

THE TOWNSHIP OF NORTH HURON
COUNCIL AGENDA



Date: Monday, March 6, 2023
Time: 6:00 p.m.
Location: HELD IN THE NORTH HURON TOWN HALL THEATRE

Pages

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| 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 March 6, 2023 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 5.1.2. to 5.3.10. for information.</i> | |
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| 5.3.10 | Town of Cobourg - Resolution - Homeless and Unsheltered Persons | 68 |
| 6. | PUBLIC MEETINGS/HEARINGS AND DELEGATIONS | |
| 6.1 | Richard Hall and David Shaw, Lions Club of Wingham - 2023 Proposed Township Budget | 72 |
| 6.2 | Andrew Garland, B.M. Ross and Associates Limited - North Huron Water and Wastewater Infrastructure Capacity | 74 |
| 7. | REPORTS | |
| 7.1 | Clerk's Department | |
| 7.2 | Finance Department | |
| 7.2.1 | FIN-2023-07 Updated Asset Disposal/Transfer Policy | 93 |
| | <p><i>THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance/Treasurer, dated March 6, 2023, regarding a proposed update to the Township's Asset Disposal/Transfer Policy, for information purposes;</i></p> <p><i>AND FURTHER, THAT Council approves the updated Asset Disposal/Transfer Policy, as presented;</i></p> <p><i>AND FURTHER, THAT Council directs the Clerk to prepare a by-law for the March 20, 2023 Regular meeting to adopt the updated Asset Disposal/Transfer Policy.</i></p> | |
| 7.3 | Recreation and Community Services Department | |
| 7.4 | Public Works and Facilities Department | |

| | | |
|-------|---|-----|
| 7.4.1 | PW-2023-04 Sale of Surplus Gravel | 102 |
| | <p><i>THAT the Council of the Township of North Huron hereby receives the report from the Director of Public Works and Facilities, dated March 6, 2023, regarding the Sale of Surplus Gravel from the North Huron Gravel Pit;</i></p> <p><i>AND FURTHER, THAT Council authorizes the Director of Public Works and Facilities and the Director of Finance/Treasurer to deem the excess gravel as surplus;</i></p> <p><i>AND FURTHER, THAT Council authorizes the Director of Public Works and Facilities to advertise the surplus gravel for sale on the open market;</i></p> <p><i>AND FURTHER, THAT Council authorizes the Director of Finance/Treasurer to transfer the proceeds from the sale of the surplus gravel into a newly created Pits and Quarries Licence/Rehabilitation Reserve Fund for future use.</i></p> | |
| 7.4.2 | PW-2023-05 Tender for Products and Services – Calcium Chloride | 104 |
| | <p><i>THAT the Council of the Township of North Huron hereby receives the report from the Director of Public Works and Facilities, dated March 6, 2023, regarding the 2023 Tender for Products and Services – Calcium Chloride for information purposes;</i></p> <p><i>AND FURTHER THAT Council accepts the lowest tender price provided by Da-Lee in the amount of \$0.29 per Litre of Liquid Calcium Chloride 35% Solution equaling \$141,984 (excluding HST) as a pre-budget approved purchase.</i></p> | |
| 7.5 | Fire Department | |
| 7.5.1 | FR-2023-01 Transfer of Sale Proceeds from 2000 Freightliner Fire Truck to Fire Department Reserves | 106 |
| | <p><i>THAT the Council of the Township of North Huron hereby receives the report from the Fire Chief, dated March 6, 2022, regarding the transfer of sale proceeds from the 2000 Freightliner Fire Truck to Fire Department Reserves, for information purposes;</i></p> <p><i>AND FURTHER, THAT Council directs for the Director of Finance/Treasurer to transfer the \$11,932.50 in proceeds received from the sale of the 2000 Freightliner Fire Truck (Old Engine 6) from Revenue Account 01-2100-6955 to the Fire – Long Term Reserve account.</i></p> | |
| 7.6 | Office of the CAO | |

| | | |
|-------|---|-----|
| 7.6.1 | <p>CAO-2023-04 Business Improvement Area Governance and Procedural Bylaw</p> <p><i>THAT the Council of the Township of North Huron hereby receives the report of the Economic Development Officer, dated March 6, 2023, regarding the Blyth and Wingham Business Improvement Area Governance and Procedural Bylaw, for information purposes;</i></p> <p><i>AND FURTHER, THAT Council approves the updated Governance and Procedural Bylaws (Constitutions) for the Wingham BIA and Blyth BIA, as presented;</i></p> <p><i>AND FURTHER, THAT Council (agrees/does not agree) to the further requested change to the Blyth BIA Constitution to use non-gender language;</i></p> <p><i>AND FURTHER, THAT Council directs the Clerk to prepare by-laws to adopt the updated Constitutions for the Wingham BIA and Blyth BIA for the March 20, 2023 Regular Council meeting.</i></p> | 108 |
| 7.6.2 | <p>CAO-2023-05 Hutton Heights Property – Agreement of Purchase and Sale</p> <p><i>THAT the Council of the Township of North Huron hereby receives the report prepared by the EDO, dated March 6, 2023 regarding an agreement of purchase and sale for the municipally owned parcel in Hutton Heights;</i></p> <p><i>AND FURTHER, THAT Council adopt By-law No. 15-2023, being a By-law authorizing the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Vendor) and Southside Construction Management Limited (Purchaser) for the municipally owned parcel in Hutton Heights;</i></p> <p><i>AND FURTHER, THAT Council authorizes the Director of Finance/Treasurer to put the proceeds from the sale of this property into the Sale of Property reserves account.</i></p> | 132 |
| 8. | CORRESPONDENCE | |
| 8.1 | <p>Wingham BIA - Letter - Ratification of BIA Board Appointees</p> <p><i>THAT the Council of the Township of North Huron hereby approves the following appointments to the Wingham Business Improvement Area (BIA) Board for the 2022-2026 Term of Council:</i></p> <ul style="list-style-type: none"> <i>• Dave Tiffin;</i> <i>• Doug Kuyvenhoven;</i> <i>• Carolyn Young;</i> <i>• Annette Monsma;</i> <i>• Jim Snyder;</i> <i>• Ryan Fergusson;</i> <i>• Joey Havers;</i> <i>• Mitch Wright - Council Appointee;</i> <p><i>AND FURTHER, THAT Council directs for the Appointment to Boards and Committees By-law be updated to reflect the appointments.</i></p> | 136 |

THAT the Council of the Township of North Huron hereby approves the following appointments to the Blyth Business Improvement Area (BIA) Board for the 2022-2026 Term of Council:

- *David Sparling;*
- *Shane Yerema;*
- *Cat O'Donnell;*
- *Cindy Soares;*
- *Angela Cullen;*
- *John Stewart;*
- *JoAnn Todd;*
- *Rachael King*
- *Kevin Falconer - Council Appointee;*

AND FURTHER, THAT Council directs for the Appointment to Boards and Committees By-law be updated to reflect the appointments.

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. 15-2023 - Agreement of Purchase and Sale - Hutton Heights Development Lands

138

THAT By-law No.15-2023; being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Vendor) and Southside Construction Management Limited (Purchaser) for a portion of land legally described as CON 14 PT S PT LOT 42 Part 1, County of 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.

11.

ANNOUNCEMENTS

A Special Council meeting will be held Monday, March 13, 2023 at 6:00pm in the North Huron Town Hall Theatre.

The next Regular Council meeting will be held on Monday, March 20, 2023 at 6:00pm in the North Huron Town Hall Theatre.

The next Wingham BIA Board meeting will be held on Thursday, March 16, 2023 at 6:30pm in the Hot Stove Lounge at the North Huron Westcast Community Complex.

The next Blyth BIA Board meeting will be held on Thursday, March 30, 2023 at 8:00am in Blyth Community Centre.

12. OTHER BUSINESS

12.1 Notice of Motion Request from Deputy Reeve Falconer

THAT the Council of the Township of North Huron hereby reconsider the motions of Council from the January 12, 2023 Budget meeting which provided direction for further investigation of the Blyth recreation assets, in favour of instead proceeding with the status quo.

13. CLOSED SESSION AND REPORTING OUT

14. CONFIRMATORY BY-LAW

14.1 By-law No. 16-2023 - Confirmatory By-law

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THAT By-law No. 16-2023; being a by-law to adopt, confirm and ratify matters dealt with by the Council of the Township of North Huron at the March 6, 2023 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: Tuesday, February 21, 2023
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
Chris Townes, Director of Finance/Treasurer
Kent Readman, Fire Chief
Gregg Furtney, Director of Public Works and Facilities

OTHERS PRESENT: William Wallace, Ryan Erb, Lisa Harper, JoAnn Todd, Wayne Johnston, Brad Carther, Stephen Hill, Liz Telfer, Jonathan Van Camp, Debbie Metcalfe, Ralph Metcalfe, Pete Mulvey, Rennie Alexander, David Shaw, Dan Murray, Sheila Willis, Natalie Overholt

1. CALL TO ORDER

Reeve Heffer called the meeting to order at 6:00pm. Heffer recited the Township of North Huron Indigenous land acknowledgement statement.

2. CONFIRMATION OF THE AGENDA

M63/23

MOVED BY: A. van Hittersum

SECONDED BY: M. Wright

THAT the Council of the Township of North Huron hereby accept the agenda for the February 21, 2023 Council Meeting; as presented.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

3.1 P. Heffer - Westario Power Inc. - Resolution - Confirmation of New Appointees to Board of Directors

Reeve Heffer declared a conflict of interest on agenda item 8.1 as he is one of the board members to be appointed.

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

Stephen Hill requested information regarding the appraisal of the airport lands.

Jonathan Van Camp commented on agenda item 7.6.1. and provided details regarding the use of funds by the Belgrave Community Centre Board for the operation and maintenance of the facility.

Natalie Overholt commented on the recreation facility budget deliberations letters and noted her concerns with any potential recreation centre closures.

5. CONSENT AGENDA

M64/23

MOVED BY: A. van Hittersum

SECONDED BY: L. Whitfield

THAT the Council of the Township of North Huron hereby adopts Consent Items 5.1.1. to 5.1.2.;

AND FURTHER, THAT the Council of the Township of North Huron hereby receives Consent Items 5.1.3. to 5.3.7. for information.

CARRIED

5.1 Minutes

5.1.1 Minutes of the Regular Council Meeting held February 6, 2023

5.1.2 Minutes of the Special Council Meeting held February 17, 2023

5.1.3 Minutes of the County of Huron Council Meeting held January 4, 2023

5.2 Reports

5.2.1 Bills and Accounts

5.3 Correspondence

5.3.1 Blyth Community Betterment - Letter - Recreation Facility Budget Deliberations

5.3.2 Heart and Soul of the Village of Blyth Campaign - Letter - Recreation Facility Budget Deliberations

5.3.3 Public Letters - Summary and Comments - Recreation Facility Budget Deliberations

5.3.4 Ausable Bayfield Maitland Valley Source Protection Region - Report - 2022 Risk Management Services

5.3.5 Town of Petrolia - Resolution - School Board Elections

5.3.6 Town of Essex - Resolution - School Board Elections

5.3.7 Town of Deep River - Resolution - School Board Elections

6. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS

6.1 William Wallace – Security Plan for Northern Huron Connection Centre

William Wallace noted his concern with the lack of security cameras proposed for the Northern Huron Connection Centre. Wallace requested that Council suggest to the United Way that security cameras be installed at the site.

6.2 Lisa Harper and Ryan Erb, United Way Perth Huron - Progress Report on Northern Huron Connection Centre

Ryan Erb updated Council on the security plans for the Northern Huron Connection Centre. Erb also provided a presentation on the operations of the Centre as well as the services and fundraising efforts of the United Way.

6.3 Wayne Johnston, President, Wingham Ironmen - Ice Installation/Removal Policy

Wayne Johnston requested that Council consider an amendment to the ice installation and ice removal policy for the 2023-2024 hockey season. Johnston also requested that the Township consider sponsoring two home games and a 50th anniversary alumni event by waiving the associated ice rental fees.

7. REPORTS

7.1 Clerk's Department

7.2 Finance Department

7.2.1 FIN-2023-04 Use of Reserves and Reserve Fund Accounts for the 2023 Budget

M65/23

MOVED BY: C. Palmer

SECONDED BY: M. Wright

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance/Treasurer, dated February 6, 2023 regarding the Use of Reserves and Reserve Fund Accounts for the 2023 budget for information purposes;

AND FURTHER, THAT Council authorizes the Director of Finance/Treasurer to consolidate, create and rename each of the Reserve Accounts as per the attached Schedule “A”;

AND FURTHER, THAT Council authorizes the Director of Finance/Treasurer to make the necessary transfers to eliminate the Township of North Huron’s internal loans as per the attached Schedule “B” using the Asset Management Reserve Fund;

AND FURTHER, THAT Council directs the Clerk to prepare the necessary Reserve and Reserve Fund Account by-laws for a future Regular meeting of Council for adoption.

CARRIED

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-2023-03 Belgrave Community Centre Board Update

M66/23

MOVED BY: C. Palmer

SECONDED BY: A. van Hittersum

THAT the report of the CAO, dated February 21, 2023, regarding the Belgrave Community Centre, be received for information;

AND FURTHER, THAT Council directs staff to proceed with Option #6 as outlined in Report CAO-2023-03, dated February 21, 2023.

CARRIED

8. CORRESPONDENCE

8.1 Westario Power Inc. - Resolution - Confirmation of New Appointees to Board of Directors

P. Heffer declared a conflict on this item. (Reeve Heffer declared a conflict of interest on agenda item 8.1 as he is one of the board members to be appointed.)

Reeve Heffer vacated the Chair and Deputy Reeve Falconer assumed the Chair.

M67/23

MOVED BY: M. Wright

SECONDED BY: L. Whitfield

THAT the Council of the Township of North Huron hereby receives the letter from Westario Power Inc. regarding the Special Resolution of the Shareholders, for information purposes;

AND FURTHER, THAT the following persons are hereby confirmed as Directors of the Westario Power Inc. Corporation: George Bridge, Chris Peabody, Sue Paterson, Robert Buckle, Tim Lavoie, Mike Hinchberger, Luke Charbonneau, Paul Heffer, and Don Murray.

CARRIED

Deputy Reeve Falconer vacated the Chair and Reeve Heffer assumed the Chair.

9. COUNCIL REPORTS

9.1 REEVE ACTIVITY REPORT

Reeve Heffer updated Council on the Huron County Council budget process.

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

Councillor McBurney updated Council on the Coalition for Huron Injury Prevention meeting. McBurney noted that the Committee is focusing on developing a terms of reference, and on projects related to road safety.

Deputy Reeve Falconer informed Council that the Blyth BIA has rescheduled their Annual General Meeting due to inclement weather.

Councillor van Hittersum provided an update on the Maitland Valley Conservation Authority meeting.

Councillor Wright reported back to Council on the Wingham BIA Annual General Meeting and noted projects that will be pursued in 2023 by the BIA.

9.3 COMMENTS BY MEMBERS

Deputy Reeve Falconer commented on the success of the Blyth Legion breakfast, the Blyth Lions Club public skate, and the Blyth church groups' craft event held over Family Day weekend.

Reeve Heffer commented on the success of the Family Day event in Wingham.

9.4 NOTICE OF MOTION

Deputy Reeve Falconer provided the following Notice of Motion to Council:

THAT the Council of the Township of North Huron hereby reconsider the motions of Council from the January 12, 2023 Budget meeting which provided direction for further investigation of the Blyth recreation assets, in favour of instead proceeding with the status quo.

10. BY-LAWS**10.1 By-law No. 11-2023 - Site Plan Control By-law****M68/23****MOVED BY:** M. Wright**SECONDED BY:** C. Palmer

THAT By-law No. 11-2023; being a By-law to designate a site plan control area and to adopt rules for the processing of site plan control development applications; 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**10.2 By-law No. 12-2023 - Establishment of Oversight Committee for Community Safety and Well-Being Plan****M69/23****MOVED BY:** K. Falconer**SECONDED BY:** A. van Hittersum

THAT By-law No. 12-2023; being a By-law to establish an Oversight Committee for the Huron County Community Safety and Well-Being Plan, and to appoint members to that Committee; 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**10.3 By-law No. 13-2023 - Agreement with ADS Lawn Care for Cemetery Grass Maintenance****M70/23****MOVED BY:** R. McBurney**SECONDED BY:** L. Whitfield

THAT By-law No. 13-2023; being a By-law to authorize the Reeve and Clerk to execute an agreement between ADS Lawn Care, a division of ADS Industries Inc. and the Corporation of the Township of North Huron for the provision of care and maintenance of the grass areas at the Blyth Union Cemetery, Wingham Cemetery and Children's Memorial Park for the 2023 season; 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**11. ANNOUNCEMENTS**

The next Regular Council meeting will be held on Monday, March 6, 2023 at 6:00pm in the North Huron Town Hall Theatre.

Robert James Scott (former East Wawanosh resident) will be inducted into the Ontario Agricultural Hall of Fame as part of the 2023 class of inductees.

12. OTHER BUSINESS

12.1 Notice of Motion Request from Councillor Palmer

M71/23

MOVED BY: C. Palmer

SECONDED BY: M. Wright

THAT staff supplies a line by line document depicting the complete 2023 budget as is;

AND FURTHER, THAT the said document be presented at the commencement of future budgets.

CARRIED

13. CLOSED SESSION AND REPORTING OUT

M72/23

MOVED BY: R. McBurney

SECONDED BY: K. Falconer

THAT the Council of the Township of North Huron hereby proceeds at 7:49pm to an In-Camera Session (Closed to the Public) under Section 239(2)(f), and (k) of the Municipal Act, to discuss the following:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Westario Power Inc.); and*
- 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 (Cross Border Servicing Agreement Negotiations);*

AND FURTHER, THAT CAO Evans and Clerk Lamb remain in attendance.

CARRIED

Dwayne Evans, CAO reported out that in closed session Council discussed two items. Evans noted that the first item was regarding the Westario Power Board of Directors and the status of potential changes to the ownership and operating structure of Westario Power. Council adopted the following motion:

M73/23

MOVED BY: C. Palmer

SECONDED BY: K. Falconer

WHEREAS the Council of the Township of North Huron passed Motion M454/21 at the December 6, 2021 regular meeting authorizing the CAO to negotiate, finalize, execute and deliver Reorganization documents for Westario Power;

AND WHEREAS the CAO has not acted on Motion M454/21;

AND WHEREAS Westario Power's Shareholders jointly retained a legal firm to review the Reorganization documents and render a legal opinion;

AND WHEREAS new information has become available;

Now, therefore be it resolved:

THAT the Council of the Township of North Huron hereby rescinds Motion M454/21 authorizing the CAO to negotiate, finalize, execute and deliver Reorganization documents for Westario Power;

AND FURTHER, THAT the Council of the Township of North Huron hereby affirms Westario Power's current ownership and operating structure;

AND FURTHER, THAT the Council of the Township of North Huron hereby affirms that future reorganization proposals for Westario Power will be considered, as presented, by the Township of North Huron Council.

CARRIED

Evans reported out that the second item discussed in closed session was the status of discussions with the Municipality of Morris-Turnberry regarding a proposed cross-border services agreement. Council adopted the following motion:

M74/23

MOVED BY: R. McBurney

SECONDED BY: A. van Hittersum

THAT the Council of the Township of North Huron hereby directs for the Reeve, Deputy Reeve, and CAO to meet with representatives from Morris-Turnberry regarding how to move forward with finalizing a cross-border servicing agreement.

CARRIED

14. CONFIRMATORY BY-LAW

14.1 By-law No. 14-2023 - Confirmatory By-law

M75/23

MOVED BY: M. Wright

SECONDED BY: L. Whitfield

THAT By-law No. 14-2023; being a by-law to adopt, confirm and ratify matters dealt with by the Council of the Township of North Huron at the

February 21, 2023 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

15. ADJOURNMENT

M76/23

MOVED BY: R. McBurney

SECONDED BY: C. Palmer

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 8:55pm.

CARRIED

Paul Heffer, Reeve

Carson Lamb, Clerk

**MINUTES
COUNCIL OF THE COUNTY OF HURON**

Hybrid
January 18, 2023

The Council of the County of Huron met on Wednesday, January 18, 2023. All members of Council were present in person. Councillor J. Heffer left the meeting at 11:42 AM.

1. Warden Glen McNeil called the meeting to order at 9:02 AM.

2. Warden's Remarks:

Warden McNeil informed members that he attended Western Ontario Wardens' Caucus Annual Meeting where he was acclaimed as Chair, and congratulated past Warden Jim Ginn on his appointment as Chair for the Western Ontario Wardens' Caucus Economic Development Committee, along with CAO Wark elected Secretary for the WOWC.

3. Approval of Agenda:

Moved by: Councillor D. Harding and Seconded by: Councillor M. Murdock

THAT:

The Council Day 2 agenda for January 18, 2023 be approved as presented.

CARRIED

4. Declaration of Pecuniary Interest:

There were no declarations stated.

5. Minutes of Previous Meeting:

Moved by: Councillor T. Bazinet and Seconded by: Councillor M. Anderson

THAT:

The minutes of the Council Day 1 meeting of January 4, 2023, be adopted as circulated.

CARRIED

6. Delegations/Petitions/Presentations: None.

7. Councillor's Comments:

Councillor MacLellan stated concerns from constituents regarding the lack of communication during the 2022 blizzard from December 22-26, 2022.

Moved by: Councillor B. MacLellan and Seconded by: Councillor J. Ginn

THAT:

The Council of the County of Huron requests staff to send correspondence to the OPP regarding communication during weather efforts.

CARRIED

Moved by: Councillor B. MacLellan and Seconded by: Councillor J. Ginn

THAT:

Whereas the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction; and
Whereas FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government;

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Be it resolved that Council of the County of Huron endorse Marg Anderson to stand for election on FCM's Board of Directors for the period starting in January 2023 and ending November 2026 or as approved by FCM; and

Be it further resolved that Council assumes all costs associated with Marg Anderson attending FCM's Board of Directors meetings.

CARRIED

Councillor Bazinet stated that at the Huron County Accessibility Advisory Committee meeting the committee would like to review the plans for the Electric Vehicle Charger installation. Staff will organize this.

8. Consent Agenda – Items 8.1 through 8.5:

Moved by: Councillor J. Dietrich and Seconded by: Councillor G. Finch

THAT:

Items 8.1 through 8.5 be approved with the actions as noted.

CARRIED

9. Social and Property Services: None.

10. Homes for the Aged:

10.1 Huronlea Highland Apartment Repair (presented by Dana Mellor)

Moved by: Councillor G. Finch and Seconded by: Councillor P. Heffer

THAT:

The Council of the Corporation of the County of Huron receives the report by Dana Mellor, Interim Director, titled Huronlea Highland Apartment Repair, dated January 18, 2023 as presented for information;

AND FURTHER THAT

The Council of the Corporation of the County of Huron approves the quote by Wayne and Harold Smith Construction in the amount of \$43,200 plus HST for the Huronlea Highland Apartment Repair Project.

CARRIED

11. Public Works:

11.1. County Road 83 and County Road 11 Traffic Report (presented by Steve Lund)

Moved by: Councillor G. Finch and Seconded by: Councillor J. Becker

THAT:

The Council of the County of Huron receive the report dated January 18, 2023 by Steve Lund, County Engineer titled County Road 83 at County Road 11 (Hern Line) Traffic Report as presented for information;

AND FURTHER THAT:

The Council of the County of Huron approves the staff recommendations contained in the report titled County Road 83 at County Road 11 (Hern Line) Traffic Report.

CARRIED

12. Economic Development:

12.1 New Tourism Relief Fund 2023 Project Funding (presented by Rick Sickinger)

Moved by: Councillor B. Vanstone and Seconded by: Councillor A. McLellan

THAT:

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~ Page 3 ~

The Council of the County of Huron receive the report by Rick Sickinger, Economic Officer dated January 18, 2023 titled Tourism Relief Fund 2023 Project Funding as presented for information.

AND FURTHER THAT:

A by-law be drafted authorizing the Warden and Clerk to execute the amendment to the funding agreement or any other required documents for newly approved Tourism Relief Funding 2023 project.

