

**REVISED AGENDA
FOR THE TOWNSHIP OF NORTH HURON COUNCIL MEETING**



Date: Tuesday, February 21, 2017
Time: 7:00 p.m.
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

	Pages
1. CALL TO ORDER	
2. CONFIRMATION OF THE AGENDA	
<i>THAT the Council of the Township of North Huron; accept the Agenda for the February 21, 2017 Council Meeting; as amended to include item 6.7.3 Huron Economic Development Partnership Application.</i>	
3. DISCLOSURE OF PECUNIARY INTEREST	
4. CONSENT AGENDA	
<i>THAT the Council of the Township of North Huron hereby adopts Consent Item 4.1.1;</i>	
<i>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 February 6, 2017	6
4.1.2 East Wawanosh 150th Anniversary Committee Meeting Minutes - January 3, 2017	20
4.2 Reports	
4.2.1 Bills and Accounts	24
4.2.2 Building Department Report 02-21-17 (2016 Year End Report)	42
4.2.3 Building Department Report 02-21-17 (Department Update)	45
4.2.4 Fire and Emergency Services Department Report 02-21-17 (Report for January Activity)	47
4.3 Correspondence	51
4.3.1 Wingham & Area Health Professionals Recruitment Report	52
5. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS	
5.1 KPMG - Emergency Services Training Centre - Operational and Financial Review	54
<i>THAT the Council of the Township of North Huron hereby receive the Emergency Services Training Centre Operational and Financial Review as prepared and presented by KPMG, for information purposes.</i>	

- 5.2 Acapulco Pools - Aquatic Centre Renovation 124
- 5.3 Huron Pioneer Threshers - Veranda Addition to Log Cabin 158
- THAT the Council of the Township of North Huron hereby receive the proposal to construct a veranda around the log cabin at the Blyth Campground, as presented by representatives of the Huron Pioneer Threshers & Hobby Association;*
- AND FURTHER THAT Council request the Director of Recreation and Facilities to prepare a report relating to the construction of the proposed veranda.*
- 5.4 Julie Sawchuk - Requesting Support for the North Huron StopGap Community Ramp Project 159
- THAT the Council of the Township of North Huron hereby support, in principle, the proposed StopGap program in Wingham and Blyth;*
- AND FURTHER THAT Council request that the Director of Public Works prepare a report relating to the implementation of a StopGap program in North Huron.*
- 6. REPORTS**
- 6.1 Clerks Department
- 6.1.1 Welcome to Blyth Sign Agreement 162
- THAT the Council of the Township of North Huron hereby authorizes the Reeve and Clerk to sign a Sign Agreement with WVRH Holdings Inc. o/a Huron Tractor for the "Welcome to Blyth" sign located on Queen Street, Village of Blyth;*
- AND FURTHER THAT the Clerk be instructed to prepare a by-law to adopt the Sign Agreement by By-law at the March 6, 2017 Council Meeting.*
- 6.2 Finance Department
- 6.2.1 2016 Reserves Transfers 167
- THAT the Council of the Township of North Huron hereby adopts the 2016 Transfers to Reserves Listing as presented by the Director of Finance.*
- 6.3 Recreation and Facilities Department
- 6.3.1 NHWCC Aquatic Centre Renovation 169
- THAT the Council of the Township of North Huron hereby authorize staff to use the Purchase by Negotiation method for the Aquatic Centre Renovation as the project meets criteria 5.1 and 5.2 of the North Huron Procurement Policy;*
- AND FURTHER THAT the vender Acapulco Pools Inc. be selected as the single source vendor to enter into negotiations for the project based on their proposal cost of \$341,725.80, and will perform duties as the General Contractor on the project;*
- AND FURTHER THAT Council hereby approves using Allan Avis Architects to provide consulting for the proposed fee of \$7,700, to prepare the building specification work for painting, HVAC ring support replacement, and some electrical work required as part of the renovation, to be completed by local sub-trades as part of the Acapulco Pools General Contractor contract.*

6.4	Public Works / Utilities Department	
6.4.1	Maintenance Gravel Tender	183
	<i>THAT the Council of the Township of North Huron hereby grants pre-budget approval to tender for Crushing, Loading, Hauling, and Spreading of Maintenance Gravel in North Huron;</i>	
	<i>AND FURTHER THAT the Director of Public Works is authorized to proceed with the necessary documentation.</i>	
6.5	Fire Department of North Huron	
6.5.1	Pre-Budget Approval For Capital Items	185
	<i>THAT the Council of the Township of North Huron hereby authorizes single source procurement and pre-budget approval for the purchase of fire coats and pants (“bunker suits”) at an estimated cost of not more than \$36,900.</i>	
6.6	Building Department	
6.7	CAO	
6.7.1	Fire Chief Hiring Process	187
	<i>THAT the Council of the Township of North Huron hereby accepts the report of the CAO regarding a hiring process for the Director of Fire and Emergency Services;</i>	
	<i>AND FURTHER THAT Council appoints the CAO, Reeve Vincent, _____, Phil Eagleson and one other Fire Chief to be determined by Phil Eagleson to the Director of Fire and Emergency Services hiring committee.</i>	
6.7.2	ESTC Review	190
	<i>THAT the Council of the Township of North Huron hereby accepts the staff report concerning the KPMG Operational and Financial Review for the Emergency Services Training Centre for information purposes.</i>	
6.7.3	Huron Economic Development Partnership Application	195
	<i>THAT the Council of the Township of North Huron hereby accepts the report of the CAO concerning the Huron County Airport Feasibility Study for information purposes;</i>	
	<i>AND FURTHER THAT Council authorizes the Economic Development Officer to submit an application to the Huron County Economic Development Partnership program for North Huron’s share of the Huron County Airport Feasibility Study.</i>	
7.	CORRESPONDENCE	
7.1	Municipality of Neebing request for support of Resolution re Carbon Tax Credits	197
	<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 relating to carbon tax and carbon tax credits.</i>	

8. COUNCIL REPORTS

8.1 REEVE ACTIVITY REPORT

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

8.3 REQUESTS BY MEMBERS

8.3.1 Councillor Knott - Use of firearms in urban areas

8.3.2 Councillor Seip - Howson Dam Committee

9. NOTICE OF MOTION

10. BY-LAWS

10.1 By-law No. 14-2017 199

Being a by-law to adopt a Telecommunicaiton Tower and Antenna Protocol in the Township of North Huron.

THAT By-law No. 14-2017; being a by-law to adopt a Telecommunicaiton Tower and Antenna Protocol in the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

11. ANNOUNCEMENTS

12. OTHER BUSINESS

12.1 2017 Budget Meeting Schedule

THAT the Council of the Township of North Huron hereby approve the 2017 Budget Meeting dates to be scheduled, March 13, 2017 at 7:00pm and March 27, 2017 at 7:00pm, to be held in the Township of North Huron Council Chambers.

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:

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Building Department);*
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Building Department);*
- Personal matters about an identifiable individual, including municipal or local board employees (Personnel Matters);*
- Personal matters about an identifiable individual, including municipal or local board employees (Personnel Matters).*

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

THAT the Council of the Township of North Huron hereby confirm the direction given to the staff, in Closed Session.

14. CONFIRMATORY BY-LAW

14.1 By-law No. 15-2017, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron. 222

THAT By-law 15-2017; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

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, February 6, 2017
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
Jeff Molenhuis, Director of Public Works
Kirk Livingston, CBO/Property Standards/Zoning
Richard Al, Manager of Employee and Business Services
Laura Young, Huron County Planner

OTHERS PRESENT: Denny Scott, Citizen
Kelsey Dunbar, Advance Times
Ryan Drury, CKNX
Ryan Erb, United Way Perth-Huron
John Stadelman, Sharon Stadelman, John Hardy, Renay
Hardy, Jeffrey Drost, Ken deBoer, Jocelyn deBoer

1. CALL TO ORDER

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

2. CONFIRMATION OF THE AGENDA

M046/17

MOVED BY: B. Vodden

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron; accept the Agenda for the February 6, 2017 Council Meeting; as printed.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

4. CONSENT AGENDA

4.1 Minutes

4.1.1 Minutes of the Regular Council Meeting held January 23, 2017

4.1.2 Minutes of the Special Council Meeting held January 27, 2017

4.1.3 Minutes of the Committee of Adjustment Meeting held January 23, 2017

4.2 Reports

4.2.1 Bills and Accounts

4.2.2 Clerk's Department Report 02-06-17 (Department Update)

4.2.3 Recreation and Facilities Report 02-06-17 (Department Update)

4.2.4 Public Works Report 02-06-17 (Department Update)

4.2.5 CAO Report 02-06-17 (Administration Activities)

4.3 Correspondence

4.3.1 2017 County of Huron Council and Committee Schedule

4.3.2 Notice of Decision - North Huron Official Plan Amendment 11

4.3.3 Patrick Brown, MPP Simcoe North - Natural Gas Expansion

4.3.4 Town of Goderich - Huron County OPP Detachment Facility

M047/17

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1 to 4.1.3;

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

CARRIED

5. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS

5.1 United Way Perth-Huron - Funding Request

Ryan Erb delivered a presentation on behalf of United Way Perth-Huron, providing details of the organization and requested that Council consider a donation of \$0.50 per resident to support United Way Perth-Huron programs.

Mr. Erb was thanked and departed.

M048/17

MOVED BY: T. Seip

SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby receive the presentation of United Way Perth-Huron for information purposes; AND FURTHER THAT Council consider the funding request as part of the 2017 Budget deliberations.

CARRIED

6. REPORTS

6.1 Clerks Department

6.1.1 Consent Application Report - File #B58-2016

Owner: Ken and Jocelyn deBoer, 84916 Donnybrook Line, Part West Part Lot 28, Concession 8, East Wawanosh, Township of North Huron.

Laura Young, Huron County Planner presented details of Consent Application Report - File #B58-2016.

Discussion took place regarding amending the recommended resolution to include an additional condition. The recommended resolution was amended accordingly.

M049/17**MOVED BY:** B. Knott**SECONDED BY:** Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby recommends approval of the Consent Application File #B58-2016, Owner: Ken and Jocelyn deBoer, 84916 Donnybrook Line, Part West Part Lot 28, Concession 8, East Wawanosh, Township of North Huron with the additional condition:

That the severed lands be registered in the name of Jeffrey and Stephanie Drost to the satisfaction of the County.

CARRIED**M050/17****MOVED BY:** B. Knott**SECONDED BY:** Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby recommends approval of the Consent Application File #B58-2016, Owner: Ken and Jocelyn deBoer, 84916 Donnybrook Line, Part West Part Lot 28, Concession 8, 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:

a) a survey showing the lot lines of the severed parcel and the location of any buildings thereon, and

b) 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

That the retained lands be registered in the name of John and Renay Hardy to the satisfaction of the County.

That the severed lands be registered in the name of Jeffrey and Stephanie Drost to the satisfaction of the County.

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

6.2 Finance Department

6.2.1 2017 Fees and Charges By-Law

M051/17

MOVED BY: B. Vodden

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby adopts the 2017 Fees and Charges as presented;

AND FURTHER THAT Council approves an exception to Section 19.1 of the Procedural By-law to allow By-Law #9-2017 to be passed at the February 6, 2017 meeting.

CARRIED

6.2.2 Interim Tax By-law

M052/17

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance regarding the Interim Tax Levy;

AND FURTHER THAT Council approves an exception to Section 19.1 of the Procedural By-law to allow By-Law No. 11-2017 to be passed at the February 6, 2017 council meeting.

CARRIED

6.3 Recreation and Facilities Department

6.3.1 Papple Aviation Request - Richard W. LeVan Airport

M053/17

MOVED BY: Y. Ritsema-Teeninga

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby send a letter to Transport Canada – Civil Aviation Services, to permit Summer and Tyler Papple, operating as Papple Aviation, to utilize the Richard W. LeVan Airport as one of their bases of operation in conducting aerial crop-scouting/photography, sightseeing flights, and air taxi.

CARRIED

6.3.2 Aquatic Centre Renovation Project Funding

M054/17

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby approve the Aquatic Centre Renovation project to proceed in 2017 and by doing so authorize pre-budget approval in the amount of \$95,697 toward the capital project to renovate the Aquatic Centre at the North Huron Wescast Community Complex;
AND FURTHER THAT Council agree to sign the funding agreement for an Ontario 150 Grant in the amount of \$150,000 for the Aquatic Centre Renovation project;
AND FURTHER THAT Council approve an exception to Section 19.1 of the Procedural By-law to allow By-Law No. 12-2017 to be passed at the February 6, 2017 meeting.

CARRIED

6.3.3 Belgrave Community Centre Doors Capital Improvements

M055/17

MOVED BY: R. Hallahan

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby approve the door replacement project for the main doors of the Belgrave Community Centre with the provision that the new doors comply with the Ontario Accessibility Act;

AND FURTHER THAT the project is funded in full by the Belgrave Community Centre Board and includes all expenses associated with door replacement, hardware installation, automatic door opener installations, electrical requirements, and connection to the current building security system;

AND FURTHER THAT Council send correspondence to the Belgrave Community Centre Board as a reminder to comply with the lease agreement, and that all Capital improvements be approved by Council prior to execution.

CARRIED

6.3.4 Blyth Memorial Community Hall Renovation Project Funding Update February 2017

M056/17

MOVED BY: B. Knott

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby approve the increase in the Blyth Memorial Community Hall Renovation Project budget to \$4,127,901.32, which is an increase from the original budget of \$3,800,000, with the condition that the additional funds are sourced from donations and contributions from 14/19 Inc., and this increase has no impact on the North Huron budget.

CARRIED

6.4 Public Works / Utilities Department

6.4.1 Garbage and Recycling Survey Report

M057/17

MOVED BY: Y. Ritsema-Teeninga

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron hereby accept the Garbage and Recycling Collection Report provided for information purposes; AND FURTHER THAT the Director of Public Works is authorized to proceed with issuing a Request for Proposal for Curbside Collection based on the information and feedback received to date.

CARRIED

6.5 Fire Department of North Huron

6.6 Building Department

6.6.1 Telecommunication Tower and Antenna Protocol

M058/17

MOVED BY: B. Knott

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron hereby approve the amendments to the Telecommunication Towers and Antenna Protocol as presented by the Chief Building Official; AND FURTHER THAT the Clerk be instructed to prepare a by-law to adopt the Telecommunication Towers and Antenna Protocol by by-law at the February 21, 2017 Regular Council meeting.

CARRIED

6.7 CAO

6.7.1 Rescind Acknowledgement Policy

M059/17

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby receives the report of the CAO concerning the Acknowledgement Policy for information;

AND FURTHER THAT the Human Resources Acknowledgement Policy #D-2.7 is hereby rescinded;

AND FURTHER THAT the Policy provisions for acknowledgement of birth, illness or death of family members shall remain in effect until a replacement policy has been adopted by Council;

AND FURTHER THAT the current policy concerning retirement gifts shall be honoured for any employee with a retirement date of May 31st, 2017 or earlier, provided that written confirmation of the employee's intention to retire is provided to the Human Resources Department by February 17th, 2017.

CARRIED

7. CORRESPONDENCE

7.1 Maitland Valley Conservation Authority 2017 Priorities, Work Plan and Budget

M060/17

MOVED BY: B. Knott

SECONDED BY: T. Seip

THAT the Council of the Township of North Huron hereby approve the Maitland Valley Conservation Authority Draft Budget and Municipal Levy for 2017;

AND FURTHER THAT the Director of Finance is directed to include the Maitland Valley Conservation Authority's 2017 Municipal Levy for the Township of North Huron in the 2017 Budget.

CARRIED

7.2 Wingham & Area Health Professionals Recruitment Committee - 2016 Financial Report and 2017 Budget

M061/17

MOVED BY: R. Hallahan

SECONDED BY: J. Campbell

THAT the Council of the Township of North Huron hereby accept the Wingham & Area Health Professionals Recruitment Committee 2017 Budget;

AND FURTHER THAT the Director of Finance is directed to include the Township of North Huron's contribution in the 2017 Budget.

CARRIED

8. COUNCIL REPORTS

8.1 REEVE ACTIVITY REPORT

Reeve Vincent reported attending the ROMA Conference on January 29th 2017 to January 31st 2017 along with three North Huron Councilors, and the CAO. Reeve Vincent noted that Provincial policies require municipalities to submit various reports but the staff time to complete these reports is significant and largely unfunded by the Province.

Reeve Vincent acknowledged Jeff Molenhuis as the Director of Public Works for the Township of North Huron.

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

Councillor Vodden reported being contacted by a former Blyth firefighter who attended a fatal accident at the intersection of Highway 4 and County Road 25 in 1972. Councillor Vodden noted that he is waiting on OPP and Huron County statistics on the number of fatalities at this intersection.

Councillor Vodden commented on the effectiveness of the Minister's Forum component of the ROMA Conference noting that questions were presented with respect.

8.3 REQUESTS BY MEMBERS

9. NOTICE OF MOTION

10. BY-LAWS**10.1 By-law No. 08-2017**

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Memorandum of Understanding between the Corporation of the Township of North Huron and the Wingham and District Horticultural Society.

M062/17

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT By-law No. 08-2017; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Memorandum of Understanding between the Corporation of the Township of North Huron and the Wingham and District Horticultural Society; 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.

CARRIED

10.2 By-law No. 09-2017

Being a by-law to establish fees and charges for the Township of North Huron.

M063/17

MOVED BY: B. Vodden

SECONDED BY: R. Hallahan

That By-law No. 09-2017; being a by-law to establish fees and charges 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.

CARRIED

10.3 By-law No. 10-2017

Being a by-law to authorize Civil Marriage Solemnization Services by the Township of North Huron.

M064/17

MOVED BY: T. Seip

SECONDED BY: Y. Ritsema-Teeninga

THAT By-law No. 10-2017; being a by-law to authorize Civil Marriage Solemnization Services by 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.

CARRIED

10.4 By-law No. 11-2017

Being a by-law to provide for Interim Tax Levies.

M065/17

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT By-law No. 11-2017; being a by-law to provide for Interim Tax Levies; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

10.5 By-law No. 12-2017

Being a by-law to authorize the designated officials to sign, on behalf of Council, an Agreement between the Ontario Trillium foundation and the Corporation of the Township of North Huron for an Ontario 150 Community Capital Program Grant.

M066/17

MOVED BY: T. Seip

SECONDED BY: J. Campbell

THAT By-law No. 12-2017; being a by-law to authorize designated officials to sign, on behalf of Council, an Agreement between the Ontario Trillium foundation and the Corporation of the Township of North Huron for an Ontario 150 Community Capital Program Grant; 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.

CARRIED

11. ANNOUNCEMENTS

12. OTHER BUSINESS

CAO Sharon Chambers reported that during the November 7, 2016 Council Meeting a resolution was passed to amend the Belgrave School Fair and Threshers invoices for tent fire inspection fees.

CAO Sharon Chambers reported that the Landfill currently shows a revenue of approximately \$200,000 and expenses of approximately \$450,000.

12.1 Fire Chief Hiring Assistance

CAO Sharon Chambers discussed consulting services to assist with the hire for a Director of Fire and Emergency Services. Phil Eagleson was the recommended consultant at a cost of \$50 per hour up to a maximum of \$3,000.

13. CLOSED SESSION AND REPORTING OUT

M067/17

MOVED BY: T. Seip

SECONDED BY: B. Vodden

THAT the Council of the Township of North Huron hereby proceeds at 9:00 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 (FDNH Personnel).*
- *Personal matters about an identifiable individual, including municipal or local board employees (FDNH Personnel).*
- *A proposed or pending acquisition or disposal of land by the municipality or local board (Blyth Property)*
- *Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Shared Services Matters).*

CARRIED

M068/17

MOVED BY: B. Vodden

SECONDED BY: B. Knott

THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 10:30 pm.

CARRIED

M069/17

MOVED BY: B. Knott

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby amend the 2017 compensation structure for FDNH personnel.

CARRIED

M070/17

MOVED BY: B. Vodden

SECONDED BY: Y. Ritsema-Teeninga

THAT the Council of the Township of North Huron hereby confirm the direction given to staff, in Closed Session.

CARRIED

14. CONFIRMATORY BY-LAW

- 14.1 By-law No. 13-2017, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

M071/17

MOVED BY: Y. Ritsema-Teeninga

SECONDED BY: B. Knott

THAT By-law 13-2017; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.

CARRIED

15. ADJOURNMENT

M072/17

MOVED BY: J. Campbell

SECONDED BY: B. Knott

THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 10:32 pm.

CARRIED

Neil Vincent, Reeve

Kathy Adams, Clerk

Minutes East Wawanosh 150th Anniversary

January 3, 2017

Present: Reunion Chair Jamie McCallum, Secretary Joan Vincent, Elaine Snell, Jonathan VanCamp, Ray Hallahan, Alice McDowell, Melanie Pletch, Linda Logan, Heather Shiell, Sylvia Nonkes-Verburg, Margaret Vincent, Neil Vincent, Kim Walker, Connie Goodall, Steve Nixon, Marvin Cook, Lila Rintoul, Vicky Bremner, Matt Beck,

Welcome: Chair Jamie McCallum welcomed everyone to the meeting

Motion to approve November 24, 2016 minutes made by Linda Logan and seconded by Elaine Snell.
CARRIED.

Motion to approve email notes made by Heather Shiell and seconded by Linda Logan. CARRIED.

Financial Report given by Joan Vincent and listed separately

Motion to approve financial report made by Jonathan VanCamp and seconded by Elaine Snell. CARRIED.

Fundraising –

Fish Fry – consensus is to cancel it

Dessert or something with the Ambassador Competition

Raffle – has lamb and pig

Acknowledge on Sponsorship levels at equivalent level for retail value for meat.

Blyth Lions will do the license. It is arranged with John Stewart and Kathy Adams.

Draw will occur at the Reunion weekend.

Bill to Lila for decorating materials in the amount of \$383.02 Motion made by Neil Vincent and seconded by Sylvia Nonkes-Verburg to pay the bill. CARRIED.

Find out minimum order for medallion with logo and the price. Packages ordered by May 21 will receive medallions. Motion by Lila Rintoul and seconded by Heather Shiell to allow Alice to order medallions (with more info). CARRIED.

Vote for which medallion. Snowflake medallion. CARRIED.

History Book – January 4, 2017 will be a proof reading day then put changes onto the computer, into folder and on to disc then order.

Offer a package deal with an old book and a new book for \$75.

Limited edition – advertise a single printing

Report back with exact prices of 2nd printing.

Souvenirs – new hats are almost ready.

T-shirts: L, XL, 2XL

Hoodies or Sweatshirts : L, XL, 2XL

Youth T-shirt

Move forward with order with new logo

Maintenance – nothing new

- Will contact companies and verify

Bar Chair – Labatt's will have their rep contact him after Jan. 5, 2017

Decorating – Lila showed a demonstration of how to make a bow. She will try to put lilies in the centre and try to make different sizes. She has all of the materials. Big bows would be about \$10. She will have a work bee to make bows. She has rope lights and the rolls of material.

Entertainment – nothing new

Beard Growing Contest – 7 entered and about 11 thinking about entering.

A copy of the rules and classes was provided.

Arts and Photography – possibly medallions as recognition of participation

Advertising – Margaret will arrange to meet with Richard over Pay Pal account

Updates have been posted over the golf tournament

Posting on Social Media – If anyone has ideas let Margaret know

Publicize with magnetic signs etc.

Hopes to have new sponsorship packages to the printer the next day.

Parade – meet with Wingham Lions for info (requirements, timing, insurance, rules)

- Get suggestions of volunteers
- Sub Committee - Marvin, Melanie, Ray, Don with power to add more
- See about Don Pattison
- Connie will confirm insurance requirements

Motion by Neil Vincent and seconded by Sylvia Nonkes-Verburg that the sub-committee design a pamphlet.

CARRIED.

Suggestions – Best Family, Best Historical etc. Committee set in place

Moved by Matt Beck and seconded by Margaret Vincent that the tagline be EAST WAWANOSH PAST & PRESENT.

Joan will check out bands for the parade.

Joan and sub-committee discuss prizes

Motion by Ray Hallahan and seconded by Matt Beck to appoint Steve Nixon as the Golf Tournament Chair.

CARRIED.

Golf Tournament – Steve is working on prizes and hole sponsors. Possibly approach Tim Currie, Ross

Peacock and Trevor Hopf to assist.

April or May Event and Ambassador Competition

Huron County Tasting? Discuss with Jason as he is involved in Chef's League

Give Kim budget for Ambassador Competition

Kim talk to Jonathan about dates

School Reunion – Joan talk to Donna Snowden

Camping -requests – concerns about insurance so go with busing instead.

- Find out about busing and some camping in Blyth
- Jonathan talk to Dave Franken about busing
- Put Blyth camping information on website
- Marvin talk to Pete Albers about busing
- Shuttles to the parking

Slow Pitch – Maximum number of teams is 6

11 games (Friday through Saturday & Sunday)

1 hour and 15 minute games

Compared Slow Pitch Agenda with Reunion Agenda

Consider having a 2nd game on the Friday night

Go ahead with the tournament

If the Community Centre is available, the next meeting will be Tuesday, February 7, 2017 at 7 pm.

Motion to adjourn made by Ray Hallahan and seconded by Linda Logan. CARRIED.

FINANCIALS

Balance as of Dec. 29, 2016	\$16,764.33
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Calendars as of Dec. 29, 2016	Income	\$3720.
	Expenses	\$5372.05

Financials on next page.

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque 043889 Date 02/10/2017 Amount 175.00				
004302 BLUEWATER CHAPTER OBOA	2-14-2017	02/10/2017	BUILDING- WORKING AT HEIK	175.00
			Invoice Count 1 Total	175.00
Cheque 043890 Date 02/17/2017 Amount 2,047.80				
003027 ACTIVE NETWORK LTD	4200008599	02/10/2017	RECREATION- CLASS RENEV	2,047.80
			Invoice Count 1 Total	2,047.80
Cheque 043891 Date 02/17/2017 Amount 785.35				
002894 BEST WEIGH SCALE	25308	12/31/2016	LANDFILL- SCALE CALIBRATI	785.35
			Invoice Count 1 Total	785.35
Cheque 043892 Date 02/17/2017 Amount 353.03				
000151 COCA COLA REFRESHMENTS CANADA	15889606	02/13/2017	CONC W- POOL- SUPPLIES	353.03
			Invoice Count 1 Total	353.03
Cheque 043893 Date 02/17/2017 Amount 620.00				
002619 COMMUNITY AIRPORTS GROUP ONTARI	MEM17-036	02/16/2017	AIRPORT- CAGO MEMBERHS	620.00
			Invoice Count 1 Total	620.00
Cheque 043894 Date 02/17/2017 Amount 199.21				
001558 COX SIGNS	26906	02/16/2017	FIRE- DECALS	199.21
			Invoice Count 1 Total	199.21
Cheque 043895 Date 02/17/2017 Amount 1,523.14				
004335 CRS CONTRACTORS RENTAL SUPPLY	1377212	02/13/2017	P/W- BLYTH SHOP- SCAFFOL	73.86
004335 CRS CONTRACTORS RENTAL SUPPLY	1377214	02/13/2017	P/W- BLYTH SHED- SCAFFFO	178.03
004335 CRS CONTRACTORS RENTAL SUPPLY	1380899	02/14/2017	P/W- MOVE BOOM FROM BL	254.25
004335 CRS CONTRACTORS RENTAL SUPPLY	1383576	02/14/2017	P/W BLYTH- 45' BOOM	1,017.00
			Invoice Count 4 Total	1,523.14
Cheque 043896 Date 02/17/2017 Amount 844.93				
000885 DEAN'S VALU-MART	642-7058	02/13/2017	FITNESS- VINEGAR	21.43
000885 DEAN'S VALU-MART	641-6568	12/31/2016	EL- FOOD SUPPLIES	11.97
000885 DEAN'S VALU-MART	641-7017	02/16/2017	EL- FOOD SUPPLIES	81.07
000885 DEAN'S VALU-MART	641-1824	02/16/2017	EL- FOOD SUPPLIES	64.14
000885 DEAN'S VALU-MART	641-8439	02/16/2017	DAY CARE FOOD SUPPLIES	383.28
000885 DEAN'S VALU-MART	641-7922	02/16/2017	BA-MR- FOOD SUPPLIES	130.85
000885 DEAN'S VALU-MART	641-8972	02/16/2017	BA-MR- FOOD SUPPLIES	152.19
			Invoice Count 7 Total	844.93
Cheque 043897 Date 02/17/2017 Amount 744.10				
003077 DELL CANADA INC	1012769929	02/13/2017	ADMIN- 24 " MONITOR- D. WH	197.46
003077 DELL CANADA INC	1012793363-1	02/16/2017	P/W- 24" MONITOR	65.82
003077 DELL CANADA INC	1012794229-1	02/16/2017	P/W- DELL LATITUDE LAPTOP	480.82
			Invoice Count 3 Total	744.10

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque 043898 Date 02/17/2017 Amount 110.25				
003526 FIRE MARSHAL'S PUBLIC FIRE SAFETY	IN147515	02/14/2017	FIRE- FIRE CODE COMPENDI	110.25
			Invoice Count 1 Total	110.25
Cheque 043899 Date 02/17/2017 Amount 205.00				
004619 GILLIAN GALLOW	2257	02/10/2017	DC REFUND- OVERPAYMENT	205.00
			Invoice Count 1 Total	205.00
Cheque 043900 Date 02/17/2017 Amount 112.38				
000281 HURON BAY COOPERATIVE INC	44674	02/13/2017	ROADS- EW SHOP SUPPLIES	62.15
000281 HURON BAY COOPERATIVE INC	53472	02/13/2017	ROADS- EW SHOP SUPPLIES	18.06
000281 HURON BAY COOPERATIVE INC	53551	02/13/2017	ROADS- EW SHOP - BRASS IF	20.32
000281 HURON BAY COOPERATIVE INC	53255	02/13/2017	ROADS- EW SHED- METAL S	11.85
			Invoice Count 4 Total	112.38
Cheque 043901 Date 02/17/2017 Amount 475.00				
000282 HURON CTY RD SUPERVISORS ASSOC	2017	02/13/2017	P/W- HCRSA- MEMBERSHIPS	475.00
			Invoice Count 1 Total	475.00
Cheque 043902 Date 02/17/2017 Amount 49.72				
001504 JANE DAY	431927	02/10/2017	REFUND- PAP	49.72
			Invoice Count 1 Total	49.72
Cheque 043903 Date 02/17/2017 Amount 88.14				
004475 JULIA JACOBS	1-30-2017	02/10/2017	FITNESS- INSTRUCTOR MEM	88.14
			Invoice Count 1 Total	88.14
Cheque 043904 Date 02/17/2017 Amount 143.44				
004390 LARRY HUDSON - CHEVROLET-BUICK-	WO #247828	02/16/2017	P/W- REPAIRS 12-15	143.44
			Invoice Count 1 Total	143.44
Cheque 043905 Date 02/17/2017 Amount 1,836.25				
003697 MAGLIN SITE FURNITURE INC	117087	02/16/2017	REC- BENCH	1,836.25
			Invoice Count 1 Total	1,836.25
Cheque 043906 Date 02/17/2017 Amount 39.58				
004577 MCDONALD HOME HARDWARE BUILDI	2293970	02/16/2017	P/W- ANCHOR WEDGE, MASC	39.58
			Invoice Count 1 Total	39.58
Cheque 043907 Date 02/17/2017 Amount 7,684.00				
002732 MCGAVIN FARM EQUIPMENT LIMITED	EM03838	02/07/2017	P/W B- EPPS PRESSURE WA	3,164.00
002732 MCGAVIN FARM EQUIPMENT LIMITED	EM03837	02/07/2017	P/W- W- EPPS PRESSURE W	4,520.00
			Invoice Count 2 Total	7,684.00
Cheque 043908 Date 02/17/2017 Amount 27,672.96				
000431 MINISTER OF FINANCE	17260117014	12/31/2016	OPP BILLING- DECEMBER 20	23,923.00

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000431 MINISTER OF FINANCE	FEB2017 16 2012-03	02/09/2017	TILE DEBENTURE 2012-03 INI	3,749.96
			Invoice Count 2 Total	27,672.96
Cheque 043909	Date 02/17/2017	Amount	172.89	
004489 MINTO EXPRESS	4151693	02/13/2017	ADMIN- MEETING SCHEDULE	172.89
			Invoice Count 1 Total	172.89
Cheque 043910	Date 02/17/2017	Amount	367.25	
002966 ONTARIO ASSOC. OF FIRE CHIEFS	54048	02/13/2017	FIRE- JOB POSTING	367.25
			Invoice Count 1 Total	367.25
Cheque 043911	Date 02/17/2017	Amount	4,740.30	
003138 OWEN SOUND POLICE SERVICES	2890-17	02/14/2017	FIRE-DISPATCH SERVICE	4,740.30
			Invoice Count 1 Total	4,740.30
Cheque 043912	Date 02/17/2017	Amount	19.02	
000520 PUROLATOR COURIER LTD	433675820	02/13/2017	POLICE- COURIER SERVICE	13.20
000520 PUROLATOR COURIER LTD	433792883	02/14/2017	FIRE- COURIER SERVICE	5.82
			Invoice Count 2 Total	19.02
Cheque 043913	Date 02/17/2017	Amount	94.54	
004609 RADAR AUTO PARTS- BRUSSELS	5341-190348	02/13/2017	P/W- REPAIRS- 13-19 KUBOT/	29.37
004609 RADAR AUTO PARTS- BRUSSELS	5341-190270	02/13/2017	P/W- REPAIRS 13-19 KUBOTA	65.17
			Invoice Count 2 Total	94.54
Cheque 043914	Date 02/17/2017	Amount	43.76	
003723 SANDRA MURPHY	2-14-2017	02/14/2017	REFUND- DAY CARE FEES	43.76
			Invoice Count 1 Total	43.76
Cheque 043915	Date 02/17/2017	Amount	146.52	
000569 SCRIMGEOUR'S FOOD MARKET	3011510014	12/31/2016	MEM HALL- RENO COMM	14.99
000569 SCRIMGEOUR'S FOOD MARKET	3011543190	02/13/2017	ESTC- BLEACH	8.99
000569 SCRIMGEOUR'S FOOD MARKET	3011542536	02/14/2017	ESTC- FOOD FOR MEETINGS	10.93
000569 SCRIMGEOUR'S FOOD MARKET	3011544403	02/16/2017	FIRE- SHAMPOO, DISH SOAP	70.57
000569 SCRIMGEOUR'S FOOD MARKET	3011544412	02/16/2017	FIRE- DISH SOAP	41.04
			Invoice Count 5 Total	146.52
Cheque 043916	Date 02/17/2017	Amount	640.00	
004078 ST JOHN AMBULANCE	I-SJSGB-005265	02/10/2017	REC PROGRAMS- BABYSITTI	640.00
			Invoice Count 1 Total	640.00
Cheque 043917	Date 02/17/2017	Amount	508.50	
004620 SUN COUNTRY HIGHWAY	202413	02/14/2017	CABLE FOR ELECTRIC CAR C	508.50
			Invoice Count 1 Total	508.50
Cheque 043918	Date 02/17/2017	Amount	161.14	

Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor		Invoice	Entry	Invoice	Invoice
Number	Name	Number	Date	Description	Amount
000631	TEESWATER AGRO PARTS LTD	117914	02/16/2017	P/W- PARTS FOR 12-18	109.42
000631	TEESWATER AGRO PARTS LTD	117763	02/16/2017	P/W- PARTS FOR 12-18	33.54
000631	TEESWATER AGRO PARTS LTD	117992	02/16/2017	P/W- PARTS FOR 12-18	18.18
				Invoice Count	3
				Total	161.14
Cheque 043919		Date 02/17/2017		Amount 132.89	
000642	THE CITIZEN	90013	02/14/2017	JANUARY ADVERTISING	132.89
				Invoice Count	1
				Total	132.89
Cheque 043920		Date 02/17/2017		Amount 7,646.83	
004266	USTI CANADA INC	162358-2017	02/13/2017	KEYSTONE 2017 SUPPORT	7,646.83
				Invoice Count	1
				Total	7,646.83
Report Total					60,382.92

Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque 004767 Date 02/08/2017 Amount 63.73				
000100 CANADA POST CORPORATION	9612289706	02/08/2017	WATER - EPOST CHARGES	63.73
			Invoice Count 1 Total	63.73
Cheque 004768 Date 02/08/2017 Amount 743.54				
002699 INS - INFORMATION NETWORK SYSTEI	INV19725	02/08/2017	WATER - POSTAGE METER S	743.54
			Invoice Count 1 Total	743.54
Cheque 004769 Date 02/08/2017 Amount 1,015.87				
004613 MECHANICAL ADVERTISING	908942	02/08/2017	WATER - CUSTOM SIGNS	1,015.87
			Invoice Count 1 Total	1,015.87
Cheque 004770 Date 02/08/2017 Amount 9,617.76				
000542 R.J. BURNSIDE & ASSOCIATES	300037113.1000-9	02/08/2017	WATER - BLYTH WELL	9,617.76
			Invoice Count 1 Total	9,617.76
Cheque 004771 Date 02/08/2017 Amount 1,147.86				
002512 TOWNSHIP OF NORTH HURON	55346	02/08/2017	WATER - JAN WAGES/BENEF	1,147.86
			Invoice Count 1 Total	1,147.86
Cheque 004772 Date 02/08/2017 Amount 30,978.11				
000897 TOWNSHIP OF NORTH HURON SEWER	55244	02/08/2017	WATER - PORTION JAN BILLII	22.66
000897 TOWNSHIP OF NORTH HURON SEWER	2016	02/08/2017	WATER - DEC SEWER BILLIN	30,808.00
000897 TOWNSHIP OF NORTH HURON SEWER	55344	02/08/2017	WATER - BALANCE DEC BILLI	147.45
			Invoice Count 3 Total	30,978.11
Cheque 004773 Date 02/08/2017 Amount 31.83				
002697 TUCKERSMITH COMMUNICATIONS	02/2017 6653	02/08/2017	WATER - BLYTH NEW WELL	31.83
			Invoice Count 1 Total	31.83
Cheque 004774 Date 02/08/2017 Amount 2,828.27				
004266 USTI CANADA INC	2017	02/08/2017	WATER - KYESTONE SUPPOI	2,828.27
			Invoice Count 1 Total	2,828.27
Cheque 004775 Date 02/15/2017 Amount 354.26				
004613 MECHANICAL ADVERTISING	909003	02/15/2017	WATER - SWP SIGNS	354.26
			Invoice Count 1 Total	354.26
Cheque 004776 Date 02/15/2017 Amount 549.64				
003077 DELL CANADA INC	1012794229	02/15/2017	WATER - SHARE OF COMPUT	483.82
003077 DELL CANADA INC	1012793363	02/15/2017	WATER - SHARE OF MONITO	65.82
			Invoice Count 2 Total	549.64
Report Total				47,330.87

Accounts Payable

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

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque 003340 Date 02/15/2017 Amount 282.50				
000629 MORAN MECHANICAL AND ELECTRICA	100872	02/15/2017	SEWER - 134 CHARLES ST B/	282.50
Invoice Count 1 Total				282.50
Cheque 003341 Date 02/15/2017 Amount 1,700.34				
002512 TOWNSHIP OF NORTH HURON	5534	02/15/2017	SEWER - JAN WAGES	1,700.34
Invoice Count 1 Total				1,700.34
Cheque 003342 Date 02/15/2017 Amount 549.65				
003077 DELL CANADA INC	1012794229 S	02/15/2017	SEWER - SHARE OF COMPUT	483.83
003077 DELL CANADA INC	1012793363 S	02/15/2017	SEWER - SHARE OF MONITO	65.82
Invoice Count 2 Total				549.65
Report Total				2,532.49

Accounts Payable

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

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque 000659 Date 02/06/2017 Amount 1,642.02				
000665 UNION GAS LIMITED	December 2016-7759	12/31/2016	4897.655 M3- BLYTH MEM HA	1,221.72
000665 UNION GAS LIMITED	December 2016-1186	12/31/2016	1619.5 M3- 425 MILL STREET	420.30
			Invoice Count 2 Total	1,642.02
Cheque 000660 Date 02/06/2017 Amount 9,588.05				
000687 WESTARIO POWER INC.	300231930	12/31/2016	43072 KWH- WINGHAM ST LIC	9,588.05
			Invoice Count 1 Total	9,588.05
Cheque 000661 Date 02/07/2017 Amount 2,373.00				
002486 DIGITAL POSTAGE-ON-CALL	0001	02/07/2017	ADMIN - POSTAGE	2,373.00
			Invoice Count 1 Total	2,373.00
Cheque 000662 Date 02/07/2017 Amount 19,878.50				
000687 WESTARIO POWER INC.	2103528898	12/31/2016	125640 KWH- COMPLEX	19,878.50
			Invoice Count 1 Total	19,878.50
Cheque 000663 Date 02/08/2017 Amount 6,348.92				
000665 UNION GAS LIMITED	December 2016-5109	12/31/2016	601.9 M3- POLICE	197.66
000665 UNION GAS LIMITED	December 2016-5340	12/31/2016	1242.268 M3- LIBRARY	380.64
000665 UNION GAS LIMITED	December 2016-4108	12/31/2016	1781.837 M3- TOWN HALL	534.87
000665 UNION GAS LIMITED	December 2016-0458	12/31/2016	13602.78 M3-COMPLEX	4,054.26
000665 UNION GAS LIMITED	December 2016-5467	12/31/2016	1237.8 M3- DAY CARE	335.64
000665 UNION GAS LIMITED	December 2016-7408	12/31/2016	3261 M3- 445 JOSEPHINE ST	845.85
			Invoice Count 6 Total	6,348.92
Cheque 000664 Date 02/09/2017 Amount 3,745.56				
000140 CIBC VISA	Amazon - 8501047	12/31/2016	BA-MR- HP LASERJET PRINTI	265.50
000140 CIBC VISA	Const. Cont. Dec/16	12/31/2016	ESTC- EMAIL MARKETING	55.63
000140 CIBC VISA	HiMama- 3581	12/31/2016	DAY CARE- MONTHLY SUBSC	65.54
000140 CIBC VISA	OGRA-2017	02/06/2017	COUNCIL- OGRA CONFEREN	717.55
000140 CIBC VISA	Via Rail- 2727	02/06/2017	OGRA- CONFERENCE TRAIN	65.54
000140 CIBC VISA	Zasio- 20095255	02/06/2017	ADMIN- VERSATILE EXP ANN	536.85
000140 CIBC VISA	PSHSA- 35901	02/06/2017	POLICE- PTSD PREVENTION	22.60
000140 CIBC VISA	FEDEX- 2943856800	02/06/2017	ROADS- ASPHALT ROLLER C	253.74
000140 CIBC VISA	OACFP- 3786	02/06/2017	CEMETERY- OACFP MEMBEF	203.06
000140 CIBC VISA	DEAN'S VM- 8357	02/06/2017	ROADS ADMIN- WATER	252.00
000140 CIBC VISA	CPC- 152521362	02/06/2017	REC/COMP ADMIN- POSTAGE	126.86
000140 CIBC VISA	CPC- 1525219916	02/06/2017	REC/COMP ADMIN POSTAGE	413.42
000140 CIBC VISA	CPC- 152521295	02/06/2017	REC/COMP ADMIN- POSTAGE	76.89
000140 CIBC VISA	CPC- 152520926	02/06/2017	REC/COMP ADMIN- POSTAGE	115.69
000140 CIBC VISA	CPC-152520657	02/06/2017	REC/COMP ADMIN-POSTAGE	110.39
000140 CIBC VISA	Survey Monkey 279474	12/31/2016	EC DEV- MONTHLY SUBSCRI	25.00
000140 CIBC VISA	13208- Hort Manufact	02/07/2017	BILL TO MORRIS-TURNBERR'	439.30
			Invoice Count 17 Total	3,745.56
Cheque 000665 Date 02/10/2017 Amount 933.30				
003295 GLOBAL PAYMENTS	25547	02/10/2017	LANDFILL - DEBIT MACHINE F	51.91
003295 GLOBAL PAYMENTS	4227	02/10/2017	ADMIN - DEBIT MACHINE FEE	103.75

