

**THE TOWNSHIP OF NORTH HURON  
COUNCIL AGENDA**



**Date:** Monday, December 19, 2016  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. CONFIRMATION OF THE AGENDA</b>	
<i>THAT the Council of the Township of North Huron; accept the Agenda for the December 19, 2016 Council Meeting; as printed.</i>	
<b>3. DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>4. CONSENT AGENDA</b>	
<i>THAT the Council of the Township of North Huron hereby adopts Consent Item 4.1.1; AND FURTHER THAT all other Consent Items be received for information.</i>	
4.1 Minutes	
4.1.1 Minutes of the Regular Council Meeting held December 5, 2016	6
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4.3.2 South West LHIN Board decision on residential hospice in Huron Perth anticipated in early 2017	68
<b>5. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS</b>	
5.1 North Huron Food Share – Presentation of Donation from Council & Senior Management Staff	

6.	REPORTS	
6.1	Clerks Department	
6.2	Finance Department	
6.2.1	OCIF Formual Based Agreement	69
	<i>THAT the Council of the Township of North Huron hereby enters into an Ontario Community Infrastructure Fund (OCIF) Formula-Based Component agreement with Her Majesty the Queen in Right of Ontario; AND FURTHER THAT Council approves and exception to Section 19.1 of the Procedural By-law to allow the By-law #116-2016 to be passed at the December 19, 2016 meeting.</i>	
6.3	Recreation and Facilities Department	
6.3.1	Aquatic Centre Boiler	71
	<i>THAT the Council of the Township of North Huron hereby endorses the expenditure under section 2.7 Emergency Purchases of the North Huron Procurement Policy, for the replacement of the Aquatic Centre Boiler and the Repair of the second Boiler for the estimated total price \$13,480.00.</i>	
6.3.2	Children's Centre Flooring	73
	<i>THAT the Council of the Township of North Huron hereby authorizes an amendment to the 2016 North Huron budget to include a capital expenditure for the final phase of the Day Care Flooring Replacement Project in the amount of \$13,751.70; AND FURTHER THAT a transfer from the Day Care Reserve Fund for up to \$1,500.00 be authorized to offset the project costs in conjunction with the funding received from Huron County and the remaining available funds in the operating budget.</i>	
6.4	Public Works / Utilities Department	
6.5	Fire Department of North Huron	
6.5.1	Pre-Budget Approval for Capital Items	75
	<i>THAT the Council of the Township of North Huron hereby authorizes pre-budget approval for the purchase of fire hose, pagers and radios at an estimated cost of \$10,500.00.</i>	
6.5.2	Revisions to Emergency Plan Bylaw	76
	<i>THAT the Council of the Township of North Huron hereby approves revisions to By-Law No. 54-2007 which adopted an emergency management program for the Township of North Huron, by passing By-Law 117-2016.</i>	
6.6	CAO	

7.	<b>CORRESPONDENCE</b>	
7.1	Township of Havelock-Belmont-Methuen, Resolution re Legislative Changes Impacting Tax Registrations and Tax Sales	143
	<i>THAT the Council of the Township of North Huron hereby request the Director of Finance to prepare a report providing details, analysis, and associated implications related to the Legislative Changes Impacting Tax Registrations and Tax Sales.</i>	
8.	<b>COUNCIL REPORTS</b>	
8.1	REEVE ACTIVITY REPORT	
8.2	COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)	
8.3	REQUESTS BY MEMBERS	
8.3.1	Councillor Ritsema-Teeninga - Requesting Update on Parking Concerns at 45 Alfred Street, Wingham	
	<i>THAT the Council of the Township of North Huron hereby request that the Director of Public Works contact the Huron County Housing Authority for an update on parking concerns at their building located at 45 Alfred Street in Wingham and report back to Council on the status.</i>	
8.3.2	Councillor Knott - Request for Council Support for Petition	
	<i>THAT the Council of the Township of North Huron hereby approves Council providing a letter of support for the petition to Huron County regarding the installation of traffic lights at the intersection of Highway 4 and County Road 25.</i>	
9.	<b>NOTICE OF MOTION</b>	
10.	<b>BY-LAWS</b>	
10.1	By-law No. 115-2016	144
	Being a by-law to authorize the Township of North Huron to execute and affix the Corporate Seal to authorize an amendment for automatic Aid-Fire suppression Services with the Township of North Huron.	
	<i>THAT By-law No. 115-2016; being a by-law to authorize the Township of North Huron to execute and affix the Corporate Seal to authorize an amendment for automatic Aid-Fire suppression Services with the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.</i>	
10.2	By-law No. 116-2016	150
	Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Ontario Community Infrastructure Fund Formula-Based Component Agreement between Her Majesty The Queen In Right Of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs and the Corporation of the Township of North Huron	

*THAT By-law No. 116-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Ontario Community Infrastructure Fund Formula-Based Component Agreement between Her Majesty The Queen In Right Of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs and the Corporation of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

10.3 By-law No. 117-2016 186

Being a by-law to amend Schedule "A", Schedule "B" and Schedule "C" of By-law 54-2007, being a By-law to adopt an Emergency Management Program for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.

*THAT By-law No. 117-2016; being a by-law to amend Schedule "A", Schedule "B" and Schedule "C" of By-law 54-2007, being a By-law to adopt an Emergency Management Program for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

11. ANNOUNCEMENTS

12. OTHER BUSINESS

13. CLOSED SESSION AND REPORTING OUT

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

- *Personal matters about an identifiable individual, including municipal or local board employees (COLA for 2017 Wages)*
- *Personal matters about an identifiable individual, including municipal or local board employees (Benefits Plan Review)*
- *Personal matters about an identifiable individual, including municipal or local board employees (Public Works Personnel)*
- *Personal matters about an identifiable individual, including municipal or local board employees (Shared Services Personnel Matters)*

*THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at ... pm.*

13.1 COLA for 2017 Wages

13.2 Benefits Plan Review

13.3 Public Works Personnel

13.4 Shared Services Personnel Matters

**14. CONFIRMATORY BY-LAW**

- 14.1
- By-law No. 118-2016, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.
- 247

*THAT By-law 118-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**15. ADJOURNMENT**

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

## MINUTES OF THE TOWNSHIP OF NORTH HURON



### REGULAR COUNCIL MEETING

**Date:** Monday, December 5, 2016  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

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

**STAFF PRESENT:** Sharon Chambers, CAO  
Kathy Adams, Director of Corporate Services / Clerk  
Donna White, Director of Finance  
Pat Newson, Director of Recreation and Facilities  
David Sparling, Director of Fire and Emergency Services  
Jeff Molenhuis, Director of Public Works

**OTHERS PRESENT:** Denny Scott, Citizen  
Kelsey Dunbar, Advance Times  
Phil Beard, Hayley Murray, Sharon Weber, Bob Pike, Karen Stewart, Gil Garratt, Peter Smith

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#### 1. CALL TO ORDER

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

#### 2. CONFIRMATION OF THE AGENDA

**M630/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron; accept the Agenda for the December 5, 2016 Council Meeting; as amended to revise the resolution of Item 6.2.1, include Item 6.1.4 Municipal Office Christmas Hours and include Item 10.4 By-law 114-2016.*

**CARRIED**

### **3. DISCLOSURE OF PECUNIARY INTEREST**

None noted.

### **4. CONSENT AGENDA**

**M631/16**

**MOVED BY:** J. Campbell

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

*THAT the Council of the Township of North Huron hereby adopts Consent Item 4.1.1;*

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

**CARRIED**

#### **4.1 Minutes**

4.1.1 Minutes of the Regular Council Meeting held November 21, 2016

4.1.2 Joint Health & Safety Committee Meeting Minutes September 29, 2016

4.1.3 East Wawanosh 150th Anniversary Minutes - October 26, 2016

4.1.4 Wingham BIA Executive Minutes - November 24, 2016

#### **4.2 Reports**

4.2.1 Bills and Accounts

4.2.2 Clerk's Department Report 12-05-16 (Department Update)

4.2.3 Recreation and Facilities Report 12-05-16 (Department Update)

4.2.4 Public Works Report 12-05-16 (Department Update)

4.2.5 Economic Development Report 12-05-16 (Department Update)

#### **4.3 Correspondence**

4.3.1 Chief Drinking Water Inspector's Annual Report 2015-2016

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

5.1 Wingham Trail Committee - Overview of 2016 Activities

Phil Beard and Hayley Murray presented an overview of the Wingham Trail Committee's 2016 activities.

Mr. Beard and Ms. Murray were thanked and departed.

## 5.2 Blyth Festival - 2017 Season Presentation

Gil Garratt presented the Blyth Festival 2017 Season details and requested that Council participate in a cooperative marketing arrangement.

Mr. Garratt was thanked and departed.

### **M632/16**

**MOVED BY:** T. Seip

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

*THAT the Council of the Township of North Huron hereby requests the Economic Development Officer to prepare a report outlining the Township's participation in the Blyth Festival Co-operative Marketing Strategy.*

**CARRIED**

## 5.3 14/19 Inc. - Project Update

Karen Stewart provided Council with an update on the 14/19 Project.

Ms. Stewart was thanked and departed.

## **6. REPORTS**

### 6.1 Clerks Department

#### 6.1.1 Consent Application Report - File #B40-2016

Owner: Swiss Valley Farms Ltd. c/o Fred J. Meier, 84287 London Road, North Part Lot 42, East Half Part Lot 41, Concession 5, East Wawanosh, Township of North Huron.

### **M633/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron hereby recommends approval of the Consent Application File #B40-2016, Owner: Swiss Valley Farms Inc. c/o Fred J. Meier, North Part Lot 42, East Half Part Lot 41, Concession 5, East Wawanosh, Township of North Huron with the following conditions:*

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

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

*fulfilled within one year, the application is valid for two years from the date of decision.*

***Municipal Requirements***

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

*✓ The subject parcel be numbered and addressed for 911 purposes to the satisfaction of the Township.*

*✓ The sum of \$500 be paid to the Township as cash-in-lieu of parkland.*

***Survey***

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

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

***Zoning***

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

***Storm Water***

*✓ Section 65 of the Drainage Act to be addressed to the satisfaction of the Township.*

***Septic System Inspection***

*✓ Applicant is to provide a letter from a licensed contractor advising that the tank has been pumped and is functioning properly for the severed parcel of land to the satisfaction of the Township.*

***Other***

*The existing grain bin on the proposed severed parcel is removed from the severed property to the satisfaction of the Township.*

*Note: The applicant is hereby advised that the severed parcel will be automatically rezoned to recognize the residential parcel (e.g. AG4-9) and the retained farmlands will be automatically rezoned to prohibit a new residence (e.g. AG2) in the North Huron Zoning By-law.*

**CARRIED**

## 6.1.2 Consent Application Report - File #B48-2016

Owner: Groenberg Farms Inc, 86111B Beecroft Line, North part Lot 30, Concession 12, East Wawanosh, Township of North Huron.

**M634/16**

**MOVED BY:** B. Knott

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby recommends approval of the Consent Application File #B48-2016, Owner: Groenberg Farms Inc, 86111B Beecroft Line, North Part Lot 30, Concession 12, East Wawanosh, Township of North Huron with the following conditions:*

***Expiry Period***

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

***Municipal Requirements***

*✓ All municipal requirements be met to the satisfaction of the municipality including servicing connections if required, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures, compliance with Section 65 of the Drainage Act and any related requirements, financial or otherwise.*

*✓ The subject parcel be numbered and addressed for 911 purposes to the satisfaction of the municipality.*

***Survey / Reference Plan***

*✓ Provide to the satisfaction of the County and the Municipality:*

- 1. a survey showing the lot lines of the severed parcel and the location of any buildings thereon, and*
- 2. a reference plan based on the approved survey and should also identify the 1' foot square as a part on the previously severed land. This is to ensure that the lands being severed will merge with a previously severed lot.*

***Zoning***

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

***Merging***

*✓ The severed land merge on title with the abutting property to the east upon issuance of the certificate under Section 53(42) of the Planning Act, RSO 1990, as amended. **(Note: Your solicitor will be required to clear this with the County of Huron).***

✓ A firm undertaking is to be provided from the solicitor acting for the parties indicating that the severed land and the abutting property to the east will be consolidated into one PIN under the Land Titles System. Note: In the case where a title search has been completed and it has been determined that the severed/retained lands are registered in two different systems (e.g. the Registry or Land Titles system) and a consolidation is not possible then notice will be required to be registered in both systems indicating that the parcels have merged with one another and is considered to be one parcel with respect to Section 50 (3) or (5) of the Planning Act, RSO 1990, CP 13 as amended. **(Note: Your solicitor will be required to clear this with the County of Huron).**

✓ Section 50(3) or (5) (whichever applies) of the Planning Act, RSO 1990, as amended, applies to any subsequent conveyance or transaction of the severed land. **(Note: This statement will be included in the consent endorsement and your solicitor will be required to clear this with the County of Huron by including it on the draft deed in preparation).**

✓ A one square foot portion of the abutting property to which the severed land is to be merged be conveyed to the municipality. A survey be provided showing the one square foot parcel as a part on the reference plan. This condition ensures that the severed portion will remain merged with a previously severed lot.

**CARRIED**

#### 6.1.3 Notice of Request for Drain Improvement of Schultz Drain

**M635/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby accept the Petition for Improvement to the Schultz Drain at Concession 3 Lot 35 and 36, East Wawanosh, under Section 78 of the Drainage Act; and that Dietrich Engineering be appointed to prepare a report.*

**CARRIED**

6.1.4 Municipal Office Christmas Hours

**M636/16**

**MOVED BY:** T. Seip

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

*THAT the Council of the Township of North Huron hereby authorizes the closure of the Municipal Office from December 26, 2016 to January 2, 2017, inclusive;*

*AND FURTHER THAT a policy be established that the Municipal Office be closed during the week between Christmas and the New Year in future years;*

*AND FURTHER THAT due to the January 1<sup>st</sup> Statutory Holiday being on January 2, 2017, that the first Council Meeting in January be rescheduled to January 9, 2017 and the second Council meeting in January be rescheduled to January 23, 2017.*

**CARRIED**

6.2 Finance Department

6.2.1 2017 BFL Insurance Renewal

**M637/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby accepts the Municipal Insurance Program Renewal Proposal from BFL Canada for the period of January 1, 2017 to January 1, 2018 at a total cost of \$173,716.12 (\$162,337.00 plus PST of \$11,379.12);*

*AND FURTHER THAT the Total Liability Limit be increased to \$50,000,000.00 for an additional premium of \$3,000.00.*

**CARRIED**

6.3 Recreation and Facilities Department

6.4 Public Works / Utilities Department

6.4.1 Public Works Community Safety Zone Consideration

**M638/16**

**MOVED BY:** B. Knott

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby reduces the speed designated as part of a highway under its jurisdiction as a Community Safety Zone if, in the Council's opinion, public safety is of special concern on that part of the highway;*

*AND FURTHER THAT the Clerk be directed to prepare the necessary amendments for Community Safety Zone in the areas in North Huron as per Schedule "L" of By-Law 39-2012 to reduce the current speed of 40km/hr to 30km/hr.*

**CARRIED**

6.4.2 Howson Dam SAR Update and Dam Safety Analysis

**M639/16**

**MOVED BY:** B. Knott

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

*THAT the Council of the Township of North Huron hereby receive the report Howson Dam EA SAR Update and Dam Safety Analysis for information;*

*AND FURTHER THAT the Council of the Township of North Huron hereby direct staff to proceed with the Phase 1 of the MNRF Species at Risk application, and proceed with the RFP document to conduct a Dam Safety Assessment to determine the feasibility of an application under LRIA following formal response from the Ministry.*

**CARRIED**

6.5 Fire Department of North Huron

6.6 CAO

**7. CORRESPONDENCE****7.1 Township of McKellar Resolution - Funding for Fire Department Infrastructure****M640/16****MOVED BY:** R. Hallahan**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby endorses the resolution passed by the Township of McKellar petitioning the Provincial Government to recognize municipal fire services as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Government's Infrastructure Strategy to Move Ontario Forward; AND FURTHER THAT the resolution be forwarded to the Premier, our MPP, AMO, and associated agencies.*

**CARRIED****7.2 AMO Board, Federal Infrastructure Phase 2 Incrementality Resolution.****M641/16****MOVED BY:** B. Knott**SECONDED BY:** B. Vodden

**WHEREAS** *municipal governments' infrastructure is critical to our collective economic health;*

**WHEREAS** *stable, predictable and formula- based infrastructure funding allows municipal governments to plan and schedule investments in infrastructure;*

**WHEREAS** *Ontario municipal governments have asset management plans which set out a municipality's longer term capital plan which reflects the infrastructure priorities of these asset management plans; and*

**WHEREAS** *a federal incrementality rule interferes with municipal long-term infrastructure priorities and diminishes the value of municipal asset planning and management;*

**NOW, THEREFORE BE IT RESOLVED** *that the Township of North Huron calls on the federal government to provide long-term, predictable, and formula-based funding in its Phase 2 programs for municipal governments; and*

**BE IT ALSO RESOLVED** *that the Township of North Huron calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal government' asset management plan meets a municipal incremental infrastructure requirement.*

**CARRIED**

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

Reeve Vincent reported attending the Ontario West Conference on December 2, 2016 and thanked Sharon Chambers and Nancy Michie for the Shared Services presentation they delivered at the conference.

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

Councillor Vodden attended the Ontario West Conference on December 2, 2016 and noted that the AMO President commented that school closures may be an issue and that Bob Rae delivered an interesting talk with important points.

Councillor Ritsema-Teeninga reported that Buzz Reynolds from CKNX is camped out in the Valu-Mart parking lot collecting donations for the Huron County Food Shares. Councillor Ritsema-Teeninga noted that Buzz is attempting to fill two tractor trailers this year and challenged North Huron Council and other Huron County Councils to purchase a pallet of food for \$250.00.

Councillor Knott reported that the petition for traffic lights at the corner of Highway 4 and Blyth Road 25 has been distributed to surrounding communities and has been well received.

Councillor Knott requested support from Council for the petition for traffic lights at Highway 4 and Blyth Road 25 when it is presented to Council at the next regular Council meeting.

**M642/16**

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

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby challenge Council and Senior Management staff to donate \$250.00 for the purchase of a pallet of food for the CKNX Fill the Truck campaign;  
AND FURTHER THAT Council challenge the other Huron County Municipalities to donate funds for the purchase of a pallet.*

**CARRIED**

### 8.3 REQUESTS BY MEMBERS

#### 8.3.1 Councillor Knott - Investigate mobile photo radar equipment

Potential locations were discussed including the lower end of Josephine Street in Wingham and downtown Blyth.

#### **M643/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby request staff to investigate the cost of mobile photo radar equipment and the feasibility of cost sharing acquisition of this equipment with the neighbouring municipalities of Morris-Turnberry, Howick, Ashfield-Colborne-Wawanosh, Central Huron, Huron East, the County of Huron and the Ontario Provincial Police.*

**CARRIED**

### 9. NOTICE OF MOTION

### 10. BY-LAWS

#### 10.1 By-law No. 110-2016

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, A Lease Agreement between the Corporation of the Township of North Huron and Maitland Valley Conservation Authority, for the lease of a portion of the Turnberry Flood Plain Conservation Area to provide recreation activities.

#### **M644/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** J. Campbell

*THAT By-law No. 110-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Lease Agreement between the Corporation of the Township of North Huron and Maitland Valley Conservation Authority, for the lease of a portion of the Turnberry Flood Plain Conservation Area to provide recreation activities; be introduced, read a first and second time.*

**CARRIED**

**M645/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT By-law No. 110-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Lease Agreement between the Corporation of the Township of North Huron and Maitland Valley Conservation Authority, for the lease of a portion of the Turnberry Flood Plain Conservation Area to provide recreation activities; be read a third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.*

**CARRIED**

10.2 By-law No. 111-2016

A by-law to authorize the use of Telephone and Internet voting as an Alternative Voting Method for the Year 2018 Municipal Elections for the Township of North Huron.

**M646/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** T. Seip

*THAT By-law No. 111-2016; being a by-law to authorize the use of Telephone and Internet voting as an Alternative Voting Method for the Year 2018 Municipal Elections for the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M647/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Knott

*THAT By-law No. 111-2016; being a by-law to authorize the use of Telephone and Internet voting as an Alternative Voting Method for the Year 2018 Municipal Elections for the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

10.3 By-law No. 112-2016

Being a by-law to grant tax relief to the Blyth Legion Branch 420 and Wingham Legion Branch 180.

**M648/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT By-law No. 112-2016; being a by-law to grant tax relief to the Blyth Legion Branch 420 and Wingham Legion Branch 180; be introduced, read a first and second time.*

**CARRIED**

**M649/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** B. Knott

*THAT By-law No. 112-2016; being a by-law to grant tax relief to the Blyth Legion Branch 420 and Wingham Legion Branch 180; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

10.4 By-law No. 114-2016

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Easement Agreement between the Corporation of the Township of North Huron and 437 Queen Street Corp. to allow permanent easement upon, over, in, under and across the lands of 441 Queen Street Blyth, Ontario to facilitate renovations at the Blyth Memorial Hall, 431 Queen Street, Blyth, Ontario

**M650/16**

**MOVED BY:** T. Seip

**SECONDED BY:** R. Hallahan

*THAT By-law No. 114-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Easement Agreement between the Corporation of the Township of North Huron and 437 Queen Street Corp. to allow permanent easement upon, over, in, under and across the lands of 441 Queen Street Blyth, Ontario to facilitate renovations at the Blyth Memorial Hall, 431 Queen Street, Blyth, Ontario; be introduced, read a first and second time.*

**CARRIED**

**M651/16****MOVED BY:** B. Vodden**SECONDED BY:** T. Seip

*THAT By-law No. 114-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Easement Agreement between the Corporation of the Township of North Huron and 437 Queen Street Corp. to allow permanent easement upon, over, in, under and across the lands of 441 Queen Street Blyth, Ontario to facilitate renovations at the Blyth Memorial Hall, 431 Queen Street, Blyth, Ontario; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED****11. ANNOUNCEMENTS****12. OTHER BUSINESS****13. CLOSED SESSION AND REPORTING OUT****M652/16****MOVED BY:** B. Vodden**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron hereby proceeds at 8:50 pm to an In Camera Session (Closed to the Public) to discuss the following:*

- *A proposed or pending acquisition or disposal of land by the Corporation (Disposition/Acquisition of Land - Blyth)*
- *Personal matters about an identifiable individual, including municipal or local board employees (Shared Services Personnel Matters)*

**CARRIED****M653/16****MOVED BY:** T. Seip**SECONDED BY:** Y. Ritsema-Teeninga

*THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 9:40 pm.*

**CARRIED**

**14. CONFIRMATORY BY-LAW**

- 14.1 By-law No. 113-2016, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

**M654/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT By-law 113-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M655/16**

**MOVED BY:** T. Seip

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

*THAT By-law 113-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

**15. ADJOURNMENT**

**M656/16**

**MOVED BY:** T. Seip

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

*THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 9:42 pm.*

**CARRIED**

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Neil Vincent, Reeve

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Kathy Adams, Clerk

## Accounts Payable

December 19, 2016 Council Meeting

Vendor 000000 Through 999999

Invoice Entry Date 12/05/2016 to 12/16/2016 Paid Invoices Cheque Date 12/05/2016 to 12/16/2016

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000011 AIR LIQUIDE CANADA INC	65879816	SEWER - ACETYLENE	003331	11/11/2016	12/07/2016	157.88
		01-4100-6510 SEWER - ACETYLENE				157.88
000035 AVON MAITLAND DISTRICT	2016 FINAL	2016 FINAL REQUISITION	500352	12/07/2016	12/07/2016	247,980.45
		01-9500-4260 2016 FINAL REQUISITION				259,360.13
		01-9500-4290 2016 FINAL REQUISITION				-8,124.47
		01-9500-4225 2016 FINAL REQUISITION				-1,665.51
		01-1200-6282 2016 FINAL REQUISITION				-998.28
		01-9500-4220 2016 FINAL REQUISITION				-1,543.44
		01-9500-4240 2016 FINAL REQUISITION				952.02
000040 BARRY'S SERVICE CENTRE	46649	ROADS - PICKUP TRUCK	000000	11/03/2016	12/14/2016	68.50
		OIL CHANG				
		01-3100-6400 ROADS - PICKUP TRUCK OIL CHANG				68.50
000073 B M ROSS AND ASSOCIATES	12051	RECOVERABLE EXPENSE	000000	11/23/2016	12/13/2016	1,313.52
		01-1000-1192 RECOVERABLE EXPENSE				1,313.52
000074 FOXTON FUELS LIMITED	308010	BUILDING - FUEL	000000	11/30/2016	12/14/2016	49.26
		01-2400-6410 BUILDING - FUEL				49.26
000074 FOXTON FUELS LIMITED	308198	CEMETERY - FUEL	000000	11/30/2016	12/14/2016	45.04
		01-5500-6410 CEMETERY - FUEL				45.04
000074 FOXTON FUELS LIMITED	166656	ROADS - FUEL	000000	11/15/2016	12/14/2016	1,240.40
		01-3100-6410 ROADS - FUEL				1,240.40
000074 FOXTON FUELS LIMITED	167786	LANDFILL - FUEL	000000	11/11/2016	12/14/2016	135.35
		01-4525-6410 LANDFILL - FUEL				135.35
000074 FOXTON FUELS LIMITED	168539	LANDFILL - FUEL	000000	11/25/2016	12/14/2016	177.34
		01-4525-6410 LANDFILL - FUEL				177.34
000074 FOXTON FUELS LIMITED	308454	NOVEMBER FUEL	000000	11/30/2016	12/14/2016	2,610.62
		01-4525-6410 LANDFILL - FUEL				64.26
		01-7100-6410 PARKS W - FUEL				113.40
		01-3100-6410 ROADS FUEL				2,432.96
000074 FOXTON FUELS LIMITED	1280748	LANDFILL - HYDRAULIC FLUID	000000	11/01/2016	12/14/2016	75.48
		01-4525-6400 LANDFILL - HYDRAULIC FLUID				75.48
000074 FOXTON FUELS LIMITED	307214	FIRE- DIESEL	000000	11/30/2016	12/16/2016	91.64
		01-2100-6410 FIRE- DIESEL				91.64
000074 FOXTON FUELS LIMITED	308075	FIRE W- FUEL	000000	11/30/2016	12/16/2016	677.45
		01-2100-6410 FIRE W- FUEL				677.45
000074 FOXTON FUELS LIMITED	308114	POLICE- FUEL	000000	11/30/2016	12/16/2016	1,304.34
		01-2200-6410 POLICE- FUEL				1,304.34
Vendor Total						6,406.92
000100 CANADA POST CORPORATION	19606874377	WATER - EPOST CHARGES	004736	11/28/2016	12/07/2016	63.73
		01-4300-6513 WATER - EPOST CHARGES				63.73

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Vendor 000000 Through 999999

Invoice Entry Date 12/05/2016 to 12/16/2016 Paid Invoices Cheque Date 12/05/2016 to 12/16/2016

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000113 CARSON SUPPLY	S1469109.001	BLYTH MAIN BREAK SUPPLIES	004740	11/22/2016	12/12/2016	282.06
		01-4300-6400 BLYTH MAIN BREAK SUPPLIES				282.06
000113 CARSON SUPPLY	S1469109.002	BLYTH MAIN BREAK SUPPLIES	004740	11/24/2016	12/12/2016	209.41
		01-4300-6400 BLYTH MAIN BREAK SUPPLIES				209.41
Vendor Total						491.47
000126 C.G. EQUIPMENT	10256	ROADS - VEHICLE REPAIR	000000	11/30/2016	12/14/2016	637.91
		01-3100-6400 ROADS - VEHICLE REPAIR				637.91
000140 CIBC VISA	hi mama 3168	DAY CARE - MONTHLY SUBSCRIPTIO	000598	10/28/2016	12/09/2016	65.54
		01-6400-6702 DAY CARE - MONTHLY SUBSCRIPTIO				65.54
000140 CIBC VISA	MDG- 16-29145	ESTC- CARTRIDGE HEATER	000598	11/11/2016	12/09/2016	489.29
		01-2700-6400 ESTC- CARTRIDGE HEATER				489.29
000140 CIBC VISA	comm Zone- 73074	CAO PHONE	000598	11/01/2016	12/09/2016	305.10
		01-1200-6260 CAO PHONE				305.10
000140 CIBC VISA	Can Tire- 10-25-2016	P/W/ LANDFILL-	000598	10/25/2016	12/09/2016	204.22
		01-4525-6490 LANDFILL- UNIDEN 48 KM GMR				67.78
		01-3100-6300 P/W- BOSCH				136.44
000140 CIBC VISA	Go Daddy - BIA	RECOVERABLE EXPENSE- BIA	000598	11/04/2016	12/09/2016	37.18
		01-1000-1142 RECOVERABLE EXPENSE- BIA				37.18
000140 CIBC VISA	Tim Hort- 11-2-2016	P/W- CHAINSAW TRAINING	000598	11/02/2016	12/09/2016	100.32
		01-3100-6220 P/W- CHAINSAW TRAINING				16.72
		01-1000-1139 P/W- CHAINSAW TRAINING				83.60
000140 CIBC VISA	Tim Hortons-11-3-16	FIRST AID TRAINING- P/W	000598	11/03/2016	12/09/2016	115.49
		01-3100-6230 FIRST AID TRAINING- P/W				57.74
		01-1000-1139 FIRST AID TRAINING- P/W				57.75
000140 CIBC VISA	Gehls- 56336	CONC W- NACHO CHEESE DISPENSER	000598	11/04/2016	12/09/2016	421.00
		01-7315-6290 CONC W- NACHO CHEESE DISPENSER				421.00
000140 CIBC VISA	via rail- 11-22-2016	COUNCIL/ADMIN- TRAIN TICKETS	000598	11/22/2016	12/09/2016	327.70
		01-1200-6220 ADMIN- TRAIN TICKETS				65.54
		01-1100-6220 COUNCIL TRAIN TICKETS				262.16
000140 CIBC VISA	Tim Hort- 10-25-2016	P/W- FIRST AID TRAINING	000598	10/25/2016	12/09/2016	30.29
		01-3100-6220 P/W- FIRST AID TRAINING				30.29
000140 CIBC VISA	Subway- 10/25/2016	P/W - FIRST AID TRAINING	000598	10/25/2016	12/09/2016	66.10
		01-3100-6220 P/W - FIRST AID TRAINING				66.10
000140 CIBC VISA	New Orleans- 10/27	P/W- FIRST AID TRAINING LUNCH	000598	10/27/2016	12/09/2016	51.95
		01-3100-6220 P/W- FIRST AID TRAINING LUNCH				51.95
000140 CIBC VISA	Tim Hort- 10/27/2016	P/W- FIRST AID TRAINING	000598	10/27/2016	12/09/2016	30.29
		01-3100-6220 P/W- FIRST AID TRAINING				30.29
000140 CIBC VISA	Annex Books- 57129	ESTC- COURSE BOOKS	000598	10/28/2016	12/09/2016	259.67
		01-2700-6790 ESTC- COURSE BOOKS				16.70

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Vendor 000000 Through 999999

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-2700-6790 ESTC- COURSE BOOKS				242.97
000140 CIBC VISA	IFIXIT-11-2	ADMIN- I PHONE SCREEN	000598	11/02/2016	12/09/2016	303.60
		01-1200-6290 ADMIN- I PHONE SCREEN				303.60
000140 CIBC VISA	FEDEX- 11-3-2016	FREIGHT FOR IPHONE SCREEN	000598	11/03/2016	12/09/2016	61.13
		01-1200-6290 FREIGHT FOR IPHONE SCREEN				61.13
000140 CIBC VISA	CON CONTACT- 10-16	ESTC- EMAIL MARKETING	000598	10/29/2016	12/09/2016	55.07
		01-2700-6240 ESTC- EMAIL MARKETING				55.07
000140 CIBC VISA	BET BUY- 11-4	MUSEUM-	000598	11/04/2016	12/09/2016	52.54
		01-7810-6290 MUSEUM-				52.54
000140 CIBC VISA	SERVICE FEE	VISA INTEREST	000598	11/24/2016	12/09/2016	58.27
		01-1200-6284 VISA INTEREST				58.27
000140 CIBC VISA	SURVEY MONEKY- 10-	EC DEV- MONTHLY SUBSCRIPTION	000598	10/28/2016	12/09/2016	25.00
		01-7900-6752 EC DEV- MONTHLY SUBSCRIPTION				25.00
000140 CIBC VISA	MOE- 11-18-2016	P/W- ECA AMENDMENT	000598	11/18/2016	12/09/2016	1,100.00
		02-3100-0793 P/W- ECA AMENDMENT				1,100.00
000140 CIBC VISA	NEW ORLEAN-11-1	P/W FIRST AID TRAINING	000598	11/01/2016	12/09/2016	51.95
		01-3100-6210 P/W FIRST AID TRAINING				51.95
000140 CIBC VISA	TIM HORT- 11-1-2016	P/W FIRST AID TRAINING	000598	11/01/2016	12/09/2016	30.29
		01-3100-6220 P/W FIRST AID TRAINING				30.29
000140 CIBC VISA	adjustment	ADJUSTMENT TO BALANCE STATEMEN	000599	11/01/2016	12/09/2016	0.02
		01-3100-6220 ADJUST TO BALANCE STATEMENT				0.02
Vendor Total						4,242.01
000146 CLIFF'S PLUMBING & HEATIN(27673		DAY CARE- FUSE LINK - FIRE DAMP	000000	12/02/2016	12/16/2016	379.10
		01-6410-6300 DAY CARE- FUSE LINK -FIRE DAMP				379.10
000146 CLIFF'S PLUMBING & HEATIN(27672		COMPLEX- REPAIRED LEAK	000000	12/02/2016	12/16/2016	191.32
		01-7310-6300 ARENA W- REPAIRED LEAK				95.66
		01-7320-6300 POOL W- REPAIRED LEAK				47.83
		01-7325-6300 FITNESS W- REPAIRED LEAK				28.69
		01-7330-6300 KOCC- REPAIRED LEAK				19.14
Vendor Total						570.42
000151 COCA COLA REFRESHMENTS 15885610		CONC W- SUPPLIES	000000	12/08/2016	12/16/2016	565.00
		01-7315-6290 CONC W- SUPPLIES				565.00
000156 CONSEIL SCOLAIRE DE DISTF2016		2016 REQUISITION	043696	12/13/2016	12/13/2016	1,341.66
		01-9500-4460 2016 REQUISITION				1,337.57
		01-9500-4420 2016 REQUISITION				-0.74
		01-9500-4440 2016 REQUISITION				4.83
000159 CORPORATION OF THE COUN2016 Final		YEAR END RECONCILIATION	500353	12/07/2016	12/07/2016	519,158.19
		01-9500-4160 YEAR END RECONCILIATION				514,288.00
		01-9500-4065 YEAR END RECONCILIATION				46.00

## Accounts Payable

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Vendor 000000 Through 999999

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-9500-4190		YEAR END RECONCILIATION		-5,405.25
		01-9500-4125		YEAR END RECONCILIATION		-1,156.50
		01-1200-6282		YEAR END RECONCILIATION		-2,623.90
		01-9500-4120		YEAR END RECONCILIATION		-2,842.93
		01-9500-4140		YEAR END RECONCILIATION		16,852.77
000186 DELTA ELEVATOR COMPANY	9151905	TOWN HALL ELEVATOR MAINTENANCE	000000	12/08/2016	12/14/2016	470.41
		01-1210-6330		TOWN HALL ELEVATOR MAINTENANCE		470.41
000186 DELTA ELEVATOR COMPANY	9151906	COMPLEX-ELEVATOR MAINTENANCE	000000	12/01/2016	12/14/2016	469.19
		01-7325-6330		FITNESS ELEVATOR MAINTENANCE		156.39
		01-7320-6330		POOL W- ELEVATOR MAINTENANCE		156.40
		01-7310-6330		ARENA W- ELEVATOR MAINTENANCE		156.40
Vendor Total						939.60
000199 DONNA WHITE	7-14-2016	ADMIN-MILEAGE	000000	07/14/2016	12/14/2016	202.05
		01-1200-6220		ADMIN-MILEAGE		202.05
000237 GEORGIAN BAY FIRE & SAFE	713173	ROADS-EWFIRE EXTINGUISHER INSP	000000	11/28/2016	12/14/2016	123.17
		01-3100-6230		ROADS-EWFIRE EXTINGUISHER INSP		123.17
000237 GEORGIAN BAY FIRE & SAFE	713208	ROADS-W FIRE EXTINGUISHER INSP	000000	11/28/2016	12/14/2016	153.96
		01-3100-6230		ROADS-W FIRE EXTINGUISHER INSP		153.96
000237 GEORGIAN BAY FIRE & SAFE	713209	ROADS-B FIRE EXTINGUISHER INSP	000000	11/28/2016	12/14/2016	159.90
		01-3100-6230		ROADS-B FIRE EXTINGUISHER INSP		159.90
Vendor Total						437.03
000249 GREEN'S MEAT MARKET	11539	DC- MEAT PRODUCTS	000000	12/01/2016	12/14/2016	437.75
		01-6400-6704		DC- MEAT PRODUCTS		437.75
000273 H.O. JERRY (1983) LTD	213018	EMERG PLAN- PAPER PLATES	000000	11/24/2016	12/16/2016	59.66
		01-2600-6290		EMERG PLAN- PAPER PLATES		59.66
000284 HURON PERTH CATHOLIC	2016 FINAL	2016 FINAL REQUISITION	500354	12/07/2016	12/07/2016	37,897.97
		01-9500-4360		2016 FINAL REQUISITION		40,440.43
		01-9500-4390		2016 FINAL REQUISITION		-2,231.88
		01-9500-4325		2016 FINAL REQUISITION		-457.54
		01-9500-4320		2016 FINAL REQUISITION		-117.15
		01-9500-4340		2016 FINAL REQUISITION		264.11
000290 HURONIA WELDING & INDUST	52823	ROADS - EW SHOP SUPPLIES	000000	11/22/2016	12/14/2016	69.00
		01-3100-6290		ROADS - EW SHOP SUPPLIES		69.00
000290 HURONIA WELDING & INDUST	126153	ESTC- 20 MINUTE FLARES	000000	11/14/2016	12/16/2016	20.34
		01-2700-6290		ESTC- 20 MINUTE FLARES		20.34
Vendor Total						89.34

# Accounts Payable

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000294 HYDRO ONE NETWORKS INC	October 2016-0523	10951 KWH- 103 QUEEN ST ST LTS	000588	11/17/2016	12/06/2016	2,772.33
		01-3400-6483 10951 KWH- 103 QUEEN ST ST LTS				2,772.33
000294 HYDRO ONE NETWORKS INC	October 2016- 8446	2000 KWH- BLYTH MEM HALL	000594	11/24/2016	12/13/2016	581.39
		01-7850-6350 2000 KWH- BLYTH MEM HALL				581.39
000294 HYDRO ONE NETWORKS INC	October 2016-4216	63600 KWH- BLYTH COMM CENTRE	000594	11/24/2016	12/13/2016	12,260.86
		01-7340-6350 ARENA B - ELECTRICITY				9,808.69
		01-7350-6350 HALL B - ELECTRICITY				2,452.17
000294 HYDRO ONE NETWORKS INC	October 16-8337	60 KWH-377 GYPSY LANE OTH OTH	000594	11/24/2016	12/13/2016	47.61
		01-7130-6350 60 KWH-377 GYPSY LANE OTH OTH				47.61
000294 HYDRO ONE NETWORKS INC	1727 11/2016	SEWER - 60 LLOYD ST	900021	11/14/2016	12/07/2016	4,283.08
		01-4100-6350 SEWER - 60 LLOYD ST				4,283.08
000294 HYDRO ONE NETWORKS INC	19227 11/2016	SEWER - 117 NORTH ST BLYTH	900021	11/14/2016	12/07/2016	2,422.22
		01-4100-6350 SEWER - 117 NORTH ST BLYTH				2,422.22
000294 HYDRO ONE NETWORKS INC	17904 11/2016	SEWER - 201 VICTORIA ST BLYTH	900021	11/25/2016	12/07/2016	2,896.29
		01-4100-6350 SEWER - 201 VICTORIA ST BLYTH				2,896.29
Vendor Total						25,263.78
000296 IDEAL SUPPLY INC.	2975860	ROADS- MULTIMETER	000000	11/21/2016	12/14/2016	28.92
		01-3100-6290 ROADS- MULTIMETER				28.92
000296 IDEAL SUPPLY INC.	2972554	ROADS- HOUSING W/RIM	000000	11/18/2016	12/14/2016	24.94
		01-3100-6400 ROADS- HOUSING W/RIM				24.94
000296 IDEAL SUPPLY INC.	2928672	ROADS- LED FLOOD LIGHT	000000	11/07/2016	12/14/2016	39.55
		01-3100-6400 ROADS- LED FLOOD LIGHT				39.55
000296 IDEAL SUPPLY INC.	2976897	ROADS- SEALED BEAM	000000	11/21/2016	12/14/2016	28.00
		01-3100-6290 ROADS- SEALED BEAM				28.00
000296 IDEAL SUPPLY INC.	2965311	PARKS W- WIPER BLADE	000000	11/17/2016	12/14/2016	23.93
		01-7100-6400 PARKS W- WIPER BLADE				23.93
000296 IDEAL SUPPLY INC.	2916519	ROADS- SHOP SUPPLIES	000000	11/03/2016	12/14/2016	26.98
		01-3100-6290 ROADS- SHOP SUPPLIES				26.98
000296 IDEAL SUPPLY INC.	2978207	TOWNHALL- ICE SALT	000000	11/21/2016	12/14/2016	137.75
		01-1210-6320 TOWNHALL- ICE SALT				137.75
000296 IDEAL SUPPLY INC.	2976456	LIBRARY- ICE SALT	000000	11/21/2016	12/14/2016	27.55
		01-7710-6320 LIBRARY- ICE SALT				27.55
000296 IDEAL SUPPLY INC.	3001462	ROADS- WINDSHIELD WASHER FLUID	000000	11/28/2016	12/14/2016	29.15
		01-3100-6290 ROADS- WINDSHIELD WASHER FLUID				29.15
000296 IDEAL SUPPLY INC.	2966507	ROADS- STREETLIGHT BULBS	000000	11/17/2016	12/14/2016	139.40
		01-3400-6482 ROADS- STREETLIGHT BULBS				139.40
Vendor Total						506.17
000306 JAMES CAMPBELL	December 2016	COUNCIL- MILEAGE DECEMBER	000000	12/16/2016	12/16/2016	39.60