CARRIED

13. Emergency Services: None.

14. Administration, Policies and Other Issues:

14.1 Council Home Allowance (presented by Susan Cronin)

Moved by: Councillor P. Klopp and Seconded by: Councillor B. MacLellan

THAT:

The Council of the County of Huron approve the report by Susan Cronin, Director of Legislative Services/County Clerk dated January 18, 2023 titled Council Home Allowance as presented;

AND FURTHER THAT:

By-law 2022-082 Establish Rates of Remuneration for Warden and Council be amended to include the Home Allowance of \$80.00/month for Councillors;

AND FURTHER THAT:

The Home Allowance be included in the report to Council, to consider conducting a full audit of Council and Warden remuneration prior to the end of the next term.

CARRIED

14.2. 2023 Draft County of Huron Budget Presentations

DRAFT 2023 BUDGET

Overview (presented by Michael Blumhagen)

Social and Property Services (presented by Barbara Hall)

Emergency Services (presented by Steve Lund)

Public Works (presented by Steve Lund)

Homes for the Aged (presented by Dana Mellor)

Economic Development (Vicki Lass)

Summary (presented by Michael Blumhagen)

Moved by: Councillor M. Murdock and Seconded by: Councillor P. Heffer

THAT:

The County of Huron receives the 2023 Draft County of Huron Budget Presentations, dated January 18, 2023, as presented for information.

CARRIED

15. Correspondence:

Moved by: Councillor G. Finch and Seconded by: Councillor B. MacLellan

THAT:

The Council of the County of Huron request staff to prepare a report for Council on the Federal Cannabis Legislation Review with recommendations on options for Huron County to address their concerns with this legislation.

CARRIED

Moved by: Councillor J. Dietrich and Seconded by: Councillor D. Harding

County of Huron
COUNCIL MINUTES
Wednesday, January 18, 2023
~ Page 4 ~

THAT:

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

CARRIED

16. New/Unfinished Business:

In the interest of being accountable and transparent, where a member of Council or staff would like to present an item of business in this section, it is recommended that they contact the Chief Administrative Officer in advance so that the item can be placed on the published agenda.

17. Notice of Motion: None.

18. By-laws:

Moved by: Councillor T. Bazinet and Seconded by: Councillor A. McLellan

THAT:

By-law No. 2023-003, being a By-law to authorize the Corporation of the County of Huron to enter into a Tourism Relief Fund Agreement with the Minister responsible for the Federal Economic Development Agency for Southern Ontario on behalf of His Majesty the King in Right of Canada.

By-law No. 2023-004, being a By-law to authorize the Corporation of the County of Huron to enter into a contract with the YMCA Southwestern Ontario for the Huron Recreation, Arts and Sports Program (Huron RASP).

By-law No. 2023-005, being a By-law to amend By-law 2022-081 of the Corporation of the County of Huron to establish User Fees and Service Charges.

By-law No. 2023-006, being a By-law of the Corporation of the County of Huron to adopt a Flag Policy.

Be introduced, be given a first, second and third reading, be passed, signed by the Warden and Clerk, and the Seal of the Corporation affixed thereto, in accordance with Part 14 of the Procedural By-Law for the County of Huron.

CARRIED

19. Closed to the Public Session: None.

20. Upcoming Meetings:

Special Council Orientation - Conflict of Interest and Code of Conduct - Thursday, January 19, 2023 at 9:00 AM - Virtual Meeting

Council Day 1 - Wednesday, February 1, 2023 at 9:00 AM - Hybrid Meeting

Council Budget Meeting - Wednesday, February 8, 2023 at 9:00 AM - Hybrid Meeting

Audit Committee - Wednesday, February 15, 2023 at 9:00 AM - Hybrid Meeting

Council Day 2 - Wednesday, February 15, 2023 at 9:00 AM - Hybrid Meeting (preceded by Audit Committee)

Special Council Orientation - Procedural Process - Thursday, February 16, 2023 at 9:00 AM - Virtual Meeting

20. Confirmatory By-law:

Moved by: Councillor J. Becker and Seconded by: Councillor G. Finch

THAT:

By-law No. 2023-007, being a By-law of the Corporation of the County of Huron to confirm the proceedings of the Council of the Corporation of the County of Huron be introduced, be given a first, second and third reading, be passed, signed by the Warden and Clerk, and the Seal of the Corporation affixed thereto, in accordance with Part 14 of the Procedural By-Law for the County of Huron.

CARRIED

21. Adjournment:

Moved by: Councillor J. Dietrich and Seconded by: Councillor D. Harding

THAT:

The Council of the Corporation of the County of Huron do hereby adjourn at 12:10 PM to meet again on Wednesday, February 1, 2023 at 9:00 AM or at the call of the Warden and the Clerk.

CARRIED

Warden Glen McNeil

Clerk Susan Cronin

Wingham BIA

Annual General Meeting Minutes – Feb. 17/22

Via Zoom

Call to Order: 6:30 p.m.

Chairperson's Report of 2021 BIA Activities:

Chair Dave Tiffin gave a summary of 2021 to the attendees.

- 2021 was another up and down year for Wingham businesses due to lockdowns.
- We did see the return of the Santa Claus parade, which the BIA covers insurance for. Thanks to the Lions Club for organizing.
- The Festival of Lanterns continued for the 8th consecutive year. Mark McDougall and Lisa Hearnden continue to lead this event.
- Work is almost complete on the LED sign at the south end of town. Hydro was run in the summer. Delivery delays slowed installation, but everything is in order with expected completion by end of the month. The installation was passed at the 2020 AGM and we anticipate this being a significant help in making the public aware of events to draw people to the community. A list of allowed postings has been drafted. This will be subject to periodic Board review.
- The BIA also wrote to North Huron Council and spoke at Council in support of converting the train station to a museum. We're pleased to see this passed as we expect it to be a tourist draw to the area bringing people to our business community. Fundraising committee has been created.

Financials:

Treasurer Doug Kuyvenhoven presented the 2021 financials.

- There were no questions from the attendees.
- The 2022 budget was presented for approval.
- The BIA is expecting a return of spending support for the July 1st fireworks, and the Santa Claus parade. The Board will be looking into new streetlight banners highlighting Wingham's strong musical history. The budget was passed unanimously.

2022 Goals:

- We are hoping for and expecting the lifting of Covid restrictions.
- Also hope to see the return of the July 1 fireworks, which the BIA sponsors and expect to be able to have the Christmas lights in Cruickshank return as a community event in mid-November.
- Retail promotions similar to other years will be held, but we're open to modifications.
- A tourist map project is in development. This will provide visitors with overall view of the area, with sponsoring businesses highlighted. Hoping to work with Blyth BIA, North Huron Ec Dev and Advance Times on this.
- We plan to work with theatre to bring live shows to Wingham. We've seen that good performers will come to Wingham and we need to build on that to draw people to town and our business community.
- The BIA is looking into the next major project. With the success of the snowflake lights and now the LED sign we're considering new banners for streetlight.
- Although not a goal, the BIA Chair is part of the Vance Trust committee which will see initial disbursements in 2022.
- The Board is only a small group of volunteers. As such constructive input, and assistance, from the membership is always welcome.

Election of Board Members:

- The BIA Board can consist of 4-8 business owners/employees, 2 of which can be Associate members. The Board had room for up to 3 new Board members. At the meeting Carolyn Young of Libro Credit Union and Ashley VanderVelden of Naturally Bongins were nominated and allowed their names to stand. With less than 4 nominees no election was necessary. The 2 nominees will need approval by North Huron Council, which is fully expected.

BIA Award Announcements:

New Businesses:

Teenie Tiny Tots
Sunnyside Grill
Castings Public House
Maitland Auctions
Mikaylo Home Furnishings & Decor

- **Civic Improvement:** Murray Simpson – Castings Public House
- **Special Award** – Green's Meat Market. This is hopefully a one time award. Recognizing Green's Meat Market for their resilience and determination to rebuild and reopen within a year of a devastating fire. Congratulations to the Green family on all the hard work to accomplish this.
- **Lifetime Achievement** – Lisa Hearnden
 - Lisa is an original Board member. Over the years she has been incredibly valuable to the BIA. Lisa, along with Mark McDougall have co-ordinated the Festival of Lanterns and she was the driving force behind the production and installation of the Christmas gnome theme along Josephine St. She's participated in many Curb Appeal projects, has always been willing to volunteer her time and will be missed. Thank you Lisa

If anyone has questions related to the BIA feel free to email chair@winghambia.ca

Adjournment: 7:10 p.m.


Chair – Dave Tiffin
Secretary – Annette Monsma

Attendees:

| | |
|------------------|------------------------------|
| Dave Tiffin | - Freedom 55 Financial |
| Doug Kuyvenhoven | - Wingham Super Storage |
| Annette Monsma | - Annette's Treasures Galore |
| Jim Snyder | - Snyder Concepts |
| Paul Heffer | - North Huron Council |
| Trevor Seip | - North Huron Council |
| Carolyn Young | - Libro Credit Union |
| Lisa Hearnden | - Foxton Fuels |
| Jordan Nairn | - Libro Credit Union |
| Kelsey Bent | - Wingham Advance Times |
| Alecia Dietner | - The 2 Step |



MINUTES OF THE BLYTH BIA ANNUAL GENERAL MEETING

Date: Thursday March 10, 2022
Time: 8:00am
Location: Blyth Community Centre

MEMBERS PRESENT: D. Sparling, Chair
J. Todd, Treasurer
R. King, Secretary
C. O'Donnell
C. Jordan
J. Lambers
G. Sepers
J. Stewart

OTHERS PRESENT: D. Scott

1. CALL TO ORDER

Chair Sparling called the meeting to order at 8:06am

2. CONFIRMATION OF THE AGENDA

MOVED BY: J. Lambers

SECONDED BY: C. O'Donnell

THAT the Blyth BIA Board hereby accept the Agenda as presented for the Thursday March 10, 2022 Annual General Meeting.

For (7): J. Todd, R. King, C. O'Donnell, C. Jordan, J. Lambers, G. Sepers, J. Stewart

CARRIED (7 to 0)

3. MOTION TO RECEIVE MINUTES OF PRIOR ANNUAL GENERAL MEETING

MOVED BY: R. King

SECONDED BY: C. Jordan

THAT the Blyth BIA Board hereby adopts the minutes of the Thursday January 25, 2021 Annual General Meeting with an amendment to correct spelling (Teams changed to Deams on page 3).

For (7): J. Todd, R. King, C. O'Donnell, C. Jordan, J. Lambers, G. Sepers, J. Stewart

CARRIED (7 to 0)

4. DISCLOSURE OF PECUNIARY INTEREST

None

5. FINANCIAL REPORT

- The audited financial statements for the 2019-2020 fiscal year were distributed in advance of the meeting.
- Details of bank transactions and balances for January and February 2022 were distributed in advance of the meeting.
- The proposed 2022 BBIA Budget, distributed in advance, was discussed. Chair Sparling responded to questions about signage, grand openings, associate membership and Rutabaga Fest.

MOVED BY: J. Todd

SECONDED BY: J. Stewart

THAT the Blyth BIA Board hereby accepts the 2019-2020 Audited Financial Statements as presented at the Thursday March 10, 2022 meeting.

For (7): J. Todd, R. King, C. O'Donnell, C. Jordan, J. Lambers, G. Sepers, J. Stewart

CARRIED (7 to 0)

MOVED BY: J. Lambers

SECONDED BY: C. O'Donnell

THAT the Blyth BIA Board hereby accepts the Treasurer's Report for the Thursday March 10, 2022 meeting.

For (7): J. Todd, R. King, C. O'Donnell, C. Jordan, J. Lambers, G. Sepers, J. Stewart

CARRIED (7 to 0)

MOVED BY: J. Todd

SECONDED BY: C. Jordan

THAT the Blyth BIA Board hereby accepts the 2022 BBIA Budget as presented at the Thursday March 10, 2022 meeting.

For (7): J. Todd, R. King, C. O'Donnell, C. Jordan, J. Lambers, G. Sepers, J. Stewart

CARRIED (7 to 0)

6. NOMINATIONS TO THE BBIA BOARD OF MANAGEMENT & EXECUTIVE

Board of Management

D. Sparling, Deams

C. O'Donnell, Wonky Frog

S. Yerema, Hotel Lux

G. Sepers, Brod Bakery
Blyth Centre for the Arts: R. King, Alternate: K. McIntosh
Service Organizations: J. Stewart, Alternate: TBC
Church Organizations: J. Todd, Alternate: A. Jebson

MOVED BY: G. Sepers

SECONDED BY: C. O'Donnell

THAT the Blyth BIA Board hereby accepts the 2022 Board of Management slate
For (7): J. Todd, R. King, C. O'Donnell, C. Jordan, J. Lambers, G. Sepers, J. Stewart

CARRIED (7 to 0)

Executive

D. Sparling, Chair
S. Yerema, Vice Chair
G. Sepers, Treasurer
R. King, Secretary

MOVED BY: J. Lambers

SECONDED BY: C. O'Donnell

THAT the Blyth BIA Board hereby accepts the 2022 Executive Slate
For (7): J. Todd, R. King, C. O'Donnell, C. Jordan, J. Lambers, G. Sepers, J. Stewart

CARRIED (7 to 0)

7. OTHER BUSINESS

A) Chair's Report

- Initiatives completed:
 - Updated website
 - Queen St music system
 - New member grand opening package
 - Efforts to increase Blyth Campground utilization
 - Bike racks on Queen St
 - Shop local campaign
- Initiatives started in 2021, finishing in 2022:
 - G2G Public Art
- Initiatives incomplete:
 - G2G connectivity to Queen St
- 2022 Initiatives:
 - More information on website (minutes & agendas)

- Plastic elimination efforts
- Start to save for next generation Christmas decorations
- 'Welcome back to indoor theatre' celebration
- Work with Huron Chamber of Commerce on some initiatives

Questions were answered, and conversation ensued, about G2G connectivity and cyclist safety, as well as street lights and utility and refuse expenses.

B) Member Updates

a. Lions

- Smoked Porkchop Takeout Dinner Sat April 23. Tickets (\$20) must be purchased in advance from Linda Stewart or John Stewart.
- The Blyth Lions Club is collecting Financial Contributions to assist the Refugees of Ukraine. Cheques can be made payable to Lions of Canada Fund for LCIF and forwarded to John Stewart. Contact John Stewart for more information.

b. Blyth Festival

- This afternoon Blyth Festival is releasing a recorded play reading event of *Barvinok* by Ukrainian-Canadian playwright Lianna Makuch, as a fundraiser for the Red Cross efforts for the people of Ukraine. More information can be found on the Festival's social media and website.

8. ADJOURNMENT

It was noted that the next BIA Board meeting will be held on Thursday March 31, 2022 at 8:00am at a location TBC.

MOVED BY: J. Lambers

THAT the Blyth BIA Board agrees that there being no further business before Council; the meeting be hereby adjourned at 9:41am.

CARRIED



David Sparling, Chair



Rachael King, Secretary

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|--|------------------------|-----------------|--------------------------|-------------------|
| Cheque 047084 | Date 03/01/2023 | Amount | 24.80 | |
| 005749 ABIGAIL PEEL | 2-22-2023 | 02/22/2023 | ARENA W - MILEAGE | 24.80 |
| | | Invoice Count | 1 Total | 24.80 |
| Cheque 047085 | Date 03/01/2023 | Amount | 100.00 | |
| 005810 ADAM BELL | 2-24-2023 | 02/24/2023 | REFUND ELECTION NOMINA | 100.00 |
| | | Invoice Count | 1 Total | 100.00 |
| Cheque 047086 | Date 03/01/2023 | Amount | 41.00 | |
| 005809 ADAM CONDI | 2-6-2023 | 02/06/2023 | PW- POLICE CHECK | 41.00 |
| | | Invoice Count | 1 Total | 41.00 |
| Cheque 047087 | Date 03/01/2023 | Amount | 485.90 | |
| 005805 CHAD COOK ELECTRIC | 1034 | 02/09/2023 | BLYTH STLIGHTS- INSTALLE | 485.90 |
| | | Invoice Count | 1 Total | 485.90 |
| Cheque 047088 | Date 03/01/2023 | Amount | 779.83 | |
| 000885 FOGAL'S INDEPENDENT GROCER- STC | 90453300022-9972 | 02/01/2023 | EARLY LEARNING - FOOD SU | 86.61 |
| 000885 FOGAL'S INDEPENDENT GROCER- STC | 90453300022-5643 | 02/03/2023 | DAY CARE- FOOD SUPPLIES | 432.26 |
| 000885 FOGAL'S INDEPENDENT GROCER- STC | 90453300022-0861 | 02/06/2023 | EARLY LEARNING - FOOD SU | 107.57 |
| 000885 FOGAL'S INDEPENDENT GROCER- STC | 90453300022-5681 | 02/06/2023 | BAMR- FOOD SUPPLIES | 100.51 |
| 000885 FOGAL'S INDEPENDENT GROCER- STC | 90453300036-2983 | 02/22/2023 | PW-TOWN HALL- WATER | 52.88 |
| | | Invoice Count | 5 Total | 779.83 |
| Cheque 047089 | Date 03/01/2023 | Amount | 41.00 | |
| 005806 GREGG FURTNEY | 2-6-2023 | 02/06/2023 | PW- POLICE CHECK | 41.00 |
| | | Invoice Count | 1 Total | 41.00 |
| Cheque 047090 | Date 03/01/2023 | Amount | 65.13 | |
| 004812 IRON MOUNTAIN CANADA | HGVV874 | 01/31/2023 | ADMIN- DOCUMENT SHREDD | 21.71 |
| 004812 IRON MOUNTAIN CANADA | HGVV875 | 01/31/2023 | REC ADMIN- DOCUMENT SHF | 21.71 |
| 004812 IRON MOUNTAIN CANADA | HJMP047 | 02/28/2023 | ADMIN- DOCUMENT SHREDD | 21.71 |
| | | Invoice Count | 3 Total | 65.13 |
| Cheque 047091 | Date 03/01/2023 | Amount | 65.54 | |
| 004577 MCDONALD HOME HARDWARE BUILDI | 2401685 | 02/08/2023 | PW- YETI FOR CHIP | 65.54 |
| | | Invoice Count | 1 Total | 65.54 |
| Cheque 047092 | Date 03/01/2023 | Amount | 100.00 | |
| 005808 MICHEL STARENKY | 2-24-2023 | 02/24/2023 | REFUND ELECTION NOMINA | 100.00 |
| | | Invoice Count | 1 Total | 100.00 |
| Cheque 047093 | Date 03/01/2023 | Amount | 100.00 | |
| 005807 PATRICIA ELAINE SMITH | 2-24-2023 | 02/24/2023 | REFUND - ELECTION NOMIN/ | 100.00 |
| | | Invoice Count | 1 Total | 100.00 |

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014
Cheque Date 02/18/2023 to 12/31/2023
Vendor 000000 to 999999

| Vendor | | Invoice | Invoice | Invoice | Invoice |
|---------------|--------------|-----------------|------------|-------------------------|--------------|
| Number | Name | Number | Date | Description | Amount |
| Cheque 047094 | | Date 03/01/2023 | Amount | 100.00 | |
| 004928 | RIC MCBURNEY | 2-24-2023 | 02/24/2023 | REFUND ELECTION NOMINA1 | 100.00 |
| | | | | Invoice Count 1 | Total 100.00 |
| Report Total | | | | | 1,903.20 |

Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|---|--------------------|-----------------|--------------------------|-------------------|
| Cheque 005389 Date 03/01/2023 Amount 7,288.50 | | | | |
| 005610 R.J. BURNSIDE & ASSOCIATES LIMITEE | 3000053193.0000-13 | 01/27/2023 | WATER- WINGHAM STANDPI | 2,938.00 |
| 005610 R.J. BURNSIDE & ASSOCIATES LIMITEE | 300053193.0000-14 | 02/13/2023 | WATER- WINGHAM STANDPI | 4,350.50 |
| Invoice Count 2 Total | | | | 7,288.50 |
| Cheque 005390 Date 03/01/2023 Amount 42,723.57 | | | | |
| 001634 VEOLIA WATER CANADA INC | 9000078111-W | 12/31/2022 | WATER - DECEMBER SERVIC | 42,723.57 |
| Invoice Count 1 Total | | | | 42,723.57 |
| Cheque 005391 Date 03/02/2023 Amount 1,908.80 | | | | |
| 005506 TOWNSHIP OF NORTH HURON | 01/2023 | 01/31/2023 | JAN WAGES/BENEFITS | 696.29 |
| 005506 TOWNSHIP OF NORTH HURON | 02/2023 | 02/28/2023 | FEBRUARY WAGES/BENEFIT | 1,212.51 |
| Invoice Count 2 Total | | | | 1,908.80 |
| Cheque 005392 Date 03/02/2023 Amount 41,184.36 | | | | |
| 005507 TOWNSHIP OF NORTH HURON SEWAG | 12/2023 | 02/08/2023 | DEC SEWER BILLED IN 2023 | 41,184.36 |
| Invoice Count 1 Total | | | | 41,184.36 |
| Report Total | | | | 93,105.23 |

Accounts Payable

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

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor | | Invoice | Invoice | Invoice | Invoice |
|----------------------|---------------------------------|------------------------|---------------|------------------------|-----------------|
| Number | Name | Number | Date | Description | Amount |
| Cheque 003739 | | Date 03/01/2023 | Amount | 27,770.51 | |
| 005510 | VEOLIA WATER CANADA, INC- SEWER | 9000078111-S | 12/31/2022 | SEWER- DECEMBER SERVIC | 27,770.51 |
| | | | | Invoice Count 1 | Total 27,770.51 |
| | | | | | <hr/> |
| Report Total | | | | | 27,770.51 |

Accounts Payable

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

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|-------------------------------|------------------------|-----------------|---------------------------|-------------------|
| Cheque 005495 | Date 02/21/2023 | Amount | 298.71 | |
| 003224 HURONTEL | 10886812-2-2023 | 02/01/2023 | REC ADMIN- PHONE/INTERNET | 298.71 |
| | | Invoice Count | 1 Total | 298.71 |
| Cheque 005496 | Date 02/21/2023 | Amount | 501.56 | |
| 003224 HURONTEL | 10886810-2-2023 | 02/01/2023 | ADMIN/TH/PW- PHONE/INTER | 501.56 |
| | | Invoice Count | 1 Total | 501.56 |
| Cheque 005497 | Date 02/21/2023 | Amount | 159.22 | |
| 003224 HURONTEL | 10886818-2-2023 | 02/01/2023 | FIRE-W PHONE/INTERNET | 159.22 |
| | | Invoice Count | 1 Total | 159.22 |
| Cheque 005498 | Date 02/21/2023 | Amount | 96.35 | |
| 003224 HURONTEL | 10886860-2-2023 | 02/01/2023 | PW-WINGHAM PHONE/INTER | 96.35 |
| | | Invoice Count | 1 Total | 96.35 |
| Cheque 005499 | Date 02/21/2023 | Amount | 28.61 | |
| 003224 HURONTEL | 10886861-2-2023 | 02/01/2023 | MUSEUM- PHONE | 28.61 |
| | | Invoice Count | 1 Total | 28.61 |
| Cheque 005500 | Date 02/21/2023 | Amount | 162.04 | |
| 003224 HURONTEL | 10886813-2-2023 | 02/01/2023 | DAY CARE- PHONE/INTERNE | 162.04 |
| | | Invoice Count | 1 Total | 162.04 |
| Cheque 005501 | Date 02/21/2023 | Amount | 1,259.97 | |
| 000053 BELL MOBILITY | 2-8-2023 | 02/08/2023 | CELL PHONES/INTERNET | 1,259.97 |
| | | Invoice Count | 1 Total | 1,259.97 |
| Cheque 005502 | Date 02/21/2023 | Amount | 13,970.66 | |
| 000294 HYDRO ONE NETWORKS INC | December 2022-5736 | 12/31/2022 | 9.6 KWH- 377 GYPSY OTHR S | 38.08 |
| 000294 HYDRO ONE NETWORKS INC | December 2022-5738 | 12/31/2022 | 167 KWH- 429 MILL ST PW | 68.06 |
| 000294 HYDRO ONE NETWORKS INC | December 2022-5770 | 12/31/2022 | 30 KWH- 377 GYPSY LANE | 41.77 |
| 000294 HYDRO ONE NETWORKS INC | December 2022-5776 | 12/31/2022 | 713 KWH- LANDFILL | 173.63 |
| 000294 HYDRO ONE NETWORKS INC | December 2022-5778 | 12/31/2022 | 56985 KWH- ARENA/HALL B | 11,116.72 |
| 000294 HYDRO ONE NETWORKS INC | December 2022-5786 | 12/31/2022 | 9.5 KWH- 423 MILL ST PW | 38.03 |
| 000294 HYDRO ONE NETWORKS INC | December 2022-5788 | 12/31/2022 | 3470 KWH- BLYTH STREETLI | 923.56 |
| 000294 HYDRO ONE NETWORKS INC | December 2022-5792 | 12/31/2022 | 142 KWH- 850 JOSEPHINE ST | 62.64 |
| 000294 HYDRO ONE NETWORKS INC | Decmeber 2022-5798 | 12/31/2022 | 1078 KWH- 39498 BELGRAVE | 245.14 |
| 000294 HYDRO ONE NETWORKS INC | January 2023-3568 | 02/03/2023 | 3920 KWH- FIRE/PW- BLYTH | 835.13 |
| 000294 HYDRO ONE NETWORKS INC | January 2023-5734 | 02/03/2023 | 1 KWH- #8 CAMP ENTRANCE | 36.03 |
| 000294 HYDRO ONE NETWORKS INC | January 2023-5772 | 02/03/2023 | 0 KWH- 377 GYPSY OTHR OT | 35.53 |
| 000294 HYDRO ONE NETWORKS INC | January 2023-5780 | 02/03/2023 | 108 KWH- HUTTON ST LIGHT | 29.56 |
| 000294 HYDRO ONE NETWORKS INC | January 2023-5794 | 02/03/2023 | 843 KWH - CEMETERY W | 198.01 |
| 000294 HYDRO ONE NETWORKS INC | January 2023-5796 | 02/03/2023 | 255 KWH- AUBURN ST LIGHT | 64.63 |
| 000294 HYDRO ONE NETWORKS INC | January 2023-5800 | 02/03/2023 | 262 KWH- HUMPHREY ST LIG | 64.14 |
| | | Invoice Count | 16 Total | 13,970.66 |