Accounts Payable

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

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
003295 GLOBAL PAYMENTS	2769	02/10/2017	REC - DEBIT/CREDIT MACHIN	777.64
			Invoice Count 3 Total	933.30
Cheque 000666 Date 02/10/2017 Amount 45,778.97				
000535 RECEIVER GENERAL	PT-2-9-2017	02/10/2017	PT PAYROLL REMITTANCE	9,295.84
000535 RECEIVER GENERAL	2-9-2017-Council	02/10/2017	COUNCIL PAYROLL REMITTA	212.78
000535 RECEIVER GENERAL	2-9-2016-FT	02/10/2017	FT PAYROLL REMITTANCE	36,270.35
			Invoice Count 3 Total	45,778.97
Cheque 000667 Date 02/13/2017 Amount 3,264.95				
000294 HYDRO ONE NETWORKS INC	December 2016-0523	12/31/2016	10951 KWH- 103 QUEEN ST S	3,232.26
000294 HYDRO ONE NETWORKS INC	December 2016-8337	12/31/2016	0 KWH- 377 GYSPSY OTHR O	32.69
			Invoice Count 2 Total	3,264.95
Cheque 000668 Date 02/13/2017 Amount 7,004.15				
000427 MINISTER OF FINANCE	January 2017	02/13/2017	JANUARY 2017 EHT REMITTA	7,004.15
			Invoice Count 1 Total	7,004.15
Cheque 000669 Date 02/13/2017 Amount 1,025.42				
000665 UNION GAS LIMITED	December 2016-8454	12/31/2016	1509.8 M3-FIRE HALL W	413.58
000665 UNION GAS LIMITED	December 2016-9991	12/31/2016	2281.4 M3-MUSEUM	611.84
			Invoice Count 2 Total	1,025.42
Cheque 000670 Date 02/14/2017 Amount 15,022.85				
000294 HYDRO ONE NETWORKS INC	December 2016-8446	12/31/2016	12240 KWH- BLYTH MEM HAL	2,633.24
000294 HYDRO ONE NETWORKS INC	December 2016-4216	12/31/2016	55920 KWH- ARENA/HALL B	12,389.61
			Invoice Count 2 Total	15,022.85
Report Total				116,605.69

Accounts Payable

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

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque 000448 Date 02/08/2017 Amount 509.70				
003224 HURONTEL	02/2017 1173	02/08/2017	WATER - WINGHAM PUC BLD	112.94
003224 HURONTEL	02/2017 1168	02/08/2017	WATER - WELL 3	67.74
003224 HURONTEL	02/2017 1818	02/08/2017	WATER - WELL 4	96.35
003224 HURONTEL	02/2017 1167	02/08/2017	WATER - WATER TOWER	232.67
Invoice Count 4 Total				509.70
Cheque 000449 Date 02/08/2017 Amount 3,523.84				
000294 HYDRO ONE NETWORKS INC	179604 01/2017	02/08/2017	WATER - 201 VICTORIA ST	3,523.84
Invoice Count 1 Total				3,523.84
Cheque 000450 Date 02/08/2017 Amount 86.53				
002697 TUCKERSMITH COMMUNICATIONS	02/2017 9131	02/08/2017	WATER - BLYTH PLANT	86.53
Invoice Count 1 Total				86.53
Cheque 000451 Date 02/10/2017 Amount 71.38				
003924 GLOBAL PAYMENTS	005306	02/10/2017	WATER - DEBIT MACHINE FEI	71.38
Invoice Count 1 Total				71.38
Cheque 000452 Date 02/15/2017 Amount 79.29				
000052 BELL CANADA	02/2017 9942	02/15/2017	WATER - 357-9942	79.29
Invoice Count 1 Total				79.29
Cheque 000453 Date 02/15/2017 Amount 625.42				
000294 HYDRO ONE NETWORKS INC	02/2017	02/15/2017	WATER - NEW BLYTH WELL	625.42
Invoice Count 1 Total				625.42
Cheque 000454 Date 02/15/2017 Amount 667.81				
000687 WESTARIO POWER INC.	2103530324	02/15/2017	WATER - 435 MINNIE ST	361.10
000687 WESTARIO POWER INC.	2103530342	02/15/2017	WATER - STANDPIPE	306.71
Invoice Count 2 Total				667.81
Cheque 000455 Date 03/01/2017 Amount 1,352.33				
000687 WESTARIO POWER INC.	2103542306	02/15/2017	WATER - WELL 3	1,352.33
Invoice Count 1 Total				1,352.33
Report Total				6,916.30

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque 500592 Date 02/21/2017 Amount 114.36				
001987 ALLSTREAM BUSINESS INC.	18047563	02/13/2017	CEMETERY- PHONE	53.28
001987 ALLSTREAM BUSINESS INC.	18047564	02/13/2017	E/W SHOP PHONE	61.08
		Invoice Count	2 Total	114.36
Cheque 500593 Date 02/21/2017 Amount 48.03				
002539 BLOODHOUND ODOUR PROTECTION	1560	02/13/2017	COMPLEX- FAN UNIT REFILL	28.82
002539 BLOODHOUND ODOUR PROTECTION	1559	02/13/2017	TOWN HALL- FAN UNIT REFI	19.21
		Invoice Count	2 Total	48.03
Cheque 500594 Date 02/21/2017 Amount 1,000.00				
004091 BLYTH ARTS & CULTURAL INITIATIVE 1 Rural Talks to Rural		12/31/2016	2016 DONATION	1,000.00
		Invoice Count	1 Total	1,000.00
Cheque 500595 Date 02/21/2017 Amount 1,084.24				
000065 BLYTH DECOR SHOPPE	February 2017	02/14/2017	LIBRARY B- RENT	1,084.24
		Invoice Count	1 Total	1,084.24
Cheque 500596 Date 02/21/2017 Amount 1,064.28				
000072 BLYTH PRINTING INC.	26781	02/10/2017	FITNESS- SIGN REPRINT	29.83
000072 BLYTH PRINTING INC.	26760	02/10/2017	FITNESS- POSTERS	442.68
000072 BLYTH PRINTING INC.	26804	02/13/2017	MUSEUM- RAFTING DOWN TI	28.46
000072 BLYTH PRINTING INC.	26759	02/13/2017	LANDFILL- GARBAGE TAGS	563.31
		Invoice Count	4 Total	1,064.28
Cheque 500597 Date 02/21/2017 Amount 191.50				
002066 BROCK VODDEN	2-10-2017	02/10/2017	COUNCIL - MILEAGE TO STR	63.00
002066 BROCK VODDEN	2-7-2017	02/13/2017	COUNCIL- ROMA MEAL EXPE	43.00
002066 BROCK VODDEN	1-31-2017	02/13/2017	COUNCIL-JANUARY MILEAGE	85.50
		Invoice Count	3 Total	191.50
Cheque 500598 Date 02/21/2017 Amount 995.13				
000126 C.G. EQUIPMENT	IV11161	02/13/2017	P/W- O-RING	35.74
000126 C.G. EQUIPMENT	IV11263	02/14/2017	P/W- PARTS- 03-08	959.39
		Invoice Count	2 Total	995.13
Cheque 500599 Date 02/21/2017 Amount 48.85				
001557 CAROL MACPHERSON	2-1-2017	02/13/2017	DAY CARE- PROGRAM SUPP	48.85
		Invoice Count	1 Total	48.85
Cheque 500600 Date 02/21/2017 Amount 327.70				
002016 CENTRA DOOR NORTH COMPANY LTD	15482	02/13/2017	POLICE- REPAIR 16 X 8 DOO	327.70
		Invoice Count	1 Total	327.70
Cheque 500601 Date 02/21/2017 Amount 417.70				

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
003919 CINTAS CANADA LIMITED	839370606	02/10/2017	FITNESS/POOL-SANITIZE RE	417.70
			Invoice Count 1 Total	417.70
Cheque 500602 Date 02/21/2017 Amount 168.37				
001837 CJ JOHNSTON OFFICE SOLUTIONS	133951C	02/13/2017	LANDFILL W- STOOL	168.37
			Invoice Count 1 Total	168.37
Cheque 500603 Date 02/21/2017 Amount 314.92				
002982 COMCO FASTENERS INC	17/0076	02/13/2017	P/W- BLYTH- SHOP SUPPLIES	314.92
			Invoice Count 1 Total	314.92
Cheque 500604 Date 02/21/2017 Amount 956.50				
000186 DELTA ELEVATOR COMPANY LTD	9154701	02/13/2017	COMPLEX- ELEVATOR MAINT	477.63
000186 DELTA ELEVATOR COMPANY LTD	9154700	02/13/2017	TOWN HALL- ELEVATOR MAINT	478.87
			Invoice Count 2 Total	956.50
Cheque 500605 Date 02/21/2017 Amount 33,448.00				
001839 DIETRICH ENGINEERING LTD	1241	02/16/2017	JACKSON/SHULTZ MUNICIPAL	33,448.00
			Invoice Count 1 Total	33,448.00
Cheque 500606 Date 02/21/2017 Amount 704.29				
002183 DONNELLY & MURPHY	45489	12/31/2016	ADMIN- LEGAL FEES	197.75
002183 DONNELLY & MURPHY	45504	02/13/2017	SITE PLAN CONTROL AGREE	280.54
002183 DONNELLY & MURPHY	45488	02/13/2017	ADMIN- LEGAL FEES	226.00
			Invoice Count 3 Total	704.29
Cheque 500607 Date 02/21/2017 Amount 157.06				
004503 GLENDA ROYALL	1-16-2017	02/14/2017	ESTC- MILEAGE	55.35
004503 GLENDA ROYALL	1-18-2017	02/14/2017	BLYTH MEM HALL RENO MTC	11.84
004503 GLENDA ROYALL	1-26-2017	02/14/2017	ESTC- MILEAGE	18.45
004503 GLENDA ROYALL	2-1-2017	02/14/2017	ESTC-POSTAGE	9.61
004503 GLENDA ROYALL	1-20-2017	02/14/2017	ESTC- POSTAGE/COOKIES	61.81
			Invoice Count 5 Total	157.06
Cheque 500608 Date 02/21/2017 Amount 69.81				
003281 HOWSON TRANSPORTATION INC	3312729	02/14/2017	FIRE- DIESEL FUEL FOR JANI	69.81
			Invoice Count 1 Total	69.81
Cheque 500609 Date 02/21/2017 Amount 130.00				
001861 HURON MANUFACTURING ASSOC.	15182	02/10/2017	EC DEV- 2017 ASSOCIATE ME	130.00
			Invoice Count 1 Total	130.00
Cheque 500610 Date 02/21/2017 Amount 244.25				
000286 HURON TRACTOR LTD	B23656	02/15/2017	P/W- BALL BEARING- 11-22	13.62
000286 HURON TRACTOR LTD	B23998	02/15/2017	P/W- BUSHING- NH-07-08	3.34
000286 HURON TRACTOR LTD	B23591	02/16/2017	P/W- HYGARD OIL- 11-22	181.64

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000286 HURON TRACTOR LTD	B24198	02/16/2017	P/W- OIL FILTER- 08-21	45.65
			Invoice Count 4 Total	244.25
Cheque 500611	Date 02/21/2017	Amount	1,934.71	
000296 IDEAL SUPPLY INC.	3176755	02/14/2017	WINGHAM STREETLIGHTS- B	139.40
000296 IDEAL SUPPLY INC.	3177743	02/14/2017	P/W- FILTER- NH01-95	13.21
000296 IDEAL SUPPLY INC.	3201665	02/14/2017	P/W- PARTS- NH01-95	138.74
000296 IDEAL SUPPLY INC.	3185817	02/14/2017	P/W- EW- GUN WAND	76.84
000296 IDEAL SUPPLY INC.	3119402	02/14/2017	P/W- NH04-03- WINTER BLAD	35.69
000296 IDEAL SUPPLY INC.	3131544	02/14/2017	P/W- NH01-95 WIPER BLADE	42.92
000296 IDEAL SUPPLY INC.	3162951	02/14/2017	P/W- NH 03-09- PARTS	22.36
000296 IDEAL SUPPLY INC.	3167565	02/14/2017	P/W- WING- TOOLS	49.88
000296 IDEAL SUPPLY INC.	3177711	02/14/2017	P/W- NH86-01 LUBE FILTER	25.29
000296 IDEAL SUPPLY INC.	3178949	02/14/2017	FITNESS EMERGENCY LIGHT	201.58
000296 IDEAL SUPPLY INC.	3119922	02/14/2017	ARENA W- BOARD EDGER B	912.77
000296 IDEAL SUPPLY INC.	3141192	02/14/2017	TOWN HALL- BATTERY	37.96
000296 IDEAL SUPPLY INC.	3149863	02/14/2017	LIBRARY- MINIATURE LAMP	11.59
000296 IDEAL SUPPLY INC.	3140834	02/14/2017	LIBRARY- BATTERIES	75.00
000296 IDEAL SUPPLY INC.	3113241	02/14/2017	P/W- EW- 50' PRESSURE WA	113.21
000296 IDEAL SUPPLY INC.	3204725	02/14/2017	AIRPORT- BATTERY	31.85
000296 IDEAL SUPPLY INC.	3201868	02/14/2017	AIRPORT- BATTERY	31.85
000296 IDEAL SUPPLY INC.	3119626	02/14/2017	BATTERY CORE REFUND	-25.43
			Invoice Count 18 Total	1,934.71
Cheque 500612	Date 02/21/2017	Amount	99.00	
000306 JAMES CAMPBELL	1-31-2017	02/13/2017	COUNCIL JANUARY MILEAGE	99.00
			Invoice Count 1 Total	99.00
Cheque 500613	Date 02/21/2017	Amount	73.74	
004533 JANELLA SMITH	2-2-2017	02/10/2017	DAYCARE- CLASSROOM SUP	73.74
			Invoice Count 1 Total	73.74
Cheque 500614	Date 02/21/2017	Amount	466.13	
000322 JOE KERR LTD	18159	02/14/2017	P/W- TRI-AXLE RENTAL	370.64
000322 JOE KERR LTD	W47892	02/14/2017	FIRE- LADDER UNIT 2 REPAI	95.49
			Invoice Count 2 Total	466.13
Cheque 500615	Date 02/21/2017	Amount	1,517.65	
000352 KITSUPPLY	139693	02/13/2017	DC/POL/TH- JANITORIAL SUP	327.42
000352 KITSUPPLY	139688	02/13/2017	DAY CARE - JANITORIAL SUP	483.56
000352 KITSUPPLY	139582	02/13/2017	COMPLEX- JANITORIAL SUPP	523.77
000352 KITSUPPLY	139581	02/14/2017	P/W- JANITORIAL SUPPLIES	182.90
			Invoice Count 4 Total	1,517.65
Cheque 500616	Date 02/21/2017	Amount	115.71	
000388 MAITLAND WELDING & MACHINING	6278	12/31/2016	P/W-SIGN POST STRAIGHTENE	49.61
000388 MAITLAND WELDING & MACHINING	6279	12/31/2016	P/W- HOT ROLLED PLATE 10	16.06
000388 MAITLAND WELDING & MACHINING	6281	02/14/2017	P/W- E/W- SHOP SUPPLIES	19.98

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000388 MAITLAND WELDING & MACHINING	6280	02/14/2017	P/W- 1/4" X 3" FLAT BAR	30.06
			Invoice Count 4 Total	115.71
Cheque 500617 Date 02/21/2017 Amount 117.00				
002258 MARIA WALDEN	1-30-2017	02/13/2017	OEY- MILEAGE	117.00
			Invoice Count 1 Total	117.00
Cheque 500618 Date 02/21/2017 Amount 1,638.14				
000421 MICROAGE BASICS	400406	02/14/2017	DAY CARE- LASER CARTRIDGE	114.80
000421 MICROAGE BASICS	400781	02/14/2017	OEY- OFFICE SUPPLIES	97.13
000421 MICROAGE BASICS	208709	02/14/2017	OEY- TONER CARTRIDGES	255.27
000421 MICROAGE BASICS	400865	02/14/2017	ADMIN-OFFICE SUPPLIES	268.70
000421 MICROAGE BASICS	206932	02/14/2017	EL- PROGRAM SUPPLIES	27.10
000421 MICROAGE BASICS	207781	02/14/2017	OEY- PAPER	53.98
000421 MICROAGE BASICS	208281	02/14/2017	DAY CARE- DATE STAMP	13.73
000421 MICROAGE BASICS	208271	02/14/2017	DAY CARE- OFFICE SUPPLIES	36.88
000421 MICROAGE BASICS	208312	02/14/2017	DAY CARE- ENVELOPES	5.64
000421 MICROAGE BASICS	207995	02/14/2017	OEY- MARKERS	20.34
000421 MICROAGE BASICS	207294	02/14/2017	OEY- BACK TONER	101.69
000421 MICROAGE BASICS	206848	02/14/2017	DAY CARE- LAMINATOR CARTRIDGE	180.79
000421 MICROAGE BASICS	206813	02/14/2017	DAY CARE- LETTER	56.49
000421 MICROAGE BASICS	206948	02/14/2017	P/W- DESK CALENDAR	7.90
000421 MICROAGE BASICS	400750	02/14/2017	P/W- OFFICE SUPPLIES	12.63
000421 MICROAGE BASICS	208330	02/14/2017	ESTC- BINDERS	16.93
000421 MICROAGE BASICS	400000	02/14/2017	ESTC- LASER CARTRIDGE	139.54
000421 MICROAGE BASICS	399808	02/14/2017	ESTC- REPORT COVERS, PEI	51.10
000421 MICROAGE BASICS	399807	02/14/2017	FIRE- DYMO TAPE	15.58
000421 MICROAGE BASICS	399806	02/14/2017	ESTC- OFFICE SUPPLIES	39.18
000421 MICROAGE BASICS	399682	02/14/2017	ESTC- INDEXES	11.71
000421 MICROAGE BASICS	206392	02/14/2017	POLICE- COLUMNAR BOOK	24.85
000421 MICROAGE BASICS	207193	02/14/2017	POLICE- DVD-R	24.85
000421 MICROAGE BASICS	206644	02/15/2017	REC/COMP ADMIN- OFFICE SUPPLIES	61.33
			Invoice Count 24 Total	1,638.14
Cheque 500619 Date 02/21/2017 Amount 59.92				
000924 MIDWESTERN COMMUNICATIONS	170131-0111	02/16/2017	OEY- COPIER- METER BILLING	59.92
			Invoice Count 1 Total	59.92
Cheque 500620 Date 02/21/2017 Amount 450.87				
000442 MUNICIPAL WORLD INC	JB-179	02/13/2017	FIRE- JOB BOARD POSTING	450.87
			Invoice Count 1 Total	450.87
Cheque 500621 Date 02/21/2017 Amount 10,480.08				
000123 MUNICIPALITY OF CENTRAL HURON	101352	12/31/2016	BLYTH LANDFILL EXPENSES	10,480.08
			Invoice Count 1 Total	10,480.08
Cheque 500622 Date 02/21/2017 Amount 2,860.49				

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000444 MUNICIPALITY OF MORRIS TURNBERR	5084	02/14/2017	JANUARY SHARE OF FPO CC	2,860.49
			Invoice Count 1 Total	2,860.49
Cheque 500623 Date 02/21/2017 Amount 64,156.13				
004510 MUNICIPALITY OF MORRIS-TURNBERR	4990	12/31/2016	AUGUST 2016 MT/NH BUILDIN	661.33
004510 MUNICIPALITY OF MORRIS-TURNBERR	4991	12/31/2016	SEPT 2016 MT TO NH -BUILDI	9,371.96
004510 MUNICIPALITY OF MORRIS-TURNBERR	4992	12/31/2016	OCTOBER 2016 MT TO NH BL	5,666.76
004510 MUNICIPALITY OF MORRIS-TURNBERR	4993	12/31/2016	NOV 2016 MT TO NH BUILDIN	10,927.18
004510 MUNICIPALITY OF MORRIS-TURNBERR	4994	12/31/2016	DEC 2016 MT TO NH BUILDIN	11,311.82
004510 MUNICIPALITY OF MORRIS-TURNBERR	4989	12/31/2016	SS IMPLEMENTION COSTS	26,217.08
			Invoice Count 6 Total	64,156.13
Cheque 500624 Date 02/21/2017 Amount 37.80				
001215 NEIL VINCENT	2-2-2017	02/13/2017	COUNCIL- JANUARY MILEAGI	37.80
			Invoice Count 1 Total	37.80
Cheque 500625 Date 02/21/2017 Amount 697.57				
004518 NICOLE GRAF	2-9-2017	02/16/2017	P/W LANDFILL- WASTE SEMI	697.57
			Invoice Count 1 Total	697.57
Cheque 500626 Date 02/21/2017 Amount 57,010.28				
000473 OMERS	January 2017	02/06/2017	JANUARY 2017 REMITTANCE	57,010.28
			Invoice Count 1 Total	57,010.28
Cheque 500627 Date 02/21/2017 Amount 142.38				
000498 ORKIN CANADA CORPORATION	7499883	02/14/2017	LANDFILL- PEST CONTROL	142.38
			Invoice Count 1 Total	142.38
Cheque 500628 Date 02/21/2017 Amount 603.99				
003189 PAUL COOK ELECTRIC	3303	02/14/2017	P/W BLYTH- BUILDING REPAI	603.99
			Invoice Count 1 Total	603.99
Cheque 500629 Date 02/21/2017 Amount 361.60				
004462 PAYMATE SOFTWARE CORPORATION	34175	12/31/2016	ADMIN- SOFTWARE TRAINING	361.60
			Invoice Count 1 Total	361.60
Cheque 500630 Date 02/21/2017 Amount 204.50				
003875 QUEENS BAKERY	I72176	02/16/2017	FIRE- HOARDING MEETING F	29.50
003875 QUEENS BAKERY	I-72272	02/16/2017	FIRE CALL- FOOD	175.00
			Invoice Count 2 Total	204.50
Cheque 500631 Date 02/21/2017 Amount 613.86				
000542 R.J. BURNSIDE & ASSOCIATES	LNE085790.2017-1	02/14/2017	WINGHAM LANDFILL SERIVCI	613.86
			Invoice Count 1 Total	613.86
Cheque 500632 Date 02/21/2017 Amount 120.00				

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Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
003420 RADFORD GROUP LTD	67058	02/14/2017	P/W BLYTH- FUEL	120.00
			Invoice Count 1 Total	120.00
Cheque 500633	Date 02/21/2017	Amount	128.25	
003439 RAY HALLAHAN	1-31-2017	02/13/2017	COUNCIL- JAN MILEAGE	128.25
			Invoice Count 1 Total	128.25
Cheque 500634	Date 02/21/2017	Amount	523.21	
004198 RICCO FOOD DISTRIBUTOR	342875	02/14/2017	CONC B- SUPPLIES	523.21
			Invoice Count 1 Total	523.21
Cheque 500635	Date 02/21/2017	Amount	105.85	
003055 RICHARD AL	2-6-2017	02/13/2017	ADMIN - MILEAGE/PHONE	105.85
			Invoice Count 1 Total	105.85
Cheque 500636	Date 02/21/2017	Amount	291.48	
004569 RICOH	SCO91423242	02/13/2017	ADMIN-REC- COPIER RENTAL	291.48
			Invoice Count 1 Total	291.48
Cheque 500637	Date 02/21/2017	Amount	104.99	
000539 RINTOULS POOLS AND SPAS	62232	02/10/2017	POOL- REAGENT	57.60
000539 RINTOULS POOLS AND SPAS	62209	02/10/2017	POOL- BLUE & WHITE FLOAT	47.39
			Invoice Count 2 Total	104.99
Cheque 500638	Date 02/21/2017	Amount	296.48	
002355 ROBERT'S FARM EQUIPMENT	p58496	02/13/2017	ROADS- FILTER FOR 13-19	48.62
002355 ROBERT'S FARM EQUIPMENT	P58494	02/13/2017	ROADS- GLASS FOR 13-19	217.19
002355 ROBERT'S FARM EQUIPMENT	P58359	02/13/2017	P/W- PAINT FOR 01-07	30.67
			Invoice Count 3 Total	296.48
Cheque 500639	Date 02/21/2017	Amount	894.45	
004330 SEPOY WIRING	10066	02/13/2017	COMPLEX- LOBBY LIGHT	544.89
004330 SEPOY WIRING	10049	02/13/2017	COMPLEX- BUILDING REPAIR	317.93
004330 SEPOY WIRING	10033	02/13/2017	COMPLEX- T8 LIGHT	31.63
			Invoice Count 3 Total	894.45
Cheque 500640	Date 02/21/2017	Amount	321,120.39	
004565 SKC CONSTRUCTION INC.	Certificate #5	02/16/2017	BLYTH MEMORIAL HALL REN	321,120.39
			Invoice Count 1 Total	321,120.39
Cheque 500641	Date 02/21/2017	Amount	623.01	
000595 SPECTRUM COMMUNICATIONS LTD	759178	02/16/2017	FIRE- REPAIRED RADIO	127.33
000595 SPECTRUM COMMUNICATIONS LTD	759180	02/16/2017	FIRE- REPAIR PAGER	87.27
000595 SPECTRUM COMMUNICATIONS LTD	759182	02/16/2017	FIRE- RAPAIED RADIO	87.27
000595 SPECTRUM COMMUNICATIONS LTD	759187	02/16/2017	FIRE- REPAIRED RADIO	59.33
000595 SPECTRUM COMMUNICATIONS LTD	759184	02/16/2017	FIRE- REPAIRED RADIO	87.27
000595 SPECTRUM COMMUNICATIONS LTD	759185	02/16/2017	FIRE- REPAIR RADIO	87.27

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000595 SPECTRUM COMMUNICATIONS LTD	759186	02/16/2017	FIRE- REPAIR RADIO	87.27
Invoice Count 7 Total				623.01
Cheque 500642 Date 02/21/2017 Amount 1,171.23				
000602 STANTON HARDWARE	282934	02/14/2017	FITNESS- JANITORIAL SUPPL	69.63
000602 STANTON HARDWARE	283146	02/14/2017	BA-SH- RUNNER, MOP REFIL	80.31
000602 STANTON HARDWARE	283130	02/14/2017	DAY CARE- SMALL APPLIANC	175.12
000602 STANTON HARDWARE	283378	02/15/2017	DAY CARE- CARPET STEAME	122.58
000602 STANTON HARDWARE	283405	02/15/2017	P/W- CLOTHESLINE- REPLAC	56.49
000602 STANTON HARDWARE	283270	02/15/2017	P/W- GARBAGE BAGS	40.67
000602 STANTON HARDWARE	283478	02/15/2017	EL- PHONE	127.09
000602 STANTON HARDWARE	283410	02/15/2017	POLICE- LIGHT BULBS	62.12
000602 STANTON HARDWARE	282892	02/15/2017	TOWN HALL- FURNACE FILTE	22.58
000602 STANTON HARDWARE	283071	02/15/2017	TOWN HALL- EXIT SIGN LAMP	9.12
000602 STANTON HARDWARE	283131	02/15/2017	DAY CARE- EXIT SIGN LAMP	12.16
000602 STANTON HARDWARE	283195	02/15/2017	DAY CARE- ELECTRICAL TAP	2.46
000602 STANTON HARDWARE	283203	02/15/2017	DAY CARE- PLUMBING SUPP	10.15
000602 STANTON HARDWARE	283275	02/15/2017	COMPLEX- MAGIC ERASERS	15.80
000602 STANTON HARDWARE	283355	02/15/2017	COMPLEX- TOILET AUGER	73.44
000602 STANTON HARDWARE	283401	02/15/2017	TOWN HALL - WATER REFILL	5.90
000602 STANTON HARDWARE	283443	02/15/2017	COMPLEX- SEAL	8.69
000602 STANTON HARDWARE	283558	02/15/2017	COMPLEX- SEAL	8.69
000602 STANTON HARDWARE	283447	02/15/2017	LIBRARY- KEYS	3.28
000602 STANTON HARDWARE	283458	02/15/2017	MUSEUM -BOLTS, WASHERS	20.19
000602 STANTON HARDWARE	283469	02/15/2017	MUSEUM- EXIT SIGN LAMP	16.68
000602 STANTON HARDWARE	283491	02/15/2017	COMPLEX- KEYS	6.55
000602 STANTON HARDWARE	283546	02/15/2017	COMPLEX- GLOVES, LED LAM	34.67
000602 STANTON HARDWARE	282955	02/15/2017	LANDFILL W- PAPER TOWEL\$	22.58
000602 STANTON HARDWARE	283222	02/15/2017	LANDFILL- RAINUIT, DE-ICE	46.30
000602 STANTON HARDWARE	283432	02/15/2017	P/W- EW- LAUNDRY SOAP, L	15.44
000602 STANTON HARDWARE	283304	02/15/2017	ESTC- CANADA FLAG	79.09
000602 STANTON HARDWARE	283107	02/15/2017	COMPLEX - CLIP, CLEVIS	5.73
000602 STANTON HARDWARE	283008	02/15/2017	COMPLEX- WASHERS, BOLT\$	17.72
Invoice Count 29 Total				1,171.23
Cheque 500643 Date 02/21/2017 Amount 1,195.50				
000604 STAPLETON INTERIORS	4546	02/13/2017	LIBRARY- PAINT MEETING RM	1,195.50
Invoice Count 1 Total				1,195.50
Cheque 500644 Date 02/21/2017 Amount 747.62				
002814 STRONGCO LIMITED PARTNERSHIP	90344792	02/16/2017	P/W- BULB- NH05-12	32.76
002814 STRONGCO LIMITED PARTNERSHIP	90345554	02/16/2017	P/W- DRAWBAR SLIDE TUBE-	223.65
002814 STRONGCO LIMITED PARTNERSHIP	90346364	02/16/2017	P/W- ADJUST BLADE- 05-12	732.24
002814 STRONGCO LIMITED PARTNERSHIP	90345555	02/16/2017	CREDIT- WEAR PLATE/SLIDE	-241.03
Invoice Count 4 Total				747.62
Cheque 500645 Date 02/21/2017 Amount 226.62				
000620 SWAN DUST CONTROL LTD	3738786	02/10/2017	COMPLEX- MATS/MOPS	143.00
000620 SWAN DUST CONTROL LTD	3738801	02/10/2017	POLICE- MATS/MOPS	36.50
000620 SWAN DUST CONTROL LTD	3725548	02/13/2017	DAY CARE- MATS	23.56

Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 02/08/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000620 SWAN DUST CONTROL LTD	3732124	02/13/2017	DAY CARE- MATS	23.56
			Invoice Count 4 Total	226.62
Cheque 500646	Date 02/21/2017	Amount	28.82	
004570 TIFFANY SEIP	1-23-2017	02/10/2017	DAY CARE- CRAFT SUPPLIES	28.82
			Invoice Count 1 Total	28.82
Cheque 500647	Date 02/21/2017	Amount	75.76	
001796 TIM HORTON'S	2-1-2017	02/16/2017	ADMIN- COFFEE, MUFFINS	75.76
			Invoice Count 1 Total	75.76
Cheque 500648	Date 02/21/2017	Amount	656.75	
001365 TOWNSHIP OF NORTH HURON WATER	238068	12/31/2016	GENERAL OWES WATER ACC	656.75
			Invoice Count 1 Total	656.75
Cheque 500649	Date 02/21/2017	Amount	144.47	
000880 TURNBERRY SALES & SERVICE	28344	02/13/2017	PARKS- EQUIPMENT REPAIR	144.47
			Invoice Count 1 Total	144.47
Cheque 500650	Date 02/21/2017	Amount	4,859.00	
001036 WARD & UPTIGROVE CONSULTING & F	45556	02/13/2017	SS- ESS COORDINATOR AD	4,859.00
			Invoice Count 1 Total	4,859.00
Cheque 500651	Date 02/21/2017	Amount	2,761.22	
000856 WEILER'S CLEANING & RESTORATION	12305402	02/13/2017	JANUARY - JANITORIAL SERV	2,761.22
			Invoice Count 1 Total	2,761.22
Cheque 500652	Date 02/21/2017	Amount	326.63	
002667 WEST COAST DISTRIBUTING	10001662	02/14/2017	CONC B- SUPPLIES	105.69
002667 WEST COAST DISTRIBUTING	10001866	02/15/2017	CONC W SUPPLIES	220.94
			Invoice Count 2 Total	326.63
Cheque 500653	Date 02/21/2017	Amount	652.75	
004170 YOLANDA RITSEMA-TEENINGA	1-28-2017	02/13/2017	COUNCIL-ROMA CONFERENCE	652.75
			Invoice Count 1 Total	652.75
Report Total				522,181.02

Accounts Payable

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

Cheque Date 02/03/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque 900036 Date 02/08/2017 Amount 164.09				
003224 HURONTEL	02/2017	02/08/2017	SEWER - 357-4293	67.74
003224 HURONTEL	02/2017 2230	02/08/2017	SEWER - 357-2230	96.35
Invoice Count 2 Total				164.09
Cheque 900037 Date 02/08/2017 Amount 7,133.11				
000294 HYDRO ONE NETWORKS INC	01/2017	02/08/2017	SEWER - 60 LLOYD ST DEC U	7,133.11
Invoice Count 1 Total				7,133.11
Cheque 900038 Date 02/08/2017 Amount 138.86				
000657 TOWNSHIP OF NORTH HURON WATER	163920	02/08/2017	SEWWER - 435 MINNIE ST	138.86
Invoice Count 1 Total				138.86
Cheque 900039 Date 02/15/2017 Amount 97.20				
002697 TUCKERSMITH COMMUNICATIONS	02/2017 4466	02/15/2017	BLYTH SEWAGE PLANT	97.20
Invoice Count 1 Total				97.20
Cheque 900040 Date 02/15/2017 Amount 27.58				
000687 WESTARIO POWER INC.	300232112	02/15/2017	SEWER - SYPHON JAN USAG	27.58
Invoice Count 1 Total				27.58
Report Total				7,560.84



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kirk Livingston
DATE: 21/02/2017
SUBJECT: Building Department Year End Report - 2016
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the report Building Department 2016 Year End 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 has provided Council with the following chart, which provides details on the last four years based on types of construction and yearly comparisons.

The permit types below are comprised of;

Demolition includes any type of building being demolished

Farm Related ... includes all new farm buildings and additions, steel grain bins, silos, liquid & dry manure storages etc.

Com./Ind./Inst. ... all Commercial, Industrial & Institutional buildings and additions including renovations and plumbing.

Residential Related ... includes attached garages, detached garages, storage sheds, swimming pools, plumbing, renovations and repairs etc.

New Residential ... includes all new single detached homes, semi-detached and multi units. (tri-plex or quad)

Sewage Systems ... all Class 2, 3, 4, and 5 septic systems, septic tank replacements and septic bed replacement and repairs.

Based on the charting below, Council can note the significant difference for the 2016 year. Two major structures contributing to the Com./Ind./Inst row were the Blyth Memorial Hall and the Wingham & District Hospital Addition and Renovation Projects.

DISCUSSION

Permit Type	Number of Building Permits Issued				
	2013	2014	2015	2016	2017
Demolition	4	7	7	6	
Farm Related	12	5	9	13	
Com. / Ind. / Inst.	13	11	18	24	
Residential Related	44	34	58	45	
New Residential	4	2	6	5	
Sewage Systems	0	0	4	1	
TOTAL	77	59	102	94	

Permit Type	Building Department Permit Fees Collected				
	2013	2014	2015	2016	2017
Demolition	\$ 400.00	\$ 1,495.00	\$ 1,220.00	\$ 580.00	
Farm Related	\$ 10,111.90	\$ 3,117.50	\$ 6,678.34	\$ 10,628.40	
Com. / Ind. / Inst.	\$ 3,148.70	\$ 7,846.07	\$ 16,991.45	\$ 54,575.96	
Residential Related	\$ 23,102.07	\$ 9,261.65	\$ 9,730.15	\$ 13,045.40	
New Residential	\$ 12,850.29	\$ 4,134.49	\$ 13,936.16	\$ 9,097.65	
Sewage Systems	\$ -	\$ -	\$ 1,000.00	\$ 425.00	
TOTAL	\$ 49,612.96	\$ 25,854.71	\$ 49,556.10	\$ 88,352.41	

Permit Type	Value of Construction Projects				
	2013	2014	2015	2016	2017
Demolition	\$ 35,000.00	\$ 65,000.00	\$ 91,000.00	\$ 15,302.00	
Farm Related	\$ 2,432,000.00	\$ 95,000.00	\$ 1,035,000.00	\$ 2,072,000.00	
Com. / Ind. / Inst.	\$ 614,000.00	\$ 2,064,500.00	\$ 1,433,500.00	\$ 16,377,774.00	
Residential Related	\$,978,195.00	\$ 379,800.00	\$ 419,600.00	\$ 903,200.00	
New Residential	\$ 1,700,315.00	\$ 485,000.00	\$ 1,492,100.00	\$ 1,494,196.35	
Sewage Systems	\$ -	\$ -	\$ 19,000.00	\$ 15,000.00	
TOTAL	\$6,759,510.00	\$3,089,300.00	\$ 4,490,200.00	\$ 20,877,472.35	

The total square meters of new construction for this year was 17,434 m²

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.



Kirk Livingston, Chief Building Official



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: 21/02/2017
SUBJECT: Building Department Activity Report – January 2017
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 – January 2017

Permit #	Permit Type	Value of Project	Sq. Metre New Construction	Status
2017-0001	Alteration/Renovation/Repair	\$ 136,723.95	127.4588	Issued
2017-0002	Plumbing	\$ 3,000.00	5.9456	Issued

Total Value of Construction to date: \$ 139,723.95 (Last year \$ 2,131,000.00)

Zoning Certificates issued to date: 4

By-law Enforcement and Property Standards Report

We have received one complaint with respect to property standards issues which is being investigated.

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

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.



Kirk Livingston, Chief Building Official



Sharon Chambers, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: David Sparling
DATE: 13/02/2017
SUBJECT: Activity Report
ATTACHMENTS: none

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby approve the Fire Department of North Huron report for January 2017.

EXECUTIVE SUMMARY

January 2017 FDNH report below.

DISCUSSION

Training:

Weekly Training:

- 1 week of monthly equipment checks (40 personnel)
- 1 week of NFPA 1001 Firefighter II training (35 personnel)
- 1 week of NFPA 1001 Firefighter II training (38 personnel)

Full Day Training:

- 3 days of NFPA 472 Hazardous Materials Operations Level training (7 personnel)

Notable:

Recruit Haward Laxton has stepped down due other commitments that make him unable to meet the time required for FDNH.

Firefighter Alain Dery is on a leave of absence until he is back living in the required response area for FDNH personnel.

Firefighter Tony Falconer is off on a medical leave of absence.

FDNH welcomes recruits Amanda Bekkers (Blyth) and Jeff Hodgkinson (Wingham) to our 2016/17 recruit class.

Notable Fire Prevention and Public Education:

FDNH provided a fire station tour to the Wingham Beavers.

January Incidents:

1 January:

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

4 January:

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

4 January:

Gas leak – Natural Gas
Morris-Turnberry
Outcome: Gas shut off. Scene secured until Union Gas arrived to repair.

5 January:

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

6 January:

Medical first response
Central Huron
Outcome: Patient transferred by paramedics.

7 January:

Mutual Aid - tanker
Morris-Turnberry

10 January:

Mutual Aid - tanker
Howick
Outcome: FDNH cancelled prior to arrival

11 January:

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

11 January:

Power lines down/arcng
Morris-Turnberry
Outcome: Secured site until Hydro One arrived.

17 January:

Medical first response
North Huron
Outcome: Patient deceased.