## Accounts Payable

December 19, 2016 Council Meeting

Vendor 000000 Through 999999

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-1100-6220 COUNCIL- MILEAGE DECEMBER				39.60
000306 JAMES CAMPBELL	11-30-2016	COUNCIL- NOVEMBER MILEAGE	000000	11/30/2016	12/16/2016	81.00
		01-1100-6220 COUNCIL- NOVEMBER MILEAGE				81.00
		Vendor Total				120.60
000321 JOE'S AUTOMOTIVE	39839	POLICE- REPAIRS 2011 FORD	000000	11/21/2016	12/16/2016	54.24
		01-2200-6400 POLICE- REPAIRS 2011 FORD				54.24
000322 JOE KERR LTD	17988	FIRE- EXCAVATOR RENTAL	000000	11/09/2016	12/14/2016	655.40
		01-2100-6290 FIRE- EXCAVATOR RENTAL				655.40
000322 JOE KERR LTD	W47635	FIRE- FREIGHTLINER REPAIR	000000	12/12/2016	12/14/2016	535.72
		01-2100-6400 FIRE- FREIGHTLINER REPAIR				535.72
		Vendor Total				1,191.12
000350 KIM SCHOLL	12-1-2016	AQUATICS - OFFICE SUPPLIES	000000	12/01/2016	12/16/2016	17.52
		01-7220-6250 AQUATICS - OFFICE SUPPLIES				17.52
000350 KIM SCHOLL	12-1-2016-M	AQUATICS - MILEAGE	000000	12/01/2016	12/16/2016	91.14
		01-7220-6220 AQUATICS - MILEAGE				91.14
		Vendor Total				108.66
000352 KITSUPPLY	138818	DAY CARE- JANITORIAL SUPPLIES	000000	12/06/2016	12/14/2016	411.81
		01-6410-6320 DAY CARE- JANITORIAL SUPPLIES				411.81
000352 KITSUPPLY	138801	ARENA B- GARBAGE BAGS	000000	12/06/2016	12/14/2016	33.17
		01-7340-6320 ARENA B- GARBAGE BAGS				33.17
000352 KITSUPPLY	138820	TOWN HALL- JANITORIAL SUPPLIES	000000	12/06/2016	12/16/2016	309.71
		01-1210-6320 TOWN HALL- JANITORIAL SUPPLIES				309.71
000352 KITSUPPLY	138952	COMPLEX- JANITORIAL SUPPLIES	000000	12/13/2016	12/16/2016	257.83
		01-7310-6320 ARENA W- JANITORIAL SUPPLIES				128.91
		01-7320-6320 POOL W- JANITORIAL SUPPLIES				77.34
		01-7325-6320 FITNESS- JANITORIAL SUPPLIES				51.58
		Vendor Total				1,012.52
000364 LAVIS CONTRACTING CO LTD P-240-00002507		ROADS - POTHOLE REPAIR	000000	11/18/2016	12/14/2016	161.03
		01-3100-6420 ROADS - POTHOLE REPAIR				161.03
000372 LIFESAVING SOCIETY	S023473	AQUATICS- SERVICE FEES	000000	11/10/2016	12/14/2016	25.00
		01-7220-6290 AQUATICS- SERVICE FEES				25.00
000372 LIFESAVING SOCIETY	146428	AQUATIC- LIFEGUARD RECERT	000000	11/21/2016	12/14/2016	30.80
		01-7220-6290 AQUATIC- LIFEGUARD RECERT				30.80
		Vendor Total				55.80

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000389 MAITLAND VALLEY CONSERV	6670	PARKS W- TAXES FLOOD PLAIN	000000	11/24/2016	12/16/2016	502.78
		01-7100-6310 PARKS W- TAXES FLOOD PLAIN				502.78
000393 MARYANNE MCCREIGHT	12-13-2016	ARENA W- BOOT ALLOWANCE	000000	12/13/2016	12/16/2016	100.00
		01-7310-6200 ARENA W- BOOT ALLOWANCE				100.00
000420 MGM TOWNSEND TIRE	41784	FIRE- BATTERIES	000000	11/28/2016	12/14/2016	162.17
		01-2100-6400 FIRE- BATTERIES				162.17
000420 MGM TOWNSEND TIRE	41673	ROADS - NH06-06 REPAIR	000000	11/24/2016	12/14/2016	695.63
		01-3100-6400 ROADS - NH06-06 REPAIR				695.63
Vendor Total						857.80
000421 MICROAGE BASICS	397053	WATER - RATE INCREASE FLYER	004743	11/21/2016	12/12/2016	44.70
		01-4300-6513 WATER - RATE INCREASE FLYER				44.70
000431 MINISTER OF FINANCE	17251116017	OPP BILLING- OCTOBER	000000	11/30/2016	12/13/2016	23,923.00
		01-2200-6690 OPP BILLING- OCTOBER				23,923.00
000431 MINISTER OF FINANCE	17091116026	FIRE- PROGRAM REGISTRATION	000000	11/09/2016	12/14/2016	130.00
		01-2100-6220 FIRE- PROGRAM REGISTRATION				130.00
000431 MINISTER OF FINANCE	November 2016	EHT- NOVEMBER REMITTANCE	000591	11/30/2016	12/12/2016	7,082.47
		01-1000-2535 EHT- NOVEMBER REMITTANCE				7,082.47
Vendor Total						31,135.47
000436 MONTGOMERYS COMFORT C 16-1024-05		ROADS - RELOCATE TUBE HEATER	000000	11/28/2016	12/14/2016	1,497.25
		01-3100-6300 ROADS - RELOCATE TUBE HEATER				1,497.25
000444 MUNICIPALITY OF MORRIS TL 4894		OCTOBER SHARE FPO COSTS	000000	11/16/2016	12/14/2016	3,538.67
		01-2120-6330 OCTOBER SHARE FPO COSTS				3,538.67
000444 MUNICIPALITY OF MORRIS TL 4909		NOV SHARE OF FPO COSTS	000000	12/07/2016	12/16/2016	5,263.09
		01-2120-6330 NOV SHARE OF FPO COSTS				5,263.09
000473 OMERS	11-30-2016	NOVEMBER 2016 REMITTANCE	000000	11/30/2016	12/16/2016	61,752.80
		01-1000-2530 NOVEMBER 2016 REMITTANCE				61,752.80
000498 ORKIN CANADA CORPORATIC 7373633		LANDFILL - PEST CONTROL	000000	12/05/2016	12/14/2016	142.38
		01-4525-6494 LANDFILL - PEST CONTROL				142.38
000514 PLETCH ELECTRIC LTD	1000013185	STREETLIGHT REPAIR	000000	12/07/2016	12/14/2016	1,011.17
		01-3400-6482 STREETLIGHT REPAIR				1,011.17
000514 PLETCH ELECTRIC LTD	1000013178	COMPLEX- LIGHT FOR PARKING LOT	000000	11/22/2016	12/16/2016	291.60
		01-7310-6300 ARENA W- LIGHT FOR PARKING LOT				145.80
		01-7320-6300 POOL W- LIGHT FOR PARKING LOT				72.90

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		01-7325-6300		FITNESS- LIGHT FOR PARKING LOT		43.74
		01-7330-6300		KOC- LIGHT FOR PARKING LOT		29.16
		Vendor Total				1,302.77
000535 RECEIVER GENERAL	12-1-2016- PT	PT PAYROLL REMITTANCE	000587	12/01/2016	12/05/2016	8,658.69
		01-1000-2500		PT PAYROLL REMITTANCE		8,658.69
000535 RECEIVER GENERAL	12-1-2016-FT	FT PAYROLL REMITTANCE	000587	12/01/2016	12/05/2016	24,895.02
		01-1000-2500		FT PAYROLL REMITTANCE		24,895.02
000535 RECEIVER GENERAL	12-15-2016	FT PAYROLL REMITTANCE	000596	12/15/2016	12/16/2016	28,090.58
		01-1000-2500		FT PAYROLL REMITTANCE		28,090.58
000535 RECEIVER GENERAL	12-15-2016-PT	PT PAYROLL REMITTANCE	000596	12/15/2016	12/16/2016	8,708.89
		01-1000-2500		PT PAYROLL REMITTANCE		8,708.89
000535 RECEIVER GENERAL	12-15-2016-Council	COUNCIL PAYROLL REMITTANCE	000596	12/15/2016	12/16/2016	-70.41
		01-1000-2500		COUNCIL PAYROLL REMITTANCE		-70.41
000535 RECEIVER GENERAL	12-15-2016-Fire	FIRE PAYROLL REMITTANCE	000596	12/15/2016	12/16/2016	519.29
		01-1000-2500		FIRE PAYROLL REMITTANCE		519.29
		Vendor Total				70,802.06
000539 RINTOULS POOLS AND SPAS 61990		POOL- MURIATIC ACID	000000	12/09/2016	12/16/2016	239.47
		01-7320-6290		POOL- MURIATIC ACID		239.47
000542 R.J. BURNSIDE & ASSOCIATE: 300036835.0000-2		STANDPIPE STRUCTURAL REVIEW	000000	11/29/2016	12/14/2016	583.13
		02-4300-0708		STANDPIPE STRUCTURAL REVIEW		583.13
000563 RUTTAN ALUMINUM & VINYL 5308		ROADS - BLYTH STOCK	000000	11/08/2016	12/14/2016	83.85
		01-3100-6300		ROADS - BLYTH STOCK		83.85
000569 SCRIMGEOUR'S FOOD MARKI 3011533192		ESTC- FOOD SUPPLIES	000000	12/08/2016	12/16/2016	15.12
		01-2700-6704		ESTC- FOOD SUPPLIES		15.12
000569 SCRIMGEOUR'S FOOD MARKI 3011529395		ESTC- FOOD SUPPLIES	000000	11/22/2016	12/16/2016	19.12
		01-2700-6704		ESTC- FOOD SUPPLIES		19.12
		Vendor Total				34.24
000585 COMPASS MINERALS CANAD/ 72553200		ROADS - ROAD SALT	000000	11/25/2016	12/14/2016	2,949.80
		01-3100-6427		ROADS - ROAD SALT		2,949.80
000595 SPECTRUM COMMUNICATION 757090		FIRE- ANTENNA	000000	12/07/2016	12/14/2016	19.07
		01-2100-6472		FIRE- ANTENNA		19.07
000595 SPECTRUM COMMUNICATION 757091		POLICE- LITHIUM BATTERY	000000	12/07/2016	12/16/2016	142.38
		01-2200-6650		POLICE- LITHIUM BATTERY		142.38
		Vendor Total				161.45
000604 STAPLETON INTERIORS 4511		LIBRARY- MATS	000000	11/30/2016	12/14/2016	378.55
		02-7710-0300		LIBRARY- MATS		378.55

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000606 STEFFEN AUTO SUPPLY	203972	ROADS- ALTERNATOR	000000	11/23/2016	12/16/2016	357.11
		01-3100-6400 ROADS- ALTERNATOR				357.11
000606 STEFFEN AUTO SUPPLY	202327	ROADS- SPARK PLUG, ELECT TAPE	000000	11/02/2016	12/16/2016	28.79
		01-3100-6290 ROADS- SPARK PLUG, ELECT TAPE				28.79
000606 STEFFEN AUTO SUPPLY	202388	ROADS- PAINT, PAINT TAPE	000000	11/03/2016	12/16/2016	163.03
		01-3100-6290 ROADS- PAINT, PAINT TAPE				163.03
000606 STEFFEN AUTO SUPPLY	202387	ROAS- OIL AND FUEL FILTERS	000000	11/03/2016	12/16/2016	286.84
		01-3100-6400 ROAS- OIL AND FUEL FILTERS				286.84
000606 STEFFEN AUTO SUPPLY	202669	ROADS- LED LIGHT, HALOGEN LT	000000	11/07/2016	12/16/2016	70.57
		01-3100-6400 ROADS- LED LIGHT, HALOGEN LT				70.57
000606 STEFFEN AUTO SUPPLY	202478	ROADS- PAINT	000000	11/04/2016	12/16/2016	6.76
		01-3100-6400 ROADS- PAINT				6.76
000606 STEFFEN AUTO SUPPLY	202474	ROADS- AIR FILTERS 06- 06	000000	11/04/2016	12/16/2016	405.21
		01-3100-6400 ROADS- AIR FILTERS 06-06				405.21
000606 STEFFEN AUTO SUPPLY	202426	ROADS- AIR FILTER, FUEL FILTER	000000	11/03/2016	12/16/2016	153.30
		01-3100-6400 ROADS- AIR FILTER, FUEL FILTER				153.30
000606 STEFFEN AUTO SUPPLY	202616	ROADS- PAINT 06-06	000000	11/07/2016	12/16/2016	10.13
		01-3100-6400 ROADS- PAINT 06-06				10.13
000606 STEFFEN AUTO SUPPLY	202782	ROADS- LED STROBE LIGHT	000000	11/09/2016	12/16/2016	79.07
		01-3100-6400 ROADS- LED STROBE LIGHT				79.07
000606 STEFFEN AUTO SUPPLY	203661	ROADS- HYDRAULIC CONNECTORS	000000	11/21/2016	12/16/2016	167.23
		01-3100-6400 ROADS- HYDRAULIC CONNECTORS				167.23
000606 STEFFEN AUTO SUPPLY	203791	ROADS- BACKUP LIGHT	000000	11/22/2016	12/16/2016	8.64
		01-3100-6400 ROADS- BACKUP LIGHT				8.64
000606 STEFFEN AUTO SUPPLY	202717	ROADS- RED MARKER	000000	11/08/2016	12/16/2016	2.86
		01-3100-6400 ROADS- RED MARKER				2.86
000606 STEFFEN AUTO SUPPLY	203324	ROADS- SPLIT FLEX TUBE	000000	11/16/2016	12/16/2016	19.89
		01-3100-6400 ROADS- SPLIT FLEX TUBE				19.89
000606 STEFFEN AUTO SUPPLY	204038	ROADS- SHOP SUPPLIES	000000	11/24/2016	12/16/2016	82.81
		01-3100-6290 ROADS- SHOP SUPPLIES				82.81
000606 STEFFEN AUTO SUPPLY	204419	ROADS- HYDRAULIC FITTINGS	000000	11/29/2016	12/16/2016	144.26
		01-3100-6400 ROADS- HYDRAULIC FITTINGS				144.26
000606 STEFFEN AUTO SUPPLY	204488	ROADS- SHOP SUPPLIES	000000	11/30/2016	12/16/2016	14.38
		01-3100-6290 ROADS- SHOP SUPPLIES				14.38
000606 STEFFEN AUTO SUPPLY	203180	ROADS- SHOP SUPPLIES	000000	11/15/2016	12/16/2016	60.07
		01-3100-6290 ROADS- SHOP SUPPLIES				60.07
Vendor Total						2,060.95
000620 SWAN DUST CONTROL LTD	3712250	POLICE- MATS/MOPS	000000	12/08/2016	12/14/2016	36.50
		01-2200-6250 POLICE- MATS/MOPS				36.50

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000620 SWAN DUST CONTROL LTD	3705672	COMPLEX- MATS/MOPS	000000	11/24/2016	12/14/2016	143.00
		01-7310-6330 ARENA W- MATS/MOPS				47.66
		01-7320-6330 POOL W- MATS/MOPS				47.67
		01-7325-6330 FITNESS W- MATS/MOPS				47.67
000620 SWAN DUST CONTROL LTD	3699269	DAY CARE - MATS	000000	11/10/2016	12/14/2016	23.56
		01-6410-6330 DAY CARE - MATS				23.56
000620 SWAN DUST CONTROL LTD	3705689	DAY CARE- MATS	000000	11/24/2016	12/14/2016	23.56
		01-6410-6330 DAY CARE- MATS				23.56
000620 SWAN DUST CONTROL LTD	3712238	COMPLEX- MATS/MOPS	000000	12/08/2016	12/16/2016	143.00
		01-7310-6330 ARENA W- MATS/MOPS				47.66
		01-7320-6330 POOL W- MATS/MOPS				47.67
		01-7325-6330 FITNESS- MATS/MOPS				47.67
000620 SWAN DUST CONTROL LTD	3705686	TOWN HALL MATS	000000	11/24/2016	12/16/2016	29.15
		01-1210-6330 TOWN HALL MATS				29.15
Vendor Total						398.77
000657 TOWNSHIP OF NORTH HUROI 161081		P/W SHED 11 M3- WATER /SEWER	000597	11/30/2016	12/16/2016	137.09
		01-3100-6360 P/W SHED 11 M3- WATER /SEWER				137.09
000657 TOWNSHIP OF NORTH HUROI 161766		TOWN HALL- 200 M3 WATER/SEWER	000597	12/01/2016	12/16/2016	358.80
		01-1210-6360 TOWN HALL- 200 M3 WATER/SEWER				358.80
000657 TOWNSHIP OF NORTH HUROI 160952		COMPLEX WATER SEWER- 755 M3	000597	11/29/2016	12/16/2016	893.66
		01-7310-6360 ARENA W WATER SEWER- 755 M3				327.65
		01-7320-6360 POOL W WATER SEWER- 755 M3				327.62
		01-7325-6360 FITNESS W WATER SEWER- 755 M3				163.81
		01-7330-6360 KOC W WATER SEWER- 755 M3				74.58
000657 TOWNSHIP OF NORTH HUROI 160959		DAY CARE WATER SEWER-71 M3	000597	11/29/2016	12/16/2016	103.26
		01-6410-6360 DAY CARE WATER SEWER-71 M3				103.26
000657 TOWNSHIP OF NORTH HUROI 161390		POLICE WATER /SEWER- 8 M3	000597	11/30/2016	12/16/2016	135.50
		01-2210-6360 POLICE WATER /SEWER- 8 M3				135.50
000657 TOWNSHIP OF NORTH HUROI 161069		MUSEUM- WATER/SEWER 3 M3	000597	11/30/2016	12/16/2016	132.85
		01-7815-6360 MUSEUM- WATER/SEWER 3 M3				132.85
000657 TOWNSHIP OF NORTH HUROI 161075		FIRE- WATER/SEWER 15 M3	000597	11/30/2016	12/16/2016	139.21
		01-2110-6360 FIRE- WATER/SEWER 15 M3				139.21
000657 TOWNSHIP OF NORTH HUROI 161299		SEWER - 435 MINNIE ST	900022	11/30/2016	12/07/2016	135.50
		01-4100-6360 SEWER - 435 MINNIE ST				135.50
Vendor Total						2,035.87
000665 UNION GAS LIMITED	October 2016-1186	244.18 M3- 425 MILL STREET	000585	11/14/2016	12/05/2016	80.89
		01-3100-6370 244.18 M3- 425 MILL STREET				80.89
000665 UNION GAS LIMITED	October 2016-7759	0.00 M3- BLYTH MEM HALL	000585	11/14/2016	12/05/2016	23.73
		01-7850-6370 0.00 M3- BLYTH MEM HALL				23.73

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000665 UNION GAS LIMITED	October 2016-7408	371.91 M3- 445 JOSEPHINE ST	000589	11/17/2016	12/07/2016	109.93
		01-3100-6370 371.91 M3- 445 JOSEPHINE ST				109.93
000665 UNION GAS LIMITED	October 2016-4108	480.152 M3- TOWNHALL	000589	11/17/2016	12/07/2016	156.81
		01-1210-6360 480.152 M3- TOWNHALL				156.81
000665 UNION GAS LIMITED	October 2016-5109	106.059 M3- POLICE STATION	000589	11/17/2016	12/07/2016	53.64
		01-2210-6370 106.059 M3- POLICE STATION				53.64
000665 UNION GAS LIMITED	October 2016-5340	276.932 M3- LIBRARY	000589	11/17/2016	12/07/2016	101.24
		01-7710-6370 276.932 M3- LIBRARY				101.24
000665 UNION GAS LIMITED	October 2016-0458	6314.122 M3- COMPLEX	000589	11/17/2016	12/07/2016	1,859.56
		01-7310-6370 ARENA W- GAS				446.29
		01-7320-6370 POOL W- GAS				613.65
		01-7325-6370 FITNESS - GAS				390.50
		01-7330-6370 KOC - GAS				409.12
000665 UNION GAS LIMITED	October 2016-5467	327.504 M3- DAY CARE	000589	11/17/2016	12/07/2016	99.88
		01-6410-6370 327.504 M3- DAY CARE				99.88
000665 UNION GAS LIMITED	October 2016-8454	324.729 M3- W FIREHALL	000592	11/21/2016	12/12/2016	99.22
		01-2110-6370 324.729 M3- W FIREHALL				99.22
000665 UNION GAS LIMITED	October 2016-9991	904.797 M3- MUSEUM	000592	11/21/2016	12/12/2016	230.97
		01-7815-6370 904.797 M3- MUSEUM				230.97
Vendor Total						2,815.87
000672 VALERIE WATSON	12-14-2016	OEY- MILEAGE/PROGRAM SUPPLIES	000000	12/14/2016	12/14/2016	266.82
		01-6800-6220 OEY- MILEAGE				216.00
		01-6800-6702 OEY- PROGRAM SUPPLIES				50.82
000687 WESTARIO POWER INC.	2103484890	WATER - WELL 4 OCT USAGE	000429	11/21/2016	12/07/2016	2,768.35
		01-4300-6350 WATER - WELL 4 OCT USAGE				2,768.35
000687 WESTARIO POWER INC.	300228567	0.00 KWH- PARK DR BALL PARK	000586	11/16/2016	12/05/2016	32.06
		01-7100-6350 0.00 KWH- PARK DR BALL PARK				32.06
000687 WESTARIO POWER INC.	2103484888	124560 KWH- COMPLEX	000593	11/21/2016	12/12/2016	24,248.50
		01-7310-6350 ELECTRICITY - ARENA W				11,881.76
		01-7320-6350 ELECTRICITY- POOL W				9,214.43
		01-7325-6350 ELECTRICITY- FITNESS W				969.94
		01-7330-6350 ELECTRICITY- KOC W				2,182.37
000687 WESTARIO POWER INC.	2103484889	SEWER - JOSEPHINE ST OCT USAGE	900023	11/21/2016	12/07/2016	1,241.43
		01-4100-6350 SEWER - JOSEPHINE ST OCT USAGE				1,241.43
000687 WESTARIO POWER INC.	300228905	SEWER - SYPHON NOV USAGE	900025	12/07/2016	12/12/2016	31.03
		01-4100-6350 SEWER - SYPHON NOV USAGE				31.03
Vendor Total						28,321.37
000688 JULIE WHARTON	11-29-2016	OEY- MILEAGE	000000	11/29/2016	12/14/2016	22.05
		01-6800-6220 OEY- MILEAGE				22.05

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000704 WINGHAM COLUMBUS CENTF 1324		COUNCIL/SMT- MEETING	000000	12/12/2016	12/14/2016	732.16
		01-1100-6292 COUNCIL/SMT- MEETING				732.16
000856 WEILER'S CLEANING & REST( 12304888		NOVEMBER JANITORIAL SERVICE	000000	11/30/2016	12/16/2016	2,678.16
		01-6410-6330 DC- JANITORIAL SERVICE				1,310.80
		01-1210-6330 TOWN HALL- JANITORIAL SERVICE				537.31
		01-2210-6330 POLICE- JANITORIAL SERVICE				292.69
		01-7710-6330 LIBRARY- JANITORIAL SERVICE				537.36
000885 DEAN'S VALU-MART	641-2273-2016	EL- FOOD SUPPLIES	000000	12/05/2016	12/14/2016	106.25
		01-6500-6704 EL- FOOD SUPPLIES				106.25
000885 DEAN'S VALU-MART	641-9458	BA-MR- FOOD SUPPLIES	000000	12/05/2016	12/14/2016	144.99
		01-6600-6704 BA-MR- FOOD SUPPLIES				144.99
000885 DEAN'S VALU-MART	641-2992	DC- FOOD SUPPLIES	000000	12/08/2016	12/14/2016	423.14
		01-6400-6704 DC- FOOD SUPPLIES				423.14
000885 DEAN'S VALU-MART	641-8477	BA-MR- FOOD SUPPLIES	000000	11/29/2016	12/14/2016	146.24
		01-6600-6702 BA-MR- FOOD SUPPLIES				146.24
000885 DEAN'S VALU-MART	641-7308	EL- FOOD SUPPLIES	000000	11/21/2016	12/14/2016	74.01
		01-6500-6704 EL- FOOD SUPPLIES				74.01
000885 DEAN'S VALU-MART	641-1011	EL- FOOD SUPPLIES	000000	11/28/2016	12/14/2016	154.85
		01-6500-6704 EL- FOOD SUPPLIES				154.85
000885 DEAN'S VALU-MART	641-8827	DC- FOOD SUPPLIES	000000	12/01/2016	12/14/2016	327.25
		01-6400-6704 DC- FOOD SUPPLIES				327.25
000885 DEAN'S VALU-MART	642-7357	COMPLEX- VINEGAR	000000	11/25/2016	12/14/2016	6.38
		01-7310-6320 ARENA W- VINEGAR				3.19
		01-7320-6320 POOL W- VINEGAR				1.91
		01-7325-6320 FITNESS W- VINEGAR				1.28
000885 DEAN'S VALU-MART	642-1392	COMPLEX- BLEACH	000000	12/05/2016	12/14/2016	25.70
		01-7310-6320 ARENA W- BLEACH				12.85
		01-7320-6320 POOL W- BLEACH				7.71
		01-7325-6320 FITNESS W- BLEACH				5.14
000885 DEAN'S VALU-MART	642-9190	COMPLEX - JANITORIAL SUPPLIES	000000	11/18/2016	12/16/2016	18.06
		01-7310-6320 ARENA W - JANITORIAL SUPPLIES				9.03
		01-7320-6320 POOL W - JANITORIAL SUPPLIES				5.41
		01-7325-6320 FITNESS - JANITORIAL SUPPLIES				3.62
Vendor Total						1,426.87
000897 TOWNSHIP OF NORTH HUROI 54312		WATER - NOV SEWER BILLING	004745	11/30/2016	12/12/2016	115,480.50
		01-4300-2705 WATER - NOV SEWER BILLING				115,480.50
000924 MIDWESTERN COMMUNICATI 161130-0122		DAY CARE- COPIER METER BILLING	000000	11/30/2016	12/16/2016	68.55
		01-6400-6700 DAY CARE- COPIER METER BILLING				68.55
000925 AQUAM SPECIALISTE AQUATI 245287		AQUATIC- VEST	000000	12/07/2016	12/16/2016	175.83

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-7220-6290 AQUATIC- VEST				175.83
001035 VENCOR SOFTWARE	VC2016-12-001	CEMETERY - SOFTWARE SUPPORT	000000	12/01/2016	12/14/2016	508.50
		01-5500-6250 CEMETERY - SOFTWARE SUPPORT				508.50
001036 WARD & UPTIGROVE CONSUI 45019		ADMIN- HUMAN RESOURCES	000000	11/30/2016	12/14/2016	898.35
		01-1200-6910 ADMIN- HUMAN RESOURCES				898.35
001209 BLYTH BUILDING SUPPLIES L' 8092		ARENA B- SCRUB BRUSH	000000	11/16/2016	12/16/2016	11.85
		01-7340-6400 ARENA B- SCRUB BRUSH				11.85
001209 BLYTH BUILDING SUPPLIES L' 8234		ESTC- LIGHT BULBS	000000	11/22/2016	12/16/2016	105.50
		01-2710-6300 ESTC- LIGHT BULBS				105.50
001209 BLYTH BUILDING SUPPLIES L' 8330		ARENA B- TAPCON BITS	000000	11/25/2016	12/16/2016	14.20
		01-7340-6400 ARENA B- TAPCON BITS				14.20
001209 BLYTH BUILDING SUPPLIES L' 7969		ARENA B- ZIPTIES	000000	11/10/2016	12/16/2016	10.57
		01-7340-6400 ARENA B- ZIPTIES				10.57
001209 BLYTH BUILDING SUPPLIES L' 8120		ARENA B- GOOP	000000	11/17/2016	12/16/2016	5.98
		01-7340-6400 ARENA B- GOOP				5.98
001209 BLYTH BUILDING SUPPLIES L' 8442		ROADS- SHOP SUPPLIES	000000	11/30/2016	12/16/2016	26.65
		01-3100-6290 ROADS- SHOP SUPPLIES				26.65
001209 BLYTH BUILDING SUPPLIES L' 7730		ROADS- 4 X 4 X 12' POST	000000	11/01/2016	12/16/2016	18.71
		01-3100-6445 ROADS- 4 X 4 X 12' POST				18.71
001209 BLYTH BUILDING SUPPLIES L' 7924		ROADS- INSULATION, KEYS CUT	000000	11/09/2016	12/16/2016	45.13
		01-3100-6290 ROADS- INSULATION, KEYS CUT				45.13
Vendor Total						238.59
001215 NEIL VINCENT	11-30-2016	COUNCIL - NOVEMBER MILEAGE	000000	11/30/2016	12/16/2016	132.30
		01-1100-6220 COUNCIL - NOVEMBER MILEAGE				132.30
001247 KEITH BLACK	12-13-2016	LIVESTOCK- OMAFRA	000000	12/13/2016	12/14/2016	120.00
		01-2500-6290 LIVESTOCK- OMAFRA				120.00
001314 PETTY CASH-WINGHAM EARL 11-25-2016		OEY- PETTY CASH	000000	11/25/2016	12/16/2016	99.51
		01-6800-6702 OEY- PETTY CASH				99.51
001356 LEO SANDERS	733668	MUSEUM- REPAIR STAIRWELL	000000	12/02/2016	12/16/2016	600.00
		01-7810-6760 MUSEUM- REPAIR STAIRWELL				600.00
001365 TOWNSHIP OF NORTH HUROI0777048700		WATER ARREARS ADDED TO TAXES	000000	12/12/2016	12/13/2016	287.35
		01-1000-1140 WATER ARREARS ADDED TO TAXES				287.35
001365 TOWNSHIP OF NORTH HUROI241760		WATER REVENUE TO GENERAL ACCT	000000	12/14/2016	12/16/2016	6,722.39
		01-1000-2325 WATER REVENUE TO GENERAL ACCT				6,722.39
Vendor Total						7,009.74

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001419 MURRAY FOXTON	12-2-2016	POLICE- TRAINING LUNCH	000000	12/02/2016	12/16/2016	14.00
		01-2200-6220 POLICE- TRAINING LUNCH				14.00
001419 MURRAY FOXTON	12-5-2016	POLICE - CLOTHING ALLOWANCE	000000	12/05/2016	12/16/2016	286.75
		01-2200-6150 POLICE - CLOTHING ALLOWANCE				286.75
Vendor Total						300.75
001490 ALLAN AVIS ARCHITECTS INC 5165		MEM HALL - PROFESSIONAL FEES	000000	12/12/2016	12/13/2016	11,327.76
		02-7850-0304 MEM HALL - PROFESSIONAL FEES				5,663.88
		02-7850-0305 MEM HALL - PROFESSIONAL FEES				5,663.88
001590 G & K SERVICES CANADA INC 1518620981		ARENA B- MATS	000000	12/02/2016	12/16/2016	147.14
		01-7340-6330 ARENA B- MATS				147.14
001634 VEOLIA WATER CANADA INC 63163 S		SEWER - MONTHLY SERVICES	003332	11/22/2016	12/07/2016	23,541.66
		01-4100-6335 SEWER - MONTHLY SERVICES				23,541.66
001634 VEOLIA WATER CANADA INC 63163		WATER - OCTOBER SERVICES	004738	11/22/2016	12/07/2016	36,562.72
		01-4300-6335 WATER - OCTOBER SERVICES				35,312.50
		01-4300-6514 WATER - OCTOBER SERVICES				1,250.22
Vendor Total						60,104.38
001722 SWEETS N' TREATS	20133866	COUNCIL- XMAS PARTY	000000	12/03/2016	12/16/2016	83.30
		01-1100-6292 COUNCIL- XMAS PARTY				83.30
001987 ALLSTREAM BUSINESS INC. 17909070		ROADS - PHONE	000000	11/28/2016	12/14/2016	60.67
		01-3100-6250 ROADS- PHONE				60.67
001987 ALLSTREAM BUSINESS INC. 17909069		CEMETERY - PHONE	000000	11/28/2016	12/14/2016	53.48
		01-5500-6260 CEMETERY - PHONE				53.48
Vendor Total						114.15
001997 LARRY MEYER	12-8-2016	MILEAGE/PHONE- REC/PARKS W	000000	12/08/2016	12/16/2016	204.00
		01-7100-6220 PARKS W-MILEAGE				144.00
		01-7301-6260 REC ADMIN- PHONE				60.00
002066 BROCK VODDEN	12-14-2016	COUNCIL - DECEMBER MILEAGE	000000	12/14/2016	12/14/2016	79.20
		01-1100-6220 COUNCIL - DECEMBER MILEAGE				79.20
002066 BROCK VODDEN	11-30-2016	COUNCIL- NOVEMBER MILEAGE	000000	11/30/2016	12/16/2016	72.90
		01-1100-6220 COUNCIL- NOVEMBER MILEAGE				72.90
Vendor Total						152.10
002081 WINGHAM FOODLAND	725-600-6841	CONC W- SUPPLIES	000000	12/02/2016	12/14/2016	70.43
		01-7315-6290 CONC W- SUPPLIES				70.43
002081 WINGHAM FOODLAND	725-600-6687	ADMIN- FACIAL TISSUE	000000	12/02/2016	12/16/2016	16.14
		01-1200-6290 ADMIN- FACIAL TISSUE				16.14

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total						86.57
002155 SMYTH WELDING & MACHINE	34050	ROADS - NH10-16 PLOW MOUNTS	000000	11/23/2016	12/14/2016	394.21
		01-3100-6400 ROADS - NH10-16 PLOW MOUNTS				394.21
002423 ALPINE TREE SERVICE	520	ROADS - TREE & STUMP REMOVAL	000000	11/17/2016	12/14/2016	6,667.00
		01-3100-6465 ROADS - TREE & STUMP REMOVAL				6,667.00
002480 BLACKBURN RADIO INC.	23628	EC DEV- RADIO AD- REMEMBR DAY	000000	11/27/2016	12/14/2016	531.10
		01-7900-6240 EC DEV- RADIO AD- REMEMBR DAY				531.10
002486 DIGITAL POSTAGE-ON-CALL	12/2016	ADMIN - POSTAGE FOR METER	000590	12/07/2016	12/08/2016	1,130.00
		01-1200-6255 ADMIN - POSTAGE FOR METER				1,130.00
002512 TOWNSHIP OF NORTH HUROI	275094	WATER - TAX PAYMENT ERROR	004737	12/07/2016	12/07/2016	918.00
		01-4300-2700 WATER - TAX PAYMENT ERROR				918.00
002512 TOWNSHIP OF NORTH HUROI	54085	WATER - OCT GROUP INSURANCE	004744	10/31/2016	12/12/2016	368.62
		01-4300-2700 WATER - OCT GROUP INSURANCE				368.62
002512 TOWNSHIP OF NORTH HUROI	54061	WATER - NOV WAGES	004744	11/30/2016	12/12/2016	6,465.44
		01-4300-2700 WATER - NOV WAGES				6,465.44
Vendor Total						7,752.06
002521 LORI VADER	12-1-2016	EL- MILEAGE/ SUPPLIES	000000	12/01/2016	12/16/2016	48.01
		01-6500-6220 EL- MILEAGE				33.30
		01-6500-6702 EL- SUPPLIES				14.71
002539 BLOODHOUND ODOUR PROTI	1517	COMPLEX- FAN UNIT REFILL	000000	11/29/2016	12/14/2016	28.82
		01-7310-6330 ARENA W- FAN UNIT REFILL				9.61
		01-7320-6330 POOL W- FAN UNIT REFILL				9.61
		01-7325-6330 FITNESS W- FAN UNIT REFILL				9.60
002539 BLOODHOUND ODOUR PROTI	1516	TOWN HALL- FAN UNIT REFILLS	000000	11/29/2016	12/14/2016	19.21
		01-1210-6330 TOWN HALL- FAN UNIT REFILLS				19.21
Vendor Total						48.03
002640 SCHMIDT'S POWER EQUIPME	22711	ROADS - CUT OFF SAW BLADES	000000	11/30/2016	12/14/2016	192.10
		01-3100-6400 ROADS - CUT OFF SAW BLADES				192.10
002667 WEST COAST DISTRIBUTING	10001060	CONC W- SUPPLIES	000000	12/13/2016	12/16/2016	44.59
		01-7315-6290 CONC W- SUPPLIES				44.59
002697 TUCKERSMITH COMMUNICAT	9131 12/2016	WATER - 523-9131	000428	12/01/2016	12/07/2016	86.53
		01-4300-6260 WATER - 523-9131				86.53
002697 TUCKERSMITH COMMUNICAT	4466 12/2016	SEWER - 523-4466	900024	12/12/2016	12/12/2016	97.20

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		01-4100-6260 SEWER - 523-4466				97.20
					Vendor Total	183.73
002807 DENISE LOCKIE	11-23-2016	REC- DECORATIONS/SUPPLIES	000000	11/23/2016	12/16/2016	28.80
		01-7301-6240 REC ADMI- DECORATIONS/SUPPLIES				21.60
		01-7305-6240 COM ADMI- DECORATIONS/SUPPLIES				7.20
002832 NORTRAX CANADA INC.	638155	ROADS - PART RETURN	000000	11/29/2016	12/14/2016	-97.04
		01-3100-6400 ROADS - PART RETURN				-97.04
002832 NORTRAX CANADA INC.	643893	ROADS - 2010 JD REPAIR	000000	12/07/2016	12/14/2016	8,725.26
		01-3100-6400 ROADS - 2010 JD REPAIR				8,725.26
					Vendor Total	8,628.22
002892 SMITH-PEAT ROOFING AND S 20046		COMPLEX ROOF	000000	11/23/2016	12/16/2016	12,989.35
		02-7310-0300 COMPLEX ROOF				12,989.35
002906 SOLID GROUND LANDSCAPIN 226		PARK E/W - LAWN MOWING	000000	11/30/2016	12/16/2016	67.80
		01-7140-6330 PARK E/W - LAWN MOWING				67.80
002934 JAMIE LESLIE	12-6-2016	POLICE- TRAINING LUNCHES	000000	12/06/2016	12/16/2016	28.00
		01-2200-6220 POLICE- TRAINING LUNCHES				28.00
002934 JAMIE LESLIE	11-29-2016	POLICE- CLOTHING ALLOWANCE	000000	11/29/2016	12/16/2016	484.45
		01-2200-6200 POLICE- CLOTHING ALLOWANCE				484.45
					Vendor Total	512.45
002974 WADE SMITH	12-1-2016	POLICE -TRAINING LUNCH	000000	12/01/2016	12/16/2016	14.00
		01-2200-6220 POLICE -TRAINING LUNCH				14.00
002982 COMCO FASTENERS INC	16/2268	ROADS - SHOP SUPPLIES	000000	11/14/2016	12/14/2016	68.20
		01-3100-6290 ROADS - SHOP SUPPLIES				68.20
003055 RICHARD AL	12-14-2016	ADMIN-COMMVAULT TRAINING	000000	12/14/2016	12/16/2016	1,616.10
		01-1200-6220 ADMIN-COMMVAULT TRAINING				1,616.10
003224 HURONTEL	12/2016 1173	WATER - PUC SHED	000427	12/01/2016	12/07/2016	112.94
		01-4300-6260 WATER - PUC SHED				112.94
003224 HURONTEL	1168 12/2016	WATER - WELL 3	000427	12/01/2016	12/07/2016	67.74
		01-4300-6260 WATER - WELL 3				67.74
003224 HURONTEL	1167 12/2016	WATER - WATER TOWER	000427	12/01/2016	12/07/2016	232.67
		01-4300-6260 WATER - WATER TOWER				232.67
003224 HURONTEL	1818 12/2016	WATER - WELL 4	000427	12/01/2016	12/07/2016	96.35
		01-4300-6260 WATER - WELL 4				96.35
003224 HURONTEL	12/2016	SEWER - PUMPING STATION	900020	12/01/2016	12/07/2016	96.35
		01-4100-6260 SEWER - 357-2230				96.35

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003224 HURONTEL	12/2016 4293	SEWER - TREATMENT PLANT	900020	12/01/2016	12/07/2016	67.74
		01-4100-6260 SEWER - TREATMENT PLANT				67.74
					Vendor Total	673.79
003259 CONSEIL SCOLAIRE VIAMONTE 2016		2016 REQUISITION	043697	12/13/2016	12/13/2016	745.45
		01-9500-4460 2016 REQUISITION				762.96
		01-9500-4490 2016 REQUISITION				-13.90
		01-9500-4425 2016 REQUISITION				-2.85
		01-9500-4520 2016 REQUISITION				-0.76
003278 COLLEGE OF EARLY CHILDHOOD 52833- 2017		BA- SH- MEMBERSHIP RENEWAL	000000	11/29/2016	12/16/2016	150.00
		01-6700-6702 BA- SH- MEMBERSHIP RENEWAL				150.00
003281 HOWSON TRANSPORTATION 3312685		FIRE B- NOVEMBER FUEL	000000	11/30/2016	12/16/2016	499.88
		01-2100-6410 FIRE B- NOVEMBER FUEL				499.88
003295 GLOBAL PAYMENTS	2857	REC - DEBIT/CREDIT FEES	000595	11/30/2016	12/13/2016	466.39
		01-7301-6330 REC - DEBIT/CREDIT FEES				349.80
		01-7305-6330 REC - DEBIT/CREDIT FEES				116.59
003295 GLOBAL PAYMENTS	4403	ADMIN OFFICE DEBIT FEES	000595	11/30/2016	12/13/2016	165.56
		01-1200-6284 ADMIN OFFICE DEBIT FEES				165.56
003295 GLOBAL PAYMENTS	26683	LANDFILL DEBIT FEES	000595	11/30/2016	12/13/2016	117.51
		01-4525-6490 LANDFILL DEBIT FEES				117.51
					Vendor Total	749.46
003299 DARCH FIRE	61595	FIRE- FOAM	000000	11/24/2016	12/14/2016	350.70
		01-2100-6290 FIRE- FOAM				350.70
003363 SIMPLY ASSEMBLY	13431	FITNESS- EQUIPMENT MAINTENANCE	000000	12/13/2016	12/16/2016	598.73
		01-7240-6330 FITNESS- EQUIPMENT MAINTENANCE				598.73
003420 RADFORD GROUP LTD	Nov Stmt	ROADS B - FUEL	000000	11/30/2016	12/14/2016	152.99
		01-3100-6290 ROADS B - FUEL				152.99
003432 TWP OF NORTH HURON SEW.2016		INTEREST ON LOAN	004739	12/08/2016	12/08/2016	1,414.14
		01-4300-1167 INTEREST ON LOAN				1,414.14
003432 TWP OF NORTH HURON SEW.2016 A		PRINCIPAL ON LOAN	004739	12/08/2016	12/08/2016	2,993.34
		01-4300-2710 PRINCIPAL ON LOAN				2,993.34
003439 RAY HALLAHAN	11-30-2016	COUNCIL- NOVEMBER MILEAGE	000000	11/30/2016	12/16/2016	45.90
		01-1100-6220 COUNCIL- NOVEMBER MILEAGE				45.90
003441 BILL KNOTT	11-30-2016	NOVEMBER MILEAGE- COUNCIL	000000	11/30/2016	12/16/2016	34.20
		01-1100-6220 NOVEMBER MILEAGE- COUNCIL				34.20