Accounts Payable

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

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|--------------------------------------|------------------------|-----------------|---------------------------|-------------------|
| Cheque 005503 | Date 02/21/2023 | Amount | 6,068.26 | |
| 000594 SPARLINGS PROPANE | 88250005973155 | 01/03/2023 | ARENA B- PROPANE | 73.02 |
| 000594 SPARLINGS PROPANE | 88250005973156 | 01/06/2023 | ARENA B- PROPANE | 73.02 |
| 000594 SPARLINGS PROPANE | 88550105976912 | 01/06/2023 | ARENA W- PROPANE | 146.05 |
| 000594 SPARLINGS PROPANE | 88250005973157 | 01/12/2023 | ARENA/HALL B- PROPANE | 2,252.70 |
| 000594 SPARLINGS PROPANE | 88250005973158 | 01/13/2023 | ARENA B- PROPANE | 73.02 |
| 000594 SPARLINGS PROPANE | 88550105976913 | 01/13/2023 | ARENA W- PROPANE | 146.05 |
| 000594 SPARLINGS PROPANE | 88250005973159 | 01/17/2023 | ARENA B- PROPANE | 73.02 |
| 000594 SPARLINGS PROPANE | 88550105976914 | 01/20/2023 | ARENA W- PROPANE | 146.05 |
| 000594 SPARLINGS PROPANE | 88250005973160 | 01/24/2023 | ARENA B- PROPANE | 73.02 |
| 000594 SPARLINGS PROPANE | 8825005973161 | 01/25/2023 | ARENA/HALL B- PROPANE | 2,692.15 |
| 000594 SPARLINGS PROPANE | 88550205976915 | 01/27/2023 | ARENA W- PROPANE | 146.05 |
| 000594 SPARLINGS PROPANE | 88250178931300 | 01/30/2023 | PW-EW- PROPANE-10 LB TAN | 28.06 |
| 000594 SPARLINGS PROPANE | 88250005973162 | 01/31/2023 | ARENA B- PROPANE | 146.05 |
| Invoice Count 13 Total | | | | 6,068.26 |
| Cheque 005504 | Date 02/21/2023 | Amount | 779.81 | |
| 004311 TELUS | 1-31-2023 | 01/31/2023 | PW- FLEET TRACKER | 779.81 |
| Invoice Count 1 Total | | | | 779.81 |
| Cheque 005505 | Date 02/21/2023 | Amount | 8,833.11 | |
| 000721 W S I B | 1-31-2023 | 01/31/2023 | JANUARY 2023 REMITTANCE | 8,833.11 |
| Invoice Count 1 Total | | | | 8,833.11 |
| Cheque 005506 | Date 02/22/2023 | Amount | 184.38 | |
| 002886 CULLIGAN WATER | 2-16-2023 | 02/16/2023 | LANDFILL- WATER FOR RESID | 184.38 |
| Invoice Count 1 Total | | | | 184.38 |
| Cheque 005507 | Date 02/23/2023 | Amount | 391.09 | |
| 002697 TUCKERSMITH COMMUNICATIONS CO | 11283616-2-2023 | 02/01/2023 | ARENA/HALL B- TV/PHONE/IN | 175.87 |
| 002697 TUCKERSMITH COMMUNICATIONS CO | 11283708-2-2023 | 02/01/2023 | FIRE-BL- PHONE/INTERNET | 215.22 |
| Invoice Count 2 Total | | | | 391.09 |
| Cheque 005508 | Date 02/24/2023 | Amount | 42.06 | |
| 003329 EASTLINK | 19559643 | 02/03/2023 | EARLY LEARING - PHONE | 42.06 |
| Invoice Count 1 Total | | | | 42.06 |
| Cheque 005509 | Date 03/01/2023 | Amount | 19,455.83 | |
| 003888 EQUITABLE LIFE OF CANADA | 3-1-2023 | 03/01/2023 | MARCH 2023 REMITTANCE | 19,455.83 |
| Invoice Count 1 Total | | | | 19,455.83 |
| Report Total | | | | 52,231.66 |

Accounts Payable

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

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|--|--------------------|-----------------|----------------------------|-------------------|
| Cheque 001463 Date 02/21/2023 Amount 99.09 | | | | |
| 000052 BELL CANADA | 2-1-2023 | 02/01/2023 | WATER- PHONE 519-357-9942 | 99.09 |
| | | Invoice Count | 1 Total | 99.09 |
| Cheque 001464 Date 02/21/2023 Amount 210.07 | | | | |
| 005500 HURONTEL- WATER | 10886873 | 02/01/2023 | WATER TOWER - INTERNET | 210.07 |
| | | Invoice Count | 1 Total | 210.07 |
| Cheque 001465 Date 02/21/2023 Amount 67.74 | | | | |
| 005500 HURONTEL- WATER | 10886875-2-2023 | 02/01/2023 | WELL #3- INTERNET | 67.74 |
| | | Invoice Count | 1 Total | 67.74 |
| Cheque 001466 Date 02/21/2023 Amount 96.35 | | | | |
| 005500 HURONTEL- WATER | 10886878-2-2023 | 02/01/2023 | WELL #4- PHONE/INTERNET | 96.35 |
| | | Invoice Count | 1 Total | 96.35 |
| Cheque 001467 Date 02/21/2023 Amount 112.94 | | | | |
| 005500 HURONTEL- WATER | 10886915-2-2023 | 02/01/2023 | VEOLIA BUILDING- INTERNET | 112.94 |
| | | Invoice Count | 1 Total | 112.94 |
| Cheque 001468 Date 02/21/2023 Amount 2,059.44 | | | | |
| 005498 HYDRO ONE NETWORKS INC-WATER | January 2023-5732 | 02/03/2023 | 10782 KWH- WELLS 1 & 2 BLY | 2,059.44 |
| | | Invoice Count | 1 Total | 2,059.44 |
| Cheque 001469 Date 02/21/2023 Amount 1,224.71 | | | | |
| 005498 HYDRO ONE NETWORKS INC-WATER | December 2022-5802 | 12/31/2022 | 5878 KWH- WELL #5 BLYTH | 1,224.71 |
| | | Invoice Count | 1 Total | 1,224.71 |
| Cheque 001470 Date 02/23/2023 Amount 31.83 | | | | |
| 005540 TUCKERSMITH COMMUNICATIONS- W/ | 11224287-2-2023 | 02/01/2023 | WELL # 5 PHONE | 31.83 |
| | | Invoice Count | 1 Total | 31.83 |
| Cheque 001471 Date 02/23/2023 Amount 99.07 | | | | |
| 005540 TUCKERSMITH COMMUNICATIONS- W/ | 11283709-2-2023 | 02/01/2023 | WELLS 1 & 2 PHONE & INTER | 99.07 |
| | | Invoice Count | 1 Total | 99.07 |
| Report Total | | | | 4,001.24 |

Accounts Payable

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

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|--|--------------------|-----------------|---------------------------|-------------------|
| Cheque 900526 Date 02/21/2023 Amount 96.35 | | | | |
| 005499 HURONTEL- SEWER | 10886876-2-2023 | 02/01/2023 | SEWAGE PUMP STN- PHONE | 96.35 |
| | | | Invoice Count 1 Total | 96.35 |
| Cheque 900527 Date 02/21/2023 Amount 67.74 | | | | |
| 005499 HURONTEL- SEWER | 10886877-2-2023 | 02/01/2023 | SEWAGE TRT PLT WING- INT | 67.74 |
| | | | Invoice Count 1 Total | 67.74 |
| Cheque 900528 Date 02/21/2023 Amount 7,203.17 | | | | |
| 005497 HYDRO ONE NETWORKS INC- SEWER | January 2023-5790 | 02/03/2023 | 38423 KWH- 60 LLOYD ST SE | 7,203.17 |
| | | | Invoice Count 1 Total | 7,203.17 |
| Cheque 900529 Date 02/21/2023 Amount 3,594.95 | | | | |
| 005497 HYDRO ONE NETWORKS INC- SEWER | December 2022-5784 | 12/31/2022 | 17160 KWH- 117 NORTH ST S | 3,594.95 |
| | | | Invoice Count 1 Total | 3,594.95 |
| Cheque 900530 Date 02/23/2023 Amount 108.56 | | | | |
| 005539 TUCKERSMITH COMMUNICATIONS- SE | 11286584-2-2023 | 02/01/2023 | BL SEWAGE TRT PLT- PHONE | 108.56 |
| | | | Invoice Count 1 Total | 108.56 |
| Report Total | | | | 11,070.77 |

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|--|------------------------|-----------------|---------------------------|-------------------|
| Cheque 509040 | Date 03/01/2023 | Amount | 1,403.49 | |
| 003445 A J STONE COMPANY LTD | 172441 | 01/31/2023 | FIRE- SPECTACLE KITS | 519.64 |
| 003445 A J STONE COMPANY LTD | 172589 | 02/06/2023 | FIRE- REPAIR TO TIC | 883.85 |
| | | Invoice Count | 2 Total | 1,403.49 |
| Cheque 509041 | Date 03/01/2023 | Amount | 2,276.95 | |
| 004930 AIRD & BERLIS LLP | 1326762 | 02/15/2023 | ADMIN- LEGAL FEES | 2,276.95 |
| | | Invoice Count | 1 Total | 2,276.95 |
| Cheque 509042 | Date 03/01/2023 | Amount | 4,520.00 | |
| 002423 ALPINE TREE SERVICE | 0006 | 11/10/2022 | CEMETERY - CUT DOWN LAR | 2,486.00 |
| 002423 ALPINE TREE SERVICE | 0007 | 11/29/2022 | ROADS/CEMTERY TREE REM | 2,034.00 |
| | | Invoice Count | 2 Total | 4,520.00 |
| Cheque 509043 | Date 03/01/2023 | Amount | 148,868.49 | |
| 003499 ALTRUCK INTERNATIONAL TRUCK CEM | 28571-2 | 02/27/2023 | 2023 INTERNATIONAL PLOW | 146,982.49 |
| 003499 ALTRUCK INTERNATIONAL TRUCK CEM | 28571-L | 02/27/2023 | 2023 PLOW TRUCK COM LICE | 1,886.00 |
| | | Invoice Count | 2 Total | 148,868.49 |
| Cheque 509044 | Date 03/01/2023 | Amount | 16.12 | |
| 005766 ANGELA IRVINE | 2-28-2023 | 02/28/2023 | DOG COUNTER - MILEAGE | 16.12 |
| | | Invoice Count | 1 Total | 16.12 |
| Cheque 509045 | Date 03/01/2023 | Amount | 372.90 | |
| 000032 ASSOCIATION OF ONTARIO ROAD SUP | 368-2023 | 01/31/2023 | AORS- RENEWAL FEE 2023- L | 186.45 |
| 000032 ASSOCIATION OF ONTARIO ROAD SUP | 504-2023 | 01/31/2023 | AORS RENEWAL FEE 2023- S | 186.45 |
| | | Invoice Count | 2 Total | 372.90 |
| Cheque 509046 | Date 03/01/2023 | Amount | 436.03 | |
| 003753 BLYTH BIA | 2022 HST | 02/28/2023 | BLYTH BIA 2022 HST REBATE | 436.03 |
| | | Invoice Count | 1 Total | 436.03 |
| Cheque 509047 | Date 03/01/2023 | Amount | 107.35 | |
| 002743 BRANDT SECURITY | 21-3382 | 02/04/2023 | TOWN HALL- MOVE PHONE L | 107.35 |
| | | Invoice Count | 1 Total | 107.35 |
| Cheque 509048 | Date 03/01/2023 | Amount | 526.87 | |
| 005639 BRAUN NURSERY LIMITED | 086712-00 | 02/06/2023 | PARKS- MOISTURE MATS FO | 526.87 |
| | | Invoice Count | 1 Total | 526.87 |
| Cheque 509049 | Date 03/01/2023 | Amount | 100.00 | |
| 004890 CHRIS PALMER | 2-24-2023 | 02/24/2023 | REFUND ELECTION NOMINA | 100.00 |
| | | Invoice Count | 1 Total | 100.00 |
| Cheque 509050 | Date 03/01/2023 | Amount | 635.68 | |
| 000146 CLIFF'S PLUMBING & HEATING | W10005 | 11/18/2022 | COMPLEX- REPAIR BOILERS | 367.30 |

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|--|------------------------|-----------------|----------------------------|-------------------|
| 000146 CLIFF'S PLUMBING & HEATING | W10708 | 02/16/2023 | ARENA W- CLEANED HOT H2 | 268.38 |
| | | Invoice Count | 2 Total | 635.68 |
| Cheque 509051 | Date 03/01/2023 | Amount | 18.83 | |
| 002982 COMCO FASTENERS INC | 230138 | 01/30/2023 | PW- BLACK PVC TAPE | 18.83 |
| | | Invoice Count | 1 Total | 18.83 |
| Cheque 509052 | Date 03/01/2023 | Amount | 7,377.42 | |
| 004852 CONTINUIT CORP. | 45062858-2623 | 12/21/2022 | REC ADMIN- 2 LAPTOPS/SETI | 3,415.99 |
| 004852 CONTINUIT CORP. | 65062858-2467- Credi | 12/30/2022 | CREDIT - DUPLICATE INVOIC | -2,678.10 |
| 004852 CONTINUIT CORP. | 65062858-3002 | 01/20/2023 | FIRE- 3CX PHONE SYSTEM M | 281.37 |
| 004852 CONTINUIT CORP. | 65052858-2935 | 01/30/2023 | ARENA B- TV/FIRESTICK HOC | 351.98 |
| 004852 CONTINUIT CORP. | 65062858-2936 | 01/30/2023 | ADMIN- ON SITE IT SUPPORT | 532.80 |
| 004852 CONTINUIT CORP. | 65062858-2889 | 01/31/2023 | ADMIN- MONTHLY IT SUPPOF | 2,678.10 |
| 004852 CONTINUIT CORP. | 65062858-2965 | 02/04/2023 | ADMIN- SHAREPOINT, MS365 | 32.43 |
| 004852 CONTINUIT CORP. | 45062858-3036 | 02/14/2023 | REC ADMIN- ON-SITE IT SUPI | 84.75 |
| 004852 CONTINUIT CORP. | 65062858-3078 | 02/28/2023 | ADMIN- MONTHLY IT SUPPOF | 2,678.10 |
| | | Invoice Count | 9 Total | 7,377.42 |
| Cheque 509053 | Date 03/01/2023 | Amount | 1,247.52 | |
| 005189 FIVE9 SOLUTIONS INC. | INV002911 | 02/13/2023 | FIRE-6 BATTERIES | 1,038.47 |
| 005189 FIVE9 SOLUTIONS INC. | INV002930 | 02/20/2023 | FIRE- REPAIR RADIO | 209.05 |
| | | Invoice Count | 2 Total | 1,247.52 |
| Cheque 509054 | Date 03/01/2023 | Amount | 9,752.32 | |
| 000074 FOXTON FUELS LIMITED | 537123 | 01/03/2023 | LANDFILL- COMPACTOR FUE | 552.78 |
| 000074 FOXTON FUELS LIMITED | 538048 | 01/17/2023 | LANDFILL- COMPACTOR FUE | 483.38 |
| 000074 FOXTON FUELS LIMITED | 538527 | 01/25/2023 | PW- BLYTH - ETHANOL | 1,568.90 |
| 000074 FOXTON FUELS LIMITED | 538788 | 01/31/2023 | PW-EW- CLEAR DIESEL | 2,771.71 |
| 000074 FOXTON FUELS LIMITED | 538789 | 01/31/2023 | PW-EW- DYED DIESEL | 2,358.15 |
| 000074 FOXTON FUELS LIMITED | 538792 | 01/31/2023 | LANDFILL- COMPACTOR FUE | 465.14 |
| 000074 FOXTON FUELS LIMITED | 539268 | 01/31/2023 | BUILDING - JANUARY FUEL | 177.70 |
| 000074 FOXTON FUELS LIMITED | 539323 | 01/31/2023 | FIRE- JANUARY FUEL | 213.90 |
| 000074 FOXTON FUELS LIMITED | 539649 | 01/31/2023 | PW-JANUARY FUEL | 1,160.66 |
| | | Invoice Count | 9 Total | 9,752.32 |
| Cheque 509055 | Date 03/01/2023 | Amount | 34.72 | |
| 005493 FREEDOMPAY CANADA, INC | FPCA5910 | 12/31/2022 | REC ADMIN- TRANSACTION F | 34.72 |
| | | Invoice Count | 1 Total | 34.72 |
| Cheque 509056 | Date 03/01/2023 | Amount | 241.82 | |
| 005356 GALLAGHER BENEFIT SERVICES (CAN | GBS-126446 | 02/27/2023 | ADMIN- HR SERVICES | 241.82 |
| | | Invoice Count | 1 Total | 241.82 |
| Cheque 509057 | Date 03/01/2023 | Amount | 2,537.30 | |
| 004549 GSS ENGINEERING CONSULTANTS LTI | 016-23 | 02/08/2023 | HOWSON DAM- ENGINEERIN | 2,537.30 |
| | | Invoice Count | 1 Total | 2,537.30 |

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|--|-------------------|-----------------|-------------------------------|-------------------|
| Cheque 509058 Date 03/01/2023 Amount 484.77 | | | | |
| 004786 HICKS MORLEY HAMILTON STEWART & | 638244 | 01/30/2023 | HR- LEGAL FEES | 484.77 |
| | | Invoice Count | 1 Total | 484.77 |
| Cheque 509059 Date 03/01/2023 Amount 739.77 | | | | |
| 003281 HOWSON TRANSPORTATION INC | 3314424 | 12/30/2022 | FIRE- FUEL FOR NOVEMBER | 580.10 |
| 003281 HOWSON TRANSPORTATION INC | 3314476 | 01/31/2023 | FIRE- JANUARY FUEL | 159.67 |
| | | Invoice Count | 2 Total | 739.77 |
| Cheque 509060 Date 03/01/2023 Amount 200.00 | | | | |
| 000282 HURON COUNTY ROAD SUPERVISORS | 2023 Membership | 03/01/2023 | HCRSA- MEMBERSHIP- GREC | 200.00 |
| | | Invoice Count | 1 Total | 200.00 |
| Cheque 509061 Date 03/01/2023 Amount 135.60 | | | | |
| 005509 HURON TOILET RENTALS LTD | 1529 | 01/31/2023 | LANDFILL- PORTABLE TOILET | 135.60 |
| | | Invoice Count | 1 Total | 135.60 |
| Cheque 509062 Date 03/01/2023 Amount 811.94 | | | | |
| 000286 HURON TRACTOR LTD | B56566 | 01/13/2023 | PW- HAIR PIN, GRIPS | 83.68 |
| 000286 HURON TRACTOR LTD | B56899 | 01/19/2023 | 11-26- 4000 PSI HOSE, FITTING | 215.41 |
| 000286 HURON TRACTOR LTD | B56900 | 01/19/2023 | PW- FILTERS | 486.78 |
| 000286 HURON TRACTOR LTD | B57725 | 02/02/2023 | 18-36- FUSE | 26.07 |
| | | Invoice Count | 4 Total | 811.94 |
| Cheque 509063 Date 03/01/2023 Amount 450.75 | | | | |
| 000296 IDEAL SUPPLY INC. | 4731266 | 01/10/2023 | 06-43- BATTERY TERMINAL C | 18.07 |
| 000296 IDEAL SUPPLY INC. | 4737343 | 01/11/2023 | PW- 80 LB VIBRATOR | 369.93 |
| 000296 IDEAL SUPPLY INC. | 4756204 | 01/17/2023 | 06-43- JB WELD ADHESIVE | 15.24 |
| 000296 IDEAL SUPPLY INC. | 4780818 | 01/24/2023 | 01-06-OVAL BRACKET | 10.20 |
| 000296 IDEAL SUPPLY INC. | 4784217 | 01/25/2023 | 01-06- GREASE NEEDLE, PIG | 21.50 |
| 000296 IDEAL SUPPLY INC. | 4784810 | 01/25/2023 | PW- 3" NEEDLE TYPE NOZZLE | 15.81 |
| | | Invoice Count | 6 Total | 450.75 |
| Cheque 509064 Date 03/01/2023 Amount 128.48 | | | | |
| 005722 JENNA MCDONALD | 2-9-2023 | 02/09/2023 | ADMIN- RACHAEL GIFT | 53.94 |
| 005722 JENNA MCDONALD | 2-28-2023 | 02/28/2023 | PW- COFFEE, DONUT FOR MI | 74.54 |
| | | Invoice Count | 2 Total | 128.48 |
| Cheque 509065 Date 03/01/2023 Amount 2,002.67 | | | | |
| 000322 JOE KERR LTD | 1000021868 | 01/20/2023 | FIRE- REPAIRS T8 FREIGHTLINER | 188.39 |
| 000322 JOE KERR LTD | 1000021869 | 01/20/2023 | FIRE- REPAIRS - T9 PIERCE | 318.74 |
| 000322 JOE KERR LTD | 1000022012 | 01/27/2023 | FIRE- ANNUAL SAFETY L2 PIERCE | 1,495.54 |
| | | Invoice Count | 3 Total | 2,002.67 |
| Cheque 509066 Date 03/01/2023 Amount 179.67 | | | | |