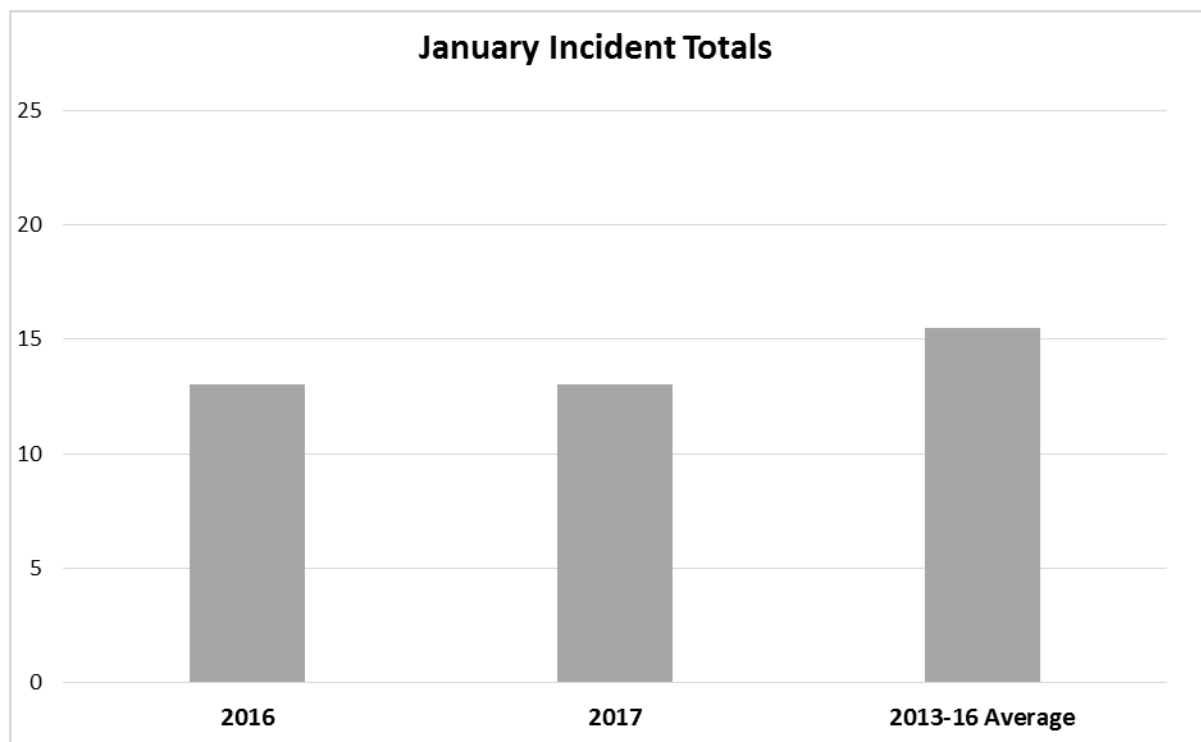
22 January:

Motor vehicle collision
Central Huron
Outcome: 1 patient transferred by paramedics.

22 January:
Medical first response
North Huron
Outcome: Patient deceased.

27 January:
Medical first response
North Huron
Outcome: Patient transferred by paramedics.

27 January:
Medical first response
North Huron
Outcome: Patient transferred by paramedics.



FINANCIAL IMPACT

n/a

FUTURE CONSIDERATIONS


n/a

RELATIONSHIP TO STRATEGIC PLAN

Goal 3: Ensure our community is healthy and safe.



David Sparling
Director Fire & Emergency Services



Sharon Chambers, CAO

Wingham & Area Health Professionals Recruitment

Jan McKague Weishar – Recruitment Coordinator

North Huron Council

February 2017

Our Goal

It is the goal of this committee to ensure residents of Wingham and the surrounding communities served by the Wingham Hospital and North Huron Family Health Team have access to primary care physicians and healthcare professionals. Ongoing recruitment and retention of physicians in our community is vital to the health and wellness of our residents as well as the economic impact it derives.

Our Current Physician Situation

There are three areas of physician coverage that encompass our current physician situation; permanent practice Family Medicine docs, Emergency Department (ED) coverage and visiting specialists.

Permanent Family Medicine Docs

- We have 8 docs in the North Huron Family Health Team (FHT).
- Our FHT roster is approx 9500 patients. Our catchment area population is 16000.
- There are 3100 unrostered Amish/Mennonite cared for by our docs. Due to cultural beliefs, these are self-pay patients and are not included in the FHT's 9500 rostered patient number recognized by the Ministry of Health even though they are under the care of our physicians.
- Of our 8 docs, 3 are over 60 years old.
- In addition, 3 of our docs have patient rosters of close to 2000 patients each. New docs typically roster between 700-1000 patients maximum. We will need to recruit at least 2 new docs to replace 1 of these docs. Potentially 6 docs to replace 3.
- Expectations of rural docs are vast and they wear many hats. While it is very rewarding, it is also taxing. They provide many services; primary care clinics, ED, inpatients, nursing home, surgical assist, anesthesia, coroner, oncology, lumps and bumps clinics, home visits as well as teaching medical learners.

Emergency Department Coverage

- Only 3 Wingham docs of 8 work in our ED. This leaves us extremely dependent on ED locums.
- Our Wingham docs cover 42% of our ED hours; the remaining 58% is covered by locums who essentially have little commitment to Wingham.
- We have an approx pool of 11-13 docs who are in our "ED locum pool." Recruitment is ongoing to keep a devoted pool of physicians to cover our ED.

Visiting Specialists

- Availability of a breadth of medical specialists is a critical component to our rural hospital. Patient access close to home as well as our own docs having access to specialists is an indispensable service to rural healthcare facilities.
- We have approx 10 visiting specialists of varying disciplines; Internal Medicine, Ear/Nose Throat, OB/Gyn, Cardiology, Oncology, Surgical, Radiology, Physical Medicine, Pediatrics and Urology.

Our Execution

- Attend medical school and industry recruitment events to keep Wingham's name at the forefront of prospective recruits. Most docs have never heard of our rural location. We attend approx 7 per year.
- Coordinating medical learners to come to Wingham to experience our rural medicine program as well as our community is essential to recruitment. It is highly probable that a new recruit can be gained through past educational experiences. We host approx 10 medical learners per year.
- We work with area students from our regional area studying medicine as well as support a bursary for high school students planning a career in healthcare.
- We collaborate with residency program leaders at medical schools to connect with new grads for permanent and ED placements.
- We coordinate with HealthForce Ontario for Ministry programs/incentives as well as for leads on International Medical Graduates or candidates in existing practice wanting to relocate.
- Network with recruitment coordinators across the province to share information regarding potential recruits. For example; a location may not need a Family Doc, but will point them in Wingham's direction and vice versa if we have a lead on a specialty another location may be searching for we can help place them.
- Fundraise and create community awareness. We host a golf tournament as well as a "Dining for Docs" fundraiser annually.

Our Challenges

- Spousal employment. We have lost approx 5 recruits due to lack of spousal opportunities. These were recruits who were deciding between Wingham and one other location. Generally speaking, physicians have their choice of practice location. That being said, often final decisions weigh heavily on opinions and opportunities of their partner.
- While those of us who live here may disagree, our location is a challenge for physician recruitment. Potential recruits and their families who are accustomed to urban amenities can find rural living arduous. Even though we are close to the lake, we are not on the lake. The closest mall is an hour away. These location considerations have factored into decisions of potential recruits.
- Aligning personal and professional goals of a physician, their partner, as well as their family unit can be difficult. Recruiting a doc extends beyond the medical component.
- A new recruit must feel a complimentary fit with our current medical staff.
- As important as finding new recruits is, retention cannot be overlooked. Keeping the docs we have is a critical component of recruitment activities.
- Balancing recruitment needs between invested stakeholders can be precarious. Recruitment Committee, community, hospital administration and the physician group themselves all have varying perspectives.



cutting through complexity

Emergency Services Training Centre – Operational and Financial Review – Presentation to Council of the Township of North Huron*

February 21, 2017

(*) Based on the Report dated
September 26, 2016.



Project Objectives

KPMG LLP (“KPMG”) was retained to undertake a review of the operations of the Emergency Services Training Centre (“ESTC”) and develop a operation and financial review/business plan that will address the long-term sustainability of the ESTC. Specific project objectives include:

- Understand the current operations of the ESTC to determine whether the ESTC is providing the desired level of service as efficiently and effectively as possible, and to identify ways to enhance the efficiency and effectiveness of the ESTC’s future operations;
- Review the ESTC’s budgets, historical business plans and financial performance, in order comment on of possible operational models for future performance.
- Determine whether there are any programs or services the ESTC should no longer provide;
- Pull together all of the work completed and develop a final report with comments for the future operation of the ESTC.

Funding

- The cost of the ESTC expansion project was approximately \$1.95 million and consisted of various site improvements. With \$750,000 of federal funding, the Township funded the remainder of the construction cost through a \$1.2 million debenture with Ontario Infrastructure and Lands Corporation.
- The Township has assessed the ESTC with responsibility for covering 55% (\$660,000) of the debenture with the remaining 45% (\$540,000) allocated to the Township of North Huron for its fire department. The loan has an amortization period of 20 years with an interest rate of 3.71%, maturing in 2032.

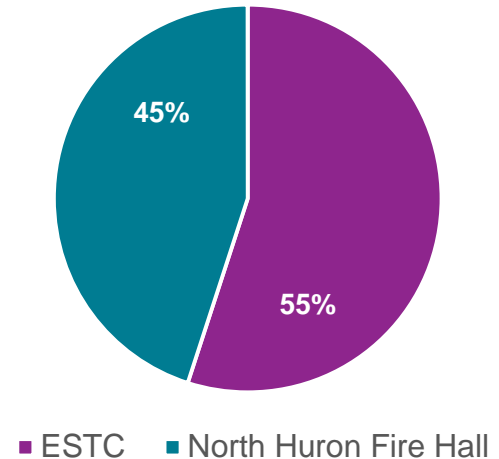
Governance

- Currently, the ESTC is informally governed by the Fire Department on behalf of the Township. ESTC has no formal Board of Directors.

Building Allocation

- The ESTC is currently responsible for 55% of the building-related expenditures as well as 55% of the principal and interest payments on the outstanding loan with the Ontario Infrastructure and Lands Corporation.
- The remaining 45% of building-related expenditures is the responsibility of the Township of North Huron's local fire department.
- The allocation was determined by the Township of North Huron at the inception of the Emergency Services Training Centre facility.
- Emergency Medical Services ("EMS") is also a tenant of the facility. The EMS rents out two spots on the apparatus bay floor which are side-by-side as well as a 15' by 10' office adjacent to the apparatus bay for a monthly fee of \$500 (\$6,000 annually).
- **The ESTC currently does not need the entire facility.**

Allocation of Building Expenditures



Financial Analysis - ESTC

	2012	2013	2014	2015	Cumulative
Total revenue	146,100	215,700	207,100	191,600	
Operational expenses	156,000	233,300	237,900	182,600	
Building expenses	17,400	21,100	20,500	20,000	
Capital expenses	-	-	-	17,600	
Principal and interest on loan	23,500	47,000	47,000	47,000	
Operating deficit	(50,800)	(85,700)	(98,300)	(75,600)	(310,400)

- As at December 31, 2015 (fiscal year-end), the ESTC had a cumulative operating deficit of approximately \$310,400 (before depreciation). However, in fiscal 2015, the Township raised \$98,000 through a tax levy to support an original budgeted deficit of \$98,000. The actual loss (not including depreciation) was \$75,600. The majority of funds raised from the tax levy (\$95,600) was used to bring the cumulative deficit down from \$310,400 to \$214,800 at the end of fiscal 2015. The remaining \$2,400 of money raised through the tax levy was used to support other departments that incurred a loss in fiscal 2015.
- Building expenses represent the ESTC's 55% allocation of the total expenses incurred to maintain the facility.
- As of the 2015 fiscal year-end, the outstanding balance of the Township's \$1.2 million loan was approximately \$1,048,000. The ESTC's 55% portion was \$576,400.

Financial Analysis - ESTC

The following tables present the historical financial results of the ESTC's training operations under two categories:

1. **ESTC** – This category presents the historical revenues and expenses of the ESTC's operations only, separate from any building-related expenditures as well as principal and interest payments on the loan.
2. **Building** – This category presents the historical revenues and expenses related to the building only.

ESTC - Training (*)	2012	2013	2014	2015	Total
Total revenue	142,600	209,700	201,100	185,600	
Operational expenses	156,000	233,300	237,900	182,600	
Capital expenses	-	-	-	17,600	
Operating deficit	(13,400)	(23,600)	(36,800)	(14,600)	(88,400)

(*) Before any notional charge for building rent.

Building - 55%	2012	2013	2014	2015	Total
Total revenue	3,500	6,000	6,000	6,000	
Building expenses	17,400	21,100	20,500	20,000	
Principal and interest on loan	23,500	47,000	47,000	47,000	
Operating deficit	(37,400)	(62,100)	(61,500)	(61,000)	(222,000)

- The cumulative operating deficit of \$310,400 is composed of \$88,400 related to the ESTC's training operations and \$222,000 related to the building's costs.
- Over the four-year period, the building-related operating deficit accounts for approximately 63% to 81% of the total deficit in any given year.

Introduction

The future success and purpose of the ESTC as a stand-alone business and the building itself will be the product of the decisions made by the Township of North Huron. The poor financial performance of the ESTC over the past four years has brought about the realization that a new plan is needed. This new plan must identify the current issues faced by the ESTC and determine an overall strategy for the future operations of the ESTC; and determine the impact of the new strategy on both the ESTC and the Township. This overall strategy is composed of two major considerations:

1. Determining the future of the Emergency Service Training Centre as a training service provider.
2. Determining a use for the building's excess space.



Emergency Services Training Centre – Operational and Financial Review

Review of Options for ESTC

Financial Analysis

Management has developed three scenarios, each depicting the potential financial results of the ESTC operating as a stand-alone training service provider.

Scenario 1: Focus on Existing and Maintainable Clients

- The ESTC would operate with an administrative assistant working two half days per week. The ESTC would limit itself to existing clients and would not pursue any new customers.
- This scenario is the most conservative and would require little effort as the ESTC would not hire a general manager to pursue new clients.

Scenario 2: Continue to Operate the ESTC on a Status Quo Basis

- The ESTC would continue to operate unchanged with one administrative assistant (37.5 hours per week less some time off in the summer months) as well as the fire chief performing various managerial duties. The ESTC would focus on existing and maintainable customers and would only pursue a few new clients.

Scenario 3: Hiring a General Manager to Pursue New Clients

- This is the most aggressive scenario as the ESTC would operate with a full-time general manager. This general manager would be responsible for the day-to-day operations of the Emergency Service Training Centre. While focusing on existing clients, the General Manager would also be required to pursue a wide range of new potential customers.
- Management believes that a fair market salary (excluding benefits) for a general manager to run the ESTC would be approximately \$82,000 per annum, which is currently Management's best estimate. Management believes that this salary level would attract an individual who is familiar with the fire and emergency training industry and would be able to pursue these opportunities.

Financial Analysis

The following table below shows the financial projections under each of the three scenarios as prepared by ESTC Management:

Projections - Scenario #	1	2	3
ESTC course revenue	42,300	65,200	154,100
Contractor course revenue	36,600	113,200	133,400
Other	13,900	32,500	42,600
Total revenue	92,800	210,900	330,100
Expenses:			
Wages and benefits	21,000	62,000	140,000
Course expenses	44,000	123,000	155,000
Office expenses	10,000	17,000	17,000
ESTC rent charge	12,000	12,000	12,000
Capital expenses	4,000	6,000	8,000
Total expenses	91,000	220,000	332,000
Operating income (deficit)	1,800	(9,100)	(1,900)

Assumptions and Considerations:

- The ESTC would rent space within the building at a rate of \$1,000 per month.
- Management has not presented facility rental revenue separately, rather it has been included in ESTC and Contractor course revenue.
- Capital expenses will increase the more the fire grounds are used.
- Scenario Two does not include any salary expense for the fire chief for his oversight role over the ESTC's operations. This would result in an even greater operating deficit.
- Under Scenario Three, the fair market value for salary for a full-time general manager is assumed to be \$82,000.

Analysis

Scenario One:

- The more conservative cost-reduced approach as this would not require a general manager but only a part-time administrative assistant who would handle the day-to-day operations of the ESTC.
- The major deterrent of pursuing this model is that the ESTC will limit itself to existing customers and would not pursue any new customers; therefore, there would be significant negative financial implications if current customers are lost.
- Ultimately, choosing Scenario One would result in limited to no growth for the ESTC, which could severely limit the long-term viability of the ESTC as a stand-alone training service provider.

Scenario Two:

- Not a viable alternative given the current information available.
- The fire chief has expressly communicated that his intentions are to focus his time on his role as the fire chief of the Township as opposed to dealing with the day-to-day operations of the ESTC.
- Scenario Two represents the “status quo” scenario and it is evident that operations cannot continue as they currently are as this provides a financial strain on both the ESTC as a stand-alone business and the Township.

Scenario Three:

- The most aggressive approach as the ESTC would hire a general manager who would be tasked with attracting new customers to the facility.
- The issue with this model is that the ESTC would incur a significant fixed cost for the general manager without having any guarantee as to the potential revenue streams that could result.
- Adopting this model would represent an attempt to grow the business and turn the ESTC into a successful training service provider in the future.

Regardless of the alternative selected, Council should consider the implementation of a new governance model for the ESTC.



Emergency Services Training Centre – Operational and Financial Review

Determining a Use for the Building's Excess Space

Determining a Use for the Building's Excess Space

Financial Analysis

As noted previously, the ESTC is responsible for 55% of the annual building-related costs including principal and interest expenses. As at December 31, 2015, the building expenses and principal and interest payments covered by the ESTC amounted to \$67,000 per annum. Given the current allocation between the ESTC and the fire hall, this represents a grand total of \$121,000 of costs in 2015.

Building - 2015	ESTC	Township	Total
Building expenses	20,000	16,000	36,000
Principal and interest on loan	47,000	38,000	85,000
Total	67,000	54,000	121,000

Break-even Analysis	
Total building costs - ESTC only	67,000
Months	12
Break-even rent per month	5,583

- The Township would require approximately \$6,000 (including annual inflation of expenses) in revenue per month in order to cover the ESTC's 55% allocation of annual building expenditures.
- Currently, the EMS is the only additional tenant in the facility and pays \$500 a month for two spots on the apparatus bay floor and one office space.

Analysis

- The ESTC facility is too large for the operations of just the ESTC and the local fire hall and this has resulted in a severely under-utilized facility.
- The practical use of the building as a fire hall and a fire training centre somewhat limits its attractiveness to non-municipal tenants.
- Potential tenants can be categorized into two groups, municipal tenants and non-municipal tenants, each having their own advantages and disadvantages.
 - Non-municipal tenants could provide an external revenue stream that can be used to offset building expenses. However, non-municipal tenants would likely result in property taxes being assessed against a portion of the building.
 - The other option is for the Township or County to use the excess space within the facility. This option would ensure that no additional property tax expense is incurred. The major deterrent of this option is that there currently is limited (if other Townships use the facility) to no potential for external revenue flowing to the Township, which would leave the Township responsible for all building-related expenses.

Regardless of the tenant or combination of tenants, it is critical that Council understand that it will be the responsibility of the Township of North Huron to cover all building-related expenditures associated with the ESTC facility.

Conclusion

- Council must first determine if there are any potential non-municipal parties who would be interested in renting a portion of the facility and cover a significant portion of or all of the building-related expenses.
- If Council determines that pursuing non-municipal clients is not an option, then the Township must consider the possibility of using the excess space in the facility.
- The shared services review between Morris-Turnberry and North Huron provides an opportunity for the Township to consider the excess space that the facility has to offer.

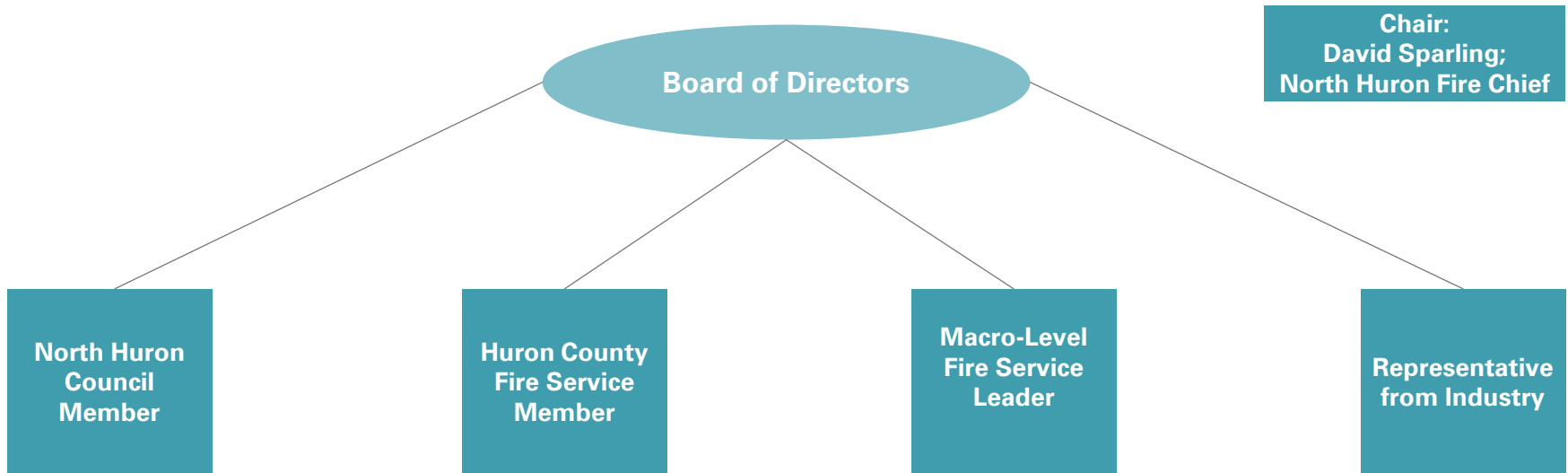


Emergency Services Training Centre – Operational and Financial Review

Governance Model

Governance Model

The Emergency Services Training Centre is currently a self-governed division of the Township's fire department. In the future the following governance model is suggested:



North Huron Council Member - A representative from Council will ensure that the Township is represented in the decisions made by the ESTC's Board. This will also ensure that there is an open line of communication between the ESTC and the North Huron Council.

Huron County Fire Service Member – This will ensure that the Board is represented by a individual who understands the current and future direction of fire services in the Huron County.

Macro-Level Fire Service Leader - A representative understanding the direction of fire service training in Ontario and nationally will be essential to the future success of the ESTC.

Representative from Industry - A representative from an organization that requires emergency training (i.e. petrochemicals, marine) other than fire training will ensure that the Board is aware of training demands in other emergency service areas.



Emergency Services Training Centre – Operational and Financial Review

Overall Conclusions

Conclusions

- Increased competition since construction of the new ESTC facility in 2011.
- As a result, operating the ESTC as a training service provider is not financially viable, particularly if the ESTC is required to assume 55% of all building-related expenditures and still remain competitive in the industry. A more suitable alternative would be for the ESTC training business to become a tenant of the building and pay rent; which would offset a portion of the building-related expenditures.
- Council should find additional tenants or uses for the excess building space in order to cover the remaining portion of the building-related expenditures.
- The establishment of a independent governance model for the ESTC should result in both the operational and financial performance of the ESTC as a training service provider being monitored regularly.



cutting through complexity

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The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavor to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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Emergency Services Training Centre – Operational and Financial Review

Township of North Huron

September 26, 2016





Township of North Huron Table of Contents

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This report is based on information and documentation that was made available to KPMG at the date of this report. KPMG has not audited or otherwise attempted to independently verify the information provided unless otherwise indicated. Should additional information be provided to KPMG after the issuance of this report, KPMG reserves the right (but will be under no obligation) to review this information and adjust its comments accordingly.

Pursuant to the terms of our engagement, it is understood and agreed that all decisions in connection with the implementation of advice and recommendations as provided by KPMG during the course of this engagement shall be the responsibility of, and made by, the Township of North Huron. KPMG has not and will not perform management functions or make management decisions for the Township of North Huron.

This report includes or makes reference to future oriented financial information. Readers are cautioned that since these financial projections are based on assumptions regarding future events, actual results will vary from the information presented even if the hypotheses occur, and the variations may be material.

Comments in this report are not intended, nor should they be interpreted, to be legal advice or opinion.

KPMG has no present or contemplated interest in the Township of North Huron or the Emergency Services Training Centre nor are we an insider or associate of the Township of North Huron or the Emergency Services Training Centre. Accordingly, we believe we are independent of the Township of North Huron and the Emergency Services Training Centre and are acting objectively.



Emergency Services Training Centre – Operational and Financial Review

Section I Project Overview

Introduction

The Emergency Services Training Centre (“ESTC”) located in Blyth, Ontario is a world-class facility that provides firefighter and emergency response training for municipalities, not-for-profit organizations, and various companies. The ESTC is operated by the Township of North Huron (“Township”) and through partnerships with accredited training providers, delivers high-quality instruction that first responders require to deal with the ever-changing demands in emergency services. The Emergency Services Training Centre is recognized as a regional training and testing centre by the Ontario Fire College and the Office of the Fire Marshal and Emergency Management. The ESTC is the only provider in Canada and one of only three sites in North America to offer advanced level propane emergency training. Since its inception, the ESTC has become a model for fire, emergency response and corporate training in Ontario.

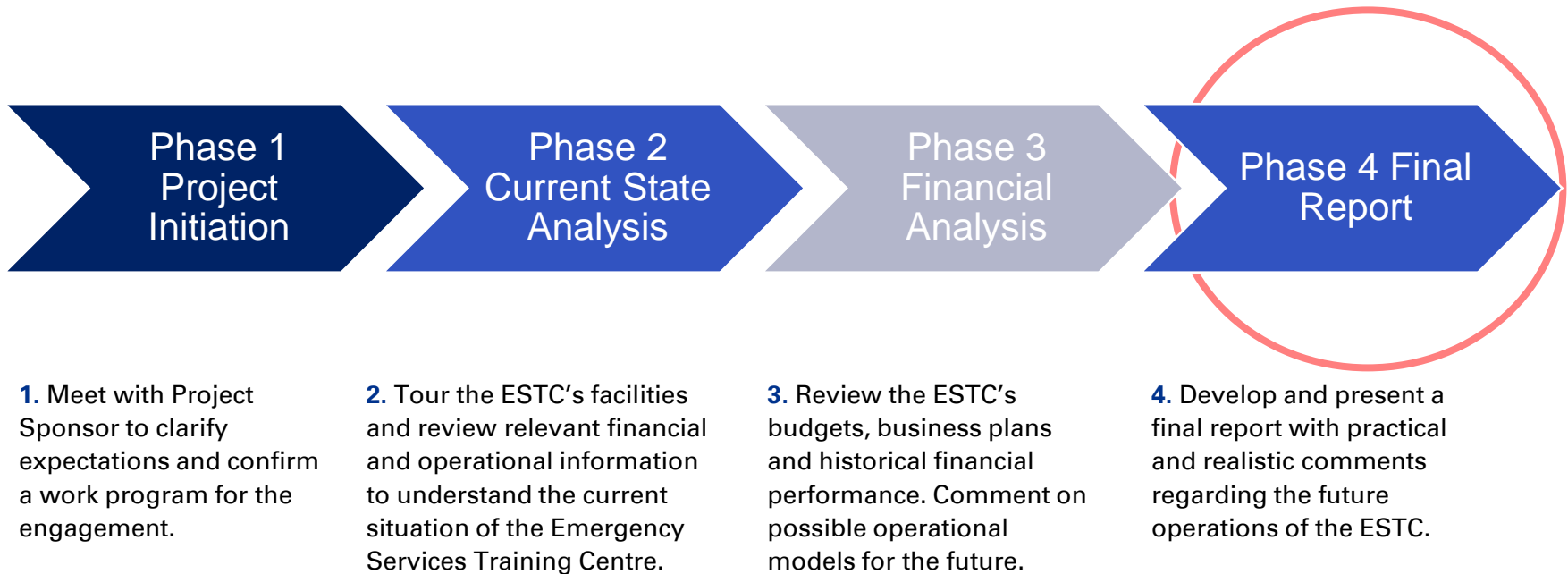
Project Objectives

KPMG LLP (“KPMG”) was retained to undertake a review of the operations of the Emergency Services Training Centre and develop a operation and financial review/business plan that will address the long-term sustainability of the ESTC. Specific project objectives include:

- Understand the current operations of the ESTC to determine whether the ESTC is providing the desired level of service as efficiently and effectively as possible, and to identify ways to enhance the efficiency and effectiveness of the ESTC’s future operations;
- Review the ESTC’s budgets, historical business plans and financial performance, in order comment on of possible operational models for future performance.
- Determine whether there are any programs or services the ESTC should no longer provide;
- Pull together all of the work completed and develop a final report with comments for the future operation of the ESTC.

Scope of Work

This engagement commenced on April 15, 2016, and will be completed when the final report is submitted to the Township of North Huron. The diagram below depicts the key phases of the engagement:





Emergency Services Training Centre – Operational and Financial Review

Section II

Current State Analysis

History

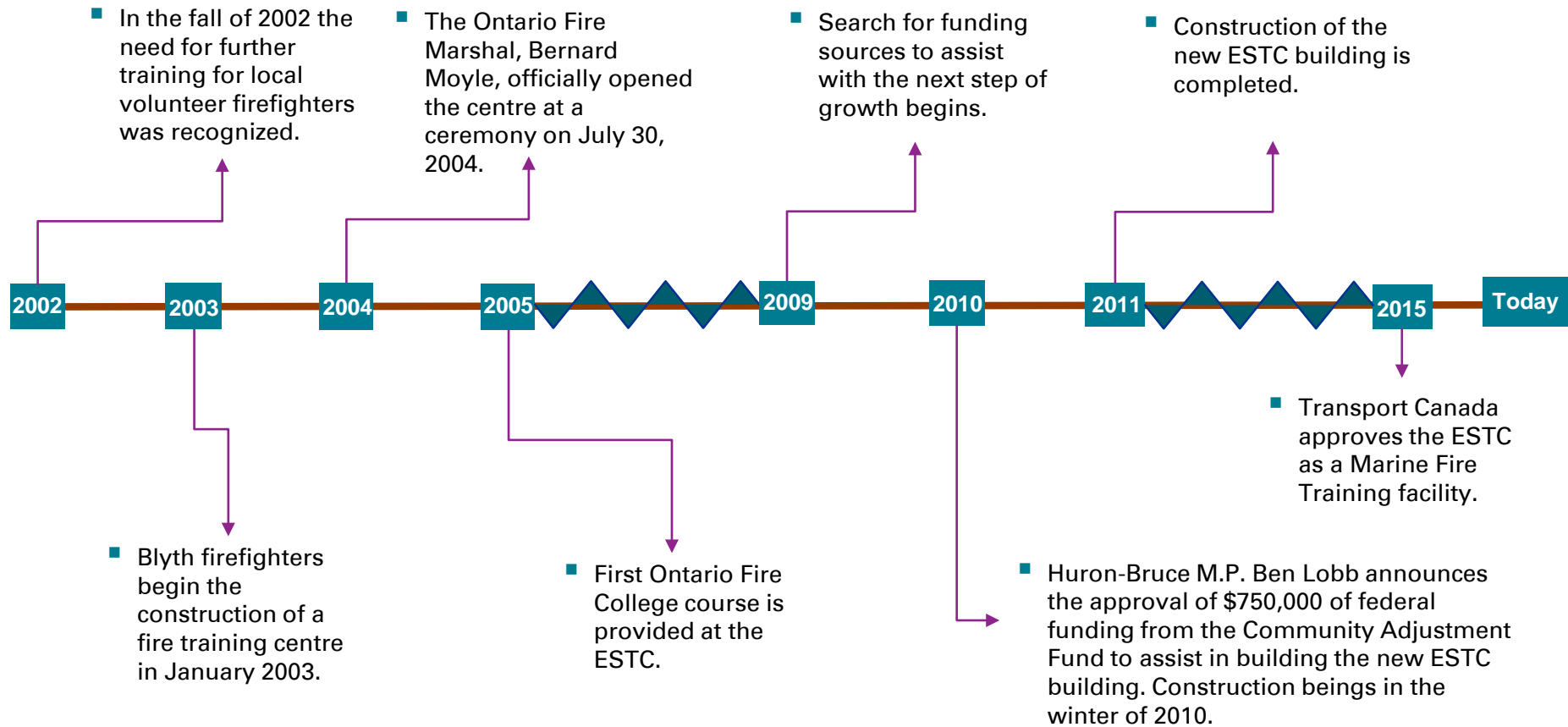
The Emergency Services Training Centre was born out of the idea that local area volunteer firefighters needed access to a fire training facility to improve their skills. In January 2003, Blyth firefighters constructed a simple fire training facility that would allow for training updates in just a few, most-needed areas, including farm machinery rescue and fire suppression/search and rescue. Through continuous community support, the facility quickly grew to include:

- Farm and agriculture rescue
- Auto extrication
- Silo and grain bin rescue
- Confined space rescue
- Propane emergencies
- Electrical emergencies

The construction of the original fire training grounds and facilities was scheduled to take three years until 2006, but with strong community support it was finished two years ahead of schedule; and in 2005 the ESTC provided its first Ontario Fire College course for rural firefighters, providing volunteer firefighters with courses in cooperation with the Ontario Fire College.

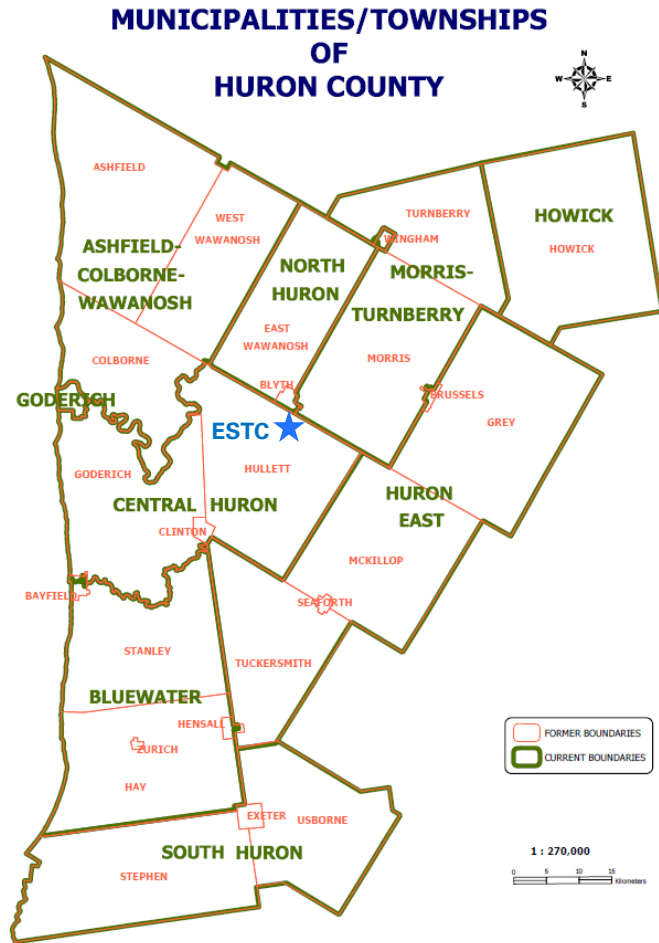
In 2009, the ESTC began searching for funding to assist with the next step of growth; the addition of classrooms, washrooms with full showers, and a proper place to store apparatus and equipment. One year later in April of 2010, Huron-Bruce M.P. Ben Lobb announced the approval of a \$750,000 grant from the Community Adjustment Fund program. A ceremony was held in August of 2010 with construction of the new ESTC building taking place over the winter of 2010-2011.

The cost of the ESTC expansion project was approximately \$1.95 million and consisted of various site improvements, including an 18,000 square foot technology building complete with classrooms, washrooms and a large apparatus bay able to accommodate both the ESTC and North Huron's fire apparatus, as well as a paved parking lot. With \$750,000 of federal funding, the Township funded the remainder of the construction cost through a \$1.2 million debenture for the remainder with Ontario Infrastructure and Lands Corporation. The Township has assessed the ESTC with responsibility for covering 55% (\$660,000) of the debenture with the remaining 45% (\$540,000) allocated to the Township of North Huron for its fire department. The loan has an amortization period of 20 years with an interest rate of 3.71%, maturing in 2032.



Since its inception, the Emergency Services Training Centre has become a model for fire, emergency response and corporate emergency training in Ontario.

Location



- The Emergency Services Training Centre is located in the Township of Central Huron at 40193 Blyth Road in the community of Blyth, Ontario.
- Huron County is home to five towns, five villages and over 60 hamlets, and is divided into nine municipalities.
- Per the 2011 census, the population of the Township of North Huron is approximately 5,000.

Site Features

The ESTC's seven-acre site is laid out to allow students to participate in a variety of disciplines. Site features include:

1. Propane Emergencies Pad:

- Propane fire pad with multiple burn scenarios including an overturned 10,500 gallon propane tractor-trailer.

2. Burn Building

- The Burn Building has two stories with both interior and exterior stairs and allows firefighters to hone their interior firefighting and search and rescue skills. The 1,800 square foot building has reconfigurable walls to change room sizes and locations within the structure. The water-filled burn pans use propane vapor to provide realistic and repeatable fires that can also be moved to different locations throughout the building.

3. Vehicle Extrication Area

- The Auto Extrication Pad has both paved and gravel sections to help duplicate conditions found in real situations. There is an intersection, curved section of road and an area for submerged vehicle options. In addition, the vehicle area boasts a collapsible hydro pole and sections of concrete "jersey" barrier to change the possible scenarios.

4. Marine Rescue Area

- The ESTC offers a marine program through its Transport Canada approved facility for mariners who may be required to perform a rescue while on board a vessel.

5. Emergency Services Training Centre Building

- 18,000 square foot fire station with classrooms, offices and a large apparatus bay floor. The site also has a paved parking area with approximately 50 spaces.

Current Customers

The ESTC's key customers currently include:

1. Fire Service Private Career College

- Live burn training for college students
- Four sets of four-day courses (early spring and late fall)
- 16 days of fire grounds usage

2. Ontario Fire College

- Various fire training courses
- 20 to 30 days of classroom usage
- No usage of fire grounds, however, fire equipment is used for 5 days

3. ESTC Firefighter 1 and Firefighter 2 Training

- Training for local area fire departments in Huron County and other jurisdictions
- 4 days and 6 nights of classroom usage
- 8 days of fire grounds usage

4. Public Services Health and Safety

- Health and safety related programs
- 10 to 12 days of classroom usage
- 2 days of fire grounds usage

5. North Huron Fire Department

- Training of local fire department
- 4 days and 4 nights of fire grounds usage

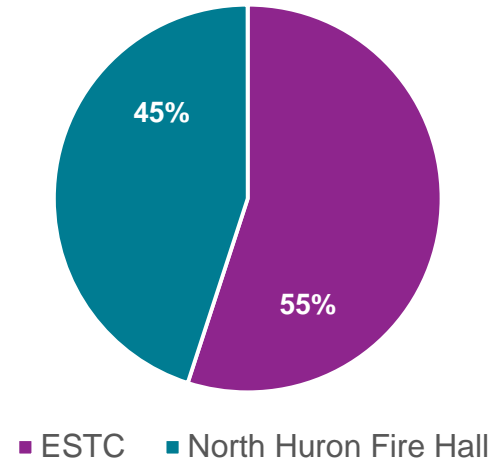
6. Industrial Programs

- Training for various industrial customers
- 6 days of fire grounds usage

Building Allocation

- The ESTC is currently responsible for 55% of the building-related expenditures as well as 55% of the principal and interest payments on the outstanding loan with the Ontario Infrastructure and Lands Corporation.
- The remaining 45% of building-related expenditures is the responsibility of the Township of North Huron's local fire department.
- The allocation was determined by the Township of North Huron at the inception of the Emergency Services Training Centre facility.
- The ESTC currently uses two spots on the apparatus bay floor as well as one office space.
- The fire hall occupies five spots on the apparatus bay floor as well as two office spaces.
- Both the ESTC and local fire department employees have common access privileges to the storage rooms and change rooms in the facility.
- The Emergency Medical Services ("EMS") are also a tenant of the facility. The EMS rents out two spots on the apparatus bay floor which are side-by-side as well as a 15' by 10' office adjacent to the apparatus bay for a monthly fee of \$500 (\$6,000 annually).

Allocation of Building Expenditures



Financial Analysis - ESTC

	2012	2013	2014	2015	Cumulative
Total revenue	146,100	215,700	207,100	191,600	
Operational expenses	156,000	233,300	237,900	182,600	
Building expenses	17,400	21,100	20,500	20,000	
Capital expenses	-	-	-	17,600	
Principal and interest on loan	23,500	47,000	47,000	47,000	
Operating deficit	(50,800)	(85,700)	(98,300)	(75,600)	(310,400)

Operational expenses - Composition	2015
Salaries and wages and benefits	38%
Instructor contracts	23%
Materials and supplies	13%
Meals for courses	8%
Equipment repair	4%
Other	14%
	100%

- As at December 31, 2015 (fiscal year-end), the ESTC had a cumulative operating deficit of approximately \$310,400 (before depreciation). However, in fiscal 2015, the Township raised \$98,000 through a tax levy to support an original budgeted deficit of \$98,000. The actual loss (not including depreciation) was \$75,600. The majority of funds raised from the tax levy (\$95,600) was used to bring the cumulative deficit down from \$310,400 to \$214,800 at the end of fiscal 2015. The remaining \$2,400 of money raised through the tax levy was used to support other departments that incurred a loss in fiscal 2015.
- Building expenses represent the ESTC's 55% allocation of the total expenses incurred to maintain the facility.
- As of the 2015 fiscal year-end, the outstanding balance of the Township's \$1.2 million loan was approximately \$1,048,000. The ESTC's 55% portion was \$576,400.

Revenue - Composition	2012	2013	2014	2015
ESTC course revenue	108,300	110,200	94,000	67,700
Contractor course revenue	-	32,600	38,800	65,800
Facility rentals	30,900	30,800	49,400	43,400
Other	3,400	36,100	18,900	8,700
EMS rental revenue	3,500	6,000	6,000	6,000
Total revenue	146,100	215,700	207,100	191,600

- ESTC course revenue is generated through courses instructed by either ESTC staff or local fire department employees.
- Contractor revenues relate to courses that are organized by ESTC but led by an outside contracted instructor.

- Facility rental revenue represents a portion of the total course revenue that is related to usage of the facilities during either ESTC or contractor delivered courses. Historically, Management has presented facility rental revenue on its own, however, facility rental revenue is directly related to the delivery of ESTC or Contractor courses and subsequent usage of the facility.
- Third parties can also rent out classrooms or the fire grounds for a day and perform their own training classes and exercises with the assistance of ESTC staff members.

Financial Analysis - ESTC

The following tables break down the historical financial results of the ESTC's training operations into two categories:

1. **ESTC** – This category presents the historical revenues and expenses of the ESTC's operations only, separate from any building-related expenditures as well as principal and interest payments on the loan.
2. **Building** – This category presents the historical revenues and expenses related to the building only.

ESTC - Training (*)	2012	2013	2014	2015	Total
Total revenue	142,600	209,700	201,100	185,600	
Operational expenses	156,000	233,300	237,900	182,600	
Capital expenses	-	-	-	17,600	
Operating deficit	(13,400)	(23,600)	(36,800)	(14,600)	(88,400)

(*) Before any notional charge for building rent.

