The Council may decide, at a meeting open to the public, to convene an informal gathering of its members to receive and discuss information or advice of a general nature involving subject matters of interest to the members, at a time and place designated at that time by the Council.
- (b) The Council, in deciding to convene an Education & Training Session, shall designate the general purpose or purposes for which the session is to be held.
- (c) An Education & Training Session may be held at any place designated by the Council at the time at which it makes its decision to convene the session, whether or not it is within the boundaries of the Township or elsewhere.
- (d) All Members of Council respectively are entitled to attend the session, together with designated Staff or consultants retained by the Township, but the Council, in deciding to convene the session, may decide to exclude the public therefrom.
- (e) No motion, resolution, by-law, debate, agreement in principle, consensus, straw-vote, report, recommendation, or other action or decision may be proposed, discussed, decided upon, adopted, taken or made at an Education & Training Session.
- (f) The Recording Secretary shall take notes describing in general terms each subject matter dealt with at the Education & Training Session.
- (g) The notes taken pursuant to 5.7 (f) shall, after the conclusion of the session, be maintained as a public record under the control of the Clerk.

5.8 Committees

- (a) Special or Ad Hoc or Joint Committees may be established from time to time by Council to consider a specific matter in accordance with the Township's Committee Appointment Policy.
- (b) All Committees shall report directly to Council.
- (c) The format of the agenda will be similar to that of Council (Section 15) but are permitted to remove certain sections on approval of the Clerk.
- (d) Council shall adopt a Terms of Reference for every Committee.
- (e) The Head of Council is "Ex Officio" a member of every Committee of Council. The Head of Council will not be considered part of the Committee quorum. (Section 7.8) The Head of Council is able to participate fully in any meeting of a Committee or Board established by Council, without restriction, including voting (Section 9.2).
- (f) The Terms of Reference shall establish (at least) the following:
 - (i) The purpose, goal and authority of the Committee;
 - (ii) Member composition, numbers and method of appointing a Chair;

- (iii) The Chair shall be appointed at the first meeting following the Inaugural Meeting of Council;
 - (iv) The location, date, time and frequency of meetings;
 - (v) The Director(s) responsible for providing support, advise and expertise to the Committee;
 - (vi) That the Director(s) shall ensure that all recommendations to Council by the Committee are brought forward to Council in a timely fashion for consideration;
 - (vii) That the Chairperson and Director(s) shall, at the direction of the Committee and or Council facilitate clear communication of information between Council and the Committee;
 - (viii) A Recording Secretary for the Committee;
 - (ix) That the minutes of a Committee shall be circulated to Council via the regular Council Agenda. Council shall receive the minutes for information purposes only as any recommendation of a Committee shall be brought forward to Council in a separate report by the Director(s);
 - (x) That a Committee chair may cancel a meeting if he or she determines that there are insufficient items for consideration by the Committee;
 - (xi) The rules and regulations contained in this By-law, with necessary modifications, shall be observed in all proceedings of the Committee for the order and conduct of business therein;
 - (xii) That Council shall dissolve a Committee, by resolution, when the purpose and goals have been met or at any other time when Council deems it appropriate.
- (g) Council may appoint representatives to serve on any outside Board or Committee, or any other body to which Council is required or empowered to appoint a representative.

Appointments to such Boards/Committees may be a Member of Council or shall be a person appointed from amongst its ratepayers and/or residents.

- (h) At the first Regular Meeting of Council, the Council shall:
- (i) Appoint members to various Committees and Boards;
 - (ii) Appoint members to Committees and Boards for the term of one year;
 - (iii) Appoint non-Council members to Committees and Boards as determined in policy or the Terms of Reference for the Committee.

5.9 Budget Meetings

Budget Meetings will be considered Regular Meetings of Council. The Agenda will be prepared by the Reeve and Clerk in accordance with Section 15.1 of this Procedural By-law in consultation with the Director of Finance/Treasurer.

5.10 Town Hall Public Meeting

Council will hold a minimum of one (1) Town Hall Public Meeting per year.

5.11 Electronic Meetings

Subject to the provisions of Section 238 of the *Municipal Act, 2001*, as amended, and/or the current North Huron Procedure By-law, the Township of North Huron shall allow electronic participation in the manner and to the extent set out in section 5.11 of this By-law.

5.11.1. Extent

- a) Electronic Meetings – A regular meeting or special meeting of Council, or a meeting of a local board or committee may be authorized to be held by electronic means through a resolution of Council.

- b) Authorizing Resolution - The authorizing resolution passed by Council shall include sufficient details describing which meetings are to be held by electronic means.
- c) Electronic Participation – If Council has authorized through a resolution for a meeting to be held as an Electronic Meeting, all participants in that meeting shall participate through electronic participation. No hybrid approach to meetings (combining in-person and electronic participation in the same meeting) shall be authorized.
- d) Quorum and Voting for Electronic Meeting – Members attending and present during an Electronic Meeting shall be counted for the purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote through a vote recorded by the Clerk or Recording Secretary, as if they were attending the meeting in person.
- a) Closed Session – An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.
- b) Public Notice of Electronic Meeting – A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.
- c) Delegations In Writing for Council Meetings – An Electronic Meeting shall not permit public delegations, except by way of electronic submission via email or video, received in advance of the meeting, which shall be submitted to the Clerk prior to the start of the Electronic Meeting, and shall be provided to members at the meeting.
- d) Application and Conflict – Notwithstanding the foregoing, the Procedure By-law shall continue to apply to an Electronic Meeting held pursuant to this Section, except that this Section and any Provincial legislation or order shall prevail to the extent of any conflict.

5.11.2. Process

In consultation with the Reeve and CAO, the Clerk has the delegated authority to amend these processes as required to ensure that effective, efficient and orderly Electronic Meetings occur. The following processes shall apply for Electronic Meetings:

- a) Each Member shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
- b) The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the CAO and Clerk, in consultation with the Reeve, based on advice and resources available and the prevailing circumstances and context for a meeting.
- c) The Reeve or Chair (if different) shall lead the meeting and be present from a designated meeting location supported by the Clerk (or designate), where possible.
- d) Members follow meeting leadership from the Chair.
- e) The Chair is to announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed.
- f) The Chair will canvass members about their intention to speak to a matter on the floor and will notify each member when it is his or her turn to speak.
- g) A member may move a motion or move an amendment verbally. The Chair shall ensure that all members are given the same opportunity to speak to each question as they would have been given if participating in person.

- h) A member may declare a conflict of interest by emailing the declaration form to the Clerk or Recording Secretary in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.
- i) A member may present a notice of motion by emailing the Clerk or Recording Secretary in advance of the meeting and shall verbally state their notice of motion at the meeting.
- j) Each member shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.
- k) If a Member experiences connection issues and cannot participate electronically they shall be deemed to have left the meeting.

5.11.3. Voting

- a) All votes shall be conducted by a recorded vote, unless Council decides otherwise.
- b) The Clerk or Recording Secretary shall call each name of Member to record the vote.
- c) If a Member is present and their name is called and no response is given to indicate the vote, the Clerk or Recording Secretary shall ask one more time, and if no indication of vote, and the Member is present, the vote is recorded in the negative.
- d) The Clerk or Recording Secretary shall announce voting results, including announcing how each Member voted.

5.11.4. Member Conduct

- a) Each member shall mute his or her electronic device when he or she is not speaking.
- b) Each Member shall remain silent and attentive to the proceeding when not assigned the floor by Chair.
- c) Each Member shall listen for their name to be assigned the floor to speak or to vote.
- d) Each Member shall take directions from the Chair in order to facilitate an effective, efficient and orderly meeting.

6. **NOTICE OF MEETINGS**

6.1 Notice for Regular Council Meetings:

- (a) Prior to the first meeting of each calendar year, the Council shall establish a schedule of all regular Council meeting dates for such calendar year. The schedule shall include the date, time and location of the meetings and shall be posted on the municipal website at the beginning of the year. The meeting schedule is subject to change as necessary.
- (b) Notwithstanding the above, the published agenda shall be considered as adequate notice of Regular Meetings of Council, except for meetings held on a day or time other than as provided for in this By-law. The agenda shall include the date, time and place of commencement of the meeting.
- (c) The Clerk shall ensure that a copy of the Agenda for each Regular Council meeting is posted for public viewing on the municipal website no later than 4:30 p.m. on the Friday preceding the scheduled meeting.

6.2 Notice for Special Council Meetings:

- (a) The Clerk shall ensure that notice of each special meeting of Council is provided to each Member of Council at least forty-eight (48) hours in advance of the said meeting or as soon as practicable. The Clerk shall

provide notice of such meeting by posting for public viewing on the municipal website a copy of the Agenda for the special meeting and/or updating the meeting schedule that is posted on the municipal website.

6.3 Notice for Emergency Council Meetings:

- (a) The forty-eight (48) hours' notice required by Section 6.2(a) may be waived in the case of an emergency or extraordinary situation, as may be determined by the Head of Council (or alternate);
- (b) An emergency meeting may be called by the Head of Council or in the absence of the Head, the Emergency Control Group or Chief Administrative Officer;
- (c) In such case, the Clerk (or designate) shall attempt to advise the members of Council about the call of the emergency meeting as soon as possible and in the most expedient manner available;
- (d) For the purpose of Notice, notice shall be posted on the Municipal website and the public notice board at the Municipal Office.
- (e) Where proper notice was not possible due to the circumstances of the emergency, the Clerk will endeavor to make the fact of the meeting public as soon as possible after the meeting has taken place.

6.4 Notice for Committee Meetings:

- (a) Notice of meetings indicating the date, time and location for Committee meeting shall be posted on the Municipal website by 4:30 p.m. on the Friday prior to the meeting. All other requirements for notice indicated in this by-law shall be adhered to by the Committee.

6.5 Lack of receipt of the notice by any member shall not affect the validity of holding the meeting nor any action taken at the meeting.

6.6 The business of a meeting shall be taken upon the order in which it stands in the Agenda, unless otherwise decided by Council or the Committee.

6.7 The notice requirements set out in this by-law are minimum requirements only, and the Clerk may give notice in an extended manner if in the opinion of the Clerk, the extended manner is reasonable and necessary in the circumstances.

6.8 Cancelling of Meetings - Inclement Weather

In the event that weather, road or other conditions beyond the control of Council prevent the holding of any Regular, Special, Ad Hoc Committee or Inaugural meeting, at the time established by this by-law, the said meeting shall be held at the same time and day of the following week. The postponement may continue until such time as the condition preventing the holding of the meeting has passed.

Meetings may be cancelled or adjourned taking any of the following into consideration:

- Winter road closures or winter travel advisories have been issued
- County or Lower Tier Public Works crews have stopped plowing roads for a specified period of time
- Public Works crews have advised administration of hazardous road conditions
- Radio public service announcements are advising of cancellations in the area
- School bus cancellations
- Weather warnings by Environment Canada
- Ministry of Transportation road condition advisory
- Members of Council or staff report hazardous travelling conditions

Consultation will take place between the Reeve, Chief Administrative Officer and Clerk regarding the meeting cancellations. The final decision will be made by the Reeve.

6.9 Notice of Cancelled Meeting

Where a meeting has been cancelled for any reason, notice of the cancelled meeting shall be in the same form as notice for the meeting was **made and followed by a telephone confirmation**. In the case of a Council meeting, the Clerk (or designate) shall be responsible for giving notice. In the case of a Committee the Recording Secretary is responsible for giving notice.

Every effort will be made to notify all members of Council or the Committee and members of the public who have identified that they plan to attend.

The Clerk shall provide notice of cancellation to Council, staff, the local media and all other interested parties as soon as possible in advance of the meeting via telephone, website, local radio and posting signs at the meeting site.

6.10 Postponement of Meetings

Any regular meetings of the Council may be postponed to a day named in:

- (a) A notice by the Head of Council or the Deputy Head of Council given through the Clerk's Office and twenty-four (24) hours in advance of the regular meeting; or
- (b) A resolution of Council passed by the majority of the members.

Where a meeting has been postponed for any reason, notice of the postponed meeting shall be in the same form as notice for the meeting was made.

In the case of a Council meeting, the Clerk (or designate) shall be responsible for giving notice. In the case of a Committee the Recording Secretary is responsible for giving notice.

Every effort will be made to notify all members of Council or the Committee and members of the public who have identified that they plan to attend.

The Clerk shall provide notice of postponement to Council, staff, the local media and all other interested parties as soon as possible in advance of the meeting.

7. CALLING OF MEETINGS TO ORDER AND QUORUM

- 7.1 The Head of Council or the Chair shall call the members to order as soon after the hour fixed for holding of the meeting a quorum is present.
- 7.2 A majority of all Members of Council or the Committee shall constitute a quorum and be necessary for the transaction of business.
- 7.3 If a quorum is not present one-half (%) hour after the time appointed for the commencement of the meeting, the Clerk, his/her designate or the Committee Recording Secretary shall indicate that no quorum is present and record the names of those members in attendance and they shall adjourn to the appointed time for the next scheduled meeting.
- 7.4 Where the number of members who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, such that, at that meeting the remaining members are insufficient to constitute a quorum, the remaining members shall be deemed to constitute a quorum, provided such number is not less than two (2) in accordance with Section 7.1

of the *Municipal Conflict of Interest Act, R.S.O. 1990.*

- 7.5 If during the course of a meeting, a quorum is lost, the Chair shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this By-law.
- 7.6 If in the event of a declared emergency, Council is not able to achieve quorum then they may enact the use of the Emergency Governance Committee-Section 12.
- 7.7 If members are not going to be in attendance or are going to be late for a meeting, they shall contact the office of the Clerk or the Committee's Recording Secretary in advance of the meeting.
- 7.8 If the Head of Council attends a Committee meeting as an "Ex Officio" participant (See Section 5.8(e)), their attendance will not be considered part of quorum.

8. ROLE OF COUNCIL

- 8.1 It is the role of Council, per Section 224 of the Municipal Act, 2001, as amended:
 - (a) to represent the public and to consider the well-being and interests of the Township;
 - (b) to develop and evaluate the policies and programs of the Township;
 - (c) to determine which services the Township provides;
 - (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - (e) to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township;
 - (f) to maintain the financial integrity of the Township; and
 - (g) to carry out the duties of Council under this or any other Act.
- 8.2 Members of Council shall come prepared to every meeting by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting.
- 8.3 Members of Council shall make technical inquiries of staff regarding materials supplied in advance of the meeting.
- 8.4 Requests for substantive reports shall be by Council motion which shall identify the appropriate Department or Department Head and objectives of the report.
- 8.5 No member shall have the authority to direct or interfere with the performance of any work for the Corporation.
- 8.6 While in a Council meeting of any sort, Councillors shall following the following rules:
 - (a) Councillors shall only speak when recognized by the Chair;

- (b) Councillors shall only speak respectfully of Her Majesty the Queen or any member of the Royal Family, Governor-General, Lieutenant-Governor General or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of Ontario;
- (c) Members shall not use indecent, offensive or insulting language in or against any Council or Councillor, staff, public or any other person. Further, no member will publish any derogatory or demeaning comment or opinion of Council, staff or member of the public;
- (d) Members shall only speak to the question in debate;
- (e) Members shall not debate any prior determination of the Council or Committee except to conclude such remarks with a motion to rescind or reconsider such determination;
- (f) Members shall not interrupt or disturb any member who has the floor except to raise a point of order;
- (g) Members shall not disturb a meeting by disorderly conduct or comments;
- (h) Members shall not leave their seat or make noise or cause a disturbance while a vote is being taken or until the result is declared;
- (i) Members shall not leave the meeting when he/she does not intend to return thereto without first advising the Chair;
- j) Members shall abide by the rules of Council or the Committee, obey the decisions of the Council or Committee on questions of order or practice or upon the interpretations of the rules of order by the Council or Committee;
- (k) In the events that a member of Council or a Committee persists in a breach of the rules of this By-law, after having been called to order by the Reeve or Chair, the Reeve or Chair shall put the question "shall the member be ordered to leave his/her seat for the duration of the meeting?". The Council or Committee shall vote on the question and the question is not debatable;
- (l) If the Council or Committee decides the question set out in section 8.6 (k) of this By-law in the affirmative by a majority vote of the members, the Reeve or Chair shall order the member to leave his/her seat for the duration of the meeting;
- (m) If the member apologizes, the Reeve or Chair, with the approval of Council, may permit him/her to resume his/her seat;
- (n) If a member does not leave his/her seat after being ordered to do so by the Reeve or Chair (in accordance with Section 8.6(1)) and if the member does not apologize (in accordance with Section 8.6(m)) then the Reeve or Chair shall seek appropriate assistance.
- (o) Members must occupy their chairs while a vote is being taken and the results are being declared;
- (p) Members may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking;
- (q) Every member present shall vote when a question is put on the floor unless a Pecuniary Interest has been declared;
- (r) Municipal Councillors shall officially be addressed as Councillor, Deputy Reeve and Reeve.

9. ROLE OF HEAD OF COUNCIL

- 9.1 It is the role of the Head of Council, per Section 225 of the Municipal Act, 2001, as amended:
- (a) to act as Chief Executive Officer of the Township;
 - (b) to preside over Council meetings so that business can be carried out efficiently and effectively;
 - (c) to provide leadership to Council;
 - (d) without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council as described in Section 8.1 of this By-law and Section 224 of the Municipal Act, 2001, as amended;
 - (d) to represent the Township at official functions; and
 - (e) to carry out the duties of the Head of Council under the Municipal Act or any other Act.
- 9.2 By virtue of their office, the Head of Council carries with it the right to participate fully in any meeting of a Committee or Board established by Council, without restriction, including voting. If the Head of Council attends a Committee meeting as an "Ex Officio" participant, their attendance will not be considered part of quorum (Section 7.8).
- 9.3 For the purposes of the County of Huron and Member Municipalities Joint Emergency Management Plan if the Head of Council is unavailable, the Deputy Head of Council or the Council Appointee shall be the alternate.

10. ROLE OF HEAD OF COUNCIL AS CHIEF EXECUTIVE OFFICER

- 10.1 It is the role of the Head of Council, per Section 226.1 of the Municipal Act, 2001, as amended:
- (a) to uphold and promote the purposes of the Township;
 - (b) to promote public involvement in the Township's activities;
 - (c) to act as the representative of the Township both within and outside the Township, and promote the Township locally, nationally and internationally; and
 - (d) to participate in and foster activities that enhance the economic, social and environmental well-being of the Township and its residents.

11. ABSENCE OF THE HEAD OF COUNCIL

- 11.1 In the event that the Head of Council is absent; has a conflict under the Municipal Conflict of Interest Act; refuses to act; or the office becomes vacant, the Deputy Reeve shall act in the place and stead of the Head of Council, and while so acting the Deputy Reeve may exercise all the rights, powers and authority of the Chair.
- 11.2 In the absence of both the Head of Council and the Deputy Reeve, and if a quorum is present, the Council shall elect a Chair from amongst its members present. While presiding, the member appointed by the Council shall have all the powers of the Head of Council for the purpose of conducting the meeting.

12. EMERGENCY GOVERNANCE COMMITTEE

- 12.1 Section 23 of the Municipal Act, 2001 regulates the delegation of legislative and quasi-judicial powers.
- 12.2 In a declared emergency and where the decision-making capability of a Township may be compromised or where normal protocols may be impossible to meet, the Corporation may establish an Emergency Governance Committee to act in place of the Council.
- 12.3 The Emergency Governance Committee will only be formed if at least four members of the total seven-member Council are incapacitated through death, injury or illness and are unable to exercise their powers due to the inability to meet quorum.

- 12.4 The Emergency Governance Committee is comprised of a minimum of two and a maximum of three members of Council.
- 12.5 The Emergency Governance Committee is delegated the authority by Council to exercise its normal legislative, quasi-judicial and administrative powers, subject to the limitations of the Municipal Act, 2001, with such delegated authority to only be exercised:
- (a) For the duration of an emergency which has been declared by the Head of Council or his/her designate, in accordance with the Corporation's Emergency Management Plan;
 - (b) For Council's normal decision-making processes, and not for the management or co-ordination of emergency response activities.
- 12.6 The Committee, wherever practicable, will conduct its meetings in accordance with this procedure by-law.

13. CONDUCT OF PROCEEDINGS FOR COUNCIL AND COMMITTEES

- 13.1 As soon after the hour of the meeting as there is a quorum present, the Head of Council or the Chair shall call the meeting to order.
- 13.2 The Head of Council or the Chair shall announce the business before the Council or Committee in the order in which it is to be acted upon.
- 13.3 The Head of Council or the Chair shall receive and submit, in the proper manner, all motions presented by the members.
- 13.4 The Head of Council or the Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Council or the Committee and this decision may be overruled by a majority vote thereof.
- 13.5 The Head of Council or the Chair shall put to vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings, and to announce the result.
- 13.6 The Head of Council or the Chair shall authenticate by signature when necessary all By-laws, Minutes and documents authorized by Council or the Committee.
- 13.7 The Head of Council or the Chair shall represent and support the Council or Committee declaring its will and obeying its decision in all things.
- 13.8 The Head of Council or the Chair shall ensure that the decisions of Council or the Committee are in conformity with the laws and By-laws governing the activities of the Corporation.
- 13.9 The Head of Council or the Committee shall adjourn the meeting when business is concluded.
- 13.10 The Head of Council or the Committee shall adjourn the meeting without question in the case of grave disorder arising in the meeting space.
- 13.11 The Head of Council or the Committee shall ensure that the members of the public who constitute the audience in the Council Chamber or Meeting Rooms:
- (a) maintain order and quiet;
 - (b) address Council or the Committee only with the permission of the Chair; do not interrupt any speech or action of the members or any other person addressing Council or the Committee;
 - (c) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of

- the meeting and to order the individual or group to vacate the Council Chambers or Meeting Rooms where such behaviour persists;
- (d) to turn off or set to silent mode, all electronic devices.

13.12 All meetings may be audio and/or visually recorded, broadcast and/or streamed publicly by the Township.

14. **DECLARATION OF PECUNIARY INTEREST**

A 'pecuniary interest' is defined in the *Municipal Conflict of Interest Act*.

Where a member of Council or a Committee has a pecuniary interest in any matter, including that of a spouse, child or parent and is present at a meeting of Council or Committee at which the matter is the subject of consideration, the member

- (a) shall, prior to any consideration of the matter at the meeting, verbally disclose the interest and the general nature;
- (b) shall, prior to any consideration of the matter at the meeting disclose the interest and the general nature, in writing using the "COUNCIL & COMMITTEE DECLARATION OF PECUNIARY INTEREST FORM" (forming part of this By-law as Schedule "A") and submit it to the Clerk or designate;
- (c) shall not, at any time, take part in the discussion, or vote on any question in respect of the matter;
- (d) shall not, at any time, attempt, either on his or her own behalf or while acting for, by or through any other person, in any way whether before, during or after the meeting to influence the voting on any such question;
- (e) shall, where the meeting is not open to the public, immediately leave the meeting room during which the matter is under consideration (in accordance with Section 5.2 of the Municipal Conflict of Interest Act);
- (f) where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council or Committee meeting attended by the member;
- (h) where a member has declared a pecuniary interest on an item, they shall not take part in adopting the Confirmatory By-law.

15. **AGENDAS**

15.1 **Regular Council Meeting Agendas**

- (a) The Clerk or his/her designate shall prepare the Agenda for all Regular Council Meetings consisting of the following "Order of Business":
 1. Call to Order
 2. Confirmation of the Agenda
 3. Disclosure of Pecuniary Interest
 4. Opportunity for Public Comment (2 minutes per person)
 5. Consent Agenda

Items listed under the Consent Agenda are considered routine, may require discussion but not action on the part of Council. Consent items are received in one motion. Council members may request that one or more item be removed for further action.
 6. Public Meetings/Hearings and Delegations
 7. Reports
 - 7 Correspondence

8. Council Reports
 - 8.1 Reeve Activity Report
 - 8.2 Council Member Reports
(Verbal or written updates from members who sit on boards/committees)
 - 8.3 Requests by Members
 - 8.4 Notice of Motion
 9. By-laws
 10. Announcements
 11. Other Business
In the interest of supporting the Township of North Huron Accountability and Transparency Policy, should a member of Council or staff would like to present an item of business in this Section, it is recommended that they contact the Clerk in advance so that the item of business can be placed on the published agenda.
 12. Closed Session and Reporting Out
 13. Confirmatory By-law
 14. Adjournment
- (b) The agenda shall be available to Members of Council by 4:30 p.m. on the Friday preceding the meeting to which it pertains.
 - (c) The business of Council shall be taken in the order in which it stands upon the agenda, unless otherwise decided by the majority of Council.
 - (d) Any member may bring before Council or a Committee, any business that he/she believes should be deliberated upon by Council or the Committee. In an effort to support the Accountability and Transparency Policy of the Corporation, it is recommended that the member or staff contacts that Clerk (or in the case of a Committee, the Recording Secretary) in advance so that the item of business can be placed on the published agenda.
 - (e) The Clerk in consultation with the Reeve may change the order of business when preparing the agenda as deemed necessary.

15.2 Special or Emergency Council Meeting Agendas

- (a) The Clerk, where reasonably possible, shall cause an agenda to be prepared, in the following order, for the use of members at Special Meetings of Council:
 - Declaration of Pecuniary Interest
 - Consideration of Business for Which Notice is Given
 - Adjournment
- (b) The agenda for Special Council Meetings shall be available at least forty-eight (48) hours preceding the meeting to which it pertains, if possible and if necessary.
- (c) The minutes of a special meeting shall be ratified at the next regular meeting of the Council by the Confirming By-law.

16. **MINUTES - Council and Committee**

16.1 Minutes

- (a) Minutes of Council or a Committee, whether it is closed to the public or not, shall record:
 - (i) the date, time and place of the meeting;
 - (ii) the record of Page 100
the record of agenda of the members;

- (iii) the correction and adoption of the minutes of prior meeting(s);
 - (iv) all resolutions and decisions;
 - (v) all the other proceedings of the meeting without note or comment, whether it is closed to the public or not;
 - (vi) a list of other business items discussed.
 - (b) After the minutes have been adopted, they will be signed by the Head of Council or the Chair and by the Clerk (or designate) or Recording Secretary.
- 16.2 The Clerk shall ensure that the Minutes of the preceding Regular Meeting and any meeting are circulated along with the agenda package prepared in accordance with Section 15.1 of this By-law.
- 16.3 The onus shall be upon members attending after commencement of the meeting to inform the Clerk or Recording Secretary of their arrival in order that same may be recorded in the Minutes.
- 16.4 Unless a reading of the minutes of a Council or a Committee meeting is requested by a member, such minutes shall be approved without reading if the Clerk or Recording Secretary previously furnished each member with a copy thereof and has previously posted same.
- 16.5 The approved minutes of all Council and Committee meetings (with the exception of Closed Session meetings) shall be posted on the municipal website for public inspection as soon as practicably possible.
- 16.6 The minutes shall be filed once adopted by the Council or the Committee.

17. PRESENTATIONS/DELEGATIONS/PETITIONS - Council and Committee

- 17.1 Any Delegation wishing to appear before the Council or Committee on Municipal business shall make a formal request to the Clerk or Recording Secretary in writing by utilizing the required Council Delegation Request Form (Schedule B). The request shall be submitted no later than 4:30 p.m. on the Wednesday preceding the meeting. At the discretion of the Clerk, the Delegation will be scheduled to make a presentation to a Regular Council Meeting or Committee meeting. Delegations are limited to ten (10) minutes to address Council. If the delegation has printed information such as reports, power point presentations and other written material that are to be presented to Council or Committee, it must be delivered to the Clerk by 4:30 p.m. on the Wednesday prior to the meeting.
- 17.2 The Clerk or the Reeve, may refuse a delegation request at their discretion if the matter is deemed to be routine or administrative in nature and can be referred to staff for quick resolution; the matter is not within the jurisdiction or normal realm of council business; the request is repetitive, vexatious or frivolous in nature; or any other reason deemed appropriate under the circumstances. The Clerk or Reeve may defer a delegation to a subsequent agenda if the timing is deemed more appropriate, at their discretion. In all cases above, the decision of the Reeve shall be final. The Clerk shall notify Council in writing of any person who has requested to be a delegation but has been denied the right to be listed on the agenda.
- 17.3 Any communication or correspondence that is to be presented to Council or Committee shall be legibly written, typed, or printed and shall not contain any obscene or defamatory language and shall be signed by at least one person and filed with the Clerk or Recording Secretary no later than 4:30 p.m. on the Wednesday preceding the meeting.
- 17.4 If a request to be heard is received after 4:30 p.m. on the Wednesday preceding the meeting, it must be approved by the Head of Council or Clerk before it will be added to the agenda.
- 17.5 Any communication or correspondence as referred to in Subsection 17.3 must include full name and contact information of the sender and is received by the

Clerk or Recording Secretary no later than 4:30 p.m. on the Wednesday preceding the meeting.

- 17.6 The Clerk or Recording Secretary may, upon receipt, refer any communication or petition to a Department Head without the prior consideration of Council or the Committee.
- 17.7 After a delegation has been heard at a Council or a Committee meeting and it is felt that a further meeting on the same topic is warranted, the Council or Committee may so recommend and shall determine the time and date of such further delegation.
- 17.8 The Head of Council or the Chair has the discretion to limit delegations on repetitive topics, or topics that are deemed to be frivolous.
- 17.9 Any person desiring to address the Council or a Committee by oral communication shall first secure the permission of the Head of Council or Chair, provided, however, that preference will be given to those persons who have notified the Clerk or Recording Secretary by 4:30 p.m. on the Wednesday immediately preceding the meeting of their desire to speak in order that their name may be placed on the agenda and they will be recognized by the Head of Council or the Chair without further action.
- 17.10 Delegations are limited to ten (10) minutes, including questions of Council to the Delegation. Groups shall appoint a maximum of two (2) spokespersons to address Council on behalf of the group. Each person addressing the Council or a Committee, shall give his/her name and address for the record. All remarks shall be addressed to Council or Committee as a body and not to any individual member thereof. No person, other than Members of Council or a Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through the Members of Council or a Committee. No questions shall be asked to the Delegation, Council Members or Committee, except through the Head of Council or the Chair.
- 17.11 A delegation requesting to speak for more than ten (10) minutes will only be permitted by prior approval of the Head of Council, Chair Clerk or Chief Administrative Officer, unless further time is granted by the Council or the Committee.
- 17.12 Interested parties, or authorized representatives, may address the Council or Committee by written communication in regard to any matter concerning the Corporation's business or over which the Council or Committee has control at any time by direct mail or by addressing the Clerk or Recording Secretary and such written communication will be distributed to the members.
- 17.13 The "Opportunity for Public Comment" section of the Regular Council Meeting Agenda will permit the public, in attendance at the meeting, the opportunity to comment on agenda items being considered at the meeting. Each person will be permitted to speak to an agenda item for no more than 2 minutes. The "Opportunity for Public Comment" section may be concluded at the discretion of the Reeve.
- 17.14 From time to time the public may submit a formal written request, supported by a number of residents, to the Council of the Township of North Huron. Petition requirements (including a Template) and the process for submitting a petition, is established by the Petition Policy, attached to this By-law as "Schedule C".

18. REPORTS OF DEPARTMENTS

Reports of Departments (including recommendations resulting from Committee meetings) shall be received by the Clerk no later than 4:30 p.m. on the Wednesday that precedes the Council Meeting.

19. BY-LAWS

- 19.1 Council shall be provided with a copy of all By-laws which are on the agenda for consideration. Council shall not consider any by-law not listed on the Agenda. Every By-law shall be introduced by motion and shall receive three readings prior to it being passed. For By-laws that would implement a substantive change in existing policy, or introduce new policy of a complex nature, the by-law shall be initially considered by Council in draft, and be passed at a subsequent Council Meeting. By-laws of a routine, less complex nature, or by-laws with legislated timelines, such as By-laws passed under the Planning Act, shall be exempted from this requirement.
- 19.2 Every By-law enacted by Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and Head of Council and shall be filed by the Clerk for safekeeping.
- 19.3 A By-law shall deem to have been read upon the title or heading or short description thereof being read or taken as read unless a Member of Council requires the By-law or any portion thereof to be read in full.
- 19.4 The proceedings at every regular meeting shall be confirmed by By-law so that every decision of the Council and every resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted. The proceedings at every Special or Emergency Meeting shall be confirmed by By-law at the next regular meeting of the Council.
- 19.5 For the convenience of the stakeholders and to expedite the meeting, North Huron Council will proceed with the consideration of related By-laws following Public Meetings, Delegations and Staff Reports as they deem appropriate.

20. NOTICE OF MOTION

- 20.1 Any Member of Council may give a Notice of Motion at a Council meeting indicating an intent that the Member will introduce a Motion at the next or a subsequent meeting of Council or Committee. The giving of a Notice of Motion requires no seconder and is not, at the time, debatable.
- 20.2 All Notices of Motion shall be in writing, signed by the mover and filed with the Clerk.
- 20.3 A Notice of Motion filed with the Clerk shall be placed on the agenda of the next regularly scheduled Council or Committee Meeting under "Council Reports", a copy of which shall be distributed to the Members as part of the agenda.
- 20.4 A Motion normally requiring a Notice of Motion may be introduced without notice if Council or Committee, without debate, dispenses with notice on the affirmative vote of at least two-thirds of the Members present and voting.

21. REQUESTS BY MEMBERS

- 21.1 Members shall be permitted a maximum of three minutes each in order to make statements which are intended for the purpose of sharing information about events/activities/functions and general work of members and to request reports from staff on various issues.
- 21.2 A majority vote of Council will be required to request reports from Staff.
- 21.3 Reports required as a result of a request of Council or a member will be brought forward to a future meeting of a Committee or Council at the discretion and

scheduling of the Senior Management Team.

22. ADJOURNMENT

The Council shall adjourn if still in session after a duration of six (6) hours, unless otherwise determined by a resolution of Council passed by the majority of the members.

Every meeting of Council shall be deemed to be adjourned at the hour of 11:00 p.m. save and except with the unanimous consent of Council

23. RESOLUTIONS/MOTIONS

- 23.1 A motion must be formally seconded before the question can be put on a motion and recorded in the minutes.
- 23.2 When a motion is presented to the Council or a Committee, in writing, it shall be read, or, if it is an oral motion, stated by the Head of Council or Chair.
- 23.3 After a motion is read or stated by the Head of Council or Chair, it shall be deemed to be in possession of Council or the Committee but may, with the permission of Council or the Committee, be withdrawn at any time before decision or amendment.
- 23.4 After a motion is finally put, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result declared.
- 23.5 Every Member of Council shall have one vote.
- 23.6 Every member of Council present at a Council Meeting when a question is put, shall vote thereon, except where he/she is disqualified to vote by reason of a pecuniary interest or is absent from the Council Chamber or Meeting room when the question is put.
- 23.7 All votes shall be announced openly, as carried or defeated, by the Head of Council or Chair.
- 23.8 On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Head of Council or the Chair and may be by electronic voting or show of hands.
- 23.9 The Head of Council or Chair shall require a recorded vote to be taken on any question upon request of a member if such request is made prior to commencement of the voting or immediately thereafter (Section 246 of the Municipal Act, 2001). When a member present requests a recorded vote, all members present at the meeting shall vote, unless otherwise prohibited by statute. The Clerk shall call the vote in a manner that provides for a random order and the members shall respond YES or NO when called upon. The names of those who voted for and those voted against shall be noted in the minutes.
- 23.10 In accordance with Section 246 of the Municipal Act, 2001, a failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 23.11 Except where expressly provided in Statute, any question on which there is an equality of votes shall be deemed to be defeated.
- 23.12 The Head of Council or the Chair shall declare the vote on all questions and should his/her declaration be stated by any member to be in doubt, the Head of Council or the Chair shall require the vote to be retaken in an alternative manner and the results of this vote shall be final.
- 23.13 Members shall not speak to the same motion without the consent of the Head of Council or the Chair and at the end of the debate a motion for closure may be made by the Head of Council or the Chair.

23.14 Amendments shall be put in the reverse order to that in which they are moved. Only one amendment shall be allowed to an amendment.

24. RECONSIDERATION

24.1 No decided matter may be reconsidered more than once during the term of Council.

24.2 A recorded vote shall be required for all motions to reconsider a previous decision of Council.

24.3 Reconsideration in First Year

24.3.1 Within one year after a matter has been decided by Council within that term of office, a Member who voted in the majority, may present a Notice of Motion to Reconsider that matter. Such Notice of Motion to Reconsider shall be referred to the next regularly scheduled Meeting of Council and shall be placed on the Agenda under the appropriate Department.

24.3.2 Actions of Council that cannot be reversed or suspended cannot be reconsidered.

24.3.3 Before accepting a Notice of Motion to Reconsider, the Reeve may ask the Member to confirm that he voted with the majority on the issue in question.

24.3.4 A Motion to Reconsider a decided matter shall require the approval of at least two-thirds majority vote of Council.

24.3.5 During this time frame, a request for the reconsideration of a decided matter by a member of the public will be included in the Council Information Package.

24.3.6 No debate on a Motion to Reconsider shall be permitted; however, the mover of a Motion to Reconsider may make a brief and concise statement outlining the reasons for proposing such reconsideration.

24.3.7 If a Motion to Reconsider is decided in the affirmative at a Meeting, then consideration of the original decided matter shall become the next order of business.

24.4 Reconsideration After First Year

After the initial one (1) year period, within the term of office, a Motion to Reconsider a decided matter shall require the approval of a simple majority of the Members of Council and if decided in the affirmative, then consideration of the original decided matter shall become the next order of business.

25. RULES OF DEBATE

25.1 The following matters and motions may be introduced orally without written notice and without leave except as otherwise provided by these rules:

- (a) a point of order or personal privilege;
- (b) presentation of petitions;
- (c) to lay on the table (to defer temporarily);
- (d) to postpone indefinitely or to a specific day; and
- (e) to move the previous question (immediate vote on the main motion).

25.2 The following motions may be introduced without notice and without leave:

- (a) to refer;
- (b) to adjourn;
- (c) to amend; and

(d) to suspend the rules of procedure.

25.3 Every member prior to speaking to any question or motion shall raise his/her hand and obtain permission from the Chair to speak. When two or more members wish to speak, the Chair shall name the member who has the floor and shall be the member, who, in the opinion of the Chair raised his/her hand first.

25.4 When a member is called to order he/she shall cease speaking unless allowed to explain, and the ruling of the Chair shall be obeyed, subject to the appeal to the Council or Committee, but without debate.

25.5 No member shall speak more than once to the same question without the leave of the Council or Committee or until all other members have had the opportunity to speak to the question a first time, except in explanation of a material part of his speech which may have been misconstrued, and in doing so, he/she is not to introduce a new matter.

With the approval of the Head of Council and the consensus of Council, Council may temporarily suspend the Rules of Order to permit **extended debate** on a specific item of business (See Section 29.1)

During the **extended debate**, the Head of Council may permit members to speak to the item of business more than one time, but in the order which they have requested permission to speak (Item 25.3).

During the **extended debate**, the Head of Council will maintain order. If in the opinion of the Head of Council the need for extended debate has ended or the debate is no longer orderly, the Head of Council may end the **extended debate** and return to the regular Rules of Order.

25.6 If the Head of Council desires to leave the Chair for the purpose of taking part in the debate or for any other reasons, the Deputy Head of Council shall assume the Chair in his/her place until he/she resumes the Chair.

The Head of Council may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to make a motion or speak to a motion taking a definite position and endeavoring to persuade the Council to support that position, then he/she shall first leave the Chair.

The Head of Council does not need to vacate the Chair to simply state support or opposition to a motion on the floor.

25.7 When the Head of Council or Chair calls for the vote on a question, each member shall occupy his/her seat until the result for the vote has been declared by the Head of Council or Chair, and during such time no member shall walk across the room to speak to any other member or make any noise or disturbance.

25.8 When a member is speaking, no other member shall pass between him/her and the Chair or interrupt him/her except to raise a point of order.

25.9 Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

26. **POINTS OF ORDER AND PRIVILEGES**

26.1 No vote shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect, in accordance with Section 244 of the Municipal Act, 2001.

26.2 Unless otherwise authorized by the Head of Council, all members, Staff and

guests shall address Council through the Head of Council and only when recognized to do so.

26.3 When two or more members indicate simultaneously that they wish to speak, the Head of Council shall name the member who is to speak first.

26.4 The Head of Council shall preserve order and decide questions of order.

26.5 The Council, if appealed to, shall decide the question without debate and its decision shall be final.

26.6 If the member who made the motion claims the floor and has not already spoken on the question, he/she is entitled to be recognized in preference to other members.

27. PROCEDURAL APPEAL

27.1 Any member may raise a point of order.

27.2 The Head of Council or Chair shall decide all questions of order and the decision of the Head of Council or Chair shall be final, subject to appeal, with the Head of Council or Chair retaining the option of putting any question or order to Council or a Committee and in such instances the decision of Council or a Committee shall be final.

Upon appeal of any decision of the Head of Council or the Chair, the question of order shall be decided by Council or the Committee and the decision shall be final.

28. RULES OF ORDER

"Roberts Rules of Order" shall govern the proceedings of the Council in all cases, unless they are in conflict with these rules. See also Section 4 - General Rules.

29. SUSPENSION AND AMENDMENT OF THESE RULES

29.1 Suspension of these Rules

Any provision of these rules may be temporarily suspended by the majority of the Council. The vote on any such suspension shall be taken by way of electronic voting or show of hands and entered upon the record.

With the consensus of Council, the Head of Council may temporarily relax the rules of order to permit additional discussion on an item of business. See also Section 25.5.

29.2 Amendment to these Rules

These rules may be amended, or new rules adopted by a majority vote of all Members of Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

30. RECORDING EQUIPMENT

30.1 At the meetings of Council or a Committee, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by members of the public, including accredited and other representatives of any new media whatsoever, will not be permitted. Only audio and/or video recording devices operated by Township Staff shall be allowed during the meetings of Council or a Committee.

31. COMMUNICATION DEVICES

- 31.1 At the meetings of Council, the use of cellular phones, audible pagers or any other similar communication devices creating a disruption, or a nuisance will not be permitted in the Council Chambers
- 31.2 An exception would be granted to allow members of Council and Staff the opportunity to use electronic devices to set meeting dates when necessary;

32. **VALIDITY AND SEVERABILITY**

It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the By-law as a whole or part thereof and all other sections of the By-law shall be deemed to be separate and independent therefrom and enacted as such.

33. **EFFECTIVE DATE**

- 33.1 By-law No. 18-2016, as adopted on February 1st, 2016, be and the same is hereby repealed.
- 33.2 This By-law comes into force and takes effect on the final passing thereof.

READ a FIRST and SECOND time this 18th, day of December, 2017.

READ a THIRD time and **FINALLY PASSED** this 18th, day of December, 2017.

CORPORATE SEAL

Bernie Bailey, Reeve

Dwayne Evans CAO/Clerk



**“SCHEDULE A”
TO THE NORTH HURON PROCEDURAL
BY-LAW 116-2017**

**TOWNSHIP OF NORTH HURON
COUNCIL AND COMMITTEE DISCLOSURE OF
PECNIARY INTEREST**

Date _____

_____ declare a conflict of interest with
(name)

Item (s) _____ on the _____ Council or Committee Agenda.
(date)

Reason for disclosure:

Signature



“SCHEDULE B”
TO THE NORTH HURON PROCEDURAL
BY-LAW 116-2017

COUNCIL AND COMMITTEE DELEGATION REQUEST FORM

A "delegation" means a person or group of people who address Council or a Committee for the purpose of making a presentation. See the Township of North Huron Procedure By-law for details.

Those wishing to appear before Council or a Committee regarding Municipal business shall make a formal request to the Clerk or Recording Secretary in writing utilizing this Council Delegation Request Form. A fully completed request form must be submitted by email, fax or delivered in person to the Clerk no later than 4:30 p.m. on the Wednesday prior to the Council meeting in which the delegation is requesting to attend.