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|---|-------------------|-----------------|-----------------------------|-------------------|
| 000321 JOE'S AUTOMOTIVE | 46948 | 01/12/2023 | 15-35- OIL CHANGE & SERVIC | 179.67 |
| | | | Invoice Count 1 Total | 179.67 |
| Cheque 509067 Date 03/01/2023 Amount 24.26 | | | | |
| 004008 JULIE IRELAND | 2-28-2023 | 02/28/2023 | ADMIN- OFFICE SUPPLIES | 24.26 |
| | | | Invoice Count 1 Total | 24.26 |
| Cheque 509068 Date 03/01/2023 Amount 327.70 | | | | |
| 003952 LOCAL AUTHORITY SERVICES LTD | EPT003507 | 01/16/2023 | ENERGY PLANNING TOOL - 2 | 327.70 |
| | | | Invoice Count 1 Total | 327.70 |
| Cheque 509069 Date 03/01/2023 Amount 21.65 | | | | |
| 002521 LORI VADER | 2-7-2023 | 02/07/2023 | EARLY LEARNING - PROGRAI | 21.65 |
| | | | Invoice Count 1 Total | 21.65 |
| Cheque 509070 Date 03/01/2023 Amount 36.15 | | | | |
| 000381 LYNN HOY ENTERPRISES | 40573 | 02/21/2023 | PW- SNOWBLOWER DRIVE C | 36.15 |
| | | | Invoice Count 1 Total | 36.15 |
| Cheque 509071 Date 03/01/2023 Amount 100.00 | | | | |
| 000389 MAITLAND VALLEY CONSERVATION | 9720 | 02/24/2023 | HALLAHAN DRAIN - CLEANOL | 100.00 |
| | | | Invoice Count 1 Total | 100.00 |
| Cheque 509072 Date 03/01/2023 Amount 40.51 | | | | |
| 000388 MAITLAND WELDING & MACHINING | 30040 | 01/19/2023 | 08-21- CUTTING EDGE | 40.51 |
| | | | Invoice Count 1 Total | 40.51 |
| Cheque 509073 Date 03/01/2023 Amount 2,099.77 | | | | |
| 000420 MGM TOWNSEND TIRE | 101726 | 01/31/2023 | 09-22- TIRE SWITCHOVER | 50.85 |
| 000420 MGM TOWNSEND TIRE | 99053 | 02/14/2023 | 08-21- SERVICE CALL | 1,783.14 |
| 000420 MGM TOWNSEND TIRE | 102133 | 02/23/2023 | 18-36- SERVICE CALL | 265.78 |
| | | | Invoice Count 3 Total | 2,099.77 |
| Cheque 509074 Date 03/01/2023 Amount 100.00 | | | | |
| 005247 MITCH WRIGHT | 2-24-2023 | 02/24/2023 | REFUND ELECTION NOMINA1 | 100.00 |
| | | | Invoice Count 1 Total | 100.00 |
| Cheque 509075 Date 03/01/2023 Amount 8,776.18 | | | | |
| 000123 MUNICIPALITY OF CENTRAL HURON | 191119 | 12/31/2022 | BLYTH HULLET LANDFILL- BII | 6,598.72 |
| 000123 MUNICIPALITY OF CENTRAL HURON | 191122 | 12/31/2022 | ROADS- SNOW PLOWING AU | 2,177.46 |
| | | | Invoice Count 2 Total | 8,776.18 |
| Cheque 509076 Date 03/01/2023 Amount 17,414.71 | | | | |
| 000746 MUNICIPALITY OF HURON EAST | 13080 | 12/31/2022 | FIRE- FIRE CHIEF EXP. OCT-I | 17,414.71 |
| | | | Invoice Count 1 Total | 17,414.71 |

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|--|-------------------|-----------------|-------------------------------|-------------------|
| Cheque 509077 Date 03/01/2023 Amount 136.37 | | | | |
| 000444 MUNICIPALITY OF MORRIS TURNBERR | 14183 | 01/19/2023 | BLACKHALL MUN. DRAIN MAI | 136.37 |
| | | Invoice Count | 1 Total | 136.37 |
| Cheque 509078 Date 03/01/2023 Amount 630.65 | | | | |
| 004998 NELSON GRANITE LIMITED | 91247 | 02/14/2023 | CEMETERY- PLAQUE PURCH | 630.65 |
| | | Invoice Count | 1 Total | 630.65 |
| Cheque 509079 Date 03/01/2023 Amount 225.82 | | | | |
| 000642 NORTH HURON PUBLISHING INC | 114717 | 12/31/2022 | FIRE- ADVERTISING | 225.82 |
| | | Invoice Count | 1 Total | 225.82 |
| Cheque 509080 Date 03/01/2023 Amount 237.30 | | | | |
| 000489 PAI DA LANDSCAPING | 1102 | 02/13/2023 | CEMETERY- EXCAVATOR RE | 237.30 |
| | | Invoice Count | 1 Total | 237.30 |
| Cheque 509081 Date 03/01/2023 Amount 559.37 | | | | |
| 000352 PBJ KITSUPPLY DEPOT | 171759 | 02/07/2023 | TOWN HALL- ICE MELTER SA | 559.37 |
| | | Invoice Count | 1 Total | 559.37 |
| Cheque 509082 Date 03/01/2023 Amount 1,758.14 | | | | |
| 000542 R.J. BURNSIDE & ASSOCIATES | 300054409.2023-1 | 02/14/2023 | DRAINAGE SUPERINTENDEN | 1,758.14 |
| | | Invoice Count | 1 Total | 1,758.14 |
| Cheque 509083 Date 03/01/2023 Amount 52.83 | | | | |
| 005759 RACHAEL VANDIEPEN | 1-26-2023 | 01/26/2023 | EMERGENCY MANAGEMENT | 47.46 |
| 005759 RACHAEL VANDIEPEN | 2-1-2023 | 02/01/2023 | PW- DOCUMENT FRAME | 5.37 |
| | | Invoice Count | 2 Total | 52.83 |
| Cheque 509084 Date 03/01/2023 Amount 665.02 | | | | |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-374615 | 01/03/2023 | 03-20- WEATHER PAC | 8.22 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-374617 | 01/03/2023 | 03-20- 1/4 PIPE | 3.77 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-374993 | 01/06/2023 | 05-12 - SHOP TOWELS, SEAL | 85.65 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-374997 | 01/06/2023 | 05-12- SINGLE BULBS X 2 | 14.01 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-375024 | 01/06/2023 | 05-12-AMBER MARKER LIGHT | 20.41 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-375044 | 01/06/2023 | 05-12 MINIATURE BULBS | 63.28 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-375214 | 01/09/2023 | PW- HOSE CLAMPS, STOP LE | 116.47 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-375348 | 01/10/2023 | PW- JERRY CANS | 62.56 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-375467 | 01/11/2023 | PW- EYE SHIELD KIT | 54.81 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-375950 | 01/16/2023 | 08-21 - FITLERS-OIL, AIR, FUE | 179.22 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-375978 | 01/16/2023 | 08-21-FUEL FILTER | 36.71 |
| 004609 RADAR AUTO PARTS- BRUSSELS | 5341-376362 | 01/19/2023 | 03-20 FUSE, BULBS | 19.91 |
| | | Invoice Count | 12 Total | 665.02 |
| Cheque 509085 Date 03/01/2023 Amount 136.95 | | | | |

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|-------------------------------------|------------------------|-----------------|-----------------------------|-------------------|
| 005786 RANDY SCOTT | 12-16-2022 | 12/16/2022 | LIVESTOCK EVALUATOR - BF | 136.95 |
| | | Invoice Count | 1 Total | 136.95 |
| Cheque 509086 | Date 03/01/2023 | Amount | 243.56 | |
| 002355 ROBERT'S FARM EQUIPMENT | P94708 | 02/17/2023 | 12-30 - BEARING, IDLER SPRG | 243.56 |
| | | Invoice Count | 1 Total | 243.56 |
| Cheque 509087 | Date 03/01/2023 | Amount | 118.40 | |
| 000272 RONA HODGINS | 352581 | 01/11/2023 | PW SHOP-PEX COUPLING FC | 3.14 |
| 000272 RONA HODGINS | 352995 | 01/17/2023 | PW-BATHROOM FAN, DUCT, I | 115.26 |
| | | Invoice Count | 2 Total | 118.40 |
| Cheque 509088 | Date 03/01/2023 | Amount | 11.76 | |
| 004330 SEPOY WIRING | 18659 | 02/21/2023 | STREETLIGHT- TIME DELAY | 11.76 |
| | | Invoice Count | 1 Total | 11.76 |
| Cheque 509089 | Date 03/01/2023 | Amount | 433.11 | |
| 002155 SMYTH WELDING & MACHINE SHOP | 52633 | 01/10/2023 | NH TRACTOR- LOADING CHU | 178.54 |
| 002155 SMYTH WELDING & MACHINE SHOP | 52746 | 01/26/2023 | 03-20- WING ARM | 254.57 |
| | | Invoice Count | 2 Total | 433.11 |
| Cheque 509090 | Date 03/01/2023 | Amount | 676.43 | |
| 000602 STANTON HARDWARE | 325027 | 01/05/2023 | DAY CARE- SOFTENER SALT | 56.45 |
| 000602 STANTON HARDWARE | 325028 | 01/05/2023 | COMPLEX- BATTERIES | 47.44 |
| 000602 STANTON HARDWARE | 325077 | 01/09/2023 | COMPLEX- BLEACH, CARPET | 46.73 |
| 000602 STANTON HARDWARE | 325082 | 01/09/2023 | FITNESS- DUCT TAPE | 19.20 |
| 000602 STANTON HARDWARE | 325109 | 01/10/2023 | TOWN HALL- WATER COOLEI | 5.90 |
| 000602 STANTON HARDWARE | 325128 | 01/11/2023 | CRUICKSHANK PARK- PAINT | 46.28 |
| 000602 STANTON HARDWARE | 325131 | 01/11/2023 | PW- WINGHAM- PLUMBING S | 334.13 |
| 000602 STANTON HARDWARE | 325137 | 01/12/2023 | PW WING- RETURN- TOILET | -40.68 |
| 000602 STANTON HARDWARE | 325140 | 01/12/2023 | POOL- WATER COOLER REFI | 5.90 |
| 000602 STANTON HARDWARE | 325195 | 01/17/2023 | 04-11-WIRE CLIP | 13.51 |
| 000602 STANTON HARDWARE | 325216 | 01/18/2023 | COMPLEX- FURNACE FILTER | 58.71 |
| 000602 STANTON HARDWARE | 325228 | 01/19/2023 | PW- TH- WATER/SOFFIT VEN | 14.93 |
| 000602 STANTON HARDWARE | 325330 | 01/26/2023 | COMPLEX- GLUE, BIT SET, BI | 50.23 |
| 000602 STANTON HARDWARE | 325003 | 01/27/2023 | POOL- WATER COOLER REFI | 5.90 |
| 000602 STANTON HARDWARE | 325353 | 01/27/2023 | POOL- WATER COOLER REFI | 5.90 |
| 000602 STANTON HARDWARE | 325354 | 01/27/2023 | TOWN HALL- WATER COOLEI | 5.90 |
| | | Invoice Count | 16 Total | 676.43 |
| Cheque 509091 | Date 03/01/2023 | Amount | 336.99 | |
| 000606 STEFFEN AUTO SUPPLY | 254768 | 01/03/2023 | RETURN- OIL COOLER LINES | -154.47 |
| 000606 STEFFEN AUTO SUPPLY | 254859 | 01/04/2023 | 11-01- BATTERY | 152.55 |
| 000606 STEFFEN AUTO SUPPLY | 254953 | 01/05/2023 | 11-01/06-43 OIL FILTERS | 45.97 |
| 000606 STEFFEN AUTO SUPPLY | 255373 | 01/12/2023 | 12-30- HYRAULIC HOSE, WEA | 245.46 |
| 000606 STEFFEN AUTO SUPPLY | 255822 | 01/19/2023 | PW-WING- CONTACT TIP WEI | 12.42 |
| 000606 STEFFEN AUTO SUPPLY | 256065 | 01/24/2023 | 01-06- BAR LAMP, BRACKET | 35.06 |
| | | Invoice Count | 6 Total | 336.99 |

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor Number Name | Invoice Number | Invoice Date | Invoice Description | Invoice Amount |
|--|-------------------|-----------------|---------------------------|-------------------|
| Cheque 509092 Date 03/01/2023 Amount 8,055.98 | | | | |
| 002814 STRONGCO LIMITED PARTNERSHIP | 92286628 | 02/02/2023 | 05-12- SERVICE CALL | 8,055.98 |
| | | | Invoice Count 1 Total | 8,055.98 |
| Cheque 509093 Date 03/01/2023 Amount 191.17 | | | | |
| 000620 SWAN DUST CONTROL LTD | 6238216 | 01/24/2023 | COMPLEX- MAT & MOP RENT | 160.91 |
| 000620 SWAN DUST CONTROL LTD | 6250307 | 02/07/2023 | DAY CARE- GREY MAT RENT. | 30.26 |
| | | | Invoice Count 2 Total | 191.17 |
| Cheque 509094 Date 03/01/2023 Amount 117.37 | | | | |
| 000631 TEESWATER AGRO PARTS LTD | 21294 | 01/11/2023 | PW- PARTS FOR TRACKLESS | 117.37 |
| | | | Invoice Count 1 Total | 117.37 |
| Cheque 509095 Date 03/01/2023 Amount 922.75 | | | | |
| 005701 THE ROSS FIRM PROFESSIONAL CORP | 17821 | 02/15/2023 | ADMIN- LEGAL FEES | 922.75 |
| | | | Invoice Count 1 Total | 922.75 |
| Cheque 509096 Date 03/01/2023 Amount 167.69 | | | | |
| 000638 THE WORKSHOP | 94543 | 02/22/2023 | PW- SAFETY WORK JACKET | 167.69 |
| | | | Invoice Count 1 Total | 167.69 |
| Cheque 509097 Date 03/01/2023 Amount 4,987.31 | | | | |
| 004986 THINKDOX INC. | 23304 | 02/13/2023 | ADMIN- LASERFICHE SUBSCI | 4,987.31 |
| | | | Invoice Count 1 Total | 4,987.31 |
| Cheque 509098 Date 03/01/2023 Amount 124.30 | | | | |
| 003532 TRULY NOLEN | V76447 | 02/16/2023 | TOWN HALL - PEST CONTRO | 124.30 |
| | | | Invoice Count 1 Total | 124.30 |
| Cheque 509099 Date 03/01/2023 Amount 57.56 | | | | |
| 000685 WATSON'S HOME HARDWARE | BQ3633 | 01/18/2023 | PARKS B- PAINTING SUPPLIE | 13.19 |
| 000685 WATSON'S HOME HARDWARE | BQ4087 | 01/24/2023 | LIBRARY B- LIGHT BULBS | 17.50 |
| 000685 WATSON'S HOME HARDWARE | BQ4606 | 01/31/2023 | PW-EW- LUMBER, TAPE, COL | 26.87 |
| | | | Invoice Count 3 Total | 57.56 |
| Cheque 509100 Date 03/01/2023 Amount 55.37 | | | | |
| 000704 WINGHAM COLUMBUS CENTRE | 2-1-2023 | 02/01/2023 | FITNESS- SATELLITE EXPEN | 55.37 |
| | | | Invoice Count 1 Total | 55.37 |
| Cheque 509101 Date 03/01/2023 Amount 630.54 | | | | |
| 000713 WINGHAM PRINTING SERVICE | 18124 | 02/02/2023 | ADMIN- WINDOW ENVELOPE | 630.54 |
| | | | Invoice Count 1 Total | 630.54 |
| Cheque 509102 Date 03/01/2023 Amount 119.62 | | | | |

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/18/2023 to 12/31/2023

Vendor 000000 to 999999

| Vendor | | Invoice | Invoice | Invoice | Invoice | |
|--------|--------------------|---------|------------|--------------------------|--------------|--------------|
| Number | Name | Number | Date | Description | Amount | |
| 000720 | WORK EQUIPMENT LTD | 55718 | 02/13/2023 | 11-01- FOOT PEDAL HARNES | 119.62 | |
| | | | | Invoice Count | 1 | Total 119.62 |
| | | | | | Report Total | 236,200.75 |



TOWNSHIP OF NORTH HURON

Report No.
FIN-2023-06

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Chris Townes, Director of Finance/Treasurer
DATE: 06/03/2023
SUBJECT: FIN-2023-06 Annual Development Charges Treasurer's Report
ATTACHMENTS: 2022 Development Charge Reserve Fund Statement; Treasurers Statement 2022

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance/Treasurer, dated March 6, 2023 regarding Development Charges, for information purposes.

PURPOSE:

The purpose of this report is to satisfy the reporting requirements of the *Development Charges Act*.

BACKGROUND INFORMATION:

Development Charge revenues and expenditures must be reported through an annual Treasurer's Report as outlined in the *Development Charges Act*.

The reporting requirements are in place to increase transparency, accountability and understanding for both the development community which pays the Development Charges, and the community as a whole which utilizes the assets and, in many cases, funds a portion as well.

DISCUSSION:

Section 43 of the *Development Charges Act, 1997* requires the Treasurer of a municipality to provide an annual report to Council with a financial statement relating to development charge by-laws and reserve funds established under Section 33, being the separate reserve funds for each service to which the development charge relates.

The statement must include, for the preceding year:

- a) statements of the opening and closing balances of the reserve funds and of the transactions relating to the funds;
- b) statements identifying,
 - I. all assets whose capital costs were funded under a development charge by-law during the year,
 - II. for each asset mentioned in sub clause (i), the manner in which any capital cost not funded under the by-law was or will be funded;
- c) a statement as to compliance with subsection 59.1 (1); and
- d) any other information that is prescribed.

Section 59.1 states that a municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by this Act or another Act.

Further, Council is to ensure the statement is made available to the public and the Treasurer is required to provide a copy of the statement to the Minister of Municipal Affairs and Housing upon request.

The legislation also states that a listing of all Development Charge projects contained in the most recent Development Charges Background Study (DCBS) must be included with the Treasurer's Statement, including any prior and current funding of said projects. This listing is attached. The intent of this requirement is to ensure the development community, which pays the charge, has the ability to understand how and when the projects have been funded through the use of this fund and/or the timing of future projects. The attached chart mimics the information contained in the Development Charges Background Study. The chart provides an easy reference point to correlate the proposed projects and dollar value approved in the study to what is actually being funded as projects are completed.

FINANCIAL IMPACT:

In 2022, \$3,229.23 was collected in interest payments and an additional \$490,825.10 was collected in Development Charges. No Development Charges funds were spent in 2022. The current balance at 2022-year end is \$650,055.63.

FUTURE/OTHER CONSIDERATIONS:

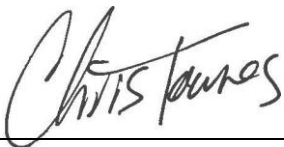
In keeping with the requirements under Section 43 (2.1), staff will ensure that this report is publicly available by posting it on the municipal website and providing hard copies at the Administration Office, if requested.

OTHERS CONSULTED:

Dwayne Evans, CAO
Demetri Makrakos, Economic Development Officer;
Gregg Furtney, Director of Public Works and Facilities.

RELATIONSHIP TO THE STRATEGIC PLAN:

The Township is required to report on Development Charges annually as per legislation and therefore no consideration was given to the Strategic Plan.



Chris Townes,
Director of Finance/Treasurer



Dwayne Evans, CAO



Treasurer's Statement, 2022

Financial Statement Relating to Development Charges By-laws and Reserve Funds

Governing Act: Section 43 of the *Development Charges Act, 1997*
Paragraphs 12 and 13 of Ontario Regulation 82/98

Governing By-laws: Part VI – Reserve Funds and Part VIII - Administration of
Development Charges By-law No. 74-2021

Background:

Section 43 of the *Development Charges Act, 1997* (herein after referred to as “Act”) requires the treasurer of a municipality each year to give the council a financial statement relating to development charge by-laws and reserve funds established under Section 33, being the separate reserve funds for each service to which the development charge relates. Further, the treasurer shall give a copy of the statement to the Minister of Municipal Affairs and Housing upon request.

Reserve funds established under the old Act for eligible services under the new Act are deemed to be reserve funds under the new Act, that is, they continue to be considered as development charges reserve funds. Any reserve funds established under the old Act would have been consolidated with reserve funds under the new Act between 2000 and 2003. Reserve funds established under the old Act for ineligible services under the new Act would have been deemed to be general capital reserve funds. Given the municipality did not enact a Development Charges by-law until 2011 only reserve funds established through the new Act are included in the Treasurer's Statement.

Information

This report forms a part of the statement providing required information as outlined in Ontario Regulation 82/98.

The opening and closing balances of the reserve funds and the transactions relating to the funds are provided on the attached schedule. The total opening balance of the development charges reserve funds at the beginning of 2022 was \$156,001.30.

Development charges collected, credits granted, and prepayments recognized in 2022 amounted to \$490,825.10. Interest earned by the development charges reserve funds in 2022 amounted to \$3,229.23. The projects financed, in whole or in part, by development

charges are also provided on the attached schedule. The attached schedule forms a part of the statement providing required information as outlined in Ontario Regulation 82/98.

The specific detailed requirements of the Regulation are addressed under the following headings:

1. Description of Services and Categories of Services.

By-law No. 74-2021

Non-Discounted Services

| | |
|-------------------------|--|
| Fire: | fire protection, rescue, and emergency services including land, buildings, furniture, equipment, and vehicles. |
| Roads and Related: | roads (highways) services including collector roads, bridges, culverts, sidewalks, streetlights, traffic signals, structures, and storm water drainage control services associated with roads. |
| Sanitary Sewage System: | wastewater services, including collection and treatment services for specific service areas. |
| Waterworks System: | water supply services, including distribution and treatment services for specific service areas. |

Discounted Services

| | |
|-----------------------|--|
| Administration: | various studies, including the development charges background study. |
| Public Works: | roads and public works services including land, buildings, furniture, equipment, and fleet. |
| Parks and Recreation: | parks and recreation services including trail and park development and indoor and outdoor recreational facilities, furniture, equipment, and vehicles. |
| Daycare: | daycare services, including land, buildings, furniture, equipment, and materials acquired for the provision of childcare services. |

2. Credits.

Section 38(1) of the Act provides that “If a municipality agrees to allow a person to perform work that relates to a service to which a development charge by-law relates, the municipality shall give the person a credit towards the development charge in accordance with the agreement.”

There was \$0 in credits or prepayments outstanding at the beginning of the year. \$0 in credits and \$0 in prepayments were granted in the year for roads and related services, water supply services, and sanitary sewer services under agreements with developers.

\$0 in credits and \$0 in prepayments were used in the year.

3. Money Borrowed.

No money was borrowed from consolidated reserve funds at year end.

4. Interest Accrued.

Reserve funds are consolidated with interest allocated based on respective balances. The amount of interest accrued is based on the amounts due to and from the funds and prevailing interest rates.

5. Source of Repayment.

Taxation, user rates, reserves, reserve funds, and other sources would be used by the municipality to repay money borrowed from the consolidated reserve funds or interest on such money.

6. Credits.

There were no credits recognized under Section 14 of the old Act. No applications for the recognition of credits under the old Act were received.

Respectfully submitted by:

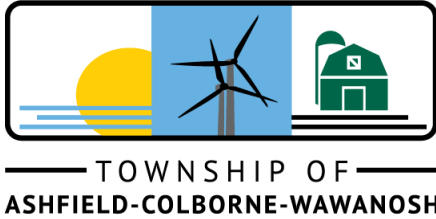
A handwritten signature in black ink, appearing to read "Chris Townes". The signature is written in a cursive, flowing style.