Building - 55%	2012	2013	2014	2015	Total
Total revenue	3,500	6,000	6,000	6,000	
Building expenses	17,400	21,100	20,500	20,000	
Principal and interest on loan	23,500	47,000	47,000	47,000	
Operating deficit	(37,400)	(62,100)	(61,500)	(61,000)	(222,000)

- The cumulative operating deficit of \$310,400 is composed of \$88,400 related to the ESTC's training operations and \$222,000 related to the building's costs.
- Over the four-year period, the building-related operating deficit accounts for approximately 63% to 81% of the total deficit in any given year.

Financial Analysis - ESTC

- The original 2016 operating budget submitted to Council included income from ESTC operations of approximately \$187,500. Net income of approximately \$106,000 was budgeted after the deduction of capital expenses for the fire grounds as well as the ESTC's 55% allocation of building costs and principal and interest payments on the outstanding loan.
- The Director of Finance of the Township of North Huron noted that Council budgeted for the ESTC to break-even given its historical performance regardless of the operating budget prepared by Management.
- Management has also created a forecast for 2016. The forecast predicts an operating deficit of approximately \$67,000, which is consistent with prior years. However, income from ESTC operations only (without the inclusion of any building-related expenditures or one-time capital expenses) is forecasted at approximately \$14,000.

Operating Results - 2016	Budget	Forecast
Revenue		
Contractor course revenue	215,030	87,282
ESTC course revenue	147,780	34,400
Facility rentals	101,450	56,750
Meal revenue	40,502	21,251
Property plant and equipment rental revenue	10,272	1,644
Classroom and long-term rental	7,560	8,060
Other revenue	5,500	5,500
Clothing and textbook sales	2,000	2,000
Total revenue	530,094	216,887
Expenses		
Salaries, wages and benefits	166,810	61,718
Instructor contracts and other costs	47,300	53,350
Fireground expenses	35,265	20,806
Meal expense for students	33,616	17,638
Materials and supplies	27,201	16,694
ActiveNet fees	11,878	11,878
Office	9,850	9,850
Travel and trade shows	4,050	4,050
Advertising	3,460	3,460
Other	3,130	3,130
Total expenses	342,561	202,574
Income from ESTC operations	187,533	14,312
Building costs	25,333	25,333
Principal and interest payments	47,000	47,000
Capital expenses	9,000	9,000
Operating income (deficit)	106,200	(67,021)

Governance Model

Originally, when the Emergency Service Training Centre was established there was no Board of Directors, rather the operations of the ESTC were governed by the Blyth Firefighters Association on an arms-length basis to the Township of North Huron.

Subsequent to the construction of the new building, a formal Board of Directors was established. The Board held an inaugural meeting on March 10th, 2012. The Board included the following directors:

- John Black, Fire Chief;
- David Sparling, Deputy Fire Chief;
- Jim Campbell, North Huron Council member;
- Rick Elliot, Blyth BIA representative;
- Bob Kissner, Kingsville Fire Chief;
- George Sesto, Retired Ontario Fire College instructor, and;
- Leanne Martin, Administrative Assistant for the Township of North Huron

No meetings were ever held since the inaugural meeting. Some of the Board members stepped down only a few months after the first meeting and, following the sudden death of the Fire Chief, the Board has since dissolved.

Currently, the ESTC is informally governed by the Fire Department on behalf of the Township. There is no formal Board of Directors.

Competitors

There are approximately 20 fire and emergency response training centres in Ontario. Below are some of the ESTC's major competitors.

1. Grimsby Regional Training Centre for Prevention and Education Excellence ("GRTC")

- In June of 2015, the Grimsby Fire Department, the Ontario Fire College ("OFC") and the OFMEM Academic Standards and Evaluations entered into a Memorandum of Understanding for the direct delivery of OFC courses through the GRTC.
- Course offerings focus on establishing the province's first Centre of Fire Prevention Excellence.
- Completion of the facility is anticipated for 2017 and will include classroom space and a fire prevention lab to replicate the OFC's facility.

2. Greater Toronto Airports Authority Fire and Emergency Services Training Institute ("FESTI")

- Built in 2007 and located at Toronto International Airport, FESTI is a division of an operational fire department allowing it to capitalize on experiences to provide current and up-to-date training and evaluations.
- The innovative facility features a combination of indoor classrooms with outdoor practical training structures built adjacent to the main facility. Four 20-person classrooms are available with one fully computerized lab.
- The facility also includes a 64-person theatre, a core assembly area and a full kitchen with food services provided through a cafeteria.

3. Waterloo Region Emergency Services Training and Research Complex ("WRESTRC")

- Built in 2003, WRESTRC is a large-scale training facility developed to serve all of the Waterloo Region's Municipal Fire Departments, the Regional Police Service, and the Region's Emergency Medical Service.
- The Administration building has approximately 16,000 square feet of floor space and is divided into three functional areas: administration/classroom area; employee fitness centre and emergency services area.
- The classroom space can accommodate 80 to 100 people and the room can be divided into two areas.
- The training ground includes 1.2 kilometers of paved road services designed for vehicle maneuvering and control exercises and a 3,000 square foot, multi-level concrete building for fire training exercises.

4. Oakville Training Campus for Emergency Excellence

- Six-acre state-of-the-art facility includes a live burning tower, driver training area, water rescue pond, working traffic lights, hydro poles, manholes, level railway crossing.
- Simulations allow firefighters to gain real-life experience in a controlled setting. Possible simulations include, firefighting and rescue, technical rope rescue, water and ice rescue, auto extrication, confined space rescue, hazardous materials response, and emergency medical.

Competitors

5. Bruce Power Fire Training Facility

- On April 13, 2015, Bruce Power officially opened its \$25 million, 23,000 square foot fire training facility.
- The facility includes a mock-up of a turbine generator which allows firefighters to practice realistic scenarios.
- Propane fuelled props produce fire and smoke to simulate a variety of situations, thermal cameras capture video footage and stream it back to a central control room.
- Bruce Power may approach local municipal fire departments to promote potential co-training opportunities that will help make communities even safer.

6. City of London

- Training complex includes a four-storey fire training tower, a two-storey smoke house and a classroom.
- The training complex provides a wide variety of training scenarios including, vehicle extrication, hazardous materials, defibrillator operations, CPR, emergency medical response, first aid, ice and water rescue, technical rescue and command procedures as well as the latest firefighting techniques.

7. Georgian College – Marine Emergency Duties Centre (Owen Sound)

- On June 23, 2015, the federal and provincial government announced that they will contribute \$1.96 million each towards a 13,600 square foot centre to be built at the Owen Sound campus of Georgian College
- The facility will provide introductory and advanced Marine Emergency Duties courses in firefighting, survival craft, life raft and immersion suit training as well as first aid. The site will become a marine training centre of excellence in Ontario.
- The centre will be used by students in Georgian College's marine programs as well as men and women currently working on board ships.
- The facility is scheduled to be completed by September 2016.

Competitors

8. Eastern Ontario Emergency Training Academy (“EOETA”)

- Constructed in 1985 and based in Norwood outside of Peterborough, the EOETA’s 20 acre site provides live training situations including a search and rescue maze, confined space, a three-storey burn tower, a flashover unit and a survivor unit. The site also has a shower facility, education hall, four classrooms and a cafeteria.
- Clients include municipal fire departments and private sector companies such as Canadian General Electric and Lakefield Research.
- EOETA has a stable base of trainees from Sir Sanford Fleming College.

9. Training Division/Southwest Oxford Fire Academy

- Training Division is an emergency services training company based in Texas.
- All courses have been approved through Texas, an International Fire Services Accreditation Congress (“IFSAC”) state, which allows transfer to other IFSAC states and Canada.
- As a result of many students coming from Canada, the company decided to open a facility in Ontario in an attempt to give students a choice, and potentially save them time, money, and other resources. Currently, Training Division has not been approved by the Ministry of Training Colleges and Universities.

10. Other Competitors

- Fire departments with in-house training areas/capacity (i.e. classroom space) provide a constant competitive threat to the Emergency Services Training Centre as they can provide some level of in-house training for their staff.

Sustainable Futures Funding Application

In January of 2015, the ESTC applied for grants in the amount of \$284,600 to be paid over three years. The submission was reviewed by the Huron County Economic Development Board on behalf of the Huron County Council. The funds would be used to:

- create more efficient operations at the ESTC including an online registration and payment system;
- hire a business consultant to prepare a formal business plan;
- purchase specialized equipment for the new Marine Emergency and Industrial Fire Brigade training course;
- hire a consultant to complete the necessary paperwork involved in becoming an approved location of a fire service private career college; and,
- purchase additional computers.

The submission was deferred until various matters were resolved. The following matters were communicated to the Reeve and CAO of the Township:

1. **Financial implications of building expenditures on the ESTC as a business** - The Huron County Economic Development Board was concerned with the fact that the ESTC was responsible for covering a significant portion of the building-related expenditures and felt that this could limit the ESTC being successful as a stand-alone business.
2. **Governance** – The Board was concerned that there was no governing body to monitor the operations of the ESTC and believed that this could limit the success of the ESTC.

A member of the Huron County Economic Development Board has indicated that due to the time that has elapsed since the original submission, the funding application would need to be re-assessed. This re-assessment would involve analyzing the implications of any new market developments and new competitors in the fire training and emergency response industry over the past year and a half in order to determine if the ESTC opportunity is still viable.

Fire Training in the Province of Ontario

Historically, there has been a great reliance on the Ontario Fire College and the Office of the Fire Marshall, both agencies of the Ontario Ministry of Community Safety and Correctional Services, to provide all of the required training for firefighters in Ontario. Due to funding cuts and a reduction in personnel, the past four years has provided the realization that all these training services can no longer be provided and; more importantly, that they cannot be provided for free as in prior years. As a result, fire training in Ontario has been in a state of flux. Centres such as the Emergency Services Training Centre have worked with the Ontario Fire College but have had limited success in attracting students and providing necessary training.

Currently, the Ontario Association of Fire Chiefs (“O AFC”) has partnered with the Public Services Health and Safety Association (“PSHSA”) to build a new model for fire training in Ontario. This model is based on a partnership with fire training centres across Ontario whereby the O AFC and PSHSA will develop the curriculum and the training centres will provide the training. Registration for all courses will be done through a centralized online registration website operated by the O AFC at no additional administrative surcharge to the training centres (these costs are charged to the customers instead). The goal of this partnership is to have all fire training centres work together to deliver necessary fire and emergency rescue training across Ontario rather than competing with each other. In addition, the O AFC and PSHSA will demand that training centres have high-quality and safe training structures as well as strong instructors to deliver the courses. Furthermore, the O AFC and PSHSA will work together with its partners to ensure that training centres are able to provide the various training courses that are in demand to avoid the creation of facilities or programs that lack customer demand.

The O AFC expects that the curriculum will be completed in the fall of 2016 and that the new model will take a year or two before it is completely operational. Moreover, a major issue with fire training in Ontario is having municipalities/townships and fire chiefs understand that training services can no longer be provided for free and that they will need to budget the cost of training for their fire personnel.

SWOT Analysis - ESTC

Strengths:

- Training grounds allow students to participate in a variety of disciplines/training scenarios.
- Proven ability to create and deliver unique accredited courses.
- Ability to take advantage of the excess capacity in ground training time, classroom space, office space, and parking space.
- Recognized as a regional training and testing centre for the Ontario Fire College and the Office of the Fire Marshal and Emergency Management.
- Only provider in Canada and one of only three sites in North America to offer advanced level propane emergency training

Weaknesses:

- Cumulative operating deficit of approximately \$310,400 incurred from 2012 to 2015.
- Outstanding loan of \$1,048,000 of which the ESTC is responsible for covering 55% (\$576,400).
- The building (i.e. classrooms and offices) and training grounds are under-utilized.
- There is no independent governing body overseeing the performance and operations of the ESTC.
- Several new training opportunities have been unsuccessful; these were leads that the Fire Chief had worked on for several months/years.
- There currently is no general manager specifically tasked to look after the operations of the ESTC, rather this task is being performed by the Fire Chief who has other responsibilities.

Opportunities:

- Providing training for local fire halls and petrochemical companies, as well as partnering with private career colleges offering fire training and emergency response training are opportunities currently being contemplated.
- The Ontario Association of Fire Chiefs is looking to partner with training centres across Ontario to deliver a curriculum and courses that it is developing; this could be a year or two away from being implemented.

Threats:

- There is intense competition in the emergency services training industry in Ontario. Competitors include other fire departments delivering training programs, colleges and municipalities constructing their own training facilities, and private companies providing their own training courses.
- Changes in government legislation regarding training requirements (i.e. the new Federal government removed the re-qualifying requirement for sailors) along with the lack of enforcement of existing training requirements.
- Historically, training courses were provided for free; now municipalities and fire departments must subsidize training costs.

Key Challenges & Considerations

- **Operating Deficit** - As at December 31, 2015, the cumulative operating deficit was \$310,400.
- **Loan Repayment** - As at the 2015 fiscal year-end, the amount owing on the \$1.2 million loan was approximately \$1,048,000. The ESTC is responsible for 55% (\$576,400) of this loan.
- **Underutilized Facility** - The fire-training grounds are only used approximately 40 days per year. Classrooms are available, but are barely used due to a lack of consistent clientele.
- **Market Saturation** - There is intense competition in the emergency services training industry. Primary competitors include other fire departments delivering training programs, colleges constructing their own training facilities, and private companies providing their own training courses.
- **Management Staffing Concerns** - The Fire Chief is currently splitting time between his current role and managing the Emergency Services Training Centre. The dual duties are creating an increased level of stress and the intention of the Fire Chief is to focus more of his time on his role as Fire Chief as opposed to managing the ESTC.
- **Customer Culture** - Several potential training program opportunities at the ESTC have been unsuccessful; these were leads that the Fire Chief had worked on for several months/years. Historically, emergency response training in Ontario has been free and now municipalities/fire departments are required to pay for training and this is believed to be hindering enrollment.
- **County Politics** - There are fourteen fire stations within Huron County and there are no other training centres in this area, but it is unclear as to why other townships or municipalities are not using or do not want to use the ESTC.
- **Lack of Governance** - There is no independent governing body overseeing the performance and operations of the ESTC.
- **Value Proposition Assessment** - The Fire Chief believes that the main driver of ESTC's revenue is the fire-training grounds since customers are attracted by the quality of fire-training grounds rather than the ESTC building itself.
- **Fire Training in Ontario** - The current model for delivering fire training in the Province of Ontario is in disarray and the Ontario Association of Fire Chiefs is in the process of changing the model.
- **Other Uses for the Building** - Should Council determine that the ESTC's portion of the building space is not needed to support the training operations of the ESTC, other opportunities to rent out space within the building should be considered.



Emergency Services Training Centre – Operational and Financial Review

Section III Analysis of Options

Introduction

The future success and purpose of the Emergency Services Training Centre as a stand-alone business and the building itself will be the product of the decisions made by the Township of North Huron. The poor financial performance of the ESTC over the past four years has brought about the realization that a new plan is needed. This new plan must identify the current issues faced by the ESTC and determine an overall strategy for the future operations of the ESTC; and determine the impact of the new strategy on both the ESTC and the Township. This overall strategy is composed of two major considerations:

1. Determining the future of the Emergency Service Training Centre as a training service provider.
2. Determining a use for the building's excess space.



Emergency Services Training Centre – Operational and Financial Review

Section III

Consideration #1

Determining the Future of the ESTC
as a Training Service Provider

Introduction

The Township of North Huron must first decide if the Emergency Services Training Centre should continue to operate as a stand-alone training service provider. As at December 31, 2015, the cumulative operating deficit of the ESTC was \$310,400. However, as a stand-alone business (after the removal of building expenditures and loan repayments), the ESTC's training operations account for 40% of the total cumulative deficit. In addition, the year-over-year deficit from 2014 to 2015 declined by \$22,200, meaning that the ESTC was losing \$1,217 a month on average in 2015 compared to \$3,067 a month on average in 2014. Furthermore, in 2015, the ESTC had an operating surplus of \$3,000 prior to the one-time capital expenditures incurred.

ESTC - Training	2012	2013	2014	2015	Total
Total revenue	142,600	209,700	201,100	185,600	
Operational expenses	156,000	233,300	237,900	182,600	
Capital expenses	-	-	-	17,600	
Operating deficit	(13,400)	(23,600)	(36,800)	(14,600)	(88,400)

The first consideration will therefore be to assess the viability of operating the ESTC as a stand-alone training service provider. This means that all building-related expenses and principal and interest expenses currently being allocated to the ESTC will not be considered or incorporated in any financial assessment of the ESTC as a stand-alone training service provider.

Main Training Opportunities Pursued To Date

Opportunity #1: Great Lakes sailors through Georgian College and then GB Industrial

- **Reason for Pursuit:** In November of 2015, Transport Canada identified that there were approximately 3,000 sailors in Ontario who required training. These sailors generally worked on vessels operating on the Great Lakes.
- **Duration of Pursuit:** Almost two years.
- **Potential Annual Profit:** \$16,000 - \$32,000 (\$2,000 a training session with between 8 to 16 training sessions being offered annually).
- **Why it did not happen:** Georgian College decided to build its own training facility in Owen Sound (receiving approximately \$2 million from both the federal and provincial governments). Subsequent to Georgian College's decision, the ESTC began working with another Canadian training provider. In 2014, the Township considered an option to support this project that included private capital investment, but ultimately decided not to proceed. In the fall of 2015, Transport Canada approved the ESTC facility and a lower level of curriculum than was originally planned. In August of 2016, ESTC Management confirmed that the federal government changed the lower level training requirement dramatically reducing the viability of this opportunity.
- **Current Status:** In July of 2016, a Canadian training provider informed ESTC that there are still sailors who want training; however, ESTC does not have any other information and is therefore unsure of the future potential of this opportunity.

Opportunity #2: Pre-service firefighter campus for a fire service private career college

- **Reason for Pursuit:** Becoming a satellite campus for the private career college was expected to bring in a consistent annual flow of students to the facility.
- **Duration of Pursuit:** Almost two years.
- **Potential Annual Profit:** \$78,000 (\$39,000 per training session with 2 sessions being offered annually).
- **Why it did not happen:** In 2016, the ESTC was approved by the Ministry of Training, Colleges and Universities as a satellite campus for the private career college, but with the increased scrutiny of private career colleges over the past years due to poor employment rates after graduation, the private career college decided not to pursue growth options beyond its existing campuses.
- **Current Status:** Opportunity appears to be unsuccessful at this point in time.

Main Opportunities Pursued To Date

Opportunity #3: Provide NFPA 1081 training for Industrial Fire Brigade customers

- **Reason for Pursuit:** The ESTC would partner with a private sector industrial emergencies training provider, which was recently acquired by a public community college, to deliver programs to industrial customers. The ESTC, the private sector industrial emergencies training provider and the public community college would have discussions with an American company about becoming a satellite campus.
- **Duration of Pursuit:** Ten months.
- **Potential Annual Profit:** \$10,500 to \$14,000 (\$3,500 a course with between 3 to 4 courses being offered annually).
- **Why it did not happen:** An American company decided it did not want to come to Ontario. The public community college appears to have lost interest in the opportunity.
- **Current Status:** Opportunity appears to be unsuccessful at this point in time. Furthermore, the Ontario Fire College has partnered with Lambton College to provide NFPA 1081 training.

Opportunity #4: Fire Departments that have crude by rail passing throughout their communities

- **Reason for Pursuit:** David Sparling developed a national program for Emergency Response Assistance Canada ("ERAC"). In exchange, ERAC would provide the ESTC with railcars to develop an emergency rail facility on site.
- **Duration of Pursuit:** Almost two years.
- **Potential Annual Profit:** \$9,900 to \$13,200 (\$3,300 a course with between 3 to 4 courses being offered annually; potential to provide additional spin-off courses for \$3,300 in net profit each).
- **Why it did not happen:** The geographical location of the ESTC limits potential customers since there is no crude by rail travelling through North Huron.
- **Current Status:** Opportunity appears to be unsuccessful at this point in time. Management believes that this opportunity is still possible but will take a lot of work and may not come to fruition given the location of the ESTC.

Potential Future Opportunities

Opportunity #1: Private Career Colleges

- **Why Pursue:** Become a satellite campus training site of a private career college. This would ensure a consistent annual flow of students to the facility.
- **Potential Annual Profit:**
 - *Pre-Service Program:* \$80,000
 - *Fire Prevention Program:* \$10,000
- **Hindrances:** Private career colleges have been coming under increased scrutiny over the past few years due to poor employment rates after graduation. Also, most of these colleges are urban-based, therefore, these colleges prefer to send students to facilities located in urban areas.

Opportunity #2: Partnership with the Ontario Association of Fire Chiefs

- **Why Pursue:** This opportunity would allow for greater reach to potential customers throughout Ontario as ESTC's courses would be listed on a centralized website that could be seen by a large number of potential customers. This would reduce administrative costs of the ESTC.
- **Potential Annual Profit:** Unknown at this point.
- **Hindrances:** Online platform should be available in the fall of 2016 and the ESTC may need to wait a year or two before seeing the true benefit of this partnership.

Potential Future Opportunities

Opportunity #3: Local Fire Halls

- **Why Pursue:** The 12 local fire stations (not including the two from North Huron) in Huron County provide limited to no hands-on training for their firefighters. Annual training will allow firefighters to improve their skills in order to be prepared for actual scenarios.
- **Potential Annual Profit:** \$9,600 to \$19,200 (12 fire stations at one or two days each with a net profit of \$800 per day).
- **Hindrances:** Management believes that some local fire chiefs and councils within Huron County view the ESTC as being too expensive and therefore have been reluctant to send firefighters for training. Another hindrance is the willingness of municipalities/townships to spend the necessary funds for training.

Opportunity #4: Petrochemical/Industrial companies

- **Why Pursue:** Management believes that there are petrochemical/industrial companies that would be interested in Fire Master training programs, which would bring in a strong profit stream annually.
- **Potential Annual Profit:** \$12,400 to \$24,800 (\$6,200 per course at two to four courses offered annually).
- **Hindrances:** Management has no initial point of contact for these potential private sector customers. In addition, the ESTC lacks the personnel and resources available to continuously pursue these customers.

Opportunity #5: Light aircraft emergency training

- **Why Pursue:** There is currently no program offered to fire departments that provides emergency services training for small municipal airports. This would be an opportunity for the ESTC to find unique course offerings to pursue additional revenue streams.
- **Potential Annual Profit:** \$4,000 to \$8,000 (\$4,000 per course at one to two courses offered annually).
- **Hindrances:** Municipalities and fire departments may be hesitant since a program has never been offered before. There would be a one-time capital expenditure of \$2,500 for equipment and updates to the training grounds.

Financial Analysis

Management has developed three scenarios, each depicting the potential financial results of the ESTC operating as a stand-alone training service provider.

Scenario 1: Focus on Existing and Maintainable Clients

- The ESTC would operate with an administrative assistant working two half days per week. The ESTC would limit itself to existing clients and would not pursue any new customers.
- This scenario is the most conservative and would require little effort as the ESTC would not hire a general manager to pursue new clients.

Scenario 2: Continue to Operate the ESTC on a Status Quo Basis

- The ESTC would continue to operate unchanged with one administrative assistant (37.5 hours per week less some time off in the summer months) as well as the fire chief performing various managerial duties. The ESTC would focus on existing and maintainable customers and would only pursue a few new clients.

Scenario 3: Hiring a General Manager to Pursue New Clients

- This is the most aggressive scenario as the ESTC would operate with a full-time general manager. This general manager would be responsible for the day-to-day operations of the Emergency Service Training Centre. While focusing on existing clients, the General Manager would also be required to pursue a wide range of new potential customers.
- Management believes that a fair market salary (excluding benefits) for a general manager to run the ESTC would be approximately \$82,000 per annum, which is currently Management's best estimate. Management believes that this salary level would attract an individual who is familiar with the fire and emergency training industry and would be able to pursue these opportunities.

Financial Analysis

The following table below shows the financial projections under each of the three scenarios as prepared by ESTC Management:

Projections - Scenario #	1	2	3
ESTC course revenue	42,300	65,200	154,100
Contractor course revenue	36,600	113,200	133,400
Other	13,900	32,500	42,600
Total revenue	92,800	210,900	330,100
Expenses:			
Wages and benefits	21,000	62,000	140,000
Course expenses	44,000	123,000	155,000
Office expenses	10,000	17,000	17,000
ESTC rent charge	12,000	12,000	12,000
Capital expenses	4,000	6,000	8,000
Total expenses	91,000	220,000	332,000
Operating income (deficit)	1,800	(9,100)	(1,900)

Assumptions and Considerations:

- The ESTC would rent space within the building at a rate of \$1,000 per month.
- Management has not presented facility rental revenue separately, rather it has been included in ESTC and Contractor course revenue.
- Capital expenses will increase the more the fire grounds are used.
- Scenario Two does not include any salary expense for the fire chief for his oversight role over the ESTC's operations. This would result in an even greater operating deficit.
- Under Scenario Three, the fair market value for salary for a full-time general manager is assumed to be \$82,000.

Pros and Cons

Scenario 1:

Pros:

- Continue relationship with the Ontario Fire College by providing its courses with the hope that this may lead to additional revenue sources in the future.
- Reduced administrative overhead and salaries and benefit costs.

Cons:

- Small customer base; losing one or two clients would have significant financial implications.
- Fire grounds continue to be severely underutilized.
- No attempt to grow the business or search for potential clients could potentially limit the future operating success of the ESTC.

Scenario 2:

Pros:

- Fire chief is actively searching for new customers; trying to grow the business through working together with fire associations and customers.
- Maintains a broader base of clients.

Cons:

- The fire chief has communicated that he wants to remove himself from ESTC's operations and focus more on his fire chief role.
- North Huron could potentially strain its relationship with neighboring townships if they believe that the fire chief was performing roles specifically for the ESTC as they pay 51% of his salary.
- This model does not grow the business enough to achieve operational profitability.

Scenario 3:

Pros:

- Relieves the fire chief from ESTC duties to focus on other matters.
- New general manager would be able to devote more time than the current fire chief in actively pursuing customers.
- Work with the OAFC and PSHSA regarding the new fire training model for Ontario.

Cons:

- The large salary expense of the general manager accompanied by the fact that there is no guarantee as to how much training revenue could be secured is a significant financial risk to the ESTC.

Analysis

Scenario Two is not a viable alternative given the current information available. The fire chief has expressly communicated that his intentions are to focus his time on his role as the fire chief of the Township as opposed to dealing with the day-to-day operations of the ESTC. Moreover, Scenario Two represents the “status quo” scenario and it is evident that operations cannot continue as they currently are as this provides a financial strain on both the ESTC as a stand-alone business and the Township. Therefore, it is clear that the Township must decide between either Scenario One and Scenario Three.

Scenario One is the more conservative cost-reduced approach as this would not require a general manager but only a part-time administrative assistant who would handle the day-to-day operations of the ESTC. The major deterrent of pursuing this model is that the ESTC will limit itself to existing customers and would not pursue any new customers; therefore, there would be significant negative financial implications if current customers are lost. Ultimately, choosing Scenario One would result in limited to no growth for the ESTC, which could severely limit the long-term viability of the ESTC as a stand-alone training service provider.

Scenario Three is the most aggressive approach as the ESTC would hire a general manager who would be tasked with attracting new customers to the facility. The issue with this model is that the ESTC would incur a significant fixed cost for the general manager without having any guarantee as to the potential revenue streams that could result. Adopting this model would represent an attempt to grow the business and turn the ESTC into a successful training service provider in the future.

Conclusion

Council of the Township of North Huron must decide based on the information presented whether or not it believes the ESTC should operate as a stand-alone service provider. If Council decides that there is not a business case for the ESTC to operate as a stand-alone service provider, then Council should consider pursuing Scenario One. Under this scenario, the Township would understand that fire training is being provided to a limited number of customers and that the program would attempt to break-even annually. **We note that under all three scenarios, the ESTC training business would only be a “tenant” within the ESTC facility.**

Alternatively, if Council decides that there is a business case for the ESTC to operate as a stand-alone service provider, then Council should consider pursuing Scenario Three. Scenario Three would allow the ESTC to attempt to grow its business and see what the future would hold for the ESTC. However, progress should be monitored regularly to determine the continued viability of this option.

Regardless of the alternative selected, Council should consider the implementation of a new governance model for the ESTC.



Emergency Services Training Centre – Operational and Financial Review

Section III

Consideration #2

Determining a Use for the Building's
Excess Space

Introduction

As previously mentioned, all building-related expenses have not been considered in assessing the viability of the future of the Emergency Services Training Centre as a stand-alone training centre. The implication of this is that the Township of North Huron will need to cover the 55% allocation of building-related expenses that are currently allocated to the ESTC. In other words, the Township of North Huron will be responsible for the remaining 55% of building-related expenditures that are not currently allocated to the fire department.

The Township is already covering 45% of building-related expenditures, therefore, the following section of this report will identify alternatives available to the Township of North Huron to cover the 55% allocation of expenses that were previously allocated to the ESTC. The Township of North Huron will need to determine the appropriate use for the excess space in the facility that the ESTC does not require for its operations as a stand-alone training service provider.

The facility is approximately 18,000 square feet and is composed primarily of a twelve vehicle apparatus bay, two classrooms, offices, a large kitchen, as well as firefighter changing rooms and gear storage space. Management has asserted that ESTC's training operations do not require 55% of the facility and there are currently spaces throughout the facility that could be used for other purposes.

ESTC Usage of the Facility

The space required for ESTC's training operations is as follows:

- **One classroom** - There is a portable classroom adjacent to the fire grounds that has been used in the past; however, the classroom is in rough shape compared to the two classrooms inside the facility. The ESTC could operate with just the portable classroom, but using an inside classroom would be a better alternative.
- **One or two office room(s)** - The ESTC would be able to run its operations using one or two office spaces.
- **One or two spot(s) on the apparatus bay floor** - The apparatus bay floor can be divided into twelve spots. The ESTC only requires one or two of these spots.
- **Change and storage rooms** - The ESTC will need common access privileges to the storage rooms and change rooms in the facility.

Current Tenants

- The County's Emergency Medical Services rents out two spots on the apparatus bay floor which are side-by-side as well as a 15' by 10' office adjacent to the apparatus bay for a monthly fee of \$500 (\$6,000 annually). The EMS is under no binding agreement and it is Management's belief that the EMS could easily find another location to rent; but decided to rent space within the ESTC since there was excess space available.
- The Township's local fire hall occupies five spots on the apparatus bay floor, the communications room, the communications equipment room and has common access privileges to storage rooms and change rooms in the facility. The Township is allocated 45% of the annual building expenditures to account for the fire hall's usage of the facility, including principal and interest payments on 45% of the outstanding loan.
- No other party has approached the ESTC to potentially rent out any available space.

Excess Space Available

The excess space within the ESTC that would be available for rent is as follows:

- **One or both indoor classrooms** - There is one classroom available for rent and there could be a second classroom available if the ESTC decides to operate using the portable classroom only. Both training rooms are approximately the same size (i.e. 31' by 35') and could be re-purposed depending on the end user. The re-purposing would evidently require some capital expenditures to be made by either the Township of North Huron or the tenant.
- **Five to six spots on the apparatus bay floor** - Of the twelve spots available, one or two will be required to support the operations of the ESTC and five spots are required for the fire hall to park its vehicles. This leaves five to six spots that could be rented out, keeping in mind that the EMS is currently renting two of these spots.
- **Two to three office rooms** - There would be two or three office spaces available after the ESTC has determined how many and which office spaces it requires for its training operations.
- **Kitchen** – The sizeable kitchen (i.e. 17' x 26') is also available for rent or potential re-purposing.

Financial Analysis

As noted previously, the ESTC is responsible for 55% of the annual building-related costs including principal and interest expenses. As at December 31, 2015, the building expenses and principal and interest payments covered by the ESTC amounted to \$67,000 per annum. Given the current allocation between the ESTC and the fire hall, this represents a grand total of \$121,000 of costs in 2015.

Building - 2015	ESTC	Township	Total
Building expenses	20,000	16,000	36,000
Principal and interest on loan	47,000	38,000	85,000
Total	67,000	54,000	121,000

Break-even Analysis	
Total building costs - ESTC only	67,000
Months	12
Break-even rent per month	5,583

- The Township would require approximately \$6,000 (including annual inflation of expenses) in revenue per month in order to cover the ESTC's 55% allocation of annual building expenditures.
- Currently, the EMS is the only additional tenant in the facility and pays \$500 a month for two spots on the apparatus bay floor and one office space.

Potential Tenants

North Huron and Morris-Turnberry Townships

- North Huron and Morris-Turnberry are undertaking a shared services review and as part of this shared service review, the Townships will be performing a building services review. Management believes that the excess space available at the ESTC should be included in the building services review and that the Townships should consider the option of utilizing the excess space that the ESTC's building has to offer.

Huron County Community Emergency Management Coordinator

- Huron County is considering the option of hiring a full-time emergency management coordinator. Management believes that this tenant could bring in between \$500 to \$1,000 a month in revenue from renting one or two offices. The issue with this potential tenant is the fact that the building would need to be equipped with a generator to ensure that emergencies could be coordinated even in the event of power outages. The ESTC is not equipped with such a generator and the expected capital cost of purchasing a generator would be approximately \$40,000. Although this could be a potential tenant, the County has other fire stations already equipped with a generator that could serve as a suitable site.

Automotive Garages

- Management has considered the option of having local automotive garages rent space on the apparatus floor as well as office spaces. Management believes that this type of tenant could generate between \$500 to \$1,000 a month in revenue. However, the main issue with an automotive garage as a tenant is that the apparatus bay floor has an open concept and garages typically require greater security for their equipment and tools. This would likely require an upfront capital expenditure to modify the apparatus bay floor; and would therefore increase the rent to a cost that would likely deter these potential tenants. Furthermore, the ESTC would be renting out the facility to a non-municipal third party which runs the risk that the Township of Central Huron would start to charge property tax.

Potential Tenants

Community Agencies

- Management has considered the possibility of renting excess office space within the ESTC to community organizations such as the United Way. These potential tenants already have their own offices within the Township and therefore, the value proposition that the ESTC would have to offer would need to be significant in order to have these organizations consider moving from their existing locations. Management does not believe that a lease agreement could be reached with these organizations that would be beneficial to both the ESTC and the organizations themselves; not to mention the added risk of potentially incurring property tax.

Warehouse Space

- A portion of the apparatus bay floor could be converted into warehouse space for either the Township or a third party tenant. This option would require that a portion of the apparatus bay floor be sectioned off from the space used by the local fire hall. The likely scenario would be using half of the apparatus bay floor for warehousing while the other half would be used to house the local fire hall's trucks as well as one or two spot(s) for the ESTC. This option may force the EMS out as their two spots on the bay floor would no longer be available. Furthermore, property taxes may arise if the warehouse space is rented to a private sector tenant.

Personal Storage Facility

- A portion of the apparatus bay floor could be turned into a personal storage facility. Spots on the floor could be rented out on a monthly basis. The issues with this option are ongoing administration and potential property taxes.

Roof Rental:

- Management indicated that approximately four years ago, the Township was approached by a solar energy company wanting to rent the roof for \$35,000 a year for ten years. Management revisited this opportunity in 2015 and noted that the current rent would be significantly less than \$35,000 per year; and noted that this is no longer feasible.

Potential Tenants

Library

- The classrooms could potentially be re-purposed into a library. The rear entrance to the building is located adjacent to these classrooms and would provide easy access. The parking lot has sufficient parking spots for library patrons.

Other

- Other possible uses of the facility could include:
 - Health Care Clinic/Office
 - Municipal Economic Development offices
 - College campus/training facility

Analysis

The ESTC facility is too large for the operations of just the ESTC and the local fire hall and this has resulted in a severely under-utilized facility. The practical use of the building as a fire hall and a fire training centre somewhat limits its attractiveness to non-municipal tenants. In addition, building-related expenses compound the issue and make it clear that a solution is needed. Potential tenants can be categorized into two groups, municipal tenants and non-municipal tenants, each having their own advantages and disadvantages.

The major benefit of non-municipal tenants is that they provide an external revenue stream that can be used to offset building expenses. However, non-municipal tenants would likely result in property taxes being assessed against a portion of the building. Management believes that there are no non-municipal tenants or combination of non-municipal tenants that would pay sufficient rent to completely offset all building-related expenses, and potentially property taxes as well.

The other option is for the Township or County to use the excess space within the facility. This option would ensure that no additional property tax expense is incurred. The major deterrent of this option is that there currently is limited (if other Townships use the facility) to no potential for external revenue flowing to the Township, which would leave the Township responsible for all building-related expenses.

Regardless of the tenant or combination of tenants, it is critical that Council understand that it will be the responsibility of the Township of North Huron to cover all building-related expenditures associated with the ESTC facility.

Conclusion

Council must first determine if there are any potential non-municipal parties who would be interested in renting a portion of the facility and cover a significant portion of or all of the building-related expenses. Although property taxes would become an additional expenditure, bringing in external revenue would allow the Township to offset a portion or all of the building expenses as opposed to funding these costs itself. If Council determines that pursuing non-municipal clients is not an option, then the Township must consider the possibility of using the excess space in the facility. The shared services review between Morris-Turnberry and North Huron provides an opportunity for the Township to consider the excess space that the facility has to offer.

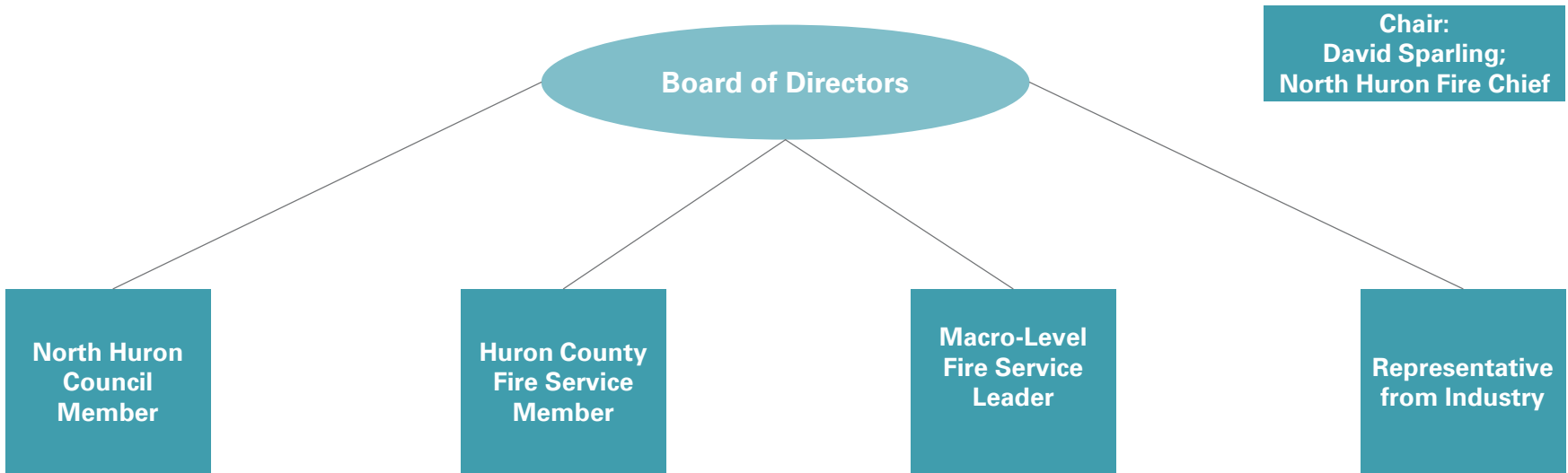


Emergency Services Training Centre – Operational and Financial Review

Section IV Governance Model

Governance Model

The Emergency Services Training Centre is currently a self-governed division of the Township's fire department. In the future the following governance model is suggested:



North Huron Council Member - A representative from Council will ensure that the Township is represented in the decisions made by the ESTC's Board. This will also ensure that there is an open line of communication between the ESTC and the North Huron Council.

Huron County Fire Service Member – This will ensure that the Board is represented by a individual who understands the current and future direction of fire services in the Huron County.

Macro-Level Fire Service Leader - A representative understanding the direction of fire service training in Ontario and nationally will be essential to the future success of the ESTC.

Representative from Industry - A representative from an organization that requires emergency training (i.e. petrochemicals, marine) other than fire training will ensure that the Board is aware of training demands in other emergency service areas.



Emergency Services Training Centre – Operational and Financial Review

Section V Overall Conclusion

Conclusion

Since the construction of the new ESTC facility in 2011, there have been several new fire training centres established, which has increased competition in the fire and emergency services training sector in Ontario. As a result, operating the ESTC as a training service provider is not financially viable, particularly if the ESTC is required to assume 55% of all building-related expenditures and still remain competitive in the industry. A more suitable alternative would be for the ESTC training business to become a tenant of the building and pay rent; which would offset a portion of the building-related expenditures. Council must find additional tenants or uses for the excess building space in order to cover the remaining portion of the building-related expenditures.

The establishment of an independent governance model for the ESTC will ensure that both the operational and financial performance of the ESTC as a training service provider are monitored regularly. In addition, the new Board will be represented by a macro-level fire service leader who will ensure that the ESTC is kept up-to-date with opportunities and changes in the fire and emergency services training sector in Ontario. The Township of North Huron will be represented by one Board member who will ensure that the Township is aware of the operating and financial performance of the ESTC on a regular basis.

Interviewees

In preparing this Report, KPMG conducted interviews with the following individuals:

1. David Sparling – Township of North Huron Fire Chief
2. Neil Vincent – Reeve of the Township of North Huron
3. Donna White – Director of Finance, Township of North Huron
4. Sharon Chambers – CAO, Township of North Huron
5. Jim Lynn – Chair of the Huron County Economic Development Committee
6. Richard Boyes – Executive Director, Ontario Association of Fire Chiefs
7. Several other private individuals who have knowledge of the operations of the ESTC.