At the discretion of the Clerk, the Delegation will be scheduled to make a presentation during a Regular Council Meeting: or Committee meeting. A schedule of meeting dates and times can be found on the Municipal website at www.northhuron.ca.

Delegations are limited to ten (10) minutes to address Council. All printed or digital information such as reports, presentations and other material to be presented to Council or a Committee must be delivered to the Clerk by 4:30 p.m. on the Wednesday prior to the meeting.

For further information on the procedure for appearing before Council as a delegation, please contact Caron Lamb, Clerk.

Phone: 519-357-3550
Fax: 519-357-1110
Email: clamb@northhuron.ca
Address: 274 Josephine Street, Wingham, Ontario NOG 2W0

DATE OF MEETING REQUESTED: _____

NAME OF PERSON MAKING PRESENTATION (and title/position, if applicable):

GROUP/ORGANIZATION THAT THE DELEGATION REPRESENTS

FULL MAILING ADDRESS OF DELEGATION:

PLEASE INDICATE THE ACTION/DECISION BEING REQUESTED:

Information submitted will be considered public information and therefore subject to full disclosure under the Municipal Freedom of Information and Protection of Privacy Act.

Delegation Application Signature Date

Clerk or Designate Date Received

OFFICE USE:

☐ Confirmed with Requestor on _____ by _____
(date) (phone or email)

**SCHEDULE C
TO THE NORTH HURON PROCEDURAL BY-LAW 116-2017
PETITION POLICY**

Policy Statement:

The Township of North Huron is committed to citizen engagement and supports petitions as one tool for citizens to have input into Council's decision-making process. A petition can be most effective when the information contained in it is accurate and verifiable, and when the petition is recognized and accepted by decision makers.

Definitions:

For the purpose of this policy, a petition is a formal written request made to the Council of the Township of North Huron.

Purpose:

This policy outlines the Township of North Huron's procedure for receipt and recognition of public petitions.

Scope:

This policy applies to all petitions submitted to the Township of North Huron, with the exception of those governed by another Act (such as drainage and local improvement petitions).

Policy requirements:

Petition Requirements

- The petition must be addressed to the Council of the Township of North Huron and request a particular action within the authority of Council.
- Petitions must be legible, typewritten or printed in ink (no pencil).
- The text of the petition must be listed at the top of each page for multiple-page petitions. Pages should be numbered and total number of pages indicated.
- The petition must be appropriate and respectful in tone, and must not contain any improper or offensive language or information.
- Each petitioner must print and sign his or her own name. A paper petition must contain original signatures only, written directly on the petition.
- Each petitioner must provide his or her full address.
- For electronic petitions, petitioners must provide name, address and a valid e-mail address.
- The petition must clearly disclose on each page that it will be considered a public document at the Township of North Huron and that information contained in it may be subject to the scrutiny of the Township and other members of the general public.

Submission of petitions

- Petitions containing original signatures should be sent to the attention of the Clerk by mail or delivered in person to the Township of North Huron Municipal Office.
- Electronic Petitions may be submitted to the attention of the Clerk at clerk@northhuron.ca.
- All petitions that meet the above standards will be included as correspondence on the Council agenda for the next regular meeting, or the meeting at which the subject of the petition is to be discussed.
- Council has the discretion to accept the petition, and Council's decision is final.

Responsibilities:

The Clerk is responsible for receiving all petitions and submitting them to the attention of Council.

Monitoring/contraventions:

The Clerk will evaluate all petitions to ensure that the requirements of the policy are met.

Petitions deemed to be in non-compliance will not be formally accepted by Council.

However, the title or subject of the petition will be listed on the Council agenda under the chart of correspondence available from the Clerks office.

Retention and disclosure:

All petitions submitted to the Township will be retained by the Clerk's office. Petitions meeting the requirements of this policy and therefore received by Council will be kept on file at the Township of North Huron Municipal Office and will be available for public viewing upon request.

Petition template:

The required petition template can be found on Page 3 of this policy.

Township of North Huron
274 Josephine Street
Wingham, Ontario
N0G 2W0
www.northhuron.ca

PETITION

PAGE _____ **of** _____

To: The Council of the Township of North Huron

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

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

[illegible]

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

SCHEDULE "D"
TO THE NORTH HURON PROCEDURAL BY-LAW 116-2017

Township of North Huron
Position Description - REEVE

PRINCIPAL RESPONSIBILITIES:

Statutory Duties (*Municipal Act, 2001*)

1. Acts as the Chief Executive Officer of the Township.
2. Presides over all Council meetings so that its business can be carried out efficiently and effectively.
3. Provides leadership to the Council.
4. Provides information and recommendations to the members of Council with respect to Council's role to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council.
5. Provides information and recommendations to the members of Council with respect to Council's role to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township.
6. Represents the Township at all official functions.
7. Carries out the duties of the Head of Council under the *Municipal Act, 2001* or any other act of the Province.
8. Upholds and promotes the purposes of the Township.
9. Promotes public involvement in the Township's activities.
10. Acts as the representative of the Township both within and outside the Township, and promotes the Township locally, nationally and internationally.
11. Participates in and fosters activities that enhance the economic, social and environmental well-being of the Township and its residents.
12. Expels any person for improper conduct at a meeting where the Reeve is the presiding officer.

Duties as defined by Township Council (Township of North Huron Procedure By-law)

1. Causes the laws for the government of the Township to be duly executed and obeyed.
2. Causes the rules of order, adopted by Council as the Township of North Huron Procedure By-law to be duly executed and obeyed. This includes, but is not limited to, rules relating to the calling, opening, cancelling and postponement of meetings, the conduct of Council meetings, rules of debate, points of order and procedural appeal.
3. By virtue of office, the Head of Council carries with it the right to participate in any meeting of a Committee or Board, established by the Council, and to vote unless prohibited by law.
4. If the Reeve desires to leave the Chair for the purpose of taking part in the debate or for any other reasons, the Deputy Reeve shall assume the Chair in his/her place until he/she resumes the Chair.
5. Shall represent and support the Council or Committee declaring its will and obeying its decisions in all things.
6. Receives all messages and other communications and advises Council.
7. Authenticates by his or her signature, when necessary, all By-laws and Minutes of the Council and is able to bind the Township by signature.
8. Ensures that the decisions of the Council are in conformity with the laws and By-laws governing the activities of the Council.
9. Adjourns the meeting without question in the case of grave disorder arising during the meeting space.
10. Communicates with the media to explain and clarify information recognizing that the taxpayers should be given as much information as possible subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and the *Municipal Act, 2001*.
11. Adheres to and communicates the virtues of the Township of North Huron Code of Conduct.
12. Fulfils tasks assigned by the Township of North Huron Emergency Plan in the case of an emergency.
13. Organizes and directs the performance review of the CAO's position.
14. Performs other duties as assigned by the Council of the Township of North Huron.
15. Commitment to communicating with the Township of North Huron Deputy Reeve to ensure that the Corporation is able access the Head or Acting Head of Council at all times.
16. Serves as the designated member of County Council from the Township of North Huron by virtue of being elected as Reeve.

LEGISLATED QUALIFICATIONS:

1. Must be a properly elected member of North Huron Council.
2. Must be able to complete the Declaration of Qualification.

DESIRABLE QUALIFICATIONS:

1. Excellent organizational, interpersonal and communication skills are an asset.
2. Must be prepared to devote a considerable amount of time as this is a part-time position with irregular hours.
3. Knowledge of the *Municipal Act, 2001* and other pertinent legislation would be an asset.
4. Knowledge of the North Huron Procedure By-law would be an asset.
5. Thorough geographical knowledge of the Township would be an asset.

**SCHEDULE “E”
TO THE NORTH HURON PROCEDURAL BY-LAW 116-2017**

**Township of North Huron
Position Description - DEPUTY REEVE**

The Deputy Reeve will be selected at the Inaugural Meeting of Council from sitting members of Council.

PRINCIPAL RESPONSIBILITIES:

Statutory Duties (*Municipal Act, 2001*) &
Duties Defined by North Huron Council (North Huron Procedure By-law)

13. Performs the statutory duties of the Head of Council, while acting as the Head of Council when the Reeve is absent, or refuses to act or his/her office is vacant as stipulated in the *Municipal Act, 2001* or any other Act.
14. While executing the authority of the Acting Head of Council will do so in accordance with the *Municipal Act, 2001* and the duties defined by the most current Position Mandate of the North Huron Reeve.
15. If the Reeve desires to leave the Chair for the purpose of taking part in the debate or for any other reason, the Deputy Reeve shall assume the Chair in his/her place until he/she resumes the Chair.
16. Commitment to communicating with the North Huron Reeve to ensure that the Corporation is able access the Head or Acting Head of Council at all times.
17. Serves as an alternate of County Council to act in the place of the Reeve if he/she is not able to attend a County Council meeting.

LEGISLATED QUALIFICATIONS:

3. Must be a properly elected member of North Huron Council.
4. Must be able to complete the Declaration of Qualification.

DESIRABLE QUALIFICATIONS:

6. Excellent organizational, interpersonal and communication skills are an asset.
7. Must be prepared to devote a considerable amount of time as this is a part-time position with irregular hours.
8. Knowledge of the *Municipal Act, 2001* and other pertinent legislation would be an asset.
9. Knowledge of the North Huron Procedure By-law would be an asset.
10. Thorough geographical knowledge of the Township would be an asset.



TOWNSHIP OF NORTH HURON

Report No.
CL-2022-14

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Julie Ireland, Clerk's Administrative Assistant
DATE: 05/12/2022
SUBJECT: CL-2022-14 Council Remuneration and Expenses By-law - Orientation
ATTACHMENTS: By-law 94-2022 – Council Remuneration and Expenses By-law 2022-2026

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Clerk's Administrative Assistant, dated December 5, 2022, regarding the Council Remuneration and Expenses By-law - Orientation, for information purposes.

PURPOSE:

The purpose of this report is to provide Members of Council with an understanding of the framework for how Members of Council are compensated for time spent on Council business, and the process to submit expenses for reimbursement.

BACKGROUND INFORMATION:

The Remuneration and Expenses By-law establishes the Honorarium, Meeting Pay, Committee and Board Pay, Per Diem Allowance, Meal & Mileage Allowances, and Conference/Convention Allowance. It is best practice among municipalities to undertake a comprehensive review and update of the Council Remuneration and Expenses By-law during the final year of each term of Council. This process was undertaken in 2022, and a revised Council Remuneration and Expenses Policy was adopted by Council, and approved as By-law No. 94-2022 at the October 3, 2022 Council meeting. By-law No. 94-2022 is attached for Council's reference.

DISCUSSION:

The Remuneration and Expenses By-law outlines how Council members will be compensated for time spent on municipal business, including Council, Board and Committee meetings.

Each year, Members of Council attend various training sessions, conferences and events. All eligible expenses related to conferences will be reimbursed by the municipality, up to the annual approved spending limits. All eligible expenses must be recorded and submitted in accordance with the Township of North Huron's Council Remuneration and Expenses Policy, and submitted on the correct form in order to be processed in a timely manner.

It is important to note that all Members of Council must retain and submit the required documentation for expenses to ensure that expenses are paid out in accordance with the established procedures and further, to ensure accountability and transparency of financial resources.

The Council Remuneration and Expenses By-law provides information about the Honorarium amount, which includes two regularly scheduled Council Meetings per month. If there is a meeting scheduled immediately before or after a regular meeting, it does not count as an additional meeting and will be considered as included in the two scheduled meetings per month.

For additional Council meetings (Special, Emergency or Budget), Councillors claim additional meeting pay. Meetings for Committees or Boards are also eligible for meeting pay, in accordance with the terms of the policy. Events like ceremonies and social appreciation nights are included in the Honorarium and are not considered meetings and are therefore not eligible for meeting pay.

How to Register for Conventions, Conferences and Training Sessions:

Council Members are permitted to attend conventions/conferences/training pertaining to municipal business. Expenses related to attendance at conventions/conferences/training are paid by the municipality up to a maximum of \$2,500.00 per Council Member per calendar year. Unused allocations do not accumulate for use in subsequent years by the Member.

To register for conventions, conferences and/or training sessions, the Member must submit a request in writing to the Clerk. As long as the request pertains to municipal business and is within the Member's annual expense limit, Clerk's Department staff will look after the registration. Registration fees will be paid for by the Township at the time of registration.

How to Book Accommodations:

- The cost of accommodations will be reimbursed if the travel time is greater than 2 hours, or if travel is not safe due to inclement weather.
- Members will need to guarantee all hotel reservations with their personal credit card. It is also the Member's responsibility to ensure that any cancellations to reservations are made within the time frames dictated by the hotel's policy.
- Members will not be reimbursed for personal purchases, such as mini- bar items, movies or dry cleaning, while requiring accommodations.

Mileage and Parking:

- Council Members receive mileage expense reimbursement for use of their personal vehicle while travelling on municipal business. The mileage expense reimbursement rate will be in accordance with the annual Canada Revenue Agency (CRA) — Automobile Allowance rate for over 5, 000 kilometres driven.
- The most economical and practical method of transportation shall be used for any travel required by a Member.

Meals/Entertainment:

- Council Members receive a meal allowance expense reimbursement at the actual amount supported by the appropriate receipt to a maximum of \$25.00 per meal and to a maximum of \$75.00 per day while attending meetings and conventions/conferences/training pertaining to municipal business.
- Items such as alcohol and movies are not eligible expenses and shall not be reimbursed if included on a submitted receipt.

Annual Remuneration and Meeting Pay Adjustment:

- Remuneration and Meeting Pay amounts are adjusted annually by a cost-of-living adjustment calculation based on an average of twelve (12) months (October of the previous year to September of the current year) of the Ontario CPI as provided by Statistics Canada.

How to Submit Monthly Reports for Meeting Pay and Expense Reimbursement:

1. Meeting Pay:

- Complete a "Special Council & Committee Meeting Pay Sheet" form each month and submit it to the Clerk.
- The completed form must include a list of any Conferences/Conventions/Training, and any Special Council, Budget, Committee/Board meetings attended during the month.
- Wherein Members are unable to confirm dates and times of meetings attended, no Meeting Pay shall be paid.

2. Expense Reimbursement:

- Complete a "Council Pay Sheet – Expense Report" form each month and submit it to the Clerk.
- The completed form must be accompanied by original itemized receipts showing the name of the vendor, as well as the date, amount and detailed description of the expenditure paid by the Member.
- A credit card slip will only be accepted to accompany an original itemized receipt for the purpose of showing gratuities paid.

FINANCIAL IMPACT:

There is no financial impact as a result of this report as it is for information purposes only.

FUTURE/OTHER CONSIDERATIONS:

The Clerk will distribute the updated "Special Council & Committee Meeting Pay Sheet" form and the "Council Pay Sheet – Expense Report" form to Members of Council annually at the beginning of each year.

OTHERS CONSULTED:

Carson Lamb, Clerk.

RELATIONSHIP TO THE STRATEGIC PLAN:

Ensuring all municipal elected officials are familiar and knowledgeable with the process for remuneration and expense reimbursement aligns with Goal #3 Governance and Modernization – "Our goal is to be a fiscally sustainable, transparent, and forward-thinking municipality that works with its residents and stakeholders through communications and community engagement."



Julie Ireland, Clerk's Administrative Assistant



Dwayne Evans, CAO

The Corporation of the Township of North Huron

By-law No. 94-2022

Being a By-law to establish remuneration rates and expense reimbursement limits for Members of Council for the Corporation of the Township of North Huron

WHEREAS Section 283 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

AND WHEREAS Section 283(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if:

- (a) The expenses are actually incurred; or
- (b) The expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred;

AND WHEREAS the Council of the Township of North Huron deems it expedient to adopt a by-law to establish rates of remuneration to Members of Council;

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

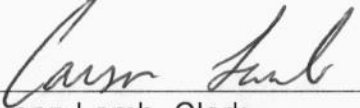
1. That the Remuneration Rates and Expense Reimbursement Limits for Members of Council, attached hereto as Schedule 'A' and forming part of this by-law, be adopted.
2. That the Council Member Expense Reimbursement Policy, attached hereto as Schedule 'B' and forming part of this by-law, be adopted.
3. That By-law No. 08-2019 be repealed.
4. That upon coming into force and effect, this by-law shall supersede By-law No. 08-2019 and all previous by-laws or resolutions and parts of by-laws or resolutions inconsistent with the provisions of this by-law regarding the remuneration rates and the expense and remuneration policy for members of Council for the Township of North Huron.
5. That this by-law shall come into force and takes effect on November 21, 2022.

Read a first and second time this 3rd day of October, 2022.

Read a third time and passed this 3rd day of October, 2022.

CORPORATE SEAL


Bernie Bailey, Reeve


Carson Lamb, Clerk

Schedule 'A' to By-law No. 94-2022

**Remuneration Rates and Expense Reimbursement Limits for
Members of Council**

1. Remuneration:

Annual Honorarium:	2023 Rate
Reeve	\$12,600.00
Deputy Reeve	\$10,800.00
Councillors	\$ 9,000.00

The above-noted annual honorarium shall include two (2) regularly scheduled Council Meetings per month. Meetings immediately preceding or immediately following a regularly scheduled Council Meeting shall also be included as part of the above-noted honorarium.

2. Meeting Pay:

- 2.1** In addition to the honorarium, each Member of Council, including the Reeve and Deputy Reeve shall receive payment for each Special Meeting of Council, each Budget Meeting of Council, and each Committee or Board meeting for which:
- (a) The member was in attendance, and;
 - (b) The business of the Township was under discussion, and;
 - (c) The member was appointed to the Committee by Council, or;
 - (d) The member was authorized by Council to attend.

- 2.2** The following rates of pay shall apply to all meetings where the Member of Council has met the criteria outlined in Section 2.1:

Length of Meeting	2023 Rate
Meetings of two (2) hours or less	\$ 80.00
Meetings of two (2) hours or more, but less than four (4) hours	\$125.00
Meetings over four (4) hours	\$175.00

- 2.3** When two (2) or more meetings are held on a consecutive basis such as two (2) Committee Meetings in the same day/evening, the number of hours for these meetings shall be added together to determine the rate of Meeting Pay. When meetings are held where there is a definite break between meetings of more than one (1) hour from the end of one meeting to the start of the next, they shall be considered as two (2) separate meetings and Meeting Pay shall be paid as described in Section 2.2.
- 2.4** Social events such as Remembrance Day, Plaque Presentations/Unveilings, Social Appreciation Nights, etc., that Members may attend from time to time are not considered meetings and are included in the honorarium.

3. Conventions, Conferences, Training and Registration:

- 3.1** Council Members shall be permitted to attend conventions/conferences/training pertaining to municipal business. Expenses related to attendance at conventions/conferences/training shall be paid by the municipality up to a

maximum of \$2,500.00 per Council Member per calendar year. Unused allocations shall not accumulate for use in subsequent years by the Member.

- 3.2** The following items are eligible convention/conference/training expenses and must be submitted in accordance with the Sections 4-7 of this Schedule, and in accordance with the Council Member Expense Reimbursement Policy, attached as Schedule B to this by-law:
- (a) Registration Fees
 - (b) Accommodation
 - (c) Mileage and Parking
 - (d) Meals
- 3.3** Council Members may exceed and/or reallocate their annual expense amount set out in Section 3.1., provided that a request is received and approved by Resolution of Council.
- 3.4** Council Member attendance at conventions/conferences/training is restricted to the Province of Ontario unless approval is granted by Resolution of Council.
- 3.5** Council Members shall receive a per diem allowance for conventions /conferences/training attended which have been authorized by Council which pertain to municipal business based on the same rates described in Section 2.2. Per diems are not included in the \$2,500.00 per year maximum.
- 3.6** In addition to the per year maximum set out in Section 3.1., Council shall be allocated a shared training fund in the amount of \$2,500 annually for expenses relating to the education and/or training of all Council Members. The shared training fund shall be used for education and/or training(s) which provide benefit to Council as a whole. Use of the shared Council training fund shall require authorization in the form of a Resolution of Council.

4. Registration Fees:

- 4.1** Council Members shall submit a written request to the Clerk indicating their interest in attending a convention/conference/training.
- 4.2** Clerk's Department staff shall be responsible for registering the Council Member for the convention/conference/training session.
- 4.3** All registration fees for Council Member attendance at a convention /conference/training session will be paid for by the Township at the time of registering for the event.

5. Accommodations:

- 5.1** Council Members will be reimbursed for a standard room plus tax for out-of-town travel.
- 5.2** Council Members will be reimbursed for a standard hotel room in a basic hotel only if:
- (a) The travel time is greater than two (2) hours; or
 - (b) It is unsafe to travel due to inclement weather.
- 5.3** Council Members will not be reimbursed for personal purchases, such as mini-bar items, movies or dry cleaning, while requiring accommodations.

- 5.4 Council Members will need to guarantee all hotel reservations with their personal credit card. It is also the Member's responsibility to ensure that any cancellations to reservations are made within the time frames dictated by the hotel's policy.

6. Mileage and Parking:

- 6.1 Council Members shall receive mileage expense reimbursement for use of their personal vehicle while travelling on municipal business, or the actual return fare if travelling by public conveyance, while on municipal business.
- 6.2 The mileage expense reimbursement rate will be in accordance with the annual Canada Revenue Agency (CRA) – Automobile Allowance rate for over 5,000 kilometres driven.
- 6.3 Council Members will also be reimbursed for all toll fees and parking fees which are accompanied by an itemized receipt and submitted on the required expense form.
- 6.4 The most economical and practical method of transportation shall be used for any travel required by a Member.

7. Meals/Entertainment:

- 7.1 Council Members shall receive a meal allowance expense reimbursement at the actual amount supported by the appropriate receipt to a maximum of \$25.00 per meal and to a maximum of \$75.00 per day while attending meetings and conventions/conferences/training pertaining to municipal business.
- 7.2 Items such as alcohol and movies are not eligible expenses and shall not be reimbursed if included on a submitted receipt.

8. Annual Remuneration and Meeting Pay Adjustment:

- 8.1 For the calendar year 2023 and each subsequent year thereafter, the remuneration amount set out in Section 1 and the Meeting Pay amounts set out in Section 2.2 shall be adjusted annually by a cost-of-living adjustment calculation based on an average of twelve (12) months (October of the previous year to September of the current year) of the Ontario CPI as provided by Statistics Canada.

Schedule 'B' to By-law No. 94-2022
Council Member Expense Reimbursement Policy

1. Receipts and Expense Forms

- 1.1 Council Members shall submit a list of Special Council, Budget, and Committee/Board meeting dates and times for their remittance requests on a monthly basis on the "Special Council & Committee Meeting Pay Sheet" form. Wherein said Members are unable to confirm dates and times of meetings attended, no Meeting Pay shall be paid.
- 1.2 For reimbursement of all eligible convention/conference/training expenses, Members shall submit a "Council Pay Sheet – Expense Report" form, accompanied by original itemized receipts showing the name of the vendor, as well as the date, amount and detailed description of the expenditure paid by the Member.
- 1.3 A credit card slip is not a valid receipt. A valid receipt is an invoice itemizing the types of expenditures and HST information. A credit card slip will only be accepted to accompany an original itemized receipt for the purpose of showing gratuities paid.
- 1.4 All expenses must be submitted on an approved Township of North Huron "Council Pay Sheet – Expense Report" form. This form shall be developed by the Clerk's Department in consultation with the Finance Department, and may be amended from time to time.
- 1.5 Members will receive your reimbursement payment once the expense report has been signed by the Clerk and forwarded to the Accounts Payable Department for processing.



TOWNSHIP OF NORTH HURON

Report No.
CL-2022-15

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Carson Lamb, Clerk
DATE: 05/12/2022
SUBJECT: CL-2022-15 Complaint Handling Policy - Orientation
ATTACHMENTS: By-law No. 73-2021 – Complaint Handling Policy

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Clerk dated December 5, 2022 regarding the Complaint Handling Policy - Orientation, for information purposes.

PURPOSE:

The purpose of this report is to provide Members of Council with an overview and explanation of the complaint handling process of the Township of North Huron. This will ensure all complaints are dealt with in a consistent and expeditious manner.

BACKGROUND INFORMATION:

In 2020, the Township engaged KPMG to assist in an objective evaluation of current service offerings provided by the Township with the view of identifying potential opportunities intended to maximize value-for-money, minimize pressure on taxes and contribute towards the long-term sustainability of the Township. As part of this process, KPMG provided the Township with a number of service-based and process-based opportunities in their final report for Council and staff consideration. As part of this process, KPMG recommended that a formalized complaint process/policy be implemented.

At the September 20, 2021 Regular meeting, Council adopted a Complaint Handling Policy as By-law No. 73-2021 (attached). The purpose of the Complaint Handling Policy is to provide a uniform and consistent process to respond to concerns that arise from members of the public regarding programs, facilities, Township services, Township staff and procedures. The Complaint Handling Policy builds upon the Customer Service Standards Policy of the Township and establishes standards for the efficient resolution of complaints made towards the Township and assists North Huron in continuing to provide excellent customer service to all members of the public while continuing to contribute to the improvement of operations and services.

As per Section 2 of the Policy, “all municipal elected officials and municipal employees are to be familiar and be knowledgeable of the Township’s Complaint Handling Policy and all that it entails.”

DISCUSSION:

The Complaint Handling Policy provides details and a uniform process for all types of complaints received by the Township. This includes complaints regarding: conduct of municipal employees, by-law violations/infractions, complaints regarding municipal services and/or facilities (of an operational nature), and anonymous complaints.

It is important to note that anonymous complaints will not be investigated by municipal staff as per the policy. All complaints must be submitted through the appropriate complaint form attached as Appendix A to the Policy. Complaint forms are able to be submitted in-person, by mail, by email to complaints@northhuron.ca, or electronically through the Township of North Huron website.

Section 7 of the Policy outlines the step-by-step complaint handling procedure once a complaint has been received. The procedure provides details on: filing the complaint, receipt and acknowledgement of the complaint, investigation of the complaint, providing a decision on the complaint, record keeping related to the complaint, completion of the complaint process, and the appeals process.

In regard to the appeals process, it is noteworthy that if the complainant is not satisfied with the decision of a complaint, they may appeal it, in writing, to the Chief Administrative Officer who will investigate and communicate a decision. If the complainant remains unsatisfied with the decision, they may appeal the Chief Administrative Officer's decision to Council.

Finally, for Council's benefit, it is also important to note that the Complaint Handling Policy only deals with complaints of an operational nature. Any complaints regarding policy or requesting a change to existing policy are dealt with through the formal submission of a letter to Council that is provided in care of the Clerk. This is specified throughout the Policy.

FINANCIAL IMPACT:

There is no financial impact as a result of this report.

FUTURE/OTHER CONSIDERATIONS:

As members of the public often contact Council Members regarding their concerns, it is important for all of Council to be familiar with the Complaint Handling Policy. If a Member of Council receives a complaint of an operational nature, the Member should be referring the complainant to complete the "Complaint Form" and submit it either in-person, by mail, by email to complaints@northhuron.ca, or electronically through the Township of North Huron website.

If a Member of Council receives a complaint regarding policy or requesting a change to existing policy, the Member should be directing the complainant to submit a letter to Council in care of the Clerk.

If the Member is unsure of whether the complaint is operational or policy-related, the Member should be directing the complainant to submit a Complaint Form and the Clerk will assist in determining whether the complaint is operational or policy-related.

OTHERS CONSULTED:

None.

RELATIONSHIP TO THE STRATEGIC PLAN:

Ensuring all municipal elected officials and municipal employees are familiar and knowledgeable of the Township's Complaint Handling Policy aligns with Goal #3 Governance and Modernization – "Our

goal is to be a fiscally sustainable, transparent, and forward-thinking municipality that works with its residents and stakeholders through communications and community engagement.”



Carson Lamb, Clerk



Dwayne Evans, CAO

The Corporation of the Township of North Huron

By-law No. 73-2021

Being a By-law to adopt a Complaint Handling Policy for the Corporation of the Township of North Huron

WHEREAS Section 5 (3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 224 of the Municipal Act, 2001 as amended, states "It is the role of Council to (b) develop and evaluate the policies and programs of the municipality";

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it desirable to adopt a Complaint Handling Policy;

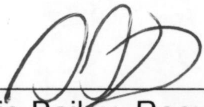
NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That the Complaint Handling Policy attached hereto as "Schedule A" is hereby adopted and shall form part of this by-law.
2. That this by-law shall come into force and takes effect on the day of the final passing thereof.

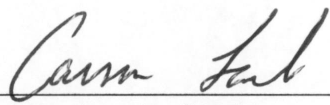
Read a first and second time this 20th day of September, 2021.

Read a third time and passed this 20th day of September, 2021.

CORPORATE SEAL



Bernie Bailey, Reeve



Carson Lamb, Clerk



The Corporation of the Township of North Huron

Complaint Handling Policy

1. PRINCIPLES OF COMPLAINT HANDLING	3
1.1 Exclusions	3
2. MUNICIPAL RESPONSIBILITY/LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES	3
3. COMPLIANCE	4
4. REVIEW	4
5. DEFINITIONS	4
6. TYPES OF COMPLAINTS	5
6.1 Conduct of Municipal Employees	5
6.2 By-law Violations	5
6.3 Municipal Services and/or Facilities	6
6.4 Anonymous	6
7. COMPLAINT HANDLING PROCEDURE	6
7.1 Filing a Complaint	6
7.2 Receipt and Acknowledgement	7
7.3 Investigation	7
7.4 Decision	7
7.5 Record Keeping	7
7.6 Completion of Complaint Process	8
7.7 Appeal Process	8
APPENDIX A- TOWNSHIP OF NORTH HURON COMPLAINT FORM	9

1. Principles of Complaint Handling

The Township of North Huron is committed to providing a uniform and consistent process to respond to concerns that arise from members of the public regarding programs, facilities, Township services, Township staff and procedures. The Complaint Handling Policy will establish standards for the efficient resolutions of complaints made towards the Township and will assist North Huron in continuing to provide excellent customer service to the members of the public while continuing to contribute to the improvement of operations and services.

The Township of North Huron recognizes the importance of public feedback and welcomes constructive complaints as a valuable form of feedback regarding our services, operations and facilities. The information gained from these complaints helps improve the quality of the services provided by the Township and the client experience of residents.

This policy sets out the general response and appeal process for complaints received by the Township. Should another policy adopted or piece of legislation by Council dealing with a specific issue contain an appeal process, that appeal process shall supersede this policy and take precedent.

1.1 Exclusions

This policy does not address the following:

- Service Requests
- Compliments and Feedback
- Internal employee complaints
- Complaints about non-municipal services
- Inquiries
- Anonymous complaints
- Requests for Accommodations pertaining to Accessibility

This policy only deals with complaints of an operational nature. Any complaints regarding policy or requesting a change in policy are to be dealt with through the formal submission of a letter to Council that is provided to the Clerk.

2. Municipal Responsibility/Legislative and Administrative Authorities

All municipal elected officials and municipal employees are to be familiar and be knowledgeable of the Township's Complaint Handling Policy and all that it entails.

Directors, Managers and Supervisors are responsible for the receipt and response of departmental complaints according to the service standards established throughout this policy. Directors, Managers and Supervisors hold responsibility for departmental compliance to the Complaints Handling Policy.

The Clerk's Department will monitor corporate compliance with this policy and will provide follow up with appropriate departments and/or Council as required.

All complaints will be dealt with in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56 and other applicable legislation. The identity of the complainant will be made known only to the appropriate participants in the compliant process and such participants shall keep the details and information of the complaint confidential except as required by by-law/procedure.

Complaint records shall be retained in accordance with the Township of North Huron records retention schedule adopted by by-law and as amended from time to time.

3. Compliance

The Senior Management Team is responsible for implementation and ongoing compliance with the Complaints Handling Policy.

The Clerk's Department is responsible for reviewing corporate activity relating to this policy and reporting to Council.

4. Review

The Complaint Handling Policy will be reviewed annually.

5. Definitions

"Anonymous Complaint" refers to a phone call, letter, or complaint form that is received expressing "dissatisfaction" about a facility, service, staff, operational issue or program that has no return address or contact information provided for follow up;

"By-law Enforcement Officer" means a Municipal By-law Enforcement Officer duly appointed by the Council of the Township of North Huron;

"CAO" refers to the Chief Administrative Officer or designate of the Township of North Huron, duly appointed by By-law;

"Clerk" refers to the Clerk or designate of the Township of North Huron, duly appointed by By-law;

"Complainant" refers to the individual filing the complaint with the Township;

"Complaint" means the issue or concern raised regarding the Township service, operation or program;

"Council" refers to the Council of the Township of North Huron;

"Department Head" refers to a member of the Senior Management Team and the administrative head of a department;

"Employee" or "Staff" refers to an employee of the Township of North Huron;

“Manager” or “Supervisor” refers to a person who is responsible for leading or administering within departments;

“Policy” refers to the Township of North Huron Complaints Handling Policy;

“Resident” refers to a person who resides within the Township of North Huron;

“Service Request” refers to a request for a specific service provided by the Township of North Huron or an agent working on behalf of the Township; and

“Township” or “Municipality” refers to the Township of North Huron.

6. Types of Complaints

6.1 Conduct of Municipal Employees

- This includes any complaint received regarding an employee of the Township of North Huron. Such complaints may be submitted in writing through the complaint form hereto attached as Appendix A or electronically through the Township of North Huron website (www.northhuron.ca) and are processed in accordance with the Complaint Handling Procedure (Section 7.0).
- The Department Head may not delegate the authority to investigate a complaint to an employee who, is or may be named in the complaint. If the complaint is made against the Department Head, the CAO or designate will conduct the investigation.
- The Department Head or Chief Administrative Officer may follow-up with the complainant to obtain any additional information. If the issue is resolved through discussion, written confirmation will be provided by the Township and appropriate records are retained.
- If the complaint is not resolved, complainants will receive an acknowledgement of receipt of their complaint within three (3) business days. This acknowledgement must identify who will be following up on the complaint as well as their contact information.
- A final response or update must be sent to the complainant within thirty (30) business days, barring exceptional circumstances. If the complainant is satisfied, the complaint is closed. If the complainant is not satisfied with a decision made by a Department Head, it may be appealed to the CAO.

6.2 By-law Violations

- This includes any complaint received regarding by-law infractions/violations that has occurred in the Township of North Huron. Such complaints may be submitted in writing through the complaint form hereto attached as Appendix A or electronically through the Township of North Huron website (www.northhuron.ca) and are processed in accordance with the Complaint Handling Procedure (Section 7.0) by the By-law Enforcement Officer.

6.3 Municipal Services and/or Facilities

- This includes all operational-based complaints received regarding municipal services or facilities. All policy-based service complaints will be dealt with through the formal submission of a letter to Council that is provided to the Clerk.
- Such complaints may be submitted in writing through the complaint form hereto attached as Appendix A or electronically through the Township of North Huron website (www.northhuron.ca) and are processed in accordance with the Complaint Handling Procedure (Section 7.0).
- Operational-based complaints are dealt with on a staff level. Complaints that are operational are to be resolved by employees or supervisors of the appropriate department. Should a complaint escalate, the Department Head or CAO should be notified and informed of the matter to take action and provide an efficient resolution for the resident.

6.4 Anonymous

- Such complaints that are anonymous or lack sufficient information will not be investigated by municipal staff. All complaints must be submitted through the appropriate complaint form attached as Appendix A or electronically through the Township of North Huron website (www.northhuron.ca).

7. Complaint Handling Procedure

7.1 Filing a Complaint

A complaint is deemed complete when including the following information:

- Contact information of the complainant
 - Name
 - Address
 - Phone Number
 - Email address
- Address/location of the complaint
- Contact names of those involved
- Nature of the complaint
- Date filed
- Signature

Complete complaints can be submitted to the municipal office through one of the following methods:

- In person at the Municipal Office: 274 Josephine Street, Wingham, Ontario
- By email to: complaints@northhuron.ca
- By regular mail to: PO Box 90, 274 Josephine Street, Wingham, ON N0G 2W0
- Electronically on the Township of North Huron website: www.northhuron.ca

7.2 Receipt and Acknowledgement

- Complaints are received both in person and electronically as set out in section 7.1. of this policy. All complaints are received through the Clerk's Department.
- Upon receipt, all complaints are recorded, scanned and electronically filed into the Township's electronic records management and retention system. The complaint is then directed to the appropriate Department Head to be investigated.
- The Department Head is responsible for following up with the complainant and informing the Clerk's Department staff of any correspondence that they deem appropriate for she/he to be aware of.

7.3 Investigation

- The Department Head that the complaint is directed to is responsible for investigating the manner.
- The Department Head may not delegate the authority to investigate a complaint to an employee who, is or may be named in the complaint. If the complaint is made against the Department Head, the CAO or designate shall conduct the investigation.
- In order for successful investigation the department must take these steps:
 - a. Review relevant municipal and provincial legislation;
 - b. Review the municipality's relevant by-laws, policies and procedures;
 - c. Review any related existing documents;
 - d. Interview employees or members of the public involved in the issue;
 - e. Identify actions that may be taken to address the complaint or improve municipal operations.

7.4 Decision

- Once the investigation is complete and the decision has been made on how to appropriately handle the matter, the Department Head will craft an appropriate response to the matter.
- Within thirty (30) days of submission of a complaint, a response will be issued to the complainant. When responding to a complaint verbally, staff must document the conversation for correspondence to be included in record keeping.
- If a decision cannot be determined within thirty (30) days of submission of the complaint, the complainant will be notified of the delay and provided with an estimate of when a response will be provided.
- All responses provided by the Department Head shall be forwarded to the Clerk's Department for record keeping purposes.

7.5 Record Keeping

- Complaints received by Township staff are to be filed accordingly in respect to North Huron's current record's management procedures adopted by by-law and as amended from time to time.

- Staff are required to file all correspondence and appropriate information with the complaint and retain for records.
- Where appropriate, copies of correspondence may be placed in the employee's file that is subject of the complaint.
- Communications with a complainant shall not include any details of disciplinary actions that are imposed on any employee.
- All record keeping efforts are completed by the Clerk's Department.

7.6 Completion of Complaint Process

- Once the complaint has gone through the entire process (as established in the previous sections of this policy) and has been resolved appropriately, the Clerk's Department is responsible for ensuring that all correspondence materials and related records are filed with the original complaint form submitted.

7.7 Appeal Process

- If the complainant is not satisfied with the decision of a complaint, they may appeal it, in writing, to the Chief Administrative Officer who will investigate and communicate a decision. If the complainant remains unsatisfied of a decision, they may appeal the Chief Administrative Officer's decision to Council.

TOWNSHIP OF NORTH HURON COMPLAINT FORM



COMPLAINANT CONTACT INFORMATION

Please note that your personal information will remain confidential unless required for court.			
First Name			
Last Name			
Primary Phone Number		Secondary Phone Number	
Address			
Town		Postal Code	
Email Address			

ADDRESS/LOCATION OF COMPLAINT

To assist in the processing of your complaint efficiently, the minimum information we require completed in this section is the address or intersecting street and town of the property for inspection. Any additional information you can provide such as a first and/or last name of the property owner is helpful but not essential.	
Address or Intersection Streets	
Town	
Please provide us with first and last name of the owner (if known)	
First Name	
Last Name	

NATURE OF COMPLAINT

<input type="checkbox"/>	Administration
<input type="checkbox"/>	Recreation / Facilities
<input type="checkbox"/>	Barking Dogs (Nuisance)
<input type="checkbox"/>	Dogs running at large
<input type="checkbox"/>	Exterior Property Maintenance (roof, windows, doors etc. that are broken or in need of major repair)

<input type="checkbox"/>	Garbage and Debris (residential properties)
<input type="checkbox"/>	Garbage dumping (garbage dumped on public properties or back alleys, ditches etc.)
<input type="checkbox"/>	Illegal use of property (zoning)
<input type="checkbox"/>	Lawn maintenance
<input type="checkbox"/>	Noise
<input type="checkbox"/>	Snow and Ice (snow or ice that hasn't been cleared within 24 hours of a snow fall)
<input type="checkbox"/>	Unlicensed vehicles
<input type="checkbox"/>	Other (Please specify)

COMMENTS/ADDITIONAL DETAILS

This space is for your comments, further description of the violation and any other additional information which may be of help to our Officers upon their inspection of the property. Provide as much detail as possible such as backyard, type of garbage or debris, etc. Feel free to add any additional information that you feel would be helpful in the investigation

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All complaints will be dealt with in a confidential manner per the Municipal Freedom of Information and Protection of Privacy Act. Information will be collected, used, and disclosed in accordance with the Act.

Date Filed		Signature of the Complainant	
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TOWNSHIP OF NORTH HURON

Report No.
CL-2022-16

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Julie Ireland, Clerk's Administrative Assistant
DATE: 05/12/2022
SUBJECT: CL-2022-16 Schedule of 2023 Regular Council Meetings
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report of the Clerk's Administrative Assistant, dated December 5, 2022, regarding the 2023 Schedule for Regular Meetings of Council;

AND FURTHER, THAT Council hereby approves the start time set out in Option (A, B, or C) of staff report CL-2022-16 and that staff be directed to prepare an amendment to the Township of North Huron Procedure By-law for the December 19, 2022 Regular Council meeting (if required);

AND FURTHER, THAT the proposed 2023 Schedule for Regular Meetings of Council be approved and posted.

PURPOSE:

The purpose of this report is to provide a draft schedule of the 2023 Regular Council meetings for Council's consideration and approval. Further, this report seeks Council direction regarding the start time of Regular Council meetings.

BACKGROUND INFORMATION:

The Township of North Huron Procedure By-law (No. 116-2017, as amended) guides the location, time and notice requirements for all meetings of Council. In the last quarter of each calendar year, the Clerk is required to bring a report forward requesting Council approval for the Regular Meeting schedule for the following year.

According to Section 5.3 of the Procedure By-law, Regular Meetings of Council shall be held on the 1st and 3rd Monday of every month, commencing at 6:00pm and finishing by 10:00pm, unless otherwise ordered by a special motion of Council. When a meeting falls on a Statutory Holiday, it will be held the following Tuesday. In the past, Regular Council meeting dates have also been moved when the date of the meeting coincides with a municipal conference or to accommodate budget meetings.

1) 2023 Conferences:

Below is a list of major conferences that are held over multiple days. In general, the practice of North Huron has been to have Council representation at each of the four conferences noted below. Additionally, in 2023 the Federation of Canadian Municipalities Annual Conference will be held in Ontario. Because of the location of this conference, it may be of interest to Members of Council and has therefore been included in the list below:

Conference	Location	2023 Date
Rural Ontario Municipal Association (ROMA)	Toronto	January 22- 24, 2023
Ontario Good Roads Association (OGRA)	Toronto	April 16-19, 2023
Ontario Small Urban Municipalities (OSUM)	Brant County	April 24-26, 2023
Association of Municipalities of Ontario (AMO)	London	August 20-23, 2023
Additional Conference:		
Federation of Canadian Municipalities (FCM)	Toronto	May 25-28, 2023

2) Budget Meetings:

As Council is aware, the first budget meeting is scheduled for **Friday, December 16, 2022** at 9:00 a.m. In the event a second budget meeting is required, it will be scheduled for early January, 2023. As has been past practice in North Huron, only one Regular Council meeting will be scheduled in January to allow for the budget to be adopted in a timely manner.

DISCUSSION:

In accordance with Section 5.3 of the Procedure By-law and in consideration of Statutory Holidays, the 2023 Conference meeting dates, and budget meetings, the following Regular Council meeting schedule has been developed. Importantly, this schedule aligns with the schedule used for 2020, 2021 and 2022 Regular Meetings of Council.