Chris Townes,
Treasurer/Director of Finance

TOWNSHIP OF NORTH HURON
DEVELOPMENT CHARGE RESERVE FUND STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2022

27-Feb-23

| | DEVELOPMENT CHARGE RESERVE FUNDS | | | | | | | | | | | | | |
|--|----------------------------------|----------------------|-------------|---------------|---------------|-------------|----------------------|--------------|---------------|----------------------|------------------------|-----------------------------|--------------|---------------|
| | 2580 | 2581 | 2582 | 2583 | 2584 | 2585 | 2586 | 2587 | 2588 | 2589 | 2590 | 2591 | 2592 | Totals |
| | Administration | Hutton Heights Sewer | Blyth Sewer | Wingham Sewer | Public Works | Fire | Parks and Recreation | Blyth Water | Wingham Water | Hutton Heights Water | Roads - Hutton Heights | Stormwater - Hutton Heights | Daycare | |
| Balance Forward Jan. 1/22 | \$ 6,579.06 | \$ - | \$ - | \$ 24,614.54 | \$ 76,052.18 | \$ 5,432.70 | \$ 27,811.85 | \$ 15,510.97 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 156,001.30 |
| Expenditures: | | | | | | | | | | | | | | |
| Debenture Charges | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contribution to Capital Projects | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contribution to Revenue Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Misc | \$ - | | | | | | | | | | | | | \$ - |
| Total Expenditure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Revenues: | | | | | | | | | | | | | | |
| Collections | \$ 27,808.86 | \$ - | \$ 8,029.10 | \$ 166,148.00 | \$ 99,156.00 | \$ - | \$ 100,903.66 | \$ 24,863.36 | \$ 28,324.00 | \$ - | \$ - | \$ - | \$ 35,592.12 | \$ 490,825.10 |
| Interest Earned | \$ 136.19 | \$ - | \$ - | \$ 509.52 | \$ 1,574.28 | \$ 112.46 | \$ 575.71 | \$ 321.07 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,229.23 |
| Prior Year Adjustment | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Revenue | \$ 27,945.05 | \$ - | \$ 8,029.10 | \$ 166,657.52 | \$ 100,730.28 | \$ 112.46 | \$ 101,479.37 | \$ 25,184.43 | \$ 28,324.00 | \$ - | \$ - | \$ - | \$ 35,592.12 | \$ 494,054.33 |
| Closing Balance Dec. 31/22 | \$ 34,524.11 | \$ - | \$ 8,029.10 | \$ 191,272.06 | \$ 176,782.46 | \$ 5,545.16 | \$ 129,291.22 | \$ 40,695.40 | \$ 28,324.00 | \$ - | \$ - | \$ - | \$ 35,592.12 | \$ 650,055.63 |
| Summary of Project Contributions | | | | | | | | | | | | | | |
| Debenture Charges | | | | | | | | | | | | | | \$ - |
| N/A | | | | | | | | | | | | | | \$ - |
| Operating Projects | | | | | | | | | | | | | | |
| N/A | | | | | | | | | | | | | | |
| Prior Period Recoveries (Revenue Fund) | | | | | | | | | | | | | | |
| Blyth Water - New Well (2017) | | | | | | | | \$ 33,653.90 | | | | | | \$ 33,653.90 |
| MISC | | | | | | | | | | | | | | \$ - |
| BM ROSS DC STUDY (2021) | \$ 13,947.94 | | | | | | | | | | | | | \$ 13,947.94 |
| | | | | | | | | | | | | | | \$ - |
| Total contributions to DC Projects: | \$ 13,947.94 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 33,653.90 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 47,601.84 |



82133 Council Line, R.R. #5
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: clerk@acwtownship.ca

The Honourable Steve Clark, Minister of Municipal Affairs and Housing

February 22, 2023

Re: Future Accuracy of the Permanent Register of Electors

Dear Minister,

Please be advised that at the February 21st meeting, the Council of the Township of Ashfield-Colborne-Wawanosh adopted the following resolution,

Moved by Anita Snobelen

Seconded by Evan Hickey

WHEREAS concerns surrounding the accuracy of the Voters' List has been highlighted in elections past and inaccuracies continue to plague municipal elections;

AND WHEREAS the Chief Electoral Officer for the Province of Ontario now has the responsibility to prepare and maintain a Permanent Register of Electors, under the Elections Act, for future municipal elections;

AND WHEREAS an accurate Permanent Register of Electors is paramount in upholding the integrity of democratic government;

AND WHEREAS an accurate Permanent Register of Electors could increase voter turnout statistics and possibly contribute to positive voter apathy;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh requests that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors;

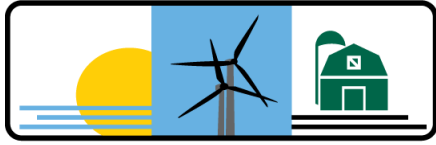
AND FURTHER THAT this resolution be circulated to the Minister of Municipal Affairs and Housing, Elections Ontario, MPP Lisa Thompson and Ontario Municipal Councils for their support.

Carried

Sincerely,

Florence Witherspoon
Municipal Clerk

cc. Greg Essensa, Chief Electoral Officer for Ontario, Huron-Bruce MPP Lisa Thompson, and
Ontario Municipal Councils



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

82133 Council Line, R.R. #5
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: clerk@acwtownship.ca

February 22, 2023

The Honourable Stephen Lecce, Minister of Education

Re: Ontario School Board Elections

Dear Minister,

Please be advised that at the February 21st meeting, the Council of the Township of Ashfield-Colborne-Wawanosh adopted the following resolution,

Moved by Jennifer Miltenburg
Seconded by Wayne Forster

WHEREAS the correspondence dated January 25, 2023 from the Town of Petrolia regarding Ontario School Board Elections highlights that municipalities do not get compensated for conducting trustee elections on behalf of School Boards;

NOW THEREFORE BE IT RESOLVED THAT Ashfield-Colborne-Wawanosh Township Council hereby supports the letter and resolution of the Town of Petrolia;

AND FURTHER THAT a letter of support be sent to the Town of Petrolia, the Minister of Education, MPP Lisa Thompson, the County of Huron and Ontario Municipal Councils.

Carried

Sincerely,

Florence Witherspoon
Municipal Clerk

cc. The Town of Petrolia, Huron-Bruce MPP Lisa Thompson, and Ontario Municipal Councils

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imbursement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca

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**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, Grimsby, ON L3M 0J5

Phone: 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

Email: bdunk@grimsby.ca

February 24, 2023

SENT VIA E-MAIL

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

Attention: Doug Ford, Premier

Dear Mr. Ford

RE: Barriers for Women in Politics

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on February 21, 2023 passed the following resolution:

C-23-055

Moved by: Councillor DiFlavio; Seconded by: Councillor Freake

WHEREAS, the Town of Grimsby values equality and inclusivity in all areas of life, including politics;

WHEREAS, women have historically been underrepresented in politics, and continue to face barriers and discrimination in their pursuit of elected office;

WHEREAS, misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

WHEREAS, the Town of Grimsby believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

THEREFORE, BE IT RESOLVED, that the Town of Grimsby expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment, and where everyone feels equal.

BE IT FURTHER RESOLVED, that the Town of Grimsby commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors.

BE IT FURTHER RESOLVED, that the Town of Grimsby encourages other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equality in all areas of society.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal Affairs and Housing, Grimsby's MP and MPP, and the Association of Municipalities of Ontario to express the Town of Grimsby's commitment to this issue and encourage action at the provincial level to create legislation to ensure equality, safety, and security.

UNANIMOUSLY CARRIED

If you require any additional information, please let me know.

Regards,



Bonnie Nistico-Dunk
Town Clerk

cc.
All Ontario Municipalities
Steve Clark, Minister of Municipal Affairs and Housing
Dean Allison, MP – Niagara West
Sam Oosterhoff, MPP – Niagara West
Association of Municipalities of Ontario

Working Towards an Informed Community Decision

The Municipality of South Bruce is one of the final two communities that the Nuclear Waste Management Organization (NWMO) is considering to securely store Canada's used nuclear fuel in a deep geological repository (DGR).

Why is a deep geological repository needed?

- In Ontario, nuclear power supplies about half of our electricity every single day. The resulting used nuclear fuel, in the form of solid rods, is currently stored securely above-ground at seven sites across Canada. About half of the used fuel will come from the Bruce Power site.
- CANDU reactors have been operating in Canada for 60 years, and the push for zero emissions is increasing demand for clean electricity. Nuclear will continue to be a major source of power generation to provide reliable energy without carbon emissions that cause climate change.
- Regardless of where the site is located, it is in the community's interest to find a long-term solution to safely store the used fuel.

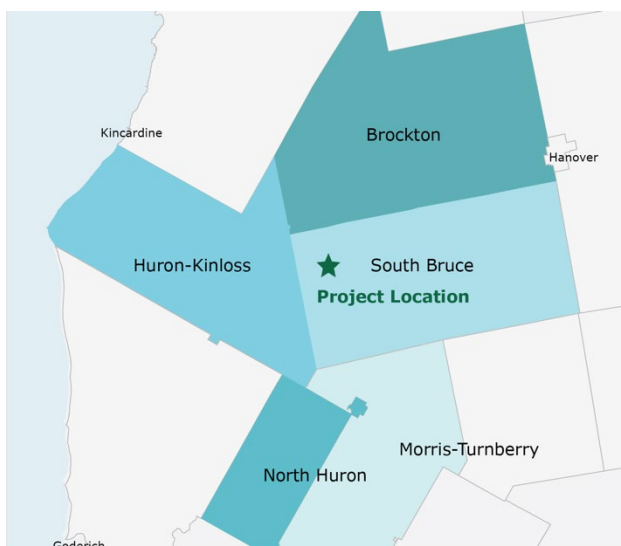
Securing our future

The federal government tasked the NWMO with finding a safe, permanent solution for Canada's used nuclear fuel. Globally, storing the waste in a reinforced facility deep underground is considered the safest long-term option.

The proposed facility would be about 660-metres underground, with a Centre of Expertise and other facilities above ground.

How and when will the NWMO select a site?

- The NWMO expects to select a site to build a DGR by the end of 2024. The selected site must be deemed safe for people and the environment.
- The NWMO has said the Project will only proceed in an area with informed and willing hosts, including the municipality, First Nation and Métis communities and others in the area.



How will South Bruce decide if it is willing to host the Project?

- After extensive community consultation in 2021, South Bruce Council endorsed holding a referendum during the 2022 – 2026 term of Council.
- The newly elected South Bruce Council reaffirmed this decision to measure community willingness to host the Project via referendum.

How will people in South Bruce make an informed decision?

This effort has been ongoing with a number of activities to engage and inform the public:

1. Over the past decade, a Council-appointed Community Liaison Committee (CLC) has aimed to increase community awareness through regular public meetings with guest experts to address questions and concerns.
2. From 2019 to 2020, South Bruce staff engaged the community to develop guiding principles that outline the community's expectations and aspirations for the project. A total of 36 guiding principles are now embedded in a Memorandum of Understanding (MOU) signed with the NWMO last spring.
3. Over the last two years, the NWMO and/or municipally hired consultants conducted dozens of studies which independent consultants peer reviewed. The studies explore the potential social and economic effects of the project on the community. Summaries of the studies were shared with the public via householder mailings and CLC presentations. Full studies are available on the municipal website and South Bruce libraries, to help inform the community.
4. Based on the guiding principles and insights from studies, the Municipality is negotiating a hosting agreement with the NWMO:
 - The hosting agreement will lay out what the community expects if it is willing to host the Project and the community benefits the NWMO would deliver. The hosting agreement will help the municipality make an informed decision based on clear understanding of the NWMO's commitments and obligations.
 - The agreement would not come into effect unless the municipality was willing and selected to go to the next steps of the process.

What happens after the referendum?

If the referendum shows a willingness to host the project, then the Municipality will move to the next stage of the site selection process. Once the NWMO selects a host community, there will be an extensive federal review and licensing process.

Save the Date: South Bruce Nuclear Exploration Forum → April 4-5, 2023

South Bruce will host a forum to offer area residents and municipalities an opportunity to learn more about the Project at no cost. This is an in-person, interactive opportunity to become better informed about the Project. Through presentations, panel discussions and a tradeshow, Canadian and international experts will share their knowledge, provide insights into various studies, and answer participant questions.

Your presence is important to us. Municipal councils and staff are encouraged to attend.

Questions? Contact our Community Engagement Officer Steve Travale at 519-392-6623 ext. 239 or stravale@southbruce.ca





A Bright Future

Over the past year, the NWMO has reached several important milestones and continues to build momentum as we move toward site selection in 2024. Canada's deep geological repository will only move forward in an area with informed and willing host communities and requires municipal, First Nation and Métis communities, and others in the area working together to implement it.

We know that what's here is worth keeping and making even stronger. The entire NWMO team is proud to be working to develop a bright future and looks forward to what is to come in 2023 and beyond.

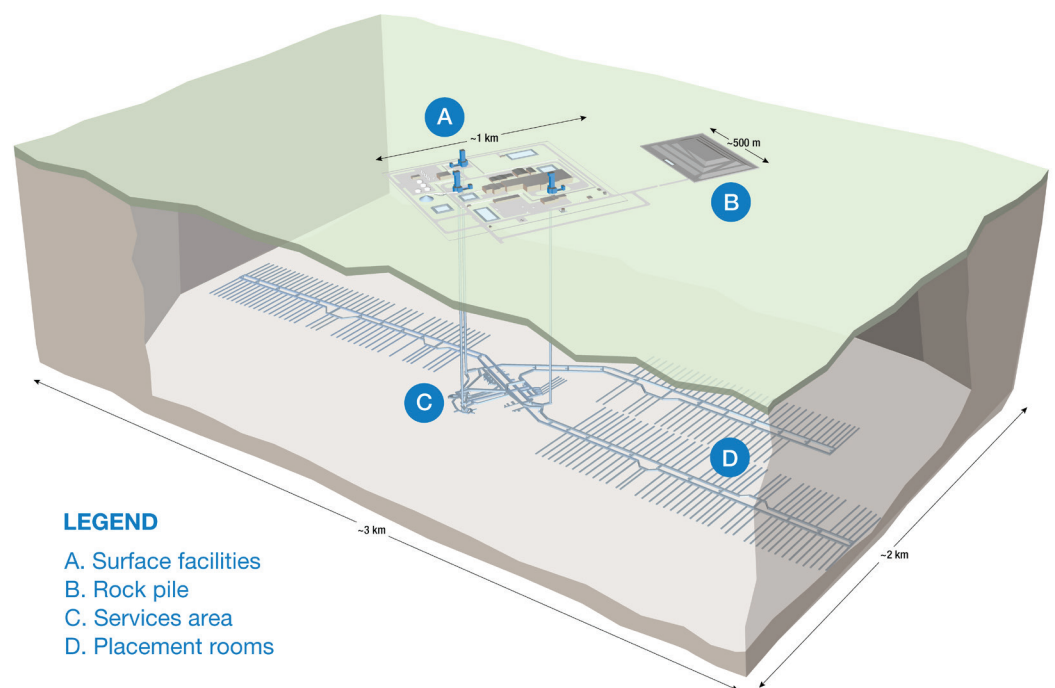
A Safe Approach

This past summer, the NWMO published Confidence in Safety reports for each of the two potential sites being considered to host a deep geological repository to store Canada's used nuclear fuel.

The reports are based on years of research and fieldwork. They summarize the NWMO's understanding of each siting area, including geological characteristics that indicate the sites can meet the project's requirements to contain and isolate used nuclear fuel.

After a site is selected, additional studies will be undertaken to further inform the repository design and long-term safety case.

Canada's deep geological repository will be built more than 500 metres underground. A series of engineered and natural barriers will work together to contain and isolate used nuclear fuel to protect people and the environment, including our precious water resources.



Community studies

In collaboration with the siting area communities, community studies were created to focus on the potential economic and social benefits and regional impacts resulting from building Canada's deep geological repository.

A virtual open house has been created to showcase all of the community studies to date. A summary of the studies is scheduled for publication later this spring.



Transportation Framework

Canada's plan for the safe, long-term management of used nuclear fuel includes transporting current interim storage facilities to a deep geological repository.

The NWMO is working to develop a socially acceptable Transportation Planning Framework that is informed by public input and dialogue.

The NWMO's transportation system includes technical aspects to meet regulatory requirements, as well as public engagement activities to address people's priorities, questions and concerns.

For more, please visit: www.nwmo.ca/transportation.



Continued Engagement



NWMO 2022 Food Drive with the Walkerton Food Bank.

A significant part of the work being done in South Bruce and the surrounding area is building relationships and providing valuable information about the project. You'll see our engagement team at hockey tournaments, fall fairs and many other community events.

Our team also co-ordinates tours to the NWMO Discovery & Demonstration Centre in Oakville where attendees get a very clear picture of the multi-barrier system to contain and isolate used nuclear fuel and speak directly to some of our engineers and scientists about the important work they do.

A little closer to home, the engagement team can organize tours of our Teeswater facility where core samples from the deep boreholes are on display. Some of these core samples are 100s of millions of years old and tell a compelling story about some of the work the NWMO is undertaking to protect people and the environment.

For more, please reach out directly to our Relationship Manager, Michael Pahor at mpahor@nwmo.ca.

nwmo

NUCLEAR WASTE
MANAGEMENT
ORGANIZATION

SOCIÉTÉ DE GESTION
DES DÉCHETS
NUCLÉAIRES

The NWMO continues to engage the community to encourage discussion about Canada's plan for the safe, long-term management of used nuclear fuel and the site selection process. We welcome your questions and ideas. Please reach out to contactus@nwmo.ca or call us as 519.392.6966.

[f](https://www.facebook.com/nwmocanada) [i](https://www.instagram.com/nwmocanada) [in](https://www.linkedin.com/company/nwmocanada) [yt](https://www.youtube.com/channel/UCqj8K8K8K8K8K8K8K8K8K8K) www.nwmo.ca

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| Comments Received from Non-Residents | | | | | |
|--------------------------------------|------------------------|---------------|-------------------------|------------------------------------|---|
| Order # | Name | Date Received | Resident's Municipality | Summary of Comments | Purpose of Comments |
| 1 | Jake and Annie Kikkert | 2023-02-28 | Unknown | -request that the pool remain open | -oppose closure of the pool during the summer |

| Comments Received from North Huron Residents | | | | | |
|--|---------------|----------------|--------------|--|--|
| Order # | Name | Date Submitted | Municipality | Summary of Comments | Purpose of Comments |
| 1 | Eileen George | 2023-02-28 | North Huron | -concerned with effect that closing recreation facilities may have on the community -requests council to reconsider spending decisions, including a new Council chamber, in light of proposed reductions to recreational services | -oppose closure of recreation facilities and increased taxes |

To: Reeve & Township of North Huron Council Members

From: Eileen George

Date: February 22, 2023

Dear Council,

I feel great disappointment with the decisions that you as a council are contemplating for Wingham's future.

I am asking myself:

Should I continue to think Wingham will be a good place for me, a senior, to live and thrive?

Will I be able to afford rising taxation rates?

If Wingham becomes a "non-inviting" community lacking a citizen friendly lifestyle, will there be opportunities for me to continue to volunteer? Will I want to volunteer in a community where council does not support volunteer initiatives?

What recreational programs and facilities will still be here for citizens to access?

What cultural services and facilities will be left in Wingham?

Will businesses still move to or stay in Wingham?

Will families want to move to or stay in Wingham?

Where land is available will builders want to build in an uninviting community?

What is North Huron's Council's vision and goals to ensure that Wingham will be a prosperous and desirable place for citizens of all ages to live a healthy lifestyle?

North Huron's previous councils stated that North Huron had high taxes because of the excellent services that it offered. This is not a true statement today. I have friends and relatives that live in other small rural communities; Wingham's services and facilities do not surpass comparable sized communities. It seems ludicrous that North Huron Council needs to spend taxation dollars on new council chambers at a time when citizens' cultural and recreational facilities are "on the chopping block."

North Huron Council, I implore you, with reasonable taxation taxes, to make decisions that will enable Wingham to be a vibrant, inviting and healthy community.

Sincerely,

Eileen George, [REDACTED], Wingham, ON N0G2W0

TOWNSHIP OF NORTH HURON:

FEB 28/23

TO THE MAYOR AND COUNCIL MEMBERS

Re North Huron Inc. Centre

WE WOULD ENCOURAGE COUNCIL TO KEEP
THE WESCOST CENTRE OPEN FOR OUR COMMUNITY
SINCE MANY PEOPLE ENJOY USING THIS FACILITY/
ESPECIALLY THE AQUA FET CENTRE

THANKS JANEY ANNIE
HILBERT

Below is a transcription of a hand-written letter received from the public on February 28, 2023. This has been transcribed by staff for ease of review and should be reviewed in conjunction with the original letter as scanned.

Feb. 28/23

Township of North Huron:

To the Reeve and Council Members

Re North Huron Rec Centre

We would encourage Council to keep the Westcast Centre open for our community since many people enjoy using this facility especially the aquafit centre.

Thanks, Jake and Annie Kikkert



BOX 239 BLYTH, ONTARIO N0M 1H0

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

Attn: North Huron Council

Dear Carson Lamb, Clerk:

On behalf of the Executive and Board of Directors, Huron Pioneer Threshers and Hobby Association Inc. I am writing to express the association's concerns with the proposed closing of the Blyth Community Centre from April to August of each year.

The HPTHA have a joint agreement with North Huron to have access to the facilities to meet monthly as an association. In the past, the association has met in April, May and June without any conflicts when holding our Director, Committee Chair and Member's meetings. The past couple of years, we have chosen to meet at the Blyth Lion's Pavilion for the July and August meetings. Our concerns with the closure during the above-mentioned timeframe are finding a suitable meeting place to hold committee chair and membership meetings.

In our current agreement with North Huron, the Threshers have exclusive use of the Blyth Campground and Community centre on the Wednesday immediately preceding Labour Day. This year the association will have use of the community centre on Wednesday, August 30 and we are concerned that with the 5-month closure of the community centre it won't be cleaned and ready for our show.

Not only does the closure effect our association but other community groups who want to meet and use the facilities. The Community Centre is to be the hub of the town and surrounding areas. A place for kids to play sports, people to gather and socialize and if this facility is not available where will the locals go.

Looking forward to discussing this further with you,

Regards,

Trina McBride
HPTHA Secretary

Feb 20/23

Dear Members of the
North Huron Council,

I am writing out
of concern the loss
of the north Huron
Museum and its artifacts.
It must be a difficult
decision when deciding
what are important
to communities. The
artifacts tell us of
a way of life that
our area moved

through and once they
are gone how would
we begin to replace
they. The museum
houses these along
with what makes this
area unique.

Please revisit your
decision to let the
museum go.

Thank you
Carol Bowyer

Below is a transcription of a hand-written letter received from the public on February 28, 2023. This has been transcribed by staff for ease of review and should be reviewed in conjunction with the original letter as scanned.

Feb. 20/23

Dear Members of the North Huron Council,

I am writing out of concern the loss of this North Huron Museum and its artifacts. It must be a difficult decision when deciding what are important to communities. The artifacts tell us of a way of life that our area moved through and once they are gone how would we begin to replace they. The museum houses these along with what makes this area unique.

Please revisit your decision to let the museum go.

Thank you,

Carol Bowyer

BLYTH FESTIVAL

original.canadian.theatre.

March 1, 2023

Dear Council of the Township of North Huron,

I write to you today on behalf of the Blyth Festival. The Blyth Festival is an award-winning nationally recognized professional theatre company, based in Blyth, whose mission, mandate, and deepest passion is the creation and production of live Canadian performance, and New Canadian Plays. Since 1975 Blyth Festival has been giving voice to the region and the country, while at the same time annually bringing 20,000 -30,000 visitors, and their economic impact, to the area. The Regional Tourism Office has designated Blyth Festival a provincially significant tourism asset. In a typical season, the Festival welcomes audiences from as many as 23 US states, and all provinces and territories in Canada.

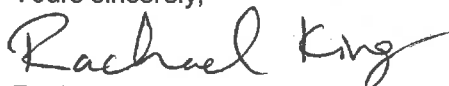
In 2021, with the support the Township through a land use agreement, the cooperation of the Threshers Association, and with funding through provincial, and federal programs as well as many passionate individual supporters, Blyth Festival built the Outdoor Harvest Stage on a fallow former soccer field in the corner of the Blyth Arena grounds. While the building of this second, permanent, mainstage venue was initially conceived as a COVID-pivot, the potential became immediately evident: this is a long-term growth opportunity for Blyth Festival, and the community we serve. We have also only begun to develop the kinds of community-wide partnerships we envision for this space, such as 2022's concert hosting for the Huron Pioneer Thresher Steam Show. What we have built is a world-class outdoor community asset.

Since the venue opened in 2021 we have been growing the audience for the Harvest Stage and building upon each year's success. In 2023, on top of an indoor season, we are poised to welcome well over 10,000 audience members to the Harvest Stage for 48 performances from June – September. The new capacity for this venue in 2023 will exceed 400. The safe and successful operation of this venue relies on many aspects of the Blyth Campground; patrons park at the arena parking lot, they must traverse the campground lanes to get to the venue, the indoor restrooms at Shed 3 are part of the patron experience, and the utilities on the grounds are vital to the operation of the venue.

