



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard Al, Clerk / Manager of IT
DATE: 19/03/2018
SUBJECT: By-laws for Consideration (March 2018)
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the March 19, 2018 report of the Clerk / Manager of IT regarding By-laws for Consideration for information purposes;

AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 18-2018, By-law No. 19-2018, By-law No. 20-2018, By-law No. 21-2018, By-law No. 22-2018, By-law No. 23-2018, By-law No. 24-2018, By-law No. 25-2018, By-law No. 26-2018, By-law No. 27-2018 and By-law No. 28-2018 to be passed at the March 19th 2018 Council Meeting.

EXECUTIVE SUMMARY

The purpose of this report is to briefly review the following by-laws for consideration

- By-law No. 17-2018; Being a By-law respecting the issuing of Licences within the Township of North Huron (presented in draft at March 5, 2018 meeting)
- By-law No. 18-2018; Being a By-law to amend By-law No. 113-2017; Being a By-law to Establish Fees and Charges for the Township of North Huron (amendment required due to Licensing By-law)
- By-law No. 19-2018; Being a By-law to Repeal By-law No. 01-2017; A by-law to Appoint Statutory Officers to the Corporation of the Township of North Huron (housekeeping item)
- By-law No. 20-2018; Being a By-law to appoint a Municipal Weed Inspector for the Township of North Huron (housekeeping item)
- By-law No. 21-2018; Being a By-law to appoint a Treasurer for the Township of North Huron (housekeeping item)
- By-law No. 22-2018; Being a By-law to appoint a Deputy Treasurer for the Township of North Huron (housekeeping item)
- By-law No. 23-2018; Being a By-law to appoint Lottery Licence Officials for the Township of North Huron (housekeeping item)
- By-law No. 24-2018; Being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Fire Dispatch Agreement between the Corporation of the Township of North Huron and Owen Sound Police Services Board (O.S.P.S.B.) (agreement is due for renewal)
- By-law No. 25-2018; Being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, an agreement between the Township of North Huron and eSCRIBE Software Ltd. (formal agreement required)
- By-law No. 26-2018; Being a By-law to appoint a Municipal Auditor for the Township of North Huron (housekeeping)
- By-law No. 27-2018; Being a By-law to appoint a Deputy Chief - Administration for the Fire Department of North Huron (housekeeping)

- By-law No. 28-2018; Being a By-law to appoint a Deputy Chief - Operations for the Fire Department of North Huron (housekeeping)

DISCUSSION

By-law No. 17 -2018; Being a By-law respecting the issuing of Licences within the Township of North Huron

This by-law was presented in draft to Council during the March 5, 2018 Council meeting. During Council's review of the draft by-law, a question was raised regarding garage sales in the Township. Staff reviewed the North Huron Zoning By-law which contains the following verbiage

GARAGE SALE – shall mean an occasional sale held by the occupants of a dwelling unit on their own premises, of household goods and not merchandise which was purchased for resale or obtained on consignment. No person shall conduct more than 6 garage sales per year at one location, with a maximum duration of one weekend per sale.

As noted, the Zoning By-law defines and regulate garage sales. There are also provisions in the Property Standards By-law which regulate garage sales. Staff are satisfied that appropriate provisions are in place to regulate and enforcement garage sales.

By-law No. 18-2018; Being a By-law to amend By-law No. 113-2017; Being a By-law to Establish Fees and Charges for the Township of North Huron

As noted in the Clerk/Manager of IT's report dated March 5, 2018, a new fee schedule needs to be added to By-law 113-2018 to accommodate the proposed annual and multi-vendor licence fees. By-law 18-2018 is amends By-law 113-2017 by adding an additional Schedule (Schedule 'O') to said by-law.

By-law No. 19-2018; Being a By-law to Repeal By-law No. 01-2017; A by-law to Appoint Statutory Officers to the Corporation of the Township of North Huron

In previous years, a by-law has been passed on an annual basis appointing various individuals to certain roles within the organization. Annual by-laws that make multiple appointments all in one are difficult to manage as they can easily become outdated numerous times through the year if staff change.

To address this, staff propose that individual appointing by-laws without expiry dates (unless applicable) be passed. This would eliminate the need to pass an annual by-law appointing the same individuals to the same position (e.g. appointing myself to the Clerk/Manager of IT position on annual basis). Under this new method (recommended by the CAO) a separate by-law would be passed at the time a Statutory Officer is hired and that By-law would remain in effect until such time as the appointment by-law is repealed. The appointment by-law would most likely be repealed at the time the position becomes vacant. To implement this new method, the required appointment by-laws are on the March 19th, 2018 agenda for Council's consideration.