Month	2023 Meeting Dates
January	Monday, January 16 th (only one meeting)
February	Monday, February 6 th Tuesday, February 21 st
March	Monday, March 6 th Monday, March 20 th
April	Monday, April 3 rd Monday, April 17 th
May	Monday, May 1 st Monday, May 15 th
June	Monday, June 5 th Monday, June 19 th
July	Monday, July 3 rd Monday, July 17 th
August	Monday, August 7 th (only one meeting)
September	Tuesday, September 5 th Monday, September 18 th
October	Monday, October 2 nd Monday, October 16 th
November	Monday, November 6 th Monday, November 20 th
December	Monday, December 4 th Monday, December 18 th

Regular Meetings Start Time:

Given the transition to a new term Council, staff surveyed all Members of Council to determine the preferred start time for Regular Council meetings. Based on the submissions received, it was determined that late afternoon/early evening is preferred. Knowing this, staff have developed three (3) potential start time options and are seeking Council direction on the preferred option. The options are as follows:

Option A - 4:30 p.m. Start Time

A 4:30 p.m. start time for Regular Council meetings would be a similar approach as the Town of Goderich. A 4:30 p.m. start time would be around the time that most residents are finishing their workday, and would allow for members of the public to attend Council meetings to provide their input. This approach would also reduce the amount of time that Township and County staff are required to wait before the start of the meeting, and may reduce the amount of overtime required. With most staff commuting to and from the municipality, this approach also allows for more of a work-life balance. If this option is chosen, an amendment to the Procedure By-law would be required.

Option B - 5:00p.m. Start Time

A 5:00 p.m. start time for Regular Council meetings would provide similar benefits to a 4:30 p.m. meeting start time. A 5:00 p.m. start time would still allow for members of the public to attend Council meetings to provide their input and would also reduce the amount of wait time for staff before the start of the meeting in comparison to the current approach. If this option is chosen, an amendment to the Procedure By-law would be required.

Option C - 6:00 p.m. Start Time

Option C has the benefit that it maintains the status quo from the previous term of Council. The meetings start time would remain unchanged from the previous four years. If this option is chosen, no amendment to the Procedure By-law would be required.

FINANCIAL IMPACT:

None at this time. If meetings are moved to 4:30 p.m. or 5:00 p.m., there is the possibility of a modest reduction in costs associated with non-management staff time.

FUTURE/OTHER CONSIDERATIONS:

To support the legislative process for Council, and to provide for accountability and transparency to the public, it is important for Council to approve a regular meeting schedule annually. If this proposed schedule for the 2023 Regular Meetings of Council is approved, a notice of meetings shall be posted by the Clerk's Department on the North Huron website in accordance with the Procedure By-law.

OTHERS CONSULTED:

Carson Lamb, Clerk.

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #3 – Governance and Modernization: Our goal is to be fiscally sustainable, transparent, and forward-thinking municipality that works with its residents and stakeholders through communications and community engagement.



Julie Ireland, Clerk's Administrative
Assistant



Dwayne Evans, CAO



TOWNSHIP OF NORTH HURON

Report No.
CL-2022-17

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Carson Lamb, Clerk
DATE: 05/12/2022
SUBJECT: CL-2022-17 Appointment of an Alternate to County Council
ATTACHMENTS: Schedule "E" to By-law No. 116-2017 (Position Description for Deputy Reeve)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding the Appointment of an Alternate to the County of Huron Council, for information purposes;

AND FURTHER, THAT Council directs the Clerk to prepare a by-law for the December 19, 2022 Regular Council meeting which would permit Deputy Reeve Falconer to act as the alternate for the Reeve at Huron County Council.

PURPOSE:

The purpose of this report is to seek Council direction to prepare a By-law to appoint Deputy Reeve Kevin Falconer as an alternate to the Reeve for the Huron County Council.

BACKGROUND INFORMATION:

Section 268(1) of the *Municipal Act* allows "the Council of a lower-tier municipality to appoint one of its Members as an alternate member of the upper-tier council, to act in place of a person who is a member of the Councils of the lower-tier municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier Council for any reason." This is subject to certain limitations. For example, lower-tier municipalities may not appoint more than one alternate member during the term of Council.

The County of Huron Procedure By-law defines an "Alternate Member" as follows:

"Alternate Member" shall mean an alternate member of a lower tier municipality appointed to County Council to act in the place of a member of Huron County Council if they are not able to attend a meeting. An alternate appointed by a lower tier council cannot act as an alternate for the Head of Council. An alternate for each municipality shall not take his seat on County Council until the Clerk of the County has received a certified appointment by-law passed by the local municipality which names the alternate and the County member. Prior to participating in a meeting of County Council, an alternate will make the Declaration of Office at a meeting after the Inaugural Session.

The Reeve of the Township of North Huron is the only member of Huron County Council. In accordance with Section 268(1) of the *Municipal Act* and the County of Huron Procedure By-law, the Township of North Huron is able to appoint an alternate Member to County Council in the event the Reeve is unable to attend a County Council meeting.

DISCUSSION:

Schedule "E" of the Township of North Huron Procedure By-law (attached) states that it shall be the Deputy Reeve who serves as the alternate to County Council to act in the place of the Reeve if he/she is not able to attend a County Council meeting. Now that Council has selected the Deputy Reeve for the 2022-2026 term of Council, it would be prudent for Council to provide direction to staff to prepare a by-law which would permit Deputy Reeve Falconer to act as the alternate for the Reeve at Huron County Council.

Once the Clerk of the County of Huron has received the certified appointment by-law for Deputy Reeve Falconer as the alternate, the County will arrange for the Alternate to attend a County Council meeting and make the Declaration of Office. The County will also ensure that the Alternate receives a copy of the Huron County Procedure By-law and Council Orientation Manual. The Alternate will also receive a link to all public County Agendas and minutes.

FINANCIAL IMPACT:

When participating as a member of County Council, the Alternate will be paid based on the County of Huron Remuneration and Expenses By-law and mileage policy. Resultantly, the appointment of an Alternate to County Council will have no financial impact on the Township of North Huron.

FUTURE/OTHER CONSIDERATIONS:

Given the fact that the Township of North Huron has only one member on County Council, it may be prudent to appoint Deputy Reeve Falconer as the Alternate to attend when the Reeve is not able to do so.

OTHERS CONSULTED:

Susan Cronin, County of Huron Clerk

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #3 Governance and Modernization – "Our goal is to be a fiscally sustainable, transparent, and forward-thinking municipality that works with its residents and stakeholders through communications and community engagement."



Carson Lamb, Clerk



Dwayne Evans, CAO

**SCHEDULE “E”
TO THE NORTH HURON PROCEDURAL BY-LAW 116-2017**

**Township of North Huron
Position Description - DEPUTY REEVE**

The Deputy Reeve will be selected at the Inaugural Meeting of Council from sitting members of Council.

PRINCIPAL RESPONSIBILITIES:

Statutory Duties (*Municipal Act, 2001*) &
Duties Defined by North Huron Council (North Huron Procedure By-law)

13. Performs the statutory duties of the Head of Council, while acting as the Head of Council when the Reeve is absent, or refuses to act or his/her office is vacant as stipulated in the *Municipal Act, 2001* or any other Act.
14. While executing the authority of the Acting Head of Council will do so in accordance with the *Municipal Act, 2001* and the duties defined by the most current Position Mandate of the North Huron Reeve.
15. If the Reeve desires to leave the Chair for the purpose of taking part in the debate or for any other reason, the Deputy Reeve shall assume the Chair in his/her place until he/she resumes the Chair.
16. Commitment to communicating with the North Huron Reeve to ensure that the Corporation is able access the Head or Acting Head of Council at all times.
17. Serves as an alternate of County Council to act in the place of the Reeve if he/she is not able to attend a County Council meeting.

LEGISLATED QUALIFICATIONS:

3. Must be a properly elected member of North Huron Council.
4. Must be able to complete the Declaration of Qualification.

DESIRABLE QUALIFICATIONS:

6. Excellent organizational, interpersonal and communication skills are an asset.
7. Must be prepared to devote a considerable amount of time as this is a part-time position with irregular hours.
8. Knowledge of the *Municipal Act, 2001* and other pertinent legislation would be an asset.
9. Knowledge of the North Huron Procedure By-law would be an asset.
10. Thorough geographical knowledge of the Township would be an asset.



TOWNSHIP OF NORTH HURON

Report No.
CL-2022-18

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Carson Lamb, Clerk
DATE: 05/12/2022
SUBJECT: CL-2022-18 Appointments to Boards and Committees – 2022-2026
ATTACHMENTS: By-law No. 54-2015 Committee Appointment Policy; Appointment to Committees and Boards – Chart

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding Appointments to Boards and Committees for the 2022-2026 term of Council, for information purposes;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Alice Munro Festival of the Short Story Committee;

AND FURTHER, THAT Council hereby appoints Reeve Heffer as the Council Representative to the Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee for the Central Grouping;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Coalition for Huron Injury Prevention (CHIP);

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Community Safety and Well-Being Plan Advisory/Oversight Committee;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Huron County Sustainable Huron Committee;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Huron County Water Protection Steering Committee;

AND FURTHER, THAT Council hereby appoints Councillor van Hittersum as the Council Representative to the North Perth-North Huron Family Health Team Board for North Huron, Morris-Turnberry, ACW, Huron-Kinloss, and South Bruce until September of 2023;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Wingham & Area Health Professionals Recruitment Committee;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Columbus Centre Joint Committee;

AND FURTHER, THAT Council hereby appoints as the Council Representatives to the Blyth-Hullet Landfill Site Board;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Blyth Business Improvement Area (BIA) Board;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Maitland Valley Conservation Authority Board;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Westario Power Inc. Board;

AND FURTHER, THAT Council hereby appoints as the Council Representative to the Wingham Business Improvement Area (BIA) Board;

AND FURTHER, THAT Council hereby appoints as the Council Representatives to the Wingham Landfill Site Board;

AND FURTHER, THAT Council hereby directs staff to prepare terms of reference and accompanying by-laws to establish the following Committees of Council, for Council's consideration at a future Regular Council meeting:

-
-

PURPOSE:

The purpose of this report is to seek Council direction on: (1) the Council Representative appointments to external Committees and Local Boards for the 2022-2026 term of Council; and (2) the desired Committees of Council for the 2022-2026 term of Council, if any.

BACKGROUND INFORMATION:

The Council of the Township of North Huron establishes various Committees of Council to help support their work, as well as appoints Council Representatives to external Committees and local Boards to represent the Township of North Huron. The appointments support the governance of the municipality, satisfy Agreements and achieve compliance with Provincial legislation.

As per Section 5.8 of the Township of North Huron Procedure By-law, all Committees of Council shall be established in accordance with the Township's Committee Appointment Policy (attached). All Committees of Council report directly to Council and Council shall adopt a Terms of Reference for every Committee. The Head of Council is "Ex Officio" a member of every Committee of Council. When attending a meeting "Ex Officio", the Head of Council is not considered part of the Committee quorum but is able to participate fully in any meeting of a Committee/Board established by Council, without restriction, including voting.

As for Council Representative appointments to external Committees and Local Boards, Section 5.8 provides that Council may appoint representatives to serve on any outside Board or Committee, or any other body to which Council is required or empowered to appoint a representative. Appointments to such Boards/Committees may be a Member of Council or may be a person appointed from amongst its ratepayers and/or residents.

DISCUSSION:

1. Council Representative Appointments to External Committees and Local Boards:

As noted previously, Council may appoint representatives to serve on any Local Board or external Committee, or any other body to which Council is required or empowered to appoint a representative. Attached to this report is a chart containing a list of external Committees and Local Boards where Council Member Representatives have previously been appointed to. At this time, staff require Council direction on who will be appointed as the Council Representative(s) to the following external Committees and Local Boards:

Council Representative to External Committees (1 Representative for Each Committee)

- Alice Munro Festival of the Short Story Committee
- Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (North Huron, Morris-Turnberry, Huron East) – *Morris-Turnberry and Huron-East have already appointed Reeve Paul Heffer to continue in the position. It would be prudent for Council to do the same.*
- Coalition for Huron Injury Prevention (CHIP)
- Community Safety and Well-Being Plan Advisory/Oversight Committee
- Huron County Sustainable Huron Committee
- Huron County Water Protection Steering Committee
- North Perth-North Huron Family Health Team Board (North Huron, Morris-Turnberry, ACW, Huron-Kinloss, and South Bruce) *This appointment rotates between the five municipalities. North Huron's Councillor Anita van Hittersum is currently appointed until September 2023.*
- Wingham & Area Health Professionals Recruitment Committee
- Wingham Columbus Centre Joint Committee

Council Representative Appointments to Local Boards

- Blyth-Hullet Landfill Site Board (North Huron and Central Huron) – *2 Representatives from North Huron, traditionally Blyth Ward Councillors.*
- Blyth Business Improvement Area (BIA) Board – *1 Representative from Council, traditionally a Blyth Ward Councillor. The remainder of the Blyth BIA Board Appointments occur after the Annual General Meeting of the BIA.*
- Maitland Valley Conservation Authority Board – *1 Representative*
- Westario Power Inc. Board - *1 Representative*
- Wingham Business Improvement Area (BIA) Board - *1 Representative from Council, traditionally a Wingham Ward Councillor. The remainder of the Wingham BIA Board Appointments will occur after the Annual General Meeting of the BIA.*
- Wingham Landfill Site Board – *3 Representatives, traditionally from the Wingham/East Wawanosh Wards.*

2. Committees of Council:

Council may, at its discretion, establish and appoint Committees of Council as a means of obtaining public participation, public consultation on Township policies and programs, or to work on specific projects. It is important that with any Committee of Council, there is a clear purpose and scope of the Committee and that the Committee is not meeting for the sake of meeting and drawing on staff and community resources that could otherwise be used to advance Council's priorities. Any Advisory Committee should be continually making meaningful recommendations to Council to justify its

existence and any Ad-Hoc Committee should only be formed for a specific task or objective, and should be dissolved after the completion of the task or achievement of the objective.

At this time, staff require direction regarding which Committees Council is desirous of establishing, if any. To assist in this process, staff have prepared a summary and comments on five potential Committees of Council below. It is important to note that staff resources are required to support any Committee of Council. Generally, at a minimum this includes: a Senior Manager who serves as the technical expert to the Committee, and a staff member from the Clerk's Department who acts as the Recording Secretary and prepares agendas and minutes. Given past experience and staff workloads, the Township is able to support up to two (2) or three (3) Committees of Council at any given time. More than two or three Committees of Council would likely require the allocation of additional staff resources to provide legislative support and technical expertise to the Committees.

Economic Development and Recovery Committee

The purpose of the Economic Development and Recovery Committee would be to enhance the economic opportunities of the Township of North Huron. The Economic Development and Recovery Committee would provide comment and make recommendations to Council on matters related to economic development, business attraction and retention and recovery. The Committee would also advise on the Township's economic recovery from COVID-19, and would provide input and advice on marketing and tourism related matters implemented by the Township. If established, the Economic Development and Recovery Committee would be an Advisory Committee and would provide advice and recommendations to Council on an ongoing basis.

Staff Comment: For a period of approximately 10 years, North Huron employed an Economic Development Officer. In 2017, Council abandoned this service delivery model in favour of an Economic Development Committee. The thought process behind the Committee approach was that local economic development would be spearheaded by volunteers within the community. However, over the 2018-2022 term of Council, ongoing recruitment challenges of volunteer committee members occurred and economic development services ended up being provided largely by the Chief Administrative Officer.

In early 2022, the Council of the Township of North Huron approved the elimination of the Recreation Clerical and Marketing Assistant position in favour of a Community Engagement Coordinator position, and also created an Economic Development Officer position. By design, the Economic Development Officer and the Community Engagement Coordinator work in collaboration to provide the economic development services of the Township, including the attraction of businesses, industries, tourists and visitors to the Township. Given that the Township has Economic Development staff that are performing the economic development function, Council may not find it necessary to re-establish the Economic Development and Recovery Committee. If this was to occur, the Economic Development Officer and the Community Engagement Coordinator would work directly with Council to advance the economic development priorities of the Township.

Environmental Advisory Committee

Action item 6.6. of the 2020-2023 North Huron Strategic Plan is to "Explore the possibility of a Township Environmental Advisory Committee." The purpose of the Committee would be Municipal environmental advocacy and to advise on environmental preservation initiatives with the objective

of protecting our natural environment, reducing greenhouse gas emissions, and supporting a healthy ecosystem. If established, the Environmental Advisory Committee would be an Advisory Committee to Council and would provide advice and recommendations to Council on an ongoing basis.

Staff Comment: A number of municipalities have established Environmental Advisory Committees as Committees of Council with the intent of enabling the advancement of local environmental issues and solutions. It is at the discretion of Council as to whether an Environmental Advisory Committee should be formed at this time. Action item 6.6. requires Council to “explore the possibility” of the Committee, but does not require the creation of the Committee.

Community Policing Advisory Committee

At the November 7, 2022 Regular meeting, the 2018-2022 term of Council adopted the following motion:

M386/22

MOVED BY: R. McBurney

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron hereby implement a Community Policing Advisory Committee under the Police Services Act to support the governance of the OPP services in the Township until such time as the Community Safety and Policing Act is in force.

CARRIED

A Community Policing Advisory Committee is a Committee that may be established by municipalities served by the same Ontario Provincial Police detachment that provides police services under Section 5.1. of the Police Services Act (O.P.P. Billing Model). As per section 5.1.(6) of the Police Services Act, the Committee’s function would be to advise the detachment commander of the Ontario Provincial Police detachment assigned to the municipality, with respect to objectives and priorities for police services in the municipality. If established, the Community Policing Advisory Committee would be an Advisory Committee and would provide advice and recommendations to Council and the Detachment Commander on an ongoing basis.

Staff Comment: The Huron County Detachment Commander has communicated his willingness to communicate directly with Council on the objectives and priorities for police services in North Huron. Moreover, in October of 2022, the Ministry of the Solicitor General provided an update on the Community Safety and Policing Act and the Fall of 2023 timeline for the transition to the new Ontario Provincial Police detachment board framework under the Community Safety and Policing Act. Considering this, a Community Policing Advisory Committee is not recommended by staff at this time. If Council finds it prudent to establish a Community Policing Advisory Committee, it is recommended similar terms of reference of the former Police Services Board be established. More specifically, the Committee would meet on a quarterly basis, or at the call of the Chair until the transition to the new Ontario Provincial Police detachment board framework has been completed.

Fundraising Committee for the North Huron Museum Relocation Capital Project – The Fundraising Committee for the North Huron Museum Relocation Capital Project would be responsible for the raising of funds necessary to support the capital and relocation expenditures required to prepare the former train station facility for operation as a North Huron Museum. The purpose of the Committee would be to plan, coordinate, implement, and evaluate fundraising activities in support of the

project. If established, the Fundraising Committee for the North Huron Museum Relocation Capital Project would be an Ad-Hoc Committee of Council and would be dissolved once the required funds have been raised.

Staff Comment: The Fundraising Committee for the North Huron Museum Relocation Capital Project is an Ad-Hoc Committee of Council that was originally appointed on February 7, 2022 by the 2018-2022 term of Council. Due to unforeseen circumstances, this Committee was not able to meet during the previous term of Council. Reasons for this include: the need to execute a lease agreement for the space, the requirement for the completion of a Building Condition Assessment/Accessibility Report for the former train station building as a condition of the lease agreement, the lack of a Director of Finance to serve as the staff resource/subject matter expert to the Committee, and the owner of the building wanting to potentially pursue an expansion to the former train Station facility prior to any fundraising occurring. For Council to proceed with the relocation of the North Huron Museum to the former train station facility, this Committee would need to be re-established. If Council is desirous of establishing this Committee, staff will provide an update on this project in conjunction with draft terms of reference as there have been significant developments since this project was last considered by Council.

Wingham Homecoming Committee – At the August 8, 2022 Regular meeting, representatives from the 2014 Wingham Homecoming attended Council as a delegation to request that Council form a Committee of Council that would undertake the planning for the 2024 Wingham Homecoming. Council took no action on the delegation request due to the 2022 municipal election and suggested the requestors contact the Township once the new Council has taken office. The requestors have contacted staff.

Committees of Council are subject to the requirements of the Municipal Act and all Township policies, procedures and by-laws. The requirements include, but are not limited, developing terms of reference, posting meeting agendas, recording minutes and seeking budget approval. It is believed the requestors are not aware of Committee of Council requirements.

Staff have arranged a meeting with the organizers to ensure they understand the Committee of Council requirements and to confirm that they wish proceed with establishing this Committee of Council.

FINANCIAL IMPACT:

Council Members are compensated based on the Township of North Huron Remuneration and Expenses By-law

FUTURE/OTHER CONSIDERATIONS:

The Committee/Board Appointment By-law will be presented to Council for consideration and adoption at a future Regular meeting.

In addition to appointing Council Representatives to the Wingham and Blyth BIA Boards, respectively, it is recommended Council give consideration to updating the BIA Constitutions, respectively. Report CAO-2022-21 is on the December 5, 2022 agenda for Council's consideration.

OTHERS CONSULTED:

Denise Lockie, Community Engagement Coordinator

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #3 Governance and Modernization – “Our goal is to be a fiscally sustainable, transparent, and forward-thinking municipality that works with its residents and stakeholders through communications and community engagement.”



Carson Lamb, Clerk



Dwayne Evans, CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 54-2015

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council,
A Committee Appointment Policy for the Corporation of the Township of North
Huron.

WHEREAS the Municipal Act, 2001, as amended permits the Councils of all
municipalities to enter into certain agreements;

AND WHEREAS Council is desirous of executing a Committee Appointment Policy for
the Corporation of the Township of North Huron.


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


1. The Reeve and Clerk to sign, on behalf of Council, a Committee Appointment Policy for
the Corporation of the Township of North Huron.
2. A copy of the said Terms of Reference is attached hereto and designated as Schedule A to
this By-law.
3. That this By-law shall come into force and takes effect on the day of the final passing
thereof.

READ A FIRST AND SECOND TIME THIS 6TH DAY OF JULY, 2015.

READ A THIRD TIME AND PASSED THIS 6TH DAY OF JULY, 2015.

CORPORATE SEAL


Neil G. Vincent, Reeve


Kathy Adams, Director of
Corporate Services/Clerk



Township of North Huron

Section: Administration

Policy number:

Sub-section:

Effective Date:

Subject: **Committee
Appointment Policy**

Revision Date:

1) **Policy Statement:**

The Township of North Huron encourages citizens to get involved and participate in the development and enhancement of the community. The volunteer effort of residents and business owners improves the quality of life and greatly contributes to the Township's success.

2) **Purpose:**

- a. To set out a process for the establishment of Township Committees.
- b. To outline a fair and equitable process for recruiting, selecting and appointing members to Committees, and to ensure that the most suitable candidates are selected and appointed.

3) **Definitions:**

- a. **"Ad-Hoc Committee"** means a committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective. Most committees (other than Advisory Committees) are of ad hoc type.
- b. **"Advisory Committee"** means a committee with a continued existence, formed to provide advice to Council and perform assigned work on an ongoing basis.
- c. **"Volunteer Committee Member"** means all persons who volunteer, and are appointed to Committees of Council by the Council of the Township of North Huron.
- d. **"Committee of Council"** means any advisory committee, ad-hoc committee, task force, Board, statutory committee, or steering committee of the Township of North Huron, authorized by by-law, to which the Council appoints Volunteer Committee Members and Council representatives.
- e. **"Relative"** is defined as a spouse, same-sex partner, parent and/or child.
- f. **"Special Interest Group"** means a person, group, or organization attempting to influence Council in favor of one particular interest or issue.
- g. **"Statutory Committee"** means a Committee or Board established under the authority of Provincial or Federal Statute.
- h. **"Terms of Reference"** means a document outlining the mandate and board or committee operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles, etc. Terms of Reference must be approved by Council, including any amendments.

4) **Establishment of Committees of Council:**

- a. **By Council:** Township Council may, at its discretion, establish and appoint Committees of Council as a means of obtaining public participation, public consultation on Township policies and programs, or to work on specific projects.

Composition, qualification and recruitment of Volunteer Committee Members shall be in accordance with the provisions of this policy, unless otherwise determined by Council.

- b. **By Request:** From time to time, Council may be approached by groups of citizens or organizations requesting to become a Committee of Council. These requests typically relate to specific projects, community events or matters of public interest. Upon receiving such requests, Council shall consider the following criteria;

- i. whether the mandate of the proposed committee is consistent with current or short term priorities in the Township's Strategic Plan or Capital Plan.
- ii. whether the mandate of the proposed committee is in the best interest of the ratepayers and citizens of the Township of North Huron.

Based on the above evaluation, Council may refer the matter to staff to prepare a report outlining the following information;

- iii. financial implications of the proposed project or activity.
- iv. staff resources required to support the committee or activity.
- v. a recommendation as to whether or not the committee should be established based on the above considerations
- vi. a summary of provisions to be considered in the Committee Terms of Reference

Committees appointed by this process may be requested to submit information about their membership, and/or to follow the appointment and selection process as set out in this Policy, at the discretion of Council.

- c. **Appointment By By-law:** Council shall appoint all Committees and its members by by-law. The appointing by-law shall include a list of the members of the Committee, and Terms of Reference.

- d. **Terms of Reference:** Terms of Reference shall include;

- i. Mandate
- ii. Meeting procedures
- iii. Committee composition, including Council representation
- iv. Term of office
- v. A description of resources provided by the Township, such as Township staff time, financial contributions, in-kind contributions, use of facilities, etc.
- vi. Reporting responsibility to Council including meeting minutes, budgets, financial statements, and other requirements relating to the management of funds.
- vii. Requirements to follow specific Township policies and procedures
- viii. Other requirements, as determined by the Township.

5) **Committee Appointment Process:**

a. **Qualification of Members:**

- i. The qualifications required for Volunteer Committee Members shall be established in the Terms of Reference for each Committee
- ii. Township staff and relatives of Township staff and Council are eligible for positions as Volunteer Committee Members on any Committee at the discretion of Council, giving regard to any real or perceived conflicts that may be present. The approval of the CAO is required, prior to staff being

appointed as a Volunteer Committee Member, to ensure that committee activities will not conflict with Township duties.

- iii. All committee members shall have regard to the Municipal Conflict of Interest Act and any other applicable legislation and Council approved policies of the Township. Applicants shall disclose all potential and/or perceived conflicts known to them at the time of application. It is the responsibility of the committee member to declare a direct or indirect conflict of interest on related items.

b. **Recruitment:**

- i. The recruitment and selection process for Volunteer Committee Members will include advertisements in a community newspaper and/or on the Township's Website and/or posted at Township-owned facilities. The advertisements may include the following information:
 - 1. function or brief mandate statement of the committee for which recruitment is taking place;
 - 2. frequency and time of meetings, and where possible any other expectations for participation of Volunteer Committee Members;
 - 3. anticipated time commitment;
 - 4. a request that the applicant provide a letter of interest outlining how their qualifications, specific skills, interests and background are relevant to the committee.
- ii. Where a lack of suitable candidates express an interest in volunteering for a committee, the Township may actively recruit specific individuals to fill the available positions.

c. **Selection of Candidates:**

- i. An evaluation of applications will be conducted by a Staff Review Team consisting of the Township Clerk, Chief Administrative Officer and/or relevant Department Head. Council shall be provided with copies of all applications received and a summary of the results of the Staff Review team evaluation in a closed session.
- ii. Council shall be responsible for the selection of preferred candidates for each Committee.
- iii. Members of the Staff Review Team and any other staff identified by Council may also be invited to provide advice.
- iv. The Staff Review Team shall prepare selection criteria based on the specific expertise needed by the committee and the need to reflect the community.
- v. Council may, at their discretion, request applicants to attend an interview. The Staff Review Team will prepare questions to be asked of each candidate. The Township Clerk and/or CAO will provide support to Council with the interview process.
- vi. All Volunteer Committee Member appointments will be made in a public meeting of Council and no vote shall be taken by ballot or any other method of secret voting.

- d. **Confidentiality Requirements and Obligations:** The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) imposes confidentiality duties and obligations on the Township of North Huron. Members of Council and Township staff shall not disclose information contained in any confidential lists of

applicants, applications, confidential reports, or other information received at in-camera sessions.

e. **Selection of Council Representation:**

- i. At the beginning of each new term of Council, the CAO shall request that the Members of Council provide their first and second choices for Committee appointments. The CAO and Reeve shall be the Striking Committee for Council representation on Committees.
- ii. Council representation for any Committees created during the term of Council shall be appointed by Council motion, and such appointments shall be consolidated into the Township Appointment By-law from time to time.

6) **Non-Township Committees:** Some informal committees or groups of individuals may be formed outside the auspices of the Township, but have an interest in a particular Township facility, service or project. Such informal committees or groups shall not be considered Committees of Council, but may liaise with Council or Township staff.

- a. **Volunteer/User Groups:** Volunteers or users of facilities and programs provide valuable input and volunteer service to community improvement projects. Volunteerism shall be recognized and encouraged by the Township. Formal Terms of Reference are not required for informal volunteer groups, however guidelines may be provided by the Township to establish the role of the group, how they will liaise with Township staff, and to ensure the safety of volunteers while they are working on Township property.
- b. **Special Interest Groups:** From time to time, groups of citizens, persons or organizations may lobby or petition Council to influence their decision on a particular matter. Special Interest Groups may request to appear before Council as a delegation, in accordance with the Township's Procedural By-law.

Schedule “A”

Committees of Council:

Committee/Board	Appointee(s)

Council Representatives Appointed to External Committees:

Committee/Board	Appointee(s)
Alice Munro Festival of the Short Story Committee	•
Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee – Central Grouping (North Huron, Morris-Turnberry, Huron East)	• Reeve Paul Heffer
Coalition for Huron Injury Prevention (CHIP)	•
Community Safety and Well-Being Plan Advisory/Oversight Committee	•
Huron County Sustainable Huron Committee	•
Huron County Water Protection Steering Committee	•
North Perth-North Huron Family Health Team Board (North Huron, Morris-Turnberry, ACW, Huron-Kinloss, and South Bruce)	• Councillor Anita van Hittersum (until September 2023)
Wingham & Area Health Professionals Recruitment Committee	•
Wingham Columbus Centre Joint Committee	•

Appointments to Local Boards:

Committee/Board	Appointee(s)
Blyth-Hullet Landfill Site Board (North Huron and Central Huron)	•
Blyth Business Improvement Area (BIA) Board	• • • • • • •
Maitland Valley Conservation Authority Board	•
Westario Power Inc. Board	•
Wingham Business Improvement Area (BIA) Board	• • • •

	<ul style="list-style-type: none">•••
Wingham Landfill Site Board	<ul style="list-style-type: none">•••



TOWNSHIP OF NORTH HURON

Report No.
CL-2022-19

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Carson Lamb, Clerk
DATE: 05/12/2022
SUBJECT: CL-2022-19 Appointment of Court of Revision
ATTACHMENTS: CL-2022-19 Understanding Court of Revision Procedures Under the Drainage Act

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding Appointment of the Court of Revision, for information purposes;

AND FURTHER, THAT Council directs the Clerk to prepare a by-law for the December 19, 2022 Regular Council meeting to appoint the following members to the Court of Revision under the Drainage Act, R.S.O. 1990, c. D17. for the 2022-2026 term of Council:

-
-
-
- Alternate Member –

PURPOSE:

The purpose of this report is to seek Council direction regarding Court of Revision appointments for the 2022-2026 term of Council.

BACKGROUND INFORMATION:

The Court of Revision is an appeal body established under Section 97 the *Drainage Act* and is administered by municipalities. The *Drainage Act* sets out a democratic process for constructing new drains or improving existing drains. The basic idea is that property owners who benefit from a new or improved drain should pay their share toward the cost of construction. The Court of Revision for drainage works occurs before any construction can begin.

A drainage report is prepared by a drainage engineer which outlines the proposed drainage works and includes a schedule of affected properties. Once the report is provisionally adopted by Council, a notice of the sitting of the Court of Revision is sent to all affected property owners. The purpose of the Court of Revision is to hear any appeals to the costs being assessed to individual property owners as outlined in the engineer's drainage report and make final decisions regarding these appeals. Affected property owners may object to any costs being assessed by filing a Notice of Appeal with the Clerk within 10 days of the sitting of the Court of Revision.

The Court of Revision has only one power – to change the schedule of assessments. In other words, the Court of Revision may re-allocate funds in a drainage assessment schedule (see "Understanding Court of Revision Procedures Under the Drainage Act" attached). Members cannot make changes to the technical aspects of the engineer's drainage report.

DISCUSSION:

A Court of Revision consists of three or five members appointed by the Council of the municipality initiating the drainage works. Every such member of the Court of Revision must be a person eligible to be elected as a Member of Council or shall be a Member of Council. Where the lands assessed for the drainage works extend from the initiating municipality into a neighbouring municipality, the Court of Revision must consist of two members appointed by the Council of the initiating municipality (one of whom shall chair), and one member appointed by the Council of each of the neighbouring municipalities.

At this time, the Council of the Township of North Huron is required to appoint members to the Court of Revision for the 2022-2026 term of Council. Many municipalities, including North Huron, have historically chosen to appoint Members of Council as the Court of Revision. Traditionally, the Clerk is the Recording Secretary for the Court of Revision.

In the past, the Township of North Huron has appointed three Council Members and one alternate Council Member to the Court of Revision. The alternate Council Member attends the Court of Revision only if another Member is unable to attend or if another Member has a declared conflict of interest/pecuniary interest on the drainage works. It is recommended that Council continue with this approach and appoint three Council Members to the Court of Revision plus an alternate Council Member for the full 2022-2026 term. Council would then confirm the composition of the Court of Revision by resolution for each specific drainage works appeal.

FINANCIAL IMPACT:

None at this time.

FUTURE/OTHER CONSIDERATIONS:

None at this time.

OTHERS CONSULTED:

Drainage Act, R.S.O. 1990, c. D17.

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #3 Governance and Modernization – “Our goal is to be a fiscally sustainable, transparent, and forward-thinking municipality that works with its residents and stakeholders through communications and community engagement.”



Carson Lamb, Clerk



Dwayne Evans, CAO



Understanding Court of Revision Procedures Under the Drainage Act

Sharon McCartan, OMAFRA

FEBRUARY 2010

INTRODUCTION

The Court of Revision is an appeal body established under the Drainage Act and administered by the local municipality. The Court of Revision allows landowners to challenge their drainage assessments quickly and informally. Unlike the Drainage Tribunal or the Drainage Referee, the Court of Revision has one power – to re-allocate funds in a drainage assessment schedule.

To learn more about assessments under the Drainage Act, refer to fact sheet Agdex 557 Order # 92-035, “Understanding Drainage Assessments.”

STEPS LEADING UP TO THE COURT OF REVISION

The Drainage Act sets out a democratic process for constructing new drains or improving existing drains. The following is a very basic outline of how a typical report would get to the Court of Revision. Refer to the Drainage Act for specific process requirements.

- One or more property owners submit a petition for drainage to their municipality. A project to improve an existing drain can also be initiated with a landowner request to council.
- The Council reviews the petition or request and decides whether to accept it.
- If accepted, Council sends a notice to the petitioner(s) and the local Conservation Authority, or, where a Conservation Authority does not exist, to the Minister of Natural Resources.
- After a 30 day period Council appoints an engineer to prepare a report.
- After completion of all meetings, surveys, design calculations or possible preliminary reports, the Engineer submits a final report which includes an assessment schedule that levies a share of the project cost on individual properties.
- The report is considered by council at a “meeting to consider the report”. The property owners affected by

the drain are invited to this meeting and have an opportunity to influence council’s decision.

- If council decides to proceed with the project, they give two readings of a bylaw adopting the report; at this stage, the bylaw is known as a ‘provisional bylaw’.
- A copy of the provisional by-law and a notice of the date and time of the Court of Revision hearing is sent to all involved property owners.
- The Court of Revision must be held before the third and final reading of the bylaw.

As you can see, quite a few steps must occur before a municipality can hold the Court of Revision’s first sitting.

APPEALS PROCEDURE AND TIMELINES

1 – Notice of the Sitting of Court

The municipal clerk must send notice of the first sitting of the Court to all landowners in the watershed of the proposed drain. The notice must be sent not more than 30 and not less than 20 days before the Court date. The notice must also be sent within 30 days of the second reading of the provisional bylaw. This notice must include:

- Date and time of the Court of Revision
- A copy of the provisional bylaw
- Procedure for Filing an Appeal

2 – Appeal Notice

Owners must send their appeal notices to the municipal clerk at least 10 days in advance of the date for the Court.

However, at their first sitting, the Court may, by resolution, agree to hear appeals that were not filed 10 days prior to the hearing date.

3 – Hearing

The municipality holds the hearing. For more detail on how to run a Court of Revision hearing, refer to “Suggested Procedure,” below.

4 – Appeals from the Court of Revision

All decisions made can be appealed to the Agriculture, Food and Rural Affairs Appeal Tribunal within 21 days of the pronouncement of the Court of Revision’s decision.

5 – Authorizing Bylaw

After all assessment appeals to the Court of Revision, Tribunal or Referee are exhausted, Council gives third reading to the authorizing bylaw. Due to the appeals process, 40 days is the minimum amount of time that must pass between mailing the notice of the Court’s first sitting, to giving the by-law its third reading. If landowners file appeals, the process will likely take longer.

THE ROLE OF THE CLERK

- The municipal clerk receives all notices of appeal to the Court of Revision.
- In advance of the Court of Revision hearing, the clerk should make a list of all appeals specifically listing the name of the appellant, the property of the appellant, the amount of the assessment and a summary of the grounds for the appeal
- If the Court of Revision is considering the reduction of a property assessment and is considering adding this reduction to a property whose owner is not in attendance, the court must adjourn. The clerk schedules a second sitting of the Court and notifies all property owners affected by the reduction.
- The clerk also alters any assessments changed by the Court and amends the provisional bylaw.

THE ROLE OF THE MEMBERS OF THE COURT OF REVISION

- Members of the Court may hear appeals on three grounds:
 - 1) Land or road has been assessed too high or low.
 - 2) Land or road should have been assessed but has not.
 - 3) Due consideration has not been given to the land’s use.
- The members of Court must hear these appeals and decide whether they are valid. The members must comply with the *Statutory Powers Procedure Act*, and they must conduct themselves fairly and without bias.
- The Court only has authority to change the schedule of assessments; they cannot make changes to the technical aspects of the report and they cannot refer the report back to the engineer for modifications.

- Total costs of the project must remain the same, which means that if the Court reduces an assessment, the Court re-allocates the shortfall among other assessed property owners.
- If the Court is considering adding to the assessment of one or more properties whose owners are not in attendance, the Court must adjourn and send notice to assessed property owners who were not at the Court of Revision at the time of the re-allocation. This allows the re-assessed landowners to appeal their new assessments.

THE ROLE OF THE APPELLANT

- If a landowner feels an assessment against their lands is too low, that land should have been assessed but has not, or that consideration has not been given to land use, they can file an appeal with the Court of Revision.
- Appeals must be filed with the clerk at least 10 days before the date of the Court of Revision.
- If a landowner wishes to appeal, but misses the date for filing the appeal, they can appear at the first sitting of the Court of Revision and request to have their appeal heard.
- At the sitting of the Court, the list of appellants will be read out and the Engineer will give evidence. When his or her time to present their case comes, the appellant must explain their reasons for appealing the assessment schedule.
- After the Court of Revision pronounces their decision, affected property owners have 21 days to appeal this decision to the Agriculture, Food and Rural Affairs Appeal Tribunal and the Tribunal’s decision on this appeal is final.

COMPOSITION OF THE COURT OF REVISION

- If a drainage works only affects the initiating municipality, the initiating municipality’s council appoints 3 to 5 members to make up the Court of Revision.
- If a drainage works affects two or more municipalities, the council of the initiating municipality appoints two members of the Court; and every other involved municipality appoints one person to be a member. One of the members appointed by the initiating

- municipality is the chair of the Court of Revision.
- To be eligible to sit as a Court of Revision member, the individual must be eligible to seek election as a member of council.
- Members of council may be appointed as members of the Court. However, the two roles must be kept separate – if a council member wishes to hear information or pass resolutions outside of the scope of the Court of Revision, they must close the Court, then open a new council meeting.

SUGGESTED PROCEDURE

- Opening of the Court of Revision
- Oaths
 - Members may take an oath, but it is not legally required.
 - Members are still legally required to act fairly and impartially, whether they declare this publicly as an oath or not.
- Order of Appeals
 - The appeals and the order in which they will be held are read out.
- Engineer Gives Evidence
 - The engineer gives his or her evidence regarding each appeal before the Court, per s. 55 of the Act.
- Appellants Present their Case
 - The landowners orally make a case for why their land was improperly assessed before the members of court.
 - The engineer may rebut the landowner's case.
- Late Appeals
 - If the Court of Revision members choose, they agree to entertain late appeals, per s. 52(2) of the Act.
- Deliberations
 - The Court of Revision members should retreat to deliberate these appeals and make decisions in private.
 - If court is considering reducing an assessment and adding it to a property whose owner is not present, then they must adjourn the Court of Revision, send notice to the absent parties to allow them to appeal the change, then reconvene, per s. 53 of the Act.
- Closing the Court of Revision and Rendering a Decision
 - The Court of Revision may give oral decisions on each appeal but this oral decision should be followed up with a decision in writing.
- Choosing which schedule to adopt

- The Court of Revision should document whether they decided to adopt an altered version of the assessment schedule, or whether they chose to adopt the schedule as presented by the engineer.
- A sample decision is included below.

FURTHER INFORMATION

Related Factsheets

Understanding Drainage Assessments, Agdex 557
Drainage Act Appeals, Agdex 557

Author Information

These Court of Revision guidelines were authored by Sharon McCartan, OMAFRA, Environmental Management Branch, Guelph, Ontario.
Reviewed by Sid Vander Veen, Drainage Coordinator, and by Andy Kester, Drainage Inspector.

Sample Decision of the Court of Revision:

DECISION of the COURT OF REVISION

RE: _____ Municipal Drain

Decisions Pronounced on the ____ day of _____, 20____

Appeal #1 – Appellant: _____ Property: _____

Appeal Summary: Assessment should be lowered because a portion of the property drains into another municipal drain.

Decision: That the assessment of costs on Lot 19, Con 84, Roll #0330 be reduced by two thirds from \$300.00 to \$100.00 and that the difference of \$200.00 be assessed to municipal road.

Appeal #2 – Appellant: _____ Property: _____

Appeal Summary: The crop damage allowance is insufficient and should be increased.

Decision: The appeal is dismissed as it is outside the jurisdiction of the Court of Revision. Property owners have the right to appeal their allowances to the Agriculture, Food and Rural Affairs Appeal Tribunal.

Appeal #3 – Appellant: _____ Property: _____

Appeal Summary: Assessment should be lowered because the engineer has calculated the assessment based on 100% agricultural land use; actual use is 50% agriculture and 50% bush.

Decision: The assessment on this property is reduced by \$300 and the reduction is added to the assessment on property _____. The owner of this property was present at the hearing of the court of revision.

Appeal #4 – Appellant: _____ Property: _____

Appeal Summary: Assessment should be lowered because the owner has no intention of using the land for agricultural purposes.

Decision: That the appeal be dismissed. Property still has the potential to be used for agriculture and has been assessed at similar rates to nearby agricultural properties.

Appeal #5 – Appellant: _____ Property: _____

Appeal Summary: Assessment on all private properties should be reduced and an environmental agency should be charged \$5000 for the cost of studies that were required for the agency's approval of the project.

Decision: The appeal is dismissed. The Drainage Act only allows properties to be assessed and the environmental agency is not a property owner.

FURTHER APPEAL RIGHTS

If dissatisfied with the Decisions of the Court of Revision which were pronounced on the ____th day of _____, 20____, anyone may appeal this decision to the Agriculture, Food and Rural Affairs Appeal Tribunal by filing a notice of appeal with Clerk of the municipality within 21 days of the date of this decision.

Signed:

(name), Chair

Court of Revision for the _____ Municipal Drain

Dated this ____th day of _____, 20____.