It is our understanding that at the January 12, 2023 Budget Meeting, Council voted to direct staff to seek a third party to be responsible for the operation of the Blyth Campground. As staff and Council go about this process we urge you to please consult and engage with the key stakeholders who annually use the campgrounds as part of their events and operations. We urge council to convene a meeting of stakeholders. We must be considered in any form of agreement that is contemplated with a third-party operator. The impacts of any such agreement could be significant and care must be taken to ensure existing structures, infrastructure and events have a reasonable path forward.

Thank you for your time and consideration.

Yours sincerely,



Rachael King, General Manager – Blyth Festival

423 Queen Street, PO Box 10, Blyth, ON, N0M 1H0 | 1.877.862.5984 | blythfestival.com

Gil Garratt, Artistic Director | Rachael King, General Manager



THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg
Legislative Services Department
Victoria Hall
55 King Street West
Cobourg, ON K9A 2M2

Brent Larmer
Municipal Clerk/
Director of Legislative Services
Telephone: (905) 372-4301 Ext. 4401
Email: blarmer@cobourg.ca
Fax: (905) 372-7558

SENT VIA EMAIL

March 2, 2023

David Piccini, Member of Provincial Parliament
Hon. Doug Ford, Premier
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Merrilee Fullerton, Minister of Children, Community and Social Services
Hon. Sylvia Jones, Minister of Health

Re: Town of Cobourg Resolution – Homeless and Unsheltered Persons

At a meeting held on February 27, 2023, the Municipal Council of the Town of Cobourg approved the following Resolution #045-23:

Homeless and Unsheltered Persons

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Adam Bureau

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and



THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg
Legislative Services Department
Victoria Hall
55 King Street West
Cobourg, ON K9A 2M2

Brent Larmer
Municipal Clerk/
Director of Legislative Services
Telephone: (905) 372-4301 Ext. 4401
Email: blarmer@cobourg.ca
Fax: (905) 372-7558

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

045-23

Carried

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at blarmer@cobourg.ca or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,

Brent Larmer
Municipal Clerk/Director of Legislative Services
Returning Officer
Legislative Services Department



| | | |
|--------------------------|-------------------------------|------------------------|
| Moved By | Deputy Mayor Nicole Beatty | Resolution No.: |
| Last Name Printed | BEATTY | 045-23 |
| Seconded By | Councillor Adam Bureau | Council Date: |
| Last Name Printed | BUREAU | February 27, 2023 |

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

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Recorded vote requested by Councillor Adam Bureau

| | For | Against | Absent |
|----------------------------|------------|----------------|---------------|
| Councillor Adam Bureau | X | | |
| Councillor Aaron Burchat | X | | |
| Councillor Brian Darling | X | | |
| Councillor Miriam Mutton | X | | |
| Councillor Randy Barber | X | | |
| Mayor Lucas Cleveland | | X | |
| Deputy Mayor Nicole Beatty | X | | |
| TOTAL: | 6 | 1 | |

Lions Club of Wingham

Secretary: Lion Earl Dolmage
P.O. Box 751, Wingham, ON, N0G 2W0
519-357-2519
edolmage@sympatico.ca



Club Web Site:
<http://e-clubhouse.org/sites/wingham>
Like us on Facebook:
Lions Club of Wingham, ON

WE SERVE

WE SERVE

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

February 24, 2023

Attention Reeve and Council;

Re: Proposed 2023 Municipal Budget

The Lions Club of Wingham is very concerned about the budgeting process being followed this year and appreciates the opportunity to convey some of these concerns to you.

1. We find it very difficult to understand why a budget requiring a property tax increase of 21% would even be proposed, at any time, but especially now with higher interest rates, inflation, higher food costs, etcetera affecting every property owner in the Township. Please reduce it to something reasonable such as 5 to 7%.
2. Recreation is not an 'optional item' in any community. It is a very important physical and mental benefit to all residents of this Township. Our Club has existed in Wingham for 85 years and, during that time, Lions members have contributed many thousands of dollars and volunteer hours to recreational facilities and activities here. Accordingly, we strongly suggest that you find items other than recreation to reduce or eliminate in your proposed budget to bring it down to a reasonable increase. We believe that recreational facilities should not be devalued or interrupted just because they don't make money. That is not the intention. They are there to benefit taxpayers, as well as draw others into the community. Indeed, it would be surprising if recreational facilities do make money... but that is not the point. The point is that taxpayers should expect their taxes to support the recreational facilities of our community, and their uninterrupted operation. For some, these facilities are essential to their health.
3. Another item that we suggest you review is 'the new council chamber'. We do not believe, nor do we perceive the residents of our Township believe, that spending \$450,000 of our residential taxes to create a new council chamber is a good idea, no matter where it is, but especially when it is not in a building that we own. What is the matter with using our recently renovated, beautiful but underutilized, theatre?? Why can't you use the existing council chambers on the main floor of the town hall – surely whoever or whatever you have allowed in there to displace you can be moved somewhere else close for much less than \$450,000!! What about a storefront down or across the street? What about a 'portable' out the back with a connecting covered walkway, if necessary?? What about the old Post Office/Museum building??

4. Of course, the obvious item to be deleted is the \$1.3 million for the decommissioning of the Howson Dam, which would eliminate our beautiful Pond. As we have indicated to this council several times during the recent past, our Club strongly supports the rehabilitation of the Dam so that we can again enjoy the Pond for recreational and esthetic purposes. We understand that the last engineering report indicated that the Dam can be revitalised. We also understand that the Citizens Committee has offered to fundraise all the monies required for such a project and our Club would be willing to help in that regard. To do nothing with the Dam this year would cost nothing, except perhaps a small penalty for not proceeding with the contract! There is no pressing reason to decommission it in 2023! Furthermore, we understand that the required Government Approvals have not yet been received! Given that the Howson Dam is a somewhat controversial issue with the taxpayers, postponing any action for a year would give you time to put the question of what to do with the Dam to a referendum of eligible voters in Wingham and would cost much less than the proposed decommissioning.
5. We question why another \$150,000 is required for the work on the entrance to the town hall? Wasn't that project, and the financing for it, in the 2022 budget such that the necessary funds to complete it have already been collected? And something else we don't understand is "wasn't the building already fully accessible with the lift that exists on the south side"?
6. Please be advised that our Club completely supports the Blyth Lions Club with respect to their presentation to you regarding the importance of the Blyth & District Community Centre to that community.
7. We also note that there is no street reconstruction or repaving work proposed in Wingham in the budget and, for that matter, no street or road work proposed anywhere in the Township. At least in Wingham, we suggest there certainly is the need for some such work and we hope some is planned soon. We all know that keeping our infrastructure in good condition is vitally important.

Thank you for the opportunity to make this presentation. We trust Council will take these matters into consideration when finalizing the budget for 2023.

Should you wish to contact us further, please have Clerk Lamb contact Club Secretary Lion Earl Dolmage at the above-noted address or phone number.

Yours truly,

Lion Murray Wales

President,
Lions Club of Wingham

NORTH HURON WATER & WASTEWATER INFRASTRUCTURE CAPACITY

PRESENTATION TO COUNCIL

MARCH 6, 2023



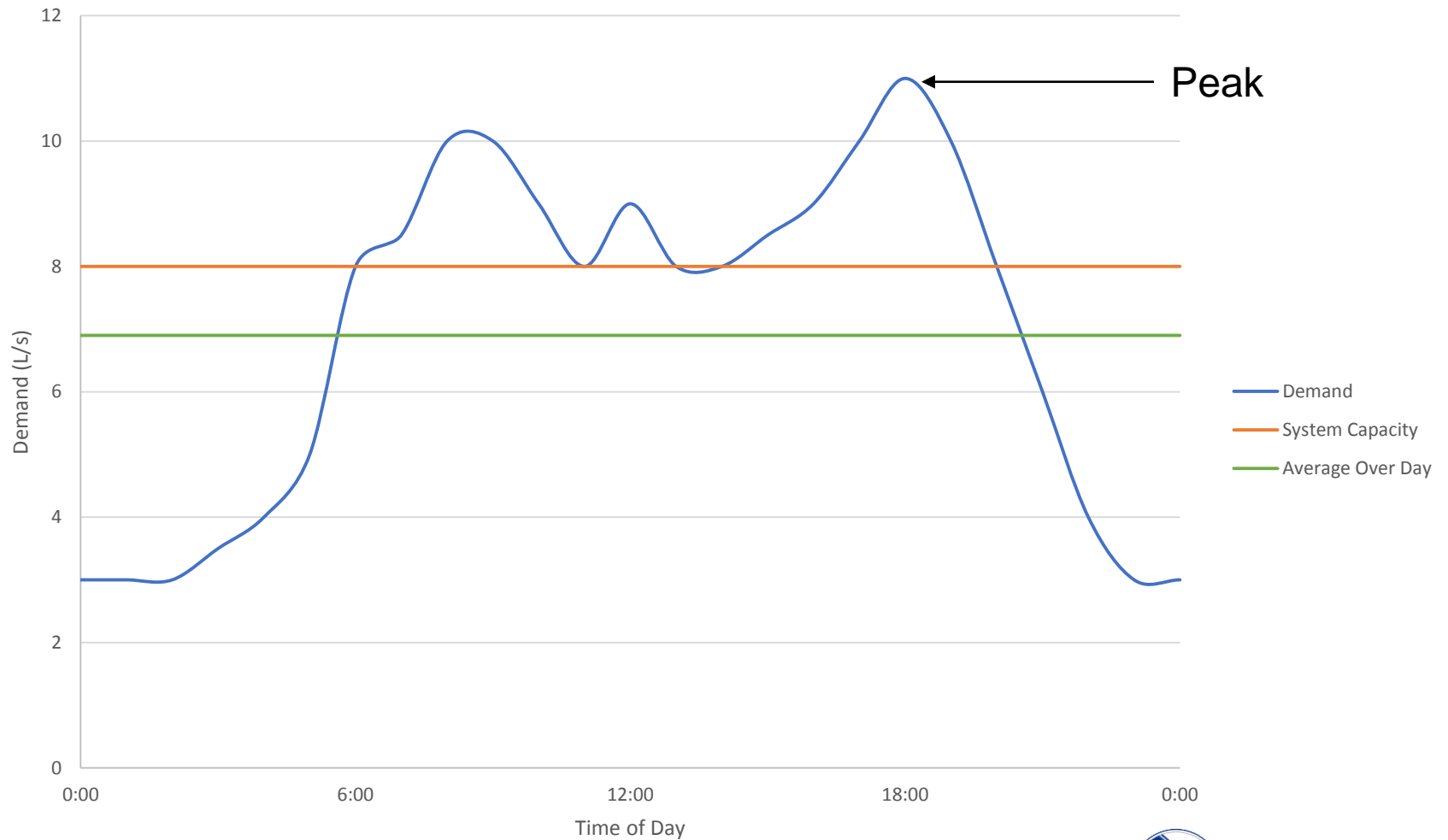
Agenda

- Terminology
- Background – 2020 Master Plan (MP) Findings
- What's changed since 2020?
- What's the same as 2020?
- Summary of current findings & recommendations

Terminology Refresher

- Water:
 - Total capacity = when all equipment is working
 - Firm capacity = capacity w/ largest unit (e.g. well, pump) out of service.
 - Maximum day demand = greatest demand over 24 hour period in a year. Consecutive days can be similar.
 - Peak demand = greatest short term (i.e. several minutes or hours) demand experienced.
- For water supply, we look at:
 - Maximum day → if adequate storage in the system.
 - Peak demand → if storage is inadequate.

Example Water Demand Over 24 Hours



Terminology Refresher

- Wastewater (or sewage):
 - Average day flow = total flow for year, divided by 365 days.
 - Peak flow = greatest short term (i.e. often hours) flow experienced.
- For wastewater we typically look at:
 - Treatment → average day demand, though some systems (e.g. Blyth) also have a peak rating.
 - Collection, pumping → peak flow.

Example Wastewater Flow Over Year



Servicing Commitments – 2020 MP

Wingham

- Existing customers
- 579 equivalent residential units (ERU)
 - 454 for former A2A lands
 - 100 for Hutton Heights
 - 25 infill allowance
- Cross-Border Servicing Agreement (CBSA) w/ Morris-Turnberry for water = 682.5 m³/day, wastewater = 247.7 m³/day

Blyth

- Existing customers
- 125 ERUs
 - 100 GJAJ Holdings (i.e. Rutledge)
 - 25 infill allowance

Wingham Water – 2020 MP

- Total capacity of Well Nos. 3 & 4 = 11,807 m³/day
- Firm capacity of 5,270 m³/day
 - Sufficient for ex. customer maximum day demand of 2,277 m³/day
 - Sufficient for commitments of 2,164 m³/day **if** storage is provided (i.e. only need to meet maximum day demand)
 - **Without** storage, need to consider peak demand (estimate 1.5x maximum day demand)
- Recommended to replace standpipe with larger capacity

Wingham Wastewater – 2020 MP

- Treatment capacity of 3,400 m³/day
 - Sufficient for existing customer flow of 2,314 m³/day
 - Sufficient for commitments of 810 m³/day
- Josephine St. SPS firm capacity of 101 L/s, total capacity with 2 large pumps ~ 160 L/s
 - Existing peak flows occasionally > 160 L/s
 - Recommended project was increase pump capacity
- Collection sewer → replace NW Trunk
 - Some sections at or near capacity now



← Former A2A

Blyth Water – 2020 MP

- Total capacity of 2,877 m³/day
- Firm capacity of 1,149 m³/day
 - Sufficient for ex. customer maximum day demand of 1,019 m³/day
 - Insufficient for commitments of 294 m³/day
 - Lack of storage → consider peak demand, which exacerbates issue
- Recommended project was increase firm capacity (e.g. additional well), and Class EA related to storage

Blyth Wastewater – 2020 MP

- Treatment capacity of 730 m³/day average
 - Existing customer average of 407 m³/day
 - Sufficient average reserve for commitments of 75 m³/day
- Treatment plant also has 2,730 m³/day peak rating
 - Bypasses occurred 3-8x per year, and up to 6.5% of the total annual flow
 - Recommended Class EA to determine solution
- Main SPS firm capacity of 32 L/s
 - Existing peak flows are at the station capacity
 - Recommended to review in conjunction with treatment plant Class EA

Linear Infrastructure – 2020 MP

- Pipes: water distribution (i.e. watermain) & wastewater collection (i.e. sanitary sewer)
- Completed CCTV inspection of most sewer in Wingham & some in Blyth → condition assessment
- Completed water distribution modeling → fire protection analysis
- Combined previous road condition assessment work with watermain & sewer details → Street Reconstruction Capital Plan
- Wingham Northwest Trunk Sewer → capacity increase

What's changed for 2023?

| Scenario | Water Demand & Sewage Flow by Community (all m ³ /day) | |
|-------------|--|-----------------------|
| | Wingham | Blyth |
| 2020 MP | Water: max. day 2,277 | Water: max. day 1,019 |
| | Sewage: avg. day 2,314 | Sewage: avg. day 407 |
| 2023 Update | Water: max. day 2,375 | Water: max. day 907 |
| | Sewage: avg. day 1,960 | Sewage: avg. day 436 |

What's changed for 2023?

- Net change in development from 2020 MP:
 - +204 ERUs in Wingham
 - Large reduction in CBSA values for Wingham:
 - Water $682.5 \text{ m}^3/\text{day} \rightarrow 60 \text{ m}^3/\text{day}$
 - Wastewater = $247.7 \text{ m}^3/\text{day} \rightarrow 60 \text{ m}^3/\text{day}$
 - -39 ERUs in Blyth
 - Blyth and Wingham ERUs listed include commitments plus potential **and** proposed **key concept**
- No appreciable change in water demand or wastewater flow, except for a decrease in Wingham annual average day.

What's changed for 2023?

| Community | Scenario | Water Commitments (m ³ /day) | Wastewater Commitments (m ³ /day) |
|-----------|-------------|---|--|
| Wingham | 2020 MP | 4,441 | 3,124 |
| | 2023 Update | 3,576 | 2,780 |
| Blyth | 2020 MP | 1,313 | 482 |
| | 2023 Update | 1,109 | 488 |

- Based on draft calculations; some customer data in process of being finalized.
- Red = exceeds firm capacity

2023 Capacity Summary

- Wingham
 - Water supply → okay with increased storage
 - Estimated uncommitted firm reserve for >1,200 ERUs
 - Wastewater treatment → ok; with all development will be at 80%
 - Estimated uncommitted reserve for >600 ERUs
- Blyth
 - Water supply → still recommend additional well, and eventually storage
 - No meaningful uncommitted firm reserve
 - Wastewater treatment → still recommend addressing peaks, including at SPS
 - Estimated uncommitted reserve for >300 ERUs
- 80% rule of thumb for planning expansion
- 3-5 years from initial steps to finished upgrades

Findings & recommendations

- Wingham water
 - Continue with standpipe replacement (*MP Priority #1*)
- Wingham wastewater
 - Josephine St. SPS capacity increase (future peak projection of 215 L/s vs. 101 L/s firm capacity)
 - NW Trunk sewer replacement for capacity increase
 - (*Priority of both depends on development status*)
- Blyth water
 - Standby well (*MP Priority #2*) & storage (*MP Priority #3*)
- Blyth wastewater
 - Main SPS capacity increase, which will need to consider treatment peak capacity (*MP Priority #4*)

Questions?



TOWNSHIP OF NORTH HURON

Report No.
FIN-2023-07

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Chris Townes, Director of Finance/Treasurer
DATE: 06/03/2023
SUBJECT: FIN-2023-07 Updated Asset Disposal/Transfer Policy
ATTACHMENTS: Proposed Asset Disposal/Transfer Policy; By Law 93-2018 Asset Disposal/Transfer Policy

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance/Treasurer, dated March 6, 2023, regarding a proposed update to the Township's Asset Disposal/Transfer Policy, for information purposes;

AND FURTHER, THAT Council approves the updated Asset Disposal/Transfer Policy, as presented;

AND FURTHER, THAT Council directs the Clerk to prepare a by-law for the March 20, 2023 Regular meeting to adopt the updated Asset Disposal/Transfer Policy.

PURPOSE:

The purpose of this report is to seek Council's approval of a revised Asset Disposal/Transfer Policy. The revised policy reflects current administrative requirements, provides a streamlined internal notification and approval process, and strives to maintain openness and transparency in relation to the disposal of Township of North Huron assets.

BACKGROUND INFORMATION:

The current policy was passed via by-law 93-2018. Section 5. "Policy Review" states that the Treasurer shall review the effectiveness of this policy at least every five (5) years and report to Council as necessary.

DISCUSSION:

Over time, the Township of North Huron acquires assets which the CAO or a Department Head may determine require disposal. The assets may no longer be required; are no longer useful; become outdated; or in some cases become a liability. These items include but are not limited to; Lawn Cutting Equipment, Trailers, Pick up Trucks (Old Vehicles and Equipment), Fire Service Equipment, Parks Equipment, Park Benches, Flower Planters etc.

The attached draft policy ensures openness and transparency in relation to the disposal of the Township of North Huron's assets by requesting Council approval be obtained for any proceeds expected to be over \$5,000. The process would be as follows:

- Council declares any asset surplus;
- Council determines the method of disposal;
- Council determines any conditions relating to the sale (if any);
- Council determines a minimum bid amount (if any)

- Council directs for the allocation of disposal proceeds to a specific reserve account which is as closely relative as possible to the asset disposed of.

This process is similarly aligned to the Township's Sale and Disposition of Land policy.

FINANCIAL IMPACT:

If Council were desirous to accept the draft policy as presented; any proceeds relating to the disposal of a Township of North Huron asset as approved by Council, would be clearly identified and allocated into a Reserve Account which is as closely relative as possible to the asset disposed of.

FUTURE/OTHER CONSIDERATIONS:

This policy may continue to be reviewed for this effectiveness every five (5) years and report to Council as necessary.

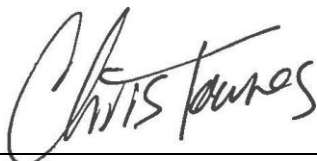
OTHERS CONSULTED:

Gregg Furtney, Director of Public Works and Facilities;
Carson Lamb, Clerk;
Kent Readman, Fire Chief

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #3 - 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.


Goal #4 - Our goal is to be a municipality with well-maintained and thoughtfully planned infrastructure.



Chris Townes,
Director of Finance/Treasurer



Dwayne Evans, CAO

| | | |
|---|--------------------------------|--|
|  | Township of North Huron | |
| | Section: Finance Department | Policy number: |
| | Sub-section: | Effective Date: |
| | Subject: Asset Disposal Policy | Revision Date: 06-Mar-2023 Prepared by: Chris Townes |

1. Purpose:

The purpose of this Policy is to provide for the disposal of surplus and obsolete assets as guided by the following principles:

1.1 Disposal of surplus or obsolete assets owned by The Township of North Huron will be disposed of in a manner that:

- maximizes public benefit and is in the public interest;
- is fair, equitable and uniform in manner;
- minimizes the impact on the environment;
- provides equal opportunity and equal access to purchase surplus assets.

2. Policy:

The Township of North Huron will dispose of assets that have been declared surplus and obsolete in a responsible and ethical manner.

3. Procedure:

- The Department Head in consultation with the Chief Administrative Officer will determine if an asset is to be declared surplus.
- An asset shall be defined as any equipment, material, part, facility or real estate owned by The Township of North Huron.
- If the proceeds of the disposal of an asset are expected to be under \$5,000 the Department Head may make request to the Chief Administrative Officer to dispose of the asset via the attached Asset Disposal/Transfer Form.
- If the proceeds of the disposal of an asset are expected to be over \$5,000, a staff report shall be brought to Council:
 - Recommending that an asset be declared surplus;
 - Recommending the method and conditions of the disposal;
 - to determine a minimum bid amount (if any);
 - Recommending the allocation of disposal proceeds to a specific reserve account which is as closely relative as possible to the asset disposed of
- Sealed bids must be submitted by a specified date and time for items being sold by tender or sealed bid.
- Any item determined to be of no value or unsafe, must be disposed of as waste in an appropriate manner.
- All items to be sold are on an “as is” basis with no warranties or guarantees expressed or implied. A waiver form shall be signed releasing the Township from any future liability when applicable.
- Department Heads are encouraged to take an active role in support of environmental initiatives; reduce, recycle or reuse in disposing/salvaging assets.

- No employee or member of Council, Committee or Board shall bid on the sale of surplus assets.
- Any proceeds generated from the sale of the disposal shall be transferred into a specific reserve account which is as closely relative as possible to the asset disposed of to the appropriate revenue account.
- Department Heads are responsible for providing the Director of Finance/Treasurer of any changes in asset inventory for accounting and insurance purposes. Completion of the "Asset Disposal/Transfer Form" is required for each surplus asset being disposed prior to disposal or transfer. The "Asset Disposal/Transfer Form" accompanied with a copy the approved motion from Council providing the approval, terms and conditions, and direction for allocation of proceeds must be completed and signed by the Department Head, signed by the Chief Administrative Officer and Director of Finance/Treasurer prior to the asset being disposed.
- The Director of Finance/Treasurer will record the disposal/transfer in the asset register and process any applicable dollar value transfers between departments.

4. Policy Review:

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



**Township of North Huron
Asset Disposal/Transfer Form**

Staff Name: _____ Date: _____

Disposal Type: ☐ Full Disposal ☐ Partial Disposal

OR

Department Transferred from: _____ **to:** _____

Reason for Disposal/Transfer: _____

Asset ID Number - CityWide: _____

Asset Title/Description: _____

VIN/ Serial Number: _____

Location of Asset _____

Sold to/by: _____

Sale/Disposal Proceeds (\$): _____

Gain (Loss) General Ledger Code: _____

Reserve Account name and Number: _____

Department Head Signature: _____

CAO Signature: _____

Director of Finance/Treasurer Signature: _____

**THE CORPORATION OF
THE TOWNSHIP OF NORTH HURON
BY-LAW NO. 93- 2018**

Being a by-law to adopt an Asset Disposal/Transfer Policy for the
Corporation of the Township of North Huron

WHEREAS Section 8 (1) of the Municipal Act S.O. 2001, c. 25 as amended, herein referred to as the “Act”, provides that the powers of the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS Section 11 (2) of the Act provides that that a lower tier municipality may pass by-laws respecting matters within its spheres of jurisdiction including matters of “financial management of the municipality and its local boards”;

AND WHEREAS the Council of the Corporation of the Township of North Huron is desirous of adopting an Asset Disposal/Transfer 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. That the Reeve and Clerk to sign, on behalf of Council an Asset Disposal/Transfer Policy for the Corporation of the Township of North Huron.
2. That a copy of the said Policy is attached hereto as Schedule “A” and forms part of this By-law.
3. That this By-law shall come into force and takes effect on the day of final passing.