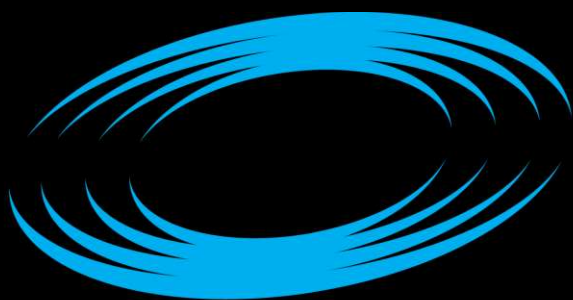
cutting through complexity

KPMG CONFIDENTIAL

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavor to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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ACAPULCO

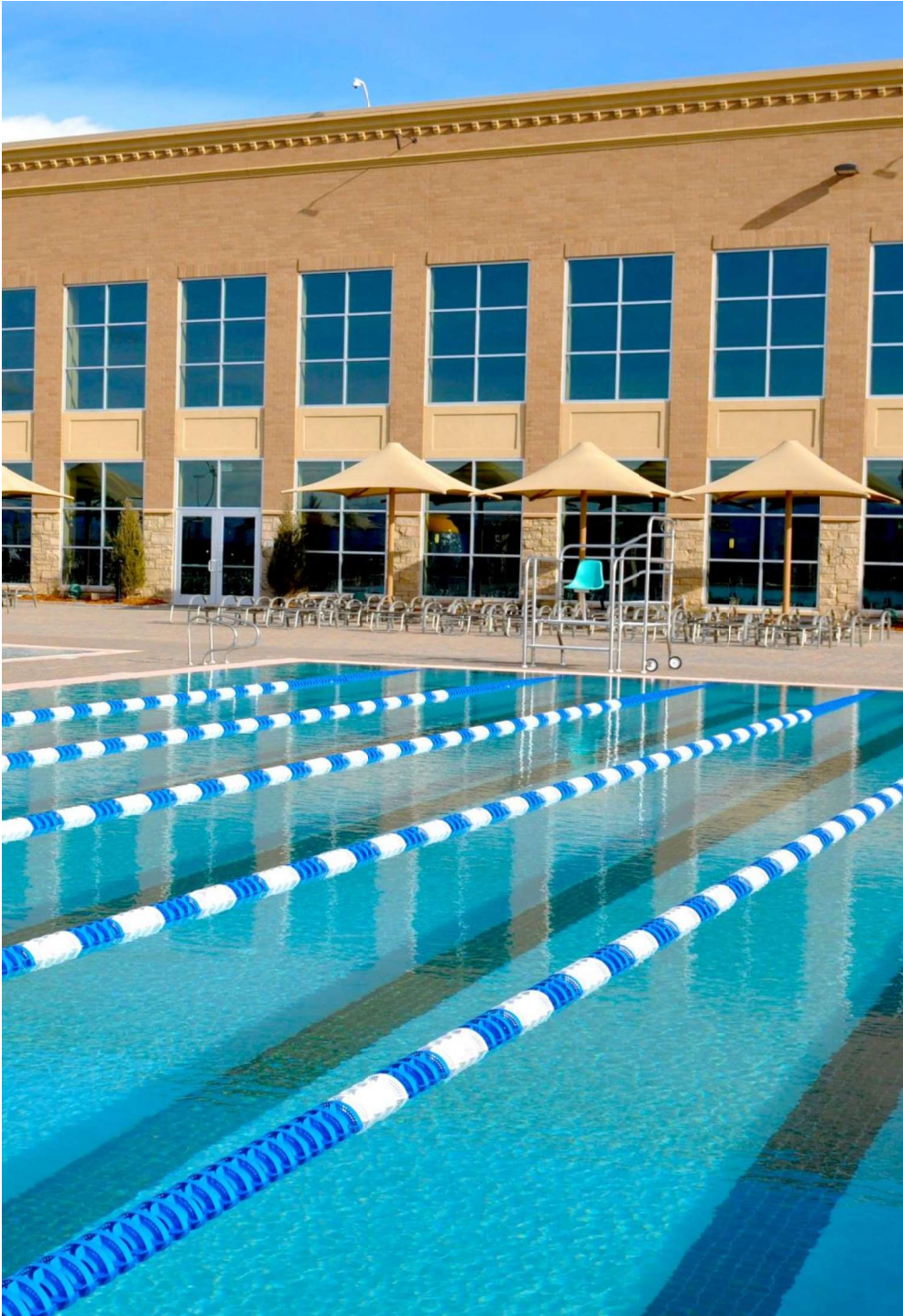
NORTH HURON COUNCIL



OVERVIEW

- Acapulco Pools is an established, privately owned company specializing in swimming pool design, construction, renovations and service throughout North America.
- Over 40 years of aquatic experience
- Based in Kitchener, Ontario
- We provide fully customized builds to encompass each client's specifications to their benefit, budget and schedule.
- With a team of highly skilled and experienced staff, we work together to ensure that every detail of your vision is realized.





ACAPULCO BUILDS...

- Commercial Pools
- Spas
- Steam Rooms
- Saunas
- Lazy Rivers
- Water Parks
- Splash Pad
- Fountains
- Water Features and Toys
- Water Walls
- Dancing Water and Lights
- Deck Equipment
- Movable Floors

And the list goes on!

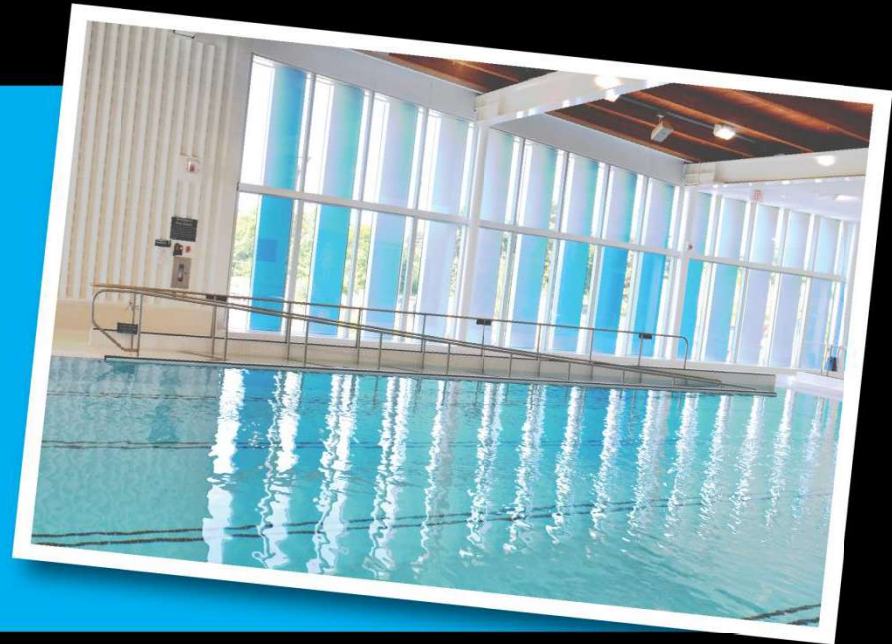


MISSION STATEMENT

Acapulco is committed to be the leader in the construction of prominent aquatic facilities in North America.

As leaders we are committed to:

- Constant & Never-Ending Improvement
- Mutual Respect
- Safety
- Dedication to Meeting Deadlines
- Quality Products and Service
- Communication
- Knowledgeable Staff



We have high expectations of and believe in the unlimited potential of all people. We partner with and value our employees, suppliers, subcontractors, design teams and owners who aspire to the same superior level of excellence.



SIMILAR PROJECTS





TORONTO FRENCH SCHOOL

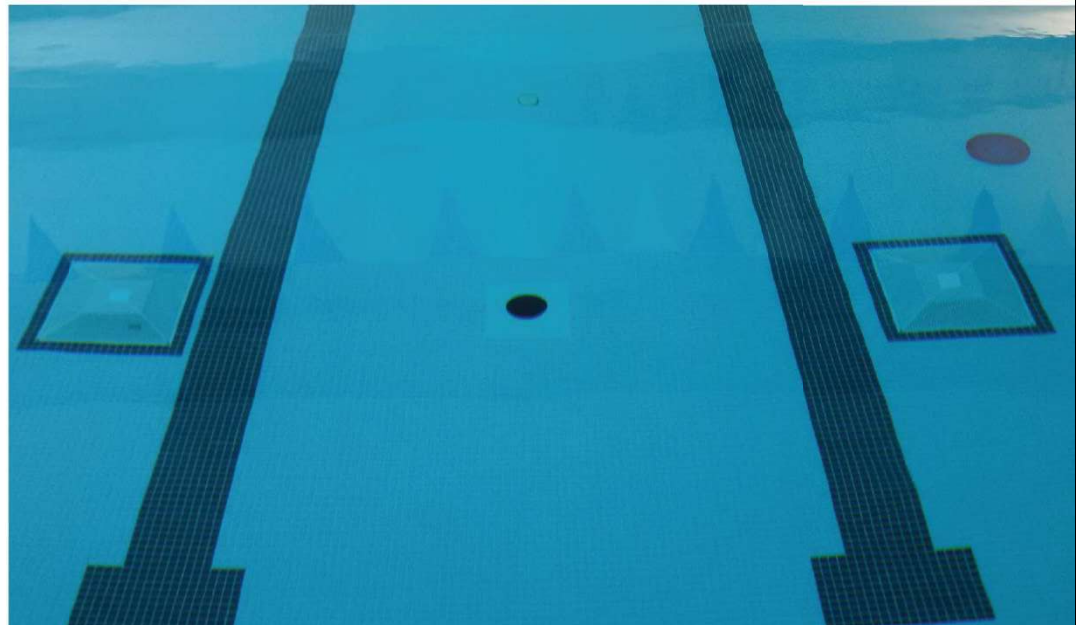
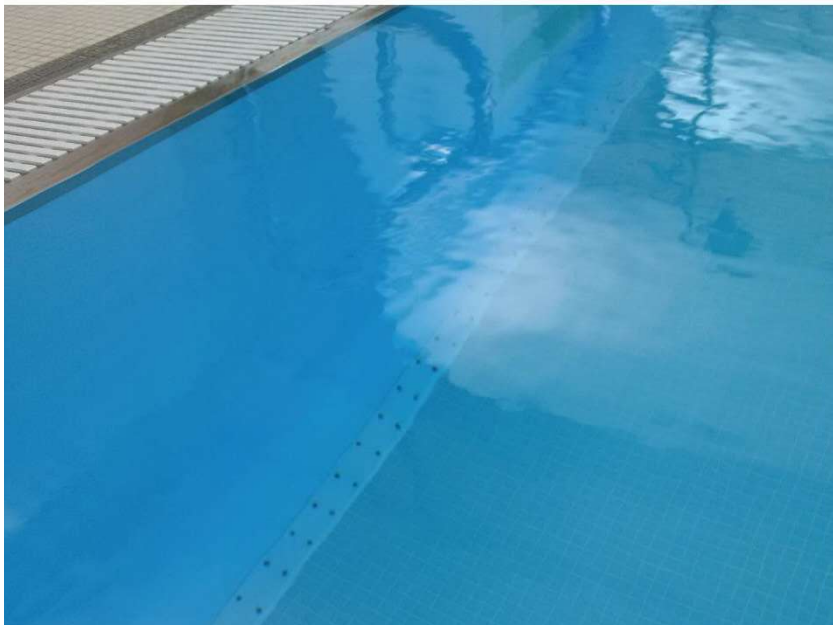
TORONTO, ONTARIO

PROJECT DETAILS

Replaced the liner in a Myrtha Pool with:

- ▶ New tiled floor
- ▶ New liner on the walls

Lifetime Tile Interior Finish
New Ultra Violet Sanitizer
Unblockable Drain Covers





WOOLWICH MEMORIAL CENTRE

ELMIRA, ONTARIO

AQUATIC FEATURES

- Lap Pool
- Leisure Pool
- Small Water Slide
- Hydrotherapy Bench
- Diving Board
- Starting Platforms
- Accessibility Entries
- Mosaic Tile Finish
- Ultra Violet Sanitizer
- Lifetime Tile Interior Finish



RUDDY FAMILY YMCA-YWCA



ORLEANS, ONTARIO

AQUATIC FEATURES

Indoor Lap Pool

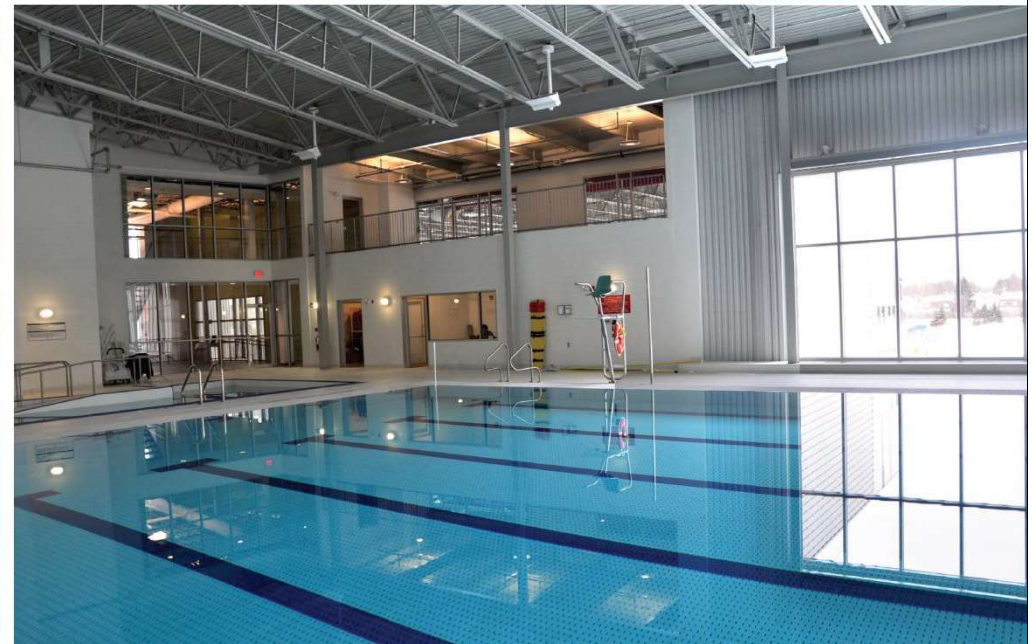
Therapy Pool

Water Toys

Surge Tank

Movable Floor

Lifetime Tile Interior Finish





TEMPLEMAN MENNINGA AQUATIC CENTRE

BELLEVILLE, ONTARIO

AQUATIC FEATURES

- Indoor Lap Pool
- Therapy Pool
- Tot Pool
- Water Toys
- Ultra Violet Sanitizer
- Lifetime Tile Interior Finish



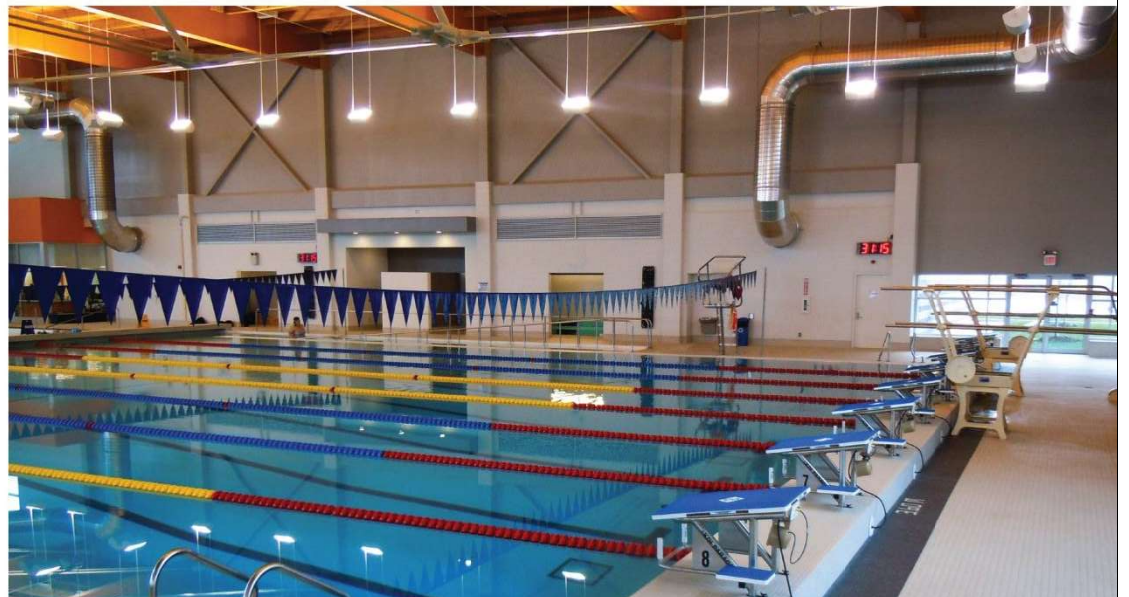


MILTON SPORTS CENTRE

MILTON, ONTARIO

AQUATIC FEATURES

- 25M Lap Pool
- Leisure Pool
- Zero Depth Entry
- Hydrotherapy Bench
- Colorado Timing System
- FINA Compliant
- Regenerative Filters
- Ultra Violet Sanitizer
- Variable Frequency Drives
- Lifetime Tile Interior Finish

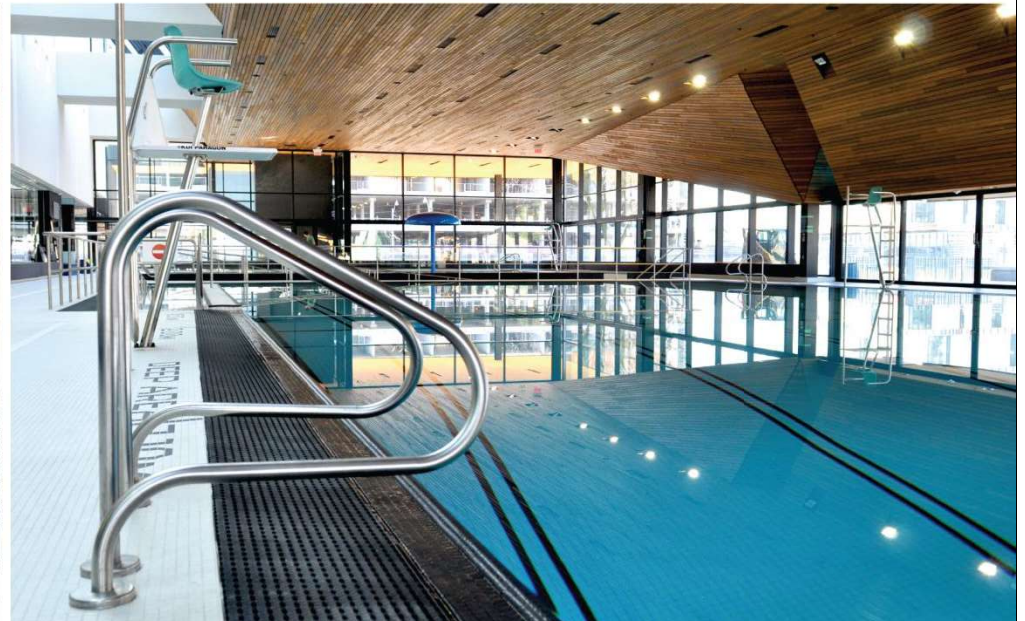


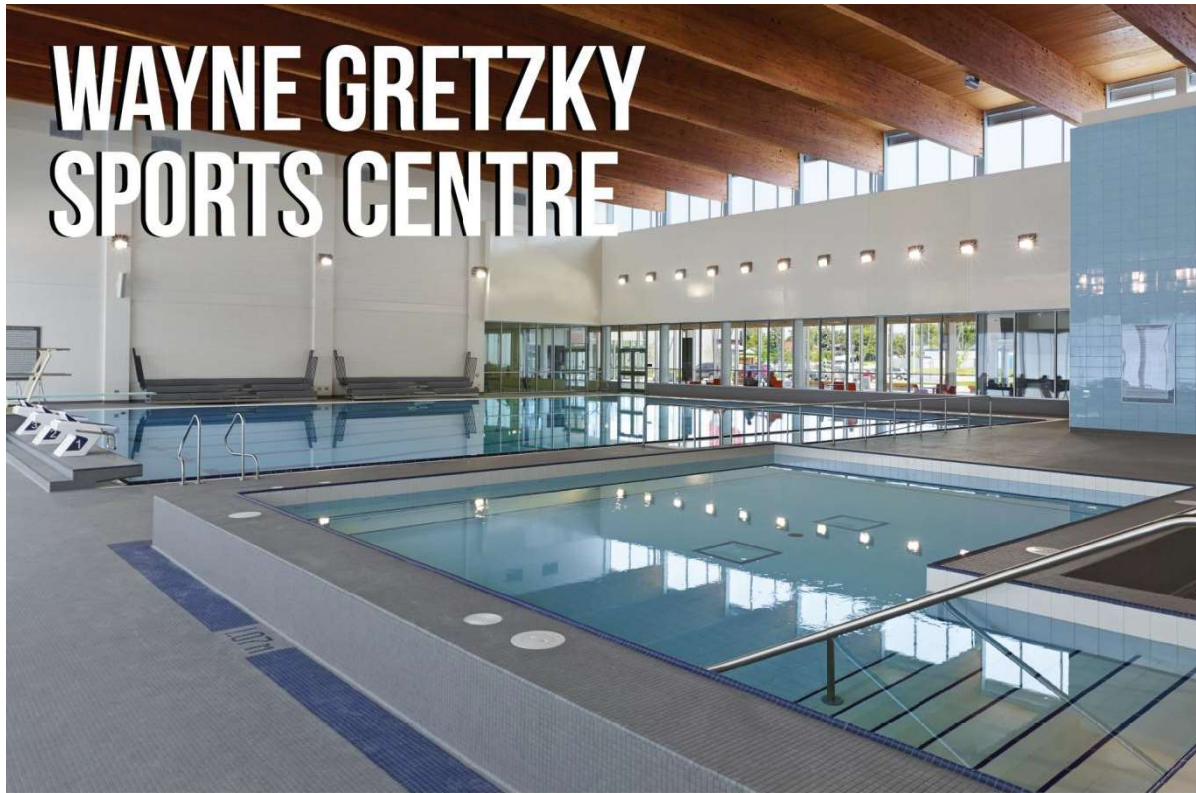
REGENT PARK AQUATIC CENTRE

TORONTO, ONTARIO

AQUATIC FEATURES

25M Lap Pool
Leisure Pool
Spa
Water Slide
Tarzan Rope
Diving Boards
Starting Blocks
Spray Features
Lifetime Tile Interior Finish

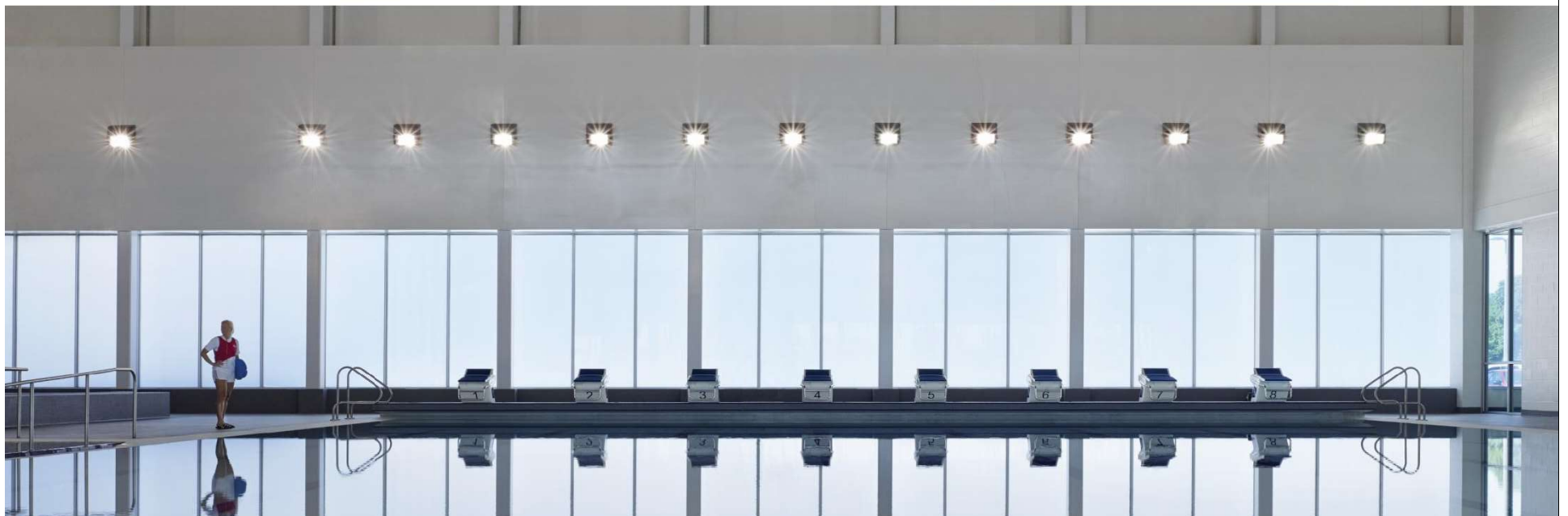




BRANTFORD, ONTARIO

AQUATIC FEATURES

25M Competition Pool
Lifestyle Pool
Warm Water Pool
Hydrotherapy Pool
Diving Board
Starting Blocks
Spray Features
Massage Bench
Lifetime Tile Interior Finish



WINDSOR YMCA

WINDSOR, ONTARIO

AQUATIC FEATURES

Lap Pool
Diving Area
Accessibility Ramp
Regenerative Media Filter
Ultra Violet Sanitizer
Lifetime Tile Interior Finish



LOIS HANCEY AQUATIC CENTRE



RICHMOND HILL, ONTARIO

27 years after building the original swimming pool, Acapulco returned to complete a renovation project. After almost three decades, the only renovation needed was a water slide replacement. No work was required to the swimming pool.

THE PROJECT TEAM



BERNIE GALL
CEO/PRESIDENT



FRANCINE GALL
COO



DAVID GALL
CQO



MARK ELLIOTT
VICE PRESIDENT



JACK DUSCIO
PROJECT MANAGER



JIM KUIPER
COMMISSIONING



JERRY BAXTER
SITE SUPERVISOR

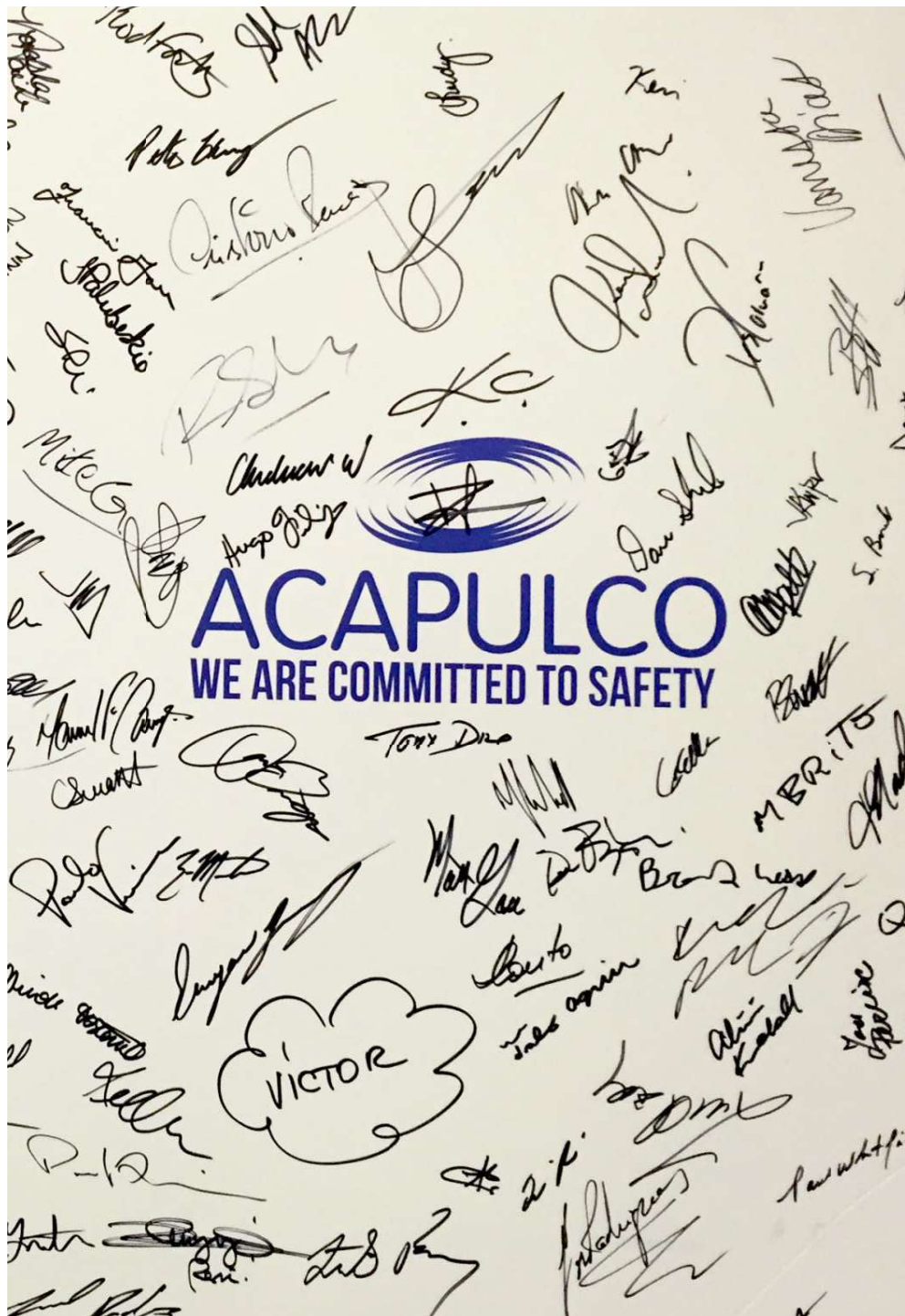


DAVE SHINGLER
PLUMBER



HEALTH & SAFETY



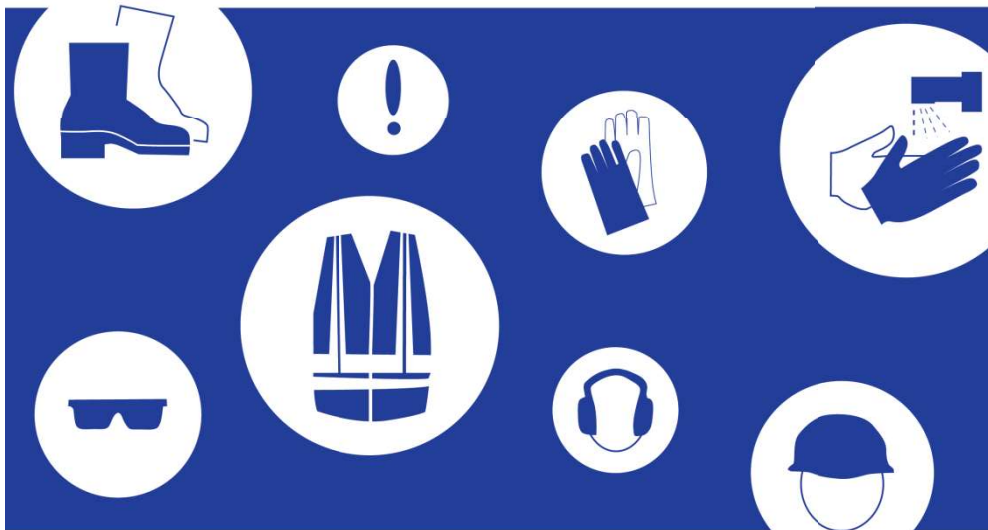


HEALTH & SAFETY OVERVIEW

- We recognize that all workers have the right to a safe and healthy workplace, and are committed to the integration of safety in all areas of activity.
- Our health & safety management system is integrated into all management activities. Health and Safety issues are included in all project planning activities; therefore they are integrated into a project budgetary process.
- The ultimate goal of our Occupational Health & Safety Management System is to conduct all activities with **zero injuries/incidents**. The commitment to achieve this goal will result in increased productivity and the prevention of job related losses.



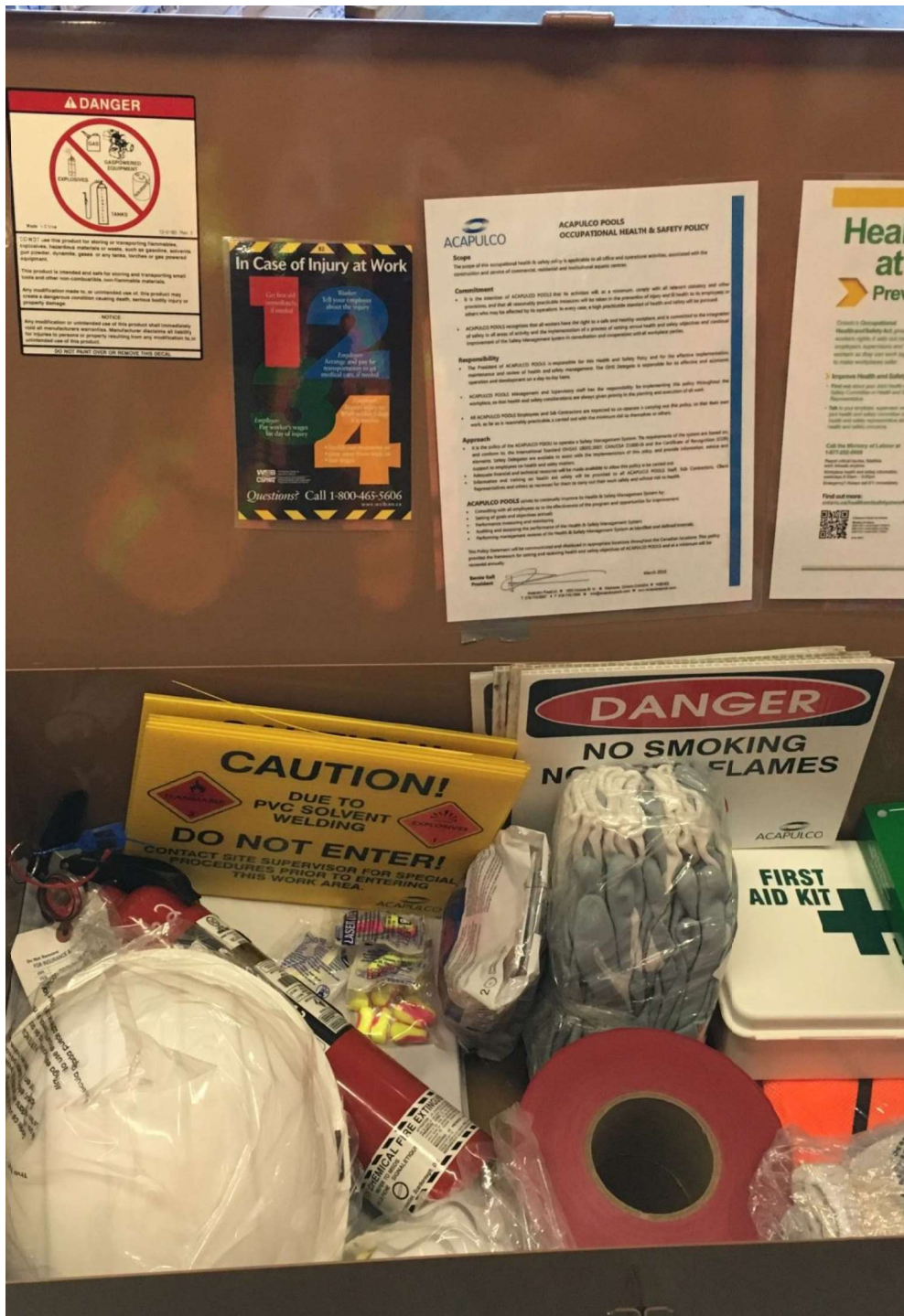
Occupational Health & Safety Management System Employee Safety Manual



HEALTH & SAFETY STANDARDS

- Our Safety Management System conforms to the international standard of the Occupational Health & Safety Assessment each Provincial Certificate of Recognition (COR™) Standard.
- Acapulco Pools and all of its employees have been working diligently to meet this standard and it is anticipated for the company to become certified early in the new year.
- COR™ is aimed at driving positive workplace behaviour and practices that lead to improved performance.
- Effective development and maintenance of a health and safety management system is a proactive approach to eliminating workplace injuries and illnesses.





HEALTH & SAFETY

SITE SAFETY

- Each project will develop a Workplace Hazard Assessment. This will cover known or foreseeable hazards and identify elimination and control strategies.
- We will designate a competent person/site supervisor that will ensure the day-to-day activities meet and reflect the company's high standard of safety.
- We believe that emergency situations are controllable and that employee, subcontractors, clients and the public have the right to know of the hazards and risks associated with our operations and activities and be protected from such.
- An Emergency Response Plan (ERP) is developed for each work site to assist workers and the public to respond to any emergency situation and to minimize the human suffering and economic loss that can result from emergencies.
- A First Aid recertification program is put in place to ensure there is always a designated first aider available on the job site. All first aid supplies are available on site in our Safety Toolboxes.



HEALTH & SAFETY SITE CLEANLINESS

- Good housekeeping on the job is mandatory. All employees must do their part to keep jobsites clean in order to minimize the potential for injury, fire or other incidents, and ensure efficiency.
- The competent person will inspect site housekeeping on an ongoing basis.
- Workers are instructed never leave tools and materials where they could fall or cause another employee to fall and incur injury.



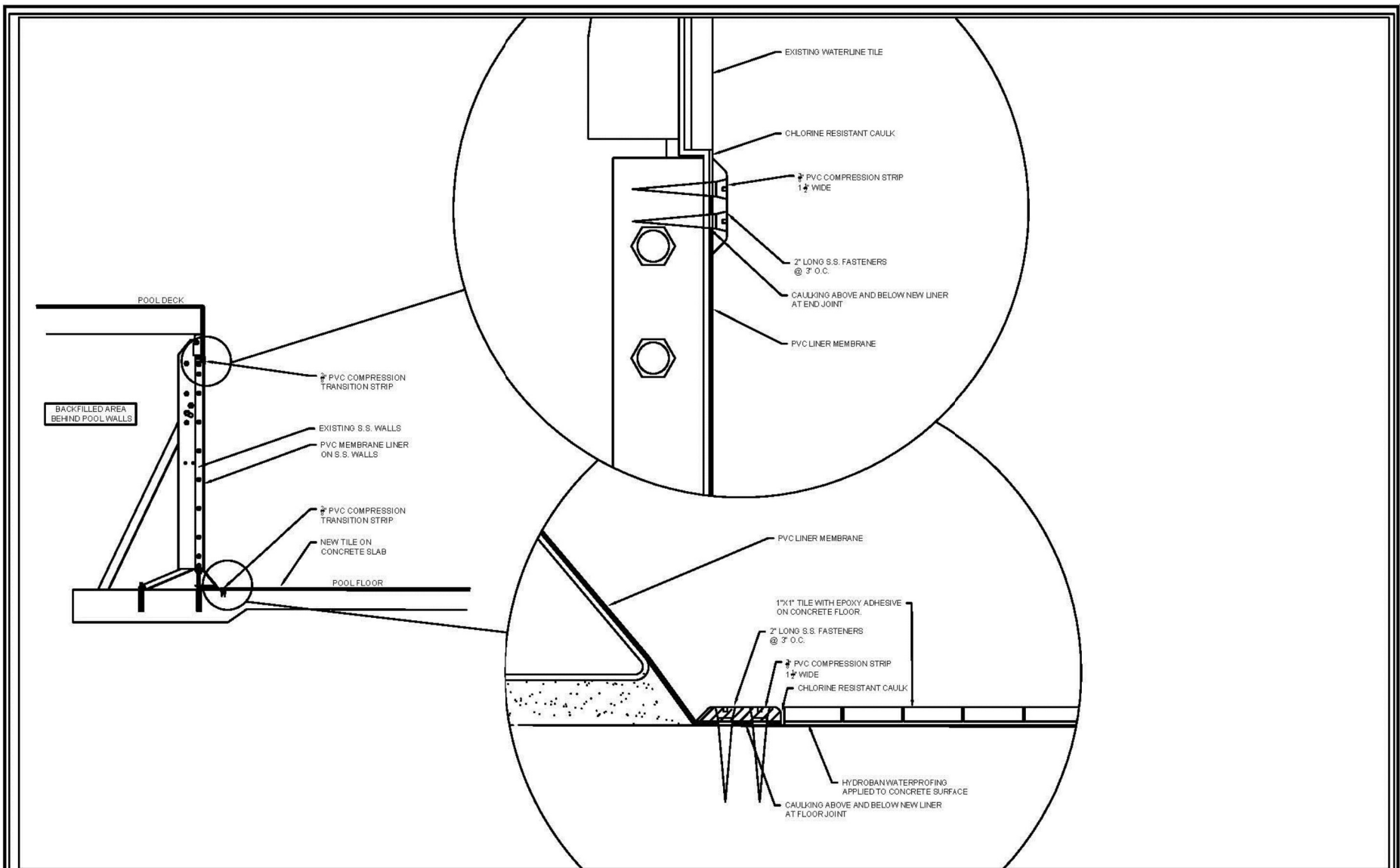
PROJECT APPROACH




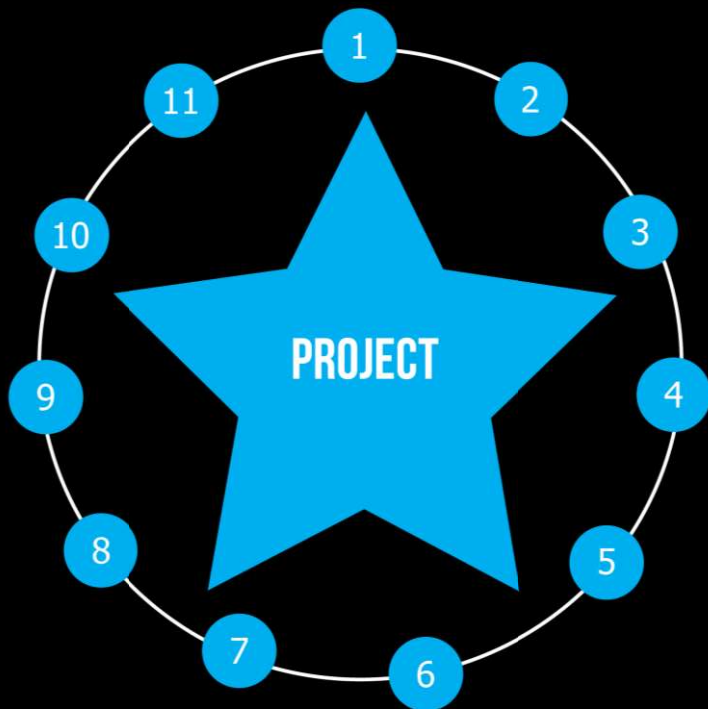


PROJECT APPROACH

- We have developed a sustainable, long-term solution for this type of renovation based on similar projects
- We will use local trades for the painting and HVAC portions of the project
 1. Tile colour selection by owner
 2. Grout colour selection by owner
 3. Liner colour selection by owner
 4. Acapulco will schedule and manage painting and HVAC sub-trades
 5. Acapulco will commission and train staff upon completion



REVISIONS:	PROJECT:	SCALE:	 ACAPULCO The Project Support Center 1550 Victoria St. N. Kitchener ON, N2B 3E2 Canada T: 519-743-6357 F: 519-743-1059
	STAINLESS STEEL MYRTHA POOL	DATE:	
	TILE/PVC MEMBRANE RE-FINISH	DRAWN BY:	
	DRAWING TITLE:	PROJECT NO.:	
	TYPICAL PVC MEMBRANE/TILE TRANSITION	DWG. NO.:	
			SK1



THE ACAPULCO ADVANTAGE

LEADERSHIP

1. The Aquatic Discovery Process™
2. The Aquatic Gap Study Process™
3. The Acapulco Action Program™
4. The Specialty Trade Process™
5. The Pro Track Manager™
6. The No Cost Change Order Solution™

RELATIONSHIP

7. The Aquatic Submittal Status Log™
8. The 60 Day Aquatic Completion Sprint™
9. The Fast Order™
10. The Aquatic Project Handbook™
11. The Aquatic Wellness Report™

CREATIVITY

"When it absolutely positively must be completed on time!™"



CLOSEOUT PROCEDURE

- Commissioning of the facilities will be as per our standard procedures.
- With the equipment commissioning complete, Acapulco Pools will provide three (3) stage training
- All as-built drawings are provided following commissioning when training is completed.
- Three (3) Operating manuals are provided when training is conducted.
- Acapulco Pools Limited will provide a procedure for written warranty requests.
- Any warranty issue that could potentially prevent the facility from operation will be defined as "Massive and Immediate Action Required" and will be handled accordingly by our in-house Service Department.