_____, Clerk

Municipality of _____

Sample Court of Revision Decision. A written decision should be mailed to every appellant after the hearing concludes.

For more information:
Telephone: 1-888-466-2372
E-mail: about.omafra@ontario.ca

www.ontario.ca/omafra



TOWNSHIP OF NORTH HURON

Report No.
CL-2022-20

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Carson Lamb, Clerk
DATE: 05/12/2022
SUBJECT: CL-2022-20 Composition of Committee of Adjustment
ATTACHMENTS: By-law No. 53-2019 – Committee of Adjustment Terms of Reference

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding the Composition of the Committee of Adjustment, for information purposes;

AND FURTHER, THAT Council directs staff to proceed with Option ... for the composition of the Committee of Adjustment for the 2022-2026 term of Council;

AND FURTHER, THAT Council directs the Clerk to prepare a by-law for a future Regular Council meeting to appoint the Committee of Adjustment for the Township of North Huron.

PURPOSE:

The purpose of this report is to seek Council direction regarding Committee of Adjustment appointments for the 2022-2026 term of Council.

BACKGROUND INFORMATION:

The Committee of Adjustment is a statutory tribunal with authority delegated to it under the provisions of Section 44 of the *Planning Act*. The purpose of the Committee is to hold public hearings to make decisions on minor variances from the Township's Zoning By-law submitted pursuant to Section 45 of the *Planning Act*. The Committee is a quasi-judicial tribunal independent and autonomous from Council and Municipal Administration. The Committee must satisfy legal requirements concerning notice, public hearings, calling of witnesses, notices of decisions and recording of proceedings. The Committee's decisions may be appealed to the Ontario Land Tribunal (OLT).

Under Section 44(3) of the *Planning Act*, it states that *"The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually."*

In other words, the *Planning Act* allows the Township to appoint any person to the Committee, but the members of the Committee who are members of a municipal Council shall be appointed annually by by-law. In accordance with Sections 44(1) and 44(5) of the *Planning Act*, the Committee must be composed of a minimum of three (3) members. Where the Committee of Adjustment is composed of three (3) members, two (2) members constitute a quorum, and where the Committee is composed of more than three (3) members, three (3) members constitute a quorum.

In previous terms of Council, all Members of the Township of North Huron Council have been appointed as members of the Committee of Adjustment. The Reeve has acted as the Chair and the Deputy Reeve has acted as the Vice Chair. The Clerk has traditionally served as the Secretary-Treasurer for the Committee of Adjustment.

Historically, the Committee of Adjustment met on an as-needed basis to consider applications and meetings were held thirty (30) minutes prior to a Regular meeting of the Council of the Township of North Huron. Attached to this report are Terms of Reference for the Committee of Adjustment that were adopted as By-law No. 53-2019 at the June 3, 2019 Regular Council meeting.

DISCUSSION:

While all seven members of the Council of the Township of North Huron have been appointed as members of the Committee of Adjustment in the past, that is not the only option. As the Committee of Adjustment is required to be independent and autonomous from Council, many municipalities have appointed citizen/public members to the Committee of Adjustment. Knowing this, staff have researched various Committee of Adjustment compositions across the Province of Ontario and have prepared the following six options for Council's consideration:

Option 1: A Committee of Adjustment comprised of all seven (7) Council Members, each having an equal vote.

Option 2: A Committee of Adjustment comprised of three (3) Council Members, each having an equal vote.

Option 3: A Committee of Adjustment comprised of four (4) residents of the Township of North Huron and one (1) Council Member, each having an equal vote.

Option 4: A Committee of Adjustment comprised of two (2) residents of the Township of North Huron and one (1) Council Member, each having an equal vote.

Option 5: A Committee of Adjustment comprised of five (5) residents of the Township of North Huron, each having an equal vote.

Option 6: A Committee of Adjustment comprised of three (3) residents of the Township of North Huron, each having an equal vote.

FINANCIAL IMPACT:

The composition selected by Council will have a minor financial impact on the Township. A smaller Committee composition would result in less meeting pay being required to be paid.

FUTURE/OTHER CONSIDERATIONS:

As noted above, Members of the Committee of Adjustment who are not Members of a municipal Council shall hold office for the 2022-2026 term of the Council. The Members of the Committee who are Members of Council shall be appointed annually.

Next steps in the appointment process of the Committee of Adjustment will be dictated by the composition selected by Council. Any appointments will occur in accordance with the Township's Committee Appointment Policy.

OTHERS CONSULTED:

Hanna Holman, Planner.

RELATIONSHIP TO THE STRATEGIC PLAN:

As the Township of North Huron is required to appoint a Committee of Adjustment under the *Planning Act*, no consideration was given to the North Huron Strategic Plan.



Carson Lamb, Clerk



Dwayne Evans, CAO

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

BY-LAW NO. 53-2019

A by-law to adopt Terms of Reference for the Township of North Huron Committee of Adjustment

WHEREAS Section 5 (3) of the Municipal Act, 2001, S O 2001, c 25, as amended, provides that municipal power shall be exercised by by-law,

AND WHEREAS Section 5.8(d) of the Council and Committee Procedure By-law states that Council shall adopt a Terms of Reference for every Committee of Council;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to adopt a Terms of Reference for the Committee of Adjustment,

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

1. That the "Terms of Reference for the Committee of Adjustment" attached hereto as "Schedule A" is hereby adopted and shall form part of this by-law,
2. That this by-law shall come into force and take effect on passing.

READ A FIRST AND SECOND TIME THIS 3RD DAY OF JUNE, 2019

READ A THIRD TIME AND PASSED THIS 3RD DAY OF JUNE, 2019



Bernie Bailey, Reeve

CORPORATE SEAL



Carson Lamb, Clerk

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

**BY-LAW NO. 53-2019
SCHEDULE "A"
June 3, 2019**

**COMMITTEE OF ADJUSTMENT
TERMS OF REFERENCE**



Mandate, Responsibility & Scope of the Committee

The Committee of Adjustment ("the Committee") is a statutory tribunal with authority delegated to it by the Council of the Corporation of the Township of North Huron under the provisions of the Ontario Planning Act. The purpose of the Committee is to hold public hearings to make decisions on Minor Variance Applications submitted pursuant to Section 45 of the Planning Act.

While the membership of the Committee is made up of members of the Township of North Huron Council, it operates independently from Council and its decisions may be appealed to the Local Planning Appeal Tribunal (LPAT)

Operation of the Committee

The Committee is a quasi-judicial body that must satisfy legal requirements concerning notice, public hearings, calling of witnesses, notices of decisions and recording or proceedings.

The hearings shall be held in public. Closed Session meetings may only be held in accordance with Section 239 of the Municipal Act.

All information pertaining to an Application will be presented at the hearing and all discussion on the specifics of an Application will take place at the hearing. There shall be no discussion amongst Committee members regarding an Application prior to the hearing.

The Committee is governed by procedures set out in the Planning Act, Municipal Act, Statutory Powers Procedure Act, the Provincial Policy Statement, the North Huron Official Plan and Zoning By-law and other North Huron and Province of Ontario legislation.

The Committee hearings are attended by members of the Committee, Township of North Huron staff and County of Huron Planning staff, the Secretary-Treasurer of the Committee and/or their representatives, and any member of the public that wishes to speak regarding an Application or observe the proceedings of the Committee.

Decisions of the Committee

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

**BY-LAW NO. 53-2019
SCHEDULE "A"
June 3, 2019**

The Township of North Huron Zoning By-law regulates how land and buildings are used and where buildings and structures can be located. The By-law also specifies lot sizes/dimensions, parking requirements, building heights and other regulations necessary to ensure proper and orderly development.

In certain situations, it is not possible or desirable to meet all of the requirements of the Zoning By-law.

In these situations, a property owner may make an Application for Minor Variance. A Minor Variance provides relief from a specific Zoning By-law requirement and, if approved, excuses a property owner from meeting the exact requirements of the By-law.

For the Committee to approve an Application for Minor Variance, the Planning Act requires that the Members must be satisfied that the Application meets all of the following for tests:

- Is considered to be a minor change from the Zoning requirements (an evaluation of impact rather than a numerical value);
- Is desirable for the appropriate development or use of the land, building or structure,
- Maintains the general intent and purpose of the Official Plan, and
- Maintains the general intent and purpose of the Zoning By-law.

Reasons for approval or denial of the Application should be included in the Committee decisions, including how public input impacted the decision. The decisions shall include appropriate and enforceable conditions. The Committee shall defer decisions when appropriate, with reasons and a time frame for re-hearing of the Application.

No decision of the Committee (on an Application) is valid unless it is concurred by the majority of the Members that hear the Application. The decision of the Committee shall be in writing and shall set out the reasons. The decision shall state the effect that any public comment (written or verbally at the Hearing) had on their decision. The decision shall be signed by the Members of the Committee that concur with the decision.

The following applies to the Committee of Adjustment.

1. Committee Composition, Appointment Process, Remuneration & Voting:

- The Committee will be composed of all members of the Corporation of the Township of North Huron Council,
- Four members constitute a quorum;

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

**BY-LAW NO. 53-2019
SCHEDULE "A"
June 3, 2019**

- The Reeve of the Township of North Huron shall be Chair and the Deputy Reeve the Vice Chair, unless the Reeve and/or Deputy Reeve approves the appointing of another member of the Committee to the position,
- Committee members shall be paid in accordance with the Council Remuneration Policy,
- Voting is by simple majority on the Application. A tie vote means the Application is refused.

2. Term of Office of the Committee

- The Committee shall be appointed annually by By-law.

3. Secretary-Treasurer of the Committee

- Staff Support
 - i. The Municipal Clerk, or designate, is the Secretary-Treasurer for the Committee of Adjustment,
 - ii. The Huron County Planner assigned to the Township of North Huron, will provide a Staff Report/Planning Report to the Committee for every Minor Variance Application brought forward to the Committee;
 - iii. The Secretary-Treasurer (with assistance from the Planning staff) shall perform.
 - All administrative duties related to the referral of all Application for Variance to the Committee, the processing of Applications, before and after decisions,
 - Forwarding of Appeals to the Local Planning Appeal Tribunal;
 - Taking of minutes and keeping of records for the Committee,
 - Other actions required to administer the Committee as directed by the Committee.

4. Meeting Procedures, Meeting Schedule and Meeting Location

- The Committee shall meet, as-needed, to address Applications;
- The Committee shall meet during a regular meeting of the Council of the Township of North Huron,
- In accordance with the North Huron Council and Committee Procedure By-law, the Regular Council Meeting shall be temporarily adjourned for the purposes holding a meeting of the Committee. Additional meetings may be held through a Special Meeting, requested by the Secretary-Treasurer, and dependent on the availability of Committee members;

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

**BY-LAW NO. 53-2019
SCHEDULE "A"
June 3, 2019**

- Committee meeting will be held at the Township of North Huron Council Chambers,
- Committee meetings are open to the public,
- Committee meetings, where possible, will be video recorded and posted on the Township of North Huron website or live streamed;
- Draft minutes of a meeting shall be circulated to the Committee via the next Committee Agenda. Draft minutes shall also be circulated to Council as part of a Council Agenda package. Council shall receive the draft minutes for information purposes only;

5. Public Hearing Process

The Committee will follow the following Order of Business during the Public Meeting:

- Call to Order & Call for Declaration of Pecuniary Interest of Members
- Minor Variance Application(s) – Presentation of Report by Planning Staff
- Opportunity to Comment on Application by Applicant or Agent
- Opportunity to Comment by those in Attendance
- Opportunity to Comment by Members
- Summary Comments by Planning Staff, including reminder of Appeal Period
- Decision on the Application(s) by Committee and effect of comments received on the Committee's decision
- Adjournment of the Meeting

Comments and questions shall be addressed through the Chair. The Committee shall ensure that all stakeholders are provided with information and an opportunity for input

6. North Huron Policies and Procedures

The Committee and its members are governed by all applicable municipal by-laws & policies and provincial legislation and regulation:

- North Huron Zoning By-law
- North Huron Official Plan
- North Huron Code of Conduct
- North Huron Procedure By-law
- North Huron Accountability and Transparency Policy
- Ontario Planning Act
- Ontario Provincial Policy Statement
- Ontario Municipal Act
- Statutory Power Procedure Act
- Ontario Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act

Terms of Reference Approved by Council – June 3, 2019



TOWNSHIP OF NORTH HURON

Report No.
CL-2022-21

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Carson Lamb, Clerk
DATE: 05/12/2022
SUBJECT: CL-2022-21 Composition of Property Standards Committee
ATTACHMENTS: By-law No. 22-2013 Property Standards By-law; By-law No. 55-2019 – Property Standards Committee Terms of Reference

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Clerk, dated December 5, 2022, regarding the Composition of the Property Standards Committee, for information purposes;

AND FURTHER, THAT Council directs staff to proceed with Option ... for the composition of the Property Standards Committee for the 2022-2026 term of Council;

AND FURTHER, THAT Council directs the Clerk to prepare a by-law for a future Regular Council meeting to appoint the Property Standards Committee for the Township of North Huron.

PURPOSE:

The purpose of this report is to seek Council direction regarding Property Standards Committee appointments for the 2022-2026 term of Council.

BACKGROUND INFORMATION:

The Property Standards Committee is a mandated Committee as per the *Building Code Act* and the Township of North Huron Property Standards By-law (By-law No. 22-2013 attached). The Property Standards Committee is a quasi-judicial body that hears appeals of any owner or occupant who has been served an Order, issued under the Township of North Huron Property Standards By-law, and who is not satisfied with the terms or conditions of the Order. In accordance with the *Building Code Act*, the Committee has the authority to confirm the Order, modify the Order, rescind the Order or extend the time for complying with the Order.

The Committee is independent and autonomous from Council and Municipal Administration. The Committee must satisfy legal requirements concerning notice, public hearings, calling of witnesses, notices of decisions and recording of proceedings. The Committee's decisions may be appealed to the Superior Court of Justice.

Under Section 15.6(1) of the *Building Code Act*, it provides that the Property Standards Committee must be composed of a minimum of three (3) members. A majority of the members constitutes a quorum for transacting the Committee's business.

In previous terms of Council, all Members of the Township of North Huron Council have been appointed as members of the Property Standards Committee. The Chair of the Committee has been chosen from among its members, by resolution, at the first meeting of the Property Standards

Committee. The Chair has been appointed for the entire term of the Committee and the Clerk has traditionally served as the Recording Secretary for the Property Standards Committee.

Historically, the Property Standards Committee met on an as-needed basis to consider applications. Attached to this report are Terms of Reference for the Property Standards Committee that were adopted as By-law No. 55-2019 at the June 3, 2019 Regular Council meeting.

DISCUSSION:

While all seven members of the Council of the Township of North Huron have been appointed as members of the Property Standards Committee in the past, that is not the only option. As the Property Standards Committee is required to be independent and autonomous from Council, many municipalities have appointed citizen/public members to the Property Standards Committee. Knowing this, staff have researched various Property Standards Committee compositions across the Province of Ontario and have prepared the following six options for Council's consideration:

Option 1: A Property Standards Committee comprised of all seven (7) Council Members, each having an equal vote.

Option 2: A Property Standards Committee comprised of three (3) Council Members, each having an equal vote.

Option 3: A Property Standards Committee comprised of four (4) residents of the Township of North Huron and one (1) Council Member, each having an equal vote.

Option 4: A Property Standards Committee comprised of two (2) residents of the Township of North Huron and one (1) Council Member, each having an equal vote.

Option 5: A Property Standards Committee comprised of five (5) residents of the Township of North Huron, each having an equal vote.

Option 6: A Property Standards Committee comprised of three (3) residents of the Township of North Huron, each having an equal vote.

FINANCIAL IMPACT:

The composition selected by Council will have a minor financial impact on the Township. A smaller Committee composition would result in less meeting pay being required to be paid.

FUTURE/OTHER CONSIDERATIONS:

Those appointed to the Property Standards Committee would be appointed by by-law for the entire 2022-2026 term of Council.

Next steps in the appointment process of the Property Standards Committee will be dictated by the composition selected by Council. Any appointments will occur in accordance with the Township's Committee Appointment Policy.

OTHERS CONSULTED:

None.

RELATIONSHIP TO THE STRATEGIC PLAN:

As the Township of North Huron is required to appoint a Property Standards Committee under the *Building Code Act*, no consideration was given to the North Huron Strategic Plan.



Carson Lamb, Clerk



Dwayne Evans, CAO

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

BY-LAW NO. 22-2013

A By-law prescribing the standards for the maintenance and occupancy of property within the municipality and to repeal By-law No. 15, 2003

WHEREAS under Section 15.1(3) of the *Building Code Act*, S.O. 1992, c.23, a Bylaw *may* be passed by the Council of a municipality prescribing the standards for the maintenance and occupancy of property within the municipality provided the official plan for the municipality includes provisions relating to property conditions;

AND WHEREAS the Official Plan for the Township of North Huron includes provisions relating to property conditions;

AND WHEREAS the Council of the Township of North Huron is desirous of passing a Bylaw under Section 15.1(3) of the *Building Code Act*, S.O. 1992, c.23;

AND WHEREAS Section 15.6(1) of the *Building Code Act*, S.O. 1992, c.23 requires that a Bylaw passed under Section 15.1(3) of the *Building Code Act*, S.O. 1992, c.23 *shall* provide for the establishment of a Property Standards Committee;

NOW THEREFORE the Council of the Township of North Huron hereby enacts the following:

**PART 1
DEFINITIONS**

**PART 2
GENERAL STANDARDS FOR ALL PROPERTY AND USES**

- 2.01 SCOPE
- 2.02 YARDS
- 2.03 OUTDOOR STORAGE OF MATERIALS- NO IMMEDIATE USE
- 2.04 GARBAGE RECEPTACLES
- 2.05 GARBAGE CHUTES-ROOMS-CONTAINERS-STANDARDS.
- 2.06 UNENCLOSED PORCH - BALCONY
- 2.07 GRASS-TREES- BUSHES-HEDGES-LANDSCAPING
- 2.08 GROUND COVER- EROSION CONTROL
- 2.09 LOT GRADING-DRAINAGE
- 2.10 WALKWAYS AND DRIVEWAYS
- 2.11 PARKING LOTS
- 2.12 RETAINING WALLS
- 2.13 WELLS –CISTERN-CESSPOOL-PRIVY VAULT-PIT OR EXCAVATION
- 2.14 ACCESSORY BUILDINGS
- 2.15 FENCES
- 2.16 TOWER-GANTRIES-MASTS-ANTENNAE
- 2.17 SIGNS

**PART 3
EXTERIOR PROPERTY AREAS**

- 3.01 STRUCTURAL ADEQUACY-CAPACITY
- 3.02 FOUNDATION WALLS-BASEMENTS
- 3.03 EXTERIOR WALLS-SURFACES-CLADDING-MASONRY
- 3.04 DOORS-WINDOWS-CELLAR HATCHWAYS
- 3.05 WINDOW SCREENS
- 3.06 CANOPIES-MARQUESS-AWNINGS
- 3.07 ROOFS
- 3.08 EAVES TROUGH SYSTEM- METAL DUCTS-FLASHING
- 3.09 CHIMNEY FLUES
- 3.10 GARAGES-CARPORTS

PART 4
INTERIOR OF BUILDINGS STRUCTURES AND DWELLINGS

- 4.01** INTERIOR STRUCTURES-COLUMNS-BEAMS
- 4.02** WALLS-CEILINGS
- 4.03** FLOORS
- 4.04** STAIRS- HANDRAILS-GUARDS
- 4.05** ELEVATORS
- 4.06** MEANS OF EGRESS
- 4.07** HEATING- AIR CONDITIONING
- 4.08** AIR CONDITIONING
- 4.09** ELECTRICAL
- 4.10** VENTILATION
- 4.11** LIGHTING
- 4.12** PLUMBING
- 4.13** WATER SUPPLY
- 4.14** SEWAGE SYSTEM
- 4.15** VERMIN CONTROL

PART 5
ADDITIONAL REQUIREMENT FOR RESIDENTIAL OCCUPANCY

- 5.01** OCCUPANCY STANDARDS
- 5.02** TOILET AND BATHROOM FACILITIES

PART 6
NON-RESIDENTIAL PROPERTY STANDARDS

- 6.01** YARDS
- 6.02** MEANS OF EGRESS
- 6.03** GUARDRAILS
- 6.04** SEPARATIONS
- 6.05** VENTILATION
- 6.06** LIGHTING
- 6.07** SALVAGE YARD

PART 7
VACANT-DAMAGED-DEMOLITION

- 7.01** VACANT LAND
- 7.02** VACANT BUILDING
- 7.03** DAMAGE BY FIRE-STORM-OTHER CAUSES
- 7.04** DEMOLISH BUILDING

PART 8
ADMINISTRATION AND ENFORCEMENT

- 8.01** BYLAW
- 8.02** MEASUREMENT
- 8.03** NON-COMPLIANCE
- 8.04** CONFLICTS-BYLAWS-STANDARDS-REGULATIONS
- 8.05** VALIDITY
- 8.06** PENALTY
- 8.07** SEVERABILITY
- 8.08** TRANSITIONAL RULES
- 8.09** TITLE

PART 1 DEFINITIONS

1.01 In this Bylaw:

- 1) **"Accessory Building"**- means a detached building or structure, not used for human habitation that is subordinate to the primary use of the same property.
- 2) **"Act"** - means an enactment or statute of the Province of Ontario.
- 3) **"Approved"**- means acceptance by the Property Standards Officer.
- 4) **"Basement"** - means that portion of a building between two floor levels, which is partly underground and which has at least one-half its height from finished floor to the underside of the first floor joists above the average finished grade level adjacent to the exterior walls of the building.
- 5) **"Bathroom"** – means a room containing a bathtub or shower with or without a water closet and basin.
- 6) **"Boarding House"** – means any house or building or portion thereof in which the proprietor supplies for hire or gain, lodging with or without meals, for three (3) or more persons.
- 7) **"Building"** - means any structure used or intended to be used for supporting or sheltering any use or occupancy.
- 8) **"Building Code"** - means the Building Code Act and any regulations made under that Act.
- 9) **"Chief Official"** - means the Chief Building Official appointed under Section 3 of the Building Code Act, 1992, c. 23 and having jurisdiction for the enforcement thereof.
- 10) **"Citation - Property Standards Bylaw"** This Chapter may be cited as the "Property Standards Bylaw."
- 11) **"Code"** - means a regulation of the Province of Ontario known,
 - a) with respect to matters relating to building, as the Building Code;
 - b) with respect to matters relating to electricity, as the Electrical Safety Code;
 - c) with respect to matters relating to fire, as the Fire Code; and
 - d) with respect to matters relating to plumbing, as the Plumbing Code.
- 12) **"Committee"** - means a Property Standards Committee established under Section 15.6 of the Building Code Act.
- 13) **"Corporation"** – means the Corporation of the Township of North Huron.
- 14) **"Council"** - *shall* mean the Council of the Township of North Huron.
- 15) **"Crawl Space"** – means an enclosed space between the underside of a floor assembly and the ground cover directly below with a clearance less than 1.8 metres (5'-11") in height.
- 16) **"Discarded or Abandoned Vehicle"** – means a vehicle which is not equipped with valid licence plates or which is not currently covered by comprehensive insurance by a recognized insurance company in the owners' name.
- 17) **"Discarded or Abandoned Equipment"** – means equipment in disrepair and not in use.
- 18) **"Dwelling"** - means a building, structure, mobile home or recreational vehicle with or without kitchen facilities or a part of such a building or structure, which is, or is intended to be used for the purpose of human habitation.
- 19) **"Dwelling unit"** – means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions usually including cooking, eating, sleeping, and sanitary facilities. Dwelling unit is two or more rooms used or designed to be used by one or more individuals as an independent or self-contained domestic unit or housekeeping establishment.
- 20) **"Exterior property area"** - means the building lot excluding buildings.
- 21) **"Fence"** –means any structure, wall or barrier, other than a building, erected at grade for the purpose of defining boundaries of property, separating open space, restricting ingress to or egress from property, providing security or protection to property or acting as a visual or acoustic screen.
- 22) **"First Storey"** - means that part of a building having a floor area closest to grade with a ceiling height of more than 1.8 metres (6 ft.) above grade.
- 23) **"Ground cover"** - means organic or non-organic material applied to prevent soil erosion such as concrete, flagstone, gravel, asphalt, grass or other landscaping.
- 24) **"Guard"** - means a protective barrier installed around openings in floor areas or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway, and other locations as required to prevent accidental falls from one level to another. Such barriers *may* or *may not* have openings through them.
- 25) **"Habitable room"** - means any room in a dwelling unit used or designed to be used for the purpose of living, sleeping, eating, cooking or preparation of food and without limiting

the foregoing *shall* include den, library, sunroom or recreational room or any combination thereof.

- 26) **"Kitchen"** – means an area where space is provided for the preparation of food with the provision of hot and cold running water.
- 27) **"Non-habitable space"** - means a bathroom, toilet room, water closet compartment, laundry, pantry, foyer, lobby, hall, corridor, stairway, passageway, closet, storage room, boiler room, furnace room, accessory space for service, maintenance or access within a building or a room or space which does not comply with the minimum standards for residential occupancy.
- 28) **"Non-Residential Property"** - means a building or structure or part of a building or structure not occupied in whole or in part for the purpose of human habitation, and includes the lands and premises appurtenant and all of the outbuildings, fences or erections thereon or therein.
- 29) **"Occupant"** - means any person or persons over the age of eighteen (18) years in possession of the property.
- 30) **"Officer"** - means a Property Standards Officer who has been assigned by the Council the responsibility of administering and enforcing the provisions of this Bylaw.
- 31) **"Owner"** – includes the owner in trust, a mortgagee in possession, the person for the time being, managing or receiving the rent of the land or premises in connection with which the word is used whether on his own account, whether on the person's account or as agent or trustee of any other person, or who would receive the rent if the land and premises were let, and a lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards for the maintenance and occupancy of property.
- 32) **"Person"** – means and includes any person, firm, partnership, corporation, company, association, or organization of any kind.
- 33) **"Property"** - means a building or structure or part of a building or structure, and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences and erections thereon whether heretofore or hereafter erected and includes vacant property.
- 34) **"Repair"** - includes the provision of such facilities and the making of additions or alterations or the taking of such action as *may* be required to ensure that a property conforms with the standards established in this Bylaw.
- 35) **"Safe condition"**- means a condition that does not pose or constitute an undue or unreasonable hazard or risk to life, limb or health of any person on or about the property, and includes a structurally sound condition.
- 36) **"Sanitary Sewer"** – means a sewer, for the purpose of which, to carry sewage and to which storm and surface water shall not be admitted.
- 37) **"Storm Sewer"** – means a sewer, the purpose of which is to carry storm and surface water and drainage, but not sewage.
- 38) **"Sewage"** – means any one or combination of sanitary sewage or industrial wastes or both.
- 39) **"Private Disposal System"** – means a system designed for the collection and disposal of sanitary sewage on private property and approved by County of Huron Health Unit.
- 40) **"Sign"** - means any device or notice, including its structure and other component parts, which is used or capable of being used to identify, describe, illustrate advertise or direct attention to any person, business, service, commodity or use.
- 41) **"Standards"** – means the standards of the physical condition and of occupancy prescribed for property by this By-law.
- 42) **"Toilet Room"** – means a room containing a water closet and a wash basin;
- 43) **"Vehicle"** – includes a motor vehicle, trailer, boat, motorized snow vehicle or other mechanical power driven equipment.
- 44) **"Visual barrier"** – means a continuous, uninterrupted structure and/or fence which completely blocks lines of sight when viewed perpendicularly from either of its sides and shall consist of one or more of the following materials: wood, stone, bricks, mortar, fabricated metal or other similarly solid material approved by the Chief Property Standards Officer or Chief Building Official.
- 45) **"Waste"**- means any debris, rubbish, refuse, sewage, effluent, discard, or garbage of a type arising from a residence, belonging to or associated with a house or use of a house or residential property and/or from industrial or commercial operations, or belonging to or associated with industry or commerce or industrial or commercial property, which for greater certainty includes all garbage, discarded material or things, broken or dismantled things, and materials or things exposed to the elements, deteriorating or decaying on a property due to exposure or the weather
- 46) **"Yard"** means the land other than publicly owned land around or appurtenant to the whole or any part of a residential or non-residential property and used or capable of being used in connection with the property.

PART 2 GENERAL STANDARDS FOR ALL PROPERTY AND USES

2.01 SCOPE

1. No person, being the owner or occupant of a property, shall fail to maintain the property in conformity with the standards required in this Bylaw.
2. The owner of any property which does not conform to the standards in this Bylaw shall repair and maintain the property to conform to the standards or shall clear the property of all buildings, structures, garbage, rubbish, waste or accumulations of such materials that prevent access to or exit from the property in the case of emergency, or other safety or health hazard and shall leave the property in a graded and leveled condition.
3. All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned.
4. All new construction or extensive repairs shall conform to the Ontario Building Code, where applicable.
5. This by-law does not apply so as to prevent a farm, meeting the definition of "agricultural operation" under the Farming and Food Production Protection Act, 1998, S.O. 1998, c. 1, from carrying out a normal farm practice as provided for and defined under that Act.

2.02 YARDS

Shall be kept clean and free of litter, rubbish, waste, salvage, refuse, decaying or damaged trees, branches and limbs, objects or conditions that might create a health, fire, accident hazard or unsightly condition.

- 1) *Every property shall be kept free from garbage, rubbish, waste or accumulations of such materials that prevent access to or exit from the property*
- 2) *Without restricting the generality of this Section, such maintenance includes the removal of:*
 - (a) *rubbish, garbage, waste, litter and waste;*
 - (b) *injurious insects, termites, rodents, vermin and other pests; and any condition which may promote an infestation.*
 - (c) *trees, bushes and hedges, including any branches or limbs thereof, which are dead, decayed or damaged, and brush;*
 - (d) *noxious weeds pursuant to the Weed Control Act and any excessive growth of other weeds, grass and bushes;*
 - (e) *wrecked, dismantled, inoperative, discarded or unlicensed vehicles, trailers, machinery or parts thereof, except in an establishment licensed or authorized to conduct a salvage, wrecking or repair business and then only if such establishment conforms with any relevant Bylaws, Chapters or Statutes; and*
 - (f) *dilapidated or collapsed buildings, structures or erections, and the filling in or protecting of any unprotected well.*

2.03 OUTDOOR STORAGE OF MATERIALS- NO IMMEDIATE USE

1. No machinery or parts thereof, or other object, or material, not associated with the normal occupancy and use of a property, including among other things, appliances, fixtures, paper, cartons, boxes, or building materials such as lumber, masonry material or glass, other than that intended for immediate use on the property, *shall* be stored or allowed to remain in an exterior property area.

2.04 GARBAGE RECEPTACLES

Every building *shall* be provided with sufficient proper receptacles to contain all garbage, ashes or waste, which accumulates on the property, and such materials *shall* be placed for collection in proper receptacles in compliance with applicable laws and not allowed to accumulate for longer than fourteen (14) days.

- 1) Receptacles for garbage *shall* be:
 - a) made of watertight construction

- b) provided with a tight fitting cover, which *may* be removed only when the receptacle is empty or is being actively loaded;
 - c) maintained in good condition without holes or spillage; and
 - d) closed, or emptied, rinsed and cleaned when not in use, to prevent the escape of offensive odour or waste.
- 2) Plastic bags *shall* be considered acceptable receptacles under subsection (1) above provided they are:
- a) adequately secured so as to prevent spillage;
 - b) not stored outdoors unless protected from access by animals or vermin and
 - c) otherwise are maintained in compliance with (1) above.
- 3) Paper receptacles are not acceptable under this Section, except only where they are placed inside other compliant receptacles or are placed out for collection in compliance with applicable collection Bylaws.
- 4) Where commercial, industrial on site garbage containers are visible from a public street or land, or residential properties, the area where the receptacles are stored *shall* be screened from view.

2.05 GARBAGE CHUTES-ROOMS-CONTAINERS-STANDARDS

1. Garbage chutes, disposal and collection rooms, containers and receptacles shall be washed down, disinfected and maintained to be clean, odour free and in good working order and good repair.

2.06 UNENCLOSED PORCH - BALCONY

1. Every unenclosed porch or unenclosed balcony, and every exterior and common area shall be kept free of garbage, waste, or appliances.

2.07 GRASS-TREES- BUSHES-HEDGES-LANDSCAPING

1. Grass, trees, bushes, hedges and other landscaping, shall be maintained to prevent an unsightly or unreasonable overgrowth in relation to the neighbouring environment.
2. Grass, trees, bushes, hedges and other landscaping, non-organic ground cover and site facilities shall be provided and maintained in living condition or a safe condition.

2.08 GROUND COVER- erosion control

1. Suitable ground cover shall be provided and maintained to prevent erosion of the soil and so as to be in harmony with the neighbouring environment. Where grass forms part of the ground cover, it shall be resodded or reseeded as often as is required to maintain the grass in a living condition.

2.09 LOT GRADING-DRAINAGE

1. All yards *shall* be provided and maintained with adequate surface water drainage, including suitable provisions for its disposal, without causing erosion, so as to prevent ponding or the entrance of water into a basement or crawlspace.
2. No roof, driveways or other surface drainage, and the drainage of water from swimming pools *shall* be discharged on an entranceway, walkway, sidewalk, stair, steps or adjacent property, or on to any highway, or in such a manner that it will penetrate or damage a building, structure or property.
3. Every roof drainage *shall* be discharged onto the ground at least 1 metre (39 inches) from the building or structure, providing that it does not adversely affect adjacent properties, or cause erosion. Lot drainage *shall* be contained within the limits of the premises from which it originated until absorbed by the soil or drained to an approved swale or ditch.
4. No fill shall be allowed to remain in an unleveled state on any property for longer than fourteen (14) days, unless the property is:
 - (a) a construction site for which a building permit is in effect;
5. No fill shall be left in an uncovered state (not covered by sod, seed or agricultural crop) on any property for longer than thirty (30) days unless the property is:
 - a) a construction site for which a building permit is in effect;
 - b) a property being subdivided under subdivision agreement with the Township of North Huron or
 - c) property being actively farmed.

2.10 WALKWAYS AND DRIVEWAY

1. Surface conditions of walkways, driveways and yards *shall* be installed and maintained in a safe condition with non-organic ground cover so as to:
 - a) prevent ponding of storm water;
 - b) not exhibit an unsightly appearance;
 - c) be kept free of garbage and waste;
 - d) be kept free of deep ruts and holes;
 - e) provide for safe passage under normal use and weather conditions, day or night; and
 - f) not to create a nuisance to other property.

2.11 PARKING LOTS

1. Parking lots, driveways and other similar public access areas of a yard *shall* be maintained so as to afford safe passage under normal use and weather conditions and be free from health and other hazards.
2. Parking lots, driveways and other similar public access areas of a yard *shall* be kept clean and free of litter, rubbish, waste, salvage, refuse, decaying or damaged trees, branches and limbs, objects or conditions that might create a health, fire, accident hazard or unsightly condition.

2.12 RETAINING WALL

1. All retaining walls, screen walls and ornamental walls shall be constructed of durable material and shall be maintained in a structurally sound condition.

2.13 WELLS –CISTERN-CESSPOOL-PRIVY VAULT-PIT OR EXCAVATION

1. A well, cistern, cesspool, privy vault, pit or excavation shall be permanently sealed, or secured by a fence, cover or netting, unless it is in active use, in which event it shall be secured by fencing with warning signs until the use has ceased, whereupon they shall be sealed or secured as required above.

2.14 ACCESSORY BUILDINGS

1. The foundations, walls, roofs and all parts of accessory buildings and other structures appurtenant to the main building *shall* be:
 - a) constructed with approved materials;
 - b) maintained in good repair and
 - c) protected from deterioration by the application of paint or other approved protective material.

2.15 FENCE

1. A fence erected on a property or separating adjoining properties shall be maintained:
 - a) in good repair; (free from loose or insufficiently secured, rotten, warped or broken materials),
 - b) in a safe and structurally sound condition so as to be capable of sustaining safely its own weight together with any load to which it might reasonably be subject to.
 - c) shall be free of dangerous objects and
 - d) reasonably plumb, unless specifically designed to be other than vertical.
2. The owner of any property used for multiple-dwelling, commercial, institutional, or industrial purposes shall install and maintain a visual barrier not less than 1.2 meters (4 feet) and not more than 2.0 meters (78 inches) in height where such property is used for the parking, access, and exiting of vehicles by tenants, employees, or customers or when used for the operation of equipment or when used for the storage of goods, or when used for any other purpose which may detract from the enjoyment and good appearance of an abutting residential property.

2.16 TOWER-GANTRIES-MASTS-ANTENNAE

1. Towers, gantries, masts, antennae and structures of similar character and any attachment thereto shall be maintained:
 - a) reasonably plumb, unless specifically designed to be other than vertical,
 - b) in good repair and
 - c) in a safe and structurally sound condition

2.17 SIGNS

1. A sign and any structure connected therewith shall be installed as per By-law No.60-2007 and maintained:
 - a) in good repair without any visible deterioration when viewed from any property other than the property on which the sign is situated,
 - b) in a safe and structurally sound condition and

- c) in a reasonably vertical plane unless otherwise approved by the Township of North Huron. An unused or discarded sign shall be removed from the property or shall be stored within a building.

PART 3 EXTERIOR PROPERTY AREAS

3.01 STRUCTURAL ADEQUACY-CAPACITY

1. All repairs and maintenance of property required by the standards prescribed in this Bylaw *shall* be carried out in a manner accepted as good workmanship in the trades concerned and with approved materials and sufficient for the purpose.
2. Every part of a property *shall* be maintained in good repair and in a structurally sound condition so as:
 - a) to be capable of sustaining safely its own weight, and any additional load to which it *may* normally be subjected;
 - b) to be capable of safely accommodating all normal structural movements without damage, decay or deterioration;
 - c) to prevent the entry of moisture that would contribute to damage, fungus growth, decay or deterioration; and
 - d) to be capable of safely and adequately performing its function subject to all reasonable serviceability requirements.

3.02 FOUNDATION WALLS-BASEMENTS

1. All foundation walls and the basement, cellar or crawl space floors *shall* be maintained in good repair and structurally sound.
2. Every basement, cellar and crawl space in a property *shall* be maintained in a reasonably watertight condition so as to prevent the leakage of water into the building.

3.03 EXTERIOR WALLS-SURFACES-CLADDING-MASONRY

All exterior walls and surfaces of every building or structure *shall* be sound, plumb, and weather tight, free from loose or unsecured objects and maintained in good repair:

1. In good repair free from cracked or broken masonry units, defective or deteriorated wood or metal siding or trim, cracked, broken or loose stucco, loose or unsecured objects; and
2. *Shall* be so maintained by the painting, restoring or repairing of the walls, coping or flashing, by the waterproofing of joints and the walls themselves, by the installation of or repairing of weather tight finishing, or the installation of termite shields, if required.
3. All exterior surfaces that have previously been covered with paint or other protective or decorative materials *shall* be maintained in good repair and the covering renewed when it becomes damaged or deteriorated.
4. Every part of a building including the exterior *shall* be maintained in a structurally sound condition and so as to be capable of sustaining safely its own weight and any additional weight that *may* be put on it through normal use.

3.04 DOORS-WINDOWS-CELLAR- HATCHWAYS

1. Windows, skylights, exterior doors and frames, basement or cellar hatchways, attic access doors including storm and screen doors and storm windows *shall* be maintained in good working order, good repair, in a safe condition and *shall* be of such construction so as to prevent the entrance of wind, snow or rain into the building and to minimize heat loss through infiltration.
2. At least one entrance door in every dwelling unit *shall* have hardware so as to be capable of being locked from inside and outside the dwelling unit.
3. All windows capable of being opened and all exterior doors *shall* have hardware so as to be capable of being locked or otherwise secured from inside the building.
4. All windows capable of being opened *shall* be equipped with a screen to prevent the passage of insects and the screen *shall* be maintained in a good condition.

3.05 WINDOW SCREENS

1. When an exterior opening is used or required for ventilation or illumination and is not required to be protected by a door, window or similar closure, it *shall* be protected with:
 - a) mesh screening, metal grills, or other equivalent durable rust proof material; or
 - b) other protection so as to effectively prevent the entry of rodents, large insects or vermin.

3.06 CANOPIES-MARQUEES-AWNINGS

1. All canopies, marquees and awnings shall be properly anchored so as to be kept in safe and sound condition and shall be protected from decay and rust by a periodic application of weather-coating material.

3.07 ROOF

1. Every roof, and all of its components *shall* be maintained in good repair and in a safe and structurally sound condition.
2. Without restricting the generality of this Section, such maintenance includes:
 - a) removal of loose, unsecured or rusted objects or materials;
 - b) removal of dangerous accumulations of snow or ice;
 - c) keeping roofs and chimneys in water-tight condition so as to prevent leakage of water into the building; and
 - d) keeping all roof-related structures plumb unless specifically designed to be other than vertical.

3.08 EAVES TROUGH SYSTEM- METAL DUCTS-FLASHING

1. Eaves trough, roof gutter, rainwater pipe, downspouts, flashing and all exterior ducts shall be properly secured free from loose or unsecured objects, free from obstructions and health hazards, weather-tight, free of holes and maintained in good repair.
2. Every eaves trough, roof gutter, rainwater pipe, downspout and flashing shall be properly secured and be kept in good repair, free from obstructions and health hazards.
3. Metal eaves troughs, rainwater pipes, flashing and all exterior metal ducts shall be kept free from rust by application of a suitable protective material such as paint, and shall be renewed when necessary.
4. Every roof drainage shall be discharged onto the ground at least 1 metre (39 inches) from the building or structure, when it is physically possible to do so, providing that it does not adversely affect adjacent properties, or cause erosion.
5. Eaves trough, roof gutter, rainwater pipe, downspouts, flashing and all exterior ducts shall not be connected to the sanitary sewers as per Sewer Use By-law No. 63-2010

3.09 CHIMNEY FLUES

1. Chimney, vent pipes, smoke stacks, flues, ducts and other similar equipment *shall* be constructed, installed and maintained free from obstruction and *shall* prevent:
 - a) the entrance of smoke or gases into a building
 - b) the heating of adjacent combustible materials, walls and structural members to unsafe temperatures; and
 - c) fire, health or other hazards.
2. Any fuel burning heating equipment used in a building *shall* be properly vented to the exterior by means of an approved smoke pipe, vent pipe or chimney.

3.10 GARAGE-CARPORT

1. The construction between an attached or built-in garage or carport and a dwelling unit *shall* provide an effective barrier to gas and exhaust fumes.
2. A door between an attached or built-in garage and a dwelling unit *shall* be tight-fitting and weather-stripped to provide an effective barrier against the passage of gases and exhaust fumes and *shall* be fitted with a self-closing device.
3. Garages and carports, including floors, *shall* be maintained in good repair and free from hazards.

PART 4

INTERIOR OF BUILDINGS, STRUCTURES AND DWELLINGS

4.01 INTERIOR STRUCTURE-COLUMNS-BEAMS

1. In every building, all structural components, including but not limited to all joists, beams, studding, and roof rafters, *shall* be of sound material and adequate for the load to which they are subjected.

4.02 WALLS-CEILINGS

1. Every interior surfaces and finishes of walls and ceilings *shall* be maintained:
 - a) in good repair, a surface which is reasonably smooth, clean, tight and easily cleaned
 - b) free of holes, cracks, loose plaster or other material
 - c) in a safe condition; and
 - d) so as to possess the fire resistant properties required by the Ontario Building Code and Fire Code.
2. In any bathroom the walls to a height of forty-two (42) inches above a bathtub equipped with a shower or six (6) feet above the floor of a shower stall, *shall* be maintained as to be water resistant and readily cleaned.