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003441 BILL KNOTT	12-16-2016	DECEMBER MILEAGE - COUNCIL	000000	12/16/2016	12/16/2016	34.20
		01-1100-6220 DECEMBER MILEAGE - COUNCIL				34.20
		Vendor Total				68.40
003532 TRULY NOLEN	25406	TOWN HALL- PEST CONTROL	000000	12/08/2016	12/14/2016	109.61
		01-1210-6330 TOWN HALL- PEST CONTROL				109.61
003532 TRULY NOLEN	25400	DAY CARE - PEST CONTROL	000000	12/08/2016	12/16/2016	65.54
		01-6410-6330 DAY CARE - PEST CONTROL				65.54
003532 TRULY NOLEN	25388	AIRPORT- PEST CONTROL	000000	12/08/2016	12/16/2016	106.22
		01-3500-6330 AIRPORT- PEST CONTROL				106.22
003532 TRULY NOLEN	25448	COMPLEX - PEST CONTROL	000000	12/08/2016	12/16/2016	118.65
		01-7310-6330 ARENA W - PEST CONTROL				59.32
		01-7320-6330 POOL W - PEST CONTROL				35.59
		01-7325-6330 FITNESS - PEST CONTROL				23.74
		Vendor Total				400.02
003640 WINGHAM SALES ARENA	516	ROADS - SPRAY FOAM BSHOP WALLS	000000	12/12/2016	12/14/2016	2,034.00
		01-3100-6300 ROADS - SPRAY FOAM BSHOP WALLS				2,034.00
003711 BFL CANADA	91580	REC ADMIN- FACILITY USAGE INS	000000	12/02/2016	12/16/2016	864.00
		01-7301-6270 REC ADMIN- FACILITY USAGE INS				864.00
003876 KELLY CHURCH	Nov 24/16	RETIREMENT GIFT	000000	11/24/2016	12/14/2016	1,836.00
		01-3100-6292 RETIREMENT GIFT				1,836.00
003896 MELINDA DORSCH	12-8-2016	OEY- PROGRAM SUPPLIES	000000	12/08/2016	12/14/2016	104.89
		01-6800-6702 OEY- PROGRAM SUPPLIES				104.89
003919 CINTAS CANADA LIMITED	839339305	COMPLEX- RESTROOM SANITATION	000000	12/01/2016	12/16/2016	214.80
		01-7320-6330 POOL- RESTROOM SANITATION				107.40
		01-7325-6330 FITNESS- RESTROOM SANITATION				107.40
003924 GLOBAL PAYMENTS	5527	WATER DEBIT MACHINE FEES	000430	11/30/2016	12/13/2016	135.56
		01-4300-6513 WATER DEBIT MACHINE FEES				135.56
003986 D.C. CRAIG EXCAVATING	207	BLYTH - WATER MAIN BREAK	004741	11/15/2016	12/12/2016	288.15
		01-4300-6400 BLYTH - WATER MAIN BREAK				288.15
004032 SHELBY MURRAY	11-25-2016	OEY- SUPPLIES/MILEAGE	000000	11/25/2016	12/16/2016	584.83
		01-6800-6702 OEY- SUPPLIES				52.21
		01-6800-6220 OEY- MILEAGE				532.62
004143 IMPERIAL OIL	47971020	POLICE FUEL	000000	12/08/2016	12/14/2016	101.35

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-2200-6410 POLICE FUEL				101.35
004170 YOLANDA RITSEMA-TEENING 12-16-2016		DECEMBER MILEAGE- COUNCIL	000000	12/16/2016	12/16/2016	122.40
		01-1100-6220 DECEMBER MILEAGE- COUNCIL				122.40
004173 MURRAY D KEITH B.A. 35196		ADMIN- TITLE SEARCH	000000	12/14/2016	12/14/2016	175.65
		01-1200-6280 ADMIN- TITLE SEARCH				175.65
004183 CRAWFORD MILL & DAVIES 12-8-2016		ADMIN- LEGAL FEES	000000	12/08/2016	12/14/2016	94.30
		01-1200-6280 ADMIN- LEGAL FEES				94.30
004198 RICCO FOOD DISTRIBUTOR 336875		CONC B- SUPPLIES	000000	12/08/2016	12/16/2016	314.64
		01-7345-6290 CONC B- SUPPLIES				314.64
004253 LES COOK 12-1-2016		REC- BALLROOM DANCE CLASSES	000000	12/01/2016	12/16/2016	750.00
		01-7210-6335 REC- BALLROOM DANCE CLASSES				750.00
004268 GB INDUSTRIAL SAFETY LTD 17		ESTC- INSTRUCTONFPA FIRE PROGR	000000	11/24/2016	12/16/2016	1,030.56
		01-2700-6110 ESTC- INSTRUCTONFPA FIRE PROGR				849.76
		01-2700-6223 ESTC- INSTRUCTONFPA FIRE PROGR				22.60
		01-2700-6225 ESTC- INSTRUCTONFPA FIRE PROGR				158.20
004271 AUSABLE BAYFIELD CONSER 4631		WATER - RISK MANAGE AGREEMENT	004735	11/26/2016	12/07/2016	9,169.25
		01-4300-6517 WATER - RISK MANAGE AGREEMENT				9,169.25
004330 SEPOY WIRING 9790		LED STREETLIGHT	000000	12/01/2016	12/14/2016	441.38
		01-3400-6482 LED STREETLIGHT				441.38
004330 SEPOY WIRING 9748		PARKS W- TIME DELAY	000000	11/22/2016	12/16/2016	99.32
		01-7100-6300 PARKS W- TIME DELAY				99.32
Vendor Total						540.70
004335 CRS CONTRACTORS RENTAL 1327840		ROADS - BOOM LIFT RENTAL	000000	11/28/2016	12/14/2016	3,201.46
		01-3100-6300 ROADS - BOOM LIFT RENTAL				3,201.46
004335 CRS CONTRACTORS RENTAL 1318809		ROADS - SCAFFOLD RENTAL	000000	11/27/2016	12/14/2016	298.05
		01-3100-6300 ROADS - SCAFFOLD RENTAL				298.05
004335 CRS CONTRACTORS RENTAL 1323142		ROADS - TRANSPORT BOOM LIFT	000000	11/23/2016	12/14/2016	226.00
		01-3100-6300 ROADS - TRANSPORT BOOM LIFT				226.00
Vendor Total						3,725.51
004409 NES-TECH SALES AND SERVI 10082		ROADS - NH01-95 SANDER CLUTCH	000000	12/06/2016	12/14/2016	333.35
		01-3100-6400 ROADS - NH01-95 SANDER CLUTCH				333.35
004447 BRITTANY WEBER 11-29-2016		BASH- SUPPLIES	000000	11/29/2016	12/16/2016	6.73
		01-6700-6702 BASH- SUPPLIES				6.73

## Accounts Payable

December 19, 2016 Council Meeting

Vendor 000000 Through 999999

Invoice Entry Date 12/05/2016 to 12/16/2016 Paid Invoices Cheque Date 12/05/2016 to 12/16/2016

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
004477 HAILEY DUCK	11-23-2016	OEY- MILEAGE	000000	11/23/2016	12/14/2016	33.30
		01-6800-6220 OEY- MILEAGE				33.30
004503 GLENDA ROYALL	11-23-2016	ESTC- POSTAGE	000000	11/23/2016	12/16/2016	1.13
		01-2700-6255 ESTC- POSTAGE				1.13
004503 GLENDA ROYALL	12-9-2016	ESTC- POSTAGE	000000	12/09/2016	12/16/2016	1.13
		01-2700-6255 ESTC- POSTAGE				1.13
Vendor Total						2.26
004518 NICOLE GRAF	Dec 12/16	ROADS- MILEAGE, BOOTS, MEALS	000000	12/12/2016	12/14/2016	450.64
		01-3100-6200 ROADS- BOOTS				100.00
		01-3100-6220 ROADS- MILEAGE				265.50
		01-3100-6220 ROADS- MEALS				85.14
004547 ST. HELENS' WOOD PRODUC' 108		ROADS - NH07-08 PLOW TRUCK	000000	12/07/2016	12/14/2016	29.83
		01-3100-6290 ROADS - NH07-08 PLOW TRUCK				29.83
004565 SKC CONSTRUCTION INC.	Payment Cert. # 3	BLYTH MEMORIAL HALL RENOVATION	000000	12/07/2016	12/14/2016	433,251.01
		02-7850-0301 BLYTH MEMORIAL HALL RENOVATION				298,461.80
		02-7850-0302 BLYTH MEMORIAL HALL RENOVATION				182,928.21
		01-1000-2010 BLYTH MEMORIAL HALL RENOVATION				-48,139.00
004569 RICOH	SCO91351825	REC/TH COPIER RENTAL/COPIES	000000	11/30/2016	12/16/2016	291.48
		01-7301-6330 RECADMIN COPIER RENTAL/COPIES				69.28
		01-7305-6330 COM ADMIN COPIER RENTAL/COPIES				23.10
		01-1200-6265 TOWN HALL COPIER RENTAL/COPIES				199.10
004572 WRAY WILSON	Nov 29/16	BUILDING - MILEAGE	000000	11/29/2016	12/14/2016	66.42
		01-2400-6220 BUILDING - MILEAGE				66.42
004572 WRAY WILSON	Dec 12/16	BUILDING - MILEAGE	000000	12/12/2016	12/14/2016	42.66
		01-2400-6220 BUILDING - MILEAGE				42.66
Vendor Total						109.08
004577 MCDONALD HOME HARDWAR 2291867		ROADS - BLYTH SHOP SUPPLIES	000000	11/30/2016	12/14/2016	150.63
		01-3100-6300 ROADS - BLYTH SHOP SUPPLIES				150.63
004577 MCDONALD HOME HARDWAR 2291440		ROADS - BLYTH SHOP SUPPLIES	000000	11/22/2016	12/14/2016	45.53
		01-3100-6300 ROADS - BLYTH SHOP SUPPLIES				45.53
004577 MCDONALD HOME HARDWAR 2291439		ROADS - BLYTH SHOP SUPPLIES	000000	11/22/2016	12/14/2016	402.49
		01-3100-6300 ROADS - BLYTH SHOP SUPPLIES				402.49
004577 MCDONALD HOME HARDWAR 2291441		ROADS - BLYTH SHOP SUPPLIES	000000	11/22/2016	12/14/2016	32.74
		01-3100-6300 ROADS - BLYTH SHOP SUPPLIES				32.74

## Accounts Payable

December 19, 2016 Council Meeting

Vendor 000000 Through 999999

Invoice Entry Date 12/05/2016 to 12/16/2016 Paid Invoices Cheque Date 12/05/2016 to 12/16/2016

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
004577 MCDONALD HOME HARDWAR	2291442	ROADS - RETURN	000000	11/22/2016	12/14/2016	-45.19
		01-3100-6300 ROADS - RETURN				-45.19
004588 UPS SCS, INC	BU9345	BROKERAGE/AIRVAC	500355	12/07/2016	12/08/2016	2,022.49
		02-2120-0300 BROKERAGE/AIRVAC				342.40
		02-2120-0300 BROKERAGE/AIRVAC				1,680.09
004589 DALE RENTALS	272	FIRE- PORT TOILET RENTAL	000000	11/16/2016	12/14/2016	113.00
		01-2100-6290 FIRE- PORT TOILET RENTAL				113.00
004590 JAMES MARSHALL	8-5-2016	ESTC- INSTRUCTOR	000000	08/05/2016	12/14/2016	350.00
		01-2700-6110 ESTC- INSTRUCTOR				350.00
004591 ESTATE OF MR. JOHN EDWAF	241144	REFUND- HST CORRECTION	000000	12/02/2016	12/14/2016	40.00
		01-1000-2120 REFUND- HST CORRECTION				40.00
004592 BREAKTIME VENDING LTD.	1263	CONC W- USED VENDING MACHINE	000000	12/01/2016	12/14/2016	1,412.50
		01-7315-6290 CONC W- USED VENDING MACHINE				1,412.50
004593 SHARON MARTIN	425493	REFUND-RECREATION	000000	12/02/2016	12/14/2016	55.00
		01-1000-2330 REFUND-RECREATION				55.00
004594 JUDY MOFFAT	425494	REFUND - SWIMMING LESSONS	000000	12/02/2016	12/14/2016	65.00
		01-1000-2330 REFUND - SWIMMING LESSONS				65.00
004595 KPMG LLP	8001210840	ESTC- REVIEW	000000	08/10/2016	12/14/2016	17,822.36
		01-2700-6330 ESTC- REVIEW				17,822.36
004596 FAWCETT TRACTOR SUPPLY	S295010	ROADS - SUSPENSION SEAT	000000	11/30/2016	12/14/2016	1,218.72
		01-3100-6400 ROADS - SUSPENSION SEAT				1,218.72
004597 KLAGES REPAIR	1162	ROADS - NH08-12 RAPAIR	000000	12/12/2016	12/14/2016	339.00
		01-3100-6400 ROADS - NH08-12 RAPAIR				339.00
004598 RASTORFER FARMS INC	12-14-2016	REFUND PROPERTY TAX OVERPAYMEN	000000	12/14/2016	12/16/2016	1,769.52
		01-1200-6282 REFUND PROPERTY TAX OVERPAYMEN				1,769.52
004599 ZACK FORTNEY	12-3-2016	ESTC- INSTRUCTOR LPG RESPONDER	000000	12/03/2016	12/16/2016	250.00
		01-2700-6335 ESTC- INSTRUCTOR LPG RESPONDER				250.00
004600 HUGH BURGSMAN	425497	REFUND- LEAGUE DISBANDED	000000	12/02/2016	12/16/2016	627.78
		01-1000-2330 REFUND- LEAGUE DISBANDED				627.78
004601 MARY DAVIDSON	425086	REFUND- SCHEDULE CONFLICT	000000	11/30/2016	12/16/2016	131.08
		01-1000-2330 REFUND- SCHEDULE CONFLICT				131.08

## Accounts Payable

December 19, 2016 Council Meeting

Vendor 000000 Through 999999

Invoice Entry Date 12/05/2016 to 12/16/2016 Paid Invoices Cheque Date 12/05/2016 to 12/16/2016

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Unpaid Invoices						654,129.84
Paid Invoices						1,150,541.78
Invoices Total						1,804,671.62
Selected G/L Account Total						1,804,671.62

Cheque 4742 12/12/2016 244.04  
 Foxton Fuels Ltd - November Fuel

Total 1,804,915.66



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 19/12/2016  
**SUBJECT:** December Activity Report  
**ATTACHMENTS:**

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the Department Activity Report of the Director of Finance dated December 19, 2016 which is received for information purposes.

### **EXECUTIVE SUMMARY**

The Director of Finance provides periodic updates to council on activities within the Finance Department on a monthly basis.

### **DISCUSSION**

#### **Asset Management Plan (AMP) – Phase 2 Update**

Staff have been allocating significant hours working with the Public Sector Digest staff on the update of Phase 2 of the AMP. The Director is reviewing tables from the plan on a regular basis and the first Draft is expected by year end as planned.

#### **2017 Budget**

The Department Heads are continuing to work on the draft 2017 Budget and plan to have their information submitted to the Director of Finance by December 31<sup>st</sup>.

#### **Year End**

Finance Staff are working on year end reporting. A report on transfers to/from reserves will be presented early in the New Year. The yearend audit has been scheduled for February 27 – March 3, 2017.

#### **2017 Insurance Renewal**

BFL Canada is proceeding with the 2017 Policy documents and have provided Cover Note 360331 which will serve as interim evidence of coverage until the original policy documents are received. The invoice in the amount of \$176,956.12 has been received and includes the increase in total liability to \$50,000,000.

#### **Source Water Protection Progress Report**

Source Water Protection Progress Report #3 was filed on December 7, 2016. The total allocation for North Huron is \$102,500.00 and \$84,602.75 has been spent to the date of the report. The balance of the funds must be spent by March 5, 2017. Staff are investigating the purchase of road signs of which the cost can be used towards the remaining grant along with additional staff training early in the New Year.

**FINANCIAL IMPACT**

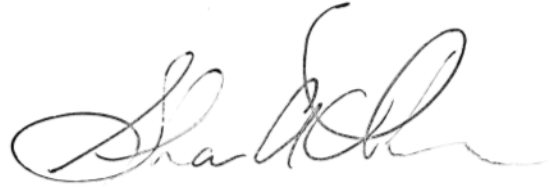
Financial impacts will be assessed as further information becomes available.

**FUTURE CONSIDERATIONS**

Budget Meetings will be scheduled early in the New Year.

**RELATIONSHIP TO STRATEGIC PLAN**

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

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

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Donna White, Treasurer

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Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kirk Livingston, Chief Building Official  
**DATE:** 19/12/2016  
**SUBJECT:** Building Department Activity Report  
**ATTACHMENTS:**

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the report Building Department Activity Report for information purposes.

## **EXECUTIVE SUMMARY**

The Building Department's main objective is to provide the best professional service to administer and enforce the Ontario Building Code. Through the examination of plans, issuance of building permits, and performing inspections, we ensure compliance with building standards of the Ontario Building Code and ensure health and safety, fire protection and structural sufficiency in all buildings in the Township.

The CBO provides monthly updates to Council on the operations of the Shared Services Building Department.

## **DISCUSSION**

### **Building Permit Report – November 2016**

Permit #	Permit Type	Value of Project	Sq. Metre New Construction	Status
2016-0085	Accessory Building	\$ 30,000.00	44.592	Issued
2016-0086	Agricultural Livestock Barn	\$ 1,100,000.00	1581.90	Issued
2016-0087	Demolition	*****	15.61	Issued
2016-0088	Sign Permit	*****	*****	Issued
2016-0089	Open Covered Porch	\$ 15,000.00	13.01	Issued
2016-0090	Residential Dwelling - Addition	\$ 25,000.00	53.14	Issued

**Total Value of Construction to date; \$ 14,740,471.35 (Last year \$ 4,456,200.00)**

**Zoning Certificates issued to date; 73**

### **By-law Enforcement and Property Standards Report**

We have received no complaints with respect to property standards issues.

We have received 1 complaint with respect to animal control issues which is being investigated.

## **Building Department Purchase**

New winter tires were purchased for the Building Department vehicle (Ford Escape). The existing all season / summer tires provided no traction and could be considered unsafe with the weather conditions we will experience through to spring. I received 3 quotes for winter tires, with Brophy Tire being the least cost. The tires were installed on December 13, 2016 and the all season tires will be stored and re-installed in the spring of 2017 anticipating their use for one more year.

### **FINANCIAL IMPACT**

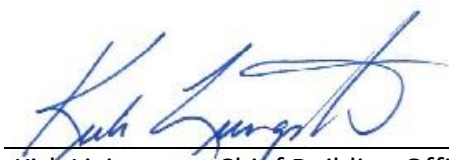
No financial impact at this time.

### **FUTURE CONSIDERATIONS**

No future considerations at this time.

### **RELATIONSHIP TO STRATEGIC PLAN**

Goal #2 the Township's residents are engaged and well informed. Goal #4 the Township is fiscally responsible.



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Kirk Livingston, Chief Building Official



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Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** David Sparling  
**DATE:** 12/11/2016  
**SUBJECT:** Activity for the Month of December (for November Activity)  
**ATTACHMENTS:**

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby approves the Fire Department of North Huron report for November 2016 activities.

## **EXECUTIVE SUMMARY**

November 2016 activities as indicated in report below.

## **DISCUSSION**

**FDNH Report to North Huron Council for Activity for the Month of December (for November 2016 Activity)**

### **Training:**

Weekly Training:

- 1 week chimney fires (34 personnel)
- 1 week of monthly equipment checks (32 personnel)
- 1 week of medical first response (38 personnel)
- 1 week of Rapid Intervention Team and (RIT) and firefighter self-rescue (29 personnel)

Full Day Training:

- 5 days of Fire Prevention Officer Training (3 personnel)

### **Notable:**

Firefighter Kelly Schiestel is off on an extended medical leave of absence.

As of 30 November, 2016 is the second busiest year in FDNH's history. (Still well behind 2014 activity levels)

All FDNH fire hose has completed its annual testing.

### **November Incidents:**

1 November:

- Carbon Monoxide Alarm Activation
- North Huron
- Outcome: No CO present. Faulty alarm.

2 November:

Alarm system activation  
Morris Turnberry  
Outcome: No smoke. No fire. Faulty detector.

4 November:

Fire - vehicle  
North Huron  
Outcome: Vehicle total loss.

5 November:

Medical first response  
North Huron  
Outcome: Patient transferred by EMS.

6 November:

Motor vehicle collision  
Morris-Turnberry  
Outcome: Patient deceased.

7 November:

Medical first response  
Morris-Turnberry  
Outcome: Patient transferred by EMS.  
Notes: Patient at very back of farm, had to be brought to ambulance by FDNH personnel.

8 November:

Fire - structure  
Central Huron  
Outcome: Initial structure fully engulfed prior to FDNH being called. 3 large exposures protected.  
Notes: Mutual aid from Central Huron FD (tanker), Goderich FD (tanker) and Huron East – Brussels (tanker). Loss: \$650,000. Value of exposures protected, in excess of \$1,000,000.

9 November:

Motor vehicle collision  
North Huron  
Outcome: Patient transferred by EMS.

12 November:

Power lines down/arcng  
North Huron  
Outcome: North Huron public works secured site until Westario arrived.

14 November:

Fire - structure  
Ashfield Colborne Wawanosh  
Outcome: Structure total loss.  
Notes: Damage estimated at less than \$50,000.

15 November:  
Fuel spill  
North Huron  
Outcome: Spill mitigated by FNDH and North Huron Public Works.

16 November:  
Motor vehicle collision  
North Huron  
Outcome: 1 patient transferred by EMS, 1 declined transfer.

16 November:  
Motor vehicle collision  
Morris Turnberry  
Outcome: 1 patient transferred by EMS. Hydro pole broken by vehicle, scene left with OPP until Hydro One arrived.

21 November:  
Carbon Monoxide Alarm Activation  
Morris Turnberry  
Outcome: No CO present. Faulty alarm.

21 November:  
Unusual odour  
North Huron  
Outcome: No gas readings in structure. HVAC Company called to further investigate.

23 November:  
Medical first response  
North Huron  
Outcome: Patient transferred by EMS.

23 November:  
Fire – Structure  
North Huron  
Outcome: Structure saved.  
Notes: Damage estimated at \$75,000.

25 November:  
Medical first response  
North Huron  
Outcome: Cancelled prior to responding.

28 November:  
Motor vehicle collision  
Morris Turnberry  
Outcome: 1 patient transferred by EMS.

28 November:

Alarm system activation

Morris Turnberry

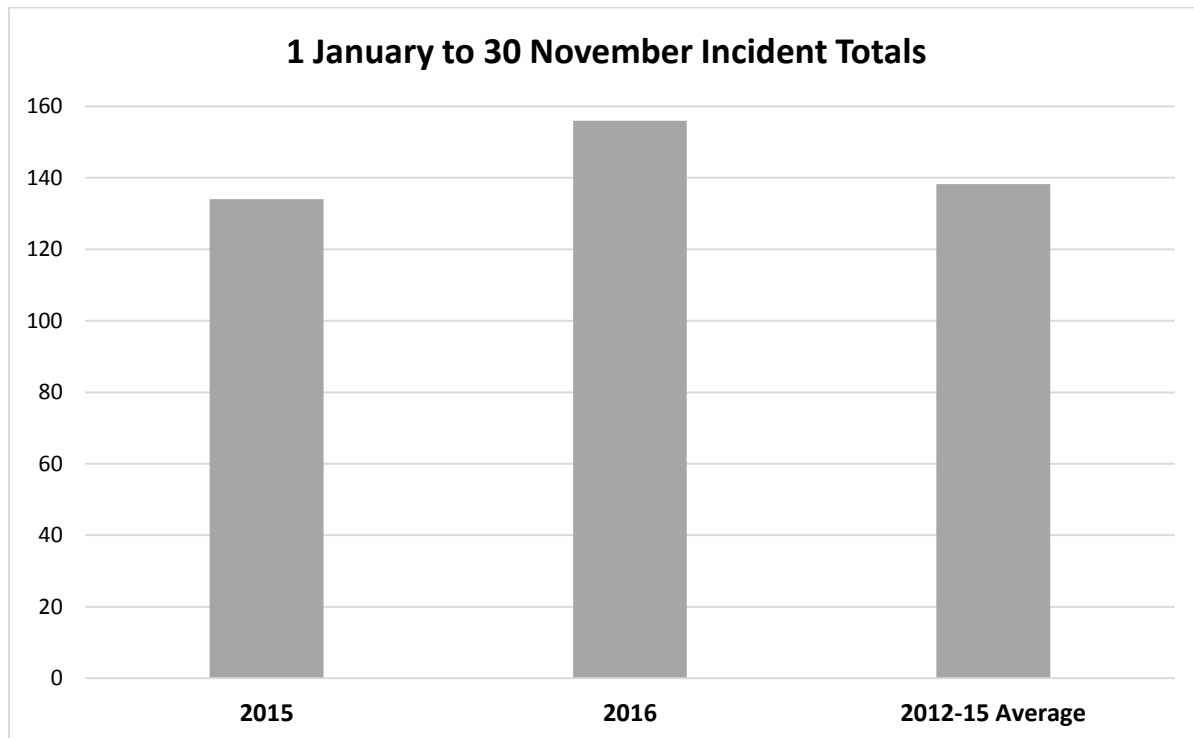
Outcome: Fire drill at vulnerable occupancy, accidentally called fire department.

30 November:

Fire - vehicle

Morris Turnberry

Outcome: Vehicle total loss.



### **FINANCIAL IMPACT**

FDNH activity continues to outpace our budget.

### **FUTURE CONSIDERATIONS**

Discuss future impacts of project or activity, if any

### **RELATIONSHIP TO STRATEGIC PLAN**

Goal 3. Ensure our community is healthy and safe.





## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** David Sparling  
**DATE:** 13/12/2016  
**SUBJECT:** Action items from annual emergency exercise  
**ATTACHMENTS:** none

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby approves this report for information purposes

### **EXECUTIVE SUMMARY**

These are the proposed corrective actions as a result of North Huron's annual emergency exercise.

### **DISCUSSION**

Recommended corrective actions as a result of our annual emergency exercise:

- 1) There is no cooling centre in Blyth with access to a generator. This needs to be addressed.
  - a. Action: This will be included in 2017 budget.
- 2) Need for training.
  - a. New staff (has completed IMS 100), but needs to become more familiar with North Huron's plan.
  - b. Councillors need more training.
  - c. Action: Will be doing a thorough plan review with applicable staff and councillors in 2017. Previous administration declined training for councillors. If it is available again will be made available to them.
- 3) Establish a program sub-committee to better develop emergency plans for Blyth Municipal Campground emergencies.
  - a. Action: Will start this in February 2017.
- 4) Modify weather siren protocols for Blyth Municipal Campground.
  - a. Action: Already completed.

### **FINANCIAL IMPACT**

A generator of sufficient capacity will cost approximately \$50,000.

### **FUTURE CONSIDERATIONS**

The proposed generator will be included in 2017 budget proposals.

The recommended staff and council training will be provided in house in 2017.

The recommended campground program sub-committee will be struck in February 2017.

### **RELATIONSHIP TO STRATEGIC PLAN**

Goal 3. Ensure our community is healthy and safe.



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David Sparling  
Director Fire & Emergency Services



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Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, Chief Administrative Officer  
**DATE:** 12/19/2016  
**SUBJECT:** Administration Activities  
**ATTACHMENTS:** Peter Pickfield Legal Opinion re: Crown Patents

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## **RECOMMENDATION:**

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

## **EXECUTIVE SUMMARY**

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

## **DISCUSSION**

### **1. General Administration Matters:**

- a. North Huron has been asked to host the Maitland Valley Conservation Authority Annual Meeting on February 15 in the Council Chambers at 7:00 p.m. CAO accepted the request on behalf of Council.
- b. The Director of Finance, Clerk and CAO attended the Huron County Clerks and Treasurer's meeting on December 9<sup>th</sup>. Updates were provided by the County of Huron, MPAC, MMAH, the 2018 electronic election working group. There was discussion about developing protocol for public consultation on various matters.
- c. Attended the CAO Forum on December 1<sup>st</sup> in London. Various Ministries were present to provide updates on their programs. The results of a CAO survey relating to the challenges, opportunities and shifts in municipal government culture were shared.
- d. Ontario West Municipal Conference – North Huron and Morris Turnberry CAOs gave a presentation for one of the concurrent workshops at the Ontario West Municipal Conference on December 2<sup>nd</sup>. The session had the highest registration of all of the concurrent workshops, denoting a growing interest in shared services among municipalities.

### **2. Human Resources:**

- a. Health and Safety – A joint MT/NH meeting was held with Public Sector Health and Safety Association to discuss how they can provide assistance to develop the health and safety program for the Shared Services project. They have submitted a proposal and work plan to conduct an assessment of existing documentation and make recommendations on how a joint health and safety program could be structured for the Shared Services project. A full report will be presented to both councils in January.
- b. Performance Evaluations – Department heads are working on performance evaluations for all staff in December and early January.

- c. Recruitment Update: The posting for the Environment Services Coordinator closed on December 16<sup>th</sup>. Interviews will be conducted in early January.
- d. Human Resources Committee: A Human Resources Committee meeting was held on November 24<sup>th</sup>. The format of the HR Committee has typically been a round table discussion where representatives for each department can bring forward HR concerns and policy updates can be communicated back to departments through the representatives. There are some concerns with this format. Confidential matters should not be discussed in an open forum. There are no terms of reference for the committee, leaving the mandate unclear. A review of the North Huron Human Resources Program will be included in the CAO's Work Plan for 2017. Morris Turnberry and North Huron policies will be blended. The future of the Human Resources committee will be assessed in the program review.

### **3. Economic Development:**

- a. A meeting was held with North Huron Economic Development Officer to review the current slate of projects and ongoing tasks to begin identifying priorities for the 2017 Departmental Work Plan. The Work Plan will be presented in conjunction with 2017 budget deliberations.
- b. Attended a meeting of the Airport Committee on November 29<sup>th</sup>. Andrew Kemp, Huron County Economic Development Officer was in attendance. Andrew has developed Terms of Reference to supplement the Richard LeVan Airport Feasibility Study completed by the Director of Recreation and Facilities. The study will explore regional benefit of both the Goderich and Wingham Airports, as well as shared service opportunities.
- c. A Townhall/info session for the Canadian Centre for Rural Creativity will be held on January 12th in Blyth from 6:30 to 9:30pm. Location to be determined.

### **4. Planning & Development:**

- a. Attended a Sourcewater Protection meeting on November 25<sup>th</sup> in Holmesville. Presentations included a Natural Heritage Plan Technical Document Overview, Draft Natural Heritage Plan Implementation Strategy, Legal Opinion regarding Crown Patents by Peter Pickfield, Lawyer, Garrod and Pickfield. (Legal Opinion Attached)
- b. Site Plan Control Process – A meeting was held at the Howick Township office on November 21<sup>st</sup>, with MT, NH and Howick Planners, CBO Livingston and CAO Chambers, ACT Michie and Clerk, Carol Watson. A draft revised site plan by-law was circulated for review to bring the three municipalities into conformity. The County will be incorporating the revisions suggested at the meeting and the by-law will be brought forward for consideration when complete.

### **5. Project Updates:**

- a. OPP Costing Update – Scheduled a meeting with Sergeant Kevin Hummel of the Municipal Policing Bureau to discuss next steps in the OPP costing process.
- b. ESTC Business Plan – KPMG has presented a draft Operation and Financial Review report. The document has been reviewed by the Director of Fire and Emergency Services, the Director of Finance and the CAO. KPMG has been invited to attend a Council meeting in January to make a presentation on the report. The report outlines three possible options for the future operation of the ESTC. The options presented in the report are generalized, and will warrant further investigation before staff is able to make a recommendation on the preferred alternative. A meeting was held with the

Huron County Director of Economic Development Ron Gaudet and Huron County Economic Development Officer Andrew Kemp to discuss the draft document. They recommended that Council decide on a preferred option and prepare a more detailed business plan before it would be feasible to seek support from the Huron County Economic Development Board.

c. Shared Services

- i. Preparation of a detailed yearend report for the Shared Services Project is in progress. The report will provide a financial analysis to December 31st, and measure progress against an expanded list of deliverables that were identified in the Concept Report. Successes and challenges will be discussed, and prioritization of key tasks will be identified for inclusion into the 2017 Shared Services Work Plan.
- ii. Attended a meeting with Morris Turnberry ACT Michie and Howick Clerk Carol Watson to obtain feedback on the Shared Services Building Department Contract following implementation.

**FINANCIAL IMPACT**

N/A

**FUTURE CONSIDERATIONS**

N/A

**RELATIONSHIP TO STRATEGIC PLAN**

GOAL # 4

Our administration is fiscally responsible and strives for operational excellence.

A handwritten signature in black ink, appearing to read 'Sharon Chambers', is written over a horizontal line.

Sharon Chambers, CAO

**Peter Pickfield**

9 Norwich St. W

Guelph, ON N1H 2G8

Telephone: (519) 837-0500

Fax: (519) 763-2204

Email: pickfield@garrodpickfield.ca

**FILE NO: 11822**

**DELIVERED**

November 24, 2016

Huron County Water Protection Steering Committee  
Huron County Planning and Development  
57 Napier Street, Goderich,  
Ontario, N7A 1W2

Dear Committee Members:

**RE: Legal Opinion: Municipal Authority to Protect Natural Heritage Features**

**Summary:** *Our firm has been asked to provide an opinion on three legal questions that have emerged from public consultation process for the development of the County of Huron's Natural Heritage Plan. The questions related to the legislative authority of the County to establish planning policies and zoning requirements under the Planning Act to protect natural heritage resources in the context of private property rights. Based on our legal review we can confirm the following respect to these three questions:*

- 1. The fact that lands were transferred by way of Crown Patent to provide ownership does not establish a priority of private rights over municipal planning authority or somehow supersede a municipality's authority to regulate land use through an official plan or zoning by-law.*
- 2. There are no constitutional protections in the British North America Act (incorporated into the Constitution Act in 1982), Canadian Charter of Rights and Freedoms, and no restrictions to municipal powers established under the Municipal Act, that allow a property owner to refuse to consent to an official plan or zoning by-law applying to his or her land. A municipality's authority to regulate land use is delegated to it by the province, whose own authority is derived from the provinces' legislative authority established pursuant to subsections 92(13) and 92(16) of the Constitution Act.*
- 3. The re-designation of lands through changes to a municipal official plan to an environmental protection designation, or even the "down zoning" of such is not the equivalent of expropriation and does not trigger an obligation on the part of the municipality to compensate the land owner for potential diminution of property value. If, however, the municipality is seeking to designate and/or rezone lands for a public purposes, such as conservation lands, public park space or a trail, it cannot obtain approval for such designation until it has indicated its intention to acquire the lands.*

## **Introduction/Background**

The County of Huron is in the process of conducting a public planning process for the development of its Natural Heritage Plan (NHP). A key document under public discussion is the proposed “*Huron Natural Heritage Plan Implementation Strategy*” which sets out specific recommendations for amendments to the County Official Plan, and potential changes to local official plans and local zoning by-laws, to implement more restrictive policies and regulations to protect the County’s natural heritage features and systems.

The County has held two open houses to receive comments on the NHP. During the public consultation process three questions have arisen which have legal dimensions. The questions can be summarized as follows:

1. *If a property owner has a Crown Patent for his or her farm, does this affect the municipality’s authority to regulate development on private land with the official plan or zoning by-law?*
2. *Does the British North America Act, the Canadian Charter of Rights and Freedoms (“Charter”), or the Municipal Act provide the authority for a property owner to not consent to have the official plan or zoning by-law apply to his or her respective property?*
3. *If a government authority designates land as Natural Environment, is this the equivalent of expropriating the land?*

All three questions relate to the legislative authority of municipalities to utilize the County Official Plan, lower-tier Official Plans and zoning provisions to protect natural heritage features.

The Huron County Water Protection Steering Committee will be meeting on November 25<sup>th</sup> to discuss the draft Natural Heritage Plan. You have asked our firm to prepare a legal opinion with respect to the three questions and to attend at the meeting to discuss our findings and conclusion.

Our opinion on each of these questions is set out below. Please note that in arriving at this opinion we have reviewed the *Huron Natural Heritage Plan Implementation Strategy*, a summary of the public comments prepared by County staff, and all relevant statutes and case law.

## **Analysis**

**Question 1:** *If a property owner has a Crown Patent for his or her farm, does this affect the municipality’s authority to regulate development on private land with the official plan or zoning by-law?*

A Crown Patent is a legal document that is used to transfer land held by the federal or provincial government to a private owner. Dating back to the 1790s, a Crown Patent is common originating document for establishing property rights for privately-owned lands. As noted on the Province of Ontario web site, a Crown Patent for a property would typically include:

- the name of the person buying the property from the Crown;
- the purchase price;
- a description of the land

- the date of the patent; and
- any conditions or reservations the patent was subject to when it was issued.

Conditions refer to the restrictions that Crown may have placed on the use of the land when the patent was issued. As an example of this, the Provincial website notes some patents state that the land was only to be used for agricultural purposes. Reservations are rights held back under Crown ownership at the time the Crown Patent is issues such as mineral rights, tree cutting rights or the right to construct roads through the property.

There is a commonly held perception that the property rights on lands granted through Crown Patents supersede the powers of government to regulate those lands. The law does not support this.

By way of explanation, the Canadian Constitution (Section 92(13) of the Constitution Act, 1867) allocates jurisdiction over "Property and Civil Rights" to the provinces. This gives the Province of Ontario broad powers to pass laws which affect property and associated rights.

The issue has also specifically been determined in the Courts. The leading case is the 2012 decision of the Court of Appeal, *R v Mackie*<sup>1</sup>, which upheld the principle that the provinces have clear jurisdiction to legislate land use as delegated through the *British North America Act*. In addition, the Court in that case held that the Crown Patent was not designed to limit or reduce the provincial government's powers but to "make more effectual provision for (the provincial government's) recognized jurisdiction pursuant to the law."

Other cases have upheld this principle. In the 2016 Ontario Court of Justice case *Desmarais v Fort Erie*<sup>2</sup>, the Court held that Crown Patents are found all over the province, and "there is nothing in the conveyance from the Crown which...suggests that a Crown Patent has paramountcy over a municipality's ability to regulate private property." In the 2016 Ontario Court of Justice case *Port Hope v Elgasuani*<sup>3</sup>, a property owner submitted that since the original grant of the land was from the Crown and the municipality had never owned the land, the municipality had no right to control what he did with the property. However, the Court rejected this submission, holding that "a Crown Patent does not limit or reduce the Provincial government's powers to regulate land use."

In summary, it is a well-established principle, rooted in Canadian constitutional law, that a Crown Patent does not supersede a municipality's authority to regulate land use through an official plan or zoning by-law.

***Question 2: Does the British North America Act, incorporated into the Constitution Act in 1982, the Canadian Charter of Rights and Freedoms, or the Municipal Act provide the authority for a property owner to not consent to have the official plan or zoning by-law apply to his or her respective property?***

***a. Constitution Act, 1982 (British North America Act***

As noted above, in Canada, the provinces have been granted broad constitutionally-enshrined powers to pass laws that regulation private property rights, In *Desmarais v Fort Erie*, the Court confirmed

<sup>1</sup> [R. v. Mackie, \[2012\] O.J. No. 4718](#)

<sup>2</sup> *Desmarais v. Fort Erie (Town)*, [2016] O.J. No. 1424

<sup>3</sup> *Port Hope (Municipality) v. Elgasuani*, [2016] O.J. No. 1860

that the authority for a province to enact laws regarding private property and to control activities on private land is derived from subsections 92(13) and 92(16) of the *Constitution Act*, 1867, which state the following:

92. *In each Province the Legislature may exclusively make Laws in relation to Matters coming within the Classes of Subjects next hereinafter enumerated; that is to say,*

...

13. *Property and Civil Rights in the Province*

...

16. *Generally all Matters of a merely local or private Nature in the Province.*

This conclusion was also upheld by *R v Mackie*<sup>4</sup> following the 1978 Ontario Court of Justice case, *Hamilton Harbour Comm. v Hamilton*<sup>5</sup>. In the latter case, the Court provided that “legislative authority to control the use of land generally undoubtedly belongs to the Province under s.92 of the B.N.A. Act within head 13 ... or head 16 ...”

The court in *Port Hope v Elgasuani* found that under the *British North America Act*, 1867 and all subsequent amendments thereto, the provinces have exclusive jurisdiction to legislate in relation to property and civil rights and that municipalities in Ontario have been delegated by the Province the authority to limit property rights through the *Planning Act* and the *Building Code Act*.