READ A FIRST AND SECOND TIME, THIS 5TH DAY OF NOVEMBER, 2018.

READ A THIRD AND FINAL TIME AND FINALLY PASSED, THIS 5TH DAY OF NOVEMBER, 2018.

Neil G. Vincent, Reeve

Dwayne Evans, Clerk

| | | |
|---|---|---|
|  | Township of North Huron | |
| | Section: Finance | Policy number: 2-2018 |
| | Sub-section: | Effective Date: Nov. 5/2018 |
| | Subject: Asset Disposal/Transfer Policy | Revision Date: Prepared by: Donna White |

- 1) **Purpose:** This policy applies to the disposal of surplus assets owned by the Township of North Huron. Surplus assets are any items that no longer have any use to the Township or in excess of the needs of the Township, inclusive but not limited to obsolete supplies, scrap materials and vehicles. This policy excludes real property, investments, art or museum collections. The disposal or sale of real property shall be governed by the Township's current By-law to establish procedures governing the sale of real property, and any amendments thereto. Investments, art and museum collections will be evaluated on a case by case basis. All items declared as surplus will be disposed of in a fair and consistent manner.
- 2) **Responsibility:** All Department Heads are responsible for the implementation and adherence to this policy. The Finance Department is responsible for recording changes regarding disposals and/or transfers in the asset register.
- 3) **Decision to Dispose:** A decision to dispose of an asset may be based on one or more of the following:
 - Asset has reached the end of its useful life
 - No longer required by the Township
 - Not fit for purpose
 - Unserviceable
 - Technologically obsolete
 - Does not meet legislative requirements
- 4) **Factors to be considered prior to Disposal:**
 - A reasonable effort should be made to ensure that no other Department has a need for the asset
 - Determine if the asset is owned or leased and what the remaining Net Book Value is
 - Hazardous Materials are disposed of in an authorized manner
 - Identifying marks including Township logos or insignia is removed
 - Ensure that assets being disposed do not contain confidential information or have licensing implications
 - The method provides the highest revenue to the Township
- 5) **Procedure:**
 - The appropriate Department Head will identify the assets to be declared surplus.
 - Surplus assets shall be disposed of either through an internal department transfer, by trade in, or through a public competitive method such as auction, or an advertised tender. The type of competitive method used to dispose of the asset will be determined by the anticipated financial return to the municipality and type and condition of asset being disposed. If the asset is to be transferred to another department, an agreed upon value will be processed by journal entry by the Finance Department where applicable.
 - The Department Head may establish a minimum bid where deemed necessary.
 - Sealed bids must be submitted by a specified date and time for items being sold by tender or sealed bid.

- If the Department Head feels it would be advantageous to the municipality to dispose of an asset in another fashion, prior approval shall be obtained from CAO. This would be in the case of donating an asset to an outside organization or some type of similar situation.
- Any item determined to be of no value or unsafe, must be disposed of as waste in an appropriate manner.
- All items to be sold are on an “as is” basis with no warranties or guarantees expressed or implied. A waiver form must be signed releasing the Township from any future liability when applicable.
- Department Heads are encouraged to take an active role in support of environmental initiatives; reduce, recycle or reuse in disposing/salvaging assets.
- No employee or member of Council, Committee or Board shall bid on the sale of surplus assets.
- Any revenue generated from the sale of surplus goods shall be credited to the appropriate revenue account.
- Department Heads are responsible for informing the Finance Department of any changes in asset inventory for accounting and insurance purposes. Completion of the “Asset Disposal/Transfer Form” is required for each surplus asset being disposed prior to disposal or transfer. The “Asset Disposal/Transfer Form” must be signed off by the CAO and Treasurer prior to the asset being disposed.
- The Finance Department will record the disposal/transfer in the asset register and process any applicable dollar value transfers between departments.

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



**Township of North Huron
Asset Disposal/Transfer Form**

Staff Contact: _____ Phone Number: _____

Date of Disposal/Transfer: _____

Disposal Type: Disposal – ☐ Full Disposal ☐ Partial Disposal

Transfer – Department Transferred to: _____

Asset ID Number (City Wide): _____

Asset Title/Description: _____

Department ID: _____

Sold to/By: _____

Sale/Disposal Proceeds: _____

Location of Asset _____

VIN/ Serial Number: _____ Model/Version: _____

Department Head Signature: _____

Office Use Only: Gain (Loss) Code: _____

Treasurer Signature: _____ CAO Signature: _____



TOWNSHIP OF NORTH HURON

Report No.
PW-2023-04

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Gregg Furtney, Director of Public Works and Facilities
DATE: 06/03/2023
SUBJECT: PW-2023-04 Sale of Surplus Gravel
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Director of Public Works and Facilities, dated March 6, 2023, regarding the Sale of Surplus Gravel from the North Huron Gravel Pit;

AND FURTHER, THAT Council authorizes the Director of Public Works and Facilities and the Director of Finance/ Treasurer to deem the excess gravel as surplus;

AND FURTHER, THAT Council authorizes the Director of Public Works and Facilities to advertise the surplus gravel for sale on the open market;

AND FURTHER, THAT Council authorizes the Director of Finance/ Treasurer to transfer the proceeds from the sale of the surplus gravel into a newly created Pits and Quarries Licence/Rehabilitation Reserve Fund for future use.

PURPOSE:

The purpose of this report is to get authorization from Council to: (1) declare the excess gravel at the North Huron Gravel Pit as surplus to the municipality's needs; (2) to gain authorization to advertise the surplus gravel on the open market; and (3) to gain authorization for the proceeds from the sale of the excess gravel to be directed into a Pits and Quarries Licence/ Rehabilitation Reserve Fund.

BACKGROUND INFORMATION:

The North Huron Gravel Pit is owned and operated under Licence #4587 in the former Township of East Wawanosh and regulated by the Aggregate Resources Act. North Huron operates the Gravel Pit in order to manufacture granular "A" and "M". This grade of gravel is used on North Huron rural roads as part of our annual maintenance gravel program and can be used for driveway and trail foundations, shouldering, etc. This material is crushed and screened to meet Ministry of Transportation Specifications (OPSS 1001).

The aggregate material is excavated, crushed, and screened to get the desired end product. Over the last few years, the gravel pit face has turned rather "stoney". When the material is crushed, the crusher has to screen some excess material out. Over the years this has left North Huron with a surplus of approximately 6000 tonnes of ¾ inch crushed unwashed drainage stone that doesn't meet the OPSS 1001 MTO specification.

North Huron does use approximately 50 tonnes/year of ¾ inch drainage stone for "backfill" during water main break repairs. Staff have already set aside approximately 500 tonnes. This will be enough

to last the Township for 10 years and we accumulate more each year as the process continues. This material is “dirty” and not suitable for concrete or septic systems without further washing and screening. As is, it does not pack well and it is not suitable for road surface building.

DISCUSSION:

Staff have reviewed and discussed many opportunities, now and in the future, for use of this excess material. The following considerations have been discussed:

- 1.) The municipality has so much material that it will not ever use it and each year the quantity of material increases.
- 2.) The material does not meet the OPSS 1001 specification.
- 3.) Aside from some water main break repairs, the municipality does not use a lot of this grade of material each year and there is enough set aside to last for many years.
- 4.) The stock piled material is currently in the way of current and future excavations.
- 5.) The sale of this excess material will create some revenue that can be put towards a Licence/Rehabilitation Reserve Fund for future use.

Staff recommend that Council declare the excess 6000 tonnes of gravel surplus and that it be publicly advertised for sale, as is. Part of the agreement between the Township of North Huron and the successful buyer(s) is that they would be responsible for loading and trucking the material from the North Huron Pit to their desired location, using their equipment and staff. It is expected that the buyer(s) will be relatively local and given the quantity, there may be multiple buyers. Staff will organize these transactions and will be onsite at the Pit to witness and oversee the transactions (removal) as it happens.

FINANCIAL IMPACT:

Revenue from the sale of the surplus gravel from the North Huron Gravel Pit would be placed directly into a Licence/Rehabilitation Reserve Fund for future licencing opportunities and/or the natural rehabilitation/ closure of the pit when the time comes.

FUTURE/OTHER CONSIDERATIONS:

N/A

OTHERS CONSULTED:

Chris Townes, Director of Finance/Treasurer
Josh Machan, Lead Hand (South)

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #4: Our Goal is to be a municipality with well-maintained and thoughtfully planned infrastructure.



Gregg Furtney, Director of Public Works
and Facilities



Dwayne Evans, CAO



TOWNSHIP OF NORTH HURON

Report No.
PW-2023-05

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Gregg Furtney, Director of Public Works and Facilities
DATE: 06/03/2023
SUBJECT: PW-2023-05 Tender for Products and Services – Calcium Chloride
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Director of Public Works and Facilities, dated March 6, 2023, regarding the 2023 Tender for Products and Services – Calcium Chloride for information purposes;

AND FURTHER THAT Council accepts the lowest tender price provided by Da-Lee in the amount of \$0.29 per Litre of Liquid Calcium Chloride 35% Solution equalling \$141,984 (excluding HST) as a pre-budget approved purchase.

PURPOSE:

The purpose of this report is to provide Council with the tender results that resulted from RFT-PW-2023-02. Staff recommend Council accept the lowest bid from Da-Lee for the supply and application of liquid Calcium Chloride (35% solution) as part of our annual rural roads dust suppressant and aggregate binding program.

BACKGROUND INFORMATION:

On an annual basis, Calcium Chloride (35% Solution) is purchased (supply and application) for the Township's rural gravel roads. Calcium Chloride is used as both a dust suppressant as well as an aggregate binding agent. The Calcium Chloride is applied after maintenance gravel has been laid upon the rural gravel roads. The Township of North Huron applies between thirteen (13) and fifteen (15) truck loads of Calcium Chloride per year. One truck load is equivalent to 27,270 Litres. The supply and application of Calcium Chloride needs to be complete by June 30th each year.

In 2022, the Township of North Huron applied thirteen (13) loads of Calcium Chloride to its rural gravel roads. Da-Lee was the successful bidder. Records showed that in 2022, the Township of North Huron paid \$0.24 per litre of product.

A Request for Tender (RFT) was issued on February 22, 2023 to four (4) companies that specialize in the supply and application of Calcium Chloride. Two (2) companies responded to the RFT.

DISCUSSION:

Staff recommend that the Council of the Township of North Huron accept and award the tender to the lowest tender, Da-Lee in the amount of \$0.29 per litre which equates to \$141,984 (excluding HST).

This is a pre-budget approval request due to the timing/scheduling of the work and because it is an annual activity that rural residents are accustomed to having done.

Although this activity is not supported by any piece of Ontario legislation, this activity is a Best Management Practice (BMP) that is used across North America for the ongoing maintenance of rural gravel roads.

The submissions received are as follows:

| Company | Cost Per Liter | Extended Cost (excluding HST) |
|---------------------------|----------------|-------------------------------|
| Da-Lee | \$0.29 | \$141,984 |
| Pollard Distribution Inc. | \$0.365 | \$178,800 |

FINANCIAL IMPACT:

This is a pre-budget approval request. The costs for this product and service is already built in the draft 2023 budget.

FUTURE/OTHER CONSIDERATIONS:

N/A

OTHERS CONSULTED:

Chris Townes, Director of Finance/Treasurer
Josh Machan, Lead Hand, South

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #4: Our goal is to be a municipality with well-maintained and thoughtfully planned infrastructure.



Gregg Furtney, Director of Public Works and Facilities



Dwayne Evans, CAO



TOWNSHIP OF NORTH HURON

Report No.
FR-2023-01

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Kent Readman, Fire Chief
DATE: 03/06/2023
SUBJECT: FR-2023-01 Transfer of Sale Proceeds from 2000 Freightliner Fire Truck to Fire Department Reserves
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Fire Chief, dated March 6, 2022, regarding the transfer of sale proceeds from the 2000 Freightliner Fire Truck to Fire Department Reserves, for information purposes;

AND FURTHER, THAT Council directs for the Director of Finance/Treasurer to transfer the \$11,932.50 in proceeds received from the sale of the 2000 Freightliner Fire Truck (Old Engine 6) from Revenue Account 01-2100-6955 to the Fire – Long Term Reserve account.

PURPOSE:

The purpose of this report is to re-allocate funds received from sale of the 2000 Freightliner Fire Truck to the Fire Department Reserves account.

BACKGROUND INFORMATION:

In October of 2020, Council authorized the former Fire Chief to send out a Request for Proposals for a new Pumper Apparatus for the Blyth Fire Station. Council also directed the Fire Chief to present a report at a future Council meeting regarding options for the replacement of the 2000 Freightliner Fire Truck at the Blyth Fire Station.

In December of 2020, Council received a report from the former Fire Chief regarding the purchase of a new Pumper for the Blyth Station. Council also gave pre-budget approval for North Huron's share of a new Pumper from ResQTech Systems at a cost of \$604,500.00 excluding taxes. Council also directed the Fire Chief to obtain letters of financial commitment from Central Huron, Morris-Turnberry and Ashfield-Colborne-Wawanosh regarding their share of a new Pumper prior to placing the order. The following motion was adopted:

M433/20

MOVED BY: P. Heffer

SECONDED BY: K. Falconer

THAT the Council of the Township of North Huron hereby receives the report from the Fire Chief dated December 21, 2020, regarding the purchase of a new Pumper Truck for the Blyth Station;

AND FURTHER, THAT Council gives pre-budget approval of North Huron's share of a new pumper truck from ResQTech Systems at a cost of \$604,500.00 excluding taxes;

AND FURTHER, THAT the Fire Chief obtain letters of financial commitment from Central Huron, Morris-Turnberry and Ashfield-Colborne-Wawanosh regarding their share of a new pumper truck prior to placing the order.

For (7): B. Bailey, T. Seip, K. Falconer, P. Heffer, R. McBurney, C. Palmer, and A. van Hittersum

CARRIED (7 to 0)

The truck was ordered and delivered in December of 2021. After the new truck was delivered and put into service the old truck was sold on GovDeals for \$11,932.50. The funds received from the sale of this truck were allocated to the Revenue Account 01-2100-6955. It is recommended these funds be transferred to Fire Department Reserves account for future fire purchases.

DISCUSSION:

The 2000 Freightliner Pumper was a Fire Department asset and was sold after a new Pumper was purchased. The funds from this sale are appropriately allocated to the Fire Department reserves to off-set future capital Fire Department purchases. The Fire Department reserves are underfunded for future equipment and apparatus needs. The recommended transfer helps alleviate the pressure on the Fire Department reserve account.

FINANCIAL IMPACT:

Subject to Council's approval, \$11,932.50 would be transferred from Revenue Account into the Fire Department – Long Term Reserve Account to fund future Capital requirements.

FUTURE/OTHER CONSIDERATIONS:

The funds from any future sale of Fire Department assets should be allocated to the Fire Department reserve.

OTHERS CONSULTED:

Chris Townes, Director of Finance/Treasurer

RELATIONSHIP TO THE STRATEGIC PLAN:

5.2 Continue to deliver public education, fire prevention and fire service programs.



Kent Readman, Fire Chief



Dwayne Evans, CAO



TOWNSHIP OF NORTH HURON

Report No.
CAO-2023-04

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Demetri Makrakos, Economic Development Officer
DATE: 06/03/2023
SUBJECT: CAO-2023-04 Business Improvement Area Governance and Procedural Bylaw
ATTACHMENTS: Draft Blyth BIA Constitution 2023-03-06, draft Wingham BIA Constitution 2023-03-06

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Economic Development Officer, dated March 6, 2023, regarding the Blyth and Wingham Business Improvement Area Governance and Procedural Bylaw, for information purposes;

AND FURTHER, THAT Council approves the updated Governance and Procedural Bylaws (Constitutions) for the Wingham BIA and Blyth BIA, as presented;

AND FURTHER, THAT Council (agrees/does not agree) to the further requested change to the Blyth BIA Constitution to use non-gender language;

AND FURTHER, THAT Council directs the Clerk to prepare by-laws to adopt the updated Constitutions for the Wingham BIA and Blyth BIA for the March 20, 2023 Regular Council meeting.

PURPOSE:

To update both the Blyth and Wingham Business Improvement Areas (BIA) governance and procedural bylaws to better align the constitutions and to better position the BIAs to operationally undertake their mandates.

BACKGROUND INFORMATION:

The guidance for how a BIA should operate is set out by the Municipal Act in section 204. 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”*.

The previous Blyth BIA constitution was established in 2018 and the Wingham BIA constitution in 2013. The constitutions that governed each BIA did not follow similar structure, format and wording, making it difficult to interpret sections of the constitutions that were trying to accomplish the same objectives within each BIA. North Huron staff brought amended versions of the constitutions to the December 5, 2022 Council meeting and before commenting on any of the changes, Council directed staff to consult first with the BIAs during their respective Annual General Meetings (AGM). The following motion was adopted:

M413/22

MOVED BY: K. Falconer

SECONDED BY: M. Wright

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 the Council of the Township of North Huron hereby tables the discussion regarding Business Improvement Area Governance and Constitutions to allow for the Economic Development Officer to present the draft constitutions at the Annual General Meetings of the BIAs for feedback and to be presented back to Council at a future date.

CARRIED

North Huron staff has consulted with both the Blyth and Wingham BIAs on the proposed revisions. The feedback received is included in the discussion section of this report.

North Huron staff also spoke with the president for the Ontario Business Improvement Area Association (OBIAA) for guidance on the constitutional and procedural bylaw proposed changes. All changes presented in the discussion of this report fully adhere to the Municipal Act as well as best practices recognized by the OBIAA.

DISCUSSION:

Blyth BIA

Notable changes proposed by staff to the Blyth BIA that have been accepted by the Blyth BIA membership are as follows:

- Both procedural bylaws have been amended to follow the same format, structure, sections, and headings.
- Section 2.12.9 SUB-COMMITTEES now requires that each sub-committee have a BIA Board of Management Member as the Chair.
 - 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. The Blyth BIA agrees 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.


Components of the draft constitution that were discussed and recommended from Blyth BIA members and remain unchanged are as follows:

- Section 2.4 APPOINTMENT TO THE BOARD OF MANAGEMENT
 - No change recommended for the designated seats for the one (1) service club, one (1) church, one (1) Blyth Festival representative, and one (1) associate member.
- Section 2.9 COMMERCIAL & INDUSTRIAL PROPERTY OWNERS
 - BIA members recommend keeping industrial businesses within the levied area.

A Blyth BIA member also made a recommendation that the Blyth BIA Constitution use non-gendered language (replacing he/she and his/hers).

Wingham BIA

Notable changes proposed to the BIA that have been accepted by the Wingham BIA membership are as follows:

- 
- Both procedural bylaws have been amended to follow the same format, structure, sections, and headings.
 - Section 2.12.9 SUB-COMMITTEES now requires that each sub-committee have a BIA Board of Management Member as the Chair.
 - 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. The Wingham BIA agrees 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.

Components of the constitution that were discussed and agreed to by the Wingham BIA are as follows:

- Section 2.9 COMMERCIAL & INDUSTRIAL PROPERTY OWNERS
 - Recommendation was made to remove the industrial businesses from the levied area. The Wingham BIA would then only levy Core Commercial and Highway Commercial businesses. Any industrial businesses within the Wingham Ward that would like to remain a member of the WBIA could choose to be associate members.

The draft constitutions are attached to this report for Council's review.

FINANCIAL IMPACT:

Reducing the Wingham BIA businesses to only commercial will result in a reduced membership. This may or may not also result in a reduced operating budget for the Wingham BIA, depending on the number of associate members.

FUTURE/OTHER CONSIDERATIONS:

None

OTHERS CONSULTED:

Wingham BIA
Blyth BIA
Ontario Business Improvement Area Association
Carson Lamb, Clerk

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, EDO

Dwayne Evans, CAO

Wingham Business Improvement Area Constitution and Procedural Bylaws

Revised for Membership Approval during 2023 Annual General Meeting.

DRAFT

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 commercial property owners and businesses located and/or operating within the designated Wingham Business Improvement Area boundaries as well as associate members in good standing. No industrial property owners and businesses located and/or operating within the designated Wingham Business Improvement Area boundaries will be levied.

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.

2.10 ASSOCIATE MEMBERS

Associate members are representatives from businesses in the area surrounding but not included in existing Wingham BIA boundaries. Associate members can also be industrial businesses located within the 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 \$750.00 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.

DRAFT

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.

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- 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 Councilors 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, excluding the delegate members.
- c. A maximum of one (1) associate member 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.

In addition to section 2.4 a through c, the membership, with the Council of the Township of North Huron approval, may appoint delegates (with voting privileges) to the Board at its own discretion under the following structure:

- d. A maximum of one (1) member appointed as delegate from the Blyth Centre for the Arts
- e. 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)
- f. A maximum of one (1) member appointed as delegate from the Blyth Church Organizations.

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.

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 Blyth 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 BBIA 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 Blyth 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 BBIA to support the activities of the BBIA. The Levy is not charged on vacant properties in Blyth. For the purposes of this By-Law, vacant is defined as free of all buildings and structures as defined in the Ontario Building Code.

2.10 ASSOCIATE MEMBERS

Associate members are representatives from businesses in the area surrounding but not included in existing Blyth 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 BBIA may ask that issues or items of interest be placed on the agenda of the BBIA for discussion and/ or resolution. This includes a request to make a deputation or presentation. They may contact any BBIA 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 7 per fiscal year.

Meetings will be open to any member of the BBIA 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 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.

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 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 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

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 \$750.00 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



TOWNSHIP OF NORTH HURON

Report No.
CAO-2023-05

REPORT TO: Reeve Heffer and Members of Council
PREPARED BY: Demetri Makrakos, Economic Development Officer
DATE: 06/03/2023
SUBJECT: CAO-2023-05 Hutton Heights Property – Agreement of Purchase and Sale
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report prepared by the EDO, dated March 6, 2023 regarding an agreement of purchase and sale for the municipally owned parcel in Hutton Heights;

AND FURTHER, THAT Council adopt By-law No. 15-2023, being a By-law authorizing the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Vendor) and Southside Construction Management Limited (Purchaser) for the municipally owned parcel in Hutton Heights;

AND FURTHER, THAT Council authorizes the Director of Finance/Treasurer to put the proceeds from the sale of this property into the Sale of Property reserves account.

PURPOSE:

The purpose of this report is to seek Council's authorization for the Reeve and Clerk to sign an agreement of purchase and sale with Southside Construction Management Limited.

BACKGROUND INFORMATION:

The Hutton Heights property is a 17-acre parcel of land located at 60 Lloyd Street. It is owned by the Township of North Huron and has been identified as being appropriate for future residential development. In February of 2022, Council declared the Hutton Heights property as surplus to the needs of the municipality and authorized staff to proceed with the disposal in accordance with the Township's Sale and Disposition of Land Policy using the direct advertising method. The following motion was adopted:

M93/22

MOVED BY: K. Falconer

SECONDED BY: A. van Hittersum

THAT the Council of the Township of North Huron hereby receives the report prepared by the CAO, dated February 22, 2022 regarding the municipally-owned Hutton Height lands for information purposes;

AND FURTHER, THAT Council directs staff to survey and sever approximately 20 acres of municipally-owned lands in Hutton Heights for residential development purposes;

AND FURTHER, THAT Council declares approximately 20 acres of severed municipally-owned lands in Hutton Heights as surplus to the needs of the municipality;

AND FURTHER, THAT Council directs staff to proceed with the disposal of the severed lands in Hutton Heights in accordance with the Township's Sale and Disposition Policy using the direct advertising method and an "expression of interest" process;

AND FURTHER, THAT Council directs staff to invite interested purchasers to submit an "expression of interest" detailing the type of housing that would be constructed on the severed lands;

AND FURTHER, THAT Council directs staff to prepare a report for a future meeting detailing all offers and expressions of interest received for Council's consideration.