4.03 FLOORS

1. Every floor *shall* be smooth and level and maintained so as to be free of all loose, warped, protruding, broken or rotted boards that *may* create an unsafe condition or surface. Such defective floors *shall* be repaired or replaced.
2. Where a floor covering has become worn or torn so that it retains dirt or *may* create an unsafe condition, the floor covering *shall* be repaired or replaced.
3. Every bathroom, kitchen, laundry and shower room *shall* have a floor covering of water-resistant material and be capable of being cleaned.
4. Every cellar and basement *shall* have a floor of concrete or other material acceptable under the provisions of the Ontario Building Code, to ensure water drainage and to guard against the entry of vermin.

4.04 STAIRS- HANDRAILS-GUARDS

1. Every inside or outside stair and every porch or landing appurtenant to it *shall* be maintained so as to be free of holes, cracks and other defects which constitute accident hazards.
2. All handrails and balustrades, stairways, fire escapes, balconies, landings and porches and similar appurtenances *shall* be maintained in good repair so as to be free of holes and other defects which constitute accident hazards, *shall* be properly anchored so as to be kept in a safe and secured condition, *shall* be structurally sound for the loads imposed through their normal use and, if metal, *shall* be protected from rust or similar decay by a periodic application of paint.
3. Handrails *shall* be installed and maintained in good repair on all exterior stairs that have more than 3 risers and on all interior stairs within dwelling units that have more than 2 risers.
4. All handrails and balustrades, stairways, fire escapes, balconies, landings and porches and similar appurtenances *shall* be maintained in good repair, *shall* be properly anchored so as to be kept in a safe and secured condition, *shall* be structurally capable of supporting the loads imposed through their normal use and, if metal, *shall* be protected from rust or similar decay by a periodic application of a protective coating such as paint.

4.05 ELEVATORS

1. Elevating devices in a building, including all parts, lighting fixtures, lamps, elevator buttons, floor indicators and ventilation fans *shall* be maintained in good repair and operational.
2. All elevating devices including elevators, dumb-waiters, hoists, escalators, incline lifts and other elevating devices *shall* be installed and maintained:
 - a) in good working order and good repair; and
 - b) in a safe condition.

4.06 MEANS OF EGRESS

1. Every building, structure or dwelling unit *shall* have a safe, continuous and unobstructed passage from the interior to an exit or the outside of the building at street or grade level.
2. Exterior stairs and fire escapes *shall* be maintained in a safe state of repair and kept free of ice and snow.
4. The passage required as egress from one **dwelling unit** *shall* not pass through any other dwelling unit.
5. In every **multi-residential dwelling** where a security locking-and-release system has been provided in the front or rear lobby for the entrance into the multiple dwelling and that system is controlled from each dwelling unit, such system *shall* be maintained in good repair and in an operating condition.
6. Where a **non-residential building** contains **dwelling units** located at other than grade level, there *shall* be a secondary means of continuous and unobstructed egress from such dwelling units.
7. All means of egress within a **non-residential property** *shall* be maintained free from all obstructions or impediments;
 - a) provided with clear, unobstructed and readily visible exit signs, for every required exit; and
 - b) provided with lighting facilities capable of illuminating the means of egress to ensure the safe passage of persons exiting the building.

4.07 HEATING- AIR CONDITIONING

1. Every **residential dwelling** shall have heating equipment capable of maintaining an indoor air temperature of 22°Celsius (72°Fahrenheit).
2. It is the responsibility of the owner that all heating and mechanical systems, and their components be installed, operational and maintained in good working order.
3. Only heating equipment approved for use by a recognized standards and testing authority shall be provided in a room used or intended for use for sleeping purposes.
4. No rental **residential dwelling unit** shall be equipped with portable heating equipment as the primary source of heat.
5. Solid fuel burning appliances shall conform to the standards as set out in the Building Code. Fireplaces and similar construction used or capable of being used for burning fuels in open fires shall be connected to approved chimneys and shall be installed so as not to create a fire hazard to nearby or adjacent combustible materials and structural members.
6. If heating equipment burns solid or liquid fuel, a storage place or receptacle for the fuel shall be provided in a safe place and maintained in a safe condition.
7. Fuel-burning equipment shall be vented to a flue by means of rigid connections leading to a chimney or a vent or flue. All flues shall be kept clear of obstructions
8. Every chimney, smoke pipe and flue shall be maintained so as to prevent gas from leaking into the building.

4.08 AIR CONDITIONING

1. Air conditioners shall be equipped with adequate devices for the prevention of condensation drainage on to entrance areas, sidewalks or pathways and shall be maintained in a safe mechanical and electrical condition.
2. Cooling water from water-cooled equipment shall not be discharged on driveways, walkways or other areas used for pedestrian or vehicular traffic, or in such manner that it may cause damage to the walls, foundations or other parts of a building.
3. The discharge of cooling water from all water-cooled equipment shall be made to a proper drainage system and shall be connected in accordance with all applicable governmental regulations.

4.09 ELECTRICAL

1. Every dwelling and dwelling unit *shall* be wired for electricity and *shall* be connected to an approved electrical supply system. An adequate supply of electrical power *shall* be available in all occupied parts of every dwelling, suite and building.
2. The connection to the building and the system of circuits and outlets distributing the electrical supply within the building *shall* provide adequate capacity for the use of the building and such connections, circuits, wiring and outlets along with any fuses, circuit breakers and other appurtenances thereto *shall* be installed and maintained in good working order.
3. Extension cords are not permitted on a permanent basis.

4.10 VENTILATION

1. Ventilation shall be provided to and maintained and operated in all rooms and spaces within a building so as to prevent accumulations of heat, dust, fumes, gases, including carbon monoxide, vapours and other contaminants which may create a fire, explosion, toxic hazard or health hazard.
2. Every ventilation system shall be cleaned regularly and maintained:
 - a) in good working condition and good repair
3. When an exterior opening is used or required for ventilation and is not required to be protected by a door, window or similar closure, it shall be protected with screens in accordance with this Bylaw.
4. An opening for natural ventilation may be omitted from a bathroom or toilet room where a system of mechanical ventilation has been provided.
5. Every basement, cellar, unheated crawl space and attic shall be vented and such vents shall be designed and maintained to prevent entry of snow, rain, rodents and insects:

4.11 LIGHTING

1. Every stairway, exterior exit and entrance doorway, bathroom, toilet room, kitchen, hall, cellar, basement, laundry, furnace room and non-habitable work room in a suite, dwelling unit or building *shall* have a permanently installed lighting fixture that *shall* be maintained in a safe condition and in good working order.
2. Lighting equipment *shall* be installed throughout every property to provide adequate illumination for the use of each space so as to provide safe passage.

4.12 PLUMBING

1. All plumbing, drain pipes, water pipes and plumbing fixtures in every building and every connecting line to the sewage system *shall* be maintained in good working order and free from leaks and defects and all water pipes and appurtenances thereto *shall* be protected from freezing.
2. Plumbing systems on a property *shall* be provided, installed and maintained:
 - a) in compliance with the respective requirements of any applicable Act or Bylaw;
 - b) in good working order and good repair; and
 - c) in a safe condition.
3. All plumbing fixtures *shall* be connected to the sewage system through water seal traps.

4.13 WATER SUPPLY

1. Every dwelling and every building to which water is available under pressure through piping shall be provided with:
 - (a) adequate supply of hot water with a temperature range from 60 to 73.8 Celsius or 140 to 165 degrees Fahrenheit shall be provided and maintained in all dwelling units; and
 - (b) piping for hot and cold water connected to every kitchen fixture, every washbasin, bathtub, shower, sink and laundry area; and
 - (c) piping for cold water connected to every toilet and hose bib.

4.14 SEWAGE SYSTEM

1. Every plumbing fixture in every building *shall* discharge the water, liquids or sewage into drainage piping, which *shall* be connected to a municipal sewage system, or a system approved by the authority having jurisdiction and in accordance with all applicable law.

2. Sewage or organic waste *shall* not be discharged to the surface of the ground, but into a sewage system where such system exists. Where a sewage system does not exist, sewage or organic waste *shall* be disposed of in a manner according to the Ontario Building Code.
3. The land in the vicinity of a sewage system *shall* be maintained in a condition that will not cause damage to, or impair the functioning of the sewage system.

4.15 VERMIN CONTROL

1. Every property *shall* be maintained so as to be free from vermin and conditions that *may* promote an infestation at all times.

PART 5

ADDITION REQUIREMENT FOR RESIDENTIAL OCCUPANCY

5.01 OCCUPANCY STANDARDS

1. A non-habitable room shall not be used as a habitable room
2. No kitchen shall be used as a bedroom.
3. The maximum number of persons residing in a dwelling unit shall not exceed one person for each 9 square metres (97 square feet) of habitable room floor area.
4. The minimum dimension of any habitable room shall be 2 metres (6.5 feet).
5. The minimum area of a bedroom in a dwelling unit used by only one person shall be 6 square metres (64.5 square feet).
6. The minimum area of a bedroom in a dwelling unit used as a bedroom by two or more persons shall be 4 square metres (43 square feet) for each person.
7. Every habitable room shall have a ceiling height of at least 2.29 metres (7 feet, 6 inches). For the purpose of computing the floor area of a habitable room, no floor area under a ceiling height which is less than 2.13 metres (7 feet) shall be counted except for a bedroom which complies with the provisions that at least one half of any habitable room located directly beneath a roof and having a sloping ceiling, shall have a ceiling height of at least 2.29 metres (7 feet, 6 inches) and the area of that part of the room where the ceiling height is less than 1.5 metres (4.9 feet) shall not be considered as part of the area of the room for the purpose of determining the maximum permissible occupancy thereof.
8. No basement or portion thereof shall be used as a dwelling unit, unless it meets the following requirements:
 - a) access to each habitable room shall be gained without passage through a furnace room, boiler room or storage room;
 - b) each habitable room shall comply with all the requirements for ingress, egress,
 - c) light, ventilation and ceiling height set out in this Bylaw;
 - d) floors and walls are constructed so as to be impervious to leakage of underground or surface run-off water

5.02 TOILET AND BATHROOM FACILITIES

1. Every dwelling unit shall contain plumbing fixtures in good repair and in an operative condition, consisting of a minimum of one toilet, one sink, and one bathtub or shower.
2. All bathrooms and toilet rooms shall be located within and accessible from within the dwelling unit.
3. All bathrooms and toilet rooms shall be fully enclosed and maintained so as to provide privacy for the occupant.
4. No toilet or urinal shall be located within a bedroom or a room that is used for the preparation, cooking, storing or consumption of food.

PART 6 NON-RESIDENTIAL PROPERTY STANDARDS

6.01 YARDS

1. Every owner, and every occupant in that part of non-residential property that is occupied or controlled by the occupant, shall maintain to the standards as described in Part 2 of this Bylaw and:
 - a. in a sanitary and safe condition, free from litter, refuse and waste including such litter and refuse as may be left by customers or other members of the general public and shall provide containers for the disposal of such litter or refuse;
 - b. free from objects conditions which are health, fire or safety hazards; and
 - c. free from rodents, insects or vermin.
2. The warehousing or storage of material or operative equipment that is required for the continuing operation of the industrial or commercial aspect of the property *shall* be maintained in a neat and orderly fashion so as not to create a fire or accident hazard or any unsightly condition and *shall* provide unconstructive access for emergency vehicles. Where conditions are such that a neat and orderly fashion is achieved but is still offensive to view, the offensive area *shall* be suitably enclosed by a solid wall or a painted board or metal fence not less than 1.8 metres (6 ft.) in height and maintained in good repair.

6.02 MEANS OF EGRESS

1. All means of egress within a non-residential property shall be:
 - a) maintained free from all obstructions or impediments;
 - b) provided with clear, unobstructed and readily visible exit signs, for every required exit; and
 - c) provided with lighting facilities capable of illuminating the means of egress to
 - d) ensure the safe passage of persons exiting the building.

6.03 GUARDRAILS

1. A guard *shall* be installed and maintained in good repair on the open side of any stairway or ramp containing three (3) or more risers including the landing or a height of 600 mm (24 inches) between adjacent levels. A handrail *shall* be installed and maintained in good repair in all stairwells. Guardrails *shall* be installed and maintained in good repair around all landings, porches, balconies. Guardrails, balustrades and handrails *shall* be constructed and maintained rigid in nature.

6.04 SEPARATIONS

1. Every dwelling unit shall be maintained and protected so as to prevent the passage of noxious fumes and gases from a part of the building that is not used for human habitation into other parts of the dwelling unit.

6.05 VENTILATION

1. All non-residential properties shall be adequately ventilated by natural or mechanical means and with regard to the operations carried on therein, to ensure that persons within the property are not exposed to conditions deleterious to their health or safety.
2. Ventilation shall be provided for every locker room, clothes drying room and room in which plumbing fixtures are installed, either by means of natural ventilation through openings directly to the outside air or by means of mechanical ventilation, which ventilation will ensure a complete change of air within the rooms at least once per hour.
3. Mechanical ventilating equipment and the supports for each piece of equipment shall be maintained in good repair and in safe mechanical condition.

6.06 LIGHTING

1. All non-residential establishments *shall* install and maintain sufficient windows, skylights, and lighting fixtures necessary for the safety of all persons attending the premises.

6.07 SALVAGE YARD

1. Salvage yards shall be effectively screened from public view by a visual barrier.

PART 7 VACANT- DAMAGED-DEMOLITION

7.01 VACANT LAND

1. Vacant land *shall* be maintained to the standards as described in Part 2, of this Bylaw.
2. Vacant land *shall* be graded, filled or otherwise drained so as to prevent recurrent ponding of water.

7.02 VACANT BUILDING

1. If any building is unoccupied, the owner or the agent shall protect every such building against the risk of fire, accident, or other hazard and shall effectively prevent the entrance thereto of all unauthorized persons.
2. The owner or agent of a vacant building *shall* board up the building to the satisfaction of the Property Standards Officer by covering all openings through which entry *may* be obtained with at least 12.7 mm (0.5 inch) weatherproof sheet plywood securely fastened to the building and painted a colour compatible with the surrounding walls.
3. If a building remains vacant for a period of more than ninety (90) days, the owner or agent thereof, shall ensure that all utilities serving the building are properly disconnected or otherwise and secure the building to prevent accidental or malicious damage to the building or adjacent property, but this provision shall not apply where such utilities are necessary for the safety or security of the building.

7.03 DAMAGE BY FIRE-STORM-OTHER CAUSES

1. In the event of fire or explosion, damaged or partially burned material shall be removed from the premises, except that such material may be temporarily stored within the barricaded damaged building or structure, provided that such storage does not exceed **ninety (90) days**.
2. Fire damaged buildings, or portions thereof, shall be repaired to their original condition or shall be demolished accordingly.

7.04 DEMOLISH BUILDING

1. Where a building, accessory building, fence or other structure is demolished, the property shall be cleared of all rubbish, waste, refuse, masonry, lumber, wood, and other materials and left in a graded and leveled condition.
2. Where a building, accessory building, fence or other structure is being demolished, every precaution shall be taken to protect the adjoining property and members of the public. The precautions to be taken include the erection of fences, barricades, covered walkways for pedestrians and any other means of protection necessary for the protection of the adjoining property and members of the public.

PART 8 ADMINISTRATION AND ENFORCEMENT

8.01 This Bylaw *shall* apply to all property within the limits of the municipality.

8.02 The imperial measurements contained in this Bylaw are given for reference only.

8.03 NON-COMPLIANCE

1. The owner of any property which does not conform to the standards as set out in this Bylaw *shall* repair and /or maintain said property to comply with the standards or the property *shall* be cleared of all buildings, structures, waste or refuse and left in a levelled and graded condition.
2. Where any person fails to comply with an order issued, the municipality *may* cause the required work to be done at the cost of the person. The cost of such work *may* be recovered by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes

8.04 CONFLICTS-BYLAWS-STANDARDS-REGULATIONS

1. Where a provision of this Chapter conflicts with the provisions of another Bylaw, Act or Regulation in force within the municipality, the provision, which establishes the higher standards to protect the health, safety and welfare of the occupants and the general public, *shall* prevail.

8.05 VALIDITY

1. If any provision or article of this Bylaw is for any reason found to be invalid by a court of competent jurisdiction, the provision or article found to be invalid *shall* be severed from the Chapter and the remaining provisions or article *shall* remain in effect until repealed.

8.06 PENALTY

1. An owner who fails to comply with an order that is final and binding under this Bylaw is guilty of an offence under Section 36(1) of the *Building Code Act*, S.O. 1992, c.23, and is liable to a penalty or penalties as set out in Section 36 of that Act.

8.07 SEVERABILITY

1. It is hereby declared that each and every of the foregoing provisions of this Bylaw is severable and that, if any provisions of this Bylaw should, for any reason, be declared invalid by any Court, it is the intention and desire of this Council that each and every of the then remaining provisions hereof *shall* remain in full force and effect.

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

1. This By-law shall come into force and takes effect on the day of final passing thereof.

READ A FIRST AND SECOND TIME THIS 2ND DAY OF APRIL, 2013.

READ A THIRD TIME AND FINALLY PASSED THIS 2ND DAY OF APRIL, 2013.

CORPORATE SEAL



Reeve Neil G. Vincent



CAO/Clerk Gary Long

SCHEDULE 'A'

Maintenance and Property Service Fees

An inspection fee, when an inspection of the property pursuant to a complaint confirms that the property does not comply with the Corporation's Property Standards By-Law, per inspection. \$80.00

A file management fee applied when an order has been issued against a property. \$140.00

A file management fee applied when an inspector of the Corporation attends a Property Standards Committee meeting where an order has been upheld. \$140.00

A file management fee applied when an inspector of the Corporation attends a court hearing where a conviction has been granted. \$625.00

An administrative fee equal to a percentage of the actual costs, added to the actual costs to be recovered by the Corporation for services and materials expended in carrying out the requirements of an Order when the owner has failed to comply. 40%

A "Certificate of Compliance", where after inspecting a property, an Officer, *may*, or on the request of the owner, issue the owner a certificate of compliance \$25.00

Corporation of the Township of North Huron

NOTICE OF VIOLATION

(Discretionary)

Owner's Name and
Address

Date

Dear Sir/ Madam

RE: Description and Location of Property in Violation

Be advised that on (Date of Inspection) an inspection of your property, as noted above, revealed certain violations of the Municipality's Property Standards Bylaw No.

The inspection report attached hereto, sets out the work required to remedy such violation and to bring the property into compliance with the Bylaw.

Be advised that Bylaw No. _____ gives the municipality the authority to issue an **ORDER TO COMPLY** pursuant to Section 15.2-(2), *Ontario Building Code Act*, S.O. 1992, c.23.

It is desired that you will comply with this informal notice that the aforementioned procedural step will not be necessary.

A re-inspection of this property will take place on or about (Date) to ascertain compliance.

Should you require further information pertaining to this matter please do not hesitate to contact the undersigned during normal business hours.

Dave Black-By-law Enforcement Officer
Township of North Huron
Telephone Number: 519-357-3550 ext 41

Corporation of the Township of North Huron

O R D E R

Pursuant to Section 15.2 of the Ontario Building Code Act, S.O. 1997, c.23

Owner's Name and
Address

Date

Dear Sir/ Madam

RE: Description and Location of Property in Violation

BE ADVISED that on (Date of Inspection) an inspection of your property, as noted above, revealed certain violations of the Municipality's Property Standards Bylaw No.

The violation(s) are set out in **Schedule "A"**, attached hereto, and forms part of this **ORDER**.

IT IS HEREBY ORDERED THAT the violation(s) as set out in **Schedule "A"** be remedied and the property brought into a condition of compliance with the prescribed standards as set out in the Property Standards Bylaw No.22-2013 on or before: **Date**

TAKE NOTICE that if such violation(s) are not remedied within the time specified in this order, the municipality *may* commence legal action and/or correct such violations at the expense of the owner.

APPEAL TO PROPERTY STANDARDS COMMITTEE

If an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order the owner or occupant appeal *may* to the Property Standards Appeals Committee by sending a NOTICE OF APPEAL by registered mail to the Secretary of the committee within **fourteen (14) days** after service of the order, and, in the event that no appeal is taken, the order *shall* be deemed to be final and binding..

FINAL DATE FOR APPEAL: **Date**

Dave Black-By-law Enforcement Officer
Township of North Huron
Telephone Number: 519-357-3550 ext 41

**NOTICE OF APPEAL
TO PROPERTY STANDARDS COMMITTEE
Pursuant to Section 15.1 of the Ontario Building Code Act**

*To the Secretary
Property Standards Appeal Committee
Corporation of the Township of North Huron
P.O. Box 90, Wingham, ON N0G 2W0*

Date

**RE: Order to Remedy Violation of Standards of
Maintenance and Occupancy at:**

Description and Location of Property in Violation

TAKE NOTICE of the appeal of the undersigned to the Property Standards Appeal Committee because of dissatisfaction with the above referenced order to remedy violation of standards of maintenance and occupancy served upon the undersigned on:

Name (Owner or Agent)

Address:

Telephone Number:

APPEAL TO PROPERTY STANDARDS COMMITTEE

If an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order the owner or occupant appeal *may* to the Property Standards Appeals Committee by sending a NOTICE OF APPEAL by registered mail to the Secretary of the committee within **fourteen (14) days** after service of the order, and, in the event that no appeal is taken, the order *shall* be deemed to be final and binding. A non-refundable cheque in the amount \$125.00, payable to the Township of North Huron, is to be included.

Ontario Building Code Act, S.O. 1992, Chapter 23, Section 15.3(1)

Signature of Owner or Authorized Agent

THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 55-2019

A by-law to adopt Terms of Reference for the
Township of North Huron Property Standards Committee

WHEREAS Section 5 (3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that municipal power shall be exercised by by-law,

AND WHEREAS Section 5.8(d) of the Council and Committee Procedure By-law states that Council shall adopt a Terms of Reference for every Committee of Council;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to adopt a Terms of Reference for the Property Standards Committee,

NOW THEREFORE, the Council of the Corporation of North Huron enacts as follows.

1. That the “Terms of Reference for the Property Standards Committee” attached hereto as “Schedule A” is hereby adopted and shall form part of this by-law,
- 2 That this by-law shall come into force and take effect on passing.

READ A FIRST AND SECOND TIME THIS 3RD DAY OF JUNE, 2019.

READ A THIRD TIME AND PASSED THIS 3RD DAY OF JUNE, 2019


Bernie Bailey, Reeve

CORPORATE SEAL


Carson Lamb, Clerk

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

**BY-LAW NO. 55-2019
SCHEDULE "A"
June 3, 2019**

**PROPERTY STANDARDS COMMITTEE
TERMS OF REFERENCE**



Preamble:

The Property Standards Committee is a mandated Committee as per the Ontario Building Code Act, S.O. 1992, c 23 and the Township of North Huron Property Standards By-law

Mandate:

The Property Standards Committee hears appeals in accordance with the Township's Property Standards By-law. The Committee hears the appeal of any owner or occupant who has been served an Order, issued under the Township of North Huron Property Standards By-law, and who is not satisfied with the terms or conditions of the Order.

The Committee is an independent body consisting of all members of Council

In accordance with the Ontario Building Code Act, the Committee has the authority to confirm the Order, modify the Order, rescind the Order or extend the time for complying with the Order

The following applies to the Property Standards Committee:

1. Committee Composition, Appointment Process & Remuneration:

- The Property Standards Committee shall be made up of all members of Council and appointed by by-law as soon as possible after a municipal election,
- The Chair shall be chosen from among its members, by resolution, at the first meeting of the Property Standards Committee after the Committee is appointed. The Chair will be appointed for the entire term of the Committee,
- If the Chair is absent, the Committee may appoint an Acting Chair from among its members,
- In accordance with the Ontario Building Code Act, the Committee members shall be paid such compensation as the Council may provide. The most current Township of North Huron Council Remuneration & Expenses By-law will set out the honorarium for members.

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

**BY-LAW NO. 55-2019
SCHEDULE "A"
June 3, 2019**

2) Term of Office

The Property Standards Committee serves for the entire term of Council.

3) Township Resources Available to Committee

- Staff Support:
 - i The Municipal Clerk is responsible for providing administrative to the Committee,
 - ii The By-law Enforcement Officer is responsible for preparing reports and providing support to the Committee. For each Meeting the By-law Enforcement Officer shall provide an Information Package that will be included as part of the Agenda for the Property Standards Committee. At a minimum, the Information Package will include
 - a A copy of the Order,
 - b A Staff Reporting using the Township's standard Report format, which will outline why the Order was issued and provide details of the actions taken by the Officer to date;
 - c Where applicable, photos of the property standards issue(s),
 - d. Any other information or resource material that the Officer considers relevant to the appeal.
 - iii. The CAO will select the appropriate Recording Secretary for the Committee,
 - iv The Recording Secretary and/or the Municipal Clerk support will include.
 - In consultation with the Chair, provide public notice of a meeting, preparation of the agenda, distribution of meeting material, reports and follow-up,
 - Attendance at meetings and taking of minutes,
 - Circulation of Committee decisions in a manner decided by the Municipal Clerk;
 - Other actions required to administer the Committee as directed by the Municipal Clerk.

4) Responsibility and Scope

In accordance with the Ontario Building Code Act, the Committee has the authority to confirm the Order, modify the Order, rescind the Order or extend the time for complying with the Order

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

**BY-LAW NO. 55-2019
SCHEDULE "A"
June 3, 2019**

5. Meeting Procedures

- The North Huron Procedure By-law, with necessary modifications, shall be observed in all proceedings of the Committee,
- Committee meetings will be held on an as needed basis with the time, date and location of the meeting being decided by the Municipal Clerk in consultation with the Chair
- Committee meetings will be held at the Township of North Huron Council Chambers;
- Committee meetings are open to the public,
- Quorum for meeting shall be determined by the Chair and in compliance with the Ontario Building Code Act (Section 15 6(5));
- Committee meetings, where possible, will be video recorded and posted on the Township of North Huron website or live streamed,
- Draft minutes of a meeting shall be circulated to the Committee via the next Committee Agenda Draft minutes shall also be circulated to Council as part of a Council Agenda package. Council shall receive the draft minutes for information purposes only
- The Recording Secretary shall ensure that the Notice of Meeting is posted on the North Huron website by 4.30pm on the Friday prior to the meeting;

6. North Huron Policies and Procedures

The Property Standards Committee is a mandated committee. The Committee and its members are governed by the following municipal by-laws, policies, provincial legislation and regulation:

- North Huron Property Standards By-law
- North Huron Code of Conduct
- North Huron Procedure By-law
- North Huron Accountability and Transparency Policy
- Ontario Building Code Act
- Ontario Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act

Terms of Reference Approved by Council – June 3, 2019 by By-law 55-2019



TOWNSHIP OF NORTH HURON

Report No.
FIN-2022-26

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Chris Townes, Director of Finance/Treasurer
DATE: 05/12/2022
SUBJECT: FIN-2022-26 Purchasing of Goods, Services and Construction Policy – Orientation
ATTACHMENTS: By-law No. 16-2022 Purchasing of Goods, Services and Construction Policy

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance/Treasurer, dated December 5, 2022 regarding the Purchasing of Goods, Services and Construction Policy – Orientation, for information purposes.

PURPOSE:

The provision of a Purchasing Policy as specified by Section 270 of the Municipal Act, 2001 requires that municipalities adopt and maintain policies with respect to the procurement of goods, services and construction with integrity, fairness, equality and transparency through efficient means that produce the appropriate overall cost for the taxpayer.

BACKGROUND INFORMATION:

The Council of the Township of North Huron adopted an updated Purchasing of Goods, Services and Construction Policy as By-law No. 16-2022 (attached) at the February 7, 2022 Regular meeting.

DISCUSSION:

The attached Purchasing of Goods, Services and Construction Policy identifies the purchasing processes, limits and the authority to award.

No Member of Council or Township employee shall have the right to acquire Goods, Services and Construction or to otherwise bind the Township in respect of the acquisition of Goods, Services and Construction, except in accordance with this Policy.

FINANCIAL IMPACT:

All purchases made by any Member of Council or Township employee shall be pre-approved within either the operating or capital budgets or by other approval of Council.

This policy ensures integrity, fairness, equality and transparency through efficient means that produce the appropriate overall cost for the taxpayer.

FUTURE/OTHER CONSIDERATIONS:

Purchases up to \$5,000 are approved by the Department Head;

Purchases of more than \$5,000 and not more than \$30,000 require approval from the Department Head and the Treasurer;

Purchases of more than \$30,000 and not more than \$75,000 require approval from the Department Head, the Treasurer and the CAO;

Purchases of more than \$75,000 and any Multi-Year contract(s) over \$75,000 require approval from Council.

OTHERS CONSULTED:

None.

RELATIONSHIP TO THE STRATEGIC PLAN:

There is no relationship between this report and the 2020-2023 Strategic Plan as this report is for orientation purposes for the incoming Council.



Chris Townes, Director of
Finance/Treasurer



Dwayne Evans, CAO

The Corporation of the Township of North Huron

By-law No. 16-2022

**Being a by-law to adopt a Purchasing of Goods, Services and Construction Policy
for the Corporation of the Township of North Huron**

WHEREAS Section 5 (3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 270 (1) 3 and 270 (2) 3 of the Municipal Act, R.S.O. 2001, c.25 as amended, states that a Municipality and its local Boards shall adopt and maintain a policy with respect to its procurement of goods and services;

AND WHEREAS the Council of the Corporation of the Township of North Huron is desirous of adopting a Purchasing of Goods, Services and Construction Policy;


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


1. That Schedule "A" attached hereto and forming part of the by-law, is the Township of North Huron Purchasing of Goods, Services and Construction Policy is hereby adopted and maintained in accordance with the paragraph 270 (1) 3 and 270 (2) 3 of the Municipal Act, 2001, c.25 as amended.
2. That By-law No. 80-2018 be hereby repealed.
3. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 7th day of February, 2022.

Read a third time and passed this 7th day of February, 2022.




Bernie Bailey, Reeve


Carson Lamb, Clerk



The Corporation of the Township of North Huron

Purchasing of Goods, Services and Construction Policy

Table of Contents

SECTION A - POLICY OVERVIEW	4
1. Purpose	4
2. Scope	4
3. Authority	4
4. Review	4
5. Definitions	5
SECTION B – GENERAL REQUIREMENTS	9
1. Purchasing Services	9
2. Delegation	9
3. Division of Contracts	9
4. Signing Authorities	9
5. Purchasing Processes, Limits, and Authority to Award	10
6. Council Approval Required	11
7. Authority to Reallocate Approved Budget Funds	11
SECTION C – PURCHASING REQUIREMENTS	12
1. Specifications	12
2. Construction Contracts	13
3. Financial Securities Bonding/Bid Security	13
4. Insurance	14
5. Workplace Safety Insurance Board	14
6. Legal Claims	14
7. Contract Award and Execution	15
8. Authority to Execute Contracts	15
9. Payment for Goods, Services and Construction	15
10. Accessibility	15
11. No Local Preference	16
12. In-House Bids	16
13. Lobbying	16
14. Performance Evaluation	17
15. Bidder Submission Withdrawal	17

16.	Identical Bids	17
17.	Dispute Resolution	17
18.	Submission Debriefing	18
19.	Vendor Performance Management.....	18
SECTION D – PROCESSES FOR SPECIAL SITUATIONS		18
1.	Emergency Purchases More Than \$15,000	18
2.	Emergency Purchases Less Than \$15,000	19
3.	Co-Operative Purchasing.....	19
4.	Sole Sourcing	19
5.	Single Sourcing	20
6.	Negotiation	20
7.	Purchase of Used Equipment / Assets	21
8.	Rosters	21
SECTION E – ERRORS AND IRREGULARITIES CONTAINED WITHIN BIDS		22
1.	Electronic Bids.....	22
2.	Paper Bids	23
SECTION F – MISCELLANEOUS		26
1.	Separation of Roles and the Role of Council	26
2.	Conflict Of Interest.....	27
3.	Exceptions to Requirements of Purchasing Process	27

SECTION A - POLICY OVERVIEW

1. Purpose

- 1.1 The provision of a Purchasing Policy as specified by Section 270 of the Municipal Act, 2001 requires that municipalities shall adopt and maintain policies with respect to the procurement of goods, services and construction with integrity, fairness, equality and transparency through efficient means that produce the appropriate overall cost for the taxpayer

2. Scope

- 2.1 All Township departments and Township officials shall acquire Goods, Services and Construction in accordance with this Policy and not otherwise. No member of Council or Township employee shall have the right to acquire Goods, Services and Construction or to otherwise bind the Township in respect of the acquisition of Goods, Services and Construction, except in accordance with this Policy.
- 2.2 This Policy shall apply to the acquisition of all Goods, Services and Construction by the Township, except for the exemptions identified within this Policy.
- 2.3 The rules contained within shall not apply where the supply of funds, approval of borrowing, or the provision of other financial assistance is mandated by statute.

3. Authority

- 3.1 This policy is established pursuant, as amended, and not limited to the following:
- a) Section 270 of the Municipal Act, 2001, as amended, which provides for the adoption of policies pertaining to the Procurement of Goods, Services and Construction;
 - b) Contract Law in Canada;
 - c) Public Procurement Trade Agreements;
 - d) Canadian Free Trade Agreement;
 - e) Comprehensive Economic and Trade Agreement;
 - f) Discriminatory Business Practices Act; and
 - g) Conflict of Interest Act.

4. Review

- 4.1 Any required changes shall be submitted to Council for consideration and approval. Any changes or revisions to the Municipal Act, 2001, or to the regulations thereunder affecting the policy will apply when they come into force. This Policy will be updated to reflect such change(s) at the time of formal review. Otherwise, this Policy will be forwarded to Council for review during the first year of each newly elected Council.

5. Definitions

For the purpose of this policy:

- 5.1 **“Award”** means notification to a bidder of acceptance of a bid which brings a contract into existence. This contract will provide authorization to proceed with the Purchase, Sale, or Disposal of Goods, Services and/or Construction from or to that supplier.
- 5.2 **“Best Value”** means the optimal balance of performance and cost determined in accordance with pre-defined evaluation criteria.
- 5.3 **“Bid”** means an offer or submission from a Supplier in response to a Bid Solicitation which is subject to acceptances or rejections by the Corporation.
- 5.4 **“Bid Deposit”** means the form of security required by the terms and conditions of Bid Solicitations to guarantee that the successful Supplier enters into a Contract with the Corporation.
- 5.5 **“Bid Solicitation”** means a formal request for Bids, including Informal Quotation, Request for Quotation, Request for Pre-Qualification, Request for Tender, Request for Proposal, Request for Expression of Interest, or Request for Information.
- 5.6 **“Bidder”** means one who submits a response to an invitation to bid as issued by the Township.
- 5.7 **“Budget”** means the budget or portion of the budget approved by Council for the procurement of the goods, services or construction.
- 5.8 **“Business Premises”** means the business location from which the Goods, Services or Construction shall be supplied.
- 5.9 **“CAO”** means the Chief Administrative Officer of the Township or Designate.
- 5.10 **“Clerk”** means the Clerk / Director, Legislative and Protective Services of the Township or Designate.
- 5.11 **“Compliant Bid”** means a Bid that meets the terms and conditions of the Bid Solicitation and this Policy.
- 5.12 **“Construction”** means the construction, reconstruction, demolition, repair, rehabilitation, or renovation of a building, structure, or other engineering or architectural works and includes site preparation, excavation, drilling, soil, or seismic investigation, the supply of products and materials and the supply of equipment and machinery incidental to the construction, and the installation and repairs of fixtures of a building, structure, or other engineering or architectural work. It does not apply to routine maintenance, repair or operations of existing real property.
- 5.13 **“Consulting Services”** means the provision of expertise or strategic advice that is presented for consideration and decision-making, and includes services provided by architects, engineers, designers, surveyors, geo- technical consultants, planners and technology consultants.
- 5.14 **“Contract”** includes the purchase of goods, services or construction by, or on behalf of, the Township and the execution of purchase orders, written agreements and formal contracts as required.

- 5.15 **“Cooperative Purchasing”** means a variety of arrangements whereby two or more public procurement entities combine their requirements in a single procurement process to obtain advantages of volume purchases from the same supplier(s) or contractor(s).
- 5.16 **“Corporation”** means The Corporation of the Township of North Huron.
- 5.17 **“Council”** means the elected Municipal Council of the Township of North Huron.
- 5.18 **“Department Head”** means the head of a specific department being a Director or Designate.
- 5.19 **“Designate”** means the person or persons assigned the duties and responsibilities on behalf of, in the absence of, or incapacity of the person charged with the principal authority to take the relevant action or decision.
- 5.20 **“Disposal”** means the selling, trading, assignment and/or scrapping of Surplus Assets.
- 5.21 **“Evaluation Committee”** means the committee established to review bid documents and make recommendations of award
- 5.22 **“Goods”** includes but is not limited to goods, supplies, wares, merchandise, materials and equipment used or required by the Township.
- 5.23 **“In-House Bid”** means a process that allows for internal township departments to compete with external entities for the provision of Goods, Services or Construction.
- 5.24 **“Lobbying”** means the advocacy of an interest that is affected, actually or potentially by the Bid Solicitation process or individuals involved in the Bid Solicitation process including seeking to influence the outcome of the Bid Solicitation process or subsequent Award.
- 5.25 **“Negotiation”** means a purchasing method whereby the Corporation may negotiate directly with one or more Suppliers with the intent to award a Contract or extend an existing Contract.
- 5.26 **“Prequalification Process”** means a solicitation process in which detailed written submissions describing attributes such as experience, financial strength, education or background, or other pertinent considerations are solicited in a Request for Prequalification.
- 5.27 **“Proposal”** means a document submitted by a Proponent in response to a Request for Proposal, to be used as the basis for negotiation or for entering into a contract.
- 5.28 **“Purchase”** means:
- a) Purchasing, renting, leasing or otherwise acquiring any goods, services or construction; includes all functions that pertain to the acquisition, including the description of requirements, preparation, solicitation, selection and award of contract and all phases of contract administration.
 - b) The combined functions of purchasing, inventory control, traffic and transportation, receiving, inspection, storekeeping, salvage and disposal operations.

- 5.29 **“Purchase Order”** means a standard form document used by the Township to formalize a purchasing transaction with a supplier of Goods, Services or Construction.
- 5.30 **“Purchasing”** means the process for obtaining Goods, Services or Construction.
- 5.31 **“Purchasing Card”** means a credit card provided by the Township to duly authorized employees of the Township for use as a payment method to purchase goods or services directly from suppliers where permitted and in accordance with a written card holder agreement.
- 5.32 **“Reeve”** means the Reeve of the Township or Designate.
- 5.33 **“Request for Expressions of Interest (REOI)”** means a competitive procurement process that may be issued to prequalify vendors for various projects or purchases or to obtain information on the availability and interest of suppliers of any goods, services or construction. Requests for Expression of Interest may or may not result in the development of a list of available suppliers.
- 5.34 **“Request for Information (RFI)”** means a competitive procurement process for obtaining information or specifications, in advance of a formal bid process, to develop a more definitive set of terms and conditions, scope of work/service and the selection of qualified vendors. Requests for Information may or may not result in a formal bid process.
- 5.35 **“Request for Pre-Qualification (RFPQ)”** means a competitive procurement process for determining whether the qualifications of a bidder, as required by the Township, are at a level that will allow participation in a subsequent bidding opportunity that takes place as a direct result of the RFPQ.
- 5.36 **“Request for Proposals (RFP)”** means a competitive procurement process for obtaining unique proposals designed to meet specified terms of reference. As price is usually not the primary evaluation factor, an RFP may provide for negotiation of all terms, including price, prior to contract award. An RFP may include the provision for the negotiation of best and final offers and may be a single step or multi-step process, as per the thresholds stated of the by-law (excluding taxes).
- 5.37 **“Request for Quotations (RFQ)”** means a competitive procurement process for obtaining bids based on defined requirements for which a fixed or calculated price will be paid.
- 5.38 **“Request for Tenders (RFT)”** means a competitive procurement process for obtaining defined requirements for which a clear or single solution exists, with the objective of accepting the lowest priced responsive bid from a Responsible Bidder as per the thresholds stated in the by-law (excluding taxes).
- 5.39 **“Responsible Bidder”** means a bidder who is deemed to be fully technically and financially capable of supplying the Goods, Services or Construction requested in the solicitation.
- 5.40 **“Responsive Bidder”** means a bidder who has complied in all material respects and whose response meets all of the significant requirements as outlined in the solicitation.

- 5.41 **“Roster”** means a list of prequalified vendors, acquired through a competitive process, to be placed on a list where they will be provided an equal opportunity to perform work for the Township as it becomes available on a rotational or best fit basis.
- 5.42 **“Services”** may include, but are not limited to telephone, gas, water, hydro, janitorial and cleaning service, consultant services, legal surveys, medical services, insurance, training, and the rental, installation, inspection, repair or maintenance of equipment, machinery or other personal property.
- 5.43 **“Senior Management Team”** may include, but is not limited to, the Township’s leadership team containing the CAO and Department Heads of the various Township Departments.
- 5.44 **“Signing Authority”** refers to the maximum monetary amount, as approved by the Director of Financial Services from time to time, to which officers and employees are authorized to approve purchases of Goods, Services or Construction.
- 5.45 **“Single Sourcing”** means a procurement decision whereby the purchasing of Goods and Services or Construction are directed towards a particular vendor without solicitation of bids from other vendors because of standardization, warranty, or other factors.
- 5.46 **“Sole Sourcing”** means the purchasing of Goods, Services or Construction that are unique to a particular vendor and cannot be obtained from another source.
- 5.47 **“Solicitation”** means any and all forms of solicitation for Goods, Services or Construction by the Township, including but not limited to requests for tenders, quotations, proposals, prequalification, information and expressions of interest.
- 5.48 **“Supplier”** means any individual or organization providing goods, services or construction to the Township including but not limited to contractors, consultants, vendors, service organizations, etc.
- 5.49 **“Township”** means the Corporation of the Township of North Huron.
- 5.50 **“Treasurer”** means the Township’s Treasurer/Director of Finance or Designate.
- 5.51 **“Two Envelope Method”** means a procurement process in which a submission is submitted in two separate envelopes. The technical and qualitative information is submitted in the first envelope and the pricing information is provided in the second envelope which is only opened if the bidder is qualified by the first envelope.
- 5.52 **“Two File Method”** means a procurement process in which a submission is submitted in two separate PDF files. The technical and qualitative information is submitted in the first PDF file and the pricing information is provided in the second PDF file which is only opened if the bidder is qualified by the first PDF file.
- 5.53 **“Vendor”** means a seller or supplier of Goods, Services or Construction.

SECTION B – GENERAL REQUIREMENTS

1. Purchasing Services

- 1.1 The Treasurer shall have the authority to develop procedures to implement this policy in association with the Senior Management Team. The purchasing procedures will be approved by the Senior Management Team and are to be used as instruction for staff when purchasing goods, services or construction in compliance with this policy.
- 1.2 The Treasurer will administer this policy. Any question involving the meaning or application of this policy is to be submitted to the Treasurer who will resolve the question.
- 1.3 The Treasurer is required as part of the organization's internal controls to check, review and report any irregularities in the purchasing process and the associated risk.
- 1.4 Failure to adhere to the requirements outlined in this policy may lead to progressive disciplinary action up to and including termination of employment.

2. Delegation

- 2.1 Where authority is given to the Chief Administrative Officer (CAO), Department Head, or any other position pursuant to this policy, such authority may be delegated to subordinate staff on such terms as the CAO, applicable Department Head, or other position, as the case may be, shall consider reasonable in the circumstances.

3. Division of Contracts

- 3.1 No officer or employee of the Township shall divide the purchasing of Goods, Services or Construction in order to avoid the requirements of this Policy.