#### **b. Canadian Charter of Rights and Freedoms**

There is no question that the protections established under the *Canadian Charter of Rights and Freedoms* (the “*Charter*”) apply to legislative and regulatory action by the provincial government including all matters within the authority of the provincial legislature, which includes the regulation of property rights. Also, as previously mentioned, provinces have delegated their authority to legislate regarding property rights to municipalities. Therefore, municipal zoning by-laws cannot infringe on a person’s rights under the *Charter*. This was affirmed in the 1986 Ontario Court of Justice case *Milton v Emmanuel Baptist Church*, which stated that “municipal legislation must be construed in the light of the *Charter*.”<sup>6</sup>

The *Charter* itself, however, does not enshrine property right protections. In the 2003 OMB case *Brighton (Municipality) Official Plan Amendment No. 20 (Re)*<sup>7</sup>, the appellant landowners opposed the Environmental Protection designation applied to their properties. One of the appellants claimed that the official plan designation would restrict the use of his property in a manner “contrary to the *Canadian Bill of Rights*, the *Charter of Rights and Freedoms* and case law.” The Board rejected this claim. It stated that although the *Charter* can be applied to the *Planning Act* and its applications before the OMB, it contains no express provision protecting private property rights. The Board also stated that section 1 of the *Canadian Bill of Rights* does provide for the right of the individual to enjoyment of property and the right not to be deprived thereof, except by due process of law; however, subsection 5(3) states that the *Bill* only extends to matters within the federal legislative authority. Since matters under the *Planning Act* fall within provincial jurisdiction, the *Bill of Rights* has no application to these matters.

<sup>4</sup> *R. v. Mackie*, *supra*, note 1

<sup>5</sup> *Hamilton Harbour Commissioners v. City of Hamilton et al.*, [1978] O.J. No. 3555

<sup>6</sup> *Milton (Town) v. Emmanuel Baptist Church*, [1986] O.J. No. 1506

<sup>7</sup> [Brighton \(Municipality\) Official Plan Amendment No. 20 \(Re\)](#), [2003] O.M.B.D. No. 837 [“*Brighton OPA 20*”]

### ***c. Municipal Act***

The *Municipal Act* does not establish a municipal obligation to obtain consent from property owners before establishing the official plan or zoning by-law requirements on his or her respective property. In fact, the *Municipal Act* has no bearing on this issue. While the *Municipal Act* allocates a broad range of regulatory and administrative decision-making powers to Ontario municipalities, the municipal decision-making authority under consideration in this case is established pursuant to the *Planning Act*. Further, neither the *Planning Act* nor any other statute requires property owners' consent for municipal planning decisions. Municipalities are not only empowered to make such decisions but have an obligation to do so in the exercise of their responsibilities under the *Planning Act*.

The recourse of any property owner, or indeed any member of the public, if they wish to challenge a municipal planning decision, is through an appeal to the Ontario Municipal Board for a full hearing on the planning merits of the municipality's decision. It should be noted that the right of appeal is restricted to appeals based on valid planning grounds. An appeal cannot simply be based on an assertion of property rights.

### ***Summary: Question 2***

A municipality's authority to regulate land use is delegated it by the province, whose own authority is derived from subsections 92(13) and 92(16) of the *Constitution Act*. There are no provisions in the *British North America Act*, *Charter*, or *Municipal Act* that allow a property owner to refuse to consent to an official plan or zoning by-law applying to his or her land.

Finally, it is interesting to note that the Ontario Municipal Board has also opined that land-use regulation does not necessarily run counter to the principles of private property rights. . The Board in the 1994 OMB case *Di Biase v Tiny*<sup>8</sup> held that restrictions on what the appellant property owner wished to do on his land "enhanced the experience of place for all." As a result, such restrictions could not be viewed as denying the appellant's private property rights. The Board explained that "in all liberal democratic societies, people voluntarily agree to confine their private property rights in some specified ways to maximize them in other ways", understanding that such confinement results in "stability of competition and sense of security for all." The Board asserted that land use regulation through instruments such as official plans and zoning by-laws gives "common property rights some status along with individual private property rights."

### ***Question 3: If a government authority designates land as Natural Environment, is this the equivalent of expropriating the land?***

There is no question that the implementation of official plan policies and zoning requirement to more rigorously protect environmental features and systems, as proposed in the *Huron NHP Implementation Strategy* has the potential to impose additional restrictions and requirements on the use of private lands by property owners. This is a common factor in evolving municipal land use planning documents and instruments which are approved by municipalities to meet more restrictive provincial policies and current best land use planning requirements. Again, it is well established law that such restrictions do not in and of themselves constitute "expropriation of property" rights that would impose on the municipality an obligation to compensate property owners.

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<sup>8</sup> *Di Biase v. Tiny (Township)*, [1994] O.M.B.D. No. 485

The lead case is a 1986 Ontario Court of Appeal decision, *Re Salvation Army, Canada East and Minister of Government Services*<sup>9</sup>. The case dealt with a claim for compensation by a property owner based on the fact that the municipality had “down-zoned” the property. Downzoning means a change in zoning to reduce the amount of permitted development on that land. For example, the term “down-zoning” would apply in the case where a new official plan designation and associated zoning amendment imposed more restrictions on development rights on private lands than previous zoning for the property. The court confirmed that down-zoning land in and of itself does not give rise to a claim for compensation. This principle has been followed in a number of Ontario Municipal Board decisions including the oft-quoted decision in *Re: Brighton OPA* (“*Brighton*”).

The Board in *Brighton* also cited the 1978 OMB case *Re Nepean (Township) Restricted Area By-law 73/76*<sup>10</sup> which established another important and oft-quoted principle known as the “Nepean Principle”. The “Nepean Principle provides that if a municipality requires private property for public use, it needs to show an intention to expropriate the land for the Board to approve this use. By way of explanation, one of the appellants in *Brighton* claimed that the designation of his property for Environmental Protection had caused an 80-percent diminution in his property value and he demanded compensation. The Board dismissed this claim for compensation. Applying the Nepean Principle, the Board found that there was no evidence the municipality or the Province was intending to use the appellants’ property for a public purpose. The Board also mentioned that each appellant had a residential dwelling on a portion of their property and that lawful use would continue to be permitted.

In summary, the case law confirms that a municipal decision to effectively reduce property rights through “down-zoning: does not constitute a de facto “expropriation of property right”, nor does it trigger an obligation on the part of the municipality to compensate the land owner. If, however, the purpose of the “down-zoning” is a “public purpose” such as establishing a park or community trail, the municipality must show an intention to expropriate that land. Accordingly, the property owner in such a case is likely entitled to compensation through the expropriation process. However, if a municipality has downzoned land without any intention to use it for a public purpose, the property owner is not entitled to any compensation.

## Conclusions

Three legal questions that have emerged from the public consultation process for the development of the County of Huron’s Natural Heritage Plan. The questions related to the legislative authority of the County to establish planning policies and zoning requirements under the Planning Act to protect natural heritage resources in the context of private property rights. Based on our legal review we can confirm the following respect to these three questions:

1. The fact that lands were transferred by way of Crown Patent to provide ownership does not establish a priority of private rights over municipal planning authority or somehow supersede a municipality’s authority to regulate land use through an official plan or zoning by-law.
2. There are no constitutional protections for property rights in the *British North America Act* (incorporated into the *Constitution Act* in 1982), *Canadian Charter of Rights and Freedoms*, and no restrictions to municipal powers established under the *Municipal Act*, that allow a property owner to refuse to consent to an official plan or zoning by-law applying to his or her land. A

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<sup>9</sup> *Salvation Army, Canada East and Minister of Government Services*, 53 O.R. (2d) 704

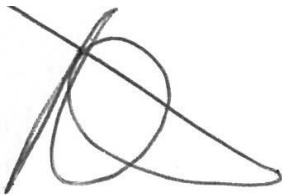
<sup>10</sup> *Nepean (Township) (Re)*, [1978] O.M.B.D. No. 1

municipality's authority to regulate land use is delegated to it by the province, whose own authority is derived from the provinces' legislative authority established pursuant to subsections 92(13) and 92(16) of the *Constitution Act*.

3. The re-designation of lands through changes to a municipal official plan to an environmental protection designation, or even the "down zoning" of such is not the equivalent of expropriation and does not trigger an obligation on the part of the municipality to compensate the land owner for potential diminution of property value. If, however, the municipality is seeking to designate and/or rezone lands for public purposes, such as conservation lands, public park space or a trail, it cannot obtain approval for such designation until it has indicated its intention to acquire the lands.

I will be in attendance at tomorrow's Huron County Water Protection Steering Committee to present the results of our legal review of these issues, and answer any questions that Council may have. I look forward to meeting you then.

Yours truly,

A handwritten signature in dark ink, appearing to be 'Peter C. Pickfield', written in a cursive style.

Peter C. Pickfield

cc. Susanna Reid, RPP, MCIP, Planner







Dear Municipal Manager,

Union Gas has experienced an increase in the occurrence of laneways or unopened road allowances (“municipal highways”) being sold by a municipality, and the purchaser then looking to build structures on or make modification to the property. In some cases there are natural gas pipelines on these former municipal highways.

To avoid any potential liabilities related to relocation costs, a public safety risk or frustrated relations with ratepayers who have purchased a property from the municipality, we would like to respectfully remind you of the terms under the franchise agreement we have in place. The agreement states that it is necessary to notify Union Gas prior to a sale and, if feasible, to ensure a new easement is in place.

The franchise agreement between your municipality and Union Gas states;

**11. Alternative Easement**

The Corporation agrees, in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence, to give the Gas Company reasonable notice of such proposed sale or closing and, if is feasible, to provide the Gas Company with easements over that part of the highway proposed to be sold or closed sufficient to allow the Gas Company to preserve any part of the gas system in its then existing location. In the event that such easements cannot be provided, the Corporation and the Gas Company shall share the cost of relocating or altering the gas system to facilitate continuity of gas service, as provided for in Paragraph 12 of this Agreement.

The definition of “highway” under the franchise agreement;

"highway" means all common and public highways and shall include any bridge, viaduct or structure forming part of a highway, and any public square, road allowance or walkway and shall include not only the travelled portion of such highway, but also ditches, driveways, sidewalks, and sodded areas forming part of the road allowance now or at any time during the term hereof under the jurisdiction of the Corporation;

To avoid any issues, we ask that prior to the sale of such land, you contact our Lands Department at [ONTUGLLandsINQNorth@uniongas.com](mailto:ONTUGLLandsINQNorth@uniongas.com) if you are in Northern Ontario or [ONTUGLLandsINQ@uniongas.com](mailto:ONTUGLLandsINQ@uniongas.com) if you are in Southwest, Central or Eastern Ontario. Once notified, Union Gas can confirm whether any natural gas infrastructure is located within the property to be sold.

We would ask that you please circulate this communication to any members of your team who may be involved in this process, including your municipal legal and public works department.

We look forward to working with you to support such land transactions. If you have any questions or concerns, please feel free to contact your local Union Gas representative or Matthew Jackson, Manager, Municipal Affairs & Franchise Relations at [mgjackson@uniongas.com](mailto:mgjackson@uniongas.com) or 226-989-2019 for more information.

Sincerely,

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

Matthew Jackson  
Manager, Municipal Affairs & Franchise Relations

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## **NEWS**

**December 16, 2016**

**FOR IMMEDIATE RELEASE**

### **South West LHIN Board decision on residential hospice in Huron Perth anticipated in early 2017**

The decision on residential hospice planning in Huron Perth is expected to be made by the South West LHIN Board in early 2017. To inform its decision, the LHIN Board will rely on the advice of the Hospice Palliative Care Leadership Committee and LHIN staff. Recommendations on the Huron Perth Residential Hospice approach, number of residential hospice beds and their locations in Huron Perth have been received for LHIN Board consideration and approval.

The Leadership Committee met on December 15, 2016 and accepted the report of the Huron Perth Hospice Palliative Care Collaborative. The Committee put forward the recommendation that the South West LHIN support the establishment of a two-site residential hospice for the Huron Perth area with 6 beds in Stratford and 4 beds in the Clinton area. This recommendation came with the understanding that it ensures optimal access for all residents in Huron Perth and will position the communities to provide a high quality, sustainable service.

The South West LHIN is appreciative of the strong community interest in this work and recognizes that many local communities are actively fundraising and planning for a local community hospice. The LHIN values the input of communities and partners to inform our planning and decision-making processes. Final details of the proposal to the board will be made public in early 2017 on the South West LHIN website as part of the South West LHIN Board package: [southwestlhin.on.ca/boardandgovernance/BoardMeetings](http://southwestlhin.on.ca/boardandgovernance/BoardMeetings)

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#### **For more information**

Contact Ashley Jackson, Director of Communications and Community Engagement at 519-672-0445 or [healthiertomorrow@lhins.on.ca](mailto:healthiertomorrow@lhins.on.ca).



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 19/12/2016  
**SUBJECT:** OCIF Formula Based Agreement  
**ATTACHMENTS:** N/A

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby enters into an Ontario Community Infrastructure Fund (OCIF) Formula-Based Component agreement with Her Majesty the Queen in Right of Ontario;

AND FURTHER THAT Council approves and exception to Section 19.1 of the Procedural By-law to allow the By-law #116-2016 to be passed at the December 19, 2016 meeting.

## **EXECUTIVE SUMMARY**

The Province has provided funding details under the Ontario Community Infrastructure Fund (OCIF) for the period from 2017-2019 under the Formula-based component subject to the execution of a signed agreement. The Province created the Ontario Community Infrastructure Fund to: (1) provide stable funding to help small communities address critical core infrastructure needs in relation to roads, bridges, water and wastewater; (2) further strengthen municipal asset management practices within small communities; and (3) help small communities use a broad range of financial tools to address critical infrastructure challenges and provide long term financial support for the rehabilitation and repair of core infrastructure for those in most need. The Township received \$92,375.00 under this program in 2016 which was allocated to the Patrick Street Reconstruction project.

## **DISCUSSION**

The agreement must be executed in order to receive the funding. The eligible project categories include: a) the development and implementation of asset management plans, and b) capital projects for core infrastructure assets which include: Water, Wastewater, Roads and Bridges and Culverts. Schedule D of the Agreement outlines further details on the eligible and ineligible projects. The funding can be banked for up to 5 years to address larger infrastructure projects.

## **FINANCIAL IMPACT**

Formula Based Funding 2017-2019

2017	\$153,031.00
2018	\$215,706.00
2019	\$321,930.00

## **FUTURE CONSIDERATIONS**

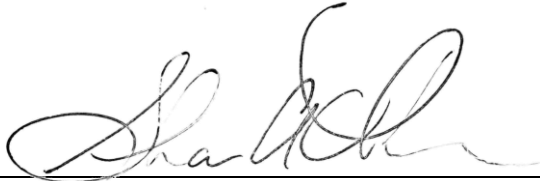
The above listed amounts will be included in future budgets for the term of the agreement.

**RELATIONSHIP TO STRATEGIC PLAN**

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

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Donna White, Treasurer



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Sharon Chambers, CAO



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 19/12/2016  
**SUBJECT:** Aquatic Centre Boiler Replacement  
**ATTACHMENTS:**

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby endorses the expenditure under section 2.7 Emergency Purchases of the North Huron Procurement Policy, for the replacement of the Aquatic Centre Boiler and the Repair of the second Boiler for the estimated total price \$13,480.00

### **EXECUTIVE SUMMARY**

The Aquatic Centre has two boilers to support heating the water and air in the facility. One of the boilers is in need of repair, and the other boiler is no longer working and unable to be repaired, and requires replacement. This is an emergency repair, and the work has been ordered as per the Procurement By-Law for emergency repairs, section 2.7. This report is for Council information.

### **DISCUSSION**

The two boilers in the aquatic centre were recommended for replacement in the MNE engineer's report on the status of the aquatic centre mechanical equipment received April 2016. The two boilers were scheduled for replacement as part of the future aquatic centre renovation project.

A review of the equipment was ordered by staff because the air temperature was not achieving set levels in the aquatic centre. It was discovered that one of the boilers is not working and beyond repair. The other boiler is functioning at 30% and would require some repairs to continue to operate at greater capacity until the renovation project. Staff ordered a replacement boiler and repair work on the remaining boiler.

This is an emergency repair, so there was not time for collection of competitive quotes. The vendor service provider, Cliff Mann Mechanical Ltd. was hired as per our contract on labour and mark up pricing with this vendor.

### **FINANCIAL IMPACT**

Annually, the department budgets \$20,000 for emergency repairs on facilities that are not anticipated. This year Council authorized some of those funds to be directed to replacing an air conditioner unit at the Police Station, and new basement insulation for the airport. Staff are using the remaining funds in this account for the boiler replacement and repair project at the Aquatic Centre at the NHWCC:

General Facility Repair Fund:	\$20,000
Police Station Air Conditioner:	-\$3,973.73
Airport Insulation:	-\$3,690.00
Balance Remaining:	\$12,336.27

Quote for boiler project:	
Replacement Boiler:	\$9,980.00
Remove existing:	\$ 500.00
Estimated installation costs:	\$3,000.00
Total estimate:	\$13,480.00

Any overage above the amount in the 2016 General Facility fund (\$12,336.27) will be paid out of the 2016 NHWCC Building and Equipment repairs and maintenance budget. As of December 14, 2016, there was a balance of \$1,759.40 available in the Aquatic Centre Equipment and Repairs budget for 2016.

#### **FUTURE CONSIDERATIONS**

The future aquatic centre renovation project will have the boiler replacement, and other mechanical upgrades to improve air quality. Replacing the second boiler will be part of that project.

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

Our administration is fiscally responsible and strives for operational excellence.  
Our community is healthy and safe



---

Pat Newson, Director of Recreation and Facilities



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Sharon Chambers, CAO



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 19/12/2016  
**SUBJECT:** Children's Centre Flooring Replacement  
**ATTACHMENTS:**

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby authorizes an amendment to the 2016 North Huron budget to include a capital expenditure for the final phase of the Day Care Flooring Replacement Project in the amount of \$13,751.70;

AND FURTHER THAT a transfer from the Day Care Reserve Fund for up to \$1,500.00 be authorized to offset the project costs in conjunction with the funding received from Huron County and the remaining available funds in the operating budget.

### **EXECUTIVE SUMMARY**

The Township initiated a floor removal and replacement project at the North Huron Children's Centre in 2015. On November 29, 2016, the facility was fortunate to receive \$11,600 toward the project from Huron County, which is a significant contribution to allow for completion of the project.

### **DISCUSSION**

In 2015 the Township initiated a project to remove and replace the flooring at the North Huron Children's Centre that contained asbestos. In 2015 the project received \$6,052 of funding from Huron County, and a total of \$11,500 was spent to remove some of the flooring. It was recognized that this project would take 2-3 years to complete as budgets would permit.

In December 2016, North Huron received \$11,600 from Huron County to continue the project. The cost to remove all the remaining flooring is \$13,751.70. Staff are recommending that funds available in the building repairs and maintenance fund from the 2016 operating budget be used to supplement the project, and that up to \$1,500 of funds from the Day Care Reserve fund be allocated to this project, so that it can be completed.

The Children's Centre is closed from December 24, 2016 - January 8, 2017 and staff hope to use this window of time to complete the project, if the supplier can receive the product in time to capitalize on this installation window. In order to expedite the project, staff have ordered the supplier/installer to prepare for removal and replacement of up to the \$11,600 of funds supplied by Huron County. Staff are requesting authorization to use funds in reserves to complete the required work. Because the Centre is occupied 50 weeks of the year, performing this work is difficult unless the Christmas shutdown can be used. If not, this work must take place during evenings and weekends, which requires additional labour to set up and take down for each work time period.

**FINANCIAL IMPACT**

Total project expense:	\$13,751.70
Funding from Huron County:	\$11,600.00
Balance:	\$2,151.70

2016 Repairs Budget Balance	\$1,196.51 (assumes no further repairs in 2016)
Balance:	\$955.19

Staff are requesting up to \$1,500 from reserves to ensure the project has sufficient funds, if additional repairs and maintenance on the facility are required before the end of the year. Only the required amount will be used from the reserve account.

**FUTURE CONSIDERATIONS**

Once the flooring is removed and replaced, this project will be complete and the presence of asbestos in the building will be fully eliminated. The Municipal Asbestos Management Plan will be updated to reflect this.

**RELATIONSHIP TO STRATEGIC PLAN**

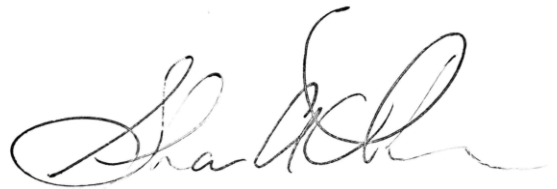
Our Community is Healthy and Safe.

Our administration is fiscally responsible and strives for operational excellence.



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Pat Newson, Director of Recreation and Facilities



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Sharon Chambers, CAO



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** David Sparling, Director of Fire and Emergency Services  
**DATE:** 19/12/16  
**SUBJECT:** Pre-budget approval required for FDNH capital items  
**ATTACHMENTS:**

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby authorizes pre-budget approval for the purchase of fire hose, pagers and radios at an estimated cost of \$10,500.00.

### **EXECUTIVE SUMMARY**

Equipment failures necessitate the replacement of fire hose, pagers and radios prior to the approval of the 2017 budget.

### **DISCUSSION**

4 large diameter (4") hoses failed their annual hose test, and 3 more failed during fire operations. This has left FDNH short 700' of firefighting hose. The estimated cost is \$7,750.00.

FDNH has insufficient working pagers for all personnel due to 4 pagers being un-repairable. FDNH is in a similar situation with 2 of our radios. The estimated cost is \$2,750.00.

All items would be sourced from current FDNH providers and would be consistent with existing equipment.

### **FINANCIAL IMPACT**

These items will be in our 2017 budget but are required now for proper FDNH fire operations. The total cost of these items is approximately \$10,500.

### **FUTURE CONSIDERATIONS**

n/a

### **RELATIONSHIP TO STRATEGIC PLAN**

Goal 3. Ensure our community is healthy and safe.

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David Sparling  
Director Fire & Emergency Services

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Sharon Chambers, CAO



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** David Sparling, Director of Emergency & Fire Services, Kathy Adams, Clerk  
**DATE:** 19/12/2016  
**SUBJECT:** Revisions to By-Law 54-2007  
**ATTACHMENTS:** Appendices Amendments

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby approves revisions to By-Law No. 54-2007 which adopted an emergency management program for the Township of North Huron, by passing By-Law 117-2016.

### **EXECUTIVE SUMMARY**

Council needs to approve annual revisions to By-law 54-2007 which adopted an Emergency Management Program for the Township of North Huron.

### **DISCUSSION**

#### **Appendix "A" Amendments:**

Emergency Response Plan has been amended to reflect staffing changes.

Critical infrastructure has been updated to reflect Veolia's management of water and sewer infrastructure, as well as the addition of the new well to Blyth's water infrastructure.

#### **Appendix "B" Amendments**

Updates to annual appointment of Community Emergency Management Coordinator, Alternates and Emergency Information Officer.

#### **Appendix "C" Amendments**

Update Emergency Management Program Committee.

### **FINANCIAL IMPACT**

n/a

### **FUTURE CONSIDERATIONS**

Plan will continue to be updated to reflect changes in municipality.

### **RELATIONSHIP TO STRATEGIC PLAN**

Goal 3. Ensure our community is healthy and safe.

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David Sparling  
Director Fire & Emergency Services

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Sharon Chambers, CAO

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Public Safety and Security	Emergency Operations Centre (EOC)	EOC primary	Municipal Office 274 Josephine St.	Township of North Huron	3
	Emergency Operations Centre (EOC)	EOC alternate	Wescast Complex 99 Kerr Dr., Wingham	Township of North Huron	3
	Emergency Operations Centre (EOC)	EOC alternate	ESTC 40193 Blyth Rd.	Township of North Huron	3
	Emergency Operations Centre (EOC)	EOC alternate	Belgrave Community Centre 12 Queen's St., Belgrave	Township of North Huron	3
	Fire-rescue services	Fire station	369 Josephine St. Wingham	Township of North Huron	4
	Fire-rescue services	Fire station	40193 Blyth Rd. Blyth	Township of North Huron	4
	Police services	Police station	273 Edward St. Wingham	Wingham Police	4
	Police services	Police station	30 Bristol Terrace Wingham	Ontario Provincial Police	4
	Medical transport	Ambulance station	62 North St. Wingham	County of Huron	4
	Medical transport	Non-urgent patient transfer station	86299 London Rd. East Wawanosh	Voyageur Patient Transfer Services	3
	Evacuation centre	Shelter/nutrition	Wescast Complex, 99 Kerr Dr., Wingham	Township of North Huron	3
	Evacuation centre	Shelter/nutrition	Blyth Community Centre., 370 Gypsey Ln., Blyth	Township of North Huron	3
	Evacuation centre	Shelter/nutrition	Belgrave Community Centre, 12 Queen's St., Belgrave	Township of North Huron	3

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Continuity of Government	Township of North Huron	Municipal Office	274 Josephine St., Wingham	Township of North Huron	3
	County of Huron	Municipal Office	Court House Square	County of Huron	3
	Province of Ontario	MPP Office	408 Queen St., Blyth	MPP Lisa Thompson	2
	Canada	MP Office	30 Victoria St. N., Goderich	MP Ben Lobb	2

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Water	Water Storage	Water Standpipe	199 John St., Wingham	Veolia Water	4
	Wastewater & sewage treatment	Sewage pumping station Storm & sanitary sewers	120 Josephine St., Wingham	Veolia Water	4
	Wastewater & sewage treatment	Sewage pumping station Storm & sanitary sewers	173 Thuell St., Blyth	Veolia Water	4
	Wastewater & sewage treatment	Sewage treatment plant	117 North St., Blyth	Veolia Water	4
	Wastewater & sewage treatment	Sewage treatment plant	60 Lloyd St., East Wawanosh	Veolia Water	4
	Water distribution	Water mains	Water mains throughout township	Veolia Water	4
	Water distribution	Wingham well #4	23 Albert St., Wingham	Veolia Water	4
	Water distribution	Wingham well #3	209 Water St., Wingham	Veolia Water	4
	Water distribution	Blyth Wells #1 & #2	201 Thuell St., Blyth		4
	Water distribution	Blyth Well #3	377 Gyspey Lane., Blyth	Veolia Water	4
	Water distribution	Belgrave well	Morris-Turnberry	Veolia Water	4
Food	Food distribution	Grocery stores	55 Josephine St., Wingham	Dean's Valu Mart	3
	Food distribution	Grocery stores	100 David St., Wingham	Wingham Foodland	3
	Food distribution	Grocery stores	389 Josephine St., Wingham	Wingham Mini Mart	3
	Food distribution	Grocery stores	209 Drummond St., Wingham	Scrimgeour's Food Market	3
	Food distribution	Grocery stores	8 Queen's St., Belgrave	Belgrave Variety	3

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Telecommunication Systems	911 Communication	911 Facilities	Ontario	Bell Canada	4
	Telephone (wired)	Copper wire, switching equipment, telephone poles	Township of North Huron	Bell Canada	4
	Telephone (cellular)	Cell towers	39810 Moncrieff Rd., East Wawanosh no 911 # London Rd., East Wawanosh	Rogers Bell Canada	4
	AM/FM/TV station &	Station & transmission	215 Carling Terrace, Wingham 85765 London Rd., East Wawanosh	AM/FM: Blackburn TV: Bell Media	3
	Mail Delivery	Post office	449 Queen St., Blyth 303 Josephine St., Wingham	Canada Post	3
	Internet	Transmission wires	Blyth Ward	Tuckersmith Communications	3
	Internet	Transmission wires	Wingham Ward	Hurontel	3
	Internet	Transmission wires	Blyth Ward	Tuckersmith Communications	3

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Electricity	Electrical transmission & distribution	Transformer sub station 1 & 2	414 Minnie St. & 356 Carling Terrace Wingham	Westario Power	4
	Electrical transmission & distribution	Transmission & distribution lines	Blyth Ward	Hydro One	4
	Electrical transmission & distribution	Transmission & distribution lines	East Wawanosh Ward	Hydro One	4
	Electrical transmission & distribution	Transmission & distribution lines	Wingham Ward	Westario Power	4

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Gas & Oil	Natural gas	Distribution service lines	Township of North Huron	Union Gas	4
		Distribution service lines	East Wawanosh Ward	Northern Cross Energy	3
		Pumping station	39902 Belfast Rd., East Wawanosh	Northern Cross Energy	3
		Pumping station	Westfield St.	Union Gas	4
		Pumping station	Arthur St. (closed) & Water St.	Union Gas	4
	Petroleum	Gas station	50 North St. West, Wingham	Suncor/Foxton Fuels	3
		Gas station	161 Josephine St., Wingham	C. E. MacTavish Ltd.	3
		Gas station	383 Queen St., Blyth	Radford's Gas	3
		Distribution Terminal	50 North St. West	Suncor/Foxton Fuels	3

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Financial services	Bank Facilities	Bank	55 Josephine St., Wingham	Bank of Montreal	3
	Bank Facilities	Bank	442 Queen St., Blyth	CIBC	3
	Bank Facilities	Bank	14 Victoria St. E., Wingham	CIBC	3
	Bank Facilities	Bank	43 Alfred St. W., Wingham	Libro Credit Union	3
	Bank Facilities	Bank	228 Josephine St., Wingham	TD Canada Trust	3

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Health System	Hospital	Hospital	55 Josephine St., Wingham	Wingham & District Hospital	4

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Transportation	Airport	Small Jet Runway	40647 Amberley Rd.	Township of North Huron	3
	Highways & road	County Roads: Amberley, Blyth, Belgrave & London Roads	Township of North Huron	County of Huron	4
	Highways & road	Municipal Roads	Township of North Huron	Township of North Huron	4
	Snow removal, street maintenance, utility maintenance	Dump trucks w/plow blades, sand & salt storage facilities	Township of North Huron works sheds: 435 Minnie St., Wingham 441 Josephine St., Wingham 435 Mill St., Blyth 39498 Belgrave Rd., East Wawanosh	Township of North Huron	4
	Snow removal, street maintenance, utility maintenance	Dump trucks w/plow blades, sand & salt storage facilities	County of Huron works shed: 86284 London Rd., East Wawanosh	County of Huron	4
	Bus Lines	Evacuation	86469B London Rd., East Wawanosh	Montgomery's Bus Lines	3
	Public transit	Seniors, persons with disabilities	131 John St., Wingham	One Care	3

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## EXECUTIVE SUMMARY

### Introduction

This Plan has been prepared in order to provide key officials, agencies, and departments within the Township of North Huron with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned parties be made aware of its provisions and that every official, agency, and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following paragraphs provide an overview of the background and some of the highlights of this Plan.

### Background

Provincial legislation entitled “The Emergency Management and Civil Protection Act RSO (1990) Chapter E.9 Regulation 380/04, is the primary authority enabling municipalities to develop their own Emergency Plan.

An emergency is defined as, “ **a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.**”

The Legislation which is short titled “The Emergency Management and Civil Protection Act RSO (1990) Chapter E.9 Regulation 380/04 , April 15/03” states that the “Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.”

**The Council of the Township of North Huron passed By-law No. 54-2007 which approved the Township of North Huron’s Emergency Response Plan as part of the Township’s Emergency Management Program.**

### Short Title

This emergency plan may be cited as the Township of North Huron **Emergency Plan**.

## **DEFINITIONS AND RELEVANT TERMS**

1. **Administrative Assistant – North Huron Administration**  
The Administrative Assistant – North Huron Administration will assume the role of scribe for the Emergency Control Group.
2. **Administrative Assistant – Recreation Department**  
The Administrative Assistant – Recreation Department will assume the role of Citizen Inquiry Supervisor.
3. **Chief Administrative Officer**  
Chief Administrative Officer for the Township of North Huron will assume the role of Public Information Officer.
4. **Chief Building Official**  
Building Official or alternate for the Township of North Huron.
5. **Citizen Inquiry Service**  
A service established by the Emergency Control Group to respond to and redirect inquiries and reports from the public. Appointed staff will be responsible for answering enquiries under the direction of the Head of Council or designate.
6. **Clerk**  
The Clerk or alternate for the Township of North Huron.
7. **Community Emergency Management Coordinator**  
The Community Emergency Management Coordinator will be the Fire Chief for the Township of North Huron.
8. **Director of Public Works**  
The Director of Public Works or alternate for the Township of North Huron.
9. **Director of Recreation and Facilities**  
The Director of Recreation and Facilities or alternate for the Township of North Huron.
10. **Emergency Area**  
The area in which the emergency exists.
11. **Emergency Control Group**  
That group of individuals directing those services necessary for mitigating the effects of the emergency. The Clerk is responsible for co-ordinating the operations within the Emergency Operations Centre.

**12. Emergency Operations Centre**

The location from which the Emergency Control Group operates.

**13. Emergency Site Manager**

Appointed by the Emergency Control Group to ensure the agencies responding to the site of the emergency are co-ordinated in their response. The Emergency Site Manager communicates directly with the Clerk at the Emergency Control Group.

**14. Fire Chief**

The Chief of the Fire Department of North Huron, or Duty Chief thereof.

**15. Fire Prevention Officer**

The Fire Prevention Officer from the Fire Department of North Huron.

**16. Head of Council**

The Head of Council will be the Reeve or Deputy Reeve for the Township of North Huron.

**17. Inner Perimeter**

A restricted area in the immediate vicinity of the emergency scene as established by the On-Scene Commanders (police/fire/Huron Paramedic Services). Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

**18. Media Information Centre**

The location at or near the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. This location will be determined by the Emergency Information Officer.

**19. Medical Officer of Health**

Medical Officer of Health or alternate for the County of Huron.

**20. On-Scene Media Information Centre**

The location at or near the scene from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Scene Media Spokesperson, with the approval of the Emergency Site Manager.

**21. On-Scene Media Spokesperson**

The On-Scene Media Spokesperson is appointed by the Emergency Site Manager at the time of the emergency. This person is responsible for co-ordinating the fast, accurate dissemination of information to the media from the On-Scene Media Information Centre.

The Spokesperson will also work closely with the Emergency Information Officer to ensure that information released to the media from the scene is consistent with information being released from the Media Information Centre.

**22. Outer Perimeter**

The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

**23. Public Information Officer/Emergency Information Officer**

During an emergency the CAO or alternate for the Township of North Huron will be the Public Information Officer.

**24. Reception/Evacuation Centre**

A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. When possible, use schools, since in most cases they make ideal Evacuation Centres.

**25. Recovery**

The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

**26. Representative Huron Paramedic Service**

A designated representative of the Huron County Huron Paramedic Service.

**27. Social Services Support Group**

The group of Social Service Department Staff responsible for the dissemination of information between the Commissioner of Social Services and the Reception/Evacuation Centre Managers. This group is also involved in obtaining resources required by the Commissioner and/or the Reception/Evacuation Centre(s).

**28. Solicitor**

The Solicitor as contracted by the Township of North Huron.

**29. Transportation Co-ordinator**

During an emergency, the Transportation Co-ordinator will be appointed by the Emergency Control Group.

**30. Triage**

The sorting and allocation of treatment/transport to patients or victims according to a system of priorities designed to maximize the number of survivors.

**31. Wingham Police Chief / Ontario Provincial Police Sergeant**

The Chief of Police of the Wingham Police Service catchment area or alternate or a Sergeant of Ontario Provincial Police catchment area.

## **PART I - INTRODUCTION, AIM, ALERTING SYSTEM, EMERGENCY OPERATIONS CENTRE**

### **1. Introduction**

- a) Emergencies are defined as situations, or the threat of impending situations, abnormally affecting the lives and property of our society which, by their nature or magnitude, require a co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. fire fighting, police activities, normal hospital routines, Huron Paramedic Services routines.
- b) While most peacetime emergencies could occur within the geographical area of responsibility of the Township of North Huron, those most likely to occur are floods, tornadoes, hurricanes, blizzards, epidemics, transportation accidents involving hazardous material, air crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

### **2. Aim**

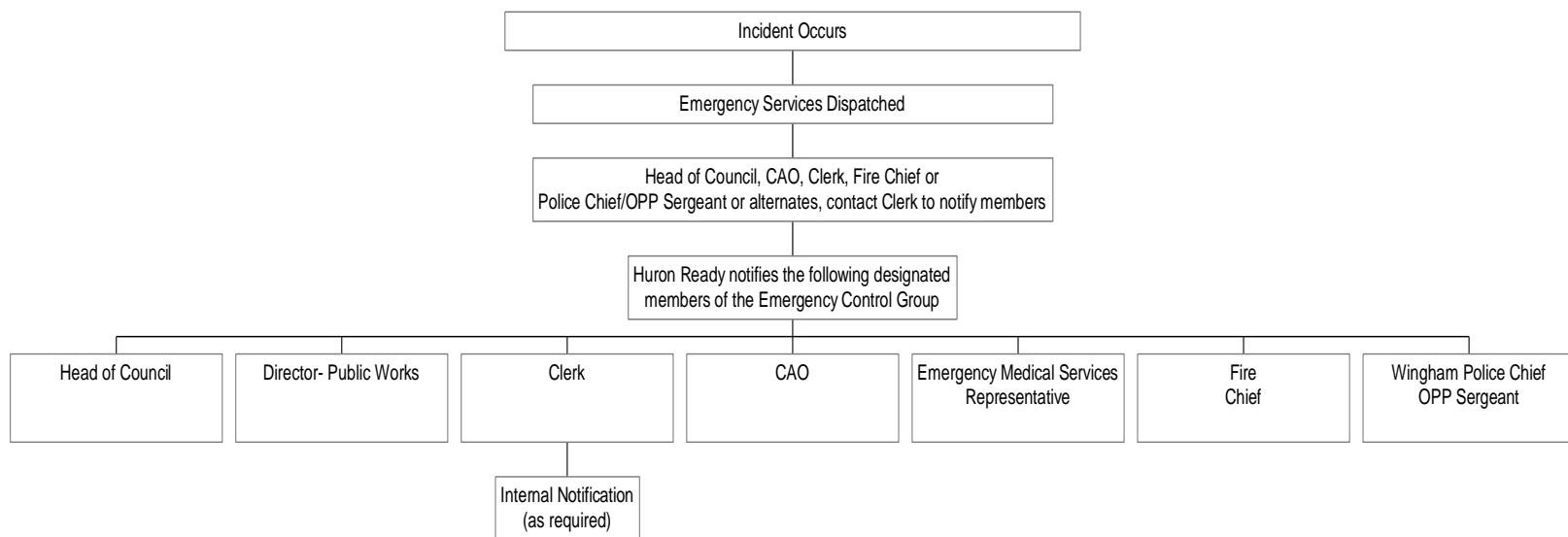
- a) The aim of the Township of North Huron Emergency Plan is to outline a plan of action for the efficient deployment, and co-ordination of the Municipality's services, agencies and personnel to provide the earliest possible response to:
  - (i) protect and preserve life and property;
  - (ii) assist the County of Huron and/or other area municipalities as requested;
  - (iii) minimize the effects of the emergency on the Township of North Huron; and
  - (iv) restore essential services.

### 3. Emergency Control Group Notification

- a) The Head of Council, CAO, Clerk, Wingham Police Chief/Ontario Provincial Police Sergeant, Fire Chief (or alternates) may request that Huron Ready activate the Emergency Control Group Notification.
- b) Emergency Control Group Notification is illustrated in Diagram 1 below.
- c) Huron Ready activation instructions are in Appendix 3

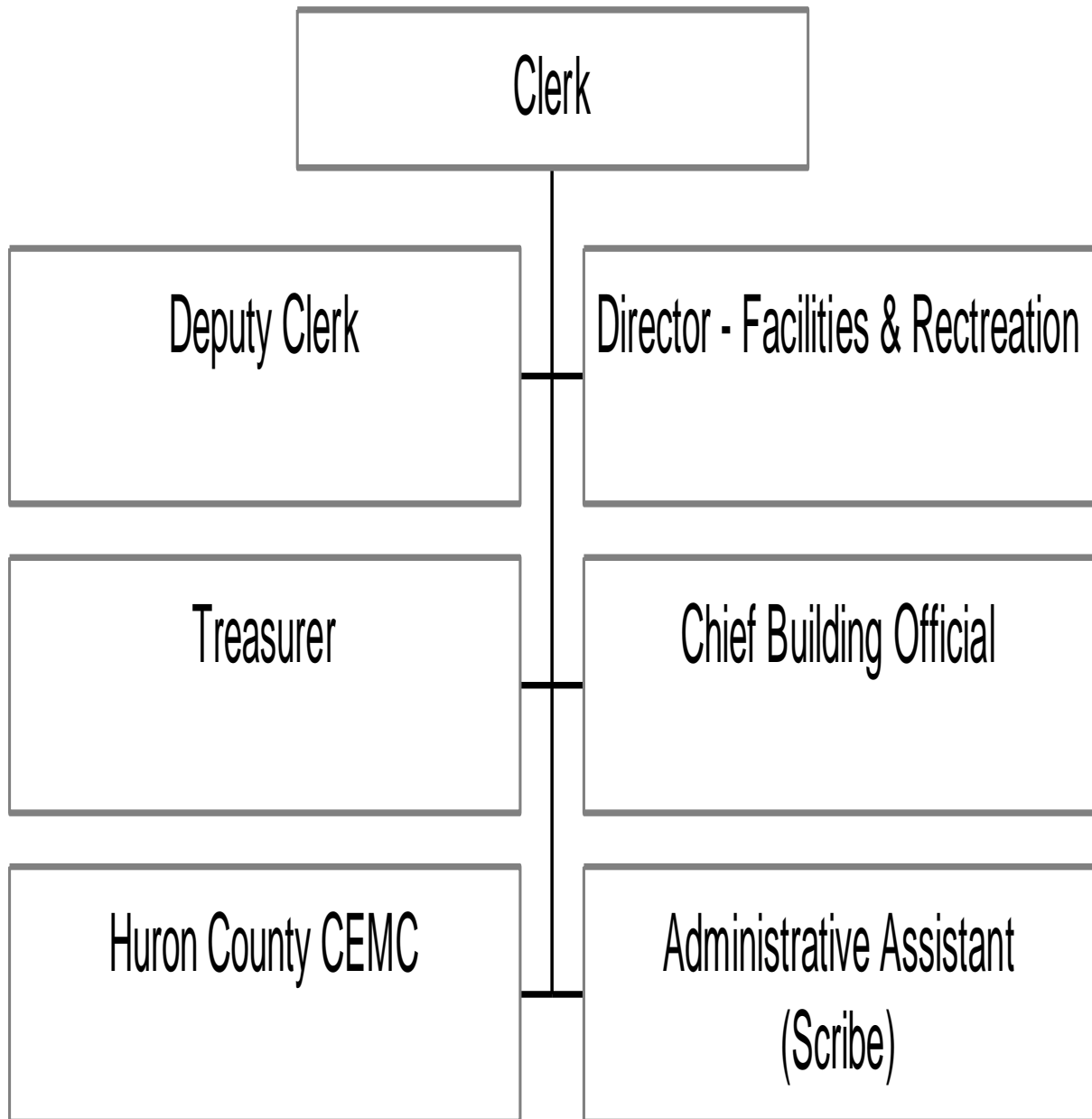
#### Diagram #1/See Appendix #1 for Contact Information

## Emergency Control Group Notification



**Diagram #2/See Appendix #2 for Contact Information**

## Internal Notification



#### 4. Emergency Operations Centre

- a) Introduction and usage of the Emergency Operations Centre:
- (i) In the event of an emergency, an Emergency Operations Centre will be established in the Municipal Offices. The Emergency Control Group, the Support and Advisory Staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Clerk is responsible for the co-ordination of all operations within the Emergency Operations Centre.
  - (ii) The Emergency Operations Centre will consist of:
    - a meeting room for the Emergency Control Group which is the Council Chambers;
    - a Communications Room (Main Office);
    - a room for the Health and Social Services Support Groups;
    - rooms for support and advisory staff and other groups as required; and
    - a Media Information Centre and Press Conference Area (Auditorium).
- b) Location
- (i) The primary location of the Emergency Operations Centre is the North Huron Municipal Office – “Council Chambers.”
- c) Emergency Control Group Meeting Room
- (i) The Emergency Control Group requires a secure and quiet meeting room adjacent to the Communication Room.
  - (ii) To promote an effective emergency meeting, this room requires:
    - a map(s) of suitable scale, depicting up-to-date information related to the emergency;
    - a visual board depicting up-to-date status information on the emergency;
    - a recording device suitable for recording Emergency Control Group meetings (optional);
    - telephone(s) for outgoing calls only.

d) Communication Room

- (i) While the Emergency Control Group is engaged in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate Communication Room must be established in close proximity to the Emergency Control Group Room.
- (ii) To be effective, the Communication Room will be Main Office in the Municipal Offices and requires:
  - a map(s) of suitable scale depicting up-to-date information related to the emergency;
  - a visual board depicting up-to-date status information on the emergency;
  - a chronological log of all significant communications and events related to the emergency;
  - sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of cellular telephones with batteries and/or back-up generators should be considered; and
  - each emergency or support service with radio communication equipment to utilize this equipment in the Communication Room.
- (iii) The Emergency Control Group should designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assist as otherwise required.
- (iv) These communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Emergency Control Group and other key locations.

e) Communications Manager

- (i) A Communications Manager will be designated by the Clerk to co-ordinate activities and communications within the Communication Room. The Communications Manager (and possibly an Assistant) will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or a municipal employee with emergency planning experience, as available.
- (ii) The Communications Manager will be responsible for:
  - providing the Clerk with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
  - providing assistance to the communicators in relation to communication equipment problems, where possible and practical;
  - co-ordinating and prioritizing the flow of messages between the Communication Room and the Emergency Control Group, and other desired groups or locations;
  - maintenance of a chronological log of significant communications and events;
  - maintenance of a situation or status board;
  - maintenance of a map(s) containing vital information relative to the emergency.