CLOSEOUT PROCEDURE

- 25 year tile labour and materials warranty will be provided by the water proofing, thinset and epoxy grout supplier (Laticrete)
- 15 year tile warranty from the tile manufacturer (Dal Tile)
- 15 year labour & materials warranty for all tile and water proofing by Acapulco
- 5 year PVC membrane walls and wall floor interface warranty
- All other work is covered by a one (1) year guarantee.
- All guarantees include labour and material
- Manufacturer's warranties apply to equipment



25 Year System Warranty (United States and Canada)

DS-025.0-0616

Globally Proven Construction Solutions

APPLICATION	PRODUCTS
Underlayment	DRYTEK® LEVELEX™ Plus DRYTEK® LEVELEX FR DRYTEK™ LEVELEX Primer NXT™ Primer NXT Level Plus
Floor Warming*	Floor Heat Mat (Mat Only) Floor Heat Wire (Wire Only)
Vapor Reduction	DRYTEK Moisture Vapor Barrier NXT Vapor Reduction Coating
Waterproofing/ Anti-Fracture	HYDRO BAN® HYDRO BAN Sheet Membrane 9236 Waterproofing Membrane LATAPOXY® Waterproof Flashing Mortar
Exterior Veneer Waterproofing/ Anti-Fracture Membrane	MVIS™ Air & Water Barrier LATAPOXY® Waterproof Flashing Mortar
Shower System	HYDRO BAN Pre-Sloped Shower Pan (and applicable accessories) HYDRO BAN Linear Pre-Sloped Shower Pan (and applicable accessories) HYDRO BAN Linear Drain HYDRO BAN Bonding Flange Drain HYDRO BAN Drain Cover HYDRO BAN™ Board HYDRO BAN Board screws HYDRO BAN Board tab washer 4-XLT ^Δ
Sound Control/ Anti-Fracture	125 Sound & Crack Adhesive 170 Sound & Crack Isolation Mat Fracture Ban™ 40 Fracture Ban 90 Fracture Ban Primer
Plaza & Deck	Plaza and Deck System
Uncoupling	STRATA MAT™ STRATA MAT™ XT
Thick Bed Method	3701 Fortified Mortar Bed MVIS Premium Mortar Bed
Slurry Bond Coat	254 Platinum
Thin Bed / Adhesive Method	254 Platinum (regular or rapid version) 255 MULTIMAX™ United States Invention Patent No. 6784229 (and other Patents) TRI-LITE™ LATAPOXY 300 Adhesive Glass Tile Adhesive MVIS Hi-Bond Veneer Mortar (regular or rapid version) MVIS Veneer Mortar MVIS Thin Brick Mortar
Spot Bonding	LATAPOXY 310 Stone Adhesive - Standard and Rapid Grade SPECTRALOCK® PRO Premium Grout (non-industrial applications) United States Invention Patent No. 6881788 (and other Patents) SPECTRALOCK PRO Grout (non-industrial applications) United States Invention Patent No. 6881788 (and other Patents) PERMACOLOR® Grout United States Patent No. 6784229 (and other Patents) PERMACOLOR Select United States Patent No. 6784229 (and other Patents) PLASMA™ MVIS Premium Pointing Mortar MVIS Pointing Mortar
Grouting/ Pointing	
Sealant†	LATASIL™ LATASIL 9118 Primer

† Use of suitable flexible sealant is required per Tile Council of North America Detail EJ171 for use in expansion joints, coves, corners, changes in plane and other joints or wherever tile or stone abuts dissimilar materials or restraining surfaces.

Δ 4-XLT for use to install HYDRO BAN® Pre-Sloped Shower Pans to substrate only.

* A Floor Warming Thermostat sold by LATICRETE International, Inc., warrants parts and materials for one (1) year from the date of purchase. The sole remedy for the Floor Warming Thermostats is product replacement (see DS 230.13 for full details on the LATICRETE® Product Warranty).

LIMITED WARRANTY

Subject to the conditions and limitations stated below, LATICRETE INTERNATIONAL, INC. ("LATICRETE") warrants that the products listed on this document will be free from manufacturing defects and will not break down or deteriorate under normal usage for a period of twenty-five (25) years from the date of purchase when installed in accordance with the written specifications of LATICRETE and industry standard guidelines. For this limited warranty to apply, the applications that comprise the installation must be performed with the products listed in this document for each application (refer to chart). Please refer to individual product data sheets for specific guidelines. Notwithstanding the previous paragraph, exterior facades with ceramic tile, stone, adhered masonry veneer, or thin brick installed over substrates with steel or wood framing do not qualify for this limited warranty—see Data Sheet 230.15 for such applications. Notwithstanding the previous paragraph, ceramic tile, stone or quarry/packing house tile installed in commercial and industrial kitchens do not qualify for this limited warranty—see Data Sheet 230.10IG for such applications.

DISCLAIMER

THIS LIMITED WARRANTY IS GIVEN IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED. THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES BASED ON SAMPLES OR ORAL STATEMENTS, WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE OF THIS DOCUMENT. IMPLIED WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE ARE EXCLUDED.

EXCLUSIVE REMEDY

The sole and exclusive remedy for a breach of this limited warranty is replacement of only the specific portion of the installation that is proven to be defective*. LATICRETE will pay for replacement of its own products and replacement of finishing materials, as well as for labor for the replacement installation, but LATICRETE will not pay more, calculated on a square-foot (square-meter) basis, for the replacement than the original purchase price of the portion being replaced. LATICRETE will not pay for replacement of any portion of the installation that is not proven to be defective.

In the event that the sole and exclusive remedy described above fails of its essential purpose, the liability of LATICRETE is limited to the monetary value, on a square-foot (square-meter) basis, of the original purchase price of the portion being replaced.

**NOTE: Efflorescence is a normal condition of portland cement mortars and is not a defective condition.

EXCLUSIONS

LATICRETE is not responsible for workmanship not in accordance with the instructions of LATICRETE and industry standard guidelines. Cracking due to structural movement, excessive deflection or other failure in the substrate is also not covered.

LATICRETE IS NOT LIABLE FOR ANY INCIDENTAL DAMAGES OR CONSEQUENTIAL DAMAGES, INCLUDING LOSSES DUE TO DELAYS, INCURRED BY THE PURCHASER OR ANY OTHER PARTY.

NO ASSIGNMENT

This limited warranty is not transferable or assignable.

HOW TO MAKE A CLAIM

To make a claim under this limited warranty, you must notify LATICRETE in writing within thirty (30) days of the discovery of the alleged manufacturing defect. At the option of LATICRETE, you may be required, as a condition of this limited warranty, to provide proof of product purchase and use.

Address your claim to:

LATICRETE International, Inc.
1 LATICRETE Park North
Bethany, CT 06524-3423 USA
Attn: Technical Services Department

TECHNICAL INFORMATION

Technical assistance and information is available by calling the LATICRETE Technical Services

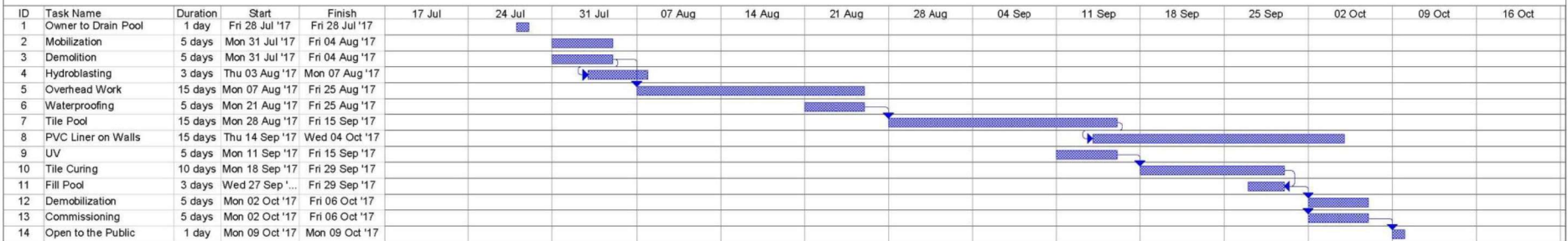
Line:

Toll Free: 1.800.243.4798, ext. 225
Telephone: +1.203.393.0010, ext. 225
Fax: +1.203.393.1949



Project: North Huron Recreation Centre
Location: Wingham, ON

**"THE ACAPULCO ACTION PROGRAM"™
DURATION SCHEDULE**



Project: North Huron Recreation Centre
Date: Fri 03 Feb '17

Task

Split

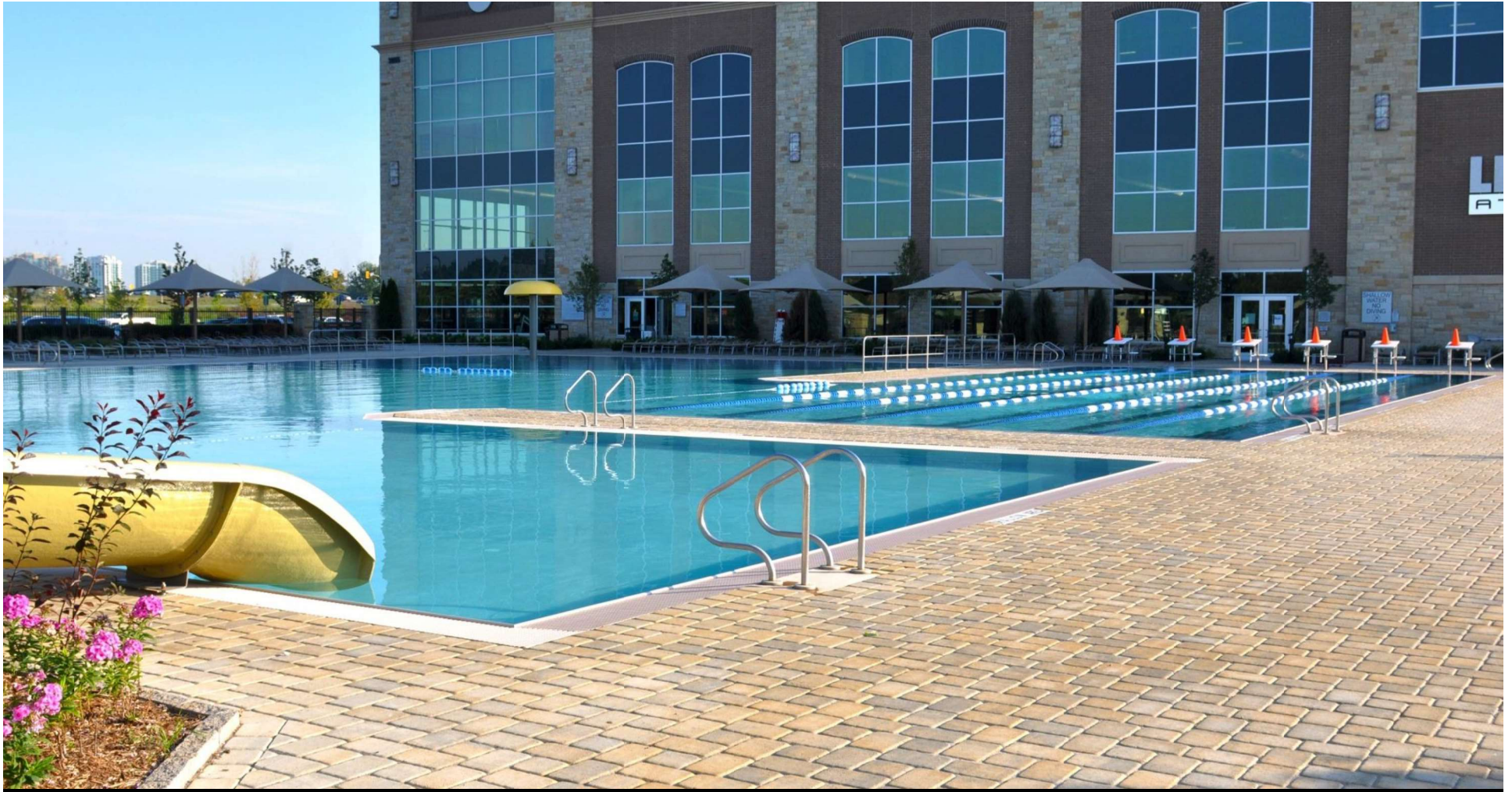
Milestone

Summary

North Huron Recreation Centre Duration 020217-1

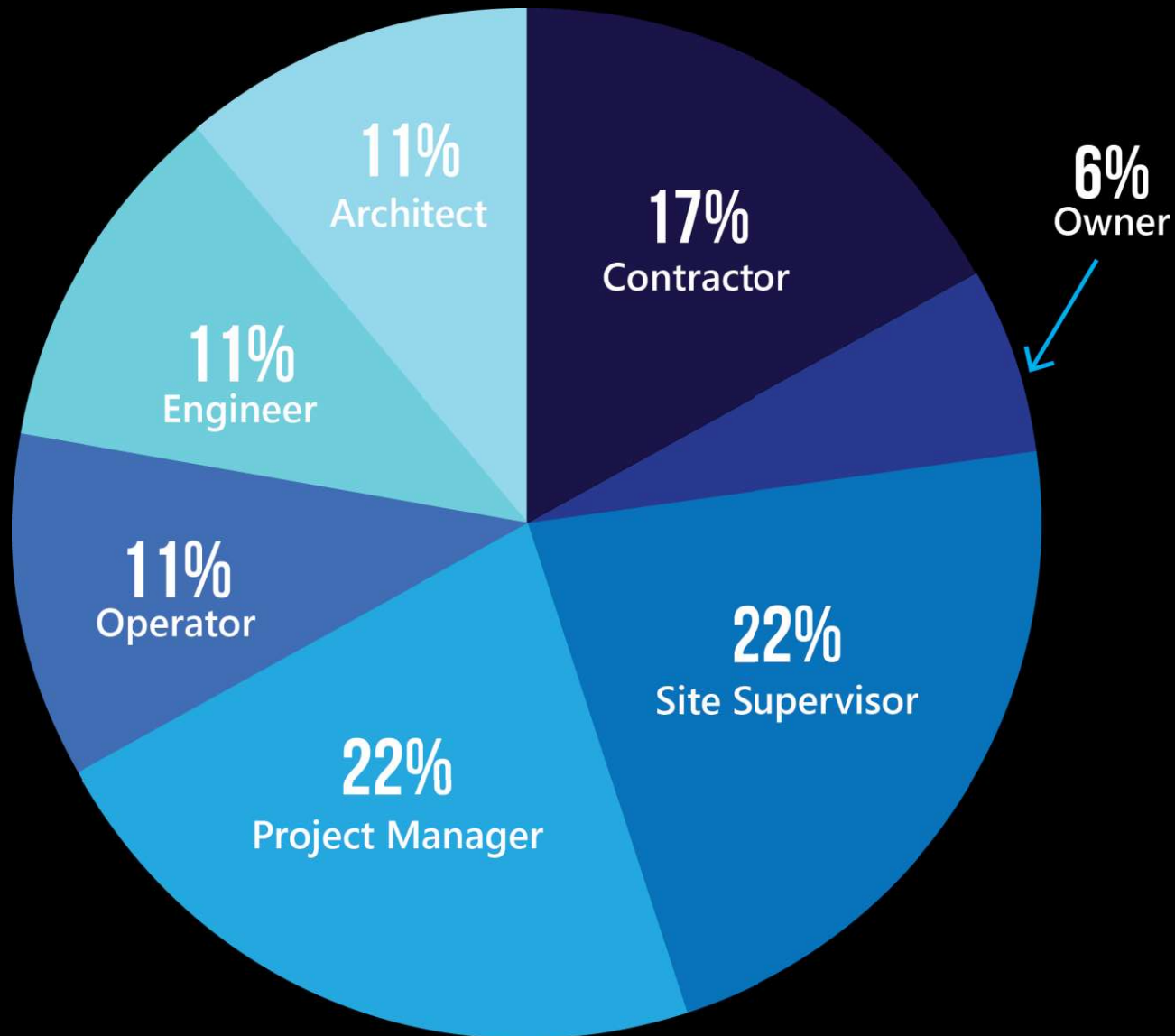
Page 1

TESTIMONIALS/VIDEOS

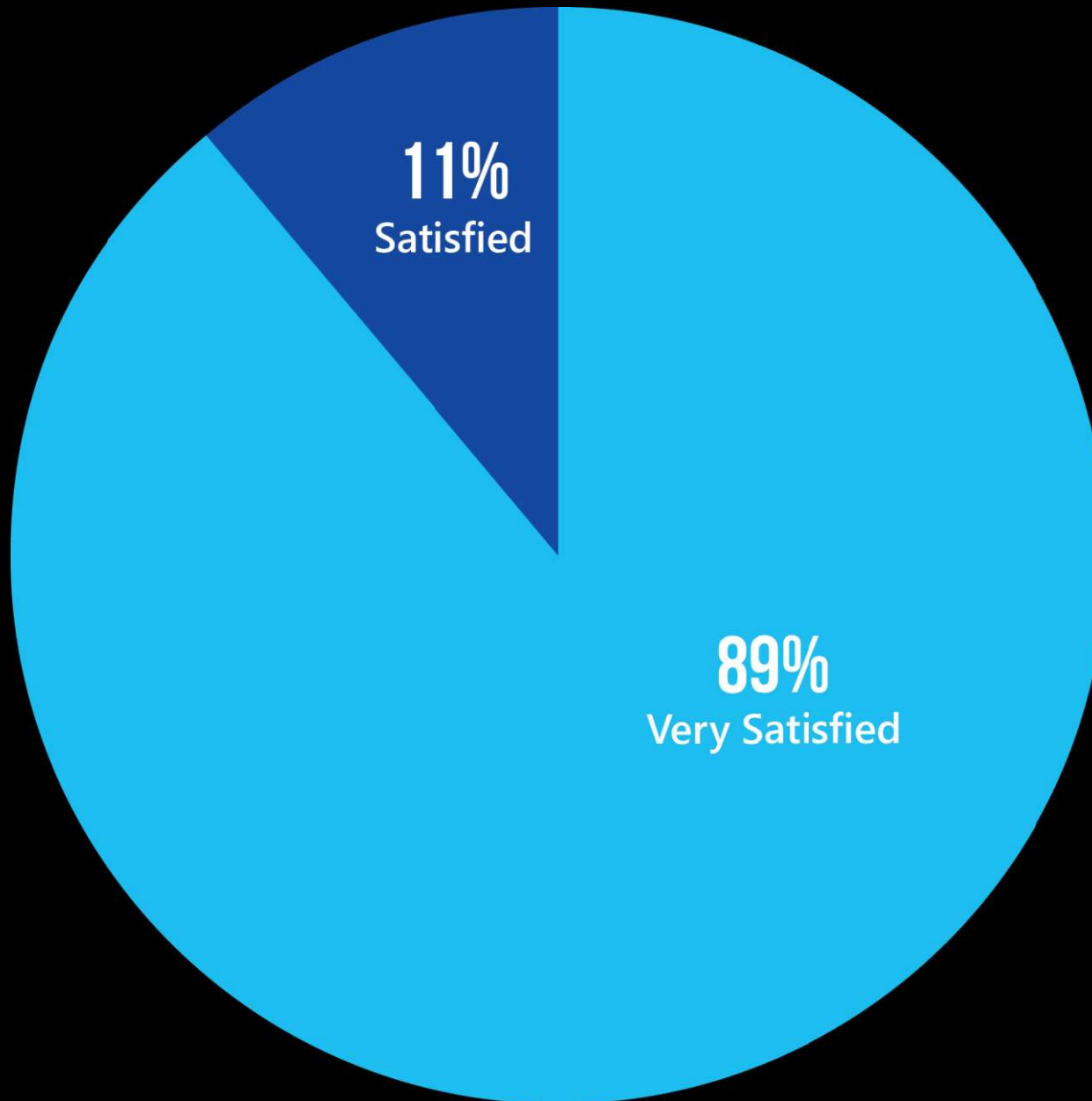


ACAPULCO CLIENT SURVEY





Who we surveyed



How satisfied are you with the decision by your firm on the hiring of Acapulco for this project ?

OTHER RESPONSES:

- 0% Dissatisfied
- 0% Very Dissatisfied
- 0% No Opinion

How strongly do you agree or disagree with the following statement?

"If I had to do the project over again I would want Acapulco to construct the aquatic portion of this swimming pool"

100%
Strongly Agree

How would you rate the quality of the construction that Acapulco provided ?

100%
Excellent

Were changes during construction processed/handled effectively ?

100%
Very Effective

In your opinion what level of value did Acapulco provide to you on this project ?

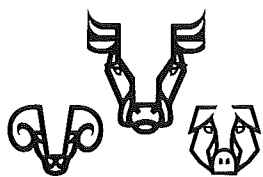
100%
Extremely Valuable

THANK YOU!



Veranda is 6ft 3 in wide
Posts upright to hold roof is 9 inches center
Log cabin 34 ft x 22 ft.
Our purpose is to build a veranda around
the log cabin. On one side is an existing veranda
our wish is to build a veranda around the
remaining three sides of the log cabin.

Yours truly
Doug McCann
Jan 31, 2017



Deputation from: Julie Sawchuk, Resident of Blyth, Teacher at FE Madill, Member of Huron County Accessibility Advisory Committee.

Deputation Request: Support for the North Huron StopGap community ramp project (start date March 2017; estimated completion June 2017)

Attachment: Ramp Project Survey Form

I am here to ask for your support for the StopGap Community Ramp Project for the Town of Wingham and the Village of Blyth. StopGap is a not-for-profit organization whose sole objective is to increase accessibility - so everyone can have access to every space.

With the help of volunteers and donated materials, StopGap provides portable ramps to eliminate the barrier that one step provides. Businesses with a single step storefront will be invited to participate and ramps will be constructed by students at FE Madill. Materials will be donated by local businesses or purchased with donated funds. Each ramp cost approximately \$40.

Upon completion, the ramps will be delivered free of charge and businesses will have a brightly coloured, custom and fully portable ramp ready to be used as needed. Store fronts will display signs stating that a ramp is available and a number to call in order to access it. Not only do these ramps make a business more accessible for wheelchair users, parents with strollers and carriers with trolleys, they also make the storefront more appealing and attract curiosity.

There are approximately 25 businesses (Blyth and Wingham combined) that would benefit from having a one-step ramp. Businesses will be surveyed to determine interest and each ramp will be measured and made to order.

Business who participate love having the ramp. Here is a quote from a business owner in Toronto:

"The entrance to my shop has a very high front step. This had proved an impediment to many people since we opened in 2011. So when we got a call out of the blue from someone asking if we wanted a ramp, I jumped at the chance. I had not previously heard of StopGap but once someone from the organization came and took measurements and gave us a choice of colours, I started noticing StopGap ramps all across the city.

When the ramp arrived, it made an immediate difference to my business. Within an hour of its being set in place we were complimented on how helpful it was. All of a sudden the shop became accessible not only to customers using wheelchairs, but also to parents with strollers and anyone for whom the front step had been an insurmountable challenge.

It's also been great for me. Every day I wheel a cart loaded with sale books onto the street. Without the ramp, this extension of my business would not be possible.

We couldn't be happier with our StopGap ramp and we commend the StopGap crew on the great service they provide."Peter Sellers, Sellers & Newel Second-Hand Books, Toronto ON

As a member of the Huron County Accessibility Advisory Committee I will be the liaison between businesses, donors and the builders (Madill's Off-Site construction class). These ramps are not the perfect solution but the project introduces the right to equal access and independence for all. I request that North Huron Council make a motion to endorse the North Huron StopGap project.

If you would like any further information please feel free to contact me directly.

Julie Sawchuk

[REDACTED]

[REDACTED]

[REDACTED]

The Ramp Project – Survey Form

Business Name: _____

Signature: _____

Address: _____

Owner/ Manager Name: _____

E-mail Address: _____

Left Side Step Height: _____in Right Side Step Height: _____in

The Ramp Project Policy:

The Ramp Project provides free deployable entry ramps to businesses with single stepped storefronts that prevent access to many people. The use of the ramp is the sole responsibility of the business owner. The ramp should be deployed only when required. By signing above, the above Business agrees that those involved with the provision of materials and construction of the ramp are not liable for any damages or injuries resulting from the use of the ramp and agrees to indemnify and save harmless any party involved in the provision of materials and construction of the ramps from any and all liability, demands, suits and expenses relating to the use of the ramp by any party or person.

Signature

Date



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kathy Adams, Clerk
DATE: 21/02/2017
SUBJECT: "Welcome to Blyth" Sign Agreement
ATTACHMENTS: Sign Agreement with WVRH Holdings Inc. (Huron Tractor)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby authorizes the Reeve and Clerk to sign a Sign Agreement with WVRH Holdings Inc. o/a Huron Tractor for the "Welcome to Blyth" sign located on Queen Street, Village of Blyth;

AND FURTHER THAT the Clerk be instructed to prepare a by-law to adopt the Sign Agreement by By-law at the March 6, 2017 Council Meeting.

EXECUTIVE SUMMARY

In 1989 the Village of Blyth entered into a Sign Agreement with WVRH Holdings Inc. o/a Huron Tractor to establish a "Welcome to Blyth" sign in the Northwest Corner of Block J, Part Park Lot 8, Plan 171, Queen Street, East Side Village of Blyth on property owned by WVRH Holdings Inc.

DISCUSSION

Since the original sign agreement was entered into in 1989 the Council of the Village of Blyth and subsequently the Council of the Township of North Huron have renewed the Sign Agreement with WVRH Holdings Inc. for five year terms. The current sign agreement expired December 31, 2016 and the Clerk has had discussions with representatives from WVRH Holdings Inc. regarding the renewal of the Sign Agreement for another five-year term. A draft Sign Agreement was forwarded to WVRH Holdings Inc. in September of 2016 and they have recently agreed to renew the Agreement for another five-year term based on an increase of \$25.00 per year which increases the sum payable annually by the Township from \$350.00 to \$375.00.

FINANCIAL IMPACT

Entering into the Sign Agreement will result in an expense to the Township of \$375.00 per year for each year of the five-year Agreement.

FUTURE CONSIDERATIONS

The CAO has requested comment from the Township's solicitor concerning obtaining easements for structures placed on private property versus short term agreements. The response will be provided prior to the adoption of the agreement on March 6th. The North Blyth sign is also on private property under a verbal agreement, and the arrangement should be formalized.

RELATIONSHIP TO STRATEGIC PLAN

Our community is attractive and welcoming to new businesses and residents.
Our administration is fiscally responsible and strives for operational excellence.

A handwritten signature in black ink, appearing to read "Kathy Adams".

Kathy Adams, Director of Corporate Services/Clerk

A handwritten signature in black ink, appearing to read "Sharon Chambers".

Sharon Chambers, CAO

AGREEMENT

THIS AGREEMENT made in duplicate this ____ day of _____, 2016.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF NORTH HURON
(hereinafter called the Township)

-and-

WVRH HOLDINGS INC.
o/a Huron Tractor
(hereinafter called WVRH Holdings Inc.)

WHEREAS the Township has established a "Welcome to Blyth" sign in the Northwest Corner of Block J, Part Park Lot 9, Plan 171, Queen Street, east side, Village of Blyth on the property owned by WVRH Holdings Inc.;

AND WHEREAS the Township and WVRH Holdings Inc. have had similar arrangements since 1989;

NOW THEREFORE parties to this Agreement agree to the following terms and conditions:

THAT:

1. WVRH Holdings Inc. grants permission to the Township, its successors and assigns, the right, at any time, to enter unto the lands described in this Agreement, for the purpose of installing, constructing, repairing and maintaining the said structure.
2. The Township agrees to keep the said structure in good repair at all times.
3. This Agreement to be in force for a term of five (5) years and to be computed from the first day of January, 2017.
4. The Township and WVRH Holdings Inc. agree that this Agreement shall continue and remain in effect for a term of five (5) years from its effective date as set out above, and may be renewed thereafter upon mutual agreement of the Parties.
5. The Township agrees to pay rent annually and for every year after, during the said term of this Agreement to WVRH Holdings Inc. and their assigns, the sum as outlined in Schedule 'A' to this Agreement and payable on the first day of January of each of the five (5) years of this Agreement.
6. The Township and WVRH Holdings Inc. agree that at the termination of this lease, the Township will remove all structures on the leased lands and return the lands as closely as practically possible to their original condition.
7. The Township agrees to include the sign for liability coverage under its municipal insurance policy.

8. In the event of the sale of the lands owned by WVRH Holding Inc., this Agreement shall become null and void and a new Agreement would be required with any new owner.
9. This Agreement may be terminated by either party by giving sixty (60) days written notice to the other party. The form of said notice shall be by personal delivery or by registered mail.

IN WITNESS WHEREOF of the parties hereunto set their hand and seals.

SIGNED, SEALED & DELIVERED IN THE PRESENCE OF:

Township of North Huron

Reeve Neil G. Vincent

Date

Clerk Kathy Adams

Date

WVRH Holdings Inc.

Representative

Date

Representative

Date

SCHEDULE 'A'

TO

AGREEMENT

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF NORTH HURON
(hereinafter called the Township)

-and-

WVRH HOLDINGS INC.
(hereinafter called WVRH Holdings Inc.)

The Township agrees to pay rent annually and for every year during the said term of this Agreement to WVRH Holdings Inc. and their assigns, the sum as outlined below and payable on the first day of January of each of the five (5) years of this Agreement.

January 1, 2017	\$375.00
January 1, 2018	\$375.00
January 1, 2019	\$375.00
January 1, 2020	\$375.00
January 1, 2021	\$375.00



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Donna White
DATE: 21/02/2017
SUBJECT: 2016 Transfers To Reserves
ATTACHMENTS: 2016 Transfers To Reserves

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby adopts the 2016 Transfers to Reserves Listing as presented by the Director of Finance.

EXECUTIVE SUMMARY

As part of the year-end process, transfers to and from reserves included in the annual budget, are reviewed by each Department Head. In addition, projects that were to be funded from reserves are also reviewed. At year-end, the Director of Finance prepares a list of transfers to reserves for council approval.

DISCUSSION

It is necessary to transfer funds to reserves for projects that have not been completed and will be included in the 2017 Budget. In addition, there are some opportunities to transfer unspent funds to reserves for future use for departments that ended up with a surplus in 2016. There are also instances where additional revenue was received.

FINANCIAL IMPACT

The transfers to reserves listing will be processed as part of the 2016 year-end. Any reserves that are funding 2017 projects will be included in the 2017 Draft Budget.

FUTURE CONSIDERATIONS

Transfers to and from reserves are monitored throughout the year.

RELATIONSHIP TO STRATEGIC PLAN

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

Donna White, Director of Finance

Sharon Chambers, CAO

Township of North Huron					
2016 Transfer To Reserves					
Original				Reserve	Expense
Account	Description	Reason for Transfer	Amount	Account	Account
01-1000-5950	Sale of Property	Property sale (Josephine St) - additional revenue	14,000.00	01-1000-3120	01-1000-6295
01-1220-6300	Former E/W Office	Project completed less than budget	10,775.00	01-1000-3110	01-1220-6295
01-2200-6280	Police Dept	Legal & Accounting - amount not used in 2016	5,000.00	01-1000-3201	01-2200-6295
01-2200-5120	Police Dept	OPTIC Funds	8,000.00	01-1000-3200	01-2200-6295
01-2600-XXXX	Emergency Planning	Funds not used in 2016	3,900.00	01-1000-3110	01-2600-6295
01-1210-5110	Theatre Project	Donations - Project not completed in 2016	42,665.95	01-1000-3407	01-1210-6295
01-1200-5280	Theatre Project	Trillium Grant - Project not completed in 2016	27,000.00	01-1000-3407	01-1210-6295
02-1210-0300	Townhall HVAC	Project not completed - included in 2017 Budget	24,112.77	01-1000-3110	01-1210-6295
02-5500-0200	Cemetery Niche Wall - Wingham/Blyth	Wingham Niche Wall not completed/Balance Blyth	23,000.00	01-1000-3424	01-5500-6295
02-7100-0200	WayFinding Signs	Project not completed - included in 2017 Budget	10,000.00	01-1000-3110	01-7100-6295
02-3100-0794	Arthur Street - Land Strategy	Project not completed in 2016 - Included in 2017 Budget	95,000.00	01-1000-3110	01-3100-6295
02-7301-0600	Rec Admin	Software Project not completed - Included in 2017 Budget	45,000.00	01-1000-3110	01-7301-6295
02-7310-0300	Complex	Roof repairs - Project not completed in 2016 - included in 2017	54,303.08	01-1000-3110	01-7310-6295
02-7710-0300	Library Wingham	Project completed less than budget	8,903.63	01-1000-3110	01-7710-6295
02-3100-1200	Howson Dam	Projected not completed - Included in 2017	42,900.60	01-1000-3310	01-3100-6295
01-3100-5480	Ont Aggregate Resources	2016 Licence Fee Disbursement - additional revenue	6,410.48	01-1000-3300	01-3100-6295
01-7110-6405	Public Works Income	Capital portion of Fleet Expense	3,091.00	01-1000-3110	01-3100-6295
01-7301-6400	Rec Admin	Capital portion of Fleet Expense	12,366.00	01-1000-3110	01-3100-6295
01-7850-5125	Memorial Hall	Township Portion not required until 2017	235,000.00	01-1000-3110	01-7850-6295
01-4525-6491	Blyth/Hullett Landfill Site	Invoices Paid to C/H - Total less than Budget	24,210.63	01-1000-3305	01-4525-6295
01-6400-5125	DayCare Balance	Transfer from Reserve - Not required in 2016	22,846.00	01-1000-3450	01-6400-6295
01-6800-XXXX	Early Years	Operations Underspent - Reconcile to the County	205.55	01-1000-3450	01-6800-6295
01-6400-XXXX	DayCare	County Funding - Wage Enhancement - to DC Roof Reserve	1,000.00	01-1000-3450	01-6400-6295
01-3500-XXXX	Airport	Surplus more than budgeted	13,000.00	01-1000-3110	01-3500-6295
01-2210-6295	Police Station	Expenses less than budgeted (Repair work required in 2017)	5,000.00	01-1000-3110	01-2210-6295
Total Transfers to Reserves			737,690.69		



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: 21/02/2017
SUBJECT: NHWCC Aquatic Centre Renovation
ATTACHMENTS: Acapulco Proposal and Schedule, Allan Avis Architects Proposal

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby authorize staff to use the Purchase by Negotiation method for the Aquatic Centre Renovation as the project meets criteria 5.1 and 5.2 of the North Huron Procurement Policy;

AND FURTHER THAT the vender Acapulco Pools Inc. be selected as the single source vendor to enter into negotiations for the project based on their proposal cost of \$341,725.80, and will perform duties as the General Contractor on the project;

AND FURTHER THAT Council hereby approves using Allan Avis Architects to provide consulting for the proposed fee of \$7,700, to prepare the building specification work for painting, HVAC ring support replacement, and some electrical work required as part of the renovation, to be completed by local sub-trades as part of the Acapulco Pools General Contractor contract.

EXECUTIVE SUMMARY

The North Huron Westcast Community Complex will undergo an Aquatic Centre renovation in 2017 to replace the liner and improve other mechanical and building components of the aquatic centre. This report summarizes staff's recommendation on the best approach to the project, using a single source vendor as the General Contractor. Capital projects over \$25,000 require competitive tendering, however Section 5 of the North Huron Procurement Policy permits Purchase by Negotiation. Staff are requesting Council authorization for this deviation from the normal method of procurement.

DISCUSSION

The North Huron Westcast Community Complex will undergo a renovation project for the Aquatic Centre. North Huron Council, at their meeting on Monday February 6, 2017 approved the project to proceed in 2017, with a total project budget of \$426,697.00 and Council authorized pre-budget approval of \$95,697 for the project. In previous reports and presentations, staff have outlined the ongoing challenges the Aquatic Centre has experienced with the pool liner, the primary component of the project is to replace the liner with a sustainable, proven solution.

The liner of the pool requires replacement and staff have researched options for this replacement project for 2 years. The pool is a Myrtha Pool which means it is uniquely structured with a concrete base and stainless steel sides. The Aquatic Centre has experienced failures with the liner beginning as early as 2001, and are looking for a replacement option that will eliminate future liner issues on the pool floor. The sides of the pool must have a liner, and cannot be tiled, but the base, ramp, bench, concrete steps and inner wall can be tiled. Acapulco Pools has successfully applied this

method at the Toronto French School for their liner replacement project in 2016. The Toronto French School has a similar pool structure to the NHWCC. North Huron staff visited the renovation project at this school twice to see first-hand the tile and liner replacement renovation, and have been in regular contact with the owner of this pool. The Toronto French School was very satisfied with their liner replacement project using this method and with Acapulco Pools Inc. Staff are confident that this fix provides the best solution for the floor of the pool.

The pool infrastructure is already in place, so staff are required to find a replacement/repair solution that works within the constraints of the current pool design. Section 5 of the North Huron Procurement Policy states the following:

5.0 Purchase by Negotiation

All purchasing of goods and services shall be by a competitive method except for the following where the negotiation method would apply:

- 1. When goods or services are available from only one source;*
- 2. When compatibility within an existing product or process is the overriding consideration;*

Negotiated Method 5.1

The option to install a combination tile and liner installation for the North Huron pool was presented by Acapulco Pools and they are the only company in Ontario that have successfully implemented this type of replacement system. The installation of the hybrid tile/liner interface system is unique, and was a success at the Toronto French School. For this reason, staff recommend Acapulco Pools as the only source for this repair method that has a proven track record. This is the solution recommended by staff, and this is the only company that we were able to find that has illustrated past success, and have the know how to draw upon for the work requested.

Negotiated Method 5.2

The NHWCC pool system is unique, and if the pool tank was an all concrete pool, different options would be available to the Township. A complete concrete pool can be completely tiled, or a liner can be inserted, or the concrete can be finished as a painted concrete pool. Traditionally a liner pool such as the NHWCC pool would replace a liner for a liner. However, the NHWCC pool has experienced ongoing liner failures and issues such as the lane lines lifting, wrinkles in the liner, and welding failures. For this reason, staff investigated other options for the liner replacement project. Acapulco Pools presented this hybrid option to staff, and in 2016 have successfully installed a tile base and liner wall system. The advantage of the tile base/bottom is that the tiles have a 25-year life expectancy and warranty. A liner has a life expectancy of 15 years. The tiles will not fade, wrinkle, and the lane lines will not lift off. The liner sides can be installed in combination with the tile bottom successfully and staff are confident this is the best repair for the existing infrastructure of the pool.

Acapulco Pools Inc. is a commercial pool installer with 40 years' experience in the field. They are well known in the industry with an excellent track record. The proposed products for the project come with the following warranties:

Tile and Epoxy Grout

- Laticrete Spectralock PRO epoxy grout 25-year labour and materials
- Dal Tile 5-year tile warranty on materials
- Acapulco Pools 15-year labour and materials on tile work
- Acapulco Pools 5-year labour and materials warranty on PVC membrane walls and wall floor interface

Long Term Cost Analysis

In 15 years from now when the pool liner reaches its life expectancy and needs replaced, the tile floor will have another 10-year warranty and likely 15 years of life expectancy. In 15 years, only the PVC sides of the pool will need replaced, and the tile bottom will not need replaced. It is likely that a pool liner would require two replacements in the time that the tiles would need replaced once. The greater expense is replacing the pool floor with a new liner vs the walls. Wall replacement is \$31,470 in this quote.

For these reasons, the Township is recommending partnering with Acapulco Pools to perform this Aquatic Centre Renovation.

The project also includes hydro blasting the ceiling and ceiling beams, and re-painting areas of corroded surfaces in the Aquatic Centre. The HVAC support rings in the aquatic centre also need replaced. The specifications for the building components of the project will be developed by Allan Avis Architects, who are familiar with the project. Allan Avis Architects have provided experience and leadership through the investigation process of the project. The Township would rely on their expertise to develop the specifications for the other components of the project, and Acapulco Pools would act as the General Contractor on the project. They have agreed to collect competitive quotes from local vendors that can provide the services needed for the painting and HVAC support ring replacement components of the project. The contract with Acapulco pools would specify this condition.

FINANCIAL IMPACT

The project approach involves some consulting work from Allan Avis Architects, and hiring a General Contractor for the project. All sub trades would work under the supervision of the General Contractor. The timing of each renovation component is critical to minimize the pool down time, and ensure the project is completed in a coordinated way. In this case, staff are recommending that Acapulco Pools be hired as the General Contractor to oversee all components of the project.

Allan Avis Architects

\$7,700

Their proposal is attached to this report. The scope of work includes providing specifications for the building improvements as part of the renovation.

Acapulco Pools

Their proposal is attached. Option E of the proposal requires some further discussion between staff and Acapulco Pools as to whether this is going to be the best system for our water. The price provided for this item could be negotiated but would not exceed the price of the proposal.