4. Signing Authorities

- 4.1 Signing authorities are approved by the Treasurer, and based on the following guidelines and apply to Purchase Orders, requisitions and cheque requisitions, provided such purchases are made in accordance with this Policy:

Signing Authorities	
CAO	\$75,000
Department Head	\$30,000

Department Managers / Supervisors	Up to \$15,000, as determined by Department Head
Department Staff	Up to \$5,000, as determined by Department Head

5. Purchasing Processes, Limits, and Authority to Award

5.1 The following processes shall be applied for the procurement and award of Goods, Services, and Construction, not available from pre-existing agreements:

Method of Procurement	Type of Quotation	Source of Bids	Type of Contract	Authority To Award	Reporting Status
Purchase of Goods, Services and Construction Less Than \$15,000					
Up to \$5,000	Open market process	Direct Source, Websites, Price Lists, etc.	Direct Purchase	Authorized User Department Staff	NO report to Council
More than \$5,000 and not more than \$15,000	Informal Request for Quotation	At minimum, 3 quotes to be obtained, where possible	Purchase Order	User Department Manager/ Supervisor & Treasurer	NO report to Council
Purchase Of Goods, Service and Construction Greater than \$15,000					
More than \$15,000 and not more than \$30,000	Request for Quotation OR Tender OR Requests for Proposals	Township Bid Hosting Service	Purchase Order and/or Agreement	User Department Head & Treasurer	Quarterly Report to Council

More than \$30,000.00 and not more than \$75,000	Tender OR Request for Proposals	Township Bid Hosting Service	Purchase Order and/or Agreement	CAO & Treasurer	Quarterly Report to Council
More than \$75,000	Tender OR Requests for Proposals	Township Bid Hosting Service	Purchase Order and/or Agreement	Council	Adopted Resolution from Report to Council
Multi-year contracts over \$75,000 total	Tender OR Requests for Proposals	Township Bid Hosting Service	Purchase Order and/or Agreement	Council	Adopted Resolution from Report to Council

5.2 Requests for Pre-Qualification, Requests for Information, and Requests for Expressions of Interest will be utilized at the discretion of the Department Head and the Treasurer as these procurement strategies do not guarantee the implementation of a formal bid process.

6. Council Approval Required

6.1 Despite any other provisions of this Policy, the following procurements, over \$10,000 excluding taxes, are subject to prior Council approval:

- a) Any contract requiring approval from the Ontario Municipal Board;
- b) Any acquisition of goods, services or construction that is not already approved in the current year's budget, such as items requiring pre- budget approval or post-budget amendments, must be reported to Council in order to have the expenditure authorized via resolution;
- c) Where the net revenue amount proposed for acceptance is lower than the Council approved budget; and
- d) Any contract where the award is not being recommended to the lowest bidder or in the case of RFP's to the highest scoring Proponent.

7. Authority to Reallocate Approved Budget Funds

7.1 To ensure proper expenditure management and budget accountability, each Director is responsible for ensuring that all purchases remain within the Department's approved operating budget or approved capital project budget, unless otherwise provided for in this policy.

7.2 Reallocation of funds between Operating Budgets and Capital Budgets is not permitted under any circumstances.

- 7.3 In order to allow purchases to proceed which exceed the approved budget, The Department Head and Treasurer shall have the authority to reallocate funds, without exceeding the aggregate budget within their control, under the following conditions:

Operating Budget

- a) The shortfall for the purchase of the good or service is less than \$10,000;
- b) All changes must be one-time and shall not affect the base budget;
- c) Reallocations may only occur within or between supplies and services accounts;
- d) General scope of work or service delivery method cannot be changed;
- e) The funding source must be the same for all accounts affected by the reallocation.

Capital Budget

- f) The shortfall cannot exceed 20% of the project budget to a maximum of \$15,000;
- g) General scope of work or service delivery method cannot be changed;
- h) If reallocating funds from a capital project/component, the capital project or component in which funds are being transferred from must already be an Awarded project/component;
- i) The funding source must be the same for all accounts affected by the reallocation.

- 7.4 All other budget over-runs must be approved by Council before Award is made.

SECTION C – PURCHASING REQUIREMENTS

1. Specifications

- 1.1 The establishment of bid solicitation specifications shall be as follows:
- a) Each user Department shall be responsible for the preparation of plans and specifications with the support of outside professional assistance as deemed necessary.
 - b) Staff may use the appropriate procurement method for the acquisition of goods, services and construction prior to the adoption of the annual operating or capital budget by Council for the following year, and before the receipt of necessary approvals from other federal, provincial or municipal agencies, provided the procurement documents specifically state that the Award is subject to receipt of such approvals.
 - c) In order to contribute to waste reduction and increase the development and awareness of environmentally sound purchasing, acquisition of Goods, Services and Construction will ensure that, wherever possible, specifications are amended to provide for expanded use of durable products, reusable products, and products that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the product or service.

It is recognized that cost analysis is required in order to ensure that the products are made available at competitive prices.

- d) Suppliers or potential suppliers shall not be requested to expend time, money or effort on design or in developing specifications or otherwise to help define a requirement beyond the normal level of service expected from Suppliers. Where such services are required,
 - i. the Treasurer shall be advised;
 - ii. a fee shall be paid, the amount of which shall be determined and agreed upon by the supplier before the service commences; and
 - iii. the detailed specifications shall become the property of the Township and can be used in obtaining competitive bids; and
 - iv. the contracted supplier will be considered a consultant and will not be allowed to make an offer for the supply of the Goods, Services and Construction.

2. Construction Contracts

2.1 For E-Bidding Submissions:

For all construction projects estimated to exceed \$75,000 a Tender Security of a minimum of 5% of the contract value in the form of a Digital Bid Bond or Scanned-In Bid Bond in PDF Format is required along with the required Financial Securities and Insurance requirements.

2.2 For Hard Copy Submissions:

For all construction projects estimated to exceed \$75,000 a Tender Security of a minimum of 5% of the contract value in the form of a bank draft, bid bond, certified cheque, or money order made payable to the Township, is required along with the required Financial Securities and Insurance requirements.

2.3 The Ontario Provincial Standards Specifications (OPSS) or applicable Canadian Construction Documents Committee (CCDC), General Conditions of Contracts are adopted as the Township's General Terms and Conditions for Construction Contracts.

3. Financial Securities Bonding/Bid Security

3.1 The Township may require that a Bid be accompanied by:

- a) a Performance Bond to guarantee the performance of the Contract;
- b) a Labour and Materials Bond to guarantee the payment for labour and materials to be supplied in connection with a Contract; and/or
- c) such further security as the Township deems appropriate in the circumstances.

4. Insurance

- 4.1 The appropriate insurance coverage shall be determined by the Treasurer in consultation with the user department and based on the recommendations of the Township's insurer, maintaining an adequate amount of protection to the Township.
- 4.2 The type of insurance required will be relevant to the goods, services or construction being purchased and may include but are not limited to:
 - a) Commercial General Liability
 - b) Automobile Liability
 - c) Contractor's Pollution or Environmental Liability
 - d) Professional Errors and Omission Liability
 - e) Builder's Risk
- 4.3 All bid solicitations must indicate the insurance requirements to be provided by the successful bidder.
- 4.4 Prior to execution of the contract, or where deemed appropriate by the Township's insurer or Treasurer, evidence of satisfactory insurance coverage must be obtained from the bidder's insurance agent or broker, ensuring indemnification of the Township of North Huron and when appropriate other agencies (i.e. the Province of Ontario, the County of Huron) from any and all claims, demands, losses, costs or damages resulting from the performance of a Supplier's obligation under Contract.
- 4.5 The successful bidder is required to keep in force the required insurance requirements throughout the course of the project and will not allow the coverage to lapse, or change, without giving thirty days' notice to the Township.
- 4.6 Failure to comply with the terms and conditions of a Bid Solicitation, including failure to provide proof of insurance as required, shall be just cause for the cancellation of the Award.

5. Workplace Safety Insurance Board

- 5.1 The successful bidder is required to supply the Township appropriate Workplace Safety Insurance Board (WSIB) clearance prior to the commencement of any works or in the absence of WSIB a supplier must provide proof of independent operator status from WSIB that they are exempt, along with evidence of insurance coverage they may carry, in lieu of WSIB.
- 5.2 Failure to comply with the terms and conditions of a Bid Solicitation, including failure to provide proof of WSIB coverage as required, shall be just cause for the cancellation of the Award.

6. Legal Claims

- 6.1 No bid or offer will be accepted from any bidder, inclusive of the bidder's subcontractors, who has a claim or has instituted a legal proceeding against the Township, or against whom the Township has a claim or instituted a legal proceeding,

without prior approval of Council. For purposes of this provision, where such bidder is a corporation, bidder shall include any non-arm's length corporation of the bidder.

7. Contract Award and Execution

- 7.1 The Treasurer, following the approval of the contract, shall notify the successful Bidder in writing.
- 7.2 Where a contract has been awarded and the successful bidder fails to execute the contract or any other required documents within the specified time, the Treasurer or designate may:
 - a) Grant the successful bidder additional time to fulfill the requirements; or,
 - b) Award the contract to the second lowest Bidder and retain the lowest bidders bid deposit; or,
 - c) Cancel the award and consider remedies available to the Township resulting from the successful bidder's inability to fulfill their responsibilities.
- 7.3 As soon as the executed contract and any other required documents are returned to and found acceptable by the Treasurer and/or user department, the bid securities of the successful Bidder and the second low bidder shall be returned to them.

8. Authority to Execute Contracts

- 8.1 Subject to statutory requirements and where all the requirements of this Policy have been met, the Reeve and Clerk are authorized to execute contracts and any related documents that have been prepared in a form satisfactory to the Township Solicitor, except where otherwise provided for in this Policy. Notwithstanding the foregoing, the Reeve and Clerk may not be required to sign amendments to existing agreements.

9. Payment for Goods, Services and Construction

- 9.1 The Treasurer is authorized to pay for Goods, Services and Construction purchased in accordance with this Policy and shall pay for any such Goods, Services and Construction unless otherwise provided in this Policy or within the time commitments specified in the purchasing agreement or contract.
- 9.2 Purchases of Goods, Services and Construction may be paid from the user Department budget by use of a purchase order or Purchasing Card and are in accordance with this Policy.
- 9.3 No prepayment for all or any part of Goods, Services or Construction shall be made unless the contract specifically provides for such prepayment.

10. Accessibility

- 10.1 In accordance with Section 5(1) of Ontario Regulations 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005, the Township shall develop specifications and terms of reference that whenever possible, are not restrictive and allow for open completion from the marketplace.

- 10.2 Advertise all formal public Tenders and Request for Proposals on the Township's bid hosting website which can be accessed via the Township's website in order that the competitive bidding opportunity be advertised and accessible to all interested firms and promote competition.
- 10.3 The Township shall endeavor to incorporate accessibility design, criteria and features when purchasing goods, services and construction, where practicable. If the above-mentioned design, criteria, and features for goods and services are deemed impracticable, the user department shall provide the Accessibility Coordinator with a written explanation explaining the constraints.

11. No Local Preference

- 11.1 Except as set forth in a), no local preference shall be shown or taken into account in acquiring Goods, Services and Construction.
- a) A local preference may be shown when the intrinsic nature of the acquisition necessitates a local preference, such as the solicitation by the Township for municipal office space or where construction materials are to be purchased at the source and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, and/or asphalt for use in the construction or repair of roads.

12. In-House Bids

- 12.1 Unless specifically approved by Council, the Township does not allow in-house bids for the acquisition of Goods, Services and construction.

13. Lobbying

- 13.1 In order to ensure fairness to all persons, the Township must endeavor to prevent unfair advantage created by lobbying. The Township reserves the right to disqualify, at any time (including after the selection process has been completed) and at its sole discretion, any person engaging in lobbying with any elected official or employee of the Township in an attempt to seek information or to influence the award of the contract. Any activity designed to influence the decision process, including, but not limited to, contacting any elected official or township staff member for such purpose as meeting or introduction, social events, meals or meetings related to the selection process, shall result in disqualification of the vendor for the project to which the influential activity is deemed to be directed. Any vendor found to be in breach of this Policy shall be subject to immediate disqualification from the procurement process and may be prohibited from future opportunities.
- 13.2 In addition, no vendor who has been awarded the contract shall engage in any contact or activities in an attempt to influence any elected official or any employee of the Township with respect to the purchase of additional enhancements, options or

modules. However, a vendor may communicate with the appropriate member of the Treasurer Department for purposes of administration of the contract during the term of the contract.

14. Performance Evaluation

14.1 The Treasurer, in conjunction with the user department and project manager, if any, may initiate a performance review at the substantial completion or conclusion of a contract or more frequently if deemed appropriate by the Treasurer.

15. Bidder Submission Withdrawal

15.1 Bidder Submissions may be withdrawn under the following conditions:

- a) A Bidder may withdraw their Submission prior to the closing time. Withdrawal requests shall be directed to the Treasurer by registered letter, email or in person. A withdrawal request made by telephone or facsimile shall not be considered. All withdrawal requests made in person shall require a written withdrawal request.
- b) Submission withdrawal requests on behalf of a bidder must be submitted by an officer of the bidder's organization.
- c) Submissions withdrawn prior to closing shall be returned unopened to the bidder.
- d) The withdrawal of a Submission does not disqualify a bidder from submitting another Submission on the same quotation/tender/proposal call prior to closing time.
- e) Withdrawal requests received after the closing time shall not be considered.

16. Identical Bids

16.1 In the event of the submission of identical bids by two suppliers, the Township will complete an evaluation of the submissions to ensure that both bid submissions and unit prices are accurate prior to conducting the tie- breaking process. The tie breaking process shall be conducted through a simple coin toss, in the presence of representatives from both suppliers.

16.2 In the event of the submission of identical bids by multiple suppliers, the Township will seek legal advice to identify mutually agreeable tie breaking solutions.

17. Dispute Resolution

17.1 If a Vendor is seeking to dispute an Award, or the process that preceded the Award, the Vendor may take the following steps:

- a) Submit a notice of question or objection in writing to the Treasurer, within fifteen (15) business days of notice of award posted on the Township bid hosting website.
- b) The Treasurer may arrange a meeting with the bidder and shall provide a response addressing the bidder's concern within fifteen (15) business days of receipt of the notice.

- c) If a resolution is unsatisfactory, the Vendor will have fifteen (15) business days from receipt of the response from the Treasurer to make a formal request to meet with the Chief Administrative Officer.
- d) If a resolution is unsatisfactory, the Vendor will have fifteen (15) business days from receipt of the response from the CAO to make a formal request to appear as a delegation at a Council meeting.

18. Submission Debriefing

- 18.1 Proponents may request a debriefing after receipt of notification of the outcome of the procurement process. All requests must be made in writing to the Treasurer and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

19. Vendor Performance Management

- 19.1 The Treasurer, in conjunction with the user department, may initiate vendor performance management to evaluate and improve the performance of all contractors awarded publicly bids by:
- a) pro-actively managing the performance of Contractors during the term of awarded Contracts, and
 - b) creating a record of past performance for use by the Treasurer and User Department in determining the award for future Solicitations.

SECTION D – PROCESSES FOR SPECIAL SITUATIONS

1. Emergency Purchases More Than \$15,000

- 1.1 When a situation, or the threat of an impending situation, occurs, that is determined by the CAO to be a threat to public health, the maintenance of essential Township services, the welfare of persons, or of public property, the protection of the Township's physical assets, or the security of the Township's interest or financial liabilities arising from unexpected conditions, and the occurrence requires the immediate delivery of Goods, Services and Construction and time does not permit the CAO to allow the Manager to acquire such Goods, Services and Construction, the CAO may make such purchases or authorize the making of such purchases without the involvement of the Treasurer or the process set out in the Policy, and the CAO is authorized to do so in the most expedient and economical means possible. Emergency purchases more than \$15,000 will be communicated to Council.

2. Emergency Purchases Less Than \$15,000

- 2.1 When a situation, or the threat of an impending situation, occurs, that is determined by the Department Head to be a threat to public health, the maintenance of essential Township services, the welfare of persons, or of public property, the protection of the Township's physical assets, or the security of the Township's interest or financial liabilities arising from unexpected conditions, and the occurrence requires the immediate delivery of Goods, Services and Construction and time does not permit the Department Head to allow the Treasurer to acquire such Goods, Services and Construction, the Department Head may make such purchases or authorize the making of such purchases without the involvement of the Treasurer or the process set out in the Policy, and the Department Head is authorized to do so in the most expedient and economical means possible. Emergency purchases less than \$15,000 will be communicated to the Treasurer through an emergency purchase requisition within two (2) business day of the emergency purchase.

3. Co-Operative Purchasing

- 3.1 The Treasurer or Department Head is authorized to participate in co-operative purchasing arrangements with other municipalities, counties/regions, associations, local boards and public agencies within the Province. The procurement policies or procurement by-law of the host agency will apply upon the Treasurer confirming that the host agency has solicited bids from the open market to obtain competitive pricing. Co-operative purchases shall be awarded in accordance with this Policy.

4. Sole Sourcing

- 4.1 Sole Sourcing is a method of procurement whereby a purchase order is issued or contract awarded without a competitive bidding process due to the fact that the supplier is the only source of supply for the required goods, services or construction. Sole sourcing will be permitted if one or more of the following circumstances apply:
- a) One supplier/contractor possessing the unique ability or capability to meet the requirements of the Corporation due to a patent, sales/distributor agreement or copyright.
 - b) Service is obtained from a public utility.
 - c) The supply relates to necessary unique replacement parts from an exclusive source of supply.
 - d) The supply relates to the purchase of parts that must be compatible with goods previously supplied, and there are no reasonable alternatives to the product.
 - e) To maintain warranty or service agreement compliance for purchased products.
 - f) When the required item is covered by an exclusive right such as a patent or copyright.
- 4.2 When sole source purchases are deemed necessary they shall be solicited by the user department with the bid solicitation method approved by the Treasurer subject

to the conditions of this Policy. Sole source contracts shall be awarded in accordance with this Policy.

5. Single Sourcing

5.1 Single sourcing is a method of procurement whereby there is more than one vendor able to supply and a purchase order is issued or contract awarded without a competitive bidding process. Single sourcing will be permitted if one or more of the following circumstances apply:

- a) disclosure of information in an open contract competition would breach some duty of confidentiality or compromise security.
- b) the compatibility of a purchase with existing equipment, product standards, facilities or service is a paramount consideration.
- c) there is an absence of competition for technical reasons and the Goods Services and/or Construction can only be supplied by a particular Supplier.
- d) the corporation has a rental contract with a purchase option and such purchase option is beneficial to the Corporation.
- e) for matters involving security, police matters, or confidential issues, in which case a purchase may be made in a manner that protects the confidentiality of the Supplier or Corporation.
- f) a roster for Professional/Technical Services has been developed in accordance with the Purchasing By-Law.
- g) when competitive procurement may be found to be impractical.
- h) where a good is purchased for testing or trial use and there is a clearly established deadline for testing or trial period that does not exceed 12 months.
- i) where construction materials are to be purchased at the source and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, and/or asphalt for use in the construction or repair of roads.
- j) when an urgent procurement is necessary for fulfilling a statutory order issued by a federal or provincial authority (i.e. compliance order)

5.2 When single source purchases are deemed necessary they shall be solicited by the user department with the bid solicitation method approved by the Treasurer subject to the conditions of this Policy. Single source contracts shall be awarded in accordance with this Policy.

6. Negotiation

6.1 The Department Head of the user department or Treasurer may under any one of the following conditions negotiate with a supplier:

- a) When there is a Sole Sourcing situation as identified above;
- b) When there is a Single Sourcing situation as identified above;
- c) When there is a business to extend a contract beyond its initial term, such as when additional work is required that pertains to a current or recently completed project;

- d) During negotiations of annual renewals within a contract period;
 - e) There are no bids in response to a Bid Solicitation.
 - f) When all bids received fail to meet the specifications or terms and conditions, and it is deemed impractical to recall bid solicitations;
 - g) When the lowest Responsive and Responsible bid received substantially exceeds the budgeted amount for Goods, Services and Construction, or is excessive in total cost as compared to the Goods, Services and Construction to be delivered, the township has the ability to enter into negotiations with the lowest compliant bidder, with the right to proceed to the next lowest compliant bidder, should a negotiated price not be reached with the lowest compliant bidder;
 - h) When the nature of the assignment is confidential and disclosure to several bidders is inappropriate, provided that the Township is in compliance with the Municipal Freedom of Information and Protection of Privacy Act in respect of any such negotiations;
 - i) When negotiating to improve revenue returns for advertising on Township property;
 - j) When negotiating any rebates based upon annual purchase value with suppliers;
 - k) When negotiating improved discounts for quick payment of invoices;
 - l) When suggesting any alternative products, offering equal or higher performance at lower costs;
 - m) When negotiating better warranties; or
 - n) When negotiating no-charge extras
- 6.2 When negotiations are deemed necessary they shall be carried out jointly in co-operation with the user department and Treasurer subject to the conditions of this Policy. Negotiated contracts shall be awarded in accordance with this Policy.

7. Purchase of Used Equipment / Assets

- 7.1 Upon written approval from the Treasurer, user departments are authorized to purchase used equipment or assets, up to a maximum of their delegated spending limit, that is sold by other municipalities by private sale or public auction; sold through a vendor license to sell used equipment; by sealed bid; or by negotiation providing that the equipment meets or exceeds the corporate equipment/asset requirements and it is documented that it is fiscally responsible to purchase a used piece of equipment, rather than purchase new.

8. Rosters

- 8.1 A Roster is the result of a competitive bidding process, which prequalifies vendors to be placed on a list where they will be provided an equal opportunity to perform work for the Township as it becomes available on a rotational or best fit basis. Rosters can only be utilized where budget is predetermined for either maintenance or capital projects.

8.2 When services are required the appropriate roster is utilized by the user department to select the service provider. Purchases awarded to a vendor on the roster shall be awarded in accordance with this Policy and the terms of the bid solicitation.

SECTION E – ERRORS AND IRREGULARITIES CONTAINED WITHIN BIDS

1. Electronic Bids

1.1 The following list of irregularities should not be considered all inclusive. The Treasurer and, as may be warranted, in consultation with any or a selection of the following, User Department Head, CAO and/or the Township's Solicitor, shall review irregularities not specifically listed and, acting in the best interests of the Township, have authority to waive such irregularities, permit correction to the irregularity or reject the submission.

	Irregularity	Response
1.	Late Submissions - Bids received after the closing date and time specified in the Bid Document.	Bidding System does not accept late bids
2.	Addenda not acknowledged	Bidding system does not accept bids that have not acknowledged all addenda
3.	Site Meeting – Bidder did not attend a Mandatory Site Meeting	Bidding System does not allow submissions from vendors that have not attended a mandatory site meeting
4.	Method of Delivery – where the bid has been submitted via any other method than through the Bidding System, where no such provision is allowed for in the Bid document	Bid declared non-compliant
5.	Bid Bond / Agreement to Bond – Bond is missing, the amount is less than the amount indicated in the bid document or the bonding company is not licensed to conduct business in Ontario.	Bid declared non-compliant

6.	Bid Bond – Bond is not electronically verifiable / enforceable (e-Bond) as indicated in the bid documents	Bid declared non-compliant
7.	Format – bid not on the form supplied by the Town or not in the format specified in the bid document	Bid declared non-compliant
8.	Documents – documents provided through the Bidding System are not the required documents or are not legible	Bid declared non-compliant
9.	Qualified Bid – where the bid has been qualified by changes to specifications or major requirements and acceptance would allow an unfair advantage over competitors	Bid declared non-compliant
10.	Other minor irregularities	The Treasurer shall have authority to waive irregularities, which they jointly consider to be minor.
11.	Any irregularity	Despite all provisions herein contained the Treasurer in conjunction with the members of the Senior Management Team may waive any irregularity where it considers it to be in the best interest of the Township.

2. Paper Bids

2.1 The following list of irregularities should not be considered all inclusive. The Treasurer and, as may be warranted, in consultation with any or a selection of the following, User Department Head, CAO and/or the Township's Solicitor, shall review irregularities not specifically listed and, acting in the best interests of the Township, have authority to waive such irregularities, permit correction to the irregularity or reject the submission.

	Irregularity	Response
1.	Late Submissions	Rejection; not opened or read publicly. Submission to be returned to submitter.

2.	Insufficient Financial Security (No Tender Security or Agreement to Bond or insufficient Tender Security).	Automatic Rejection for no bid deposit. Automatic Rejection for no agreement to bond. 48 hours to correct shortfall in bid deposit if less than required by no more than 10%.
3.	Conditional Bids (Bids qualified or restricted by an attached statement).	Automatic rejection unless, in the opinion of Department Head and Treasurer, the qualification or restriction is insignificant.
4.	Illegible or obscure Bids, non- initialed erasures, non-initialed alterations.	Automatic rejection.
5.	Documents, in which all necessary Addenda which have significant financial or scope implications in the opinion of the Treasurer and user department, have not been acknowledged.	Automatic rejection.
6.	Documents in which all necessary Addenda which do not have significant financial or scope implications in the opinion of the Treasurer and user department, and have not been acknowledged.	48 hours to submit.
7.	Bids received from bidders who did not attend mandatory site visit(s).	Automatic rejection.
8.	Bids received on documents other than those provided by the Township, when specified to do so.	Automatic rejection.
9.	Failure to insert the bidder's business name in the space(s) provided on Mandatory Submission Pages.	48 hours to submit.

10.	Failure to include signature of the person authorized to bind the bidder in the space provided on the Tender / Proposal Form.	48 hours to submit.
11.	More than one submission from the same submitter and not identified as an alternative or optional submission and no written withdrawal notice has been received.	The submission package bearing the most recent date/time stamp will be considered the intended submission and the previously date/time stamped submissions will be considered withdrawn and will be returned to sender, unopened.
12.	Bids Containing Mathematical Errors	<p>If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the tendered unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly.</p> <p>If both the unit price and the total price are left blank, the Bid will be rejected as incomplete.</p> <p>If the unit price is left blank but a total price is shown for the item, the unit price shall be corrected according to the total provided.</p> <p>If the Tender contains an error in addition and/or subtraction in the approved tender documentation format requested (i.e. not the additional supporting documentation supplied), the error shall be corrected and the corrected total Contract price shall govern.</p> <p>Tenders containing prices which appear to be so unbalanced as to</p>

		likely affect the interests of the Township adversely will be clarified and may be rejected.
13.	Other minor irregularities	The Treasurer, in conjunction with the Director of Financial Services shall have authority to waive irregularities, which they jointly consider to be minor.
14.	Any irregularity	Despite all provisions herein contained, the Treasurer in conjunction with the members of the Senior Management Team may waive any irregularity where it considers it to be in the best interest of the Township.

SECTION F – MISCELLANEOUS

1. Separation of Roles and the Role of Council

- 1.1 In accordance with best practices in municipal procurement, Council recognizes the need for a clear separation of political and administrative functions in relation to the Township's procurement operations. It is the role of Council to establish policy and to approve expenditure through the Township's budget approval process.
- 1.2 Through the delegated authority by-law, Council delegates to the Township's officers and employees the authority to incur expenditures in accordance with approved budgets through the procurement of goods, services and construction in accordance with the rules and processes set out in this policy.
- 1.3 To facilitate Council's oversight role in respect of significant projects, Council may require Departments to obtain Council's authority to initiate specific procurements by identifying procurement projects of interest, such as procurements that are of a high value or involve significant risk, security concerns or significant community interest.
- 1.4 To avoid the potential appearance of bias or political influence in procurement contract award decisions, members of Council will have no involvement in competitive procurement processes for contracts from the time those procurement process have been initiated through the advertisement or issuance of the solicitation document until the contract has been executed and awarded to the successful bidder, except where Council is required to approve the contract award in accordance with the Purchasing Processes, Limits, and Authority to Award section of this document.

2. Conflict Of Interest

- 2.1 Goods, Services or Construction shall only be purchased by the Township from any officer or employee of the Township or any member of Council or from any business in which any officer or employee of the Township or any member of Council is an officer of such business through a competitive bid process.
- 2.2 Goods, Services or Construction purchased from any officer or employee of the Township or any member of Council, or from any business in which any officer or employee of the Township is an officer shall be reported to Council through the Quarterly Delegated Authority report.
- 2.3 No person shall provide Consulting Services or Professional Services to both the Township and a private sector developer on the same or related project.

3. Exceptions to Requirements of Purchasing Process

- 3.1 The purchasing processes described in this Policy do not apply to the following items:

Training and Education

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

Refundable Employee Expenses

- a) Mileage
- b) Meal allowances
- c) Travel
- d) Miscellaneous – non-travel

Employer's General Expenses

- a) Reimbursed employee expenses
- b) Payroll and honoraria remittances
- c) Medicals
- d) Licenses
- e) Grants to agencies
- f) Damage claims
- g) Debenture payments
- h) Insurance premiums
- i) Petty cash replenishments
- j) Tax remittances
- k) Refunds/overpayment of taxes/fees
- l) Financial agreements (e.g. cost sharing with other municipalities)
- m) Workplace Safety and Insurance Board (WSIB) remittances

- n) Building permit refunds
- o) Realty taxes
- p) Employer and employee compensation
- q) Charges to or from other government agencies
- r) Real estate
- s) Bank charges
- t) Purchase of investments

Professional and Special Services

- a) Committee fees
- b) Counselling services
- c) Legal fees
- d) Appraisal charges
- e) Performance/artists fees
- f) Honorarium
- g) Arbitration fees
- h) Medical, laboratory and pharmacy fees
- i) Instructor fees
- j) Witness fees
- k) Permit or application fees
- l) Newspaper advertising as required under Notice Policy or applicable legislation

Utilities

- a) Water
- b) Sewer
- c) Natural gas, including relocation of infrastructure
- d) Electricity, including relocation of infrastructure
- e) Postage
- f) Telecommunication services, including relocation of infrastructure
- g) Cable television charges, including relocation of infrastructure

Real Property Interests

- a) All real estate transactions



TOWNSHIP OF NORTH HURON

Report No.
CAO-2022-19

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Dwayne Evans, CAO
DATE: 05/12/2022
SUBJECT: CAO-2022-19 Update on Restricted Acts of Council (Lame Duck Periods) -
Delegation of Authority
ATTACHMENTS: None

RECOMMENDATION:

That the Council of the Township of North Huron hereby receives the report of the CAO, dated December 5, 2022 regarding actions taken by the CAO for the period of August 19, 2022 to November 21, 2022 on Restricted Acts of Council (most commonly known as “Lame Duck Periods”) Delegation of Authority, for information purposes;

AND FURTHER, THAT Council adopt By-law No. 106-2022, being a By-law appointing Chris Townes as Director of Finance/Treasurer effective October 31, 2022;

AND FURTHER, THAT Council adopt By-law No. 107-2022, being a By-law repealing Julie Wheeler’s appointment as Interim Treasurer and re-appointing Julie Wheeler as Deputy Treasurer/Payroll Clerk effective October 31, 2022;

AND FURTHER, THAT Council adopt By-law No. 108-2022, being a By-law repealing Marty Bedard’s appointment as Fire Chief effective December 5, 2022 and appointing Kent Readman as North Huron’s Fire Chief effective December 5, 2022;

AND FURTHER, THAT Council adopt By-law No. 109-2022 being a By-law repealing Jamie McCarthy’s appointment as Director of Public Works and Facilities effective November 21, 2022 and appointing Chip Wilson as Interim Director of Public Works and Facilities effective November 22, 2022.

PURPOSE:

The purpose of this report is to update Council on actions taken by the CAO during the period August 19, 2022 to November 21, 2022 on Restricted Acts of Council.

BACKGROUND INFORMATION:

The term “Lame Duck” refers to certain periods of time within an election year when Council could be restricted from the following:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000.

Whether a municipal Council is in a restricted (Lame Duck) position is determined by the Clerk and is pursuant to Section 275 of the Municipal Act, 2001. If the new Council will have the same number of members as the outgoing Council, a Lame Duck classification occurs if the new Council will include less than three-quarters (75%) of the members of the outgoing Council.

There were two periods of potential Lame Duck Council classifications based on the schedule of the 2022 election.

1. Nomination Day (August 19, 2022 at 2:00 pm) until the end of the current term of Council (November 14, 2022); and
2. Voting Day (October 24, 2022 after 8:00 pm) until the end of the current term of Council (November 14, 2022).

For North Huron this meant that if less than six members of the outgoing Council were running for the next term of Council, or there were less than six members running for different offices, the Restricted Acts applied.

Subsection 275(6) of the Municipal Act, 2001 allows Council to delegate their authority to a person or body prior to Nomination Day for the election of the new Council. Common practice among municipalities is to provide delegated authority to the Chief Administrative Officer to exercise the responsibilities listed within Section 275(3) of the Municipal Act, 2001, in the event the outgoing Council is Lame Duck. Delegation of authority ensures continuation of municipal operations during Lame Duck Council periods.

At the March 7, 2022 regular meeting and in the event of a Lame Duck Period, Council adopted By-law No. 27-2022, being a by-law delegating authority from August 19, 2022 to November 21, 2022 to the Chief Administrative Officer pursuant to Section 275 of the Municipal Act, 2001. The Chief Administrative Officer was delegated authority to take any necessary actions on restrictions listed in Section 275(3) of the Municipal Act, 2001 to ensure continued municipal operations. During Lame Duck Periods, the Chief Administrative Officer was permitted to:

- a) Appoint or remove from office any officer of the municipality;
- b) Hire or dismiss of any employee of the municipality;
- c) Dispose of any real or personal property of the municipality with a value exceeding \$50,000 at the time of disposal; and
- d) Make any expenditures or incur any other liability exceeding \$50,000.

In accordance with the Municipal Act, North Huron's Clerk declared North Huron Council was in Lame Duck for the period August 19, 2022 at 2:00 pm until November 21, 2022 at 6:00 pm.

DISCUSSION:

As noted above, North Huron Council was in Lame Duck for the period August 19, 2022 at 2:00 pm until November 21, 2022 at 6:00 pm. During this time period the Chief Administrative Officer had delegated authority to ensure continuation of municipal operations on Restricted Acts. The Chief Administrative Officer undertook two hirings and one dismissal on behalf of Council.

As Council is aware, the Director of Finance/Treasurer position has been vacant since March, 2022. Prior to and during the Lamé Duck Period, the CAO undertook an extensive recruitment process. During the Lamé Duck Period Chris Townes was hired as Director of Finance/Treasurer. His hiring became effective October 31, 2022. It is recommended Council adopt By-law No. 106-2022, being a by-law appointing Chris Townes as Director of Finance/Treasurer effective October 31, 2022. It is also recommended Julie Wheeler's appointment as Interim Treasurer be repealed and Ms. Wheeler be reinstated as Deputy Treasurer/Payroll Clerk, effective October 31, 2022 through By-law No. 107-2022.

At this time it is with much gratitude we thank Julie Wheeler, Deputy Treasurer/Payroll Clerk; and Donna Stute, Treasury Assistant; for managing the Township's financial operation during the Director of Finance/Treasurer vacancy. Ms. Wheeler and Ms. Stute assumed additional duties and responsibilities without hesitation or complaints.

It is also with gratitude we thank Donna White and Terri Rau for their needed support and assistance with the Township's financial operations during the vacancy. Ms. White and Ms. Rau are retired municipal treasurers and assisted us on a part-time basis during a time of need. Please accept our thanks!

In addition to the Director of Finance/Treasurer vacancy, the shared Huron East/North Huron Fire Chief announced his retirement during the Lamé Duck Period. His retirement is effective December 31, 2022.

As a shared position, North Huron's CAO worked collaboratively with Huron East's CAO to fill this pending vacancy. After an extensive recruitment process, Kent Readman was offered and accepted the position of Fire Chief for the Municipality of Huron East and the Township of North Huron effective December 5, 2022. It is recommended Council adopt By-law No. 108-2022, being a by-law appointing Mr. Readman as North Huron's Fire Chief effective December 5, 2022.

Finally and during the Lamé Duck Period, the Director of Public Works and Facilities was relieved of her duties and responsibilities. Chip Wilson (retired municipal Director of Public Works) has joined North Huron as Interim Director of Public Works and Facilities until a permanent replacement has been hired. It is recommended Council adopt By-law No. 109-2022; being a By-law to repeal Jamie McCarthy's appointment as Director of Public Works and Facilities effective November 21, 2022 and appointing Chip Wilson as Interim Director of Public Works and Facilities effective November 22, 2022.

In addition to HR matters, the CAO was presented with two expenditures that would incur liability exceeding \$50,000. The expenditures were the result of two tendering processes. The expenditures were not deemed to be time sensitive or to have a negative impact on municipal operations. The tender results will be presented at a future meeting for Council's consideration.

FINANCIAL IMPACT:

The total cost of the CAO's actions during the Lamé Duck Period is approximately \$30,000 and has been absorbed within the 2022 budget approved by Council.

FUTURE/OTHER CONSIDERATIONS:

N/A

OTHERS CONSULTED:

N/A

RELATIONSHIP TO THE STRATEGIC PLAN:

Ensuring Members of Council are informed of actions taken by the CAO on Restricted Acts for the period August 19, 2022 to November 21, 2022 ensured North Huron is able to offer (Goal #5) high-quality and well-balanced services that create a sense of belonging, support community well-being, promote safety, and encourage healthy and active lifestyles.



Dwayne Evans, CAO



TOWNSHIP OF NORTH HURON

Report No.
CAO-2022-20

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Dwayne Evans, CAO
DATE: 05/12/2022
SUBJECT: CAO-2022-20 Code of Conduct for Member of Council and Local Boards/Accountability and Transparency - Orientation
ATTACHMENTS: By-law No. 23-2019 Code of Conduct, including Complaint Protocol; Accountability and Transparency Policy (Adopted by M39/2012)

RECOMMENDATION:

That the Council of the Township of North Huron hereby receives the report of the CAO, dated December 5, 2022 regarding the Code of Conduct for Member of Council and Local Boards/Accountability and Transparency – Orientation, for information purposes.

PURPOSE:

The purpose of this report is to inform the 2022-2026 term of Council of the Township's Code of Conduct and the Township's Accountability and Transparency Policies.

BACKGROUND INFORMATION:

- Section 223.2 of the Municipal Act mandates that a municipality adopt a Code of Conduct.
- Section 223.3 of the Municipal Act mandates that a municipality appoint an Integrity Commissioner.
- Section 223.13 of the Municipal Act mandates that a municipality appoint a Municipal Ombudsman.
- Section 239.2 of the Municipal Act mandates that a municipality appoint a Closed Meeting Investigator.
- Section 270.1 of the Municipal Act requires that a municipality establish an Accountability & Transparency Policy.

As noted above, the Municipal Act requires municipalities to provide the services of an Integrity Commissioner, a Closed Meeting Investigator and an Ombudsman. For integrity reasons it is a common practice for municipality's to retain a third-party to provide these services. Below is a brief description of each of the services.

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

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

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

In 2018, the County of Huron and all member municipalities issued a joint Request for Proposal for Integrity Commissioner, Closed Meeting Investigator and Ombudsman services. Responses were received and reviewed by a staff committee. After careful consideration, the firm Aird & Berlis, LLP was recommended to the County and all member municipalities as the preferred vendor.

At the October 15, 2018 Regular meeting of Council, staff presented a report recommending Council appoint Aird & Berlis LLP as the Integrity Commissioner, Closed Meeting Investigator and Ombudsman. On November 5, 2018 Council adopted By-law No. 91-2018 enacting the appointment of Aird & Berlis LLP for a two-year term. This appointment was renewed by Council in December, 2020 for a four (4) year term. The current appointment expires in December, 2024.

In addition to the appointment of an Integrity Commissioner, Closed Meeting Investigator and Ombudsman, the Municipal Act requires municipalities to adopt a Code of Conduct and an Accountability and Transparency Policy.

Codes of Conduct establish standards for how members of Council and local boards are to conduct themselves in the execution of their office. When a complaint is received, the Integrity Commissioner, Closed Meeting Investigator and/or Ombudsman rely on the Code of Conduct to conduct their investigation. Complaints can be received from the public, staff, and members of Council and local boards.

The purpose of the Accountability and Transparency Policy is to provide for the high-level manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. By-laws/policies such as the Code of Conduct, Procedure By-law, HR/Health and Safety Policies build upon the Accountability and Transparency Policy to bring it into effect. The Accountability and Transparency Policy is attached for Council's reference.

DISCUSSION:

All members of Council and local boards are held to a high standard. The standard ensures good governance and a high level of public confidence in the administration of the Township. As outlined in the Code of Conduct, Members of Council and local boards are to conduct themselves from a foundation of integrity, transparency, justice, truth, honesty and courtesy. The following principles are to be used by Members of Council and local boards in conducting Township business:

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

- Members shall uphold the spirit and the letter of the laws of Canada, Ontario and the laws and policies adopted by Council.

In addition to principles, the Code of Conduct establishes obligations for all Members of Council and local boards and defines the role of staff. It is the role of staff to serve Council and work for the Township as a corporate body. It is also staff's role to comply with the Township's Council and Staff Relationship Policy. As per the Code of Conduct, Members of Council and local boards are not to publicly criticize staff and are to respect their role in the administration of the business and governmental affairs of the Township. It is also expected staff will carry out their duties based on political neutrality and without undue influence from any individual Member. Council, as a whole, governs the Township through budget approvals, policies, by-laws and resolutions.

With respect to the enforcement of the Code of Conduct, any individual (internal and/or external to the Township) who identifies or witnesses' behaviour or activity by a Member of Council or local board that they believe contravenes the Code of Conduct (a publicly available document) can file a complaint. The behaviour or activity is to be documented and filed with the Integrity Commissioner directly or indirectly with the CAO. Complaints within the Integrity Commissioner's jurisdiction which are not deemed to be frivolous or vexatious will be investigated and a report will be presented to Council for consideration. Should a Member of Council or local board be found guilty of violating the Code of Conduct, Council has the option of reprimanding the Member(s) of Council and/or local boards, including up to a 90 day suspension with pay.

FINANCIAL IMPACT:

As provided for in the service agreement with Aird & Berlis LLP, fees are based on time spent in relation to a matter and the hourly rate of the member of their staff that is performing the service.

FUTURE/OTHER CONSIDERATIONS:

From time to time it is prudent to review and consider amendments to corporate policies. At this time staff have not identified amendments needed to the Code of Conduct policy.

OTHERS CONSULTED:

N/A

RELATIONSHIP TO THE STRATEGIC PLAN:

Ensuring all municipal elected officials, members of the public and municipal employees are familiar and knowledgeable of the Township's Code of Conduct Policy as it aligns with Goal #5 Services – Our goal is to offer high-quality and well-balanced services that create a sense of belonging, support community well-being, promote safety, and encourage healthy and active lifestyles."



Dwayne Evans, CAO

THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 23-2019

A by-law to adopt a Code of Conduct Policy for Members of Council and Local Boards

WHEREAS Section 5 (3) of the Municipal Act 2001, S O 2001, c.25, as amended provides that municipal power shall be exercised by by-law,

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to adopt a Code of Conduct Policy for Members of Council and Local Boards,

NOW THEREFORE, the Council of the Corporation of North Huron enacts as follows.

- 1 That the “Code of Conduct Policy for Members of Council and Local Boards” attached hereto as “Schedule A” is hereby adopted
2. That By-law No. 72-2013 is hereby repealed
3. This by-law shall come into force and take effect on the day of the final passing thereof

READ A FIRST AND SECOND TIME THIS 4TH DAY OF MARCH, 2019

READ A THIRD TIME AND PASSED THIS 4TH DAY OF MARCH, 2019


Bernie Bailey, Reeve

CORPORATE SEAL


Dwayne Evans, CAO/Clerk

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

1.0 Application & Purpose

1.1 This Code of Conduct applies to all Members of the Council of the Township of North Huron including the Reeve and, unless specifically provided, with necessary modifications to all Township committees, agencies, boards and commissions, which are defined as local boards in subsection 1(1) and section 223.1 of the *Municipal Act, 2001*

1.2 The purpose of this Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with. This Code of Conduct augments other laws which Members are governed by and which requires Members to follow the Procedural By-law and other sources of applicable law, including but not limited to.