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**PART II - DECLARATION OF AN EMERGENCY****5. Action Prior to Declaration**

- a) When an emergency exists, but has not yet been declared to exist, Township employees may take such action(s) under this Emergency Plan as is necessary to protect the lives and property of the inhabitants of the Township of North Huron.

**6. Municipal Emergency**

- a) The Head of Council, is responsible for declaring that a municipal emergency exists within the boundaries of the Township. This decision is made in consultation with other members of the Emergency Control Group.
- b) Declaration is to be faxed to 416-314-0474
- c) Upon such declaration, the Head of Council notifies:
  - (i) Provincial Emergency Operations Centre– (416) 314-0472, (416) 314-0473 or 1-866-314-0472;
  - (ii) The Council of the Township of North Huron;
  - (iii) The Head of Council ensures that the public, the media and neighbouring municipality's Officials are also advised of both the declaration and termination of an emergency.
  - (iv) The Head of Council ensures the notification of the M.P. and the M.P.P.
- d) All decisions by the Emergency Control Group (as appropriate) affecting the lives and property of the inhabitants within the Township of North Huron shall be made in consultation with the Head of Council of the Township.

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**PART III - TERMINATION OF EMERGENCY****7. Municipal Emergency**

- a) A municipal emergency may be declared terminated at any time by:
  - (i) The Head of Council; or
  - (ii) The North Huron Council; or
  - (iii) The Premier of Ontario.
  
- b) Upon termination of a Municipal Emergency, the Head of Council notifies:
  - (i) the Council; and
  - (ii) Provincial Emergency Operations Centre—  
(416) 314-0472, (416) 314-0473 or 1-866-314-0472;
  - (iii) the Head of Council ensures notification of termination to public, media and neighboring municipal officials is completed.

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**PART IV - REQUEST FOR PROVINCIAL ASSISTANCE****8. Request for Provincial Assistance**

- a) Under certain circumstances, departments or agencies responding in accordance with the Township of North Huron Emergency Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall **not** be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.
- b) When the resources of the Township of North Huron are deemed insufficient, then the Head of Council may request assistance from the Province of Ontario.

Assistance may be requested from Office of the Fire Marshal and Emergency Management at any time. Office of the Fire Marshal and Emergency Management maintains a 24-hour duty roster and can be reached at (416) 314-0472, (416) 314-0473 or 1-866-314-0472;

Office of the Fire Marshal and Emergency Management can co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, Office of the Fire Marshal and Emergency Management is prepared to send a Staff member(s) to the Township of North Huron to provide provincial liaison.

- c) The Emergency Management and Civil Protection Act RSO (1990) Chapter E.9 Regulation 380/04 states that the Premier of Ontario may:
  - (i) upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and
  - (ii) exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and

- (iii) where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in the emergency area, whether under an Emergency Plan or otherwise is subject to the direction and control of the Premier; and
- (iv) require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part thereof that is not within the jurisdiction of the municipality, and may direct and control the provision of such assistance.

**PART V - EMERGENCY CONTROL GROUP****9. Composition**

- a) The Emergency Control Group is comprised of persons holding the following positions, or their appropriate alternates:
  - (i) Head of Council
  - (ii) Council representative
  - (iii) CAO
  - (iv) Clerk
  - (v) Fire Chief/Duty Fire Chief
  - (vi) Director of Public Works
  - (vii) Wingham Police Chief/Ontario Provincial Police Sergeant
  - (viii) Huron County Community Emergency Management Coordinator, as Required
  - (ix) Medical Officer of Health, as Required
  - (x) Huron Paramedic Service representative, as Required
  - (xi) Community Emergency Management Coordinator/alternate
  - (xii) Emergency Site Manager
- b) Additional personnel called or added to the Emergency Control Group may include:
  - (i) Administrative Assistant – North Huron Administration (scribe)
  - (ii) Huron County Community Emergency Management Coordinator
  - (iii) Maitland Valley Conservation Authority representative;
  - (iv) Provincial representative;
  - (v) Any other officials, experts, representatives or North Huron staff deemed necessary by the Emergency Control Group.
- c) The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Emergency Control Group may not require the presence of all the people listed on the Control Group, this shall not preclude the notification of all members of the Emergency Control Group.

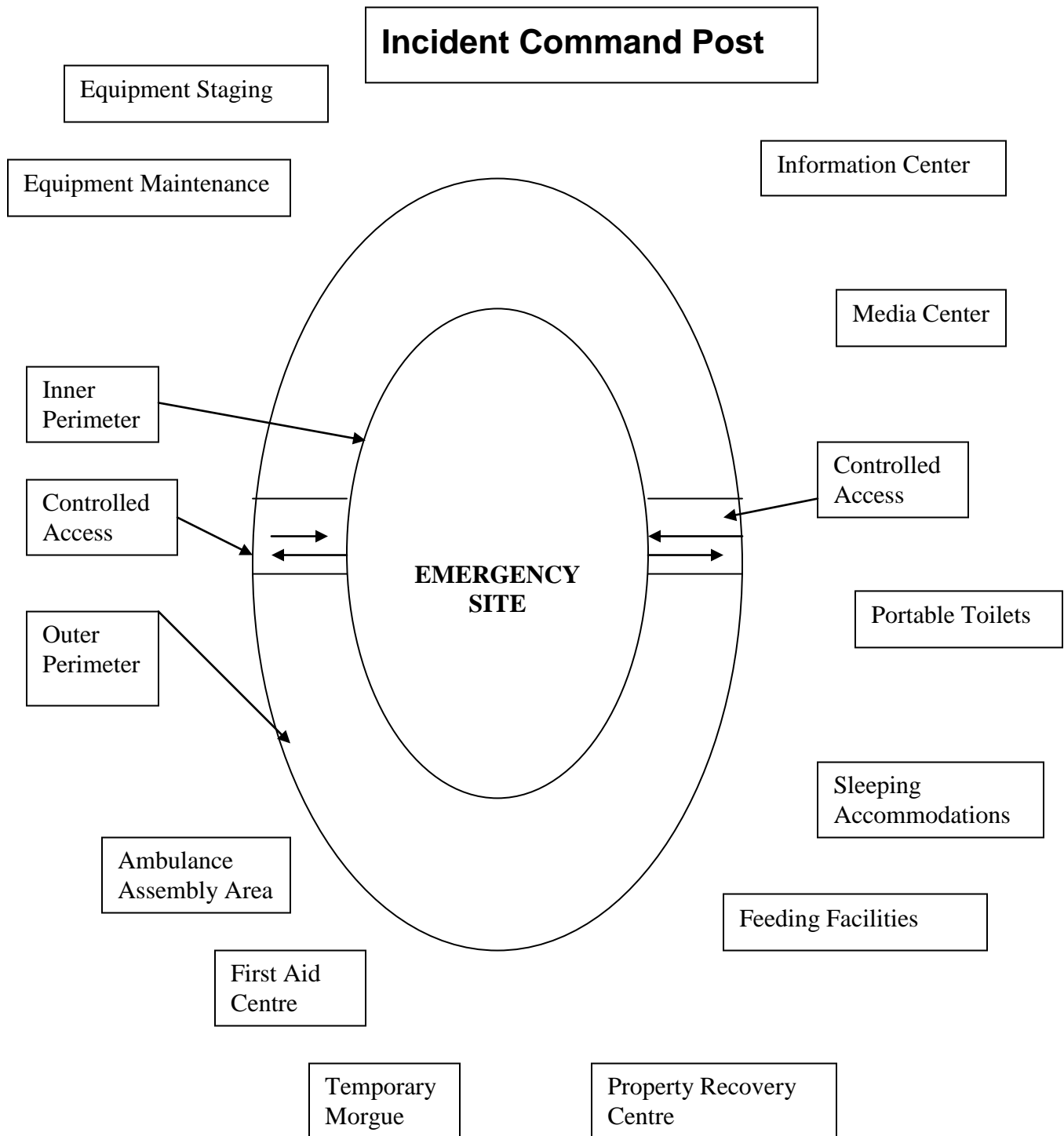
**10. Group Responsibilities**

- a) The actions or decisions which the Emergency Control Group are likely to be responsible for are:
  - (i) calling out and mobilizing their emergency service, agency and equipment;
  - (ii) co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
  - (iii) determining if the location and composition of the Emergency Control Group are appropriate;
  - (iv) advising the Head of Council as to whether the declaration of an emergency is recommended;
  - (v) designating any area of the Municipality as an “emergency area” (see Diagram 3).
  - (vi) ensuring that an Emergency Site Manager has been appointed
  - (vii) co-ordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
  - (viii) discontinuing utilities or services provided by public or private concerns, e.g. hydro, water, gas, closing down a shopping plaza.
  - (ix) arranging for services and equipment from local agencies not under Municipal control, e.g. private contractors, volunteer agencies, service clubs;
  - (x) notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal control as considered necessary.
  - (xi) determining if additional volunteers are required and if appeals for volunteers are warranted;
  - (xii) determining if additional transport is required for evacuation or transport of persons and/or supplies;
  - (xiii) ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;

- (xiv) determining the need to establish advisory group(s) and/or sub-committees;
- (xv) authorizing expenditure of monies required to deal with the emergency;
- (xvi) prior to the termination of an emergency, the Emergency Control Group will decide on who/how the community will be returned to its pre-emergency state via a Recovery Management Plan.
- (xvii) notifying the service, agency or group under their direction, of a declaration or termination of the emergency;
- (xviii) maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency as required;
- (xix) participating in the debriefing following the emergency;
- (xx) providing required support for on-site emergency workers during and post incident;
- (xxi) providing administrative and logistical support for any Township of North Huron service, which may become involved.
- (xxii) providing critical incident stress management for members of the Emergency Operating Centre
- (xxiii) recognize that the trauma suffered by citizens may need to be addressed through critical incident stress management

**Diagram #3 – The Emergency Area**

**Emergency Site Design**



## **11. Individual Responsibilities**

### **a) Head of Council**

The Head of Council is ultimately in charge of the emergency and will be the Chairman of the Emergency Control Group. The Head of Council, is also responsible for:

- (i) if required, activating the Emergency Control Group Notification through Huron Ready;
- (ii) declaring an emergency to exist;
- (iii) declaring an emergency to be terminated;
- (iv) notifying, via the Office of the Fire Marshal Emergency Management, the Minister of Community Safety & Correctional Services of the declaration of an emergency and the termination of the declaration of an emergency;
- (v) with the assistance of Municipal Staff, ensuring that the Municipal Councillors are advised of the declaration and termination of declaration of the emergency, and are kept apprised of the emergency situation;
- (vi) ensuring that the public, the media and neighbouring municipal officials are also advised of both the declaration and termination of an emergency.

**b) Clerk**

The Clerk for the Township of North Huron is responsible for:

- (i) if required, notifying the Emergency Control Group;
- (ii) if required, activating the Municipal Internal Alerting System;
- (iii) ensuring that a Communications Manager and an Assistant have been assigned to co-ordinate all communication operations within the Emergency Operations Centre;
- (iv) advising the Head of Council on Municipal Policies and Procedures, as appropriate;
- (v) ensuring that the Emergency Control Group adheres to a reporting or business cycle, whereby the Emergency Control Group acts at a pre-determined time to share information, identify issues and problems to be resolved at the Emergency Operations Centre;
- (vi) maintaining throughout the Emergency, an agenda of issues/problems, actions and solutions so that at each meeting an agenda of issues/problems previously identified and not resolved will be ready for review and discussion;
- (vii) advising the Deputy treasurer to notify the Emergency Support and Advisory Staff and any other Municipal Staff that are required;
- (viii) the provision of support Staff to assist the Emergency Control Group in the co-ordination, collection and dissemination of information relative to the emergency;
- (ix) ensuring that a communication link is established between himself/herself and the appointed Emergency Site Manager;
- (x) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

c) **Chief Administrative Officer**

The Chief Administrative Officer for the Township of North Huron is responsible for:

- (i) if required, activating the Emergency Control Group Notification through Huron Ready;
- (ii) if required, activating the Municipal Internal Alerting System;
- (iii) assuming or delegating the role of Public Information Officer
- (iv) the CAO will approve announcements and media releases prepared by the Emergency Control Group;
- (v) assuming any role of the Clerk the CAO deems appropriate

**d) Fire Chief**

The Fire Chief (or alternate) is responsible for:

- (i) if required, the Fire Chief may activate the Emergency Control Group Notification through Huron Ready;
- (ii) making arrangements for the required additional fire or emergency team responses with the Huron County Mutual Fire Aid Co-ordinator;
- (iii) advising the Emergency Control Group on matters concerning fire suppression and/or fire prevention in areas where the emergency has caused increased fire risks;
- (iv) the establishment of an inner-perimeter within the Emergency Area when the Fire Service is the lead agency;
- (v) the protection of life and property;
- (vi) providing an Emergency Site Manager if required;
- (vii) organizing and co-ordinating their fire fighting and rescue service;
- (viii) exercising control of the Fire Department, and any responding fire fighting apparatus and manpower, in the event of a Mutual Aid activation;
- (ix) liaising with the Mutual Fire Aid Co-ordinator as to the status and requirement of related activities;
- (x) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

**e) Director of Public Works**

The Director of Public Works is responsible for:

- (i) the maintenance, construction, and repair of Municipal roads;
- (ii) the maintenance of sanitary sewage and water systems;
- (iii) the provision of equipment for emergency pumping operations;
- (iv) liaising with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- (v) the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- (vi) if necessary, arranging for the inspection and demolition of unsafe buildings, as directed by the Municipal Chief Building Official;
- (vii) discontinuing any Engineering service or utility to any consumer as required;
- (viii) restoration of discontinued Engineering services as determined by the Emergency Control Group;
- (ix) liaising with the Maitland Valley Conservation Authority with respect to floods and flood-related emergencies;
- (x) providing Municipal vehicles and equipment as required by any other emergency services and ensuring that all vehicles and equipment are ready for immediate use;
- (xi) if necessary, liaising with Engineering for the County of Huron to ensure a co-ordinated response;
- (xii) procuring Staff to assist, as required;
- (xiii) providing an Emergency Site Manager if required;
- (xiv) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
- (xv) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

f) **Wingham Police Chief / Ontario Provincial Police Sergeant**

The Chief of the Wingham Police Service / Ontario Provincial Police Sergeant is responsible for:

- (i) if required, activating the Emergency Control Group Notification through the Huron Ready notification system;
- (ii) notification of necessary emergency municipal services as required;
- (iii) the establishment of an on-scene command post;
- (iv) ensuring that a communication link is established between the Emergency Control Group and the On-Scene Command Post;
- (v) the establishment of an inner-perimeter within the Emergency Area when the police service is the lead agency;
- (vi) the establishment of an outer-perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel;
- (vii) the provision of traffic control to facilitate the movement of emergency vehicles;
- (viii) alerting persons in danger by the emergency and the co-ordination of evacuees to Evacuation Centres;
- (ix) the designation and initial opening of appropriate Evacuation Centres, as required;
- (x) immediate alerting of the Huron County Community Emergency Management Coordinator regarding the location(s) of the Evacuation Centre(s) and the approximate time of arrival of the first evacuees;
- (xi) where time and circumstances permit, the initial designation of Reception/Evacuation Centres will be done in consultation with the Huron County Community Emergency Management Coordinator in order to ensure that the resources of the Reception/Evacuation Centre site(s) selected meet the needs of the evacuees;
- (xii) the protection of life and property and the provision of law and order;
- (xiii) the provision of police service at Evacuation Centres, morgues and other facilities as required;

- (xiv) notifying the coroner of fatalities;
- (xv) providing an Emergency Site Manager if required;
- (xvi) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling the responsibilities;
- (xvii) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency;

g) **Huron County Community Emergency Management Coordinator, as Required**

The Huron County Community Emergency Management Coordinator is responsible for:

- (i) Assisting with emergencies that extend beyond North Huron into other municipalities;
  - a) To ensure response efforts are co-ordinated
  - b) To assist in any other matters that are mutual amongst impacted municipalities
- (ii) Assisting with Evacuation Centres outside of the Township of North Huron;
- (iii) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

h) **Administrator of Huron County Ontario Works, as Required**

The Administrator of Huron County Ontario Works is responsible for:

- (i) the management, operation and staffing of Reception/Evacuation Centres with the assistance of the Health Department and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the Centres in accordance with the Huron County Ontario Works Emergency Response Plan;
- (ii) liaising with the Police Chief with respect to the establishment of Reception/Evacuation Centres and other areas of mutual concern;
- (iii) designation and arranging for opening (by contacting the appropriate person identified in the Reception/Evacuation Centre Site Listing) of additional/secondary Reception/Evacuation Centre(s), as required. Immediate notification of the Chief of the North Huron Police Service regarding the locations of additional/secondary Reception/Evacuation Centres. Liaising with the Commissioner of Community Health/Medical Officer of Health on areas of mutual concern regarding operations in Evacuation Centres;
- (iv) ensuring that a property representative of the Board(s) of Education is/are notified when a public or private facility or facilities is/are required as Reception/Evacuation Centre(s), and that Staff and volunteers utilizing the school facility or facilities take direction from the property representative(s) with respect to its/their maintenance, use and operation;
- (v) When volunteers are involved, ensuring that the Volunteer Registration Forms are completed and a copy of each form is retained for Municipal use. Where practical, providing each volunteer with a copy of the completed form. Where the registration form is not available, instruct Staff to record specifically required details. All completed forms must be forwarded as soon as possible to the Department Head of Community Services;
- (vi) participating in a debriefing and assisting the Emergency Planning Manager in the preparation of a report on the emergency.

**i) Medical Officer of Health, as Required**

The Medical Officer of Health is responsible for:

- (i) acting as a co-ordinating link for all health services at the Emergency Control Group;
- (ii) liaising with the Provincial Ministry of Health, Public Health Branch;
- (iii) liaising with the Huron Paramedic Service representative on the Emergency Control Group;
- (iv) providing advice on any matters, which may adversely affect public health;
- (v) providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- (vi) co-ordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- (vii) ensuring co-ordination of care of bed-ridden citizens and invalids at home and in Evacuation Centres during an emergency;
- (viii) ensuring liaison through the Community Care Access program with the Huron County Community Emergency Management Coordinator/ Huron Paramedic Service, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require Huron Paramedic Services transportation;
- (ix) ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating Public Health resources;
- (x) ensuring co-ordination of all efforts to prevent and control disease in the Municipality during an emergency;
- (xi) notifying the Municipality's Director of Public Works regarding the need for potable water supplies and sanitation facilities;
- (xii) assuring the implementation of casualty distribution procedures;
- (xiii) liaising with the Huron County Community Emergency Management Coordinator on areas of mutual concern regarding operations in Evacuation Centres;

- 
- (xiv) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
  - (xv) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

**j) Huron Paramedic Service Representative, as Required**

The Huron Paramedic Service representative is responsible for:

- (i) liaising with Police, Fire and other agencies active at the site of the emergency;
- (ii) liaising with the Medical Officer of Health;
- (iii) ensuring triage and treatment at the site of the emergency;
- (iv) liaising with hospitals for the efficient distribution of casualties;
- (v) assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the scene for these medical teams. NOTE: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive entrapment, etc;
- (vi) assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. Huron Paramedic Services buses, support units, paramedics, Huron Paramedic Services helicopters, etc. The representative of the Huron Paramedic Service is then responsible for forwarding all requests to the Huron Paramedic Services Communication Centre;
- (vii) in conjunction with the Huron Paramedic Services Communication Centre, providing the main radio and telephone communication link through dispatch among health services, and notifying and requesting assistance of the Ontario Ministry of Health, Emergency Health Services Branch;
- (viii) liaising through the Huron County Community Emergency Management Coordinator/ Medical Officer of Health / Community Care Access, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require Huron Paramedic Services transportation;
- (ix) assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- (x) ensuring that medical supplies are available at the emergency area and the Reception/Evacuation Centre(s);

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- (xi) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
  - (xii) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

**k) Community Emergency Management Coordinator**

The Community Emergency Management Coordinator (or alternate) is responsible for:

- (i) if required, assist the Clerk in activating the Township of North Huron Internal Alerting system;
- (ii) acting in a resource and advisory capacity to the Emergency Control Group and other emergency and support Staff on emergency planning matters, as required;
- (iii) co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required;
- (iv) maintain Emergency Operations Centre equipment and material;
- (v) schedule training of staff annually;
- (vi) review plan annually and comment;
- (vii) receive updates to Plan and update Plan.

**I) Emergency Site Manager**

- (i) the Emergency Site Manager (ESM) will be **appointed** by the Emergency Control Group from the lead agency involved in the specific type of emergency. Examples - fire incident/fire management - evacuation/police. Once appointed, this individual will no longer be responsible for the operations or command of their agency. The ESM shall report directly to the Clerk. Selection of the ESM will take into consideration the following:
- availability and approval of their agency;
  - training and field experience; and
  - knowledge of responding agencies, responsibilities and resources.
- (ii) the ESM, upon appointment by the Emergency Control Group, has the authority to:
- call meetings of the responding agency commanders for information sharing, establishing objectives in the site management, and prioritizing limited resources where applicable;
  - mediate conflicts between agencies and to contact the Clerk at the Emergency Control Group should he/she be unable to resolve the matter;
  - request assistance from responding agencies for communications and other emergency site management tools;
  - appoint an on-scene Media Spokesperson, i.e. police officer with media training background.
- (iii) the ESM is responsible for:
- ensuring that priorities, tasks and tactics have been established to contain the problem;
  - in consultation with the responding emergency service agencies, define the inner and outer perimeters;
  - ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency;
  - ensuring agencies address the needs of their Staff with regards to stress, fatigue, food, shelter and relief;

- 
- maintaining a communication link with the Clerk at the Emergency Control Group for the flow of accurate information and assistance in management of the emergency;
  - ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis;
  - monitoring the operation of the site management and make suggestions where appropriate;
  - exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc;
  - understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency;
  - where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Emergency Control Group is managing the day-to-day Municipal operations in our community;
  - participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

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**PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF****12. Emergency Support and Advisory Staff**

- a) The following Municipal Staff may be required to provide support, logistics and advice to the Emergency Control Group:
  - (a) Deputy treasurer
  - (b) Director of Recreation & Facilities
  - (c) Solicitor
  - (d) Treasurer
  - (e) Administrative Assistant (Administration)
  - (f) Administrative Assistant (Recreation)
  - (g) Transportation Co-ordinator
  - (h) Chief Building Official
  - (i) Fire Prevention Officer
  - (j) Manager-Employee & Business Relations
- b) Upon direction from the Clerk, the Manager-Employee & Business Relations notifies the required Emergency Support and Advisory Staff (and any other required Municipal Staff) to report to the Emergency Operations Centre.

**13. Individual Responsibilities****a) Deputy Treasurer**

The Deputy Treasurer is responsible for:

- (i) if required, assisting the Clerk in activating the Municipal Internal Alerting System;
- (ii) initiating the opening, operation and maintenance of the Emergency Operations Centre and staffing of switchboard at the Municipal Office, as the situation dictates;
- (iii) initiating the notification of the after hours answering service, and the management of the switchboard at the Municipal Office;
- (iv) initiating the opening and operation of the print shop at the Municipal Office, or making arrangements to find alternate printing facilities as the situation dictates for press releases/information flyers to citizens still located in their residences or at evacuation centres;
- (v) co-ordinating the provision of clerical Staff to assist in the Emergency Operations Centre, as required;
- (vi) upon direction from the Head of Council, ensuring that all members of the Municipal Council are advised of the declaration and termination of declaration of the emergency;
- (vii) upon direction from the Head of Council, arranging a special meeting(s) of Municipal Council as required, and advising members of Council of the time, date, and location of the meeting;
- (viii) procuring Staff to assist, as required;
- (ix) co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required.

b) **Director of Recreation and Facilities**

The Director of Recreation and Facilities for the Township of North Huron is responsible for:

- (i) arranging for the opening and maintenance of any other Municipal-owned facility or facilities, as required;
- (ii) providing security for the Emergency Operations Centre or arranging for security at any other Municipal-owned facility or facilities, as required;
- (iii) co-ordinating the maintenance and operation of feeding, sleeping and meeting areas at the Emergency Operations Centre, as required;
- (iv) liaising with the Treasurer for food and supplies, as required;
- (v) co-ordinating and processing requests for human resources;
- (vi) co-ordinating offers of and appeals for volunteers in conjunction with the Emergency Information Officer and under the direction of the Emergency Control Group;
- (vii) selecting the most appropriate site(s) for the registration of human resources;
- (viii) ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- (ix) liaising with Huron County regarding the completion/distribution of Volunteer Registration Forms.
- (x) receiving and maintaining all completed volunteer registration forms. After the termination of an emergency, this information must be delivered within 24 hours to the Clerk.
- (xi) ensuring identification cards are issued to volunteers and temporary employees, where practical;
- (xii) procuring Staff to assist, as required.

c) **Solicitor**

The Solicitor for the Township of North Huron is responsible for:

- (i) the provision of advice to any member of the Emergency Control Group and the Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Township of North Huron in its response to the emergency, as requested.

d) **Treasurer**

The Treasurer for the Township of North Huron is responsible for:

- (i) the provision of information and advice on financial matters as they relate to the emergency and the capabilities of the Township of North Huron;
- (ii) the provision and securing of equipment and supplies not owned by the Township of North Huron, as required by members of the Emergency Control Group and the Support and Advisory Staff, to mitigate the effects of the emergency;
- (iii) should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Clerk or alternate to resolve the matter;
- (iv) maintaining and updating a list of all vendors who may be required to provide supplies and equipment;
- (v) ensuring that records of expenses are maintained for future claim purposes;
- (vi) liaising with purchasing agents of other municipalities and cities, if necessary;
- (vii) liaising with the Provincial Officials with respect to the utilization of provincial emergency relief funds if applicable;
- (viii) liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds;
- (ix) setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding;
- (x) procuring Staff to assist, as required.

e) **Administrative Assistant - North Huron Administration**

The Administrative Assistant – North Huron Administration for the Township of North Huron is responsible for:

- (i) assisting the Clerk, as required, including the activation of the Municipal Internal Alerting System;
- (ii) ensuring decisions made, actions taken, and key discussions by the Emergency Control Group are recorded appropriately;
- (iii) if required, providing identification cards to Emergency Control Group members and support Staff.

f) **Transportation Co-ordinator**

In the event of an emergency, the Transportation Co-ordinator will be appointed by the EMERGENCY CONTROL GROUP and is responsible for:

- (i) Co-ordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group and the Support and Advisory Staff;
- (ii) liaising with Municipal Transportation Co-ordinators, if necessary;
- (iii) procuring Staff to assist, as required;
- (iv) ensuring that a record is maintained of drivers and operators involved. Where required and when possible, the Volunteer Registration Form should be completed and forwarded to the Director of Community Services.

g) **Chief Building Official**

The Chief Building Official is responsible for:

- (i) the provision of information and advice to the Emergency Control Group on matters pertaining to building conditions and safety;
- (ii) assisting as needed in the operations of the Emergency Operations Centre.

h) **Fire Prevention Officer**

The Fire Prevention Officer is responsible for:

- i. the provision of information and advice to the Emergency Control Group on matters pertaining to fire safety in buildings;
- ii. assisting as needed in the operations of the Emergency Operations Centre.

i) **Deputy Clerk**

The Deputy Clerk is responsible for:

- i. assisting the Public Information Officer with digital and social media communications;
- ii. assisting as needed in the operations of the Emergency Operations Centre.

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## PART VII - MEDIA AND PUBLIC RELATIONS

### 14. **Introduction**

- a) upon implementation of this Emergency Plan, it will be very important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.
- b) in order to fulfill these functions during an emergency, the following positions will be established:
  - (i) an On-Scene Media Spokesperson will be appointed by the Emergency Site Manager;
  - (ii) the Public Information Officer at the Emergency Operations Centre will be the CAO or designate;
  - (iii) the Administrative Assistant – Recreation Department will assume the role of Citizen Inquiry Supervisor.
- c) depending on the scope of the emergency, there will likely be a need to establish two Media Information Centres - one near the scene (the On-Scene Media Information Centre) and the other near the Emergency Operations Centre (Media Information Centre). In some cases, however, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near Media Information Centre.

## 15. **On-Scene Media Spokesperson**

The On-Scene Media Spokesperson will be appointed by the Emergency Site Manager and is responsible for:

- a) establishing and co-ordinating an On-Scene Media Information Centre in a safe, appropriate location, at or near the scene, for the media to assemble;
- b) establishing a communication link and liaising regularly with the Emergency Information Officer at the Emergency Operations Centre. It is extremely important to ensure that information released to the media from the On-Scene Media Information Centre is consistent with that released by the Emergency Information Officer at the Media Information Centre;
- c) redirecting all inquiries regarding decisions made by the Emergency Control Group and the emergency as a whole, to the Emergency Information Officer at the Emergency Operations Centre;
- d) responding to inquiries from the media **pertaining to the scene only**;
- e) advising the following persons and agencies of the location and telephone number(s) (as available) of the On-Scene Media Information Centre:
  - (i) Public Information Officer
  - (ii) Emergency Site Manager
  - (iii) Police Media Relations Officer
  - (iv) emergency services personnel at scene (where possible)
  - (v) any other appropriate personnel or agencies.
- f) controlling and redirecting media to the On-Scene Media Information Centre;
- g) where necessary and appropriate, co-ordinating media photograph sessions at the scene;
- h) co-ordinating on-scene interviews between the emergency services personnel and the media.

**16. Public Information Officer**

The Public Information Officer for the Township of North Huron is the CAO and is responsible for:

- a) The Public Information Officer will establish a communication link with the On-Scene Media Spokesperson, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other Emergency Information Officer(s) involved in the incident, and will endeavour to ensure that all information released to the media and public is consistent and accurate;
- b) designating and co-ordinating an Emergency Operating Centre Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- c) briefing the Emergency Control Group on how the Emergency Operating Centre Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;
- d) liaising regularly with the Emergency Control Group to obtain the appropriate information for media releases, co-ordinate individual interviews and organize press conferences;
- e) establishing telephone number(s) for media inquiries and ensuring that the following are advised accordingly:
  - (i) Media
  - (ii) Social Media
  - (iii) Emergency Control Group
  - (iv) On-Scene Media Spokesperson
  - (v) Police Media Relations Officer
  - (vi) Citizen Inquiry Supervisor(s)
  - (vii) Any other appropriate persons, agencies or businesses
- f) providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- g) ensuring that the media and social media releases are approved by the Clerk prior to dissemination, and distributing hard copies of the media release to the Emergency Operating Centre Media Information Centre, the Emergency Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;

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- h) monitoring news and social media coverage, and correcting any erroneous information;
  - i) maintaining copies of media releases and newspaper articles pertaining to the emergency.

## 17. **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is the Administrative Assistant – Recreation Department and is responsible for:

- a) automatic establishment of a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines, at the Municipal office or co-ordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the Media Information Centre;
- b) apprising the Emergency Information Officer at the Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- c) apprising the affected emergency services and the Emergency Control Group of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- d) continually liaising with the Emergency Information Officer to obtain current information on the emergency;
- e) responding to and re-directing inquiries and reports from the public based on information from the Emergency Information Officer or as outlined in Sections (f) and (g) below. (Such information may be related to school closings, access routes or the location of Evacuation Centres);
- f) responding to and re-directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- g) responding to and re-directing inquiries pertaining to persons who may be located in Evacuation Centres to the registration and inquiry telephone number(s) at the appropriate Red Cross Branch Headquarters. This information should be obtained through Huron County and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters.
- h) procuring Staff to assist, as required.

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**PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS****18. Maitland Valley Conservation Authority**

Should a flood emergency situation develop in the Township of North Huron, not only must the Minister of Community Safety & Correctional Services be notified through Office of the Fire Marshal and Emergency Management by the Head of Council or alternate upon declaration of the emergency, but the Ministry of Natural Resources must also be notified.

The following is taken from the memorandum to all municipalities dated January 19, 1988 concerning "Declaration of Flood Emergencies and Flood Response Plans" from G. Tough, Deputy Minister of Natural Resources and J.D. Takach, Deputy Solicitor General, Ministry of the Solicitor General.

**"Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation."**

In flood emergency situations, the Head of Council may declare that an emergency exists within his/her municipality and may request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:

- a) the Head of Council contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;
- b) if the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Maitland Valley Conservation Authority – Wroxeter (519) 335-3557. Refer to Maitland Valley Conservation Authority Contingency Plan on file at the Township Office.
- c) should you be unable to contact someone in authority, then request for assistance should be made through the Provincial Flood Emergency Co-ordinator. Office of the Fire Marshal and Emergency Management may also be contacted.

**19. Ontario Provincial Police**

In the event of an emergency occurring on the Provincial Highways, or Provincial Parks within the Township of North Huron, the Ontario Provincial Police will be responsible for:

- a) implementing the **Ontario Provincial Police Disaster Procedures Manual**;
- b) securing the site of the incident;
- c) controlling the movement of emergency vehicles to and from the site of the incident;
- d) preventing looting;
- e) acting as the Agent of the Chief Coroner, within the terms of the Coroner's Act;
- f) maintaining law and order;
- g) working together with the Wingham Police Service to co-ordinate matters of mutual concern;
- h) providing an Ontario Provincial Police representative to participate on the Emergency Control Group, as required.

In the event of an emergency occurring within the Township of North Huron but outside the normal jurisdiction of the Ontario Provincial Police, the Ontario Provincial Police will assist the Wingham Police if requested by the Chief of Police, dependent upon resources available at that time.

20. **Avon Maitland District Board of Education and Huron-Perth Roman Catholic Separate School Board**

The Avon Maitland District School Board and the Huron-Perth Roman Catholic Separate School Board are responsible for:

- a) the provision of any school(s) (as appropriate and available) for use as a Reception/Evacuation Centre, as designated by the Police Service;
- b) upon being contacted by the Huron County Community Emergency Management Coordinator or designate, providing a Avon Maitland District School Board/Huron-Perth Roman Catholic Separate School Board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as Evacuation Centres. For a list of appropriate school representatives.
- c) in the event of an emergency during normal school hours, the Principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:
  - (i) implementing the school “Stay-Put” Emergency Plan; or
  - (ii) implementing the school “Evacuation” Plan, depending on the nature and scope of the emergency.

**21. Hospital Administrator**

- a) Within North Huron, there is one hospital:
  - (i) Wingham & District Hospital
- b) During an emergency, the Hospital Administrator is responsible for:
  - (i) implementing their Hospital Emergency Plan;
  - (ii) liaising with the Huron County Community Emergency Management Coordinator/Medical Officer of Health and local Huron Paramedic Services representatives with respect to hospital and medical matters, as required;
  - (iii) evaluating requests for the provision of medical site teams;
  - (iv) liaising with the Ministry of Health, as appropriate.

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**PART IX - PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES****22. Plan Maintenance and Revision**

- a) The Township of North Huron Emergency Plan will be maintained and distributed by the Community Emergency Management Coordinator.
- b) This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Control Group. This will be co-ordinated by the Community Emergency Management Coordinator.
- c) The Emergency Plan shall be only revised by By-law or by resolution of Municipal Council; however, revisions and minor administrative changes may be made by the Community Emergency Management Coordinator.
- d) It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Community Emergency Management Coordinator forthwith of any revisions or administrative changes.

**23. Testing of Plan**

- a) An annual exercise **should** be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the Emergency Control Group and municipal staff. Revisions to this plan shall incorporate recommendations stemming from such exercises.

**24. Internal Procedures**

- a) Each department/service involved with this Emergency Plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency and provide adequate training to Staff.
- b) Each department/service shall designate a member of its Staff to maintain and revise its own emergency procedures or guidelines.



December 5, 2016

The Honourable Bill Mauro  
Ministry of Municipal Affairs  
777 Bay Street, 17th Floor  
Toronto ON M5G 2E5

Sent via email:  
[minister.mma@ontario.ca](mailto:minister.mma@ontario.ca)

Dear Minister Mauro:

**Re: Legislative Changes Impacting Tax Registrations and Tax Sales**

At a recent meeting of the Council of the Township of Havelock-Belmont-Methuen a discussion took place regarding some key changes to the Municipal Act that will have a significant impact on tax registrations and tax sales. The discussion concluded with Council passing the following resolution:

R-743-16      Moved by Councillor Pomeroy  
                    Seconded by Deputy Mayor Martin

*That the Council of the Township of Havelock-Belmont-Methuen opposes the legislative changes to the Municipal Act coming into effect on December 10, 2016 that will impact tax sales and related matters; and further*

*That the Province of Ontario re-open the consultation period to allow for informed public input regarding the changes to the Municipal Act that are being brought about by the implementation of the Forfeited Corporate Property Act, 2015; and further*

*That this resolution be circulated to the Association of Municipalities of Ontario and all Ontario municipalities for support.*

Carried

Council thanks you in advance for your consideration of this request.

Sincerely,

*Bob Angione*

Bob Angione, M.P.A., B.Admin.  
Municipal Clerk

Copy: Monika Turner, Director of Policy  
Association of Municipalities of Ontario

Ontario Municipalities.

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

## **BY-LAW NO. 115-2016**

**Being a by-law to authorize the Township of North Huron to execute and affix the Corporate Seal to authorize an amendment for Automatic Aid-Fire Suppression Services with the Township of Howick**

**WHEREAS** Section 8 of the Municipal Act, 2001 S.O. 2001 c. 25 as amended, states that; 'Powers of a natural person – A Municipality has 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 Fire Protection and Prevention Act, 1997, S.O. 1997, c4, authorizes a municipality to provide and/or receive fire protection services to or from other municipalities;

**AND WHEREAS** the Council of the Township of North Huron deems it necessary and desirable to enter into an agreement with the Township of Howick for Automatic Aid;

**AND WHEREAS** the Council of the Township of North Huron **enacts as follows:**

1. That the effective date for the Automatic Aid Agreement with the Township of Howick, is the 1<sup>st</sup> day of January, 2017.
2. That the Reeve and Clerk of the Township of North Huron are hereby authorized to execute and affix the Corporate Seal to the By-law to authorize the Township of North Huron to enter into an Automatic Aid Agreement for Fire Suppression Service with the Township of Howick.

**READ A FIRST AND SECOND TIME THIS 19<sup>th</sup> DAY OF DECEMBER, 2016.**

**READ A THIRD TIME AND FINALLY PASSED THIS 19<sup>th</sup> DAY OF  
DECEMBER, 2016.**

---

Reeve Neil G. Vincent

CORPORATE SEAL

---

Clerk Kathy Adams



**AUTOMATIC AID AGREEMENT**

This AGREEMENT made this            day of            , 2016.