For (7): B. Bailey, T. Seip, K. Falconer, P. Heffer, R. McBurney, C. Palmer, and A. van Hittersum

CARRIED (7 to 0)

Township staff issued an Expression of Interest (EOI) April 5, 2022 and the EOI closed May 30, 2022. The submissions from the EOI were taken to Council in closed session on June 6, 2022, and the following motion was made by Council at the June 6, 2022 meeting in open session:

M231/22

MOVED BY: A. van Hittersum

SECONDED BY: R. McBurney

THAT the Council of the Township of North Huron hereby directs staff to not accept any offers and to continue to proceed with the external servicing and re-release the expressions of interest when the phase 2 external servicing tender is released.

CARRIED

In October of 2022, there was a discussion regarding the servicing for Hutton Heights and staff recommended Council authorize staff to issue the EOI again before issuing the servicing tender for phase 2. If a proposal acceptable to Council was received, this would inform the tendering process regarding the density of the development and the locations of stubs before the drawings were finalized. The EOI was issued in November of 2022 and closed December of 2022. At the December 19, 2023 regular meeting in closed session, Council received and discussed the Expressions of Interests. In open session of the same meeting, Council directed staff to not accept any of the proposal submissions at this time and to receive future proposals on an ongoing basis. The following motion was passed:

M443/22

MOVED BY: A. van Hittersum

SECONDED BY: K. Falconer

THAT the Council of the Township of North Huron hereby does not accept any proposals at this time and directs staff to communicate with the public, developers, builders, real estate professionals and other interested parties that North Huron staff will be receiving proposals for the Hutton Heights municipally-owned land on an ongoing basis.

CARRIED

North Huron staff worked with interested parties, and at the February 6th meeting, Council received and reviewed expressions of interest for the purchase of the municipally-owned Hutton Heights lands. In open session Council directed staff to negotiate a purchase and sale agreement with an interested purchaser. The following motion was adopted:

M52/23

MOVED BY: A. van Hittersum

SECONDED BY: L. Whitfield

THAT the Council of the Township of North Huron hereby directs staff to engage in negotiations with an interested purchaser and to present a draft purchase and sale agreement for Council's consideration.

CARRIED

At the February 17th Special Council meeting, staff updated Council in closed session on the status of the negotiations. In open session Council directed staff to finalize a purchase and sale agreement with an interested purchaser and to present the agreement for Council's consideration. The following motion was adopted:

M60/23

MOVED BY: K. Falconer

SECONDED BY: C. Palmer

THAT the Council of the Township of North Huron hereby directs staff to proceed with finalizing an agreement of purchase and sale with an interested purchaser for the municipally-owned Hutton Heights Lands and to present the agreement for Council's consideration in open session at a future Council meeting.

CARRIED

As directed by Council, North Huron staff have finalized an agreement of purchase and sale with the interested purchaser. It is recommended Council adopt By-law No. 15-2023, being a By-law authorizing the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Vendor) and Southside Construction Management Limited (Purchaser) for the Hutton Heights property. By-law No. 15-2023 is included in March 6, 2023 agenda package for Council's consideration.

DISCUSSION:

At the outset of this process Council established a vision for the development of the municipally-owned lands in Hutton Heights. The development concept and proposal accepted by Council aligns with the vision Council has for the Hutton Heights lands. The proposed density, housing mix and style are appropriate for North Huron and as proposed, will meet the community needs in terms of housing demand. The purchaser is a developer/builder that has decades of experience with projects of this size.

As Council is aware, a number of studies, reports and surveys have been commissioned to prepare the lands for residential development. These include, but are not limited to, an archaeological assessment, a natural environment study, a land survey, an environmental condition assessment, geological report, traffic study and a planning brief. All costs the Township incurred for completion

of the studies have been included in the purchase price of the property. The purchasers also agree to have made a certain level of development progress within a specified timeline, as outlined in Schedule A.2 of the Agreement of Purchase and Sale. If the conditions in the Agreement of Purchase and Sale under Schedule A.2 are not met, the Township reserves the right to repurchase the property.

FINANCIAL IMPACT:

Development of Hutton Heights will have a positive financial impact on the community as a whole. The construction of new permanent housing will also provide additional economic benefits to local businesses, retailers, restaurants, grocery stores, banks and gas stations on a year-round basis. The infrastructure costs required to bring housing to Hutton Heights will be greatly offset by the purchase price, front-ended development charges, full development charge fees to be collected for this property plus proposed development on adjacent sites in Hutton Heights. Additional tax revenue and spending of new residents' wages will greatly contribute to future Township operational and capital needs.

Proceeds from the sale of the property will have a direct financial impact by offsetting costs of infrastructure expansion in Hutton Heights. In the short-term, it is recommended these funds be placed into the Sale of Property reserves account. In a future report, staff will seek Council's direction regarding the future use of these funds.

FUTURE/OTHER CONSIDERATIONS:

None at this time.

OTHERS CONSULTED:

Dwayne Evans, CAO

Carson Lamb, Clerk

Chris Townes, Director of Finance/Treasurer

Gregg Furtney, Director of Public Works and Facilities

RELATIONSHIP TO THE STRATEGIC PLAN:

Goal #1 - Economy: Our goal is to be build a stronger economy through residential growth; retail, commercial and industrial development; tourism; and thriving agriculture.



Demetri Makrakos, EDO



Dwayne Evans, CAO



Thursday, February 23, 2023

North Huron Council
c/o Carson Lamb
Town Hall
Josephine St
Wingham, ON
N0G 2W0

Council members,

This letter is to advise you that the Wingham BIA has elected 2 new Board members as of the Annual General Meeting held Feb. 16, 2023. The new members are:

Ryan Fergusson – Dave Peers Dejardins
Joey Havers – TD Canada Trust

They join continuing Board members:

Dave Tiffin – Canada Life
Doug Kuyvenhoven – Wingham Self Storage
Carolyn Young – Libro Credit Union
Annette Monsma – Annettes Treasures Galore
Jim Snyder – Snyder Concenpts
Mitch Wright – Council Rep

This falls withing the BIA Constitution of 4-8 elected members plus a Council Rep. We understand this to be in effect until February 2024 at the next Annual General Meeting of the Wingham BIA.

Dave Tiffin
Chair, Wingham BIA



Blyth Business Improvement Association

PO Box 269 - Blyth ON - N0M 1H0

www.blythnow.ca www.facebook.com/BlythNow.ca

Township of North Huron
PO Box 90
Wingham ON
N0G 2W0
Attn: Members of Council

2 March 2023

Dear Members of Council:

This letter is to advise that the Blyth BIA has elected the BBIA Board of Management as articulated below, at the Annual General Meeting, held Thursday March 2, 2023.

The BBIA Board now consists of:

David Sparling - Canenpak
Shane Yerema - Hotel Lux
Cat O'Donnell - Wonky Frog Studio
Cindy Soares - 3 Sisters Boutique Hotel
Angela Cullen - Blyth Inn
Kevin Falconer - Council Rep
John Stewart - Blyth Service Organizations
JoAnn Todd - Blyth Church Organizations
Rachael King - Blyth Centre for the Arts

This falls within the parameters articulated in the BBIA constitution.

David Sparling

Outgoing Chair - Blyth Business Improvement Association

B: 519-357-3550 ext.150

C: 519-955-2283

chair@blythnow.ca

The Corporation of the Township of North Huron

By-law No. 15-2023

Being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Vendor) and Southside Construction Management Limited (Purchaser) for a portion of land legally described as CON 14 PT S PT LOT 42 Part 1, County of Huron

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

AND WHEREAS the Council of the Township of North Huron is desirous of executing an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Vendor) and Southside Construction Management Limited (Purchaser) for a portion of land legally described as CON 14 PT S PT LOT 42 Part 1, COUNTY OF HURON;

AND WHEREAS the Council of the Township of North Huron deems it expedient to enter into said agreement;

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

1. That the Reeve and Clerk are hereby authorized to sign, on behalf of Council, an Agreement of Purchase and Sale between the Corporation of the Township of North Huron (Vendor) and Southside Construction Management Limited (Purchaser) for a portion of land legally described as CON 14 PT S PT LOT 42 Part 1, COUNTY OF HURON.
2. That a copy of the said Agreement is attached hereto and designated as Schedule 'A' to this By-law.
3. That this By-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 6th day of March, 2023.

Read a third time and passed this 6th day of March, 2023.

Paul Heffer, Reeve

CORPORATE SEAL

Carson Lamb, Clerk

AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT, made in triplicate this 1st day of March, 2023.

BETWEEN:

Southside Construction Management Limited

("The Purchaser")

-and-

The Corporation of the Township of North Huron

("The Vendor")

PROPERTY: legally described as CON 14 PT S PT LOT 42 Part 1, County of Huron, (the "Property"). See Schedule "C" for the Property outlined in red, as the plan of survey and severance is still being completed and will need to be submitted to the land registry office. Exact dimensions of the property to be confirmed by survey.

PURCHASE PRICE: \$ SIX HUNDRED AND FIFTY THOUSAND Dollars (CDN \$650,000)

FRONT-END DEVELOPMENT CHARGES: \$ FIVE HUNDRED THOUSAND Dollars (CDN \$500,000) to be deposited with the Vendor on closing, to offset future development charges.

DEPOSIT: \$ TEN THOUSAND Dollars (CDN \$10,000)

Of lawful money of Canada, payable by cash or certified cheque to the said solicitor for the vendor, on this date as a deposit to be held in trust pending completion or other termination of this Agreement and to be credited on account of the purchase price on closing, and the Purchaser agrees to pay the balance of the purchase price, by cash or certified cheque on the closing of the transaction, subject to the usual adjustments.

SCHEDULE(S) "A", "B" and "C" attached hereto form(s) part of this agreement.

1. **CHATELS INCLUDED:** None.
2. **FIXTURES EXCLUDED:** None.
3. **RENTAL ITEMS:** None.
4. **COMPLETION DATE:** This agreement shall be completed by no later than October 8, 2023. Upon completion, vacant possession of the property shall be given to the Purchaser unless otherwise provided in this Agreement. The Vendor shall before closing

Purchasers Initials

Vendors Initials

cause a registerable Reference Plan to be deposited to legally describe the Property to be conveyed to the Purchaser.

5. **NOTICES:** Pursuant to this Agreement any notice relating hereto or provided for herein shall be in writing. This offer, any counter offer, notice of acceptance thereof, or any notice shall be deemed given and received, when hand delivered to the address for service provided herein or, where facsimile number is provided herein, when transmitted electronically to that facsimile number.

NOTICE TO VENDOR:

c/o Clerk
Township of North Huron
P.O. Box 90, 274 Josephine Street
Wingham, Ontario N0G 2W0
Phone: 519-357-3550

NOTICE TO PURCHASER:

c/o Vito Frijia
Southside Construction Management Limited
75 Blackfriars Street
London, Ontario N6H 1K8
Phone: 519-433-0634

6. **HST:** If the sale of the property (Real Property as described above) is subject to Harmonized Sales Tax (HST), then such tax shall be in addition to the Purchase Price. The Seller will not collect HST if the Buyer provides to the Seller a warranty that the Buyer is registered under the Excise Tax Act ("ETA"), together with a copy of the Buyer's ETA registration, a warranty that the Buyer shall self-assess and remit the HST payable and file the prescribed form and shall indemnify the Seller in respect of any HST payable. The foregoing warranties shall not merge but shall survive the completion of the transaction. If the sale of the property is not subject to HST, Seller agrees to certify on or before closing, that the transaction is not subject to HST. Any HST on chattels, if applicable, is not included in the purchase price.
7. **TITLE SEARCH:** Purchaser shall be allowed to September 28, 2023 to examine the title to the property at their own expense, to satisfy themselves that there are no outstanding work orders or deficiency notices affecting the property. The Vendor hereby consents to governmental agencies releasing to Purchaser details of all outstanding work orders affecting the property, and Vendor agrees to execute and deliver such further authorizations in this regard as Purchaser may reasonably require.
8. **FUTURE USE:** Vendor and Purchaser agree that the future use of the land be used as lands for a residential development.
9. **TITLE:** Provided that the title to the property is good and free from all registered restrictions, charges, liens, and encumbrances except as otherwise specifically provided in this Agreement and save and except for (a) any registered restrictions or covenants

that will run with the land providing that such are complied with; (b) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with, or security has been posted to ensure compliance and completion, as evidenced by a letter from the relevant municipality or regulated utility; (c) any minor easements for the supply of domestic utility or telephone services to the property or adjacent properties; and (d) any easements for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines or other services which do not materially affect the present use of the property. If within the specified times referred to in paragraph 7 any valid objection to title or to any outstanding work order or deficiency notice, or to the fact the said present use may not lawfully be continued, this Agreement notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all monies paid shall be returned without interest or deduction and Vendor, Listing Broker and Co-operating Broker shall not be liable for any costs or damages. Save as to any valid obligation so made by such day and except for any objection going to the root of title, Purchaser shall be conclusively deemed to have accepted Vendor's title to the property.

10. **DOCUMENTS AND DISCHARGE:** Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of Vendor. If requested by Purchaser, Vendor will deliver any sketch or survey of the property within Vendor's control to Purchaser as soon as possible and prior to the Requisition Date. If a discharge of any Charge/Mortgage held by a corporation incorporated pursuant to the Loan Companies Act (Canada), Chartered Bank, Trust Company, Credit Union, Caisse Populaire or Insurance Company and which is not to assumed by Purchaser on completion, is not available in registerable form on completion, Purchaser agrees to accept Vendor's lawyer's personal undertaking to obtain the discharge, together with a direction executed by Vendor directing payment to the mortgagee of the amount required to obtain the discharge out of the balance due on closing.
11. **INSPECTION:** Purchaser acknowledges having had the opportunity to inspect the property prior to submitting this Offer and understands that upon acceptance of this Offer there shall be a binding agreement of purchase and sale between Purchaser and Vendor.
12. **INSURANCE:** The property shall be and remain until completion at the risk of Vendor. Pending completion, Vendor shall hold all insurance policies, if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, Purchaser may terminate this Agreement and have all monies paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion. If Vendor is

taking back a Charge/Mortgage, or Purchaser is assuming a Charge/Mortgage, Purchaser shall supply Vendor with reasonable evidence of adequate insurance to protect Vendor's or other mortgagee's interest on completion.

13. **PLANNING ACT:** This Agreement shall be effective to create an interest in the property only if Vendor complies with the provisions of the Planning Act by completion and Vendor covenants to proceed diligently at their expense to obtain any necessary consent by completion.
14. **DOCUMENT PREPARATION:** The Transfer/Deed shall, save for the Land Transfer Tax Affidavit, be prepared in registerable form at the expense of Vendor, and any Charge/Mortgage to be given back by Purchaser to Vendor at the expense of the Purchaser. If requested by Purchaser, Vendor covenants that the Transfer/Deed to be delivered on completion shall contain statements contemplated by Section 50 (22) of the Planning Act of Ontario.
15. **RESIDENCY:** Purchaser shall be credited towards the Purchase Price with the amount, if any, necessary for Purchaser to pay to the Minister of National Revenue to satisfy Purchaser's liability in respect of tax payable by Vendor under the non-residency provisions of the Income Tax Act by reason of this sale. Purchaser shall not claim such credit if Vendor delivers on completion the prescribed certificate or a statutory declaration that Vendor is not then a non-resident of Canada.
16. **ADJUSTMENTS:** Any rents, mortgage interest, realty taxes and unmetered public or private utility charges and unmetered cost of fuel, as applicable, shall be apportioned and allowed to the day of completion, the day of completion itself to be apportioned to Purchaser.
17. **TIME LIMITS:** Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Vendor and Purchaser or by their respective lawyers who may not be specifically authorized in that regard.
18. **TENDER:** Any tender of documents or money hereunder may be made upon Vendor or Purchaser or their respective lawyers on the day set for completion. Money may be tendered by bank draft or cheque certified by a Chartered Bank, Trust Company, Province of Ontario Savings Office, Credit Union or Caisse Populaire.
19. **AGREEMENT IN WRITING:** If there is conflict between any provision written or typed in this Agreement (including any Schedule attached hereto) and any provision in the printed portion hereof, the written or typed provision shall supersede the printed

provision to the extent of such conflict. This Agreement including any Schedule attached hereto shall constitute the entire Agreement between Purchaser and Vendor. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.

20. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.

21. This Offer shall be irrevocable by the purchasers until March 10th, 2023 after which time, if not acceptable, this Offer shall be null and void and the deposit shall be returned to the Purchaser in full without interest.

DATED at London, ONTARIO this 1st day of March, 2023.

SIGNED, SEALED AND DELIVERED

In the presence of:

IN WITNESS whereof I have hereunto set my hand and seal:

Southside Construction Management
Limited

Per:

(Witness)

(Purchaser) Vito Frijia

I have authority to bind the corporation.

I, the Undersigned Vendor, agree to the above Offer.

DATED at Wingham, ONTARIO this 6th day of March, 2023.

The Corporation of the Township of North Huron

Per:

(Witness)

(Vendor) Paul Heffer —Reeve

(Witness)

(Vendor) Carson Lamb—Clerk

We have authority to bind the corporation.

Solicitor for the Vendor:

Donnelly Murphy
P.O. Box , 18 The Square
Goderich, ON N7A 3Y7
Tel: 519-524-2154
Fax: 519--524-8550

Solicitor for the Purchaser:

Jack Sousa
Brown Beattie O'Donovan LLP
1600-380 Wellington Street
London, ON N6A 5B5
Tel: 519-679-0400
Fax: 519-679-6350
Email: jsousa@bbo.on.ca

Purchasers Initials

Vendors Initials

SCHEDULE "A"

1. The Vendor agrees to convey the property in 1 parcel and that the Vendor agrees to complete the severance of the Property as outlined in red in Schedule "C" before the Completion Date.
2. The Purchaser agrees to have commenced and be making progress on underground Works including storm sewers and storm water management facilities, sanitary sewers, watermains and the completion of Granular "B" road base and a portion of the Granular "A" for a riding surface within 36 months of the township contract for servicing of Hutton Heights being substantially performed as defined in section 2(1) of the Construction Act, R.S.O. 1990, c. C.30. In the event the Purchaser has not commenced these Works within the established timeline requirements, the Vendor has the right to repurchase at a purchase price of \$650,000 and return the \$500,000 development charge deposit, net of any other costs to a maximum of \$1,000.00 plus applicable land transfer tax and free of encumbrances. If the Vendor repurchases the property, all ownership of the studies, surveys and reports for development of the property that were provided to the Purchaser was transferred, will be returned to the Vendor. The right to re-acquire ownership of the studies, surveys and reports is a material component of this agreement.
3. The Purchasers agree that the development will reserve a road allowance located along the east property line, for the purpose of future development in Hutton Heights. See Schedule "B" for an illustration of where this road should be located on the parcel. The road is represented by the red rectangle labeled "R".
4. The Vendor agrees to initiate and undertake at its own expense the necessary Official Plan and Zoning approvals to facilitate a residential development on the property. The Purchaser agrees to initiate and undertake at its own expense all other necessary planning approvals.
5. The Vendor agrees to transfer, at no cost, all studies, surveys and reports for the property completed before February 10, 2023. These studies, surveys, reports and permits become the property of the Purchaser.
6. The Purchaser has a 30-day conditional period following the execution of the agreement to review studies, surveys and reports for the property. The Purchaser will provide a written waiver of conditions prior to the expiry of the conditional period or this agreement shall be null and void.
7. The Vendor warrants to the best of their knowledge and belief that during the period of their ownership of the property that; all environmental laws and regulations have been complied with, no hazardous conditions or substances exist on the land, no limitations or restrictions affecting the continued use of the property exist. The parties agree that this warranty shall survive and not merge on completion of this transaction.
8. Both the Purchaser and the Vendor agree that the presentation and acceptance of this offer communicated by email/fax telecopier shall form a binding agreement. This Agreement may be executed in counterpart.

Purchasers Initials

Vendors Initials

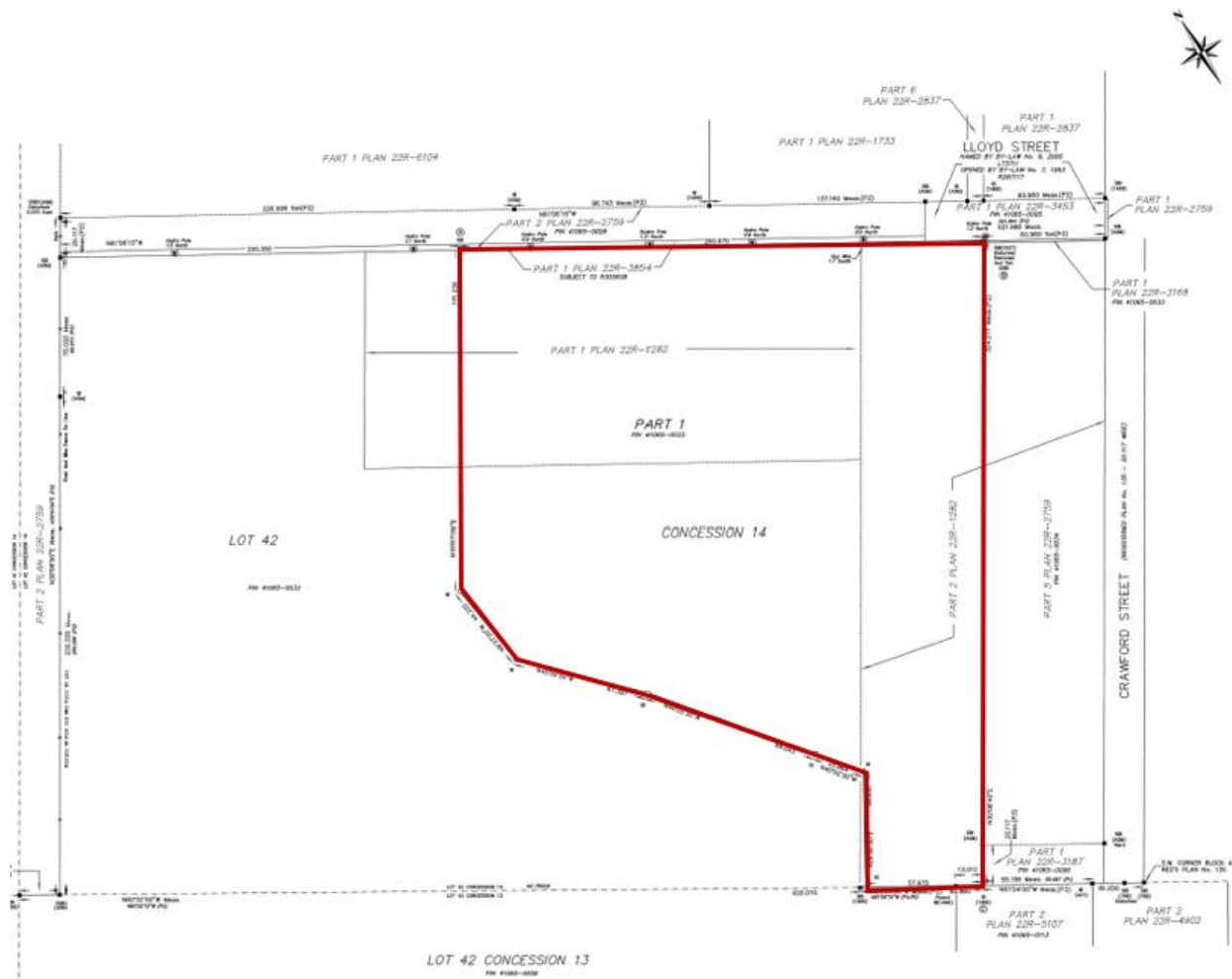
SCHEDULE "B"



Purchasers Initials

Vendors Initials

SCHEDULE "C"



Purchasers Initials

Vendors Initials

The Corporation of the Township of North Huron

By-law No. 16-2023

Being a By-law to adopt, confirm and ratify matters dealt with by the Council of the Township of North Huron at the March 6, 2023 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 March 6, 2023, 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 6th day of March, 2023.

Read a third time and passed this 6th day of March, 2023.

Paul Heffer, Reeve

CORPORATE SEAL

Carson Lamb, Clerk