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act, 1996*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Human Rights Code*
- *Occupational Health and Safety Act*
- *Provincial Offences Act*
- *Criminal Code*

2.0 Statement of Principles

2.1 This Code of Conduct is intended to set a high standard of conduct for Members in order to provide good governance and a high level of public confidence in the administration of the Township by its Members as duly elected public representatives to ensure that they each operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy

2.2 The following key statements of principle are intended to guide Members and assist with the interpretation of the Code of Conduct:

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

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

3.0 Definitions

3 1 The following terms shall have the following meanings in this Code of Conduct

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

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

- (e) “Council” means the council for the Township and includes, as the context may require and with all necessary modifications, any Township committee, agency, board or commission, which are defined as local boards in the *Municipal Act, 2001*,
- (f) “fiduciary” means the obligation of a person in a position of authority to act on behalf of another, assuming a duty to act in good faith and with care, candour and loyalty in fulfilling this obligation,
- (g) “frivolous” means of little or no weight, worth, importance or any need of serious notice,
- (h) “local board” means any Township committee, agency, board or commission, which is a local board as defined in subsection 1(1) and section 223 1 of the *Municipal Act, 2001* and includes a joint board,
- (i) “meeting” means a regular, special or other meeting of Council or a committee of Council where.
 - (i) a quorum of Members is present, and
 - (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council,
- (j) “Member” means a Member of the Council for the Township or a member of a local board, including a member of a joint board if appointed by the Council;
- (k) “non-pecuniary interest” means a private or personal interest that a Member may have that is non-financial in nature and that would be considered by a reasonable person, apprised of all the circumstances, as being likely to influence the Member’s decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity,
- (l) “parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;
- (m) “Reeve” means the head of Council for the Township,
- (n) “spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage,
- (o) “staff” means the Chief Administrative Officer and all officers, directors, managers, supervisors and all non-union and union staff, whether full-time,

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

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

4.0 General Obligations

4 1 In all respects, a Member shall.

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

5.0 The Role of Staff

- 5 1 Council as a whole approves the budget, policies and governance of the Township through its by-laws and resolutions. An individual Member does not direct nor oversee the functions of the staff of the Township.
- 5 2 The Township's staff serve Council and work for the Township as a body corporate under the direction of the Chief Administrative Officer. Inquiries of staff from Members should be directed to the Chief Administrative Officer or to the appropriate senior staff as directed by the Chief Administrative Officer.
- 5.3 A Member shall comply with the Township's Council and Staff Relationship Policy.
- 5.4 A Member shall not publicly criticize staff. If a Member has any issue with respect to any staff member, such issue shall be referred to the Chief Administrative Officer who will direct the matter to the particular staff member's appropriate superior.
- 5 5 A Member shall respect the role of staff in the administration of the business and governmental affairs of the Township, and acknowledge and appreciate that staff.
 - (a) provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member must not falsely or maliciously injure the reputation of staff members whether professional or ethical or otherwise;
 - (b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten, or influence any staff member from carrying out that person's duties, including any duty to disclose improper activity, and
 - (c) carry out their duties based on political neutrality and without undue influence from any individual Member and, therefore, a Member must not invite or pressure any member of staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

6.0 Township Property

- 6 1 Council is the custodian of the assets of the Township. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.
- 6 2 By virtue of their office or appointment, a Member must not use or permit the use of the Township's land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Township. No Member shall seek financial gain for themselves, family or friends from the use or sale of

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

7.0 Gifts and Benefits

- 7 1 Any gift to a Member risks the appearance of improper influence. Gifts may improperly induce influence or create an incentive for a Member to make decisions on the basis of relationships rather than in the best interests of the Township. A Member shall not accept a fee, advance, gift, gift certificate, cash, hospitality or any form of personal benefit connected directly or indirectly with the performance of his or her duties except as provided in Section 7.2. A gift, benefit or hospitality provided with the Member's knowledge to a Member's spouse, child, or parent, or to a Member's staff that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member. Any doubt concerning the propriety of the gift should be resolved by the Member not accepting or keeping it.
- 7 2 For greater clarity, despite Section 7 1, a Member is entitled to accept any compensation, remuneration or benefits authorized by law but shall not accept any gift or benefit other than in the following circumstances:
- (a) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a political contribution otherwise reported by law, in the case of a Member running for office,
 - (c) services provided without compensation by persons volunteering their time,
 - (d) nominal tokens, mementos or souvenirs received as an incident of protocol or social obligation that normally accompanies the responsibilities of elected office or at a function honouring the Member;
 - (e) food, lodging, transportation and entertainment provided by provincial, regional and local governments or any agencies or subdivisions of them or by the federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity as a representative of the Township,
 - (f) entrance fees or food and beverages consumed at banquets, receptions or similar events, if
 - (i) attendance serves a legitimate municipal business purpose related to the normal business of the Township,
 - (ii) the person extending the invitation or a representative of the organization is in attendance, and
 - (iii) the value is reasonable and the invitations are infrequent,
 - (g) gifts not having a value greater than \$50.00,

- (h) benefits received as a door prize, raffle or similar draw at an event, conference or seminar attended by the Member, and
 - (i) any gift or benefit, if the Integrity Commissioner is of the opinion, before the gift or personal benefit has been accepted, that it is unlikely that receipt of the gift or benefit gives rise to a reasonable presumption that the gift or benefit was given in order to influence the Member in the performance of his or her duties
- 7.3 A Member who has received and accepted a gift or benefit pursuant to Section 7.2 (a), (g), (h) or (i) shall file a disclosure of the gift or benefit indicating the person, body or entity from which it was received together with the estimated value of the gift or benefit in accordance with the Disclosure Statement set out in Appendix "A". The list shall be provided to the Chief Administrative Officer on an annual basis commencing on March 31 of every year and shall be a matter of public record.
- 7.4 A Member shall not seek or obtain by reason of his or her office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not connected directly or indirectly to the performance of the Member's duties.

8.0 Confidential Information

- 8.1 Members receive confidential information from a number of sources as part of their work as elected officials. This includes information received in confidence by the Township that falls under the privacy provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and other applicable privacy laws and information received during closed meetings of Council. Examples of types of information that a Member must keep confidential, unless expressly authorized by Council or as required by law, include, but are not limited to.
- (a) matters related to ongoing litigation or negotiation, or that is the subject of solicitor-client privilege,
 - (b) information provided in confidence, for example the identity of a complainant where a complaint is made in confidence,
 - (c) price schedules in contract tender or Request for Proposal submissions if so specified;
 - (d) personnel matters about an identifiable individual;
 - (e) "personal information" as defined in the *Municipal Freedom of Information and Protection of Privacy Act*; and
 - (f) any census or assessment data that is deemed confidential
- 8.2 A Member shall not disclose the content of any confidential information, or the substance of deliberations, of a closed meeting. A Member has a duty to hold any information received at closed meetings in strict confidence for as long and

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

- 8.3 A Member shall not disclose, use or release confidential information in contravention of applicable privacy laws. Members are only entitled to information in the possession of the Township that is relevant to matters before the Council, or a committee. Otherwise, Members enjoy the same access rights to information as any other member of the community or resident of the Township and must follow the same processes as any private citizen to obtain such information.
- 8.4 A Member shall not misuse confidential information in any way or manner such that it may cause detriment to the Township, Council or any other person, or for financial or other gain for themselves or others.
- 8.5 A Member shall respect the right to confidentiality and privacy of all clients, volunteers and staff, and should be aware of their responsibilities under applicable legislation, Township policies, procedures and rules, ethical standards and, where appropriate, professional standards.
- 8.6 A Member shall not disclose any confidential information received by virtue of his or her office, even if the Member ceases to be a Member.

9.0 Discrimination and Harassment

- 9.1 A Member shall treat all members of the public, one another and staff with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.
- 9.2 A Member shall not use indecent, abusive or insulting words, phrases or expressions toward any member of the public, another Member or staff. A Member shall not make comments or conduct themselves in any manner that is discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.
- 9.3 A Member shall comply with the Township's workplace harassment and violence policy.

10.0 Improper Use of Influence

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

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

11.0 Conflicts of Interest

- 11.1 A Member shall seek to avoid conflicts of interest, both pecuniary and non-pecuniary. A Member shall comply with the requirements of the *Municipal Conflict of Interest Act* with respect to obligations relating to pecuniary interests. A Member shall take proactive steps to mitigate any non-pecuniary conflicts of interest in order to maintain public confidence in the Township and its elected officials.
- 11.2 Members are encouraged to seek guidance from the Integrity Commissioner when they become aware that they may have a conflict between their responsibilities to the public as a Member and any other interest, pecuniary or non-pecuniary.

12.0 Council Policies and Procedures

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

13.0 Election Activity

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

14.0 Respect for the Code of Conduct

- 14.1 A Member shall respect the process for complaints made under the Code of Conduct or through any process for complaints adopted by the Township. A Member shall not act in reprisal or threaten reprisal against a person who makes a complaint or provides information to the Integrity Commissioner during an investigation. A Member shall interact courteously and respectfully with the Integrity Commissioner and with any person acting under the direction of the Integrity Commissioner.
- 14.2 A Member shall cooperate with requests for information during any investigations or inquiries under the Code of Conduct. A Member shall not destroy or damage documents or erase electronic communications or refuse to respond to the Integrity Commissioner where a complaint has been filed under the Code of Conduct or any process for complaints adopted by the Township.

15.0 Penalties for Non-Compliance with the Code of Conduct

15 1 Where Council receives a report from the Integrity Commissioner that there has been a violation of the Code of Conduct by a Member, Council may impose the following penalties on the Member:

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

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

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

16.0 Legal Fees

16 1 A Member of Council is responsible for his or her own legal costs if he or she retains a lawyer or paralegal to provide counsel, advice or representation on any matter related to the Code of Conduct, including, but not limited to, an investigation and the imposition of penalties or remedial or corrective measures or actions by the Integrity Commissioner.

17.0 Complaint Protocol

17 1 The Complaint Protocol – Code of Conduct is Appendix “B” to the Code of Conduct

TOWNSHIP OF NORTH HURON
CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND LOCAL BOARDS
APPENDIX "A"

DISCLOSURE STATEMENT FOR GIFTS OR BENEFITS

Member's Name: _____

Gift Received or Nature of Benefit. _____

Received From. _____

Date of Receipt _____ Value or Estimate of Gift: _____

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

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

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

Yes, immediately _____ Yes, eventually _____ No _____

Member's Signature

Date

35005591 1

Township of North Huron
Code of Conduct for Members of Council and Local Boards

Appendix “B”- Complaint Protocol

Part A- Informal Complaint Procedure

1. Any individual who identifies or witnesses’ behaviour or activity by a member that they believe contravenes the Code of Conduct may seek to address the prohibited behaviour or activity themselves in the following manner by following the Informal Complain Procedure:
 - (a) Document the incident(s) where the Member may have contravened the Code of Conduct including dates, times, locations, other persons present, and any other relevant information;
 - (b) Advise a third party about the concerns regarding the Member’s actions;
 - (c) Advise the Member that the specific provision(s) of the Code of Conduct that may have been contravened;
 - (d) Encourage the Member to acknowledge and agree to stop the prohibited behaviour or activity and to undertake to refrain from future occurrences of the prohibited behaviour or activity;
 - (e) Encourage the Member to acknowledge and agree to stop the prohibited behaviour or activity and to undertake to refrain from future occurrences of the prohibited behaviour or activity;
 - (f) Request the Integrity Commissioner to assist in informal discussion of the alleged complaint with the Member in an attempt to settle or resolve the issue;
 - (g) If applicable:
 - a. Confirm to the Member that his or her response is satisfactory, or
 - b. Advise the Member that his or her response is unsatisfactory;
 - (h) Consider the need to pursue the matter in accordance with the Formal Complaint Procedure set out in Part B, or in accordance with any other applicable judicial or quasi-judicial process or complaint procedure.
2. Individuals are strongly encouraged to pursue the Informal Complaint Procedure as the first means of remedying behaviour or activity of a Member that they believe violates that Code of Conduct.
3. With the consent of both the complaining individual and the Member, the Integrity Commissioner may participate in any informal process. The parties involved are encouraged to take advantage of the Integrity Commissioner’s potential role as a mediator/conciliator of issues relating to a complaint.
4. The Informal Complaint Procedure is not a precondition or a prerequisite to pursuing the Formal Complaint Procedure related to the Code of Conduct set out in Part B.

Part B- Formal Complaint Procedure

Formal Complaints

- (1) Any individual who identifies or witnesses’ behaviour or activity by a Member that they reasonable believe contravenes the Code of Conduct may file a formal complaint to request an inquiry by the Integrity Commissioner to as to whether a Member has contravened to Code of Conduct in accordance with the following requirements:
 - (a) All complaints shall be in writing on the prescribed form (Formal Complaint Form #1) and shall be dated and signed by an identifiable individual;
 - (b) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened the Code of Conduct must be

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

Filing of Complaint and Classification by Integrity Commissioner

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

Complaints Outside Integrity Commissioner’s Jurisdiction

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

Criminal Matter

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

- ii. the complainant may pursue it with the appropriate police service if the complainant wishes to pursue any such allegation;

Municipal Freedom of Information and Protection of Privacy Act

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

Other Procedure, Policy or Rule Applies

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

Lack of Jurisdiction

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

Matter Already Pending

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

Similar Matter Already Pending

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

Other Ethical Code or Policy Applies

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

Limitation Period

- 4. (1) The Integrity Commissioner shall not accept a complaint under the Code of Conduct for which the event giving rise to the complaint occurred or came to the attention of the complainant more than six (6) months prior to the date of the filing of the complaint. The complainant must establish that the event giving rise to the complaint occurred and/or came to the complainant's attention within six (6) months of the complaint being filed in accordance with Section 2.

(2) The Integrity Commissioner shall not accept a request relating to sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* except in accordance with the requirements of subsections 8(2)-(6) of that statute and section 223.4.1 of the *Municipal Act, 2001*.

Refusal to Conduct Investigation

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

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

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

Opportunities for Resolution

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

Investigation

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

(a) provide the Member with an outline of the complaint with sufficient particularity to allow the Member to understand the complaint against him or her but the Integrity Commissioner shall not have any obligation to disclose:

- (i) the identity of the complainant, or
- (ii) the identity of any witnesses set out in the complaint or persons that are questioned/interviewed by the Integrity Commissioner,

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

(b) request that the Member provide a written response to the allegations in the complaint to the Integrity Commissioner within ten (10) business days;

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

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

(2) If necessary, after reviewing the submitted materials, the Integrity Commissioner may contact and speak to or correspond with any other persons, access and examine any other documents or electronic materials, including any materials on the Township's computers and servers, and may enter any Township work location relevant to the complaint for the purpose of investigation and potential resolution.

(3) The Integrity Commissioner may, but is under no obligation, to provide the Member with a draft of the proposed draft report on the complaint.

(4) The Integrity Commissioner shall not issue a report finding a violation of the Code of Conduct on the part of any Member unless the Member has had an opportunity either in person or in writing to comment to the Integrity Commissioner on any preliminary or proposed finding(s).

(5) The Integrity Commissioner may, but is under no obligation, to advise either the Member or the complainant of any proposed sanction or recommendation the Integrity Commissioner may include in the report to Council.

(6) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of interference, obstruction, intimidation, delay, reprisal or retaliation by the Member or by any other person encountered during the formal complaint investigation.

(7) The Integrity Commissioner is entitled to make such additional inquiries and provide such additional reports to Council where necessary and as required to address any instances of non-compliance with any decision of Council including the failure to comply with any penalties or corrective measure or actions imposed by Council.

(8) The Integrity Commissioner shall retain all records related to the complaint and investigation but may provide copies of certain records, in confidence, to Township administrative staff who are required to ensure that any such records are securely and confidentially retained.

No Complaint Prior to Municipal Election

8. (1) Notwithstanding any other provision of this Complaint Protocol, no complaint may be filed with the Integrity Commissioner, no report shall be made by the Integrity Commissioner to Council during the period of time starting on nomination day for a regular municipal election year, as set out in section 31 of the *Municipal Elections Act, 1996* and ending on the voting day in a regular election as set out in section 5 of the *Municipal Elections Act, 1996*.

(2) If the Integrity Commissioner has received a complaint and has commenced an inquiry but has not completed the inquiry before nomination day in a regular municipal election year, the Integrity Commissioner shall terminate the inquiry on nomination day but may commence an inquiry in respect of the same complaint if within six (6) weeks after the voting day in a regular municipal election the individual who made the request makes a written request to the Integrity Commissioner in accordance with subsection 223.4(8) of the *Municipal Act, 2001*.

Advice Provided to Member by Integrity Commissioner

9. (1) Subject to Section 9(2), a Member is entitled to rely upon any written advice given by the Integrity Commissioner to the Member respecting the Code of Conduct in any subsequent consideration of the conduct of the Member in the same matter provided that the Member fully disclosed in writing all relevant

facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.

(2) If the Integrity Commissioner applies to a judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the Member contravened section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, the Member is entitled to advise the judge of any written advice given by the Integrity Commissioner provided that the Member fully disclosed in writing all relevant facts known to him or her to the Integrity Commissioner and acted in accordance with the written advice provided by the Integrity Commissioner.

(3) A Member under investigation by the Integrity Commissioner shall not request advice from the Integrity Commissioner as to the Member's rights under the Code of Conduct, the *Municipal Conflict of Interest Act* or generally at law with respect to any matter that the Integrity Commissioner is investigating or reviewing with respect to the Member, nor is the Member entitled to rely upon any statement(s) made by the Integrity Commissioner during the course of any investigation or review that may impact the Member's rights under the Code of Conduct, the *Municipal Conflict of Interest Act* or generally at law.

Authority to Abridge or Extend

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

Investigation Report

11. (1) The Integrity Commissioner shall report to the complainant and the Member no later than ninety (90) days after the official receipt of any complaint under the Code of Conduct. If the investigation process is anticipated to or takes more than ninety (90) days, the Integrity Commissioner shall provide an interim report to Council and must advise the parties of the approximate date the report will be available. The Integrity Commissioner may also, at his or her discretion, advise any witnesses or other persons of the approximate date the report will be available.

(2) Where the complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council outlining the findings, the terms of any settlement and/or any recommended remedial or corrective measure or action.

(3) The Integrity Commissioner may provide a copy of the report to the complainant and the Member whose conduct has been investigated in advance of the public release of the report, in strict confidence until the report is publicly released. The Member shall have the right to address the report if it considered by Council.

(4) Where the complaint is not sustained, the Integrity Commissioner is not obligated to report to Council on the result of the investigation or any findings but may do so at his/her discretion and may also include such information as he/she deems necessary in a report or as part of an annual or other periodic report by the Integrity Commissioner.

(5) The Integrity Commissioner shall complete the investigation under the *Municipal Conflict of Interest Act* no later than one hundred eighty (180) days after the official receipt of any complaint validly made under Section 1(2) of this Part.

Findings

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

(a) there has been no contravention of the Code of Conduct, or section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act*, or

(b) a contravention occurred but:

(i) the Member took all reasonable measures to prevent it, including having sought and followed the advice of the Integrity Commissioner;

(ii) it was trivial,

(iii) it was committed through inadvertence, or

(iv) it resulted from an error in judgment made in good faith,

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

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

Report to Council

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

Duty of Council

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

Public Disclosure

15.(1) The Integrity Commissioner and every person acting under his or her jurisdiction shall preserve confidentiality where appropriate and where it does not interfere with the course of any investigation, except as required by law and as required by this Complaint Protocol.

(2) The Integrity Commissioner shall retain all records related to the complaint and investigation although copies may be provided to the Township's administrative staff, subject to the duty of confidentiality under subsection 223.5 of the *Municipal Act, 2001*.

(3) The identity of the Member who is the subject of the complaint shall not be treated as confidential information in the Integrity Commissioner's report to Council. The identity of the complainant and of any other person, including witnesses, may be disclosed if deemed appropriate and necessary by the Integrity Commissioner or if consented to by the complainant.

(4) All reports from the Integrity Commissioner to Council shall be made available to the public by the Chief Administrative Officer.

Delegation by Integrity Commissioner

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

Code of Conduct — Formal Complaint Form # 1
AFFIDAVIT

I, _____ (first and last name),
of the

Township of _____ in the Province of Ontario.

MAKE OATH AND SAY (or AFFIRM):

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

_____ (specify name of Member),

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

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

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

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

(Signature)

A Commissioner for taking affidavits etc.

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

Municipal Conflict of Interest Act— Formal Complaint Form # 2
STATUTORY DECLARATION

I, _____ (first and last name),
of the _____

Township of _____ in the Province of Ontario.

I SOLEMNLY DECLARE THAT:

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

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

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

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

DECLARED before me at the _____)
the _____ of _____ on _____)
_____ (date) _____)
_____) _____)
(Signature)

A Commissioner for taking affidavits etc.

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

Section:	Policy Number:
Sub-section:	Effective Date:
Subject: Accountability and Transparency Policy	Revision Date:
Page: 1 of 3	

ACCOUNTABILITY AND TRANSPARENCY POLICY

PURPOSE:

The purpose of this policy is to provide guidance for the delivery of the Corporation of the Township of North Huron's activities and services in accordance with the principles as outlined herein. Section 270.1 of the *Municipal Act 2001*, requires all municipalities to adopt and maintain a policy for the manner in which the municipality will try to ensure that it is accountable to the public for its actions and that its actions are transparent to the public.

POLICY:

1. Definitions

- (a) Accountability-the principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
- (b) Transparency – the principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the municipality's decision making process is open and clear to the public.

2. Policy Statement

The Council of the Municipality acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:

- Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- Delivering high quality services to our citizens; and
- Promoting the efficient use of public resources.

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders. In addition, wherever possible, the municipality will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

3. Policy Requirements

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the municipality.

(a) Financial Matters

The municipality will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the municipality provides such accountability and transparency are as follows:

- (i) Internal/external audit;
- (ii) Reporting/statements;
- (iii) Long term financial planning;
- (iv) Asset management;
- (v) Purchasing/procurement;
- (vi) Sale of land;
- (vii) Budget process;
- (viii) Performance Measurement;
- (ix) Fees and Charges By-Law.

(b) Internal Governance

The municipality's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

- (i) Code of Conduct for staff/ Human Resources Policy;
- (ii) Performance management and evaluation;
- (iii) Hiring policy;
- (iv) Orientation/continuing education;
- (v) Health and safety;
- (vi) Work/life balance;
- (vii) Compensation/benefit;
- (viii) Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency.

(c) Public Participation and Information Sharing

The municipality ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place. The municipality's meetings will be open to the public when and as required under the Act, and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the municipality has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media, websites, etc. Some specific examples include:

- (i) Procedure by-law;
- (ii) News Releases;
- (iii) Paid Advertising;
- (iv) Records retention;
- (v) Planning processes;
- (vi) Notice Requirements;
- (vii) Strategic Plan (under development).



TOWNSHIP OF NORTH HURON

Report No.
2022-21

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Demetri Makrakos, Economic Development Officer
DATE: 05/12/2022
SUBJECT: CAO-2022-21 Business Improvement Area Governance and Constitutions
ATTACHMENTS: Proposed Blyth BIA Constitution, Proposed Wingham BIA Constitution, BIA Boundary and Levy Options

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Economic Development Officer, dated December 5, 2022, regarding the Blyth and Wingham Business Improvement Area Governance and Constitutions, for information purposes;

AND FURTHER, THAT Council direct North Huron staff regarding sections 2.4, 2.9, 2.12.1 and 2.12.14 of the proposed Blyth BIA Constitution;

AND FURTHER, THAT Council direct North Huron staff regarding section 2.9 of the proposed Wingham BIA Constitution;

AND FURTHER, THAT the Council directs staff to present the updated Constitutions to the BIA Memberships for adoption at their respective 2023 Annual General Meetings.

PURPOSE:

As both the Blyth and Wingham Business Improvement Areas (BIA) are Boards of Council that will require Council to appoint the board of management before they are active again, North Huron staff took the opportunity to review, revise and make consistent the constitutions that govern both the Blyth and Wingham BIAs.

BACKGROUND INFORMATION:

It is important to refresh on the purpose BIAs serve. As set out by the Municipal Act, a municipality may designate an area as an improvement area and establish a board of management to: *“oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and to promote the area as a business or shopping area”*. With this in mind, North Huron staff is looking for direction from Council on the proposed BIA constitutions for Blyth and Wingham attached.

The previous Blyth BIA constitution was established in 2018 and the Wingham BIA constitution in 2013. The constitutions that governed each BIA were written differently in areas that should be more similarly worded. North Huron staff has revised the previous constitutions such that there will be similar governance where appropriate, maintaining differences between the constitutions only in areas that reflect the different main street environments that each BIA operates within.

In addition to the changes that have been made, there are sections of the constitution where North Huron staff believes it is more appropriate for Council to give direction. These sections remain in

their original form in the attached proposed constitutions. The sections staff are looking for direction on are as follows:

Blyth BIA Constitution:

1. Section 2.4 APPOINTMENT TO THE BOARD OF MANAGEMENT

- a. (Current Governance) Does Council want to keep each appointed members from the Blyth Centre for the Arts, Blyth Service Clubs, Blyth Church Organizations and Associate Voting Members as designated positions on the board of management? Or;
- b. Does Council want to have a simple minimum and maximum number of board members, no special delegate appointments? Or;
- c. Does Council only want to keep only some of the designated delegate positions?

Staff Comments: BIA membership rarely have seats designated for specific organizations or businesses.

Note Regarding Section 2.2 TERMS OF OFFICE: If Council decides to eliminate the designated positions for service groups, etc., it would be prudent for Council to also reduce the Board of Management members to a minimum of five (5) and maximum of nine (9) to align with the Wingham BIA Board.

2. Section 2.9 COMMERCIAL & INDUSTRIAL PROPERTY OWNERS

- a. (Current Governance) Membership shall consist of all Commercial and Industrial businesses within the Blyth ward boundaries. Levy = \$10,200 Members = 52; or
- b. Membership shall consist of only Commercial businesses within the Blyth ward boundaries. Levy = \$9,377 Members = 50; or
- c. Membership shall consist of only Commercial businesses on the main street of Blyth. Levy = \$7,979 Members = 44; or
- d. Membership shall consist of only Core Commercial businesses within the Blyth ward boundaries. Levy \$6,741 Members = 39

Staff Comments: Although BIAs are able to collect a levy from Industrial businesses, the majority of BIA boundaries are downtown areas and mainstreet, which usually only consist of commercial and core commercial zoning types.

See attached “BIA Boundary and Levy Options” document for a visualization

3. Section 2.12.1 Board of Management Meetings

- a. (Current Governance) Keep the minimum of seven (7) meetings annually; or
- b. Increase the minimum annual meetings to ten (10) to align with the Wingham BIA

Staff Comments: Council may find it prudent to establish the same number of minimum meetings for both BIAs to allow for consistency. In prior years, the Blyth BIA met each month except for July and December (10 meetings) anyways.

4. Section 2.12.14 Finances – Fiscal Year

- a. (Current Governance) Keep the beginning of the fiscal year as January 15th; or
- b. Move beginning of fiscal year to January 1st to align with Wingham BIA

Staff Comments: The current fiscal year for the BBIA is January 15th to December 31st. This creates a gap for any expenditures between January 1st and January 15th.

Wingham Constitution:

1. Section 2.9 COMMERCIAL & INDUSTRIAL PROPERTY OWNERS

- a. (Current Governance) Membership shall consist of all Commercial and Industrial businesses within the Wingham ward boundaries. Levy = \$29,000 Members = 128; or
- b. Membership shall consist of only Commercial businesses within the Wingham ward boundaries. Levy = \$26,235 Members = 112

Staff Comments: Although BIAs are able to collect a levy from Industrial businesses, the majority of BIA boundaries are downtown areas and mainstreet, which usually only consists of commercial and core commercial zoning types.

See attached “BIA Boundary and Levy Options” document for a visualization

DISCUSSION:

Some notable changes that have been made are as follows:

- Both constitutions have been amended to follow the same format, structure, sections, and headings.
- All amounts under section 2.12.14 FINANCES are equal between the two BIAs now.
- Section 2.12.9 SUB-COMMITTEES now requires that each sub-committee have a BIA Board of Management Member as the Chair.
 - Note: Some BIA Constitutions mandate which types of committees (Marketing, Promotion, Events, Finance, etc.) BIAs are able to have, and for any additional committees to be created, Municipal Council has to approve that committee to be added to the BIA constitution/mandate. We have decided that requiring the Chair of sub-committees to be a BIA Board of Management is an appropriate level of governance.
- Obsolete or changed references to the Municipal Act have been updated or removed.

The changes made as well as the changes staff are seeking direction from Council on are meant to better position the BIAs operationally to undertake their mandate;

“Plan and administer activities for the promotion of the BIA as an attractive business and shopping area and for the maintenance of the appearance of the downtown.”

FINANCIAL IMPACT:

Should Council decide to change the boundaries and/or the types of businesses the levy is to be collected from for either the Blyth BIA or Wingham BIA, this would result in a reduced operating budget for the BIA where the changes have been made.

FUTURE/OTHER CONSIDERATIONS:

None at this time.

OTHERS CONSULTED:

The Clerk’s Department was consulted during the process of evaluating the current BIA constitutions and governance models.

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #1: Our goal is to build a stronger economy through residential growth; retail, commercial and industrial development; tourism; and thriving agriculture.



Demetri Makrakos, Economic
Development Officer



Dwayne Evans, CAO

Wingham Business Improvement Area Constitution and Procedural Bylaws

Revised for Membership Approval during 2023 Annual General Meeting.

1 CONSTITUTION

1.1 NAME

The name of the organization is "Wingham Business Improvement Area (WBIA)".

The membership of the organization elects "the Board of Management for Wingham BIA (or Board)" which is in turn appointed by the Council of the Township of North Huron.

1.2 PURPOSE

The Council of the Township of North Huron appoints the Board of Management of Wingham BIA (WBIA) to:

- a. Plan and administer activities for the promotion of the WBIA as an attractive business and shopping area and for the maintenance of the appearance of the downtown core;
- b. Engage in strategic planning necessary to address WBIA issues;
- c. Advocate on behalf of the interests of WBIA;
- d. Manage the money that is collected by the Township of North Huron from the required special BIA levy for these activities.

1.3 MEMBERSHIP BOUNDARIES

The boundaries of Wingham BIA as established by the Council of Township of North Huron includes the entire ward of Wingham in the Township of North Huron.

1.4 DEFINITIONS

In this by-law the following definitions shall apply.

- a. "Adjourn" means to end the meeting. This motion requires a second, is not debatable, is not amendable, requires a majority vote for adoption and cannot be reconsidered.
- b. "Clerk" means the Clerk or designate of the Township of North Huron, as appointed by By-law.
- c. "Closed Session" means a meeting, or portion thereof, closed to the public in accordance with Section 239 of the Municipal Act, 2001 and Section 2.12.6 of this By-law.
- d. "Correspondence" includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, etc, that may require an action or decision of the BIA.
- e. "Council" means the Council of the Township of North Huron.
- f. "Councillor" means a person elected or appointed as a Member of Council.
- g. "Meeting" means any regular, special or other meeting of a council, or a local board or of a committee of either of them, where:
 - i. A quorum of members is present, and
 - ii. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision- making of the council, local board or committee.
- h. "Chair" means the BIA Member of the Board of Management duly appointed as Chair, or the BIA Board of Management Member who is the presiding officer of the session or meeting.
- i. "Member" means a person representing a ratepayer of the annual Business Improvement Area of the Corporation of the Township of North Huron, Wingham Ward, and who has been duly appointed to the " BIA" Board of Management by the Council of the Township of North Huron, or a Township of North Huron Municipal Councillor who has been appointed to the " BIA" Board of Management.
- j. "Minutes" mean a record of the proceedings of Council or Committee that includes the place, date, time, name of Chair, list of members in attendance and evidence of quorum. Minutes will record the actions taken and decisions made by members at the meeting without note or comment in accordance with Section 239 (7) of the Municipal Act.

- k. "Present" means physically in attendance at the meeting. Remote attendance shall be permitted at the discretion of the Council of the Township of North Huron and only in accordance with the Township of North Huron Procedure By-law.
- l. "Township" means the Township of North Huron.
- m. "Pecuniary Interest" includes a direct or indirect financial interest of a member and a financial interest deemed to be that of a member, in accordance with the Municipal Conflict of Interest Act.
- n. "Quorum", as it relates to the BIA Board of Management and BIA Committees shall consist of a simple majority of the applicable Members of the respective Board of Management or Committee.
- o. Throughout this By-law, the words "he" and "his" shall, where appropriate, be deemed to also be read as "she" and "her".

1.5 GENERAL RULES

In any case for which provision is not made in these Procedural By-laws, the procedure to be followed shall be that indicated in Township of North Huron By-law Procedure By-law, as amended from time to time.

1.6 PROCEDURAL BYLAWS AND POLICIES

Procedural Bylaws and Policies including, but not limited to, Human Resource and Procurement Policies guide the operations of the Wingham Business Improvement Area.

The Wingham Business Improvement Area Constitution came into force as approved by a majority of the membership of April 15, 2013. It was amended (date). The Constitution was separated into two agreements: Constitution and Procedural Bylaws.

2 PROCEDURAL BYLAWS

2.1 BOARD OF MANAGEMENT

The Board of Management of Wingham BIA is a standing committee of the Council of Township of North Huron.

Each member of the Wingham Business Improvement Area has the right to nominate an owner or employee of a business or property (or their designate) to stand for election to the Board of Management of the Wingham BIA according to requirements set out in the Municipal Act 2001 and Township of North Huron By-law No. ##-2023.

Only members and associate members in good standing of Wingham BIA have the right to vote for representatives to the Board of Management of Wingham BIA and to vote on issues brought to a General Meeting of the Wingham BIA.

Board of Management and sub-committee work is on a volunteer basis. Neither Board members nor subcommittee members or their relatives can receive payment for work related to the BIA or its subcommittees apart from budgeted and receipted expenses for materials.

2.2 TERMS OF OFFICE

The Board's Term of Office runs concurrently with that of the Municipal Council, appointed every four (4) years. There is a minimum of five (5) and a maximum of nine (9) members appointed to the Board of Management.

2.3 RESPONSIBILITIES OF THE BOARD OF MANAGEMENT

The Board of Management is responsible for.

- a. Drafting and approving Policies and Procedures to ensure the effective operation of Wingham BIA and amending these Policies and Procedures as necessary
- b. Ensuring Board Policies and Procedures are implemented effectively
- c. Acting as a legal entity to enter into contracts required by the activities of the Board, such as the maintenance, beautification, promotion and advertising of the Business Improvement Area.

- d. Electing an Executive who will also act as Signing Officers for the Board.
- e. Drafting an annual budget for presentation to Wingham BIA membership for approval, submitting the approved budget to Township of North Huron and implementing the annual budget as approved by the Municipal Council.
- f. Ensuring that financial transactions are appropriately carried out, that records of all financial transactions are maintained and that these records are audited annually by the auditing firm specified by Township of North Huron.
- g. Ensuring that minutes of all Board and Executive meetings are recorded and distributed to Township of North Huron and the BIA membership, a minimum of three days in advance of the following Board of Management meeting
- h. Establishing sub- committees and appointing representatives to those sub-committees as required to deal with issues identified by the Board or as requested by the Township of North Huron.
- i. Hiring staff to carry out the Board' s directives
- j. Maintaining communication with the members regarding its activities, including but not limited to, arranging General Meetings of the membership.
- k. All other activities necessary to the effective operation of the Board and the Wingham BIA

2.4 APPOINTMENT TO THE BOARD OF MANAGEMENT

The Council of the Township of North Huron appoints members to the Board as follows:

- a. One (1) member appointed from the elected Councillors for the Township of North Huron; and
- b. A minimum of four (4) and a maximum of eight (8) members appointed by the Township of North Huron from those elected by the WBIA membership at a General Meeting.
- c. A maximum of two (2) associate members in good standing may sit on the WBIA at any given time and will be included in the maximum number of eight (8) members elected by the membership.

A majority of the voting members on the Board must be rate-paying members.

Board members may resign by notice in writing that shall be effective upon any time or date requested.

Notice must be sent to the Clerk of the Township of North Huron as soon as possible.

2.5 VACANCIES

The seat of a member of the Board of Management may become vacant if the member is absent for three (3) consecutive meetings. Upon 30 days' notice in writing to the absent member, the Board may pass a motion authorizing the removal of such member and only then will the member cease to be a member of the Board of Management.

Where a vacancy on the Board occurs for any reason, a person qualified to be a member may hold office for the remainder of the term for which his or her predecessor was appointed. Such interim members must be confirmed by a resolution of the Board of Management and appointed by the Council of the Township of North Huron.

2.6 ELECTIONS

It is the responsibility of Wingham BIA members to register their voting delegate before the election process begins. The names of those Board members continuing their term must appear on the ballot. A voting delegate must make nominations from the floor with a seconder. If desired, the Chair for the purpose of counting ballots may appoint one or more scrutineers (who need not be members). Only one delegate per business member can be nominated for election at any one time.

2.7 OFFICERS

The Board of Management will elect the Chair, Vice- Chair, Secretary and Treasurer from within the Board of Management on an annual basis These officers shall form the

Executive Committee. The Executive Committee shall have the authority to act for the Board of Management in the intervals between Board meetings on such matters as may be necessary to conduct the business of the Wingham BIA.

There shall be four (4) officers on the Board of Management's, Executive Committee as follows.

2.7.1 Chair

Shall have the general management and direction, subject to the authority of the Board, of the business and affairs of the Wingham BIA and be responsible for setting Board of Management Meeting Agendas.

2.7.2 Vice- chair

Will assume the duties of the Chair if absence or disability occurs.

2.7.3 Secretary

Will be responsible for Minutes of all Board of Management and Executive Meetings and will provide said minutes expeditiously to the Township of North Huron.

2.7.4 Treasurer

Will be responsible for Financial Statements and related materials with an account of all transactions being presented to the Board on a monthly basis.

2.8 MEMBERSHIP

Each member has one vote regardless of the number of properties or businesses owned by any member.

2.9 COMMERCIAL & INDUSTRIAL PROPERTY OWNERS

Membership of the organization shall consist of all business (commercial and industrial) property owners and businesses located and/or operating within the designated Wingham Business Improvement Area boundaries as well as associate members in good standing.

All businesses within the designated area are assessed for a special levy that is collected by the Wingham BIA to support the activities of the Wingham BIA. The Levy is not charged on vacant properties in Wingham. For the purposes of this By-Law, vacant is defined as free of all buildings and structures as defined in the Ontario Building Code.

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Associate members are representatives from businesses in the area surrounding but not included in existing Wingham BIA boundaries. Associate membership is achieved by a paid annual membership fee that is set annually equal to the minimum levy rate. The associate membership fee is payable to the Township of North Huron.

2.11 DELEGATIONS

Any member of the Wingham BIA may ask that issues or items of interest be placed on the agenda of the Wingham BIA for discussion and/or resolution. This includes a request to make a deputation or presentation. They may contact any WBIA Board member or the Township of North Huron Council Representative by noon on the Friday immediately before the regular meeting date for inclusion of an item on an upcoming agenda.

2.12 MEETINGS

2.12.1 Board of Management Meetings

Meetings will be at the call of the Chair, a minimum of 10 per fiscal year.

Meetings will be open to any member of the Wingham BIA or the public who may attend but may not take part in the proceedings unless invited to do so by the Chair.

2.12.2 Order of Business / Agenda

- a. Call to Order
- b. Confirmation of the Agenda
- c. Disclosure of Pecuniary Interest
- d. Motion to receive minutes of prior meeting
- e. Public Meetings/ Delegations
- f. Business Arising
- g. Correspondence
- h. Financial Report
- i. North Huron Council Report
- j. Committee Reports
- k. Other Business
- l. Closed Session (if required)
- m. Adjournment

The agenda will be circulated a minimum 48 hours in advance of the regular meetings (See Annual General Meeting for its specific guidelines). A copy will be shared with the Clerk of the Township of North Huron via email at the same time.

2.12.3 Chair Voting / Ties

At all meetings of the Board every motion shall be decided by a majority of the votes cast on the motion, done by a show of hands. The Chair is a voting member of the Wingham BIA. A tie vote defeats the motion.

As a committee of the Council, the Board should base their decision- making process and rules of order for meetings on the procedures used by the Council of Township of North Huron as set out in the Township of North Huron Procedure By-law. The Council uses Robert's Rules of Order as a basis for their proceedings.

In order to represent the entire interests of the Wingham BIA membership, decisions regarding the business and operation of the BIA are not made in isolation or by individuals (except where explicitly stated elsewhere in the Constitution or By- Laws) but as a result of shared information, discussion and majority agreement by the Board of Management as a whole and when appropriate, in consultation with its members. Executive Committee meetings, when held, should adhere to a similar intent.

2.12.4 Quorum

Quorum is a simple majority. Fifty per cent plus one of the total number of Board Members must be present to constitute a quorum. Attendance by telephone or teleconference is only permissible at the discretion of the Council of the Township of North Huron and in accordance with the North Huron Procedure By-law as amended from time to time.

2.12.5 Decision-Making

Decisions made at a prior time can only be revisited if a request by two-thirds of the Board of Management approve that 1) the issue is warranted and 2) allotment of time to do so.

2.12.6 In Camera (Closed) Sessions

All meetings of the Wingham BIA shall be open to the public except as provided for in Section 239 of the Municipal Act, S. O.

According to Municipal Act, Section 239 the only matters to be considered in-camera are as follows:

- a. security of the property of the Wingham BIA,
- b. personal matters about an identifiable individual;
- c. proposed or pending acquisition or disposition of land or property by the Wingham BIA,
- d. labour relations or employee negotiations,
- e. litigation or potential litigation affecting the Wingham BIA;

- f. advice that is subject to solicitor- client privilege
- g. A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act;
- h. Information explicitly supplied in confidence to the Wingham BIA by Canada, a province or territory or a Crown agency of any of them,
- i. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Wingham BIA

The WBIA shall consult the Clerk of the Township of North Huron prior to proceeding with any in-camera meeting. When a Closed Session is necessary, it will be a requirement that the minutes shall be prepared and approved at the next scheduled Closed Session.

The Clerk of the Township of North Huron shall be responsible for maintaining a confidential copy of all original documentation distributed, relating to closed sessions, and for keeping confidential minutes of all closed sessions.

If an in-camera meeting is warranted and permitted under Section 239 of the Municipal Act, prior to moving in camera the Board shall pass a resolution is passed stating:

- a. the fact that the Board is convening into closed session, and,
- b. the general nature of the matter to be discussed.

2.12.7 Executive Meetings

All decisions of an Executive Meeting are subject to approval and ratification at the next Board of Management meeting. A minimum of three executive members must be present to constitute quorum. All meetings of the Executive Committee shall be at the call of the chair to conduct business as necessary. Minutes must be taken and presented at the next Board of Management meeting.

2.12.8 Annual General Meetings And / Or Special General Meetings

Before the last day of February in each calendar year the Board of Management will call and hold one Annual General Meeting. At this meeting the budget will be approved by the membership and forwarded to the Township of North Huron for final approval in their annual budget to be passed annually.

An agenda for the Annual General Meeting with copies of the financial statements (unaudited) of the most recently ended full fiscal year should be distributed to the general membership not less than 10 days prior to the meeting.

Membership should receive written notice of the Annual General Meeting not less than 10 days prior to the meeting date and public notice must appear in one (1) local newspaper prior to the meeting date.

The accidental omission to give notice to any member, Board member officer or auditor shall not invalidate any action taken at any meeting held pursuant to such notice.

At each Annual General Meeting financial statements for the previous year and proposed budgets for the next calendar year must be presented and approved by a majority of the membership present, after which time the figures will be put before Council and the levy requested.

The Board may also call and hold at any time one or more Special General meeting(s) to deal with special issues or to update the organization membership.