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

And

**THE CORPORATION OF THE TOWNSHIP OF HOWICK**

**WHEREAS** Section 2. (6) Of the Fire Protection and Prevention Act, Chapter 4, Statutes of Ontario, 1997, authorizes a municipality to enter automatic aid agreements with other municipalities to provide and/or receive fire protection services;

**AND WHEREAS** operates fire protection services and manages assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act, through a fire department situated within the Township of Howick;

**AND WHEREAS** the Township of Howick is prepared to make available fire protection services to the Township of North Huron **and** is agreeable and hereby requests of the Township of Howick to provide fire protection services to a defined North Huron Fire area, within the Municipality of Morris-Turnberry;

**NOW THEREFORE**, in consideration of the mutual covenants, conditions, and considerations, herein contained, Township of North Huron and Township of Howick mutually agree as follows:

1. In this Agreement, unless the context otherwise requires,
  - a) **“Designate”** means a person who, in the absence of the *fire chief*, has the same powers and authority as the *fire chief*,
  - b) **“Fire Area”** means the area of Municipality of Morris-Turnberry defined in Appendix “A” attached to and forming part of this Agreement,
  - c) **“Fire Chief”** means the chief of the *fire department*,
  - d) **“Fire Department”** means the Township of Howick *Fire Department*,
  - e) **“Fire Protection Services”** means and includes the activities defined in the Fire Protection and Prevention Act, more particularly described as: “fire suppression”.
2. Township of Howick will supply *fire protection services* to all the properties and residents situated within the geographical areas as shown in Appendix “B”.
3.
  - a) The fire apparatus and personnel of the *fire department* will respond to occurrences in the *fire area* in a like manner as if the response were in the Township of Howick;
  - b) Should the *fire chief* or *designate* require assistance, or believe assistance may be required, by way of additional personnel, apparatus, or equipment, to an occurrence in the *fire area*, such assistance may be summoned.
4.
  - a) The *fire chief* or *designate* may refuse to supply fire protection services if response personnel, apparatus and/or equipment are required in the County of Bruce or elsewhere, under the provisions of the County of Bruce Mutual Fire Aid Plan and Program.
  - b) The *fire chief* or *designate* may order the return of such personnel, apparatus and/or equipment that is responding to or is at the scene of an incident in the *fire area*. In such cases the *fire chief* or *designate* may summon assistance in accordance with Section 3.b).
5.
  - a) This Agreement shall remain in force until either party provides written notice of termination at least 180 days prior to the desired date of termination.
  - b) This Agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).

- 
- 6. a) So often as there may be any dispute between the parties to this Agreement, or any of them, with respect to any matter contained in this Agreement, including but not limited to the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O. 1990 c. M.48, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement.
  - b) If for any reason the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator, and in the absence of such agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, S.O. 1991 c. 17, or pursuant to any successor legislation.
  - 7. Notwithstanding anything herein contained, no liability shall attach or accrue to Township of Howick for failing to supply Township of North Huron on any occasion, or occasions, any of the *fire protection services* provided for in the Agreement.
  - 8. No liability shall attach or accrue to the Township of Howick by reason of any injury or damage sustained by personnel, apparatus and/or equipment of the *fire department* while engaged in the provision of *fire protection services* in the *fire area*.
  - 9. In the event that any covenant, provision or term of this Agreement should at any time to be held by any competent tribunal void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect mutatis mutandis.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this agreement.

THIS AGREEMENT is executed by “Township of Howick” this                      day of                      , 2016

\_\_\_\_\_  
Mayor – Art Versteeg

\_\_\_\_\_  
Clerk – Carol Watson

THIS AGREEMENT is executed by “Township of North Huron” this                      day of                      , 2016

\_\_\_\_\_  
Reeve - Neil Vincent

\_\_\_\_\_  
Clerk - Kathy Adams

\_\_\_\_\_  
CAO - Sharon Chambers



## **Fire Department of North Huron**

P.O. Box 90  
Wingham, ON  
N0G 2W0

Phone: 226-523-9500 Twitter: @FDNHALerts

Nancy Michie  
Municipality of Morris-Turnberry  
41342 Morris Rd,  
BRUSSELS, ON  
N0G 1H0

16 September 2016

Nancy,

### **Automatic Aid with Howick Fire Department**

In 2015 the Fire Department of North Huron (FDNH) and the South Bruce Fire Department entered into an automatic aid agreement for working fires. We are now proposing a comparable program with the Howick Fire Department.

In order to conduct safe, modern firefighting, a minimum of two fire stations of personnel and equipment are required for most working fires. By automatically dispatching the two closest stations for these calls, automatic aid achieves this level of service in the fastest manner possible.

Under the mutual aid structure currently in place, fire departments cannot call for mutual aid from neighbouring departments until their own resources have been exhausted. In the case of the proposed additional automatic aid area, this means that until Blyth Station is committed to assist the Wingham Station, mutual aid from neighbouring Howick FD cannot be requested. However, when an automatic aid agreement is in place, it usurps the mutual aid agreement and this delay is eliminated.

The proposal we recommend would see Howick FD and FDNH providing automatic aid to each other at zero cost. We already work together on a delayed basis using the mutual aid method, so this automatic aid agreement will not generate additional costs for either department. Additionally, Owen Sound Dispatch can program the automatic aid addresses onto their system without requiring a 911 polygon change or other additional costs.

In order to enact an automatic aid agreement, bylaws and agreements similar to those passed for the South Bruce automatic aid agreement will need to be approved and passed by Howick, Morris-Turnberry and North Huron councils. It is my hope that this can occur before the end of 2016.

For your reference, a map of the proposed automatic aid area of Morris-Turnberry as well as the address list, is provided in the form of attachments, to this letter.

Sincerely,

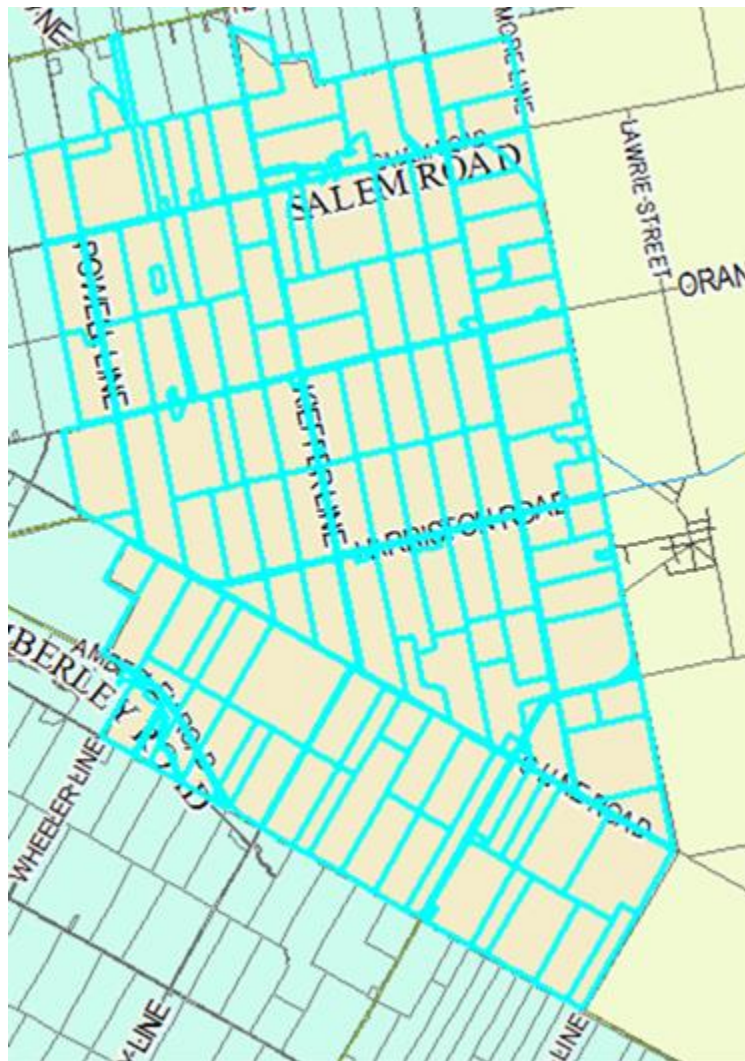


David Sparling  
Director – Fire and Emergency Services  
E: [dsparling@fdnh.ca](mailto:dsparling@fdnh.ca)  
P: 226-523-9500 ext. 204

Cc: Sharon Chambers, Township of North Huron  
Shawn Edwards, Howick Fire Department



Morris-Turnberry Automatic Aid Map – Howick Area



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

**BY-LAW NO. 116-2016**

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Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Ontario Community Infrastructure Fund Formula-Based Component Agreement between Her Majesty The Queen In Right Of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs and the Corporation of the Township of North Huron.

---

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

**AND WHEREAS** Council of the Township of North Huron Council is desirous of executing a an Ontario Community Infrastructure Fund Formula-Based Component Agreement between Her Majesty The Queen In Right Of Ontario as represented by the Minister of Agriculture, food and rural Affairs and the Corporation of the Township of North Huron;

**AND WHEREAS** Council deems it expedient to enter into said agreement;

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

1. That the designated officials are hereby authorized to sign an Ontario Community Infrastructure Fund Formula-Based Component Agreement between Her Majesty The Queen In Right Of Ontario as represented by the Minister of Agriculture, food and rural Affairs and the Corporation of the Township of North Huron.
2. That a copy of the said Agreement is attached hereto and designated as Schedule ‘A’ to this By-law.
3. That this By-law shall come into force and takes effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS 19<sup>TH</sup> DAY OF DECEMBER, 2016.

READ A THIRD TIME AND PASSED THIS 19<sup>TH</sup> DAY OF DECEMBER, 2016.

CORPORATE SEAL

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Neil G. Vincent, Reeve

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Kathy Adams, Director of  
Corporate Services/Clerk

## **ONTARIO COMMUNITY INFRASTRUCTURE FUND FORMULA-BASED COMPONENT AGREEMENT**

### **BETWEEN:**

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO**  
as represented by the Minister of Agriculture, Food and Rural Affairs

(the “**Province**”)

– and –

**The Corporation of the Township of North Huron**

(the “**Recipient**”)

### **BACKGROUND**

The Province created the Ontario Community Infrastructure Fund to: (1) provide stable funding to help small communities address critical core infrastructure needs in relation to roads, bridges, water and wastewater; (2) further strengthen municipal asset management practices within small communities; and (3) help small communities use a broad range of financial tools to address critical infrastructure challenges and provide long-term financial support for the rehabilitation and repair of core infrastructure for those in most need.

The Ontario Community Infrastructure Fund is composed of two components: (1) the Application-Based Component; and (2) the Formula-Based Component. The Formula-Based Component of the Ontario Community Infrastructure Fund is based on a municipality’s local fiscal circumstances and its total core infrastructure assets with a minimum grant of fifty thousand dollars (\$50,000.00).

The Recipient is eligible to receive funding under the Formula-Based Component of the Ontario Community Infrastructure Fund.

### **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Parties agree as follows:

#### **1.0 ENTIRE AGREEMENT**

##### **1.1 This Agreement, including:**

Schedule “A” – General Terms And Conditions,  
Schedule “B” – Additional Terms And Conditions,  
Schedule “C” – Operational Requirements Under The Agreement,  
Schedule “D” – Eligible Project Categories,  
Schedule “E” – Eligible And Ineligible Costs,

Schedule “F” – Financial Information,  
Schedule “G” – Aboriginal Consultation Requirements,  
Schedule “H” – Communications Protocol, and  
Schedule “I” – Reports,

constitutes the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

## **2.0 COUNTERPARTS**

- 2.1 This Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **3.0 AMENDING AGREEMENT**

- 3.1 This Agreement may only be amended by a written agreement duly executed by the Parties.

## **4.0 ACKNOWLEDGEMENT**

- 4.1 The Recipient acknowledges and agrees that:

- (a) By receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *BPSAA*, the *PSSDA* and the *AGA*;
- (b) Her Majesty the Queen in Right of Ontario has issued expenses, perquisites and procurement directives and guidelines pursuant to the *BPSAA* that may be applicable to the Recipient;
- (c) The Funds are
  - (i) To assist the Recipient to carry out the Project and not to provide goods or services to the Ontario Community Infrastructure Fund – Formula-Based Component, and
  - (ii) Funding for the purposes of the *PSSDA*; and
- (d) The Province is not responsible for, nor does the Province have a managerial role in, the undertaking, implementation, completion, operation and/or maintenance of any Project to which Funds are directed. The Recipient will not seek to hold the Province responsible for the undertaking, implementation, completion, operation and/or maintenance of any Projects to which Funds are directed through recourse to a third party, arbitrator, tribunal or court.

## **5.0 IMPACT OF RECEIVING FUNDING UNDER THIS AGREEMENT ON ANY EXISTING ONTARIO COMMUNITY INFRASTRUCTURE FUND FUNDING COMPONENT AGREEMENT**

- 5.1 The Recipient acknowledges and agrees that if the Recipient receives Funds under this Agreement, the Recipient will be ineligible to receive any additional funds under any existing Ontario Community Infrastructure Fund Formula-Based Component agreement that it may

have with the Province. By way of example only, if the Recipient has an existing Ontario Community Infrastructure Fund Formula-Based Component agreement with the Province and was eligible to receive Funds for 2017 under that existing Ontario Community Infrastructure Fund Formula-Based Component agreement and receives Funds for 2017 under this Agreement, the Recipient is not eligible to receive any Funds for 2017 under its existing Ontario Community Infrastructure Fund Formula-Based Component agreement.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF** the Parties have executed this Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO,**  
as represented by the Minister of Agriculture, Food and Rural Affairs

_____ Name: Randy Jackiw	_____ Date
Title: Assistant Deputy Minister	

I have the authority to bind the Crown pursuant to delegated authority.

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

_____ Name: <i>Insert Name</i>	_____ Date
Title: <i>Insert Position</i>	

**AFFIX CORPORATE  
SEAL**

_____ Name: <i>Insert Name</i>	_____ Date
Title: <i>Insert Position</i>	

I/We have the authority to bind the Recipient.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “A” FOLLOWS]**

## **SCHEDULE “A” GENERAL TERMS AND CONDITIONS**

### **ARTICLE A1 INTERPRETATION AND DEFINITIONS**

**A1.1 Interpretation.** For the purposes of interpreting this Agreement:

- (a) Words in the singular include the plural and vice versa;
- (b) Words in one gender include all genders;
- (c) The headings do not form part of this Agreement; they are for reference purposes only and will not affect the interpretation of the Agreement;
- (d) Any reference to dollars or currency will be in Canadian dollars and currency;
- (e) Any reference to a statute means a statute of the Province of Ontario, unless otherwise indicated;
- (f) Any reference to a statute is to that statute and to the regulations made pursuant to that statute as they may be amended from time to time and to any statute or regulations that may be passed that have the effect of supplanting or superseding that statute or regulation unless a provision of this Agreement provides otherwise;
- (g) All accounting terms will be interpreted in accordance with the Generally Accepted Accounting Principles and all calculations will be made and all financial data to be submitted will be prepared in accordance with the Generally Accepted Accounting Principles; and
- (h) The words “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

**A1.2 Definitions.** In this Agreement, the following terms will have the following meanings:

**“Aboriginal Group”** includes the Indian, Inuit and Métis peoples of Canada or any other group holding Aboriginal or treaty rights under section 35 of the *Constitution Act, 1982*.

**“Additional Terms and Conditions”** means the terms and conditions referred to in section A9.1 of Schedule “A” to this Agreement and specified in Schedule “B” of this Agreement.

**“AGA”** means the *Auditor General Act*.

**“Agreement”** means this agreement entered into between the Province and the Recipient and includes all of the Schedules listed in section 1.1 of this Agreement and any amending agreement entered into pursuant to section 3.1 of this Agreement.

**“Allocation Notice”** means the notice that the Recipient received from the Province setting out the amount of Funds the Recipient is eligible to receive from the Province for the Funding Year in which the notice was issued. The “Allocation Notice” also includes the proposed allocation of Funds that the Recipient is eligible to receive for the following two Funding Years (although these proposed allocations are subject to change).

**“Annual Financial Report”** means the report that the Province will provide, either in paper or electronically, to the Recipient pursuant to this Agreement.

**“Arm’s Length”** has the same meaning as set out in the *Income Tax Act* (Canada), as it read on the Effective Date of this Agreement, and as treated or defined under Generally Accepted Accounting Principles.

**“Auditor General”** means the Auditor General of Ontario.

**“BPSAA”** means the *Broader Public Sector Accountability Act, 2010*.

**“Business Day”** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; and any other day on which the Province is closed for business.

**“Communications Protocol”** means the protocol set out under Schedule “H” of this Agreement.

**“Consultant”** means any person the Recipient retains to do work related to this Agreement.

**“Conflict Of Interest”** includes any circumstances where:

- (a) The Recipient; or
- (b) Any person who has the capacity to influence the Recipient’s decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient’s objective, unbiased and impartial judgment relating to the Project, the use of the Funds or both.

**“Contract”** means an agreement between the Recipient and a third-party whereby the third-party provides a good or service for the Project in return for financial consideration that may be submitted by the Recipient for the Province’s consideration as an Eligible Cost.

**“Effective Date”** means the date on which this Agreement is effective, as set out under section C1.1 of Schedule “C” of this Agreement.

**“Eligible Costs”** means those costs set out under section E1.1 of Schedule “E” of this Agreement.

**“Event of Default”** has the meaning ascribed to it in section 15.1 of Schedule “A” this Agreement.

**“Expiry Date”** means the date on which this Agreement will expire, as set out under section C1.2 of Schedule “C” of this Agreement unless amended or terminated prior to this date in accordance with the terms and conditions of this Agreement.

**“FAA”** means the *Financial Administration Act*.

**“Failure”** means a failure to comply with any term, condition, obligation under any other agreement that the Recipient has with Her Majesty the Queen in Right of Ontario or one of Her agencies.

**“FIPPA”** means the *Freedom of Information and Protection of Privacy Act, 1990*.

**“First Nation”** means a band, as defined under section 2(1) of the *Indian Act* (Canada).

**“Funding Year”** means the period commencing January 1<sup>st</sup> of one calendar year and ending December 31<sup>st</sup> of the same calendar year.

**“Funds”** means the money the Province provides to the Recipient pursuant to this Agreement, as set out in an Allocation Notice or Revised Allocation Notice issued under this Agreement each Funding Year.

**“Indemnified Parties”** means Her Majesty the Queen in Right of Ontario, Her Ministers, agents, appointees and employees.

**“Ineligible Costs”** means those costs set out under section E2.1 of Schedule “E” of this Agreement.

**“Interest Earned”** means the amount of money earned by the Recipient from placing the Funds in an interest bearing account as set out under section A3.4 of Schedule “A” of this Agreement.

**“Local Services Board”** means a board established under the *Northern Services Boards Act*.

**“MA”** means the *Municipal Act, 2001*.

**“Notice”** means any communication given or required to be given pursuant to this Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

**“Parties”** means the Province and the Recipient collectively.

**“Party”** means either the Province or the Recipient.

**“Project”** means the undertaking:

- (a) Described in the Project Information Form the Province provides to the Recipient pursuant to this Agreement; and
- (b) Approved by the Province.

**“Project Information Form”** means the form that the Province will provide, either in paper or electronically, to the Recipient pursuant to this Agreement.

**“PSSDA”** means the *Public Sector Salary Disclosure Act, 1996*.

**“Reports”** means the reports set out under Schedule “I” of this Agreement.

**“Requirements of Law”** means all applicable statutes, regulations, by-laws, ordinances, codes, official plans, rules, approvals, permits, licenses, authorizations, orders, decrees, injunctions, directions and agreements with all authorities that now or at any time hereafter may relate to the Recipient, the Project, the Funds and this Agreement. Without limiting the generality of the foregoing, if the Recipient is subject to the *BPSAA*, the *PSSDA* or any other type of broader public sector accountability legislative provisions, the *BPSAA*, the *PSSDA*

and those broader public sector accountability legislative provisions are deemed to be a Requirement of Law.

**“Revised Allocation Notice”** means an Allocation Notice that the Province issues that alters an Allocation Notice that the Province previously issued.

**“Term”** means the period of time beginning on the Effective Date of this Agreement and ending on the Expiry Date unless terminated earlier pursuant to Articles A13, A14 or A15 of this Agreement.

- A1.3 Conflict.** Subject to section A9.1 of Schedule “A” of this Agreement, in the event of a conflict between the terms and conditions set out in this Schedule “A” of the Agreement and the terms or conditions set out in any other Schedule of this Agreement, the terms and conditions set out under this Schedule “A” of the Agreement will prevail.

## **ARTICLE A2**

### **REPRESENTATIONS, WARRANTIES AND COVENANTS**

- A2.1 General.** The Recipient represents, warrants and covenants that:

- (a) It is, and will continue to be for the Term of this Agreement, a validly existing legal entity with full power to fulfill its obligations under this Agreement;
- (b) It has, and will continue to have for the Term of this Agreement, the experience and expertise necessary to carry out the Project;
- (c) It has the financial resources necessary to carry out any Projects to which it directs any of the Funds being provided under this Agreement and is not indebted to any person to the extent that that indebtedness would undermine the Recipient’s ability to complete the Projects to which it directs the Funds;
- (d) It is in compliance with all Requirements of Law and will remain in compliance with all Requirements of Law related to any aspect of the Project, the Funds or both for the Term of this Agreement; and
- (e) Unless otherwise provided for in this Agreement, any information the Recipient provided to the Province in support of its request for Funds, including any information relating to any eligibility requirements, was true and complete at the time the Recipient provided it.

- A2.2 Execution Of Agreement.** The Recipient represents and warrants that it has:

- (a) The full power and authority to enter into this Agreement; and
- (b) Taken all necessary actions to authorize the execution of this Agreement.

- A2.3 Governance.** The Recipient represents, warrants and covenants that it has, and will maintain, in writing for the Term of this Agreement:

- (a) A code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
- (b) Procedures to ensure the ongoing effective functioning of the Recipient;
- (c) Decision-making mechanisms for the Recipient;
- (d) Procedures to enable the Recipient to manage the Funds prudently and effectively;
- (e) Procedures to enable the Recipient to successfully complete the Project;
- (f) Procedures to enable the Recipient to, in a timely manner, identify risks to the completion of the Project and develop strategies to address those risks;

- (g) Procedures to enable the preparation and delivery of all Reports required under this Agreement; and
- (h) Procedures to enable the Recipient to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.

**A2.4 Approvals, Licenses And Permits.** The Recipient represents, warrants and covenants that it has or will apply for any approval, license, permit or similar authorization necessary to carry out the Project before carrying out the Project. For greater clarity, the Recipient acknowledges and agrees that the entering into this Agreement does not in any way obligate any regulatory authority established under an Act of the Ontario Legislature to issue any type of approval, license, permit or similar authorization that the Recipient may need or want in relation to undertaking any Project to which Funds are directed or to meet any other term or condition under this Agreement.

**A2.5 Supporting Documentation.** Upon request, and within the time period indicated in the Notice, the Recipient will provide the Province with proof of the matters referred to in this Article A2 of this Agreement.

**A2.6 Additional Covenants.** The Recipient undertakes to advise the Province within five (5) Business Days of:

- (a) Any changes that affect its representations, warranties and covenants under sections A2.1, A2.2, A2.3 or A2.4 of Schedule "A" of this Agreement during the Term of the Agreement; and
- (b) Any actions, suits or other proceedings which could or would reasonably prevent the Recipient from complying with the terms and conditions of this Agreement.

### **ARTICLE A3 FUNDS AND CARRYING OUT THE PROJECT**

**A3.1 Funds Provided.** The Province will:

- (a) Provide the Recipient up to the amount of Funds set out in the Allocation Notice for each Funding Year during the Term of this Agreement for the sole purpose of carrying out one or more Projects;
- (b) Provide the Funds to the Recipient in accordance with Schedule "F" of this Agreement;
- (c) Deposit the Funds into an account designated by the Recipient, provided that account:
  - (i) Resides at a Canadian financial institution, and
  - (ii) Is in the name of the Recipient.

**A3.2 Limitation On Payment Of Funds.** Despite section A3.1 of Schedule "A" of this Agreement:

- (a) The Province is not obligated to provide any Funds set out in an Allocation Notice or Revised Allocation Notice to the Recipient in any Funding Year until:
  - (i) The Recipient provides the insurance certificate or other proof as the Province may request pursuant to section A12.2 of Schedule "A" of this Agreement,
  - (ii) The Recipient has submitted to the Ministry of Municipal Affairs any outstanding financial information returns by December 31<sup>st</sup> of each calendar year,

- (iii) The Recipient has submitted to the Ministry of Agriculture, Food and Rural Affairs all outstanding reporting under any other Ontario Community Infrastructure Fund contribution agreement, and
  - (iv) The Recipient has submitted to the Ministry of Agriculture, Food and Rural Affairs a copy of their asset management plan and any subsequent updates by December 31<sup>st</sup> of each calendar year if not previously submitted;
- (b) The Province is not obligated to provide any instalments of Funds set out in an Allocation Notice to the Recipient in any Funding Year until the Province is satisfied with the progress of the Project;
- (c) The Province may, acting reasonably:
  - (i) Adjust the amount of Funds set out in the Recipient's Allocation Notice or Revised Allocation Notice, and/or
  - (ii) Adjust the amount of Funds the Province actually provides to the Recipient in any Funding Year, and/or
  - (iii) Hold all or a portion of the Funds set out in the Recipient's Allocation Notice or Revised Allocation Notice
 based upon the Province's assessment of the information provided by the Recipient pursuant to Article A7 of Schedule "A" of this Agreement; and
- (d) If, pursuant to the *FAA*, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment under this Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) Reduce the amount of Funds and, in consultation with the Recipient, change the Project without liability, penalty or costs; or
  - (ii) Terminate the Agreement pursuant to section A14.1 of Schedule "A" of this Agreement.

**A3.3 Use Of Funds And Project.** The Recipient will:

- (a) Only use the Funds being provided under this Agreement toward Projects that fall within the category of projects set out under section D1.1 of Schedule "D" of this Agreement;
- (b) Carry out and complete any Projects in accordance with the terms and conditions of this Agreement;
- (c) Use the Funds only for Eligible Costs that are necessary to carry out the Project; and
- (d) Not use the Funds for Ineligible Costs.

**A3.4 Interest Bearing Account.** If the Province provides Funds to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution. The Recipient will hold the Funds plus the Interest Earned in trust for the Province until the Recipient needs the Funds for the Projects.

**A3.5 No Provincial Payment Of Interest.** The Province is not required to pay interest on any Funds under this Agreement. For greater clarity, this includes interest on any Funds that the Province has withheld paying to the Recipient pursuant to a term or condition set out in this Agreement.

**A3.6 Funds For Funding Year Limited To Amount Set Out In Allocation Notice Or Revised Allocation Notice.** The Recipient acknowledges and agrees that the Funds available to it for a Funding Year will not exceed the amount set out in the Recipient's Allocation or Revised Allocation Notice for that Funding Year.

- A3.7 Recipient May Save Funds From One Funding Year To Use In Later Funding Years.** The Recipient may save any Funds that it receives in one Funding Year, including any interest earned thereon, for use in later Funding Years. Where the Recipient saves Funds from one Funding Year to use in later Funding Years, the Recipient will be deemed to have spent any Interest Earned first, followed by the principal.
- A3.8 Saved Funds From One Funding Year Must Be Spent Within Five Funding Years Of The Year The Funds Were Allocated.** Despite anything else in this Agreement, the Recipient will spend any Funds, including any interest earned thereon, that it received and has saved within five (5) Funding Years in which those Funds were received. By way of example only, if a Recipient received Funds from the Province in 2017 and decided to save those Funds, the Recipient must spend those Funds, including any interest earned thereon, by December 31, 2021. In the event that the Recipient does not spend those saved Funds in accordance with the requirements set out in this section A3.8 of the Agreement, those saved Funds, including any Interest Earned thereon, will be returned to the Province.
- A3.9 Transfer Of Funds.** The Recipient may transfer Funds provided under this Agreement to another entity provided the following is met:
- (a) The transfer of Funds is for a Project that is set out under section D1.1 of Schedule "D" of this Agreement;
  - (b) The Project is in both the Recipient and the other entity's asset management plan; and
  - (c) The entity receiving the Recipient's Funds must be eligible to receive those Funds.
- A3.10 Funds May Be Used For Projects Under Other Federal Or Provincial Funding Programs.** The Recipient may use the Funds being provided under this Agreement for projects covered under other provincial or federal funding programs provided the following is met:
- (a) The project is also a Project that is set out under section D1.1 of Schedule "D" of this Agreement; and
  - (b) The other provincial or federal funding program allows for Funds being provided under the Ontario Community Infrastructure Fund to be used toward a project under that other provincial or federal funding program.
- A3.11 Rebates, Credits and Refunds.** The Recipient acknowledges and agrees that the amount of Funds available to it pursuant to this Agreement is based on the actual costs to the Recipient, less any costs, for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund.

## ARTICLE A4

### ABORIGINAL CONSULTATION

- A4.1 Provision Of Funds Dependent Upon The Province Meeting Its Duty To Consult Obligations.** The Recipient acknowledges and agrees that the provision of any Funds under this Agreement is strictly conditional upon the Province satisfying any obligations it may have to consult with and, if appropriate, accommodate any Aboriginal Group with an interest in any Project in which Funds are directed in order for the Project to proceed.
- A4.2 Recipient Is The Province's Delegate For Purposes Of Consultation With Aboriginal Groups.** By entering into this Agreement, the Province delegates the procedural aspects of

any consultation obligations the Province may have with any Aboriginal Group in relation to any Project in which Funds are directed to the Recipient as set out in Schedule "G" of this Agreement. The Recipient, by signing this Agreement acknowledges that the Province has delegated the procedural aspects of any consultation obligations that the Province may have with any Aboriginal Group in relation to any Project in which Funds are directed and accepts said delegation and agrees to act diligently as the Province's delegate so as to preserve the Honour of the Crown in relation to any consultation obligations that the Province may have in relation to any Project in which Funds are directed.

**A4.3 *Recipients Obligations In Relation To Consultations.*** The Recipient will:

- (a) Be responsible for consulting with any Aboriginal Group that has an interest in any Project in which Funds are directed on behalf of the Province in accordance with Schedule "G" of this Agreement;
- (b) Take directions from the Province in relation to consulting with any Aboriginal Group with an interest in any Project in which Funds are directed as well as any other directions that the Province may issue in relation to consultations, including suspending or terminating any Project in which Funds are directed; and
- (c) Provide a detailed description of any actions it took in relation to consultation with any Aboriginal Group with an interest in any Project in which Funds are directed in its Reports.

**A4.4 *Recipient Will Not Start Construction On Any Project Until Recipient Provides Evidence To The Province That Notice Of Project Has Been Given To Identified Aboriginal Groups.*** Despite anything else in this Agreement, the Recipient will not commence or allow a third party to commence construction on any aspect of any Project in which Funds are directed for forty-five (45) Business Days, or such other longer or shorter time as the Province may direct, after it has provided the Province with written evidence that the Recipient has sent notice about any Project in which Funds are directed to the Aboriginal Groups the Province has identified in accordance with Schedule "G" of this Agreement.

## **ARTICLE A5**

### **RECIPIENT'S ACQUISITION OF GOODS AND SERVICES AND DISPOSAL OF ASSETS**

**A5.1 *Acquisition Of Goods And Services In Competitive Procurement Process.*** The Recipient will acquire any goods and services for the Project through a transparent, competitive process that ensures the best value for any Funds expended and at no greater value than fair market value, after deducting trade discounts and/or other discounts available to the Recipient. Without limiting the generality of the foregoing, where the Recipient is a municipal entity to which the *MA* applies, the Recipient will follow its procurement policies required under the *MA*. Where the Recipient is a Local Services Board, the Recipient will obtain a minimum of three (3) written quotes for any goods or services which exceed twenty-five thousand dollars (\$25,000.00), unless the Province provides its prior written approval to obtain such goods or services in another manner. The Province may waive the requirements of this section A5.1 of the Agreement if:

- (a) The goods or services the Recipient is purchasing are not readily available; or
- (b) The Recipient has researched the market for a similar purchase within the last two (2) years and knows prevailing market costs for those good or services being purchased.

- A5.2 BPSAA.** For greater clarity, if the Recipient is subject to the *BPSAA* and there is a conflict between the *BPSAA* and a requirement under this Article A5 of the Agreement, the *BPSAA* will apply and prevail to the extent of that conflict.
- A5.3 Contracts.** The Recipient will ensure that all Contracts:
- (a) Are consistent with this Agreement;
  - (b) Do not conflict with this Agreement;
  - (c) Incorporate the relevant provisions of this Agreement to the fullest extent possible;
  - (d) Require that any parties to those Contracts comply with all Requirements of Law; and
  - (e) Authorize the Province to perform audits of the parties to those Contracts in relation to the Project or any Funds provided to those parties.
- A5.4 Use Of Consultants.** The Province recognizes and acknowledges that the Recipient may engage one or more Consultants for the purposes of carrying out any Projects in which Funds are directed. The Recipient will have sole responsibility for hiring and terminating the employment of said Consultants. The Recipient further acknowledges and agrees that the Recipient will be responsible for all acts and actions of the Recipient's Consultants and that all such acts and actions will be treated as acts and actions of the Recipient for the purposes of this Agreement.
- A5.5 Asset Retention.** The Recipient will comply with section C1.3 of Schedule "C" of this Agreement as it relates to the retention of any assets purchased, built or rehabilitated with Funds being provided under this Agreement.
- A5.6 Trade Agreements.** If the Recipient is subject to any provincial or federal trade agreements to which the Province is a party, the Recipient will comply with the applicable requirements of such trade agreements. In particular, and without limitation, if the Recipient is subject to Annex 502.4 of the *Agreement on Internal Trade*, the Recipient will comply with all applicable requirements of Annex 502.4. In the event of any conflict between any requirement under Annex 502.4 and a requirement under this Article A5 of the Agreement, Annex 502.4 will apply and prevail to the extent of that conflict.

## ARTICLE A6

### CONFLICT OF INTEREST

- A6.1 No Conflict Of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential or perceived Conflict of Interest.
- A6.2 Disclosure To The Province:** The Recipient will:
- (a) Disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived Conflict Of Interest; and
  - (b) Comply with any terms and conditions that the Province may impose as a result of the disclosure.

## ARTICLE A7

### REPORTS, RECORDS, INSPECTION, AUDITS AND THE PROVISION OF INFORMATION

- A7.1 Preparation And Submission.** The Recipient will:

- (a) Submit to the Province at the address referred to in section C1.4 of Schedule “C” of this Agreement all Reports in accordance with the timelines and content requirements set out in Schedule “I” of this Agreement, or in a form as specified by the Province from time to time;
- (b) Ensure that all Reports are completed to the satisfaction of the Province; and
- (c) Ensure that all Reports are signed on behalf of the Recipient by an authorized signing officer and that the accompanying attestation has been completed.

**A7.2 *Records Maintenance.*** The Recipient will keep and maintain:

- (a) All financial records, including invoices, relating to the Funds or otherwise to the Project in a manner consistent with generally acceptable accounting principles; and
- (b) All non-financial documents and records relating to the Funds or otherwise to the Project in a manner consistent with all Requirements of Law.

**A7.3 *Inspection.*** The Province, its authorized representatives or an independent auditor identified by the Province may, at its own expense, upon twenty-four (24) hours’ Notice to the Recipient during normal business hours, enter the Recipient’s premises to review the progress of the Project and the Recipient’s allocation and expenditure of the Funds and, for these purposes, the Province, its authorized representatives or an independent auditor identified by the Province may take one or more of the following actions:

- (a) Inspect and copy the records and documents referred to in this section A7.2 of Schedule “A” of this Agreement;
- (b) Remove any copies made pursuant to section A7.3(a) of Schedule “A” of this Agreement from the Recipient’s premises; and
- (c) Conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project or both.

**A7.4 *Disclosure.*** To assist in respect of the rights set out under section A7.3 of Schedule “A” of this Agreement, the Recipient will disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province and will do so in the form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

**A7.5 *No Control Of Records.*** No provision of this Agreement will be construed so as to give the Province any control whatsoever over the Recipient’s records.

**A7.6 *Auditor General.*** For greater certainty, the Province’s rights under this Article of the Agreement are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the AGA.

**A7.7 *Provision Of Information.*** The Recipient will provide to the Province, within the time period set out in the Notice, such information in respect of this Agreement or any Project in which Funds are directed as the Province requests.

## ARTICLE A8 COMMUNICATIONS

**A8.1 *Recipient To Follow Communications Protocol.*** The Recipient will follow the Communications Protocol set out under Schedule “H” of this Agreement.

- A8.2 *Publication By The Province.*** The Recipient agrees the Province may, in addition to any obligations the Province may have under *FIPPA*, publicly release information under this Agreement, including the Agreement itself, in hard copy or in electronic form, on the internet or otherwise.

## **ARTICLE A9 ADDITIONAL TERMS AND CONDITIONS**

- A9.1 *Additional Terms and Conditions.*** The Recipient will comply with any Additional Terms and Conditions set out under Schedule "B" of this Agreement. In the event of a conflict or inconsistency between any of the requirements of the Additional Terms and Conditions and any requirements of this Schedule "A" of this Agreement, the Additional Terms and Conditions will prevail.

## **ARTICLE A10 DISCLOSURE OF INFORMATION PROVIDED TO THE PROVINCE**

- A10.1 *FIPPA.*** The Recipient acknowledges that the Province is bound by the *FIPPA*.
- A10.2 *Disclosure Of Information.*** Any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with *FIPPA* and any other Requirements of Law.

## **ARTICLE A11 INDEMNITY, LIMITATION OF LIABILITY AND DUTY TO DEFEND**

- A11.1 *Indemnification.*** The Recipient hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all direct or indirect liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement, unless solely caused by the gross negligence or wilful misconduct of the Province.
- A11.2 *Exclusion Of Liability.*** The Recipient acknowledges and agrees that in no event will the Province be liable for any general, compensatory, incidental, special or consequential damages, or any loss of use, revenue or profit by the Recipient or the Recipient's officers, servants, employees and agents arising out of or in any way related to this Agreement.
- A11.3 *Recipient's Participation.*** The Recipient will, at its expense, to the extent requested by the Province, participate in or conduct the defence of any proceeding against any Indemnified Parties and any negotiations for their settlement.
- A11.4 *Province's Election.*** The Province may elect to participate in or conduct the defence of any proceeding by providing Notice to the Recipient of such election without prejudice to any other rights or remedies of the Province under this Agreement, at law or in equity. Each Party participating in the defence will do so by actively participating with the other's counsel.

**A11.5 Settlement Authority.** The Recipient will not enter into a settlement of any proceeding against any Indemnified Parties unless the Recipient has obtained the prior written approval of the Province. If the Recipient is requested by the Province to participate in or conduct the defence of any proceeding, the Province will co-operate with and assist the Recipient to the fullest extent possible in the proceeding and any related settlement negotiations.

**A11.6 Recipient's Co-operation.** If the Province conducts the defence of any proceedings, the Recipient will co-operate with and assist the Province to the fullest extent possible in the proceedings and any related settlement negotiations.

## ARTICLE A12

### INSURANCE

**A12.1 Recipient's Insurance.** The Recipient represents and warrants that it has, and will maintain for each Project being funded under this Agreement for a period of ninety (90) days after the Recipient has submitted a Project Information Form attesting that the Project is complete, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount set out under section C1.5 of Schedule "C" of this Agreement per occurrence. The policy will include the following:

- (a) The Indemnified Parties as additional insureds with respect to liability arising in the course or performance of the Recipient's obligations under, or otherwise in connection with, the Project or under this Agreement;
- (b) A cross-liability clause;
- (c) Contractual liability coverage;
- (d) Products and completed operations liability coverage;
- (e) Employer's liability coverage;
- (f) Tenant's legal liability coverage (for premises/building leases only);
- (g) Non-owned automobile coverage with blanket contractual and physical damage coverage for hired automobiles; and
- (h) A thirty (30) day written notice of cancellation provision.

**A12.2 Proof Of Insurance.** The Recipient will provide the Province with certificates of insurance, or other proof as the Province may request within the time limit set out in that request, that confirms the insurance coverage as required under section A12.1 of Schedule "A" of this Agreement.

**A12.3 Right Of "First Call" On Insurance Proceeds.** The Recipient will provide the Indemnified Parties with a right of "first call" or priority over any other person, including the Recipient, to use or enjoy the benefits of the proceeds from the insurance policy required under section A12.1 of Schedule "A" of this Agreement to pay any suits, judgments, claims, demands, expenses, actions, causes of action and losses (including without limitation, reasonable legal expenses and any claim for a lien made pursuant to the *Construction Lien Act* and for any and all liability, damages to property and injury to persons (including death)) that may be brought against the Indemnified Parties as a result of this Agreement.

## ARTICLE A13 TERMINATION ON NOTICE

**A13.1 Termination On Notice.** The Province may terminate this Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Recipient.

**A13.2 Consequences Of Termination On Notice By The Province.** If the Province terminates this Agreement pursuant to section A13.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

- (a) Direct that the Recipient does not incur any costs for the Project that are Eligible Costs under this Agreement without the Province's prior written consent;
- (b) Cancel any further installments of the Funds;
- (c) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (d) Determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) Permit the Recipient to offset such costs against the amount owing pursuant to section A12.3(c) of Schedule "A" of this Agreement; and
  - (ii) Subject to section A3.9 of Schedule "A" of this Agreement, provide Funds to the Recipient to cover such costs.

## ARTICLE A14 TERMINATION WHERE NO APPROPRIATION

**A14.1 Termination Where No Appropriation.** If, as provided for in section A3.2(d) of Schedule "A" of this Agreement, the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to this Agreement, the Province may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Recipient.

**A14.2 Consequences Of Termination Where No Appropriation.** If the Province terminates this Agreement pursuant to section A14.1 of Schedule "A" of this Agreement, the Province may take one or more of the following actions:

- (a) Cancel any further installments of the Funds;
- (b) Demand the repayment of any Funds plus any Interest Earned on the unspent Funds remaining in the possession or under the control of the Recipient; and
- (c) Determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A14.2(b) of Schedule "A" of this Agreement.

**A14.3 No Additional Funds.** For greater clarity, if the costs determined pursuant to section A14.2(c) of Schedule "A" of this Agreement exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

## ARTICLE A15

### EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

**A15.1 Events Of Default.** Each of the following events will constitute an Event of Default:

- (a) In the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement:
  - (i) Carry out the Project,
  - (ii) Use or spend the Funds,
  - (iii) Provide any Reports required under this Agreement, or
  - (iv) The Recipient fails to follow any directions that the Province provides under this Agreement;
- (b) The Recipient has provided false or misleading information to the Province;
- (c) The Recipient is unable to continue any Project in which Funds are directed or the Recipient is likely to discontinue any Project in which Funds are directed;
- (d) The Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (e) The Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application or an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (f) The Recipient ceases to operate.

**A15.2 Consequences Of Events Of Default And Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) Initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) Provide the Recipient with an opportunity to remedy the Event of Default;
- (c) Suspend the payment of Funds for such a period as the Province determines appropriate;
- (d) Reduce the amount of Funds;
- (e) Cancel any further installments of the Funds;
- (f) Demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) Demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the terms and conditions of this Agreement;
- (h) Demand the repayment of an amount equal to any Funds the Province provided to the Recipient, even though the Project is partially completed; and
- (i) Terminate this Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

**A15.3 Opportunity To Remedy.** If, in accordance with section A15.2(b) of Schedule "A" of this Agreement, the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) The particulars of the Event of Default; and
- (b) The Notice Period.