Base Project	\$180,098.00
Upgrade to Epoxy Grout	\$25,739.00
UV Filtration System	\$31,470.00
PVC Wall installation	\$32,436.00
Mineral Filtration System	\$27,982.80 **
Work by Sub-Trades (paint and HVAC rings)	\$44,000.00 **
Project Total	\$341,725.80

** Prices not firm

Summary of Entire Project

Total Project Price for Acapulco Pool's work	\$341,725.80
HVAC Work – by local contractor	
Replace Boilers/Support Rings	\$35,000.00
Misc Project repairs (deck tiles, cleaning)	\$15,000.00
Project Consulting	\$7,700.00
Project Contingency	\$27,271.20
Total Project	\$426,697.00

Background Information

In order to prepare for this project and for the grant application, staff requested quotations to replace the liner with a new liner and include soft walk.

From Holanda Pools \$275,000-\$295,000

This estimate was to fully remove all the liner from the sides of the pool. Their proposal is for a Myrtha Liner which is the product currently used in the pool. Included installation of soft walk. This solution was to remove tiles at edge of pool deck to re-install the new liner.

From Acapulco Pools \$163,755

This quote was to remove liner from floor, and place new liner on top of old liner on the walls. Included installation of soft walk. This solution was to apply a beauty strip at top of wall.

Comparative price for the tile/liner hybrid \$238,273

FUTURE CONSIDERATIONS

The proposed work schedule and aquatic centre shut down is the following:

- July 29 & 30 – Drain pool by North Huron staff.
- July 31 to October 9 – Aquatic Centre Shutdown for renovation
- October 10 – Aquatic centre re-opens

Acapulco Pools has proposed a complete project schedule to demonstrate the work and timing of each project component. It is attached to this report.

These shutdown dates are proposed because during July and August a number of outdoor pools are available for aquatic participants. There are some aquatic centre members that put their memberships on hold during the summer and September to enjoy their cottages and are not in the area to use the pool. The goal is to have the centre open after the Thanksgiving weekend to offer Fall Swimming lessons and programming. This schedule allows for the centre to hold the spring lessons which is the busiest lesson time, and allows us to re-open in time for the fall swimming lessons. Performing the work in the spring is not recommended due to high water tables during that time, which can interfere with the pool.

RELATIONSHIP TO STRATEGIC PLAN

Our community is healthy and safe.

Our administration is fiscally responsible and strives for operational excellence.



Enter your name, enter your role



Sharon Chambers, CAO



Quote #Q15.2.802#R3
February 8, 2017

Via Email:kscholl@northhuron.ca

Attn: Kim Scholl
Township of North Huron
99 Kerr Drive,
Wingham, ON N0G 2W0

RE: North Huron Recreation Centre – Pool Renovation

POOL RENOVATION PROPOSAL

Includes the Following

- Remove and dispose of existing floor liner, including liner at stairs, benches, ramp and dividing wall.
- Hydroblast all exposed concrete to remove any residual glue or loose concrete.
- Waterproof the floor and all exposed concrete areas before installing tile.
- Install tile on pool floor, stairs, benches, ramp and dividing wall (Dal-Tile group 1 or 2 for field tile, Group 4 for Contrasting tile).
- Use Laticrete 245 Platinum mortar for tile setting.
- Use Laticrete 1500 Series sanded grout.
- Supply and install new 24"x24" frames and grates on all four main drains (VGBA compliant).
- Provide a 5 year tile and liner warranty.
- Start up and commissioning.
- Provide 60 mil PVC membrane to pool floor/wall joints. There will be a PVC termination bar on the pool slab and stainless steel walls
- Final cleaning

ADD: \$180,098.00

Option A

- Use Laticrete Spectralock PRO epoxy grout.
- Includes 25 year warranty from Laticrete for labour and materials
- 5 year tile warranty from Dal Tile
- 15 year labour and materials warranty from Acapulco Pools

ADD: \$25,739.00

Option B

- Supply and install Hanovia PMD200 E1/6AW UV system.
- Includes one day training session.
- Medium pressure UV
- Inline strainer

ADD: \$31,470.00

Option C

- Pool walls are experiencing corrosion and we recommend covering the walls with a PVC membrane
- Membrane to be mechanically fastened on the pool floor and under the tile border

ADD: \$32,436.00**Option D**

- Provide a working surface over the pool tank to allow scissor lifts to operate over the pool
- New SS straps for the HVAC system
- Painting of the HVAC system, beams and piping in the ceiling space
- Removal of working surface over the pool
- Acapulco will bid this work to local contractors
- Painting specification to be prepared by others
- Acapulco will add a 15% markup to the bids for this work. This markup is included in the budget amount

BUDGET: \$40,000 - \$44,000**Option E**

- Provide iron remover for the makeup water systems for the swimming pool. Due to cost considerations we did not include a system large enough to remove iron when filling the pool. It would be more economical to fill the pool slowly or purchase the water and have it shipped by trucks when the entire pool is refilled which does not occur often.
 - 25 gpm flow rate
 - Chlorination tank
 - 2 filter tanks
 - Manual backwash and draining
 - Chemical pump
 - Chemical feeder
 - Labour to install
 - PVC pipe fittings and valves
 - Electrical hookup

ADD: \$27,982.80**Note:** HST is Extra**Assumptions**

Pool work to commence in 2017 and be complete by December 2017

Schedule

Duration of work subject to options accepted 8-10 Weeks

Warranty**Tile with Epoxy Grout**

Laticrete	25 year labour and materials
Acapulco	15 year labour and materials
Dal Tile	5 year materials

PVC Membrane Walls and Wall Floor Interface

Acapulco	5 year labour and materials
----------	-----------------------------

By Others

- There will be no work to the ceiling baffles
- No work to the pool deck
- Any work to the HVAC system

Thank you for the opportunity to provide you with this proposal. Our proposal is valid for sixty (60) days. Please feel free to contact me if you have any questions regarding this proposal.

Sincerely,

ACAPULCO POOLS LIMITED

Bernhard Gall
President

BG/gk

"THE ACAPULCO ACTION PROGRAM"™
DURATION SCHEDULE



ID	Task Name	Duration	Start	Finish	17 Jul	24 Jul	31 Jul	07 Aug	14 Aug	21 Aug	28 Aug	04 Sep	11 Sep	18 Sep	25 Sep	02 Oct	09 Oct	16 Oct	
1	Owner to Drain Pool	1 day	Fri 28 Jul '17	Fri 28 Jul '17															
2	Mobilization	5 days	Mon 31 Jul '17	Fri 04 Aug '17															
3	Demolition	5 days	Mon 31 Jul '17	Fri 04 Aug '17															
4	Hydroblasting	3 days	Thu 03 Aug '17	Mon 07 Aug '17															
5	Overhead Work	15 days	Mon 07 Aug '17	Fri 25 Aug '17															
6	Waterproofing	5 days	Mon 21 Aug '17	Fri 25 Aug '17															
7	Tile Pool	15 days	Mon 28 Aug '17	Fri 15 Sep '17															
8	PVC Liner on Walls	15 days	Thu 14 Sep '17	Wed 04 Oct '17															
9	UV	5 days	Mon 11 Sep '17	Fri 15 Sep '17															
10	Tile Curing	10 days	Mon 18 Sep '17	Fri 29 Sep '17															
11	Fill Pool	3 days	Wed 27 Sep '17	Fri 29 Sep '17															
12	Demobilization	5 days	Mon 02 Oct '17	Fri 06 Oct '17															
13	Commissioning	5 days	Mon 02 Oct '17	Fri 06 Oct '17															
14	Open to the Public	1 day	Mon 09 Oct '17	Mon 09 Oct '17															

Project: North Huron Recreation Centr
Date: Fri 03 Feb '17

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Progress

Deadline

Dear Ms. Newson

Thank you for inviting Allan Avis Architects to submit a fee proposal for design services for the project mentioned below.

A. Proposal Details

Project Name: Renovations at Swimming Pool Room
North Huron Westcast Community Complex, 99 Kerr Drive, Wingham, Ontario N0G 2W0

(Project title or street address of the project)

Our Project Number: 1584.00

(For Architect's internal use)

Revision Number: 01

(Where applicable)

Date Submitted: February 9, 2017

(MM/DD/YYYY)

B. Client Details

Company Name: The Municipality of North Huron, 274 Josephine Street, Wingham, Ontario N0G 2W0

(Where applicable)

Contact Person: Ms. Pat Newson

(Name)

Position/Title: Director of Recreation & Facilities

(Job title/relationship to project)

Contact Number: (519) 357-1208 x 22

(Telephone/Mobile)

C. The Project

*Proposed Scope of the
Project and our
Understanding of the Work*

- The work is limited to the swimming pool room and includes:
 - Painting of precast concrete ceiling, steel beams;
 - Painting of mechanical ducts;
 - Replacement/repairs at electrical devices where corroding;
 - Painting of sprinkler lines;
- Provide technical specifications for the above outlined scope of work for use in Bidding. Provide written description of required electrical device upgrades with written specifications.
- One (1) site visit to confirm the scope of painting and electrical work.
- It is assumed that no drawings are required.
- Respond to questions from invited General Contractor during the Bidding Phase.
- Respond to questions from invited General Contractor during the Construction Phase.

D. Fee

*Proposed Fixed Fee for
Services*

Allan Avis Architects Inc. is offering Services at standard hourly rates.

Architect \$185.00

Senior Technologist \$142.50

Intermediate Tech \$117.50

Support Staff \$ 68.50

Hourly rates for MNE Engineering:

Principal Engineer \$140.00

Senior Engineer \$130.00

Intermediate Engineer \$100.00

Senior Technologist \$ 95.00

Technician \$ 80.00

Clerical \$ 60.00

Hourly rates are subject to adjustment annually on January 1st.

Budgets for fees, provided in table below, are estimates for the potential magnitude of fees for various components of the work. Budget fees are NOT Fixed Fees or Upset Fee costs.

Work Stage	Approximate Budget for Hourly Rate Fees		
	Architect	M&E Engs	Total
Part A			
On-site Investigations	Completed	Completed	
Analysis, Research, Report Writing and Cost Estimating	Completed	Completed	
Subtotal Part A			
Part B			
Site Analysis, Product Research and Misc. Communications	\$2,700.00	\$1,000.00	\$3,700.00
Technical Specifications to Bid-Ready Status	\$1,350.00	\$1,750.00	\$3,100.00
Part C			
Bidding Phase – Responding to Questions	\$300.00	\$150.00	\$450.00
Construction Phase – Responding to Questions	\$300.00	\$150.00	\$450.00
Subtotal Part C			
Totals for Fee Budgets			\$7,700

Reimbursable expenses are extra and are invoiced at cost plus 10% administrative mark-up. HST is extra.

E. Additional Services

Hourly Rate for additional services.

Hourly rates per Section D Fee.

F. Consultants

Consultants included within the proposal(s).

Professional services include:
Architectural by Allan Avis Architects Inc., Goderich as Prime Consultant.
Electrical Engineering by MNE Engineering, Kitchener.

G. Appointment Terms & Conditions

Terms and conditions upon which the proposal is based.

We propose that our services be engaged under the terms and conditions of the previously submitted Standard Short Form of Contract for Architect's Services - Document 800 – 2011 (attached). If you are in agreement with the terms of the contract please sign page 1 and initial pages 2 and 3. Once we have received the signed contract we can commence work on the project.
The terms of this proposal are subject to change if not accepted within 90 days.

Please call me should you require clarification or if you have any questions related to this proposal. I look forward to hearing from you.

Yours truly,



Allan Avis architects inc.
Allan Avis
BAS, M arch, OAA

Attachment: Standard Short Form of Contract for Architect's Services - Document 800 - 2011 (3 pages).

Renovations at Swimming Pool Room
North Huron Westcast Community Complex, Wingham

The Municipality of North Huron



Ontario Association of Architects

Standard Short Form of Contract
for Architect's Services

OAA 800 - 2011

The **Client** and the **Architect** agree to the following terms and conditions made as of: 06-November-2015

Client: (name and address)

Township of North Huron
P.O. Box 90
Wingham, Ontario
N0G 2W0

Architect: (name and address)

Allan Avis Architects Inc.
60 West Street
Goderich, ON N7A 2K3

Client's Project: (title, address/location, brief description, size and budget where applicable, reference attached information if needed.)

AAA Project No. 1584.00
Renovations at Swimming Pool Room
North Huron Westcast Community Complex, Wingham

The **Architect** shall coordinate the services of the following **Consultants:**
engaged and paid by the Architect:

Electrical Engineer
Mechanical Engineer

engaged and paid by the Client:

None anticipated

The **Client** shall pay the Architect's Fees and reimbursable expenses as set out below, plus value added tax (HST).
Invoices submitted are payable within 30 days, or as otherwise agreed. Unpaid invoices shall bear interest per annum, calculated monthly, at prime plus 2% from 30 days to 60 days; prime plus 4% thereafter.

Additional Services approved in writing by the Client shall be invoiced at Standard Hourly Rates or as otherwise agreed.

☐ A Lump Sum Fee of: _____

☒ At Architect's Standard Hourly Rates.

☐ A Percentage-based Fee of: _____ %
of the Construction Cost as defined.

☐ A Deposit of: _____

The deposit is the minimum amount payable under this Agreement, and will be credited against the final invoice.

Reimbursable expenses are charged at cost plus 10 % for administration and include charges for: printing, copying, delivery, communication, travel and if authorized, lodging, special photography or models.

Other Conditions: (reference attached information if needed.)

Refer to AAA proposal letter dated 06- November-2015.

NOTE: This Contract is for Part A (Investigation & Report) Services, only. Subsequent approvals will be required to extend services into Bid Documents, Construction Procurement and Construction Phases.

Additional Services, not included in the proposal, will be billed at our current hourly rates.

Client signature

name

Architect signature

Allan Avis, Architect & President

name



Ontario Association of Architects

Standard Short Form of Contract for Architect's Services

OAA 800 - 2011

The **Architect** shall render the **Services** to the **Client** in accordance with the following **terms** of engagement:

1. **Professional Responsibility:** The Architect shall exercise the standard of care, skill and diligence required by customarily accepted professional practices. All Architects in Ontario carry professional liability insurance to the mandatory level. Evidence of insurance is available upon request.
2. **Clients Responsibilities:** The Client shall be responsible for:
 - (1) providing information regarding the existing conditions of the Client's lands and premises, including soils and sub-surface conditions, existing structures, surveys, etc., as required;
 - (2) timely communication of Client's decisions or responses during the Project;
 - (3) any costs related to Client-initiated design changes made after Client's previous approval;
 - (4) arranging bonding and/or insurance coverage for any contractors or consultants retained by the Client.
3. **Copyright:** Plans, sketches, drawings, graphic representations, reports and specifications prepared by or on behalf of the architect are Instruments of Service. The Architect retains the property, copyright and moral rights for the Instruments of Service whether the Project for which they were made is executed or not. Their alteration by the Client or any other person is prohibited.

The Client may retain copies including electronic, digital or other reproducible copies, of the Instruments of Service for information and reference in connection with the Client's use and occupancy of the Project. Copies may only be used for the purpose intended and for a one time use, on the same site, and for the same Project, by this Client only and may not be offered for sale or transfer without express written consent of the Architect. The Client's use of Instruments of Service is contingent upon full payment to the Architect for services rendered.
4. **Construction Phase – General review** means reviews during visits to the place of work at intervals appropriate to the stage of construction, to observe the progress of the work and that the work is being carried out in general conformity with the contract documents, and to report, in writing, to the client and contractor and chief building official. The Architect will perform site visits as agreed in the attached Schedule.
5. **Construction Cost:** means the contract price(s) of all project elements designed or specified by, or on behalf of, or as a result of, the coordination by the Architect, including permit fees, contingency amounts, changes, contractor or construction management fees and all applicable taxes including HST, whether recoverable or not. Where there is no contract price for all or part of the project, the Construction Cost shall be the estimated value as determined by Architect, at market rates at the anticipated time of construction. Construction Cost does not include the compensation of the Architect, the Architect's consultants, the land cost, or other costs, which are the responsibility of the Client.
6. **Suspension:** Unless indicated otherwise in this agreement, the Architect reserves the right to suspend service on this project if invoices are not paid within 45 days, from the date of issue and the Architect will not be liable for any costs or delays caused by the suspension of services.
7. **Termination:** If either party fails substantially to perform in accordance with its terms the non-defaulting party may terminate this engagement after giving seven (7) days' written notice to remedy the breach. The Client may terminate this agreement without cause upon thirty (30) days' written notice. On termination the Client shall forthwith pay to the Architect its charges for the Services performed to the date of termination, including all fees and charges for this Project.
8. **Limitation of Liability:** The total amount of all claims, in contract or tort, which the Client may have against the Architect related to this contract is limited to the amount of professional liability insurance carried and available. The Architect shall not be responsible for:
 - (1) acts or omissions of contractors, suppliers or any other persons performing any work, or for failure of any of them to carry out the work in accordance with the construction documents;
 - (2) control, or supervision, or responsibility for construction means, methods, techniques, schedules, sequences or procedures, or, for safety precautions and programs required in connection with the work;
 - (3) any changes made to the architect's design, drawings or documents without the architect's knowledge and approval;
 - (4) decisions made by the Client without the advice of the Architect or contrary to, or inconsistent with, the Architect's advice;
 - (5) interpretations by an authority having jurisdiction which differs from that of the architect regarding statutes, regulations, laws and by-laws;
 - (6) any consequential loss, injury, or damages suffered by the Client, including loss of use or earnings, and interruption of business;
 - (7) any and all matters arising from or related to toxic or hazardous substances or materials.
9. **Dispute Resolution:** The parties shall make all reasonable efforts to resolve a dispute by amicable negotiations and agree to provide, on a without prejudice basis, full and timely disclosure of relevant facts, information and documents to facilitate these negotiations. Disputes shall be resolved according to provisions of the applicable provincial legislation.

Initialed by:

Client

Architect



OAA 800 - 2011

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Page 2



Ontario Association of Architects

Standard Short Form of Contract for Architect's Services

OAA 800 - 2011

Project/Client/Architect Ref:

AAA Project No. 1584.00

Schedule of Architect's Scope of Services:

Pre-Design			
Client's Program and Budget:	Develop	<input type="checkbox"/>	Review
		<input type="checkbox"/>	
Assist Client in obtaining property survey, geotechnical report, etc.			<input type="checkbox"/>
Prepare schedule for Architect's services and projected project schedule.			<input type="checkbox"/>
Prepare measured drawings of visible conditions.			<input type="checkbox"/>
Design Phases (Client's review and approval to be obtained before proceeding to next phases)			
Schematic Design Documents Phase			<input type="checkbox"/>
Design Development Documents Phase			<input type="checkbox"/>
Estimates of Construction Cost at each phase			<input type="checkbox"/>
Construction Documents Phase – Drawings / Specifications			
Prepare drawings / specifications for:			
Building Permit	<input type="checkbox"/>	Bidding/Negotiation with contractor(s)	<input type="checkbox"/>
		Construction	<input type="checkbox"/>
Estimates of Construction Cost at appropriate intervals.			<input type="checkbox"/>
Permits and Approvals			
Review applicable statutes, regulations, codes and by-laws as the design of the project is developed.			<input type="checkbox"/>
Prepare and submit client signed application for building permit.			<input type="checkbox"/>
Prepare and assist Client to obtain:			
Site Plan Approval	<input type="checkbox"/>	Committee of Adjustment	<input type="checkbox"/>
		Re-zoning Application	<input type="checkbox"/>
Negotiating / Bidding Phase			
Assist client to:			
obtain bids	<input type="checkbox"/>	prepare construction contract	<input type="checkbox"/>
Construction Phase: General Review – Construction Contract Administration			
General Review at site, and reports:		for Building Code only:	<input type="checkbox"/>
		for Building Code and all Construction Documents:	<input type="checkbox"/>
Including <input type="text"/> visits to the site over the anticipated construction duration of <input type="text"/> months.			
Services exceeding the limits included above shall be provided as Additional Services.			
Certify Contractor applications for payment and Substantial Performance.			<input type="checkbox"/>
Construction Contract Administration field and office functions			<input type="checkbox"/>
Follow up during one year warranty period.			<input type="checkbox"/>
Other Scope of Services: (include Additional Services, special phasing or scope; reference attached information if needed.)			
Investigation & Report Services per AAA proposal letter dated 06- Nov-2015.			

Initialed by:

Client

Architect



OAA 800 - 2011

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Schedule



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Jeff Molenhuis, Director of Public Works
DATE: 21/02/2017
SUBJECT: NH 17-02-21 Maintenance Gravel Tender
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby grants pre-budget approval to tender for Crushing, Loading, Hauling, and Spreading of Maintenance Gravel in North Huron;

AND FURTHER THAT the Director of Public Works is authorized to proceed with the necessary documentation.

EXECUTIVE SUMMARY

For a number of years North Huron has requested bids from local contractors for the loading, hauling and application of maintenance gravel throughout the East Wawanosh Ward.

DISCUSSION

This year's tender would be to crush, load, haul, and spread approximately 18,200 tonnes of Type "A" Maintenance Gravel on the Township of North Huron roads. In addition, the successful bidder would be asked to crush and stockpile approximately 800 tonnes at the East Wawanosh Shop. The gravel required for this tender shall be supplied by the Township of North Huron and crushed, loaded, hauled, and spread by the Contractor, and the gravel for this Tender shall be taken from the North Huron Gravel Pit which is located at 83851 Marnoch Line in Blyth.

The reason we are requesting pre-budget approval is so that we can tender and award during the second Council meeting in March at the latest, to avoid spring gravel program delay and secure suitable contract rates.

FINANCIAL IMPACT

The financial impact to North Huron is based on actual quantities used in 2017. The total impact for the Township of North Huron is anticipated to be approximately 19,400 tonnes, equating to approximately \$135,800 for materials in 2017. Note this year's budget impact will also include staff time directly within the Maintenance Gravel cost, in addition to the cost for materials noted in this report.

FUTURE CONSIDERATIONS

This figure for material will be included in the 2017 budget line for Maintenance Gravel.


RELATIONSHIP TO STRATEGIC PLAN

Goal #2 the Township's residents are engaged and well informed.

Goal #4 the Township is fiscally responsible.



Jeff Molenhuis, Director of Public Works



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: 21/02/2017
SUBJECT: Pre-budget approval required for FDNH capital items
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby authorizes single source procurement and pre-budget approval for the purchase of fire coats and pants ("bunker suits") at an estimated cost of not more than \$36,900.

EXECUTIVE SUMMARY

Personal protective equipment for firefighters has an approved life of 10 years. FDNH has a significant amount PPE expiring in 2017 that needs replaced prior to budget approval.

DISCUSSION

FDNH has 14 sets of gear to be replaced in 2017 plus 1 set to fit a new firefighter. Delaying purchase of this equipment until budget approval will mean personnel are wearing gear that is past its 10-year life cycle.

All FDNH bunker gear has been purchased from PPE Solutions since 2010. As well as all of the obvious advantages of using the same provider for all of our bunker suits, it also means that when we have two pairs of pants (or coats) the same size, they really are the same size; when we are measuring personnel for equipment fit this makes it easier for us to search existing inventory for proper fitting gear. Additionally, our sales representative lives in Teeswater, which saves us shipping costs on small purchases (he delivers it to us).

With approximately 45 personnel and a 10-year lifespan it is reasonable to assume 4-5 sets of gear need replacement annually, however, in 2007 Blyth & Wingham purchased a combined 14 sets, plus we require 1 for a new firefighter.

FINANCIAL IMPACT

FDNH did not have a PPE inventory management system in place until late 2013. As a result, the long-range budget assumes a replacement rate of 4-5 sets of PPE per year. In order to purchase this gear, a transfer of not more than \$36,900 from capital reserves is required, as the operating budget struck 3 years ago was not made with this purchase in mind.

FUTURE CONSIDERATIONS

2018 and 2019 PPE purchases will be considerably smaller. This transfer from capital reserves is not part of the current long-term budget with our contract partners, and these funds will have to be replaced in the 2019 onwards agreement.

RELATIONSHIP TO STRATEGIC PLAN

Goal 3. Our community is healthy and safe.

A handwritten signature in black ink, consisting of a series of vertical strokes followed by a horizontal line.

David Sparling
Director of Fire & Emergency Services

A handwritten signature in black ink, featuring a large, stylized 'S' and 'C'.

Sharon Chambers, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers, CAO
DATE: 16/02/2017
SUBJECT: Director of Fire and Emergency Services Hiring Process
ATTACHMENTS: Hiring Timeline

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the report of the CAO regarding a hiring process for the Director of Fire and Emergency Services;

AND FURTHER THAT Council appoints the CAO, Reeve Vincent, _____, Phil Eagleson and one other Fire Chief to be determined by Phil Eagleson to the Director of Fire and Emergency Services hiring committee.

EXECUTIVE SUMMARY

At the February 6th regular meeting, Council passed a motion to authorize hiring Phil Eagleson, Saugeen Shores Fire Chief, to assist with the FDNH Director of Fire and Emergency Services hiring process.

The scope of work includes preparation of job ads, targeted recruitment, sitting on the hiring committee, review of job description and salary and making a recommendation on the preferred candidate.

Attached, is the proposed timeline for the hiring process, which aims to have the new Chief in place by April 3rd, 2017.

DISCUSSION

The CAO and Chief Eagleson met on February 9th to finalize the hiring process and timeline.

The job postings were reviewed and have been posted via Municipal World, the Ontario Association of Fire Chiefs and local newspapers. The closing date for the posting is February 27th, at 4:00 p.m. Chief Eagleson is collecting the resumes directly so that he can monitor the candidate pool and ramp up targeted recruitment efforts, if needed.

Following the closing of the job posting, Chief Eagleson will review the submissions and provide a recommendation to the hiring committee regarding candidates to select for an interview.

The position description was reviewed and the areas of concern relating to potential changes to the operating model for the ESTC was discussed. The current job description includes oversight of the ESTC, and while it has been expressed that the current situation is not sustainable, an alternative solution has not yet been determined. Chief Eagleson advised that the ESTC responsibilities may be

desirable to potential candidates for the position who have a strong training background. After some discussion, it was decided to leave oversight of the ESTC in the position, but stating that this is under review, as well as the salary.

Due to the resignation of the FPO from Morris Turnberry, it was also decided to state in the job ad that certification as a Fire Prevention Officer would be an asset. The Fire Prevention Agreement with Morris Turnberry states that, "in the event of the Fire Prevention Officer being removed from his/her employment, it is the intention of Morris Turnberry to locate a qualified replacement, who is a certified Fire Prevention Officer, as quickly as possible. Morris Turnberry has indicated that they are taking this matter under consideration and will advise North Huron as to their next steps forward in the near future. In the meantime, they have transferred responsibility for property standards enforcement to the Shared Building and By-law Enforcement Department. The level of service for Fire Prevention Services should be reviewed in conjunction with the updated Hazard Identification Risk Assessment completed by Chief Sparling in 2016, and also the requirements under the *Fire Protection and Prevention Act, 1997*.

Chief Eagleson met with all of the FDNH Officers for a discussion on Wednesday, February 15th, at the Wingham Fire Station. He described the recruitment process and asked for their thoughts on what qualities the new Fire Chief should have. He also provided his email and cell phone number to the firefighters so that they feel they are part of the process, which maximize the chances of success for the incoming Fire Chief. This is the last item marked completed on the Hiring Timeline.

The next step, is for Council to approve a hiring committee. Chief Eagleson prefers a small group of 3 to five individuals. CAO is requesting that Reeve Vincent and one other member of Council be appointed, as well as the CAO, Phil Eagleson and one other Fire Chief to be determined by Chief Eagleson. A sample motion is included in the recommendation section of this report, with the name of the council appointee to be determined by Council on February 21st.

FINANCIAL IMPACT

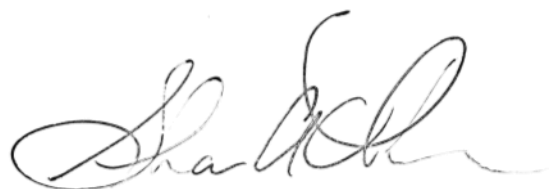
n/a

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



FIRE CHIEF RECRUITMENT 2017

DATE:	TASK:	CHAMPION(s)	Date Completed:
PROMOTE			
February 9 th 2017	Finalize Job AD & JOB POSTING	Phil and Sharon	February 10 th
February 10 th 2017	Post Job AD - OAFC, Municipal World.	Phil	February 10 th
February 10 th 2017	Post Job AD - Local Media and Municipal website	Kathy Adams	February 15 th
February 15 th 2017	Meet with FDNH Fire Officers - Wingham Fire Station 7pm.	Phil	February 15 th
February 21 st 2017	Establish Hiring Committee with Reeve & Council	Sharon & Council	
February 27 th 2017	JOB POSTING Closes 4pm	-	
REVIEW & SHORTLIST			
March 2 nd 2017	Review Applications and Short List	Hiring Committee	
March 3 rd 2017	Review and Update Fire Chief Interview Questions	Phil	
March 3 rd 2017	Brief Information Report to North Huron Council - Summary of Applications	Phil	
INTERVIEW & EVALUATE			
March 3 rd 2017	Contact "1 st Round" Applicants and Schedule Interviews	Phil	
March 6 th – 10 th	1 st Round interviews	Hiring Committee	
March 10 th 2017	Contact "2 nd Round" Applicants and Schedule Interviews (If required)	Phil	
March 13 th – 17 th	2 nd Round interviews (If required)	Hiring Committee	
March 18 th 2017	Informal Investigation and Reference Checks of "Candidate A"	Phil	
RECOMMENDATION & NEGOTIATION			
March 20 th 2017	Recommendation to Council – In camera (Next available Council meeting April 3 rd)	Phil & Sharon	
March 21 st 2017	Initial offer of Employment to Candidate A	Sharon	
March 24 th 2017	Negotiate with Candidate A	Sharon	
March 27 th 2017	Offer Accepted	Candidate A	
April 3 rd 2017	FIRE CHIEF – START DATE	Candidate A	



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers, CAO
Donna White, Director of Finance
David Sparling, Director of Fire and Emergency Services
DATE: 15/02/2017
SUBJECT: Emergency Services Training Centre – Operational Review
ATTACHMENTS: KPMG - Operational and Financial Review

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the staff report concerning the KPMG Operational and Financial Review for the Emergency Services Training Centre for information purposes.

EXECUTIVE SUMMARY

In 2015, the Township of North Huron submitted a funding proposal to the Huron County Economic Development Board to obtain funding toward various initiatives at the Emergency Services Training Centre. After a review of the proposal, the Board responded that they were unable to support the funding request, due to the lack of adequate business planning for the facility. The Board recommended that the Township prepare a business plan before resubmitting the funding application. Chief Sparling presented a report to Council on March 9th, 2016 recommending that KPMG be contracted to provide business planning services for the ESTC.

As outlined in the KPMG report, the specific objectives included:

- Understanding the current operations of the ESTC to determine whether the ESTC is providing the desired level of service as efficiently and effectively as possible and to identify ways to enhance the efficiency and effectiveness of the ESTC's future operations
- Review the ESTC's budgets, historical business plan and financial performance, in order to comment on possible operational models for future performance
- Determine whether there are any programs or services the ESTC should no longer provide
- Pull together all of the work completed and develop a final report with comments for the future operation of the ESTC.

The report outlines an overall strategy which is composed of two major considerations:

- Determining the future of the ESTC as a training service provider with the following scenarios:
 - Focus on Existing and Maintainable Clients
 - Continue to Operate the ESTC on a Status Quo Basis
 - Hiring a General Manager to Pursue New Clients
- Determining a use for the building's excess space

In addition, the report recommends the establishment of an independent governance model in the form of a Board with various stakeholders as members.

DISCUSSION

Comments of the Director Finance:

The report provides Council and Staff with a summary of the operating and financial activities since the opening of the facility. This report will be used as a resource document to determine the future of Centre. I would recommend that a sub-committee be established to evaluate the options and key challenges outlined in the report once the Fire Chief position has been filled.

As outlined in the report, the Centre opened in 2011 and has operated at a deficit since that time and has incurred a cumulative operating deficit of \$301,400. The building was built on the basis that it would not be an added cost to the taxpayers and therefore, in allowing the Centre the opportunity to get established, the budget was compiled reflecting a “break-even” position with the exception of 2015 where the budget reflected a more realistic operating deficit of approximately \$98,000 which was raised through the tax levy. The actual deficit in 2015 was \$75,600 and therefore the cumulative deficit was reduced to \$214,793.00.

The bulk of the operating deficit is comprised of the building operating costs and the annual debt payments. The Township and the taxpayers remain responsible for these costs regardless of how the costs are distributed throughout the budget.

The building was built as an Emergency Training Centre and constructed to accommodate the potential future use of the Blyth Fire Station. The Fire Chief (J. Black) at that time established an operating allocation of building and debt expenses at a 55/45 split based on projected usage of the building with ESTC Centre responsible for 55% and the Fire Department responsible for 45% through the tax levy. The partners involved through agreements receiving fire services from North Huron do not pay towards the debt charges, but do pay towards the annual building operating costs (heat/hydro etc).

It was necessary to borrow \$1.2 million dollars to finance the project construction for a 20 year term at 3.71% which matures on April 16, 2032. The annual payment principle and interest payment is \$85,518.14 (ESTC @ 55% - \$47,034.98 and Fire Dept @ 45% - \$38,483.16)

One of the issues related to the operations of the ESTC is that variations in skill sets and pay ranges are required to manage and deliver the services.

Comments of the Director of Fire and Emergency Services:

4 key takeaways from the KPMG report:

- 1) The ESTC cannot afford to pay, nor was there ever a business plan how the ESTC could pay, \$75,000-85,000 per year for the use of the building. The report recommends \$12,000 per year. When the ESTC cost for using the new building is adjusted, the ESTC is actually profitable. The question is, who picks up the difference.
- 2) The Director or Fire & Emergency Services cannot adequately serve as principal of the ESTC and Fire Chief.
- 3) Rather than report directly to council the ESTC should report to a board of directors.
- 4) The new ESTC building is larger than the Fire Department and ESTC require. Alternative uses for the vacant space should be sought.

In light of the selection process being underway for a new Director of Fire and Emergency Services and 2017 budget deliberations about to begin, items 1) and 2) should be addressed by council promptly.

Items 3 & 4 could be reviewed by a sub-committee if council so desires.

Comments of the CAO:

The KPMG Operational and Financial Review has provided a basic analysis of the current state of the ESTC, as well as outlining three proposed options for a future operating model for the ESTC.

Following receipt of the draft report, the CAO, Director of Finance and Director of Fire and Emergency Services met to discuss the recommendations within the report and to determine next steps. It was acknowledged that, although the report does not provide a detailed business plan as requested by the Huron County Economic Development Board, it is not possible to develop a detailed business plan until Council chooses which operating model they wish to pursue. Likewise, it would not be possible for Council to determine which operating model is viable, without additional analysis of each of the proposed options. That being said, this is the first document that Council has received to summarize the challenges that the ESTC faces with respect to long term sustainability, and as such, it is a valuable jumping off point for future discussions around the future operating model for the ESTC. Before presenting the report to Council, it was determined that some additional investigation would be undertaken in the hope that staff could formulate a recommendation which could be presented in conjunction with the KPMG report to assist council in their decision toward a preferred option.

A key point outlined in the report relates to the allocation of 55% of building costs to the ESTC. The ESTC programming accumulated a deficit of approximately \$88,000 from 2012 to 2015, where the building itself has incurred a deficit of approximately \$222,000 over the same period. The report also notes that the ESTC programs do not actually require 55% of the building space in order to operate. In order to determine whether ESTC programming is viable, it is recommended that the 55% allocation be reassessed to “right size” the building costs to only that which is required to run the program. The Township would then be required to find alternate ways to fill the space, preferably with a revenue source that could offset the annual deficit. This scenario exists regardless of the operating model chosen.

Following is a summary of activities undertaken by the CAO since the initial staff review of the document;

- Arranged a meeting with the Huron County Director of Economic Development Ron Gaudet and Huron County Economic Development Officer Andrew Kemp, Director of Finance and Director of Fire and Emergency Services to review the report and discuss County requirements for re-submission to the Economic Development Board. Both encouraged staff to continue to investigate the options within the report, and confirmed that the KPMG report should not be submitted to the Economic Development Board for a funding request until a more detailed business plan is prepared.

- Held discussions with the Director of Recreation and Facilities concerning possible integration of the facility with the new online registration and payment software, and possible support from that department for same.
- Spoke to Office of the Fire Marshall regarding current challenges facing ESTC and to obtain feedback. Concurred with report findings with respect to market saturation for training centres.
- Pursued an opportunity for rental of classroom space, with a potential use of two days per week, with follow up delegated to the Economic Development Officer.
- Met with Public Works Director concerning possible relation of Public Works Operations to the space, allowing for the redevelopment of the properties housing the existing public works facilities and former Fire Hall within Blyth.
- Met with new Acting Director of Economic Development Andrew Kemp regarding former public works/fire hall facilities in Blyth and possibility for obtaining funding as brownfield redevelopment opportunity. Followed up with Planning Department and NH EDO.
- In discussion with another Huron County municipality to partner on a program that has a training component, and may require classroom space.
- Currently considering administration and technical/software support for the facility as part of an administration review, following the abandonment of the administration portion of the shared services project.
- Will pursue potential to host PSHSA training courses for Health and Safety as part of County-wide Health and Safety review, if that project proceeds.

In light of the resignation of the Director of Fire and Emergency Services, it is recommended that a decision on the future operating model for the ESTC be withheld until that position has been filled. In discussion with Phil Eagleson, Saugeen Shores Fire Chief hired to assist with recruitment, the ESTC may be desirable for potential Fire Chief candidates with a strong training background. I concur with the recommendation of the Director of Finance that a committee be struck to investigate the potential opportunities listed in the KPMG report and proposed operating models, with the goal of providing an informed recommendation to Council. The new Director of Fire and Emergency Services will be a key member of this committee.

As Council is aware, the decision pertaining to the future of the ESTC will not be an easy one. Chief Black and Chief Sparling, members of FDNH and the community of Blyth, and Council on behalf of the Township have all invested significant effort toward making the ESTC a success. The ESTC is an asset to the community of Blyth and North Huron, as it does bring many people to Blyth each year. Unfortunately, there is a considerable list of key challenges that must be overcome to achieve financial sustainability. As the KPMG report illustrates, staff has invested countless hours pursuing opportunities that have not come to fruition for reasons that are beyond our control. Council will have to weigh the limited growth and revenue potential associated with the more conservative scenarios (Scenarios 1 & 2) against the potential risk to increase the annual deficit that could result from moving toward a more aggressive growth model. (Scenario 3)

FINANCIAL IMPACT

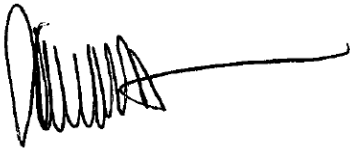
The 2017 Draft budget includes a projected deficit of \$42,296.00 along with the proposed purchase of a generator at \$35,000.00 for a total of \$77,296.00. A Council decision is required to address the accumulated deficit of \$214,793.00 which will increase by the 2016 projected deficit of \$65,000.00.

FUTURE CONSIDERATIONS

It is recommended that a Sub-Committee be formed to evaluate and further investigate the options outlined in the KPMG report once the Fire Chief position has been filled.

RELATIONSHIP TO STRATEGIC PLAN

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



David Sparling, Director of Fire and
Emergency Services



Donna White, Director of Finance



Sharon Chambers, CAO



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers
DATE: 21/02/2017
SUBJECT: Richard Levan Airport – Huron County Airport Feasibility Study
ATTACHMENTS: none

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the report of the CAO concerning the Huron County Airport Feasibility Study for information purposes;

AND FURTHER THAT Council authorizes the Economic Development Officer to submit an application to the Huron County Economic Development Partnership program for North Huron's share of the Huron County Airport Feasibility Study.

EXECUTIVE SUMMARY

The County of Huron conducted a SWOT analysis as part of their Economic Development Strategic Planning process. The County's "Big Five" challenges are described in the Huron County Economic Development Plan, 2016 – 2020. Challenge #4 identified the need to invest in and support strategic infrastructure, such as municipal airports.

Acting Huron County Director of Economic Development, Andrew Kemp has put together a Request for Proposals to hire a consultant to conduct a study which will examine potential economic development opportunities for the Goderich and Wingham airports. This would include the investigation of potential new revenue streams, as well as exploring opportunities for collaboration and sharing of expertise.

The County has included funds in the 2017 budget for the study, however they are requesting that the Town of Goderich and the Township of North Huron both submit funding requests to the Huron County Economic Development Partnership program to offset part of the cost of the study.

The HEDP application is due on March 1st, 2017

DISCUSSION

The Huron County Economic Development Plan states;

"One of the big challenges for smaller jurisdictions such as Huron County can be the quality of its infrastructure – a lack of scale can limit demand and investment for infrastructure that supports economic activity such as ports, airports, highways, industrial parks, broadband, etc. Despite its size, the County needs a plan to support strategic infrastructure assets."

County Airports: Huron County is home to 3 airports: the Wingham Airport, the Goderich Airport, and the Centralia Airport. The Wingham and Goderich airports are municipal airports; both are authorized airports of entry (AOE/15 authorized) capable of providing clearance for all classes of

scheduled and non-scheduled aircraft (passenger and cargo) where the passenger capacity, including crew, does not exceed 15 people. The Centralia Airport (Huron Air Park, formerly CFB Centralia) is the largest private airfield in Southwestern Ontario. It is located 15 minutes west of Exeter. It has two paved and lighted runways; the main asphalt runway is 5012 feet long and the other is 4400 feet long.

Action Item:

Aircraft maintenance, repair and operations (MRO) facilities are becoming more common at secondary airports because of lower costs, less congestion, and other benefits (similar to the services offered by New United Goderich Inc. at the Centralia/James T. Field Memorial Airport). The County will work with the proponents of each of the three airports to assess potential economic development opportunities.”

FINANCIAL IMPACT

The Township will not be able to apply to HEDP in 2017 for other Economic Development Projects. The study may identify new revenue sources for the airport which could reduce or eliminate the annual operating deficit and allow for investment toward long term capital needs.