All members are entitled to voting privileges at the Annual General Meeting or Special General Meetings, one vote per member. Written proxies only are permitted.

The members may, by resolution passed by at least two thirds (2/3) of the votes cast at a Special Meeting of Members called for that purpose, remove any Member of the Board before the expiration of his/ her term of office and may, by majority vote at that meeting, elect any person in his/ her place for the remainder of the term.

In case of an equality of votes at an Annual General Meeting or Special General Meeting, either upon a show of hands or upon a poll, the Chair shall be entitled to a casting vote.

A petition signed by 10 or more members of Wingham BIA is sufficient to order a Special Meeting within 10 days of receipt of that petition by the Executive.

2.12.9 Sub-Committees

Wingham BIA sub-committees help the Board to plan and administer approved initiatives, projects or to examine specific areas of concern. They operate with the same procedures as the Wingham BIA Board of Management with respect to circulating agendas, minutes, notice of meetings and the like.

Sub-committees propose initiatives and suggest expenditures for approval by the Board. Subcommittees have no independent financial standing and must submit estimated project budgets and basic income and expense reports to the Board. Similarly, if sub-committees contract out work related to their activities the Board must approve the expense and those employed.

Ultimate responsibility for their activity rests with Wingham BIA Board of Management which must therefore receive written reports on sub-committee activities five days prior to the monthly board meeting to be distributed with the Agenda of the upcoming meeting.

Sub-committee members are confirmed by a vote of the Wingham BIA Board of Management. Membership of the Wingham BIA is not required for all sub- committee members, a minimum of one Wingham BIA Board of Management will sit on all sub-committees and act as Chair for the sub-committee.

2.12.10 Chair Is Absent

In the absence of the Chair, or if his/ her office is vacant or if he/ she refuses to act, the BIA Vice-Chair shall assume the chair, or if the BIA Vice-Chair is not available or is unwilling or unable to act, then the BIA Board of Management may from among its members appoint a Chair who, during such absence or vacancy or refusal to act, shall have the powers of the Chair.

2.12.11 If No Quorum Present

Where a quorum is not present within 20 minutes after the hour fixed for a meeting, the Recording Secretary shall record the names of the Members of the Board of Management present and the meeting shall stand adjourned until the next meeting unless all in attendance agree to continue with the meeting for information and discussion purposes only as no actions can be taken. Notes will be recorded and shared at the next meeting.

2.12.12 Declaration Of Interest

At the beginning of each meeting, as an agenda item, it shall be the duty of every Board member who is in any way, whether directly or indirectly, interested in a contract or arrangement that may be an item to be discussed by the Board and has some financial benefit to the Board member, either directly or indirectly, to declare this interest and not participate in the discussion and voting. This applies to a personal self-interest and the interests of any spouse, children, parents, parents- in- law or siblings.

2.12.13 Minutes

Minutes of the Wingham BIA whether it is closed to the public or not, shall record:

- a. The date, time and place of the meeting,
- b. The record of attendance of the members,
- c. The correction and adoption of the minutes of prior meeting(s),
- d. All resolutions and decisions,
- e. All the other proceedings of the meeting without note or comment, whether it is closed to the public or not;
- f. A list of other business items discussed.

After the minutes have been adopted, they will be signed by the Chair and the Recording Secretary.

2.12.14 Finances

2.12.14.1 Fiscal Year

The fiscal year of Wingham BIA is from January 1st to December 31st. The proposed budget approved by the membership at the Annual General Meeting must be set out for the new calendar year and be followed without major modifications. Spending and debt may not exceed the time limits of the calendar year, except where approved at a regularly scheduled AGM or Special General Meeting and with the concurrence of Township of North Huron.

2.12.14.2 Expenditures by the Board of Management

Wingham BIA funds can only be used for improvements to publicly owned property, not individual businesses or private properties. The common funds must be used for the common good. Please refer to section 1.2 Purpose in this Constitution for an outline of mandated activities.

Any expenditure over \$500.00 must be approved by a quorum at a Board meeting.

If the expenditure is required to conduct immediate business, then the Executive Committee may be called upon to approve.

2.12.14.3 Approval of Financial Transactions

Signing authority

In order to ensure that the Wingham BIA can function effectively, and that there is adequate financial control by the Board, there are two levels of approval established for financial transactions.

Level 1 - Approval by two of the Officers of the Board of Management

Level 2 - Approval by the Board of Management

Level - 1 Approval

An Officer of the WBIA can make a financial transaction to a maximum of \$500.00 at the discretion of two Officers of the Board without prior consultation with, or approval by, the Board of Management provided that:

- a. the purchase is one that was included in the approved budget; and
- b. the purchase does not result in an overage in the budget item; and
- c. two officers of the Board approve the purchase in writing only; and
- d. the purchase is reported to the Board at its next meeting

Level 2 Approval

An Officer of the WBIA can make a financial transaction of \$750.00 or over only at the direction of the Board and provided that:

- a. the purchase is one that was included in the approved budget; and
- b. the purchase has been approved by motion at a meeting of the Board of Management and the approval is documented in the Minutes of the Meeting; or
- c. the purchase is confirmed to the Board of Management at its next meeting following the completion of the transaction; or
- d. the expense is fixed and pre-approved as in the instance of monthly rent.

Note: If any purchase at Level 1 or Level 2 has not been previously approved in the annual budget, or if it will result in budget overrun, the Board must give its approval prior to such a purchase.

2.12.15 Decorum

Every Member when speaking shall address the Chair unless otherwise directed from the Chair. No Member shall speak longer than five (5) minutes on any one motion.

2.12.16 Other Procedures

In the absence of clauses in the Constitution or this By- Law, the Wingham & Area Business Improvement Area (Wingham BIA) will adhere to the Municipal Act and the policies and procedures of the Township of North Huron.

ADOPTED BY THE WINGHAM BUSINESS IMPROVEMENT AREA THIS [] DAY OF [] MONTH, YEAR IN THE TOWN OF WINGHAM

Blyth Business Improvement Area Constitution and Procedural Bylaws

Revised for Membership Approval during 2023 Annual General Meeting.

1 CONSTITUTION

1.1 NAME

The name of the organization is " Blyth Business Improvement Area (BBIA) ':

The membership of the organization elects " the Board of Management for Blyth Business Improvement Area (BBIA)" which is in turn is appointed by the Council of Township of North Huron.

1.2 PURPOSE

The Council of Township of North Huron appoints the Board of Management of Blyth Business Improvement Area (BBIA) to:

- a. Plan and administer activities for the promotion of BBIA as an attractive business and shopping area and for the maintenance of the appearance of the downtown core;
- b. Engage in strategic planning necessary to address BBIA issues;
- c. Advocate on behalf of the interests of BBIA;
- d. Manage the money that is collected by Township of North Huron from the required special BIA levy for these activities.

1.3 MEMBERSHIP BOUNDARIES

The boundaries of Blyth BIA as established by the Council of Township of North Huron includes the entire ward of Blyth in the Township of North Huron.

1.4 DEFINITIONS

In this by- law the following definitions shall apply.

- a. "Adjourn" means to end the meeting. This motion requires a second, is not debatable, is not amendable, requires a majority vote for adoption and cannot be reconsidered.
- b. "Clerk" means the Clerk or designate of the Township of North Huron, as appointed by By-law.
- c. "Closed Session" means a meeting, or portion thereof, closed to the public in accordance with Section 239 of the Municipal Act, 2001 and Section 2.12.6 of this By-law.
- d. "Correspondence" includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, etc, that may require an action or decision of the BIA.
- e. "Council" means the Council of the Township of North Huron.
- f. "Councillor" means a person elected or appointed as a Member of Council.
- g. "Meeting" means any regular, special or other meeting of a council, or a local board or of a committee of either of them, where:
 - i. A quorum of members is present, and
 - ii. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision- making of the council, local board or committee.
- h. "Chair" means the BIA Member of the Board of Management duly appointed as Chair, or the BIA Board of Management Member who is the presiding officer of the session or meeting.
- i. "Member" means a person representing a ratepayer of the annual Business Improvement Area of the Corporation of the Township of North Huron, Blyth Ward, and who has been duly appointed to the BIA Board of Management by the Council of the Township of North Huron, or a Township of North Huron Municipal Councillor who has been appointed to the BIA Board of Management.
- j. "Minutes" mean a record of the proceedings of Council or Committee that includes the place, date, time, name of Chair, list of members in attendance and evidence of quorum. Minutes will record the actions taken and decisions made by

members at the meeting without note or comment in accordance with Section 239 (7) of the Municipal Act.

- k. "Present" means physically in attendance at the meeting. Remote attendance shall be permitted at the discretion of the Council of the Township of North Huron and only in accordance with the Township of North Huron Procedure By-law.
- l. "Township" means the Township of North Huron.
- m. "Pecuniary Interest" includes a direct or indirect financial interest of a member and a financial interest deemed to be that of a member, in accordance with the Municipal Conflict of Interest Act 1990.
- n. "Quorum", as it relates to the BIA Board of Management and BIA Committees shall consist of a simple majority of the applicable Members of the respective Board of Management or Committee.
- o. Throughout this By- law, the words "he" and "his" shall, where appropriate, be deemed to also be read as "she" and "her".

1.5 GENERAL RULES

In any case for which provision is not made in these Procedural By- laws, the procedure to be followed shall be that indicated in Township of North Huron By-law Procedure By-law, as amended from time to time.

1.6 PROCEDURAL BYLAWS AND POLICIES

Procedural Bylaws and Policies including, but not limited to, Human Resource and Procurement Policies guide the operations of the Blyth Business Improvement Area.

The Blyth Business Improvement Area (BBIA) Constitution came into force as approved by a majority of the membership of December 7, 2011. It was amended (date). The Constitution was separated into two agreements: Constitution and Procedural Bylaws.

2 PROCEDURAL BYLAWS

2.1 BOARD OF MANAGEMENT

The Board of Management of BBIA is a standing committee of the Council of Township of North Huron.

Each member of the Blyth Business Improvement Area has the right to nominate an owner or employee of a business or property (or their designate) to stand for election to the Board of Management of the BBIA according to requirements set out in the Municipal Act 2001 and Township of North Huron By-law No. ##-2023.

Only members and associate members in good standing of BBIA have the right to vote for representatives to the Board of Management of BBIA and to vote on issues brought to a General Meeting of the BBIA.

Board of Management and sub- committee work is on a volunteer basis. Neither Board members nor subcommittee members or their relatives can receive payment for work related to the BIA or its subcommittees apart from budgeted and receipted expenses for materials.

2.2 TERMS OF OFFICE

The Board' s Term of Office runs concurrently with that of the Municipal Council, appointed every four (4) years. There is a minimum of seven (7) and a maximum of eleven (11) members appointed to the Board of Management.

2.3 RESPONSIBILITIES OF THE BOARD OF MANAGEMENT

The Board of Management is responsible for.

- a. Drafting and approving Policies and Procedures to ensure the effective operation of BBIA and amending these Policies and Procedures as necessary
- b. Ensuring Board Policies and Procedures are implemented effectively

- c. Acting as a legal entity to enter into contracts required by the activities of the Board, such as the maintenance, beautification, promotion and advertising of the Business Improvement Area.
- d. Electing an Executive who will also act as Signing Officers for the Board.
- e. Drafting an annual budget for presentation to BBIA membership for approval, submitting the approved budget to Township of North Huron and implementing the annual budget as approved by the Municipal Council.
- f. Ensuring that financial transactions are appropriately carried out, that records of all financial transactions are maintained and that these records are audited annually by the auditing firm specified by Township of North Huron.
- g. Ensuring that minutes of all Board and Executive meetings are recorded and distributed to Township of North Huron and the BIA membership, a minimum of three days in advance of the following Board of Management meeting
- h. Establishing sub- committees and appointing representatives to those sub-committees as required to deal with issues identified by the Board or as requested by the Township of North Huron.
- i. Hiring staff to carry out the Board' s directives
- j. Maintaining communication with the members regarding its activities, including but not limited to, arranging General Meetings of the membership.
- k. All other activities necessary to the effective operation of the Board and the BBIA

2.4 APPOINTMENT TO THE BOARD OF MANAGEMENT

The Council of Township of North Huron appoints members to the Board as follows.

- a. One (1) member appointed from the elected Councillors of the Township of North Huron, AND
- b. A minimum of four (4) and a maximum of eight (8) members appointed by the Township of North Huron from those elected by the BBIA membership at a General Meeting.
- c. A maximum of two (2) associate members in good standing may sit on the BBIA at any given time and will be included in the maximum number of eight (8) members elected by the membership.

The Board of Management may appoint delegates (with voting privileges) to the Board at its own discretion under the following structure:

- a. A maximum of one (1) member appointed as delegate from the Blyth Centre for the Arts
- b. A maximum of one (1) member appointed as delegate from the Blyth Service Organizations (eg. Blyth Lions Club, Royal Canadian Legion Branch 420, Blyth or Legion Ladies Auxiliary to Branch 420)
- c. A maximum of one (1) member appointed as delegate from the Blyth Church Organizations.
- d. A maximum of one (1) member appointed as delegate from the Associate Voting Members.

A majority of the voting members on the Board must be rate-paying members.

Board members may resign by notice in writing that shall be effective upon any time or date requested.

Notice must be sent to the Clerk of the Township of North Huron as soon as possible.

2.5 VACANCIES

The seat of a member of the Board of Management may become vacant if the member is absent for three (3) consecutive meetings. Upon 30 days' notice in writing to the absent member, the Board may pass a motion authorizing the removal of such member and only then will the member cease to be a member of the Board of Management.

Where a vacancy on the Board occurs for any reason, a person qualified to be a member may hold office for the remainder of the term for which his or her predecessor

was appointed. Such interim members must be confirmed by a resolution of the Board of Management and appointed by the Council of the Township of North Huron.

2.6 ELECTIONS

It is the responsibility of BBIA members to register their voting delegate before the election process begins. The names of those Board members continuing their term must appear on the ballot. A voting delegate must make nominations from the floor with a seconder. If desired, the Chair for the purpose of counting ballots may appoint one or more scrutineers (who need not be members). Only one delegate per business member can be nominated for election at any one time.

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The Board of Management will elect the Chair, Vice- Chair, Secretary and Treasurer from within the Board of Management on an annual basis. These officers shall form the Executive Committee. The Executive Committee shall have the authority to act for the Board of Management in the intervals between Board meetings on such matters as may be necessary to conduct the business of the Blyth BIA.

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At all meetings of the Board every motion shall be decided by a majority of the votes cast on the motion, done by a show of hands. The Chair is a voting member of the BBIA. A tie vote defeats the motion.

As a committee of the Council, the Board should base their decision- making process and rules of order for meetings on the procedures used by the Council of Township of North Huron as set out in the Township of North Huron Procedure By-law. The Council uses Robert's Rules of Order as a basis for their proceedings.

In order to represent the entire interests of the BBIA membership, decisions regarding the business and operation of the BIA are not made in isolation or by individuals (except where explicitly stated elsewhere in the Constitution or By- Laws) but as a result of shared information, discussion and majority agreement by the Board of Management as a whole and when appropriate, in consultation with its members. Executive Committee meetings, when held, should adhere to a similar intent.

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Decisions made at a prior time can only be revisited if a request by two-thirds of the Board of Management approve that 1) the issue is warranted and 2) allotment of time to do so.

2.12.6 In Camera (Closed) Sessions

All meetings of the BBIA shall be open to the public except as provided for in Section 239 of the Municipal Act.

According to Section 239 of the Municipal Act, the only matters to be considered in-camera are as follows:

- a) security of the property of the BBIA,
- b) personal matters about an identifiable individual;
- c) proposed or pending acquisition or disposition of land or property by the BBIA,
- d) labour relations or employee negotiations,
- e) litigation or potential litigation affecting the BBIA;
- f) advice that is subject to solicitor- client privilege
- g) A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act;
- h) Information explicitly supplied in confidence to the BBIA by Canada, a province or territory or a Crown agency of any of them,
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the BBIA

The BBIA shall consult the Clerk of the Township of North Huron prior to proceeding with any in-camera meeting. When a Closed Session is necessary, it will be a requirement that the minutes shall be prepared and approved at the next scheduled Closed Session.

The Clerk of the Township of North Huron shall be responsible for maintaining a confidential copy of all original documentation distributed, relating to closed sessions, and for keeping confidential minutes of all closed sessions.

If an in-camera meeting is warranted and permitted under Section 239 of the Municipal Act, prior to moving in camera the Board shall pass a resolution is passed stating:

- a) the fact that the Board is convening into closed session, and,
- b) the general nature of the matter to be discussed.

2.12.7 Executive Meetings

All decisions of an Executive Meeting are subject to approval and ratification at the next Board of Management meeting. A minimum of three executive members must be present to constitute quorum. All meetings of the Executive Committee shall be at the call of the Chair to conduct business as necessary. Minutes must be taken and presented at the next Board of Management meeting.

2.12.8 Annual General Meetings And / Or Special General Meetings

Before the last day of February in each calendar year the Board of Management will call and hold one Annual General Meeting. At this meeting the budget will be approved by the membership and forwarded to the Township of North Huron for final approval in their annual budget to be passed annually.

An agenda for the Annual General Meeting with copies of the financial statements (unaudited) of the most recently ended full fiscal year should be distributed to the general membership not less than 10 days prior to the meeting.

Membership should receive written notice of the Annual General Meeting not less than 10 days prior to the meeting date and public notice must appear in one (1) local newspaper prior to the meeting date.

The accidental omission to give notice to any member, Board member officer or auditor shall not invalidate any action taken at any meeting held pursuant to such notice.

At each Annual General Meeting financial statements for the previous year and proposed budgets for the next calendar year must be presented and approved by a majority of the membership present, after which time the figures will be put before Council and the levy requested.

The Board may also call and hold at any time one or more Special General meeting(s) to deal with special issues or to update the organization membership.

All members are entitled to voting privileges at the Annual General Meeting or Special General Meetings, one vote per member. Written proxies only are permitted.

The members may, by resolution passed by at least two thirds (2/3) of the votes cast at a Special Meeting of Members called for that purpose, remove any Member of the Board before the expiration of his/ her term of office and may, by majority vote at that meeting, elect any person in his/ her place for the remainder of the term.

In case of an equality of votes at an Annual General Meeting or Special General Meeting, either upon a show of hands or upon a poll, the Chair shall be entitled to a casting vote.

A petition signed by 10 or more members of Blyth BIA is sufficient to order a Special Meeting within 10 days of receipt of that petition by the Executive.

2.12.9 Sub-Committees

BBIA sub-committees help the Board to plan and administer approved initiatives, projects or to examine specific areas of concern. They operate with the same procedures as the BBIA Board of Management with respect to circulating agendas, minutes, notice of meetings and the like.

Sub-committees propose initiatives and suggest expenditures for approval by the Board. Subcommittees have no independent financial standing and must submit estimated project budgets and basic income and expense reports to the Board. Similarly, if sub-committees contract out work related to their activities the Board must approve the expense and those employed.

Ultimate responsibility for their activity rests with BBIA Board of Management which must therefore receive written reports on sub-committee activities five days prior to the monthly board meeting to be distributed with the Agenda of the upcoming meeting.

Sub-committee members are confirmed by a vote of the BBIA Board of Management. Membership of the BBIA is not required for all sub- committee members, a minimum of one BBIA Board of Management will sit on all sub- committees and act as Chair for the sub-committee.

2.12.10 Chair Is Absent

In the absence of the Chair, or if his/ her office is vacant or if he/ she refuses to act, the BIA Vice-Chair shall assume the chair, or if the BIA Vice-Chair is not available or is unwilling or unable to act, then the BIA Board of Management may from among its members appoint a Chair who, during such absence or vacancy or refusal to act, shall have the powers of the Chair.

2.12.11 If No Quorum Present

Where a quorum is not present within 20 minutes after the hour fixed for a meeting, the Recording Secretary shall record the names of the Members of the Board of Management present and the meeting shall stand adjourned until the next meeting unless all in attendance agree to continue with the meeting for information and discussion purposes only as no actions can be taken. Notes will be recorded and shared at the next meeting.

2.12.12 Declaration Of Interest

At the beginning of each meeting, as an agenda item, it shall be the duty of every Board member who is in any way, whether directly or indirectly, interested in a contract or arrangement that may be an item to be discussed by the Board and has some financial benefit to the Board member, either directly or indirectly, to declare this interest and not participate in the discussion and voting. This applies to a personal self-interest and the interests of any spouse, children, parents, parents-in-law or siblings.

2.12.13 Minutes

Minutes of the BBIA whether it is closed to the public or not, shall record:

- a. The date, time and place of the meeting,
- b. The record of attendance of the members,
- c. The correction and adoption of the minutes of prior meeting(s),
- d. All resolutions and decisions,
- e. All the other proceedings of the meeting without note or comment, whether it is closed to the public or not;
- f. A list of other business items discussed.

After the minutes have been adopted, they will be signed by the Chair and the Recording Secretary.

2.12.14 Finances

2.12.14.1 Fiscal Year

The fiscal year of BBIA is from January 15th to December 31st. The proposed budget approved by the membership at the Annual General Meeting must be set out for the new calendar year and be followed without major modifications. Spending and debt may not exceed the time limits of the calendar year, except where approved at a regularly scheduled AGM or Special General Meeting and with the concurrence of Township of North Huron.

2.12.14.2 Expenditures by the Board of Management

BBIA funds can only be used for improvements to publicly owned property, not individual businesses or private properties. The common funds must be used for the common good. Please refer to 1.2 Purpose in this Constitution for an outline of mandated activities.

Any expenditure over \$500.00 must be approved by a quorum at a Board meeting.

If the expenditure is required to conduct immediate business, then the Executive Committee may be called upon to approve.

2.12.14.3 Approval of Financial Transactions

Signing authority

In order to ensure that the BBIA can function effectively, and that there is adequate financial control by the Board, there are two levels of approval established for financial transactions.

Level 1 - Approval by two of the Officers of the Board of Management

Level 2 - Approval by the Board of Management

Level - 1 Approval

An Officer of the BBIA can make a financial transaction to a maximum of \$500.00 at the discretion of two Officers of the Board without prior consultation with, or approval by, the Board of Management provided that:

- a. the purchase is one that was included in the approved budget; and
- b. the purchase does not result in an overage in the budget item; and
- c. two officers of the Board approve the purchase in writing only; and
- d. the purchase is reported to the Board at its next meeting

Level 2 Approval

An Officer of the BBIA can make a financial transaction of over 750.00 only at the direction of the Board and provided that:

- a. the purchase is one that was included in the approved budget; and
- b. the purchase has been approved by motion at a meeting of the Board of Management and the approval is documented in the Minutes of the Meeting; or
- c. the purchase is confirmed to the Board of Management at its next meeting following the completion of the transaction; or
- d. the expense is fixed and pre- approved as in the instance of monthly rent.

Note If any purchase at Level 1 or Level 2 has not been previously approved in the annual budget, or if it will result in budget overrun, the Board must give its approval prior to such a purchase.

2.12.15 Decorum

Every Member when speaking shall address the Chair unless otherwise directed from the Chair. No Member shall speak longer than five (5) minutes on any one motion.

2.12.16 Other Procedures

In the absence of clauses in the Constitution or this By- Law, the Blyth Business Improvement Area (BBIA) will adhere to the Municipal Act and the policies and procedures of the Township of North Huron.

ADOPTED BY THE BLYTH BUSINESS IMPROVEMENT AREA THIS [] DAY OF [] MONTH, YEAR IN THE VILLAGE OF BLYTH

Option 1 (current)

Commercial and Industrial

Levy = \$29,000

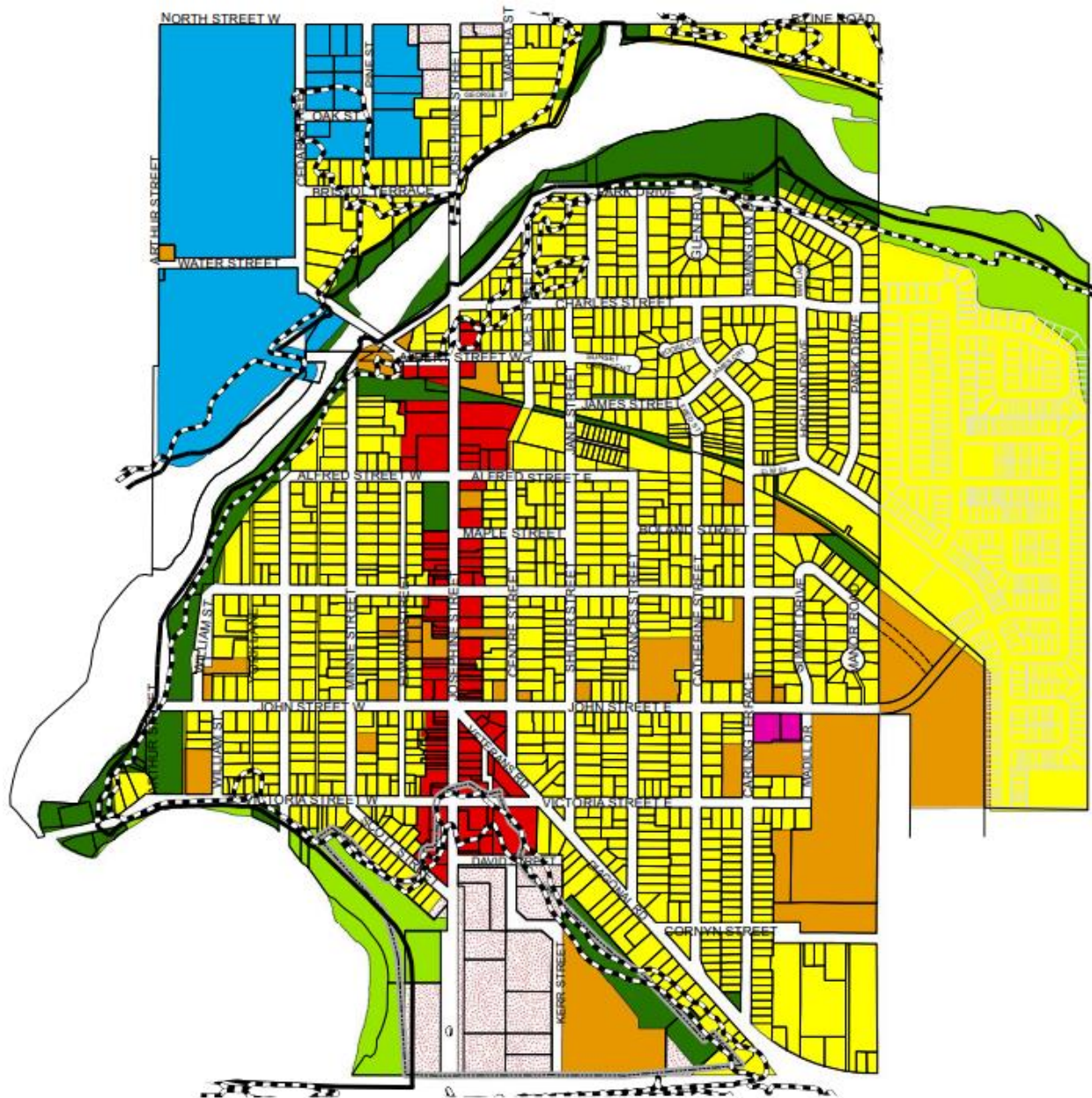
Members = 128

Option 2

Commercial only

Levy = \$26,235

Members = 112



LEGEND

	Industrial		Parks & Open Space
	Highway Commercial		Natural Environment
	Core Commercial		Community Facility
	Residential		Radio and T.V. Commercial

Option 2

Commercial only

Entire Village

Levy = \$9,377

Members = 50

Option 3

Commercial only

Main Street – Queen St

Levy = \$7,979

Members = 44

Option 4

Core Commercial only

Levy = \$6,741

Members = 39

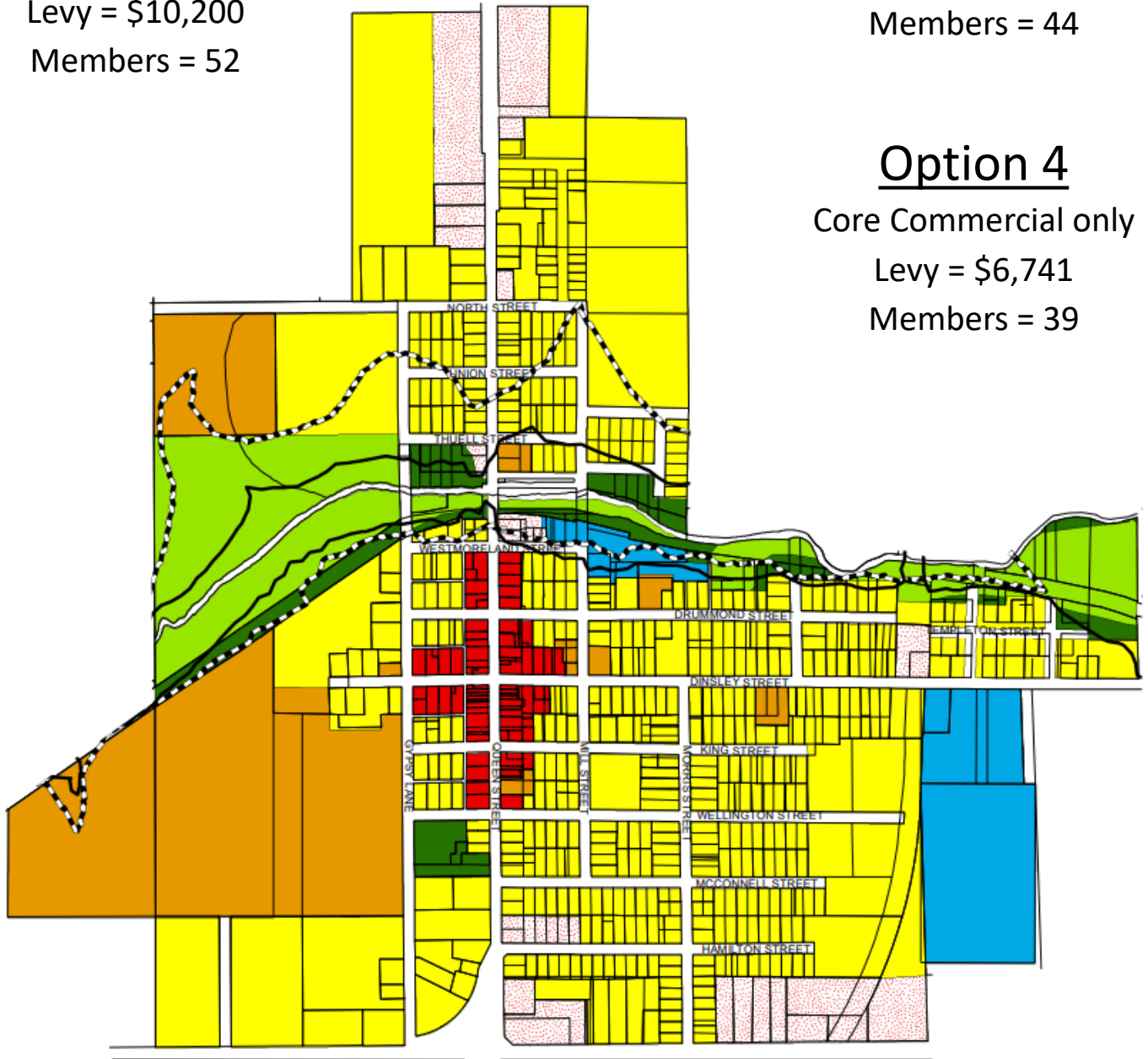
Option 1 (current)

Commercial and Industrial

Entire village

Levy = \$10,200

Members = 52



LEGEND

	Industrial		Parks & Open Space
	Highway Commercial		Natural Environment
	Core Commercial		Community Facility
	Residential		Radio and T.V. Commercial



TOWNSHIP OF NORTH HURON

Report No.
CAO-2022-22

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Dwayne Evans, CAO
DATE: 05/12/2022
SUBJECT: CAO-2022-22 Council and Staff Relationship Policy - Orientation
ATTACHMENTS: By-law No. 17-2019 Council and Staff Relationship Policy

RECOMMENDATION:

That the Council of the Township of North Huron hereby receives the report of the CAO, dated December 5, 2022 regarding the Council and Staff Relationship Policy – Orientation, for information purposes.

PURPOSE:

The purpose of this report is to inform the 2022-2026 term of Council of the Township's Council and Staff Relationship Policy.

BACKGROUND INFORMATION:

Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 was tabled by the provincial government in 2016 and received Royal Assent in May, 2017. The Bill impacted a number of pieces of provincial legislation, including the Municipal Act. As part of the changes, Section 270 of the Municipal Act was amended.

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

On February 19, 2019, the Council of the Township of North Huron adopted By-law No. 17-2019; being a By-law to adopt a Council and Staff Relationship Policy. The Policy was originally drafted by Aird & Berlis LLP (the Township's Integrity Commissioner/Closed Meeting Investigator, Ombudsman), and is attached for Council's reference.

DISCUSSION:

The Council and Staff Relationship Policy applies to all Members of the Council of the Township of North Huron, including the Reeve, and all members of Staff of the Township of North Huron, including the CAO. The policy governs the relationship between Members of Council and Staff of the Township and the purpose of the policy is to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship. The policy sets out acceptable standards to govern the relationship between Council and Staff and to which all Members and Staff are expected to adhere to and comply with.

The general theme of the policy is respect and the need to work together to further the common goal of serving the public. The following principles are to be used to guide the relationship between Council and Staff:

- Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instil a high level of public confidence in the administration of the Township,
- Members and Staff shall relate to one another in a respectful, professional and courteous manner,
- Members and Staff shall understand and respect each other's respective roles and responsibilities, and
- Members and Staff shall work together in furtherance of the common goal of serving the public good.

In regard to general obligations under the Policy, all Members of Council and Staff shall:

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

Overall, the policy acknowledges that Council, as a whole, is the governing body of the Township of North Huron and is the collective decision-making and governing body of the corporation and that staff shall implement any Council decision.

FINANCIAL IMPACT:

None noted.

FUTURE/OTHER CONSIDERATIONS:

From time to time it is prudent to review and consider amendments to corporate policies. At this time staff have not identified amendments needed to the Council and Staff Relationship policy.

OTHERS CONSULTED:

N/A

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #3 Governance and Modernization – “Our goal is to be a fiscally sustainable, transparent, and forward-thinking municipality that works with its residents and stakeholders through communications and community engagement.”



Dwayne Evans, CAO

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

BY-LAW NO. 17-2019

A by-law to adopt a Council and Staff Relationship Policy

WHEREAS Section 5 (3) of the Municipal Act 2001, S O 2001, c 25, as amended provides that municipal power shall be exercised by by-law,

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to adopt a Council and Staff Relationship Policy;

NOW THEREFORE, the Council of the Corporation of North Huron enacts as follows

- 1 That the “Council and Staff Relationship Policy” attached hereto as “Schedule A” is hereby adopted
- 2 This by-law shall come into force and take effect on the day of the final passing thereof

READ A FIRST AND SECOND TIME THIS 19TH DAY OF FEBRUARY, 2019.

READ A THIRD TIME AND PASSED THIS 19TH DAY OF FEBRUARY, 2019.

CORPORATE SEAL



Bernie Bailey, Reeve



Dwayne Evans, CAO/Clerk

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

1.0 Application & Purpose

- 1 1 This Council and Staff Relationship Policy applies to all Members of the Council of the Township of North Huron, including the Reeve, and all members of Staff of the Township of North Huron, including the CAO.
- 1 2 The purpose of this Policy is set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.
- 1 3 The purpose of this Policy is to establish a policy to govern the relationship between Members of Council and Staff of the Township in accordance with paragraph 2 1 of subsection 270(1) of the *Municipal Act, 2001*.

2.0 Statement of Principles

- 2 1 This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Township by its Members as duly elected public representatives and its Staff as public administrators
- 2.2 The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the Policy
- Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the Township,
 - Members and Staff shall relate to one another in a respectful, professional and courteous manner,
 - Members and Staff shall understand and respect each other's respective roles and responsibilities, and
 - Members and Staff shall work together in furtherance of the common goal of serving the public good

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

3.0 Definitions

3 1 The following terms shall have the following meanings in this Policy

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

4.0 General Obligations

4 1 In all respects, Members and Staff shall

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

5.0 Roles and Responsibilities of Members

5.1 Members acknowledge and agree that:

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

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

6.0 Roles and Responsibilities of Staff

6.1 Staff acknowledge and agree that.

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

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

The Corporation of the Township of North Huron

By-law No. 106-2022

Being a By-law to Appoint a Director of Finance/Treasurer for the Corporation of the Township of North Huron

WHEREAS Section 286(1) of the *Municipal Act*, 2001, as amended, provides that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality;

AND WHEREAS Section 286(4) of the *Municipal Act*, 2001, as amended, provides that the Treasurer or Deputy Treasurer is not liable for money paid in accordance with the directions of the council of the municipality unless the disposition of the money is expressly provided for under any Act;

AND WHEREAS it is desirable to appoint a Director of Finance/Treasurer for the Township of North Huron following staffing changes within the Township of North Huron Finance Department;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to appoint a Director of Finance/Treasurer for the Township of North Huron;

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

1. That Chris Townes is hereby appointed to the position of Director of Finance/Treasurer for the Corporation of the Township of North Huron, effective as of the passing of this by-law, and shall have all of the powers conferred upon him and perform all of the duties imposed on the Director of Finance/Treasurer as provided for by the *Municipal Act*, 2001, the Regulations made thereunder, and any other Act.
2. That the terms of employment for Chris Townes for the position of Director of Finance/Treasurer for the Corporation of the Township of North Huron are set out in the employment contract executed October 6, 2022.
3. That By-law No. 39-2022, being a by-law to appoint an Interim Treasurer for the Township of North Huron be hereby rescinded.
4. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 5th day of December, 2022.

Read a third time and passed this 5th day of December, 2022.

Paul Heffer, Reeve

CORPORATE SEAL

Carson Lamb, Clerk

The Corporation of the Township of North Huron

By-law No. 107-2022

Being a By-law to Appoint a Deputy Treasurer/Payroll Clerk for the Corporation of the Township of North Huron

WHEREAS Section 286(2) of the *Municipal Act*, 2001, as amended, provides that a municipality may appoint a deputy treasurer who shall have all the powers and duties of the treasurer under this and any other Act;

AND WHEREAS Section 286(4) of the *Municipal Act*, 2001, as amended, provides that the treasurer or deputy treasurer is not liable for money paid in accordance with the directions of the Council of the municipality unless the disposition of the money is expressly provided for under any Act;

AND WHEREAS Section 286(5) of the *Municipal Act*, 2001, as amended, provides that a municipality may delegate to any person all or any of the powers and duties of the treasurer under this or any other Act with respect to the collection of taxes;

AND WHEREAS Section 286(6) of the *Municipal Act*, 2001, as amended, provides that a treasurer may continue to exercise the delegated powers and duties, despite the delegation;

AND WHEREAS it is desirable to appoint a Deputy Treasurer/Payroll Clerk for the Township of North Huron following staffing changes within the Township of North Huron Finance Department;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to appoint a Deputy Treasurer/Payroll Clerk for the Township of North Huron;

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

1. That Julie Wheeler is hereby appointed to the position of Deputy Treasurer/Payroll Clerk for the Corporation of the Township of North Huron.
2. That By-law No. 39-2022, being a by-law to appoint an Interim Treasurer for the Township of North Huron be hereby rescinded.
3. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 5th day of December, 2022.

Read a third time and passed this 5th day of December, 2022.

Paul Heffer, Reeve

CORPORATE SEAL

Carson Lamb, Clerk

The Corporation of the Township of North Huron

By-law No. 108-2022

Being a By-law to appoint a Fire Chief for the Corporation of the Township of North Huron

WHEREAS the Council of the Township of North Huron has enacted a by-law to establish the Fire Department of North Huron;

AND WHEREAS pursuant to Section 6(1) of the *Fire Protection and Prevention Act*, 1997, S.O. c 4, as amended, the Council of a municipality that has established a fire department, shall appoint a Fire Chief for the fire department;

AND WHEREAS pursuant to the provisions of By-law No. 90-2020, the Township of North Huron has entered into an agreement with the Municipality of Huron East to receive Fire Chief Services from the Huron East Fire Chief;

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

1. That Kent Readman is hereby appointed as Fire Chief for the Fire Department of North Huron with all the powers and duties as set out in all applicable Provincial Acts and all other powers and duties as assigned by the Township, subject to the terms and conditions as outlined in an agreement authorized by By-law No. 90-2020 between the Township of North Huron and the Municipality of Huron East.
2. That By-law No. 39-2018; being a by-law to appoint a Fire Chief for the Township of North Huron, be rescinded as of the date of the passage of this by-law.
3. That this By-law shall come into force and takes effect on the day of the final passing thereof.
4. That this By-law shall remain in force and effect only so long as the agreement between the Township of North Huron and the Municipality of Huron East authorized by By-law No. 90-2020 remains in force and effect.

Read a first and second time this 5th day of December, 2022.

Read a third time and passed this 5th day of December, 2022.

Paul Heffer, Reeve

CORPORATE SEAL

Carson Lamb, Clerk

The Corporation of the Township of North Huron

By-law No. 109-2022

Being a By-law to appoint an Interim Director of Public Works and Facilities for the Corporation of the Township of North Huron

WHEREAS Section 227 of the Municipal Act, 2001, c. 25, as amended, states that it is the role of the officers and employees of the municipality to:

- a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b) Undertake research and provide advice to Council on the policies and programs of the municipality;
- c) Carry out other duties required under this or any Act and other duties assigned by the municipality;

AND WHEREAS it is desirable to appoint an Interim Director of Public Works and Facilities for the Township of North Huron following staffing changes within the Township of North Huron Public Works and Facilities Department;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to appoint an Interim Director of Public Works and Facilities for the Township of North Huron;

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

- 1. That Chip Wilson is hereby appointed to the position of Interim Director of Public Works and Facilities for the Corporation of the Township of North Huron;
- 2. That the terms of employment for Chip Wilson for the position of Interim Director of Public Works and Facilities for the Corporation of the Township of North Huron are set out in the employment contract executed November 22, 2022;
- 3. That By-law No. 40-2020; being a by-law to appoint a Director of Public Works and Facilities be hereby rescinded;
- 4. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 5th day of December, 2022.

Read a third time and passed this 5th day of December, 2022.

Paul Heffer, Reeve

CORPORATE SEAL

Carson Lamb, Clerk

The Corporation of the Township of North Huron

By-law No. 110-2022

Being a By-law to adopt, confirm and ratify matters dealt with by the Council of the Township of North Huron at the December 5, 2022 meeting

WHEREAS Section 8 of the Municipal Act, 2001, S. O. 2001, c. 25, as amended, provides that the powers of a Municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the Municipality's ability to respond to municipal issues;

AND WHEREAS Section 5(3) of the Municipal Act, S. O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 9 of the Municipal Act, S. O. 2001, c.25, as amended, provides a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to adopt, confirm and ratify matters dealt with at all meetings of Council by by-law;

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

1. That the proceedings and actions taken by the Council of the Corporation of the Township of North Huron at its Meeting on December 5, 2022, in respect of each report, motion, recommendation, by-law and any other business conducted are, except where the prior approval of the Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed and shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
2. That the Reeve and the proper officials of the Corporation of the Township of North Huron are hereby authorized and directed to do all things necessary to give effect to the said actions of the Council of the Corporation of the Township of North Huron referred to in the proceeding section hereof.
3. That on behalf of The Corporation of the Township of North Huron the Reeve, and the Clerk are hereby authorized and directed to execute all necessary documents and to affix thereto the Corporate Seal.
4. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 5th day of December, 2022.

Read a third time and passed this 5th day of December, 2022.

Paul Heffer, Reeve

CORPORATE SEAL

Carson Lamb, Clerk