**A15.4 Recipient Not Remediating.** If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A15.2(b) of Schedule "A" of this Agreement, and;

- (a) The Recipient does not remedy the Event of Default within the Notice Period;

- (b) It becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
  - (c) The Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,
- the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A15.2(b), (c), (d), (e), (f), (g), (h) and (i) of Schedule "A" of this Agreement.

**A15.5 When Termination Effective.** Termination under this Article A15 of Schedule "A" of this Agreement will take effect as set out in the Notice.

## ARTICLE A16 LOBBYISTS AND AGENT FEES

**A16.1 Lobbyists And Agent Fees.** The Recipient represents and warrants:

- (a) Any person hired by the Recipient to speak or correspond with any employee or other person representing the Province concerning any matter relating to any Funds under this Agreement or any benefit hereunder is registered, if required to register, pursuant to the *Lobbyists Registration Act, 1998*;
- (b) It has not and will not make a payment or other compensation to any other legal entity that is contingent upon or is calculated upon the provision of any Funds hereunder or negotiating the whole or any part of the terms or conditions of this Agreement; and
- (c) No money from the Province was used or will be used to lobby or otherwise secure the provision of any Funds in relation to this Agreement.

## ARTICLE A17 FUNDS UPON EXPIRY

**A17.1 Funds Upon Expiry.** The Recipient will, upon the expiry of the Agreement, return to the Province any unspent Funds remaining in its possession or under its control plus any Interest Earned on the unspent Funds.

## ARTICLE A18 REPAYMENT

**A18.1 Repayment Of Overpayment Or Unspent Saved Funds.** If at any time during the Term of this Agreement the Province provides Funds in excess of the amount to which the Recipient is eligible to receive under this Agreement or the Recipient does not spend any Funds that it has saved in accordance with section A3.8 of this Agreement, the Province may:

- (a) Deduct an amount equal to the excess or saved Funds plus Interest Earned from any further installments of the Funds; or
- (b) Demand that the Recipient pay an amount equal to the excess or saved Funds plus Interest Earned to the Province.

**A18.2 Debt Due.** If, pursuant to this Agreement:

- (a) The Province demands the payment of any Funds or an amount equal to any Funds from the Recipient; or
- (b) The Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not their return or repayment has been demanded by the Province,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient and the Recipient will pay or return the amount to the Province immediately, unless the Province directs otherwise. For greater clarity, in the event that the Recipient makes an assignment, proposal, compromise or arrangement for the benefit of creditors or a creditor makes an application for an order adjudging the Recipient bankrupt or applies for the appointment of a receiver, this section A18.2 of Schedule "A" of this Agreement will not affect any Funds that the Recipient is holding in trust for the Province under section A3.4 of Schedule "A" of this Agreement.

**A18.3 Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

**A18.4 Payment Of Money To Province.** If the Province requires the Recipient to repay any Funds or Interest Earned to the Province, the Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address referred to in section A19.1 of Schedule "A" of this Agreement.

**A18.5 Repayment.** Without limiting the application of section 43 of the *FAA*, if the Recipient does not repay any amount owing under this Agreement, Her Majesty the Queen in Right of Ontario may set off any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in Right of Ontario.

**A18.6 Funds Are Part Of A Social Or Economic Program.** The Recipient acknowledges and agrees that any Funds provided under this Agreement are for the administration of social or economic programs or the provision of direct or indirect support to members of the public in connection with social or economic policy.

## ARTICLE A19 NOTICE

**A19.1 Notice In Writing And Addressed.** Notice will be in writing and will be delivered by email, postage-paid mail, personal delivery or fax and will be addressed to the Province and the Recipient respectively as set out in section C1.6 of Schedule "C" of this Agreement or as either Party later designates to the other by written Notice.

**A19.2 Notice Given.** Notice will be deemed to have been given:

- (a) In the case of postage-paid mail, five (5) Business Days after the Notice is mailed; or
- (b) In the case of email, personal delivery or fax, one (1) Business Day after the Notice is delivered.

**A19.3 Postal Disruption.** Despite section A19.2(a) of Schedule "A" of this Agreement, in the event of a postal disruption,

- (a) Notice by postage-paid mail will not be deemed to be received; and
- (b) The Party giving Notice will provide Notice by email, personal delivery or fax.

## ARTICLE A20 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

**A20.1 Consent.** When the Province provides its consent pursuant to this Agreement, that consent will not be considered valid unless that consent is in writing and the person providing the consent indicates in the consent that that person has the specific authority to provide that consent. The Province may also impose any terms and conditions on the consent and the Recipient will comply with such terms and conditions.

## **ARTICLE A21 SEVERABILITY OF PROVISIONS**

**A21.1 Invalidity Or Unenforceability Of Any Provision.** The invalidity or unenforceability of any provision in this Agreement will not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **ARTICLE A22 WAIVER**

**A22.1 Waivers In Writing.** If a Party fails to comply with any term or condition of this Agreement that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article A19 of Schedule "A" of this Agreement. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply. For greater clarity, where the Province chooses to waive a term or condition of this Agreement, such waiver will only be binding if provided by a person who indicates in writing that he or she has the specific authority to provide the waiver.

## **ARTICLE A23 INDEPENDENT PARTIES**

**A23.1 Parties Independent.** The Recipient acknowledges and agrees that it is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

## **ARTICLE A24 ASSIGNMENT OF AGREEMENT OR FUNDS**

**A24.1 No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under this Agreement.

**A24.2 Agreement Binding.** All rights and obligations contained in this Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

## **ARTICLE A25 GOVERNING LAW**

**A25.1 Governing Law.** This Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with this Agreement will be conducted in the Courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **ARTICLE A26 FURTHER ASSURANCES**

**A26.1 Agreement Into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of this Agreement to their full extent.

## **ARTICLE A27 JOINT AND SEVERAL LIABILITY**

**A27.1 Joint And Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under this Agreement.

## **ARTICLE A28 RIGHTS AND REMEDIES CUMULATIVE**

**A28.1 Rights And Remedies Cumulative.** The rights and remedies of the Province under this Agreement are cumulative and are in addition to, and not in substitution of, any of its rights and remedies provided by law or in equity.

## **ARTICLE A29 JOINT AUTHORSHIP**

**A29.1 Joint Authorship Of Agreement.** The Parties will be considered joint authors of this Agreement and no provision herein will be interpreted against one Party by the other Party because of authorship. No Party will seek to avoid a provision herein because of its authorship through recourse to a third party, court, tribunal or arbitrator.

## **ARTICLE A30 FAILURE TO COMPLY WITH OTHER AGREEMENT**

**A30.1 Other Agreements.** If the Recipient:

- (a) Has committed a Failure;
- (b) Has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) Has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) Such Failure is continuing,

the Province may suspend the payment of Funds under this Agreement without liability, penalty or costs for such period as the Province determines appropriate.

## **ARTICLE A31**

### **SURVIVAL**

**A31.1 *Survival.*** The provisions of this Agreement that by their nature survive the expiration or early termination of this Agreement will so survive for a period of seven (7) years from the Expiry Date expiry or date of termination. Without limiting the generality of the foregoing, the following Articles and sections, and all applicable cross-referenced sections and schedules will continue in full force and effect for a period of seven (7) years from the Expiry Date or the date of termination: Article A1 and any other applicable definitions, sections A3.2(d), A3.5, section 4.2, section A7.1 (to the extent that the Recipient has not provided the Reports to the satisfaction of the Province), section A6.2 , Article A7, Article A11, section A13.2, sections A14.2 and A14.3, sections A15.1, A15.2(d), (e), (f), (g) and (h), Article A17, Article A18, Article A19, Article A21, section A24.2, Article A25, Article A27, Article A28, Article A29, Article A30 and this Article A31.

**A31.2 *Survival After Creation.*** Despite section A31.1 of this Agreement, section A7.2 of this Agreement, including all cross-referenced provisions and Schedules, will continue in full force and effect for a period of seven (7) years from the date in which that document or record referred to in section A7.2 of this Agreement was created.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “B” FOLLOWS]**

**SCHEDULE “B”  
ADDITIONAL TERMS AND CONDITIONS**

**B1.1** ***No Additional Terms And Conditions:** There are no additional terms or conditions for this Agreement.*

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “C” FOLLOWS]**

## SCHEDULE “C” OPERATIONAL REQUIREMENTS UNDER THE AGREEMENT

**C1.1 *Effective Date.*** The Effective Date of this Agreement is as of the date that the Province signs it.

**C1.2 *Expiry Date.*** The Expiry Date of this Agreement is March 31, 2027.

**C1.3 *Disposal Of Assets.*** The Recipient will retain any assets purchased, rehabilitated or built with the Funds under this Agreement for a period of five (5) years from the date that the Project is completed. Within this five (5) year period, the Recipient may ask for the Province’s consent to dispose of any assets purchased, rehabilitated or built with the Funds under this Agreement. The Province may impose any reasonable conditions, including requesting the return of Funds from the Recipient, in return for its consent.

**C1.4 *Submission Of Reports.*** All Reports under this Agreement will be submitted to the Province using the address supplied under section C1.6 of this Schedule “C” of the Agreement or any other person identified by the Province in writing.

**C1.5 *Insurance Amount.*** The amount of insurance the Recipient will have for the purposes of section A12.1 of Schedule “A” of this Agreement is no less than two million dollars (\$2,000,000.00) in general commercial liability insurance per occurrence.

**C1.6 *Providing Notice.*** All Notices under this Agreement will be provided to:

TO THE PROVINCE	TO THE RECIPIENT
Ministry of Agriculture, Food and Rural Affairs Rural Programs Branch 1 Stone Road West, 4NW Guelph, Ontario N1G 4Y2  Attention: Manager, Infrastructure Renewal Programs Fax: 519-826-3398 Email: OCIF@ontario.ca	The Corporation of the Township of North Huron PO Box 90, 274 Josephine Street Wingham, Ontario N0G 2W0  Attention: Sharon Chambers Fax: Email: schambers@northhuron.ca

or any other person identified by the Parties in writing.

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## SCHEDULE “D” ELIGIBLE PROJECT CATEGORIES

### **D1.1 Eligible Project.** Eligible Projects include:

- (a) The development and implementation of asset management plans (e.g. software, training, inspections) and the implementation of Composite Correction Program recommendations.
- (b) Capital projects and capital maintenance for the renewal, rehabilitation and replacement of core infrastructure assets or capital construction of new core infrastructure that addresses an existing health or safety issue, including:
  - (i) Water:
    - a. Water treatment, and
    - b. Water distribution/transmission.
  - (ii) Wastewater:
    - a. Wastewater treatment and disposal,
    - b. Sanitary sewer systems, and
    - c. Storm sewer systems (urban and rural).
  - (iii) Roads:
    - a. Paved roads,
    - b. Unpaved roads,
    - c. Bus-only lanes,
    - d. Street lighting may be included as an eligible item when part of a road project, and
    - e. Sidewalks and/or cycling lanes located along an existing road.
  - (iv) Bridges and Culverts:
    - a. Sidewalks and/or cycling lanes located along an existing road.

Without limiting the foregoing, the Project must be part of the Recipient’s asset management plan in order to be eligible.

A Recipient may transfer its yearly allocation to another recipient in the furtherance of a joint project, provided:

- (a) The joint project is listed as a priority in the asset management plans for the Recipient and other recipients;
- (b) The Recipient and other recipients inform the Province in writing that they are undertaking a joint project prior to implementation; and
- (c) The Recipient and other recipients have an agreement in place governing the joint project, including how the joint project is being funded.

### **D2.1 Ineligible Projects.** Ineligible projects are any project not part of the Recipient’s Asset Management Plan, and also include:

- (a) Projects that are routine upgrades or improvements to storm water infrastructure and drainage (Note: an eligible project must eliminate or significantly reduce the potential for serious damages to adjacent critical infrastructure (e.g. roads, bridges, etc.));
- (b) Growth-related expansion projects (e.g. new subdivision infrastructure);
- (c) Infrastructure expansion projects to accommodate future employment or residential development on greenfield sites; and
- (d) Recreational trail projects.

## SCHEDULE “E” ELIGIBLE AND INELIGIBLE COSTS

**E1.1 Eligible Costs.** Subject to the terms and conditions of this Agreement and section E.2 of this Schedule “E” of the Agreement, Eligible Costs shall only include all direct and incremental costs that are attributable to the development and implementation of the Project and are in the Province’s sole and absolute discretion, properly and reasonably incurred as well as necessary for the Project. Eligible Costs must also be actual, verifiable cash outlays that are documented through invoices, receipts or other records that is acceptable to the Province.

Without limiting the generality of the foregoing, Eligible Costs shall only include the following:

- (a) The capital costs of constructing, rehabilitating, replacing or improving, in whole or in part, a tangible core infrastructure asset;
- (b) Development and implementation of asset management plans (e.g. software, training third-party condition assessments), including Consultant costs;
- (c) Activities that improve the performance or increase the capacity of existing water and wastewater infrastructure under the Composite Correction Program including third-party comprehensive performance evaluations and third-party comprehensive technical assistance;
- (d) Up to 40% of the annual Funds allocation to a maximum of eighty thousand dollars (\$80,000.00) per year for Recipient staff members whose responsibilities include asset management and/or Composite Correction Program implementation while receiving third-party comprehensive technical assistance;
- (e) All capital planning and assessment costs, such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services;
- (f) The costs for permits, approvals, licences and other authorizing documents, as well as inspections and other fees directly attributable to obtaining a permit, approval, licence or other authorizing document, provided those costs are directly attributable to the construction and implementation of Project;
- (g) Loan payments and interest charges on eligible core infrastructure activities started after January 1, 2017 that the Recipient has obtained financing to complete;
- (h) The costs for consulting with an Aboriginal Group, including the Recipient’s legal fees, provided they are reasonable, on matters pertaining to the Project, including the translation of documents into languages spoken by the affected Aboriginal Group, but does not include any capacity-building funding unless specifically approved by the Province in writing prior to being incurred;
- (i) The costs of Project-related signage, lighting, Project markings and utility adjustments;
- (j) The costs of joint communication activities, such as press releases, press conferences, translation and road signage recognition, as described in Schedule “H” of this Agreement; and
- (k) Other costs that are, in the Province’s sole and absolute discretion, direct, incremental and necessary for the successful implementation of the Project, provided those costs have been approved by the Province in writing prior to being incurred.

**E2.1 Ineligible Costs.** The following costs are Ineligible Costs and are therefore ineligible to be paid from the Funds being provided under this Agreement:

- (a) Costs incurred which are not in accordance with section A5.1 of Schedule “A” of this Agreement;

- (b) Any costs related to any ineligible projects set out under section D2.1 of Schedule “D” of this Agreement;
- (c) Costs associated with the acquisition or leasing of:
  - (i) Land,
  - (ii) Buildings,
  - (iii) Equipment,
  - (iv) Other facilities, and
  - (v) Obtaining easements, including costs or expenses for surveys, and includes real estate fees and other related costs;
- (d) Costs associated with moveable / transitory assets (e.g. portable generators, etc.) or rolling stock (e.g. trucks, graders, etc.);
- (e) Costs related to recreational trails;
- (f) Legal fees, other than those associated with consultation with Aboriginal Groups (provided such legal fees are reasonable), as well as loan and interest payments that do not comply with section E1.1(g) of Schedule “E” of this Agreement;
- (g) Taxes, regardless of any rebate eligibility;
- (h) The value of any goods and services which are received through donations or in kind;
- (i) Employee wages and benefits, overhead costs as well as other direct or indirect operating, maintenance and administrative costs incurred by the Recipient for the Project, and more specifically, but without limiting the generality of the foregoing, costs relating to services delivered directly by permanent employees of the Recipient;
- (j) Meal, hospitality or incidental costs or expenses of Consultants;
- (k) Costs associated with completing Expressions of Interest and/or applications for the Ontario Community Infrastructure Fund or the Building Canada Fund – Small Communities Fund;
- (l) Costs of accommodation for any Aboriginal Group; and
- (m) Costs incurred contrary to section A16.1 of Schedule “A” of this Agreement.

**E2.2 Costs Of Non-Arm’s Length Parties.** The costs or expenses of goods or services acquired from parties that are not Arm’s Length from the Recipient must be valued at the cost of the supplying entity and shall not include any mark up for profit, return on investment or overhead costs and shall not exceed fair market value. The Province may not consider the eligibility of any of these costs unless access is provided to the relevant records of the supplying entity.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE “F” FOLLOWS]**

## **SCHEDULE “F” FINANCIAL INFORMATION**

- F1.1 Allocation Notices Form Part Of Schedule “F” Upon Being Issued.** The Parties agree that when the Province issues an Allocation Notice to the Recipient for a Funding Year, that Allocation Notice will become part of this Schedule “F” of the Agreement upon being issued by the Province and is enforceable under this Agreement.
- F1.2 Revised Allocation Notices Form Part Of Schedule “F” Upon Being Issued.** The Parties agree that in the event that the Province issues a Revised Allocation Notice for whatever reason, that Revised Allocation Notice will revoke and replace the Allocation Notice for which the Revised Allocation Notice was issued and that Revised Allocation Notice will become part of this Schedule “F” of the Agreement upon being issued by the Province and will be enforceable under this Agreement.
- F1.3 No Amending Agreement Needed To Have Allocation Notice Or Revised Allocation Notice Become Part Of Schedule “F” Of Agreement.** For greater clarity, and despite section 3.1 of the Agreement, the Parties agree that this Schedule “F” may be altered by the issuance of an Allocation Notice or a Revised Allocation Notice without having to amend this Agreement.
- F2.1 Payment Of Funds.** Subject to the terms and conditions of this Agreement, the Province will provide any Funds pursuant to this Agreement in accordance with the following:
- (a) Where the Funds are less than one hundred fifty thousand dollars (\$150,000.00), the Province will make one (1) payment to the Recipient by March 31 of the allocation year;
  - (b) Where the Funds are more than one hundred fifty thousand dollars (\$150,000.00), but less than one million dollars (\$1,000,000.00), the Province will make six (6) payments to the Recipient over the calendar year; and
  - (c) Where the Funds are more than one million dollars (\$1,000,000.00), the Province will make twelve (12) payments to the Recipient over the calendar year.

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## SCHEDULE “G”

### ABORIGINAL CONSULTATION REQUIREMENTS

**G1.1 Purpose.** This Schedule sets out the responsibilities of the Province and the Recipient in relation to consultation with Aboriginal Groups on the Project, and to delegate procedural aspects of consultation from the Province to the Recipient.

**G1.2 Definitions.** For the purposes of this Schedule:

“**Section 35 Duty**” means any duty the Province may have to consult and, if required, accommodate Aboriginal Groups in relation to the Project flowing from section 35 of the *Constitution Act, 1982*.

**G2.1 The Province’s Responsibilities.** The Province is responsible for:

- (a) Determining the Aboriginal Groups to be consulted in relation to the Project, if any, and advising the Recipient of same;
- (b) The preliminary and ongoing assessment of the depth of consultation required with the Aboriginal Groups;
- (c) Delegating, at its discretion, procedural aspects of consultation to the Recipient pursuant to this Schedule;
- (d) Directing the Recipient to take such actions, including without limitation suspension as well as termination of the Project, as the Province may require;
- (e) Satisfying itself, where it is necessary to do so, that the consultation process in relation to the Project has been adequate and the Recipient is in compliance with this Schedule; and
- (f) Satisfying itself, where any Aboriginal or treaty rights and asserted rights of Aboriginal Groups require accommodation, that Aboriginal Groups are appropriately accommodated in relation to the Project.

**G3.1 Recipient’s Responsibilities.** The Recipient is responsible for:

- (a) Giving notice to the Aboriginal Groups regarding the Project as directed by the Province, if such notice has not already been given by the Recipient or the Province;
- (b) Immediately notifying the Province of contact by any Aboriginal Groups regarding the Project and advising of the details of the same;
- (c) Informing the Aboriginal Groups about the Project and providing to the Aboriginal Groups a full description of the Project unless such description has been previously provided to them;
- (d) Following up with the Aboriginal Groups in an appropriate manner to ensure that Aboriginal Groups are aware of the opportunity to express comments and concerns about the Project, including any concerns regarding adverse impacts on hunting, trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to the Aboriginal Groups, and immediately advising the Province of the details of the same;
- (e) Informing the Aboriginal Groups of the regulatory and approval processes that apply to the Project of which the Recipient is aware after reasonable inquiry;
- (f) Maintaining the Aboriginal Groups on the Recipient’s mailing lists of interested parties for environmental assessment and other purposes and providing to the Aboriginal Groups all notices and communications that the Recipient provides to interested parties and any notice of completion;

- (g) Making all reasonable efforts to build a positive relationship with the Aboriginal Groups in relation to the Project;
- (h) Providing the Aboriginal Groups with reasonable opportunities to meet with appropriate representatives of the Recipient and meeting with the Aboriginal Groups to discuss the Project, if requested;
- (i) If appropriate, providing reasonable financial assistance to Aboriginal Groups to permit effective participation in consultation processes for the Project, but only after consulting with the Province;
- (j) Considering comments provided by the Aboriginal Groups regarding the potential impacts of the Project on Aboriginal or treaty rights or asserted rights, including adverse impacts on hunting, trapping, fishing, plant harvesting or on burial grounds or archaeological sites of cultural significance to an Aboriginal Group, or on other interests, or any other concerns or issues regarding the Project;
- (k) Answering any reasonable questions to the extent of the Recipient's ability and receiving comments from the Aboriginal Groups, notifying the Province of the nature of the questions or comments received and maintaining a chart showing the issues raised by the Aboriginal Groups and any responses the Recipient has provided;
- (l) Where an Aboriginal Group asks questions regarding the Project directly of the Province, providing the Province with the information reasonably necessary to answer the inquiry, upon the Province's request;
- (m) Subject to section G3.1(o) of this Schedule "G" of the Agreement, where appropriate, discussing with the Aboriginal Groups potential accommodation, including mitigation of potential impacts on Aboriginal or treaty rights, asserted rights or associated interests regarding the Project and reporting to the Province any comments or questions from the Aboriginal Groups that relate to potential accommodation or mitigation of potential impacts;
- (n) Consulting regularly with the Province during all discussions with Aboriginal Groups regarding accommodation measures, if applicable, and presenting to the Province the results of such discussions prior to implementing any applicable accommodation measures;
- (o) Complying with the Province's direction to take any actions, including without limitation, suspension or termination of the Project, as the Province may require; and
- (p) Providing in any contracts with Third Parties for the Recipient's right and ability to respond to direction from the Province as the Province may provide.

**G3.2 Acknowledgement By Recipient.** The Recipient hereby acknowledges that, notwithstanding section A4.2 of Schedule "A" of this Agreement, the Province, any provincial ministry having an approval role in relation to the Project, or any responsible regulatory body, official, or provincial decision-maker, may participate in the matters and processes enumerated therein as they deem necessary.

**G3.3 Recipient Shall Keep Records And Share Information.** The Recipient shall carry out the following functions in relation to record keeping, information sharing and reporting to the Province:

- (a) Provide to the Province, upon request, complete and accurate copies of all documents provided to the Aboriginal Groups in relation to the Project;
- (b) Keep reasonable business records of all its activities in relation to consultation and provide the Province with complete and accurate copies of such records upon request;
- (c) Provide the Province with timely notice of any Recipient mailings to, or Recipient meetings with, the representatives of any Aboriginal Group in relation to the Project;

- (d) Immediately notify the Province of any contact by any Aboriginal Groups regarding the Project and provide copies to the Province of any documentation received from Aboriginal Groups;
- (e) Advise the Province in a timely manner of any potential adverse impact of the Project on Aboriginal or treaty rights or asserted rights of which it becomes aware;
- (f) Immediately notify the Province if any Aboriginal archaeological resources are discovered in the course of the Project;
- (g) Provide the Province with summary reports or briefings on all of its activities in relation to consultation with Aboriginal Groups, as may be requested by the Province; and
- (h) If applicable, advise the Province if the Recipient and an Aboriginal Group propose to enter into an agreement directed at mitigating or compensating for any impacts of the Project on Aboriginal or treaty rights or asserted rights.

**G3.4 Recipient Shall Assist The Province.** The Recipient shall, upon request lend assistance to the Province by filing records and other appropriate evidence of the activities undertaken both by the Province and by the Recipient in consulting with Aboriginal Groups in relation to the Project, attending any regulatory or other hearings, and making both written and oral submissions, as appropriate, regarding the fulfillment of Aboriginal consultation responsibilities by the Province and by the Recipient, to the relevant regulatory or judicial decision-makers.

**G4.1 No Acknowledgment Of Duty To Consult Obligations.** Nothing in this Schedule shall be construed as an admission, acknowledgment, agreement or concession by the Province or the Recipient, that a Section 35 Duty applies in relation to the Project, nor that any responsibility set out herein is, under the Constitution of Canada, necessarily a mandatory aspect or requirement of any Section 35 Duty, nor that a particular aspect of consultation referred to in subsection G2.1 hereof is an aspect of the Section 35 Duty that could not have lawfully been delegated to the Recipient had the Parties so agreed.

**G5.1 No Substitution.** This Schedule shall be construed consistently with but does not substitute for any requirements or procedures in relation to Aboriginal consultation or the Section 35 Duty that may be imposed by a ministry, board, agency or other regulatory decision-maker acting pursuant to laws and regulations. Such decision-makers may have additional obligations or requirements. Nonetheless, the intent of the Province is to promote coordination among provincial ministries, boards and agencies with roles in consulting with Aboriginal Groups so that the responsibilities outlined in this Agreement may be fulfilled efficiently and in a manner that avoids, to the extent possible, duplication of effort by Aboriginal Groups, the Recipient, the Province, and provincial ministries, boards, agencies and other regulatory decision-makers.

**G6.1 Notices In Relation To Schedule.** All notices to the Province pertaining to this Schedule shall be in writing and shall be given sent to the person identified under section C1.6 of Schedule "C" of this Agreement.

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## SCHEDULE “H” COMMUNICATIONS PROTOCOL

**H1.1 Application Of Protocol.** This Protocol applies to all communications activities related to any funding the Recipient receives under this Agreement. Communications activities may include, but are not limited to:

- (a) Project signage;
- (b) Media events and announcements, including news conferences, public announcements, official events or ceremonies, news releases;
- (c) Printed materials;
- (d) Websites;
- (e) Photo compilations;
- (f) Award programs; or
- (g) Awareness campaigns.

**H2.1 Project Signage.** The Province may require that a sign be installed at the site of the Project. If the Recipient installs a sign at the site of a Project, the Recipient shall, at the Province's request, provide acknowledgement of the provincial contribution to the Project. Sign design, content and installation guidelines will be provided by the Province.

Where the Recipient decides to install a permanent plaque or other suitable marker with respect to a Project, it must recognize the provincial contribution to the Project and be approved by the Province prior to installation.

The Recipient is responsible for the production and installation of Project signage, unless otherwise agreed upon in writing prior to the installation of the signage.

**H3.1 Media Events.** The Province or the Recipient may request a media event, announcement or recognition of key milestones related to Project.

In requesting a media event or an announcement, the Party requesting the event will provide at least twenty-one (21) Business Days' notice to the other Party of its intention to undertake such an event. The event will take place at a date and location that is mutually agreed to by the Parties. The Parties will have the opportunity to participate in such events through a designated representative. Each participant will choose its designated representative.

All joint communications material related to media events and announcements must be approved by the Province and recognize the funding provided by the Province.

Media events and announcements include but are not limited to:

- (a) News conferences;
- (b) Public announcements;
- (c) Official events or ceremonies; or
- (d) News releases.

**H4.1 Awareness Of Project.** The Recipient may include messaging in its own communications products and activities with regards to the Project. When undertaking such activities, the Recipient will provide the opportunity for the Province to participate and will recognize the funding provided by the Province.

**H5.1 *Issues Management.*** The Recipient will share information promptly with the Province should significant emerging media, Project or stakeholder issues relating to a Project arise. The Province will advise the Recipient, when appropriate, about media inquiries concerning the Project.

**H6.1 *Communicating Success Stories.*** The Recipient agrees to communicate with the Province for the purposes of collaborating on communications activities and products including but not limited to success stories and features relating to the Project.

The Recipient acknowledges and agrees that the Province may publicize information about the Project. The Province agrees it will use reasonable efforts to consult with the Recipient about the Province's publication about the Project prior to making it.

**H7.1 *Disclaimer.*** If the Recipient publishes any material of any kind relating to the Project or the Ontario Community Infrastructure Fund, the Recipient will indicate in the material that the views expressed in the material are the views of the Recipient and do not necessarily reflect the Province's views.

**[REST OF PAGE INTENTIONALLY LEFT BLANK – SCHEDULE "I" FOLLOWS]**

## SCHEDULE “I” REPORTS

**11.1 Reports.** The Recipient will submit the following Reports in accordance with the reasonable directions provided by the Province by the date indicated in the chart immediately below. The Province will provide the contents of the Report at a later date.

NAME OF REPORT	DUE DATE
Annual Financial Report	See section 12.1 of this Schedule.
Project Information Report	See section 12.1 of this Schedule.
Other Reports	Within the time period set out in the written request from the Province.

**12.1 Timing Of Reports.** The Recipient will provide to the Province the following Reports at the times noted below:

- (a) By January 15<sup>th</sup> of each year:
  - (i) Project Information Report
    - Project Status and Financial Update for all Projects
    - For Asset Management Planning or Composite Correction Program, Implementation Staff Time Attestations (as appropriate)
    - Completed Project Being Debt Financed – Yearly Update (as appropriate)
  - (ii) Annual Financial Report from the previous year (Interest Earned must be reported for the previous calendar year)
- (b) By April 15<sup>th</sup> of each year:
  - (i) Project Information Report – Proposed Project Information for any new or revised Project (reminder – a Duty to Consult assessment must be completed by the Province for each Project forty-five (45) Business Days prior to the start of construction of that Project)
- (c) Within forty-five (45) Business Days of Project or construction completion or no later than January 15<sup>th</sup> of the year following completion of the Project
  - (i) Project Information Report – Completed Project information

**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
BY-LAW NO. 117 (2016)**

**A BY-LAW TO AMEND SCHEDULE “A”, SCHEDULE “B” and  
SCHEDULE “C” OF BY-LAW NO. 54 (2007)  
BEING A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT  
PROGRAM FOR THE TOWNSHIP OF NORTH HURON**

**WHEREAS** the Council of the Corporation of the Township of North Huron enacted By-law No. 54 (2007), being a By-law to Adopt an Emergency Management Program for the Township of North Huron;

**AND WHEREAS** the Council of the Township of North Huron desires to amend Schedule “A” Schedule “B” and Schedule “C” of By-law No. 54 (2007);

**AND WHEREAS** the Council of the Township of North Huron deems it expedient to amend said Schedule;

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

- 1. That Schedule “A” of By-law No. 54 (2007) – “Emergency Response Plan”, and

That Schedule “B” of By-law No. 54 (2007) – “Community Emergency Management Co-ordinator and Alternates, and

That Schedule “C” of By-law No. 54 (2007) – “Community Emergency Management Program Committee

by hereby amended effective December 19, 2016.

READ A FIRST AND SECOND TIME THIS 19<sup>th</sup> DAY OF DECEMBER, 2016.

READ A THIRD TIME AND PASSED THIS 19<sup>th</sup> DAY OF DECEMBER, 2016.

CORPORATE SEAL

\_\_\_\_\_  
Reeve Neil G. Vincent

\_\_\_\_\_  
Clerk Kathy Adams

**APPENDIX “A”**

# **TOWNSHIP OF NORTH HURON**



# **EMERGENCY PLAN 2016**

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## EXECUTIVE SUMMARY

### Introduction

This Plan has been prepared in order to provide key officials, agencies, and departments within the Township of North Huron with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned parties be made aware of its provisions and that every official, agency, and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following paragraphs provide an overview of the background and some of the highlights of this Plan.

### Background

Provincial legislation entitled “The Emergency Management and Civil Protection Act RSO (1990) Chapter E.9 Regulation 380/04, is the primary authority enabling municipalities to develop their own Emergency Plan.

An emergency is defined as, “ **a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.**”

The Legislation which is short titled “The Emergency Management and Civil Protection Act RSO (1990) Chapter E.9 Regulation 380/04 , April 15/03” states that the “Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.”

**The Council of the Township of North Huron passed By-law No. 54-2007 which approved the Township of North Huron’s Emergency Response Plan as part of the Township’s Emergency Management Program.**

### Short Title

This emergency plan may be cited as the Township of North Huron **Emergency Plan**.

## **DEFINITIONS AND RELEVANT TERMS**

1. **Administrative Assistant – North Huron Administration**  
The Administrative Assistant – North Huron Administration will assume the role of scribe for the Emergency Control Group.
2. **Administrative Assistant – Recreation Department**  
The Administrative Assistant – Recreation Department will assume the role of Citizen Inquiry Supervisor.
3. **Chief Administrative Officer**  
Chief Administrative Officer for the Township of North Huron will assume the role of Public Information Officer.
4. **Chief Building Official**  
Building Official or alternate for the Township of North Huron.
5. **Citizen Inquiry Service**  
A service established by the Emergency Control Group to respond to and redirect inquiries and reports from the public. Appointed staff will be responsible for answering enquiries under the direction of the Head of Council or designate.
6. **Clerk**  
The Clerk or alternate for the Township of North Huron.
7. **Community Emergency Management Coordinator**  
The Community Emergency Management Coordinator will be the Fire Chief for the Township of North Huron.
8. **Director of Public Works**  
The Director of Public Works or alternate for the Township of North Huron.
9. **Director of Recreation and Facilities**  
The Director of Recreation and Facilities or alternate for the Township of North Huron.
10. **Emergency Area**  
The area in which the emergency exists.
11. **Emergency Control Group**  
That group of individuals directing those services necessary for mitigating the effects of the emergency. The Clerk is responsible for co-ordinating the operations within the Emergency Operations Centre.

**12. Emergency Operations Centre**

The location from which the Emergency Control Group operates.

**13. Emergency Site Manager**

Appointed by the Emergency Control Group to ensure the agencies responding to the site of the emergency are co-ordinated in their response. The Emergency Site Manager communicates directly with the Clerk at the Emergency Control Group.

**14. Fire Chief**

The Chief of the Fire Department of North Huron, or Duty Chief thereof.

**15. Fire Prevention Officer**

The Fire Prevention Officer from the Fire Department of North Huron.

**16. Head of Council**

The Head of Council will be the Reeve or Deputy Reeve for the Township of North Huron.

**17. Inner Perimeter**

A restricted area in the immediate vicinity of the emergency scene as established by the On-Scene Commanders (police/fire/Huron Paramedic Services). Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

**18. Media Information Centre**

The location at or near the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. This location will be determined by the Emergency Information Officer.

**19. Medical Officer of Health**

Medical Officer of Health or alternate for the County of Huron.

**20. On-Scene Media Information Centre**

The location at or near the scene from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Scene Media Spokesperson, with the approval of the Emergency Site Manager.

**21. On-Scene Media Spokesperson**

The On-Scene Media Spokesperson is appointed by the Emergency Site Manager at the time of the emergency. This person is responsible for co-ordinating the fast, accurate dissemination of information to the media from the On-Scene Media Information Centre.

The Spokesperson will also work closely with the Emergency Information Officer to ensure that information released to the media from the scene is consistent with information being released from the Media Information Centre.

**22. Outer Perimeter**

The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

**23. Public Information Officer/Emergency Information Officer**

During an emergency the CAO or alternate for the Township of North Huron will be the Public Information Officer.

**24. Reception/Evacuation Centre**

A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. When possible, use schools, since in most cases they make ideal Evacuation Centres.

**25. Recovery**

The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

**26. Representative Huron Paramedic Service**

A designated representative of the Huron County Huron Paramedic Service.

**27. Social Services Support Group**

The group of Social Service Department Staff responsible for the dissemination of information between the Commissioner of Social Services and the Reception/Evacuation Centre Managers. This group is also involved in obtaining resources required by the Commissioner and/or the Reception/Evacuation Centre(s).

**28. Solicitor**

The Solicitor as contracted by the Township of North Huron.

**29. Transportation Co-ordinator**

During an emergency, the Transportation Co-ordinator will be appointed by the Emergency Control Group.

30. **Triage**

The sorting and allocation of treatment/transport to patients or victims according to a system of priorities designed to maximize the number of survivors.

31. **Wingham Police Chief / Ontario Provincial Police Sergeant**

The Chief of Police of the Wingham Police Service catchment area or alternate or a Sergeant of Ontario Provincial Police catchment area.

## **PART I - INTRODUCTION, AIM, ALERTING SYSTEM, EMERGENCY OPERATIONS CENTRE**

### **1. Introduction**

- a) Emergencies are defined as situations, or the threat of impending situations, abnormally affecting the lives and property of our society which, by their nature or magnitude, require a co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. fire fighting, police activities, normal hospital routines, Huron Paramedic Services routines.
- b) While most peacetime emergencies could occur within the geographical area of responsibility of the Township of North Huron, those most likely to occur are floods, tornadoes, hurricanes, blizzards, epidemics, transportation accidents involving hazardous material, air crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

### **2. Aim**

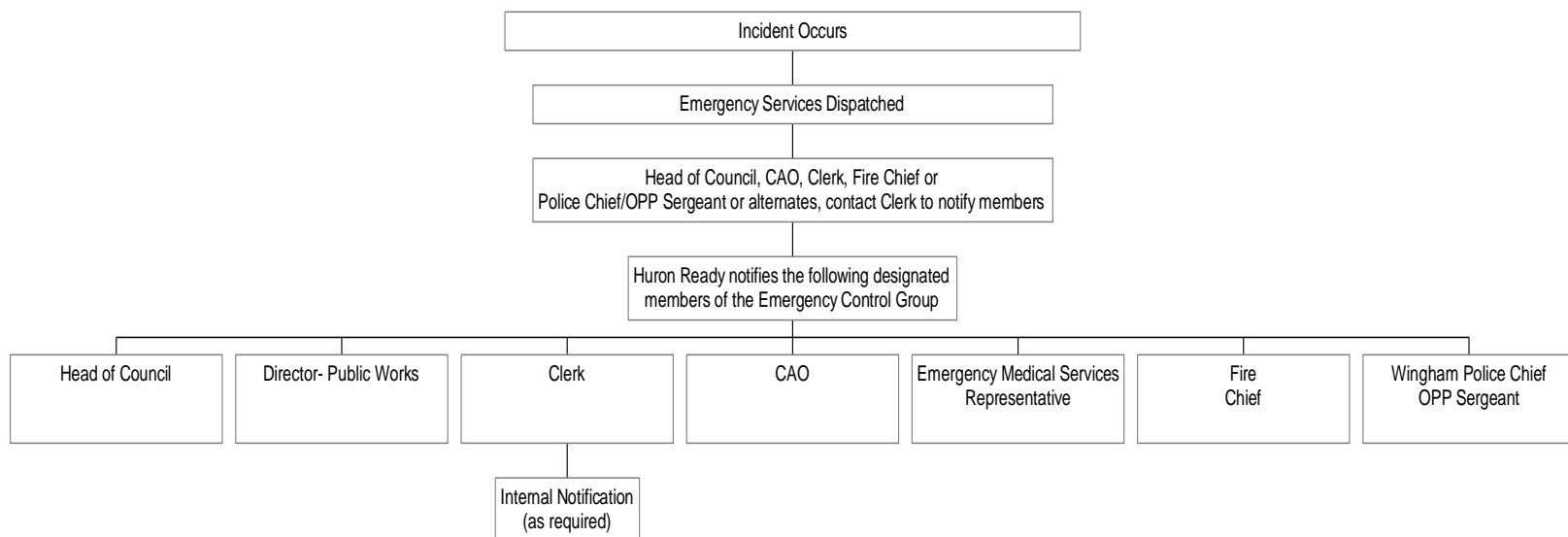
- a) The aim of the Township of North Huron Emergency Plan is to outline a plan of action for the efficient deployment, and co-ordination of the Municipality's services, agencies and personnel to provide the earliest possible response to:
  - (i) protect and preserve life and property;
  - (ii) assist the County of Huron and/or other area municipalities as requested;
  - (iii) minimize the effects of the emergency on the Township of North Huron; and
  - (iv) restore essential services.