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



THE CORPORATION OF THE

Municipality of Neebing

Rosalie Evans,
Solicitor-Clerk
Erika Kromm,
Treasurer, Deputy Clerk

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Councillors
Erwin Butikofer
Curtis Coulson
Bill Lankinen
Mike McCooye
Roger Shott
Brian Wright

Mayor Ziggy Polkowski

February 7, 2017

The Honourable Kathleen Wynne,
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

and

The Honourable Charles Sousa,
Minister of Finance
7 Queen's Park Crescent
7th Floor
Toronto, ON M7A 1Y6

Re: Carbon Tax Credits for Municipalities

Dear Honourable Premier and Minister:

Please be advised that, at its meeting held on February 1, 2017, the Neebing Municipal Council passed the following resolution for your consideration:

Res. No. 2017-01-027

Moved by: Councillor Butikofer
Seconded by: Councillor Shott

WHEREAS there are Provincial programs, including the Conservation Land Tax Incentive Program, and Provincial legislation which exempts some privately owned land parcels from all or some of the otherwise applicable municipal property taxes;

AND WHEREAS Ontario's municipalities bear the costs of these programs by having to provide services to these lands without receiving any revenue to defray the costs of those services;

AND WHEREAS Ontario is in the process of implementing a system of carbon taxes and carbon tax credits;

AND WHEREAS certain lands, such as vacant forested or cleared lands, may be eligible for carbon tax credits;

AND WHEREAS the benefit of a carbon tax credit may, at no expense to the Province, defray some or all of the costs to Ontario's municipalities for servicing tax exempt land;

THEREFORE BE IT RESOLVED THAT The Corporation of the Municipality of Neebing respectfully requests the Premier, the Minister of Finance and the Legislature, when considering the policies associated with carbon taxes and carbon tax credits, to accrue any carbon tax credits applicable to tax-exempt private properties within Ontario municipalities, to the Municipality in which the land is situate, rather than to the property owner;

AND THAT this resolution be sent to the Premier, the Minister of Finance, AMO, NOMA, the Thunder Bay District Municipal League; and all Ontario Municipalities for consideration and support.

Neebing Council respectfully requests a formal, written response.

All of the above is respectfully submitted.

Yours truly,



Rosalie A. Evans
Solicitor-Clerk

cc. Association of Municipalities of Ontario
Attention: Pat Vanini, Executive Director
200 University Avenue, Suite 801
Toronto, ON M5H 3C6

Northwestern Ontario Municipal Association
Attention: Kristen Oliver
P.O. Box 10308
Thunder Bay, ON P7B 6T8

Thunder Bay District Municipal League
c/o Beth Stewart
R.R.#1
Kakabeka Falls, Ontario
P0T 1W0

All Ontario Municipalities (by email only)

THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

BY-LAW No. 14-2017

**BEING A BY-LAW TO ADOPT A
TELECOMMUNICATION TOWER AND ANTENNA PROTOCOL
IN THE TOWNSHIP OF NORTH HURON**

WHEREAS the Council of the Township of North Huron deems it expedient to establish policies:

AND WHEREAS under the Radiocommunications Act, the Federal Government has exclusive and comprehensive jurisdiction over radiocommunications and telecommunications;

AND WHEREAS Industry Canada is the approval authority with respect to telecommunication towers and other equipment in Canada under Section 5 of the Radiocommunications Act;

AND WHEREAS Council deems It expedient to update their Telecommunication, Towers and Antenna Policy to CPC-2-0-03-i5 standards issued by Industry Canada to recognize amendments to Industry's Canada's Antenna Tower Siting Procedures;

AND WHEREAS Industry Canada recognizes that the local land use authority should have an opportunity to review and influence the location of such facilities;

AND WHEREAS the Municipal Act S.O. 2001, c25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity right, powers and privileges under Section 9, shall be exercised by by-law;

NOW THEREFORE the Council of the Township of North Huron enacts as follows:

1. The Corporation of the Township of North Huron hereby adopts a "Telecommunication Tower and Antenna Protocol" contained in the attached Schedule "A" to this By-law.
2. This By-law shall come into full force and effect upon its final passage.
3. That this by-law supersedes By-law No. 17-2014.
4. This By-law may be cited as the "Telecommunication Tower and Antenna Protocol By-law".

READ A FIRST AND SECOND TIME THIS 21ST DAY OF FEBRUARY, 2017.

READ A THIRD TIME AND FINALLY PASSED ON THIS 21ST DAY OF FEBRUARY, 2017.

Reeve, Neil Vincent

Clerk, Kathy Adams

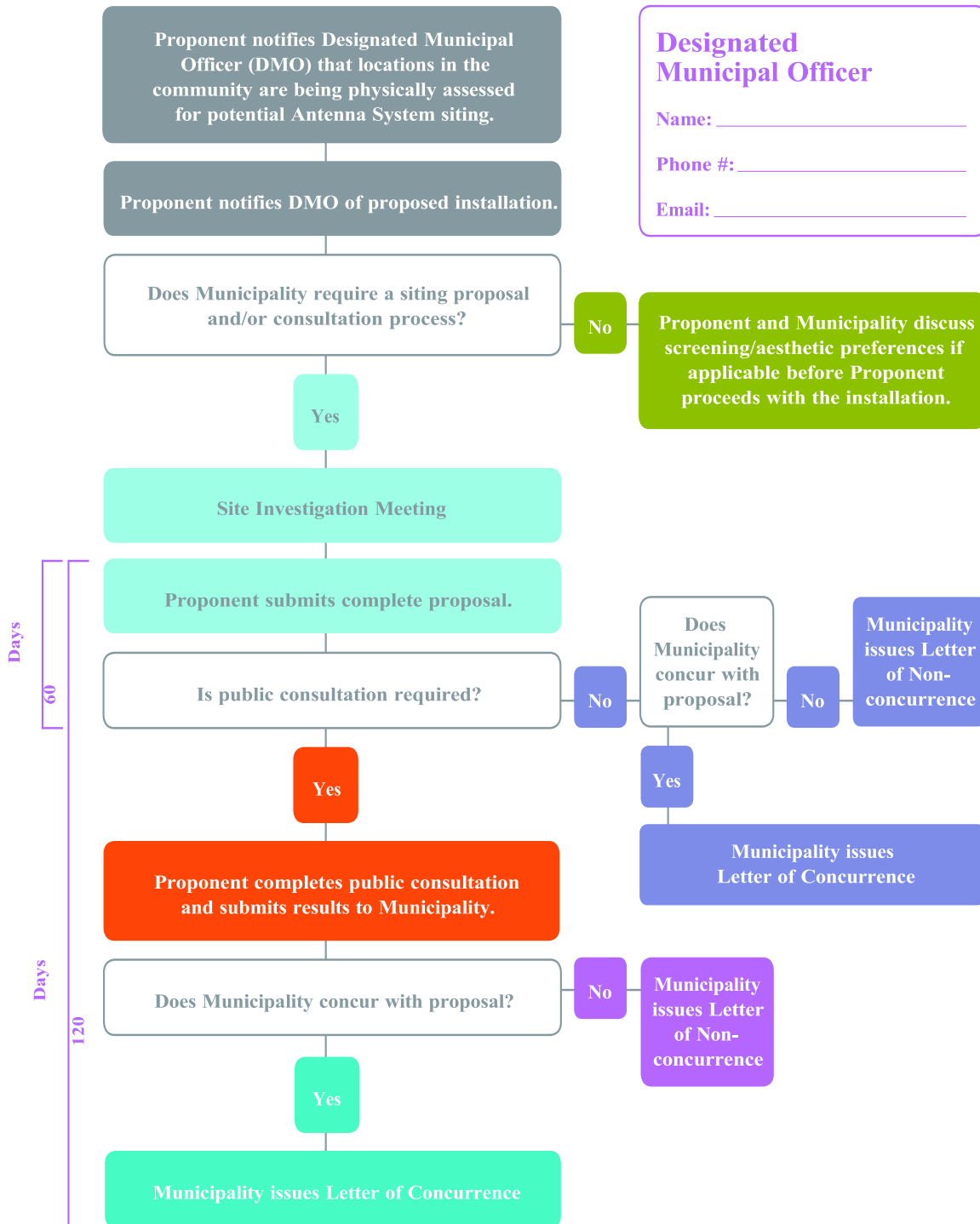
Schedule “A” By-law No. 14-2017

Township of North Huron Telecommunication Towers and Antenna Protocol

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Process Flowchart



SECTION 1 OBJECTIVES

The objectives of this Protocol are:

- (1) To establish a siting and consultation process that is harmonized with Industry Canada's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular* (CPC-2-0-03-I5) and *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* for reviewing land use issues associated with Antenna System siting proposals;
- (2) To set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:
 - a. Minimize the number of new antenna sites by encouraging co-location
 - b. Encourage designs that integrate with the surrounding land use and public realm;
 - c. Establish when local and public consultation is required; and
 - d. Allow Industry Canada and the communications industry to identify and resolve any potential land use, siting or design concerns with the Township at an early stage in the process.
- (3) To provide an expeditious review process for Antenna System siting proposals;
- (4) To establish a local land use consultation framework that ensures the Township and members of the public contribute local knowledge that facilitates and influences the siting-location, development and design (including aesthetics)-of Antennae Systems with Township boundaries;
- (5) To contribute to orderly development and efficient operation of a reliable, strong radiocommunication network in the Township; and
- (6) To provide the Township with the information required to satisfy the requirements of Industry Canada regarding local land use consultation, resulting in an informed statement of concurrence, concurrence with conditions, or non-concurrence from the Township to Industry Canada at the end of the process.

SECTION 2 JURISDICTION AND ROLES

INDUSTRY CANADA: Under the *Radiocommunications Act*, the Minister of Industry has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and licence the location of Antenna Systems is made only by Industry Canada. In June 2007, Industry Canada issued an update to its *Radiocommunication and Broadcasting Antenna Systems Client Procedures* (CPC-2-0-03-I5) which outline the process that must be followed by Proponents seeking to install or modify Antenna Systems, effective January 1, 2008.(1)

Industry Canada also requires that Proponents intending to install or modify an Antenna System notify and consult with Municipality (Land Use Authority), and the local community within a Prescribed Distance from the proposed structure. Industry Canada also published a Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols in January 2008, stating that it “considers that the Municipality’s and local residents’ questions, comments and concerns are important elements to be considered by a Proponent seeking to install, or make modifications to, an antenna system.” The CPC also establishes a dispute resolution process to be used where the Proponent and Municipality have reached an impasse.

ROLE OF THE TOWNSHIP: The ultimate role of the Township is to issue a statement of concurrence or non-concurrence to the Proponent and Industry Canada. The statement considers the land use compatibility of the Antenna System, the responses of the affected residents and the Proponent’s adherence to the Protocol. The Township also guides and facilitates the siting process by:

- (a) Communicating to Proponents the particular amenities, sensitivities, planning priorities and other relevant characteristics of the area;
- (b) Developing the guidelines for Antenna Systems contained in Section 6 of this Protocol; and
- (c) Establishing a community consultation process, when warranted.

By working with Proponents throughout the siting process, beginning with preliminary notification and the site investigation meeting, the Township seeks to facilitate Antenna Systems installations that are sensitive to the needs of the local community.

ROLE OF THE PROPONENT: Proponents need to strategically locate Antenna systems to satisfy technical criteria and operational requirements in response to public demand. Throughout the siting process, Proponents must adhere to the antenna siting guidelines in the CPC, including:

- (a) Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures (consistent with CPC-2-0-17 *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*) ;
- (b) Contacting the Township to determine local requirements regarding Antenna Systems; and
- (c) Undertaking public notification and addressing relevant concerns as is required and appropriate.

OTHER FEDERAL LEGISLATION: Proponents additionally must comply with the following legislation and/or regulations, where warranted;

- (a) Health Canada’s Safety Code 6-Limits of Human Exposure to radiofrequency Electromagnetic Fields in the Frequency Range from 3 KHZ to 300 GHZ – Safety Code 6 (2009) (2)
- (b) The *Canadian Environmental Assessment Act*; and
- (c) NAV Canada and Transport Canada’s painting and lighting requirements for aeronautical safety.

SECTION 3 DEFINITIONS

1. Antenna System: an exterior transmitting device – or group of devices – used to receive and/or transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas. Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. This protocol most commonly refers to the following two types of Antenna Systems.
 - (a) Freestanding Antenna System: a structure (e.g. tower or mast) built from the ground for the expressed purpose of housing an Antenna System or Antenna Systems.
 - (b) Building/Structure-Mounted Antenna system: an Antenna System mounted on an existing structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other.
2. Co-Location: the placement of antennas and equipment operated by one or more Proponents on a telecommunication Antenna System operated by a different Proponent, thereby creating a shared facility.
3. Community Sensitive Locations: land on which the siting of a new Antenna Systems is discouraged, or requested to be subject to greater consultation than otherwise dictated by the standard protocol. Such locations may be defined in local zoning bylaws, community plans or statutory plans.
4. Designated Community Association: area-or neighbourhood-specific group that is recognized by the Township.
5. Designated Township Officer (And His or Her Designate): the Township staff member(s) tasked with receiving, evaluating and processing submissions for telecommunication Antenna Systems. The Designated Township Officer's name and contact information is provided in the Antenna System Siting Flowchart provided in this protocol.
6. Heritage Structures/Areas: building and structures (e.g. monuments) or areas/neighbourhoods receiving a heritage designation by the Township.
7. Other Agencies: bodies (e.g. boards or commissions) that administer public services but are not operated or staffed by the Township.
8. Prescribed Distance: measured horizontally from the base of the proposed Freestanding or Building/Structure-Mounted Antenna System. (3)
9. Proponent: a company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers) for the purpose of providing commercial or private telecommunications services, exclusive of personal or household users.(4)

10. Residential Area: lands used or zoned to permit residential uses, including mixed uses (i.e. where commercial use is permitted at grade with residential use above).

Section 4 Excluded Structures

This section outlines the criteria for identifying Antenna Systems excluded from the consultation process by Industry Canada, the need to consider local circumstances for all exempt structures and the process for Proponents to notify and discuss proposed exempt structures with the Municipality. Depending on the Antenna System proposed and the proposed system's proximity to discouraged locations (i.e. within the Prescribed distance from the nearest Residential Area), structures typically excluded by Industry Canada may be required to follow all or part of the pre-consultation, proposal submission and public consultation identified in this protocol.

4.1 Exemptions from Antenna System Siting Proposal Review and Public Consultation

For the following types of installation, Proponents are generally excluded by Industry Canada from the requirement to consult with the municipality and the public, must still fulfill the General Requirements outlined in Section 7 of the CPC:

- (1) New Antenna Systems, including masts, towers or other antenna-supporting structure, with a height of less than **15 metres** above ground level **except where required by the Township as per Section 4.2.2**;
- (2) Maintenance of existing radio apparatus including the Antenna system, transmission line, mast, tower or other antenna-supporting structure;
- (3) Addition or modification of an Antenna System (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting or other radio apparatus to existing infrastructure, a building, water tower, etc., including additions to rooftops or support pillars, provided:
 - (a) the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height;
 - (b) the existing Antenna System is at least 15 metres in height; (5) and
 - (c) the existing Antenna System has not previously been modified to increase its original height by 25%; (6)
- (4) Maintenance of an Antenna System's painting or lighting in order to comply with Transport Canada's requirements; and
- (5) Installation, for a limited duration (typically not more than 3 months), of an Antenna System that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during an emergency or special event. (7)

The CPC also states that: Individual circumstances vary with each Antenna system installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the Municipality and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- The Antenna System's physical dimensions, including the antenna, mast, and tower compared to the local surroundings;
- The location of the proposed Antenna System on the property and its proximity to neighbouring residents;
- The likelihood of an area being a Community-Sensitive Location; and
- Transport Canada marking and lighting requirements for the proposed structure.

4.2 Notification and Municipal Review of Exempt Antenna Systems

Notwithstanding Industry Canada's exemption criteria for certain Antenna systems, Municipalities should be informed of all new Antenna System installations within their boundaries so they can:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site Co-location within the Township;
- Maintain records to refer to in the event of future modifications and additions; and
- Engage in meaningful dialogue with the Proponent with respect to the appearance of the Antenna System and structure prior to the Proponent investing in full design.

Therefore, Proponents are required to undertake the following steps for **all exempt Antenna System Installations before commencing construction.**

4.2.1. Building/Structure Mounted Antenna System:

The Proponent will in all cases provide the following information for all new Antenna Systems or modifications to existing Antenna Systems that are mounted to an existing structure, including (but not limited to) a building/rooftop, water tower, utility pole or light standard.

1. The proposed location, including the address and location on the lot or structure;
2. A short summary of the proposed Antenna system including a preliminary set of drawings or visual rendering of the proposed system; and
3. A description of how the proposal meets one of the Section 4.1 exclusion criteria.

The Township will review the documentation and will contact the Proponent where there is a site-specific basis for modifying the exemption criteria based on the preferences and sensitivities expressed in Section 6 of this Protocol. In such cases, the Township and the Proponent will work toward a mutually agreeable solution, which may include the Township requesting the proposal be subject to all or part of the pre-consultation, proposal submission and public consultation process defined in Section 5, 7 and 8 of this Protocol, as applicable, concluding with a letter of concurrence or non-concurrence.

Proponents should anticipate that the Township will request that all proposals for new Freestanding Antenna Systems and additions to existing Freestanding Antenna Systems that are proposed within the Prescribed Distance from the nearest Residential Area be subject to pre-consultation, proposal submission and public consultation process. For this reason, Proponents are strongly encouraged to initiate this process before investing in a final design or site.

4.3 Exemptions from Public Consultation

In addition to Industry Canada's basic exemptions listed in subsection 4.1, the following types of Antenna Systems are exempt from the public consultation requirement by the Township.

1. New Antenna Systems which will be located outside the Prescribed Distance (as identified in Section 3) from the nearest Residential Area
2. Notwithstanding subsection (1) above, the Township may, on a case-by-case basis, exempt a Proponent from all or part of the consultation requirements under section 8 of this Protocol. (8) For example, exemptions may be granted where the proposed location is separated from a Residential or Heritage Area or structure by an arterial roadway, and or is buffered by substantial tree cover, topography, or buildings.

4.4 Siting on Municipal-Owned Properties

Any request to install an Antenna system on lands by the Township shall be made to the appropriate official dealing with Township properties, in accordance with Township policy. (9)

Section 5 Pre-Consultation with the Township

Pre-consultation is one of the most important elements in the antenna siting process as it generally occurs at a point before the Proponent is committed to a site or design. As a result it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed. While a discussion of submission requirements is appropriate the proposal will benefit most from early direction on matters of siting and design. Proponents are strongly encouraged to initiate pre-consultation as early as possible in the antenna siting process for exempt and non-exempt structures.

Prior to submitting an Antenna system proposal, including Freestanding Antenna Systems or additions to Freestanding Antenna systems as may be required under Section 4.2.2, the Proponent will undertake the following preliminary consultations with the Township.

5.1 Notification

Proponents will notify the Designated Township Officer that locations in the community are being physically assessed for potential Antenna System siting.

5.2 Site Investigation Meeting with the Township

Prior to submitting an Antenna System siting proposal, the Proponent will initiate a site investigation meeting with the Township.

The purpose of the site investigation meeting is to:

- Identify preliminary issues of concern;
- Identify requirements for public consultation (including the need for additional forms of notice and a public information session; and
- Identify the need for discussions with any Township Department and Other Agencies as deemed necessary by the Designated Township Officer.

Where the township has an initial concern with the proposed siting of the proposal they will make known to the Proponent alternative locations within the Proponents search area for consideration.

The Proponent will bring the following information to the site investigation meeting: (10)

1. The proposed location;
2. Potential alternative locations;
3. The type and height of the proposed Antenna System;
4. Preliminary drawings or visual renderings of the proposed Antenna system superimposed to scale; and
5. Documentation regarding the investigation of co-location potentials on existing or proposed Antenna systems within 500 metres of the subject proposal.

If desired by both the Proponent and the Township, multiple Antenna System siting proposals may be reviewed at a site investigation meeting.

5.3 Confirmation of Township Preferences and Requirements

Following the site investigation meeting, township staff will provide the Proponent with an information package that includes:

1. This Protocol, which outlines the approval process, excluded structures, requirements for public consultation and guideline regarding site selection, co-location, installation, design and landscaping;
2. Proposal submission requirements;
3. A list of plans and studies that may be required (i.e. environmental impact statements);
4. A list of Township Departments and Other Agencies to be consulted; and
5. An indication of the Townships preferences regarding Co-location for the site(s) under discussion.

To expedite the review of the proposal, the Proponent will review this information package before the proposal is submitted so that the interests of the Township Departments are taken into account. The Proponent is encouraged to consult with the affected Department as well as the Designated Township Officer before submitting the proposal.

Section 6 Development Guidelines

Antenna systems should be sited and designed to respect local sensitivities and preferences as identified by the Township.

The Township has set out a number of guidelines under the following criteria for the selection of sites and or construction of new Antenna Systems:

- **Location, including Co-location; and**
- **Development and Design Preferences**

The Proponent should review the guidelines identified below as early as possible, and should attempt to resolve any outstanding issues prior to submitting its Antenna Systems siting proposal and undertaking public consultation, where required by the Township. Because expressed preferences may be location-or site specific, the Proponent is encouraged to discuss the guidelines fully with the Township at the site investigation meeting.

Proponents are also required to obtain all applicable building permits for additions and or modifications of existing buildings.

6.1 Location

Co-location: Before submitting a proposal for an Antenna System on a new site, the \Proponent must explore the following options:

- Consider sharing an existing Antenna System, modifying or replacing a structure if necessary;
- Locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.

Where Co-location on an existing Antenna system or structure is not possible, a new Antenna system should be designed with Co-location capacity, including in Residential Areas when identified as the Township's preference.

The Township recognizes that the objective of promoting Co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nevertheless, the Township intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Proponent should, in all cases, verify the Township's site specific design preferences during the pre-submission consultation process before investing in a final design or site.

Preferred Locations: When new Antenna Systems must be constructed, where technically feasible, the following locations are preferred:

- Areas that maximize the distance from Residential areas.
- Industrial and commercial areas.
- Mounted on buildings or existing structures within the downtown area.
- Areas that respect public views and vistas of important natural or manmade features.
- Agricultural areas.
- Transportation and utility corridors.
- As near as possible to similarly scaled structures.
- Institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology: emergency services, hospitals.
- Adjacent to parks and green spaces.
- Located in a manner that does not adversely impact view corridors.
- Other non-Residential Areas where appropriate.

Discouraged Locations: New Antenna Systems should avoid the following areas:

- Locations directly in front of doors, windows, balconies or residential frontages.
- Ecologically significant natural lands.
- Riverbank lands.
- Inappropriate sites located within Parks and Open Space Areas (with the exception of sites zoned to permit utilities and/or unless designed to interact with the area's character).
- Sites of topographical prominence.
- Heritage areas (unless visibly unobtrusive) or on heritage structures unless it forms an integrated part of the structure's overall design (i.e. through the use of stealth structures).
- Pitched roofs.
- Community Sensitive Locations as defined by the Township.

6.2 Development and Design Preferences

Antenna systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings (e.g. Residential, Parkland, Heritage etc.), including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features and reduce the need for future facilities in the same area, where appropriate. The Township's preferred design and development preferences are described below.

The Township will identify to the Proponent which of the following development and design preferences are encouraged in the proposed location.

Style and Colour:

- The architectural style of the Antenna system should be compatible with the surrounding neighbourhood and adjacent use. (Example: monopole near Residential area or lattice-style in industrial areas).
- In all instances the proponent should mitigate negative visual impacts through the use of appropriate landscaping, screening, stealth design techniques, etc.
- An Antenna System may be designed or combined as a landmark to resemble features found in the area, such as a flagpole or clock tower, where appropriate, subject to any zoning approvals required for the landmark feature.
- In the downtown area, the design of Antenna Systems should be generally be unobtrusive and consistent with Downtown Design Guidelines.
- Towers and communication equipment should have a non-reflective surface.

- Special design treatments should be applied to Antenna Systems proposed to be located within parks and open space areas or on listed Heritage buildings and/or sites to make the system unobtrusive.
- Cable trays should generally not run up the exterior faces of buildings.
- Antennas that extend above the top of a supporting utility pole or light standard should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

Buffering and Screening:

- Antenna systems and associated equipment shelters should be attractively designed or screened and concealed from ground level or other public views to mitigate visual impacts. Screening could include using existing vegetation, landscaping, fencing, or other means in order to blend in with the built and natural environments.
- A mix of deciduous and coniferous trees is preferred to provide year round coverage.
- Where adjacent to a principal building, equipment shelters should be constructed of a material similar in appearance to at least one of the materials used in the facades of the principal building and one of the same colours used in the principal building.

Structure:

- Single operator towers (i.e. monopoles) are generally unobtrusive and of low impact and may therefore be located near living areas.
- New structures in residential or high-traffic areas should consider multi-design (street lighting, electric vehicle charging, signage, Wi-Fi etc.).
- Individual wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth.
- Facilities located on rooftops should not be visible (to the extent possible) from the street.
- The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best efforts to blend in with the nearby surroundings and minimize the visual aesthetic impacts of the telecommunication antenna structure on the community.
- Pinwheel telecommunication antennas are discouraged.
- The use of guy wires and cables to steady, support or reinforce a tower is discouraged.

Height:

- The Township prefers that Freestanding Antenna Systems be a maximum of 30 metres in height, except in industrial areas. (18)
- Height for a Freestanding Antenna System must be measured from grade to the highest point on the structure, including lighting and supporting structure.
- Where Building/Structure Mounted Antenna Systems will exceed 25% of the height of the existing building, the Township prefers that the height not exceed measured from the top of the roof.

Yards, Parking and Access:

- Adequate yards, to be determined on a site-by-site basis, should separate Antenna Systems from adjacent development without unduly affecting the development potential of the lot over the lease period.
- Parking spaces, where provided at each new Antenna system site, should have direct access to a public right-of-way at a private approach that does not unduly interfere with traffic flow or create safety hazards.

Equipment Cabinets in Public Spaces: (19)

- Cabinets shall be designed in a manner which integrates them into their surroundings, including use of decorative wraps that are graffiti-resistant.
- Cabinet dimensions shall be minimal as possible.
- Cables and wires must be concealed or covered

Signage and Language:

- Small owner identification signs up to a maximum of 0.19 square metres may be posted on Antenna Systems and associated equipment shelters or perimeter fencing.
- No advertising sign or logo is permitted.
- Appropriate signage may also be used as part of screening or disguise. (20)
- Unless specifically required by Transport Canada and/or NAV Canada, the display of any lighting is discouraged.
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, and any required strobe lighting should be set to the maximum strobe interval allowed by Transport Canada.
- The lighting on Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum of lights and illumination intensity, where possible, is provided by a motion detector or similar system.

Rooftop Equipment:

- Equipment shelters located on the roof of a building should be set back from the roof edge to the greatest extent possible, and painted to match the building.

Section 7 Proposal Submission

For a proposed Antenna System, except for cases in which a consultation is not required as per Section 4.2.1 or the Township has not requested consultation as per section 4.2.2, the Proponent will submit to the Township an Antenna System siting proposal and the applicable fee.

7.1 Proposal Submission Requirements

The Proponent must include the following information when submitting an Antenna System siting proposal:

1. A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for Co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal;
2. Visual rendering(s) of the proposed Antenna System superimposed to scale;
3. A site plan showing the proposed development on the site
4. A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
5. For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System (11)
6. Confirmation of legal ownership of lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
7. An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
8. Any other documentation as identified by the Township following the site investigation meeting. (12)

A determination on the completeness of an application or request for additional information will be provided within **five working days** of receipt of the proposal.

Upon receipt of a complete proposal submission, the Township will circulate the proposal for review and comment to:

1. Affected Township Departments; and
2. Any adjacent Municipalities within the Prescribed Distance. (13)

7.2 Fees

The fees are paid upon submission, \$1,000.00 plus H.S.T. plus applicable building permit fees;

Section 8 Public Consultation

If the proposed Antenna system is not exempt from the public consultation process as per the requirements in Section 4, the Proponent will initiate the following public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the Township.

8.1 Notice Recipients

After the proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

1. All affected residential properties within the Prescribed Distance;
2. All Designated Community Associations within the Prescribed Distance;
3. Any adjacent municipalities within the Prescribed Distance;
4. The Designated Municipal Officer; and
5. The Industry Canada regional office.

The Township will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna system. (14) The Township may charge a fee for this service.

8.2 Notice Requirements

The notice will be sent by regular mail or hand delivered, a minimum of 30 days before the public information session (where a public information session is required) and include;

1. Information on the location, height, type, design and colour of the proposed Antenna System; including a 21 cm x 28 cm (8" x 11") size copy of the site plan submitted with the application;
2. The rationale, including height and location requirements, of the proposed Antenna system;
3. The name and contact information of a contact person for the Proponent;
4. The name and contact of the Designated Township Officer;
5. An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices;
6. The date, time and location of the public information session where required; and
7. A deadline date for receipt by the proponent of public responses to the proposal.
 - a) Where a public information session is required, the deadline date must be no more than five days before the date of the session.
 - b) Where a public information session is not required, the deadline date must be at least 30 days after the notices are mailed.

The notification shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the statement:

Urban Area: a radius of 120 metres or three times the height of the tower, whichever is greater, of the proposed telecommunications facility, unless otherwise increased by Planning Advisory Committee and/or the Chief Building Official.

Rural Areas: a radius of 300 metres of the proposed telecommunications facility, unless otherwise increased by Planning Advisory Committee and/or the Chief Building Official.

Note: With respect to the minimum circulation distances, the Planning Advisory Committee and the Chief Building Official have the authority to increase the notification area if desired to address potential impacts on a community in proximity to the proposal.

“NOTICE FOR RESIDENTS WITHIN OF A NEW PROPOSED CELL TOWER. INFORMATION IS ENCLOSED.”

The Township may also require the Proponent, based on local conditions, to provide additional forms of notice as deemed necessary. Additional notification requirements will be identified by the Township during or following the site investigation meeting. Other forms of notification may include, but are not limited to:

- A large format notice board sign or signs, posted on the site of the proposed Antenna System, that is clearly visible from any roadway abutting the site;
- Publication of the notice in a local newspaper(s); and/or,
- Hand delivery to specified buildings.

8.3 Written Consultation Process

Following the delivery of the notification, the Proponent will allow the public to submit written comments or concerns about the proposal.

The Proponent will:

1. Provide the public at least 30 days to submit questions, comments or concerns about the proposal;
2. Respond to all questions, comments or concerns in a timely manner (no more than 60 days from the date of receipt); and
3. Allow the party to reply to the Proponent's response (providing at least 21 days for public reply comments).
4. Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.
5. Provide a copy of all written correspondence to the Township and the Industry Canada regional office.

8.4 Public Information Session

The Township may request the proponent chair a public information session in cases where there is significant public interest in the proposed Antenna System. The type of public meeting to be conducted (open house, drop-in or town hall format) is up to the discretion of the Proponent, however:

- An appropriate date, time and location for the public information session will be determined in consultation with the Designated Township Officer.
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site.

The Proponent will provide the Township with a package summarizing the results of the public information session containing a minimum, the following:

1. List of attendees, including names, addresses and phone numbers, where provided voluntarily;
2. Copies of all letters and other written communications received; and
3. A letter of response from the Proponent outlining how all concerns and issues raised by the public were addressed.

8.5 Post Consultation Process

The Township and the Proponent will communicate following completion of the public consultation process (and arrange a meeting at the Township's request) to discuss the results and next steps in the process.

Section 9 Statement of Concurrence or Non-Concurrence

9.1 Concurrence and Concurrence with Conditions

The Township will provide a letter of concurrence to Industry Canada (copying the Proponent) where the proposals addresses, to the satisfaction of the Township, the requirements set out within this Protocol and the Township's technical requirements, and will include conditions of concurrence, if required. (15)

The Township will issue the letter of concurrence within the timeframe established in Section 10.

9.2 Non-Concurrence

The Township will provide a letter of non-concurrence to Industry Canada (copying the Proponent) if the proposal does not conform to Township requirements as set out within this Protocol. The Township will also forward to Industry Canada any comments on outstanding issues, including those raised during the public consultation process.

The Township will issue the letter of non-concurrence within the timeframe established in Section 10.

9.3 Rescinding a Concurrence

The Township may rescind its concurrence if following the issuance of a concurrence, it is determined by the Township that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue.

In such cases, the Township will provide notification in writing to the proponent and to Industry Canada and will include the reason(s) for the rescinding of its concurrence.

9.4 Duration of Concurrence

A concurrence remains in effect for a maximum of three years from the date it was issued by the township. If construction has not commenced within this time period the concurrence expires and a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring. (16)

In addition, if construction has not commenced after two years from the date the concurrence was issued, the township requests that the Proponent send a written notification of an intent to construct to the Designated Township Officer and any Designated community Association once the work to erect the structure is about to start. This notification should be sent 60 days prior to any construction commencing. No further consultation or notification by the proponent is required.

9.5 Transfer of Concurrence

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

1. All information gathered by the original Proponent in support of obtaining the concurrence from the Township is transferred to the current Proponent;
2. The structure for which concurrence was issued to the original Proponent is what the current Proponent builds; and
3. Construction of the structure is commenced within the Duration of Concurrence period.

Section 10 Consultation Process Timeframe

Consultation with the Township is to be completed within 60 days of the proposal being accepted as complete by the Township as explained in Section 7 of this Protocol.

Where public consultation is required, consultation with the Township and public consultation are both to be completed within 120 days of the proposal being accepted as complete by the Township.

The Township or proponent may request an extension to the consultation process timeline. This extension must be mutually agreed on by both parties.

In the event that the consultation process is not completed in 270 days, the proponent will be responsible for receiving an extension from the Township or reinitiating the consultation to the extent requested by the Township.

Section 11 Letter of Undertaking

The Proponent may be required, if requested by the Township, to provide a Letter of Undertaking, which may include the following requirements:

1. The posting of a security for the construction of any proposed fencing, screening and landscaping;
2. A commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada Conditions of Licence for mandatory Roaming and Antenna tower and site Sharing and to Prohibit Exclusive Site arrangement (CPC-2-0-17); and
3. All conditions identified in the letter of concurrence.

Section 12 Redundant Antenna System

Municipalities can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request, and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators concur that an Antenna system is redundant, the network operator and the Township will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than 2 years from when the Antenna system was deemed redundant.

Appendix A

Footnotes:

- (1) For additional information regarding Industry Canada's mandate and the application of its authority in the wireless telecommunications process, please consult Industry Canada's Spectrum Management and telecommunications Sector at <http://ic.gc.ca/spectrum>.
- (2) The Township does not assess any submission for an Antenna System with respect to health and radiofrequency exposure issues or any other non-placement of non-design related issues. Any questions or comments from the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety Code 6) should be directed to Health Canada on-line at healthcanada.gc.ca and to the Proponent's representative.
- (3) Industry Canada recommends in the CPC a distance three times the height of the proposed tower. Other existing Municipal protocols have adopted a range of prescribed distances, e.g. six times the height of the proposed tower, a minimum of 100 meters, a minimum of 120 metres.
- (4) The Township may wish to apply this Protocol to amateur radio operators or, alternatively, introduce a separate review process for amateur radio installations.
- (5) Any modifications or additions to existing Antenna Systems 15 metres or less in height that would extend the height of the existing antenna above 15 metres will be subject to the consultation process as applicable.
- (6) The exemption for modifications or additions that increase the height of the existing system by 25% or less applies only once. Subsequent modifications or additions to the same structure will be subject to the consultation process as applicable.
- (7) The Township may grant, upon request, additional time for the removal of Antenna Systems used for a special event or emergency operation.
- (8) For example, the Township may decide to exclude certain proposals from the requirement to hold a public meeting, but not from issuing a public notification to affected property owners/tenants within the Prescribed Distance.
- (9) Existing Township procedures related to the leasing/selling of municipal-owned land to third parties may necessitate a consultation process irrespective of whether an exemption process is provided under this Protocol.
- (10) Proponents may prefer to attend the site investigation meeting without some of the required documents-particularly preliminary drawings-if it is waiting on Township feedback before setting on a final location, structure height or design. This should be confirmed with the Township. Such documents will be required to be provided following the meeting and prior to the Township providing the Proponent with the information package.
- (11) The Proponent may request to use the Township's mapping system.
- (12) For example, in cases where the Proponent commits to a design that includes Co-location capacity, the Township may require the Proponent to verify that other Proponents in the area have been notified of the potential co-location opportunities.
- (13) As part of the inter-municipal processes, the Township may also request that the Proponent notify adjacent Municipalities of greater distances, subject to review by the Municipality or at the request of the adjacent Municipality.
- (14) Notices may be delivered to a corporation instead of each unit owner.
- (15) The Township may, on case-by-case basis, include in writing specific conditions of concurrence such as design, screening or Co-location commitments.
- (16) For the purpose of this Protocol, construction will be deemed by the Township to have commenced when the preparation of a base for an antenna structure has been physically initiated or an existing structure is about to be altered in any way in preparation of an increase in height to that structure.
- (17) The land-use compatibility of Antenna systems may be guided by Township plans, design by-laws, relevant planning. (i.e. neighbourhood plans and antenna site pre-selection studies) and/or any other Township guiding document or policy.
- (18) The Township may require Proponents to take out a newspaper article for Freestanding Antenna Systems that are more than 30 metres in height, in addition to the public notification requirements listed in Section 8.
- (19) This section is intended to apply to mechanical equipment cabinets that are located in public spaces (e.g. at the bottom of a utility pole) and do not apply to cabinets that are located inside fenced areas (e.g. in industrial areas or on rooftops).
- (20) Township concurrence under this protocol does not include approval for associated signage. Proponents are required to obtain any necessary approvals for signage through the Township's development process or sign by-law as applicable.

Schedule “B” By-law No. 14-2017

Telecommunication Towers, Antennas & Facilities Application

Please refer to the Township of North Huron “Telecommunication Tower and Antenna Protocol” for detailed submittal requirements and process guidelines.

The Telecommunication Tower, Antennas and Facilities Application will not be considered complete and consequently not be processed without the following minimum requirements:

1. A Completed Telecommunication Application Form- A complete application and ALL required attachments are to be submitted prior to review including the “Owner’s Authorization” form where applicable, and the Environmental Site Screening Checklist.
2. Fees-Fees are paid upon submission. New telecommunication tower: \$1,000.00 plus H.S.T. plus applicable building permit fees. Note: In some cases, additional fees from external agencies may be required and will be payable to the appropriate agency.
3. Submission-Two (2) copies of the required plans should be submitted to the Township of North Huron, 274 Josephine Street, PO Box 90, Wingham, ON, N0G 2W0. Applications may be submitted electronically to dblack@northhuron.ca Application packages must include:
 - Site Plan (with dimensions and site statistics including property lines, setbacks, limit of hazards, buffering, fences, landscaping, type and height of proposed facility, areas of access, parking etc.)
 - Elevation Plan – showing Tower Design
 - Map – showing the horizontal distance between the tower installation and nearest residential zone of the closest residential dwelling in a non-residential and/or institutional building
4. Documents-Cover letter and Justification Report, outlining details of the proposal, the required statements and attestations, and whether co-location is possible, etc. to be submitted with the application as required.

For Information:

Staff Contact: _____
Chief Building Official

Mailing Address: P.O. Box 90
Wingham, ON
N0G 2W0

Telephone: 519-357-3550 ext. 41

Fax: 519-357-1110

Email:

Website: www.northhuron.ca

Telecommunication Towers, Antennas & Facilities Application

Office Use:			
Date Received:		Fee Received Y/N	
		File Number:	
Applicant:	Applicant is:	Owner Y/N or	Authorized Agent of Owner: Y/N
Last Name		First Name	Company Name
Street Address:			Municipality
Province		Postal Code	Email
Telephone Number		Fax	Mobile Number
Applicant's Interest (State whether applicant is owner/prospective owner/lease)			
Registered Owner Include Name(s) and Title(s) of those authorized to bind if a Corporation			
Last Name		First Name	Company Name
Street Address:			Municipality
Province		Postal Code	Email
Telephone Number		Fax	Mobile Number
Primary contact for "ALL: future correspondence:		Owner Y/N or	Applicant Y/N
Property Information			
Lot		Concession	Ward
Municipal Address			Assessment Roll #
Lot Area		Lot Depth	Lot Frontage
Existing Conditions/Development			
Existing Uses: (Note: Please provide a complete description of operations)			
Date of Construction (and dates of addition(s))		Gross Floor Area (GFA) of each building by use:	
Water:		Wastewater:	
Municipal Y/N or Private Y/N		Municipal Y/N or Private Y/N	
Existing Y/N or Proposed Y/N		Existing Y/N or Proposed Y/N	
		Stormwater:	
		Urban Y/N or Rural Y/N	
		Existing Y/N or Proposed Y/N	

Telecommunication Towers, Antennas & Facilities Application

Proposed Tower, Antenna and/or Facility Information	
Is the proposed tower located on Township owned property?	Y/N
Type of proposed tower:	
Height of proposed tower:	
Size of Equipment Shed/Mechanical Compound:	
Distance to the nearest residential zone:	
Distance to the nearest residential use in a non-residential zone:	
Distance to the nearest institutional use:	
If applicable, please identify the type of institutional use:	
Does the proposal meet any of the exclusion criteria?	Y/N
If yes, describe which one(s).	
Is the proposal within 500 metres of an adjacent municipality or governing body that has jurisdiction in the area? Y/N	
If yes, which municipalities have you contacted?	
County of Huron	
Adjacent Municipality (name)	
Conservation Authority (name)	
School Board (name)	
Ministry of Transportation	
Others	
Zoning:	
Official Plan Designation:	
Additional Information:	

Telecommunication Towers, Antennas & Facilities Application

Owner's Authorization:

With respect to lands owned by:

(Owner's Name/Corporate Signing Authority)

Known as:

(Legal Description and Municipal Address of Lands)

Declare that I, the registered owner of the lands described in this application, have examined the contents of this application and hereby certify the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize:

(Name of Agent)

(Name of Company)

To act on my behalf in this matter.

!We further consent to the Township of North Huron or a representative thereof, inspecting the subject lands and structures:

Date: _____

Signed: _____
(Signature of Owner)*

**Note: This document must be submitted with an original signature of the registered owner.*

The personal information collected on this form will be used by the Township in the processing of Telecommunications Towers, Antennas and Facilities applications. The information may be used by other departments and agencies for the purpose of assessing the proposal and preparing comments to the Township and approval authority only.

THE TOWNSHIP OF NORTH HURON

BY-LAW NO. 15-2017

A By-law of the Township of North Huron To confirm generally previous actions of the Council of the Township of North Huron

THEREFORE the Council of the Corporation of the Township of North Huron enacts as follows:

1. The actions of the Council of the Corporation of the Township of North Huron at its meeting on February 21, 2017, 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 21st day of February, 2017.

READ A THIRD TIME AND FINALLY PASSED this 21st day of February, 2017.

Neil Vincent, Reeve

SEAL

Kathy Adams, Clerk