By-law No. 20-2018; Being a By-law to appoint a Municipal Weed Inspector for the Township of North Huron

As noted in the details of By-law 19-2018, separate by-laws to appoint various individuals to roles are required. The Municipal Weed Inspector role is one such required appointment. This by-law appoints the Huron County Weed Inspector as well as the North Huron Operations Supervisor as Municipal Weed Inspectors. The Huron County Weed Inspector and North Huron's Operations Supervisor are accepting of the appointment.

By-law No. 21-2018; Being a By-law to appoint a Treasurer for the Township of North Huron

As noted in the details of By-law 19-2018, separate by-laws to appoint various individuals to roles are required. The Treasurer role is one such required appointment.

By-law No. 22-2018; Being a By-law to appoint a Deputy Treasurer for the Township of North Huron

As noted in the details of By-law 19-2018, separate by-laws to appoint various individuals to roles are required. The Deputy Treasurer role is one such required appointment.

By-law No. 23-2018; Being a By-law to appoint Lottery Licence Officers for the Township of North Huron

As noted in the details of By-law 19-2018, separate by-laws to appoint various individuals to roles are required. The Lottery Licence Officer role is one such required appointment.

Previously and presently the Lottery Licence Officer role is performed by the Clerk only. There are times when the Clerk is out of the office and/or not available. For continuity and enhanced customer service purposes, it is recommended Town Hall's Administrative Assistant be appointed as a Lottery Licence Officer. Subject to the appointment, the Administrative Assistant and the Clerk will complete Lottery Licence training.

By-law No. 24-2018; Being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Fire Dispatch Agreement between the Corporation of the Township of North Huron and Owen Sound Police Services Board (O.S.P.S.B.)

The current agreement for fire dispatch services between the Township and the Owen Sound Police Services Board is due for renewal. The agreement (attached to the By-law under section 10.9), has been reviewed by the CAO and the Deputy Chiefs.

By-law No. 25-2018; Being a By-law to authorize the Reeve and Clerk to sign, on behalf of Council, an agreement between the Township of North Huron and eSCRIBE Software Ltd.

Staff were recently contacted by eSCRIBE Software Ltd., the provider of the Township's electronic meeting management system. Staff were informed that eSCRIBE does not currently have a signed agreement on file for the Township of North Huron.

The Township has been using eSCRIBE since early 2016 with great results. It is recommended the Reeve and Clerk be authorized to sign the agreement to allow continued use of this service.

By-law No. 26-2018; Being a By-law to appoint a Municipal Auditor for the Township of North Huron

As noted in the details of By-law 19-2018, separate by-laws to appoint various individuals to roles are recommended.

In 2014 a Request for Proposal for External Audit Services was issued. Six audit firms responded and by motion of Council, Vodden, Bender and Seebach was appointed as the Township's auditor for the period 2015 to 2019. Section 296 (3) of the *Municipal Act, S.O. 2001, c. 25*, as amended, limits the appointment of a Municipal Auditor to a maximum of 5 years.

As noted above, the current appointment of Vodden, Bender and Seebach as the Township's Municipal Auditor expires on December 31, 2019. Before that time and with Council's approval, the Director of Finance will be issuing a RFP for Municipal Auditor services. After the process has been completed and Council has selected a Municipal Auditor for the period 2020 to 2024, a new by-law will be needed.

By-law No. 27-2018; Being a By-law to appoint a Deputy Chief – Administration for the Fire Department of North Huron

As noted in the details of By-law 19-2018, separate by-laws to appoint various individuals to roles are recommended. The Deputy Chief role is one such required appointment. This appointment by-law relates to Chad Kregar.

By-law No. 28-2018; Being a By-law to appoint a Deputy Chief – Operations for the Fire Department of North Huron

As noted in the details of By-law 19-2018, separate by-laws to appoint various individuals to roles are required. The Deputy Chief role is one such required appointment. This appointing by-law relates to Matt Townsend.

FINANCIAL IMPACT

No immediate financial impact.

FUTURE CONSIDERATIONS

Although making the change from an annual appointing by-law to separate appointing by-laws for each role will generate a number of required by-laws all at once, this will greatly improve the management of appointments going forward. It will also reduce the staff time necessary to prepare by-laws when changes to appointments are made.

RELATIONSHIP TO STRATEGIC PLAN

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

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Richard AI, Clerk / Manager of IT

A handwritten signature in black ink, appearing to be 'Dwayne Evans', written above a horizontal line.

Dwayne Evans, CAO