### 3. Emergency Control Group Notification

- a) The Head of Council, CAO, Clerk, Wingham Police Chief/Ontario Provincial Police Sergeant, Fire Chief (or alternates) may request that Huron Ready activate the Emergency Control Group Notification.
- b) Emergency Control Group Notification is illustrated in Diagram 1 below.
- c) Huron Ready activation instructions are in Appendix 3

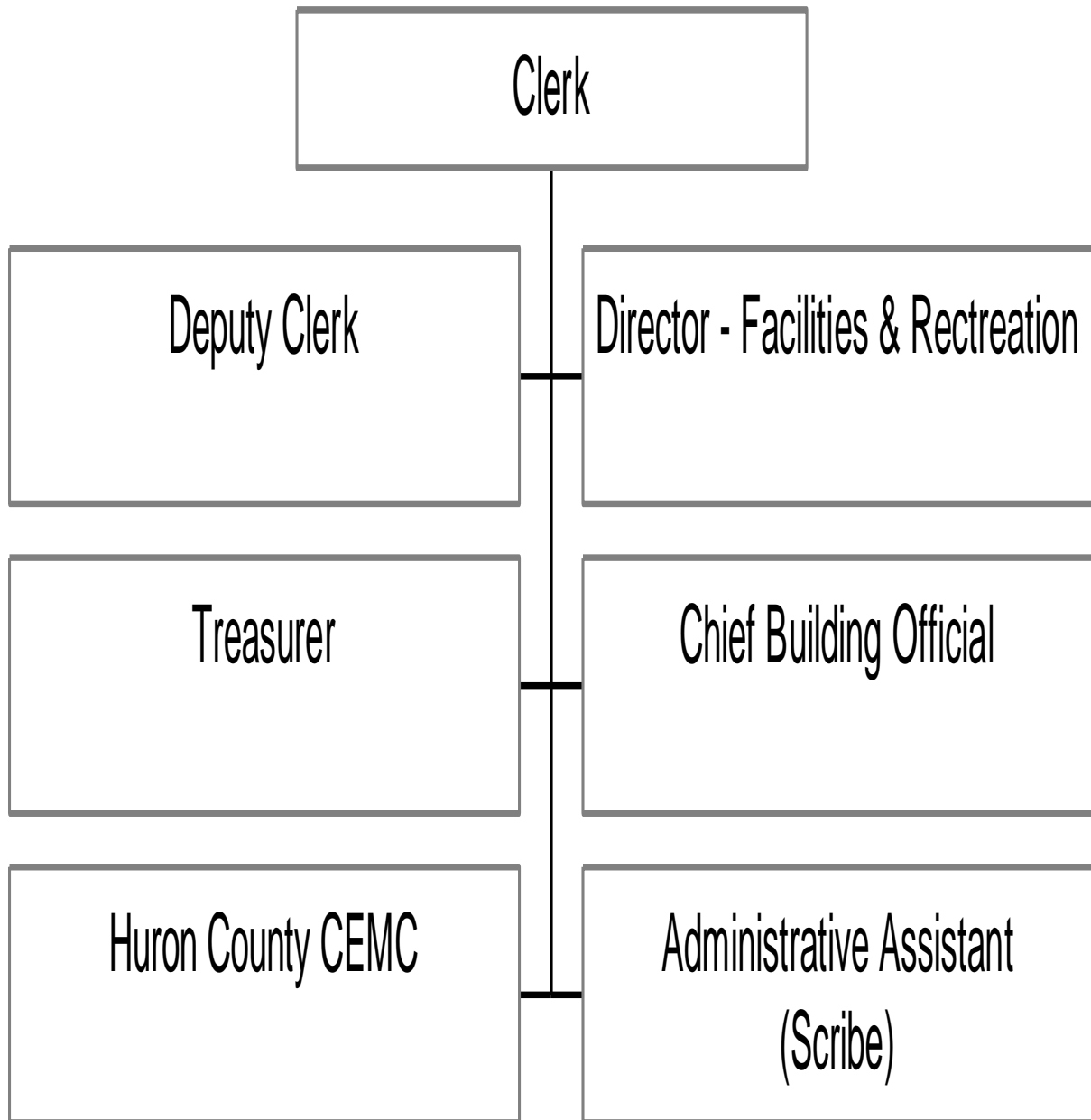
#### Diagram #1/See Appendix #1 for Contact Information

## Emergency Control Group Notification



**Diagram #2/See Appendix #2 for Contact Information**

## Internal Notification



#### 4. Emergency Operations Centre

- a) Introduction and usage of the Emergency Operations Centre:
- (i) In the event of an emergency, an Emergency Operations Centre will be established in the Municipal Offices. The Emergency Control Group, the Support and Advisory Staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Clerk is responsible for the co-ordination of all operations within the Emergency Operations Centre.
  - (ii) The Emergency Operations Centre will consist of:
    - a meeting room for the Emergency Control Group which is the Council Chambers;
    - a Communications Room (Main Office);
    - a room for the Health and Social Services Support Groups;
    - rooms for support and advisory staff and other groups as required; and
    - a Media Information Centre and Press Conference Area (Auditorium).
- b) Location
- (i) The primary location of the Emergency Operations Centre is the North Huron Municipal Office – “Council Chambers.”
- c) Emergency Control Group Meeting Room
- (i) The Emergency Control Group requires a secure and quiet meeting room adjacent to the Communication Room.
  - (ii) To promote an effective emergency meeting, this room requires:
    - a map(s) of suitable scale, depicting up-to-date information related to the emergency;
    - a visual board depicting up-to-date status information on the emergency;
    - a recording device suitable for recording Emergency Control Group meetings (optional);
    - telephone(s) for outgoing calls only.

d) Communication Room

- (i) While the Emergency Control Group is engaged in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate Communication Room must be established in close proximity to the Emergency Control Group Room.
- (ii) To be effective, the Communication Room will be Main Office in the Municipal Offices and requires:
  - a map(s) of suitable scale depicting up-to-date information related to the emergency;
  - a visual board depicting up-to-date status information on the emergency;
  - a chronological log of all significant communications and events related to the emergency;
  - sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of cellular telephones with batteries and/or back-up generators should be considered; and
  - each emergency or support service with radio communication equipment to utilize this equipment in the Communication Room.
- (iii) The Emergency Control Group should designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assist as otherwise required.
- (iv) These communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Emergency Control Group and other key locations.

e) Communications Manager

- (i) A Communications Manager will be designated by the Clerk to co-ordinate activities and communications within the Communication Room. The Communications Manager (and possibly an Assistant) will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or a municipal employee with emergency planning experience, as available.
- (ii) The Communications Manager will be responsible for:
  - providing the Clerk with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
  - providing assistance to the communicators in relation to communication equipment problems, where possible and practical;
  - co-ordinating and prioritizing the flow of messages between the Communication Room and the Emergency Control Group, and other desired groups or locations;
  - maintenance of a chronological log of significant communications and events;
  - maintenance of a situation or status board;
  - maintenance of a map(s) containing vital information relative to the emergency.

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**PART II - DECLARATION OF AN EMERGENCY****5. Action Prior to Declaration**

- a) When an emergency exists, but has not yet been declared to exist, Township employees may take such action(s) under this Emergency Plan as is necessary to protect the lives and property of the inhabitants of the Township of North Huron.

**6. Municipal Emergency**

- a) The Head of Council, is responsible for declaring that a municipal emergency exists within the boundaries of the Township. This decision is made in consultation with other members of the Emergency Control Group.
- b) Declaration is to be faxed to 416-314-0474
- c) Upon such declaration, the Head of Council notifies:
  - (i) Provincial Emergency Operations Centre–  
(416) 314-0472, (416) 314-0473 or 1-866-314-0472;
  - (ii) The Council of the Township of North Huron;
  - (iii) The Head of Council ensures that the public, the media and neighbouring municipality's Officials are also advised of both the declaration and termination of an emergency.
  - (iv) The Head of Council ensures the notification of the M.P. and the M.P.P.
- d) All decisions by the Emergency Control Group (as appropriate) affecting the lives and property of the inhabitants within the Township of North Huron shall be made in consultation with the Head of Council of the Township.

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**PART III - TERMINATION OF EMERGENCY****7. Municipal Emergency**

- a) A municipal emergency may be declared terminated at any time by:
  - (i) The Head of Council; or
  - (ii) The North Huron Council; or
  - (iii) The Premier of Ontario.
  
- b) Upon termination of a Municipal Emergency, the Head of Council notifies:
  - (i) the Council; and
  - (ii) Provincial Emergency Operations Centre—  
(416) 314-0472, (416) 314-0473 or 1-866-314-0472;
  - (iii) the Head of Council ensures notification of termination to public, media and neighboring municipal officials is completed.

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**PART IV - REQUEST FOR PROVINCIAL ASSISTANCE****8. Request for Provincial Assistance**

- a) Under certain circumstances, departments or agencies responding in accordance with the Township of North Huron Emergency Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall **not** be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.
- b) When the resources of the Township of North Huron are deemed insufficient, then the Head of Council may request assistance from the Province of Ontario.

Assistance may be requested from Office of the Fire Marshal and Emergency Management at any time. Office of the Fire Marshal and Emergency Management maintains a 24-hour duty roster and can be reached at (416) 314-0472, (416) 314-0473 or 1-866-314-0472;

Office of the Fire Marshal and Emergency Management can co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, Office of the Fire Marshal and Emergency Management is prepared to send a Staff member(s) to the Township of North Huron to provide provincial liaison.

- c) The Emergency Management and Civil Protection Act RSO (1990) Chapter E.9 Regulation 380/04 states that the Premier of Ontario may:
  - (i) upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and
  - (ii) exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and

- (iii) where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in the emergency area, whether under an Emergency Plan or otherwise is subject to the direction and control of the Premier; and
- (iv) require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part thereof that is not within the jurisdiction of the municipality, and may direct and control the provision of such assistance.

**PART V - EMERGENCY CONTROL GROUP****9. Composition**

- a) The Emergency Control Group is comprised of persons holding the following positions, or their appropriate alternates:
- (i) Head of Council
  - (ii) Council representative
  - (iii) CAO
  - (iv) Clerk
  - (v) Fire Chief/Duty Fire Chief
  - (vi) Director of Public Works
  - (vii) Wingham Police Chief/Ontario Provincial Police Sergeant
  - (viii) Huron County Community Emergency Management Coordinator, as Required
  - (ix) Medical Officer of Health, as Required
  - (x) Huron Paramedic Service representative, as Required
  - (xi) Community Emergency Management Coordinator/alternate
  - (xii) Emergency Site Manager
- b) Additional personnel called or added to the Emergency Control Group may include:
- (i) Administrative Assistant – North Huron Administration (scribe)
  - (ii) Huron County Community Emergency Management Coordinator
  - (iii) Maitland Valley Conservation Authority representative;
  - (iv) Provincial representative;
  - (v) Any other officials, experts, representatives or North Huron staff deemed necessary by the Emergency Control Group.
- c) The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Emergency Control Group may not require the presence of all the people listed on the Control Group, this shall not preclude the notification of all members of the Emergency Control Group.

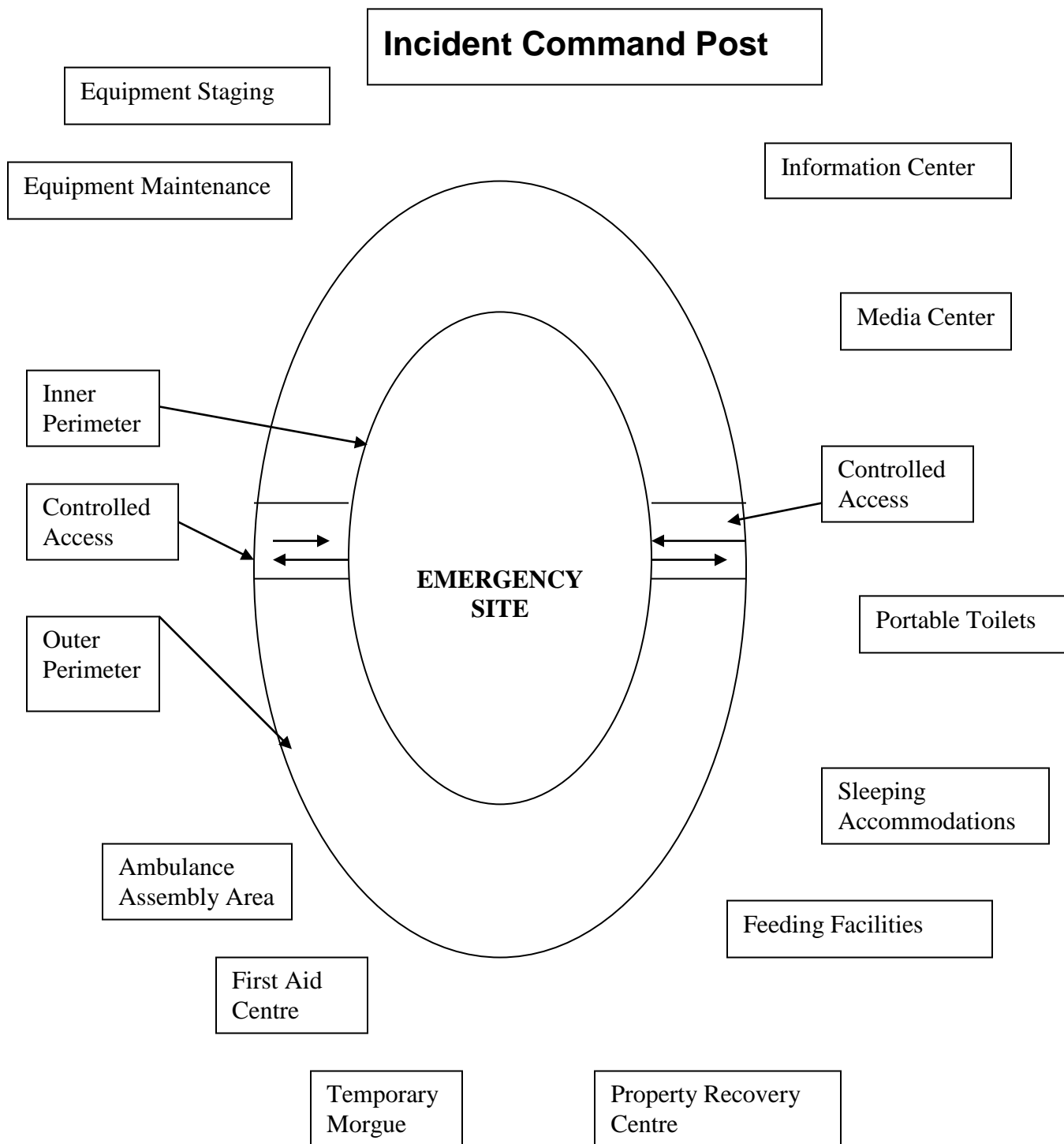
**10. Group Responsibilities**

- a) The actions or decisions which the Emergency Control Group are likely to be responsible for are:
  - (i) calling out and mobilizing their emergency service, agency and equipment;
  - (ii) co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
  - (iii) determining if the location and composition of the Emergency Control Group are appropriate;
  - (iv) advising the Head of Council as to whether the declaration of an emergency is recommended;
  - (v) designating any area of the Municipality as an “emergency area” (see Diagram 3).
  - (vi) ensuring that an Emergency Site Manager has been appointed
  - (vii) co-ordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
  - (viii) discontinuing utilities or services provided by public or private concerns, e.g. hydro, water, gas, closing down a shopping plaza.
  - (ix) arranging for services and equipment from local agencies not under Municipal control, e.g. private contractors, volunteer agencies, service clubs;
  - (x) notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal control as considered necessary.
  - (xi) determining if additional volunteers are required and if appeals for volunteers are warranted;
  - (xii) determining if additional transport is required for evacuation or transport of persons and/or supplies;
  - (xiii) ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;

- (xiv) determining the need to establish advisory group(s) and/or sub-committees;
- (xv) authorizing expenditure of monies required to deal with the emergency;
- (xvi) prior to the termination of an emergency, the Emergency Control Group will decide on who/how the community will be returned to its pre-emergency state via a Recovery Management Plan.
- (xvii) notifying the service, agency or group under their direction, of a declaration or termination of the emergency;
- (xviii) maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency as required;
- (xix) participating in the debriefing following the emergency;
- (xx) providing required support for on-site emergency workers during and post incident;
- (xxi) providing administrative and logistical support for any Township of North Huron service, which may become involved.
- (xxii) providing critical incident stress management for members of the Emergency Operating Centre
- (xxiii) recognize that the trauma suffered by citizens may need to be addressed through critical incident stress management

**Diagram #3 – The Emergency Area**

**Emergency Site Design**



## 11. **Individual Responsibilities**

### a) **Head of Council**

The Head of Council is ultimately in charge of the emergency and will be the Chairman of the Emergency Control Group. The Head of Council, is also responsible for:

- (i) if required, activating the Emergency Control Group Notification through Huron Ready;
- (ii) declaring an emergency to exist;
- (iii) declaring an emergency to be terminated;
- (iv) notifying, via the Office of the Fire Marshal Emergency Management, the Minister of Community Safety & Correctional Services of the declaration of an emergency and the termination of the declaration of an emergency;
- (v) with the assistance of Municipal Staff, ensuring that the Municipal Councillors are advised of the declaration and termination of declaration of the emergency, and are kept apprised of the emergency situation;
- (vi) ensuring that the public, the media and neighbouring municipal officials are also advised of both the declaration and termination of an emergency.

b) **Clerk**

The Clerk for the Township of North Huron is responsible for:

- (i) if required, notifying the Emergency Control Group;
- (ii) if required, activating the Municipal Internal Alerting System;
- (iii) ensuring that a Communications Manager and an Assistant have been assigned to co-ordinate all communication operations within the Emergency Operations Centre;
- (iv) advising the Head of Council on Municipal Policies and Procedures, as appropriate;
- (v) ensuring that the Emergency Control Group adheres to a reporting or business cycle, whereby the Emergency Control Group acts at a pre-determined time to share information, identify issues and problems to be resolved at the Emergency Operations Centre;
- (vi) maintaining throughout the Emergency, an agenda of issues/problems, actions and solutions so that at each meeting an agenda of issues/problems previously identified and not resolved will be ready for review and discussion;
- (vii) advising the Deputy treasurer to notify the Emergency Support and Advisory Staff and any other Municipal Staff that are required;
- (viii) the provision of support Staff to assist the Emergency Control Group in the co-ordination, collection and dissemination of information relative to the emergency;
- (ix) ensuring that a communication link is established between himself/herself and the appointed Emergency Site Manager;
- (x) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

c) **Chief Administrative Officer**

The Chief Administrative Officer for the Township of North Huron is responsible for:

- (i) if required, activating the Emergency Control Group Notification through Huron Ready;
- (ii) if required, activating the Municipal Internal Alerting System;
- (iii) assuming or delegating the role of Public Information Officer
- (iv) the CAO will approve announcements and media releases prepared by the Emergency Control Group;
- (v) assuming any role of the Clerk the CAO deems appropriate

**d) Fire Chief**

The Fire Chief (or alternate) is responsible for:

- (i) if required, the Fire Chief may activate the Emergency Control Group Notification through Huron Ready;
- (ii) making arrangements for the required additional fire or emergency team responses with the Huron County Mutual Fire Aid Co-ordinator;
- (iii) advising the Emergency Control Group on matters concerning fire suppression and/or fire prevention in areas where the emergency has caused increased fire risks;
- (iv) the establishment of an inner-perimeter within the Emergency Area when the Fire Service is the lead agency;
- (v) the protection of life and property;
- (vi) providing an Emergency Site Manager if required;
- (vii) organizing and co-ordinating their fire fighting and rescue service;
- (viii) exercising control of the Fire Department, and any responding fire fighting apparatus and manpower, in the event of a Mutual Aid activation;
- (ix) liaising with the Mutual Fire Aid Co-ordinator as to the status and requirement of related activities;
- (x) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

**e) Director of Public Works**

The Director of Public Works is responsible for:

- (i) the maintenance, construction, and repair of Municipal roads;
- (ii) the maintenance of sanitary sewage and water systems;
- (iii) the provision of equipment for emergency pumping operations;
- (iv) liaising with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- (v) the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- (vi) if necessary, arranging for the inspection and demolition of unsafe buildings, as directed by the Municipal Chief Building Official;
- (vii) discontinuing any Engineering service or utility to any consumer as required;
- (viii) restoration of discontinued Engineering services as determined by the Emergency Control Group;
- (ix) liaising with the Maitland Valley Conservation Authority with respect to floods and flood-related emergencies;
- (x) providing Municipal vehicles and equipment as required by any other emergency services and ensuring that all vehicles and equipment are ready for immediate use;
- (xi) if necessary, liaising with Engineering for the County of Huron to ensure a co-ordinated response;
- (xii) procuring Staff to assist, as required;
- (xiii) providing an Emergency Site Manager if required;
- (xiv) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
- (xv) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

f) **Wingham Police Chief / Ontario Provincial Police Sergeant**

The Chief of the Wingham Police Service / Ontario Provincial Police Sergeant is responsible for:

- (i) if required, activating the Emergency Control Group Notification through the Huron Ready notification system;
- (ii) notification of necessary emergency municipal services as required;
- (iii) the establishment of an on-scene command post;
- (iv) ensuring that a communication link is established between the Emergency Control Group and the On-Scene Command Post;
- (v) the establishment of an inner-perimeter within the Emergency Area when the police service is the lead agency;
- (vi) the establishment of an outer-perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel;
- (vii) the provision of traffic control to facilitate the movement of emergency vehicles;
- (viii) alerting persons in danger by the emergency and the co-ordination of evacuees to Evacuation Centres;
- (ix) the designation and initial opening of appropriate Evacuation Centres, as required;
- (x) immediate alerting of the Huron County Community Emergency Management Coordinator regarding the location(s) of the Evacuation Centre(s) and the approximate time of arrival of the first evacuees;
- (xi) where time and circumstances permit, the initial designation of Reception/Evacuation Centres will be done in consultation with the Huron County Community Emergency Management Coordinator in order to ensure that the resources of the Reception/Evacuation Centre site(s) selected meet the needs of the evacuees;
- (xii) the protection of life and property and the provision of law and order;
- (xiii) the provision of police service at Evacuation Centres, morgues and other facilities as required;

- (xiv) notifying the coroner of fatalities;
- (xv) providing an Emergency Site Manager if required;
- (xvi) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling the responsibilities;
- (xvii) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency;

g) **Huron County Community Emergency Management Coordinator, as Required**

The Huron County Community Emergency Management Coordinator is responsible for:

- (i) Assisting with emergencies that extend beyond North Huron into other municipalities;
  - a) To ensure response efforts are co-ordinated
  - b) To assist in any other matters that are mutual amongst impacted municipalities
- (ii) Assisting with Evacuation Centres outside of the Township of North Huron;
- (iii) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

h) **Administrator of Huron County Ontario Works, as Required**

The Administrator of Huron County Ontario Works is responsible for:

- (i) the management, operation and staffing of Reception/Evacuation Centres with the assistance of the Health Department and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the Centres in accordance with the Huron County Ontario Works Emergency Response Plan;
- (ii) liaising with the Police Chief with respect to the establishment of Reception/Evacuation Centres and other areas of mutual concern;
- (iii) designation and arranging for opening (by contacting the appropriate person identified in the Reception/Evacuation Centre Site Listing) of additional/secondary Reception/Evacuation Centre(s), as required. Immediate notification of the Chief of the North Huron Police Service regarding the locations of additional/secondary Reception/Evacuation Centres. Liaising with the Commissioner of Community Health/Medical Officer of Health on areas of mutual concern regarding operations in Evacuation Centres;
- (iv) ensuring that a property representative of the Board(s) of Education is/are notified when a public or private facility or facilities is/are required as Reception/Evacuation Centre(s), and that Staff and volunteers utilizing the school facility or facilities take direction from the property representative(s) with respect to its/their maintenance, use and operation;
- (v) When volunteers are involved, ensuring that the Volunteer Registration Forms are completed and a copy of each form is retained for Municipal use. Where practical, providing each volunteer with a copy of the completed form. Where the registration form is not available, instruct Staff to record specifically required details. All completed forms must be forwarded as soon as possible to the Department Head of Community Services;
- (vi) participating in a debriefing and assisting the Emergency Planning Manager in the preparation of a report on the emergency.

**i) Medical Officer of Health, as Required**

The Medical Officer of Health is responsible for:

- (i) acting as a co-ordinating link for all health services at the Emergency Control Group;
- (ii) liaising with the Provincial Ministry of Health, Public Health Branch;
- (iii) liaising with the Huron Paramedic Service representative on the Emergency Control Group;
- (iv) providing advice on any matters, which may adversely affect public health;
- (v) providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- (vi) co-ordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- (vii) ensuring co-ordination of care of bed-ridden citizens and invalids at home and in Evacuation Centres during an emergency;
- (viii) ensuring liaison through the Community Care Access program with the Huron County Community Emergency Management Coordinator/ Huron Paramedic Service, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require Huron Paramedic Services transportation;
- (ix) ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating Public Health resources;
- (x) ensuring co-ordination of all efforts to prevent and control disease in the Municipality during an emergency;
- (xi) notifying the Municipality's Director of Public Works regarding the need for potable water supplies and sanitation facilities;
- (xii) assuring the implementation of casualty distribution procedures;
- (xiii) liaising with the Huron County Community Emergency Management Coordinator on areas of mutual concern regarding operations in Evacuation Centres;

- 
- (xiv) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
  - (xv) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

**j) Huron Paramedic Service Representative, as Required**

The Huron Paramedic Service representative is responsible for:

- (i) liaising with Police, Fire and other agencies active at the site of the emergency;
- (ii) liaising with the Medical Officer of Health;
- (iii) ensuring triage and treatment at the site of the emergency;
- (iv) liaising with hospitals for the efficient distribution of casualties;
- (v) assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the scene for these medical teams. NOTE: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive entrapment, etc;
- (vi) assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. Huron Paramedic Services buses, support units, paramedics, Huron Paramedic Services helicopters, etc. The representative of the Huron Paramedic Service is then responsible for forwarding all requests to the Huron Paramedic Services Communication Centre;
- (vii) in conjunction with the Huron Paramedic Services Communication Centre, providing the main radio and telephone communication link through dispatch among health services, and notifying and requesting assistance of the Ontario Ministry of Health, Emergency Health Services Branch;
- (viii) liaising through the Huron County Community Emergency Management Coordinator/ Medical Officer of Health / Community Care Access, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require Huron Paramedic Services transportation;
- (ix) assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- (x) ensuring that medical supplies are available at the emergency area and the Reception/Evacuation Centre(s);

- 
- (xi) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
  - (xii) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

**k) Community Emergency Management Coordinator**

The Community Emergency Management Coordinator (or alternate) is responsible for:

- (i) if required, assist the Clerk in activating the Township of North Huron Internal Alerting system;
- (ii) acting in a resource and advisory capacity to the Emergency Control Group and other emergency and support Staff on emergency planning matters, as required;
- (iii) co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required;
- (iv) maintain Emergency Operations Centre equipment and material;
- (v) schedule training of staff annually;
- (vi) review plan annually and comment;
- (vii) receive updates to Plan and update Plan.

**I) Emergency Site Manager**

- (i) the Emergency Site Manager (ESM) will be **appointed** by the Emergency Control Group from the lead agency involved in the specific type of emergency. Examples - fire incident/fire management - evacuation/police. Once appointed, this individual will no longer be responsible for the operations or command of their agency. The ESM shall report directly to the Clerk. Selection of the ESM will take into consideration the following:
- availability and approval of their agency;
  - training and field experience; and
  - knowledge of responding agencies, responsibilities and resources.
- (ii) the ESM, upon appointment by the Emergency Control Group, has the authority to:
- call meetings of the responding agency commanders for information sharing, establishing objectives in the site management, and prioritizing limited resources where applicable;
  - mediate conflicts between agencies and to contact the Clerk at the Emergency Control Group should he/she be unable to resolve the matter;
  - request assistance from responding agencies for communications and other emergency site management tools;
  - appoint an on-scene Media Spokesperson, i.e. police officer with media training background.
- (iii) the ESM is responsible for:
- ensuring that priorities, tasks and tactics have been established to contain the problem;
  - in consultation with the responding emergency service agencies, define the inner and outer perimeters;
  - ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency;
  - ensuring agencies address the needs of their Staff with regards to stress, fatigue, food, shelter and relief;

- 
- maintaining a communication link with the Clerk at the Emergency Control Group for the flow of accurate information and assistance in management of the emergency;
  - ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis;
  - monitoring the operation of the site management and make suggestions where appropriate;
  - exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc;
  - understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency;
  - where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Emergency Control Group is managing the day-to-day Municipal operations in our community;
  - participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

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**PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF****12. Emergency Support and Advisory Staff**

- a) The following Municipal Staff may be required to provide support, logistics and advice to the Emergency Control Group:
  - (a) Deputy treasurer
  - (b) Director of Recreation & Facilities
  - (c) Solicitor
  - (d) Treasurer
  - (e) Administrative Assistant (Administration)
  - (f) Administrative Assistant (Recreation)
  - (g) Transportation Co-ordinator
  - (h) Chief Building Official
  - (i) Fire Prevention Officer
  - (j) Manager-Employee & Business Relations
- b) Upon direction from the Clerk, the Manager-Employee & Business Relations notifies the required Emergency Support and Advisory Staff (and any other required Municipal Staff) to report to the Emergency Operations Centre.

**13. Individual Responsibilities****a) Deputy treasurer**

The Deputy treasurer is responsible for:

- (i) if required, assisting the Clerk in activating the Municipal Internal Alerting System;
- (ii) initiating the opening, operation and maintenance of the Emergency Operations Centre and staffing of switchboard at the Municipal Office, as the situation dictates;
- (iii) initiating the notification of the after hours answering service, and the management of the switchboard at the Municipal Office;
- (iv) initiating the opening and operation of the print shop at the Municipal Office, or making arrangements to find alternate printing facilities as the situation dictates for press releases/information flyers to citizens still located in their residences or at evacuation centres;
- (v) co-ordinating the provision of clerical Staff to assist in the Emergency Operations Centre, as required;
- (vi) upon direction from the Head of Council, ensuring that all members of the Municipal Council are advised of the declaration and termination of declaration of the emergency;
- (vii) upon direction from the Head of Council, arranging a special meeting(s) of Municipal Council as required, and advising members of Council of the time, date, and location of the meeting;
- (viii) procuring Staff to assist, as required;
- (ix) co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required.

b) **Director of Recreation and Facilities**

The Director of Recreation and Facilities for the Township of North Huron is responsible for:

- (i) arranging for the opening and maintenance of any other Municipal-owned facility or facilities, as required;
- (ii) providing security for the Emergency Operations Centre or arranging for security at any other Municipal-owned facility or facilities, as required;
- (iii) co-ordinating the maintenance and operation of feeding, sleeping and meeting areas at the Emergency Operations Centre, as required;
- (iv) liaising with the Treasurer for food and supplies, as required;
- (v) co-ordinating and processing requests for human resources;
- (vi) co-ordinating offers of and appeals for volunteers in conjunction with the Emergency Information Officer and under the direction of the Emergency Control Group;
- (vii) selecting the most appropriate site(s) for the registration of human resources;
- (viii) ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- (ix) liaising with Huron County regarding the completion/distribution of Volunteer Registration Forms.
- (x) receiving and maintaining all completed volunteer registration forms. After the termination of an emergency, this information must be delivered within 24 hours to the Clerk.
- (xi) ensuring identification cards are issued to volunteers and temporary employees, where practical;
- (xii) procuring Staff to assist, as required.

c) **Solicitor**

The Solicitor for the Township of North Huron is responsible for:

- (i) the provision of advice to any member of the Emergency Control Group and the Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Township of North Huron in its response to the emergency, as requested.

d) **Treasurer**

The Treasurer for the Township of North Huron is responsible for:

- (i) the provision of information and advice on financial matters as they relate to the emergency and the capabilities of the Township of North Huron;
- (ii) the provision and securing of equipment and supplies not owned by the Township of North Huron, as required by members of the Emergency Control Group and the Support and Advisory Staff, to mitigate the effects of the emergency;
- (iii) should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Clerk or alternate to resolve the matter;
- (iv) maintaining and updating a list of all vendors who may be required to provide supplies and equipment;
- (v) ensuring that records of expenses are maintained for future claim purposes;
- (vi) liaising with purchasing agents of other municipalities and cities, if necessary;
- (vii) liaising with the Provincial Officials with respect to the utilization of provincial emergency relief funds if applicable;
- (viii) liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds;
- (ix) setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding;
- (x) procuring Staff to assist, as required.

e) **Administrative Assistant - North Huron Administration**

The Administrative Assistant – North Huron Administration for the Township of North Huron is responsible for:

- (i) assisting the Clerk, as required, including the activation of the Municipal Internal Alerting System;
- (ii) ensuring decisions made, actions taken, and key discussions by the Emergency Control Group are recorded appropriately;
- (iii) if required, providing identification cards to Emergency Control Group members and support Staff.

f) **Transportation Co-ordinator**

In the event of an emergency, the Transportation Co-ordinator will be appointed by the EMERGENCY CONTROL GROUP and is responsible for:

- (i) Co-ordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group and the Support and Advisory Staff;
- (ii) liaising with Municipal Transportation Co-ordinators, if necessary;
- (iii) procuring Staff to assist, as required;
- (iv) ensuring that a record is maintained of drivers and operators involved. Where required and when possible, the Volunteer Registration Form should be completed and forwarded to the Director of Community Services.

g) **Chief Building Official**

The Chief Building Official is responsible for:

- (i) the provision of information and advice to the Emergency Control Group on matters pertaining to building conditions and safety;
- (ii) assisting as needed in the operations of the Emergency Operations Centre.

h) **Fire Prevention Officer**

The Fire Prevention Officer is responsible for:

- i. the provision of information and advice to the Emergency Control Group on matters pertaining to fire safety in buildings;
- ii. assisting as needed in the operations of the Emergency Operations Centre.

i) **Deputy Clerk**

The Deputy Clerk is responsible for:

- i. assisting the Public Information Officer with digital and social media communications;
- ii. assisting as needed in the operations of the Emergency Operations Centre.

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## PART VII - MEDIA AND PUBLIC RELATIONS

### 14. **Introduction**

- a) upon implementation of this Emergency Plan, it will be very important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.
- b) in order to fulfill these functions during an emergency, the following positions will be established:
  - (i) an On-Scene Media Spokesperson will be appointed by the Emergency Site Manager;
  - (ii) the Public Information Officer at the Emergency Operations Centre will be the CAO or designate;
  - (iii) the Administrative Assistant – Recreation Department will assume the role of Citizen Inquiry Supervisor.
- c) depending on the scope of the emergency, there will likely be a need to establish two Media Information Centres - one near the scene (the On-Scene Media Information Centre) and the other near the Emergency Operations Centre (Media Information Centre). In some cases, however, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near Media Information Centre.

## 15. **On-Scene Media Spokesperson**

The On-Scene Media Spokesperson will be appointed by the Emergency Site Manager and is responsible for:

- a) establishing and co-ordinating an On-Scene Media Information Centre in a safe, appropriate location, at or near the scene, for the media to assemble;
- b) establishing a communication link and liaising regularly with the Emergency Information Officer at the Emergency Operations Centre. It is extremely important to ensure that information released to the media from the On-Scene Media Information Centre is consistent with that released by the Emergency Information Officer at the Media Information Centre;
- c) redirecting all inquiries regarding decisions made by the Emergency Control Group and the emergency as a whole, to the Emergency Information Officer at the Emergency Operations Centre;
- d) responding to inquiries from the media **pertaining to the scene only**;
- e) advising the following persons and agencies of the location and telephone number(s) (as available) of the On-Scene Media Information Centre:
  - (i) Public Information Officer
  - (ii) Emergency Site Manager
  - (iii) Police Media Relations Officer
  - (iv) emergency services personnel at scene (where possible)
  - (v) any other appropriate personnel or agencies.
- f) controlling and redirecting media to the On-Scene Media Information Centre;
- g) where necessary and appropriate, co-ordinating media photograph sessions at the scene;
- h) co-ordinating on-scene interviews between the emergency services personnel and the media.

**16. Public Information Officer**

The Public Information Officer for the Township of North Huron is the CAO and is responsible for:

- a) The Public Information Officer will establish a communication link with the On-Scene Media Spokesperson, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other Emergency Information Officer(s) involved in the incident, and will endeavour to ensure that all information released to the media and public is consistent and accurate;
- b) designating and co-ordinating an Emergency Operating Centre Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- c) briefing the Emergency Control Group on how the Emergency Operating Centre Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;
- d) liaising regularly with the Emergency Control Group to obtain the appropriate information for media releases, co-ordinate individual interviews and organize press conferences;
- e) establishing telephone number(s) for media inquiries and ensuring that the following are advised accordingly:
  - (i) Media
  - (ii) Social Media
  - (iii) Emergency Control Group
  - (iv) On-Scene Media Spokesperson
  - (v) Police Media Relations Officer
  - (vi) Citizen Inquiry Supervisor(s)
  - (vii) Any other appropriate persons, agencies or businesses
- f) providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- g) ensuring that the media and social media releases are approved by the Clerk prior to dissemination, and distributing hard copies of the media release to the Emergency Operating Centre Media Information Centre, the Emergency Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;

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- h) monitoring news and social media coverage, and correcting any erroneous information;
  - i) maintaining copies of media releases and newspaper articles pertaining to the emergency.

## 17. **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is the Administrative Assistant – Recreation Department and is responsible for:

- a) automatic establishment of a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines, at the Municipal office or co-ordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the Media Information Centre;
- b) apprising the Emergency Information Officer at the Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- c) apprising the affected emergency services and the Emergency Control Group of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- d) continually liaising with the Emergency Information Officer to obtain current information on the emergency;
- e) responding to and re-directing inquiries and reports from the public based on information from the Emergency Information Officer or as outlined in Sections (f) and (g) below. (Such information may be related to school closings, access routes or the location of Evacuation Centres);
- f) responding to and re-directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- g) responding to and re-directing inquiries pertaining to persons who may be located in Evacuation Centres to the registration and inquiry telephone number(s) at the appropriate Red Cross Branch Headquarters. This information should be obtained through Huron County and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters.
- h) procuring Staff to assist, as required.

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**PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS****18. Maitland Valley Conservation Authority**

Should a flood emergency situation develop in the Township of North Huron, not only must the Minister of Community Safety & Correctional Services be notified through Office of the Fire Marshal and Emergency Management by the Head of Council or alternate upon declaration of the emergency, but the Ministry of Natural Resources must also be notified.

The following is taken from the memorandum to all municipalities dated January 19, 1988 concerning "Declaration of Flood Emergencies and Flood Response Plans" from G. Tough, Deputy Minister of Natural Resources and J.D. Takach, Deputy Solicitor General, Ministry of the Solicitor General.

**"Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation."**

In flood emergency situations, the Head of Council may declare that an emergency exists within his/her municipality and may request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:

- a) the Head of Council contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;
- b) if the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Maitland Valley Conservation Authority – Wroxeter (519) 335-3557. Refer to Maitland Valley Conservation Authority Contingency Plan on file at the Township Office.
- c) should you be unable to contact someone in authority, then request for assistance should be made through the Provincial Flood Emergency Co-ordinator. Office of the Fire Marshal and Emergency Management may also be contacted.

**19. Ontario Provincial Police**

In the event of an emergency occurring on the Provincial Highways, or Provincial Parks within the Township of North Huron, the Ontario Provincial Police will be responsible for:

- a) implementing the **Ontario Provincial Police Disaster Procedures Manual**;
- b) securing the site of the incident;
- c) controlling the movement of emergency vehicles to and from the site of the incident;
- d) preventing looting;
- e) acting as the Agent of the Chief Coroner, within the terms of the Coroner's Act;
- f) maintaining law and order;
- g) working together with the Wingham Police Service to co-ordinate matters of mutual concern;
- h) providing an Ontario Provincial Police representative to participate on the Emergency Control Group, as required.

In the event of an emergency occurring within the Township of North Huron but outside the normal jurisdiction of the Ontario Provincial Police, the Ontario Provincial Police will assist the Wingham Police if requested by the Chief of Police, dependent upon resources available at that time.

**20. Avon Maitland District Board of Education and Huron-Perth Roman Catholic Separate School Board**

The Avon Maitland District School Board and the Huron-Perth Roman Catholic Separate School Board are responsible for:

- a) the provision of any school(s) (as appropriate and available) for use as a Reception/Evacuation Centre, as designated by the Police Service;
- b) upon being contacted by the Huron County Community Emergency Management Coordinator or designate, providing a Avon Maitland District School Board/Huron-Perth Roman Catholic Separate School Board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as Evacuation Centres. For a list of appropriate school representatives.
- c) in the event of an emergency during normal school hours, the Principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:
  - (i) implementing the school “Stay-Put” Emergency Plan; or
  - (ii) implementing the school “Evacuation” Plan, depending on the nature and scope of the emergency.

**21. Hospital Administrator**

- a) Within North Huron, there is one hospital:
  - (i) Wingham & District Hospital
- b) During an emergency, the Hospital Administrator is responsible for:
  - (i) implementing their Hospital Emergency Plan;
  - (ii) liaising with the Huron County Community Emergency Management Coordinator/Medical Officer of Health and local Huron Paramedic Services representatives with respect to hospital and medical matters, as required;
  - (iii) evaluating requests for the provision of medical site teams;
  - (iv) liaising with the Ministry of Health, as appropriate.

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**PART IX - PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES****22. Plan Maintenance and Revision**

- a) The Township of North Huron Emergency Plan will be maintained and distributed by the Community Emergency Management Coordinator.
- b) This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Control Group. This will be co-ordinated by the Community Emergency Management Coordinator.
- c) The Emergency Plan shall be only revised by By-law or by resolution of Municipal Council; however, revisions and minor administrative changes may be made by the Community Emergency Management Coordinator.
- d) It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Community Emergency Management Coordinator forthwith of any revisions or administrative changes.

**23. Testing of Plan**

- a) An annual exercise **should** be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the Emergency Control Group and municipal staff. Revisions to this plan shall incorporate recommendations stemming from such exercises.

**24. Internal Procedures**

- a) Each department/service involved with this Emergency Plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency and provide adequate training to Staff.
- b) Each department/service shall designate a member of its Staff to maintain and revise its own emergency procedures or guidelines.

**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
BY-LAW NO. 117 (2016)**

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Appendix B

Community Emergency Management Co-ordinator and Alternates

Primary	David Sparling, Director of Fire & Emergency Services.
Alternates	Kathy Adams, Director of Corporate Services/Clerk.
	Tim Poole, Chief Wingham Police Service.
Emergency Information Officer	Sharon Chambers, CAO.

**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
BY-LAW NO. 117 (2016)**

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**Appendix C**

**Community Emergency Management Program Committee**

The Council acts as the Community Emergency Program Committee. The Committee meets on a monthly basis and emergency planning is a standing item on the agenda and is discussed at these meeting. The Committee consists of municipal Councillors, staff and invited guests.

**Committee Members**

Reeve Neil Vincent  
Deputy Reeve James Campbell  
Councillor Brock Vodden  
Councillor Bill Knott  
Councillor Ray Hallahan  
Councillor Trevor Seip  
Councillor Yolanda Ritsema-Teeninga  
Sharon Chambers, CAO (Emergency Information Officer)  
David Sparling, Director of Emergency & Fire Services (CEMC)  
Kathy Adams, Director of Corporate Services/Clerk (Alternate CEMC)  
Jeff Molenhuis, Director of Public Works  
Pat Newson, Director of Recreation & Facilities  
Donna White, Director of Finance  
Tim Poole, Chief Wingham Police Services (Alternate CEMC)

All Committee Members are also members or alternate members of the Emergency Control Group.

# **THE TOWNSHIP OF NORTH HURON**

## **BY-LAW NO. 118-2016**

### **A By-law of the Township of North Huron To confirm generally previous actions of the Council of the Township of North Huron**

**THEREFORE** the Council of the Corporation of the Township of North Huron enacts as follows:

1. The actions of the Council of the Corporation of the Township of North Huron at its meeting on December 19, 2016, be confirmed.
2. Execution by the Reeve and the Clerk of all Deeds, Instruments, and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal, to any such Deed, Instruments, or other Documents is hereby authorized and confirmed.
3. This By-law shall come into force and takes effect on the date of its final passing.

**READ A FIRST AND SECOND TIME** this 19<sup>th</sup> day of December, 2016.

**READ A THIRD TIME AND FINALLY PASSED** this 19<sup>th</sup> day of December, 2016.

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**Neil Vincent, Reeve**

**SEAL**

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**Kathy Adams, Clerk**