

**THE TOWNSHIP OF NORTH HURON  
COUNCIL AGENDA**



**Date:** Monday, August 22, 2016  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

**Pages**

- 1. CALL TO ORDER**
- 2. CONFIRMATION OF THE AGENDA**  
*THAT the Council of the Township of North Huron; accept the Agenda for the August 22, 2016 Council Meeting; as printed.*
- 3. DISCLOSURE OF PECUNIARY INTEREST**
- 4. CONSENT AGENDA**  
*THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1;*  
*AND FURTHER THAT all other Consent Items be received for information.*
- 4.1 Minutes
- 4.1.1 Minutes of the Regular Council Meeting held August 2, 2016 7
- 4.1.2 Blyth BIA Minutes - August 3, 2016 17
- 4.2 Reports
- 4.2.1 Director of Finance
- 4.2.1.1 Bills and Accounts 21

Accounts Payable	August 19, 2016
General Account	\$186,342.45
Water Account	\$206,526.61
Sewer Account	\$261.32
General Internet/Pre-authorized	\$206,104.81
Water Internet/Pre-authorized	\$8,140.71
General Direct Deposit	\$66,568.43
<b>TOTAL</b>	<b>\$673,944.34</b>

- 4.2.1.2 Year to Date Report - July 31, 2016 38

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<b>6.</b>	<b>REPORTS</b>	
6.1	Clerks Department	
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6.3	Recreation and Facilities Department	
6.3.1	Town Hall Theatre Renovation Sprinkler and HVAC	197
	<i>THAT the Council of the Township of North Huron hereby award the contract to install a fire suppression sprinkler system in the second floor of the Town Hall theatre to Georgian Bay Fire and Safety for the contract price of \$29,475.00.</i>	
	<i>THAT the Council of the Township of North Huron hereby award the contract to perform the mechanical and electrical engineering for the Town Hall HVAC system to Collins Engineering Group for the prices of \$4,950 for the theatre and \$3,700 for the main floor and basement.</i>	

- 6.3.2 Police Station Air Conditioning and Airport Insulation 199
- THAT the Council of the Township of North Huron hereby authorizes the purchase of a new air conditioning unit for the Police Station;*
- AND FURTHER THAT Council authorizes the CAO to award the quotation for an expense of up to \$6,000, to be funded from the Facility General Repairs Fund.*
- THAT the Council of the Township of North Huron hereby authorizes the installation of spray foam insulation in the basement of the Airport Terminal by Snowden Insulation for the price of \$3,400, to be funded from the Facility General Repairs Fund.*
- 6.3.3 Blyth 140 Kick Off Event 201
- THAT the Council of the Township of North Huron hereby supports the Cowbell Brewing Co. in making an application to the LCBO for a Public Special Occasions Permit to hold liquor service at the Blyth 140 Kick Off Event on October 1, 2016 and proclaims this an event of Municipal Significance;*
- AND FURTHER THAT Council permits the event to use the municipal parking lot to the east of Scrimgeour's Food Market, Plan 168, Pt. Lot 63, as RP22R1460 Part 2 and Part 3, to host the event with the understanding that the event will comply with the Municipal Alcohol Policy, and Council will donate the use of municipal fencing, and an in-kind donation of the staff hours required to set up and take down the fence (approximately 16 hours).*
- 6.3.4 Ontario 150 Grant 204
- THAT the Council of the Township of North Huron hereby direct staff to submit a grant application with a funding request in the amount of \$150,000 for the Ontario 150 Community Capital Program grant for the NHWCC Aquatic Centre repairs, with an estimated project value of \$463,000.00;*
- AND FURTHER THAT Council acknowledges that if the project is approved for the funding, the project would proceed during the required time frame of January 1, 2017 to March 31, 2018.*
- 6.3.5 Blyth Arena Board 207
- THAT the Council of the Township of North Huron hereby dissolve the Blyth & District Community Centre Board and revise the North Huron by-law 5-2016 and remove the Blyth & District Community Centre Advisory Committee from the list of Committees of Council on the appointment by-law;*
- AND FURTHER THAT the Council of the Township of North Huron direct the staff of the Recreation and Facilities Department to hold bi-annual meetings (user group forums) in the fall and spring to review with facility local user groups of the Blyth & District Community Centre and grounds to discuss the facility and services;*
- AND FURTHER THAT the Council of the Township of North Huron direct the Clerk to prepare an authorizing by-law for the new Blyth Leaf Account Policy to ensure the ongoing administration of this donor program for the Blyth & District Community Centre and grounds.*
- 6.4 Public Works / Utilities Department
- 6.5 Fire Department of North Huron

- 6.6 CAO
- 6.6.1 Canada 150 Grant - East Wawanosh 214  
*THAT the Council of the Township of North Huron hereby provide a letter of support to the East Wawanosh 150<sup>th</sup> Anniversary Committee for their grant application to the Canada 150 Fund.*
- 6.6.2 Wingham Wayfinding Signs 215  
*THAT the Council of the Township of North Huron hereby authorize the staff to hire Cox Signs of Walkerton to design a wayfinding sign program for Wingham for the price of \$10,000 using the negotiated method.*
- 6.6.3 Ontario 150 Grant Applications 217  
*THAT the Council of the Township of North Huron hereby support the application for Ontario 150 funding (Celebration stream) by the Alice Munro Festival to create a pod cast program of the works of Alice Munro and other Canadian authors that are guests of the Alice Munro Festival.*  
*THAT the Council of the Township of North Huron supply a letter of support to the Blyth 140<sup>th</sup> committee for their application to the Ontario 150 fund (Celebration Stream).*  
*THAT the Council of the Township of North Huron authorize the CAO to provide letters of support to community groups and partners making applications on their own for the Ontario 150 Grant fund, if the project is determined to be of benefit to the residents and community groups of North Huron.*
7. **CORRESPONDENCE**
- THAT the Council of the Township of North Huron hereby approves a loan in the amount of \$5,000 to the Blyth BIA for the Blyth 140th Celebration;
- AND FURTHER THAT the Clerk is directed to prepare a By-law to adopt a Memorandum of Understanding between the Township the Blyth BIA concerning the loan.
- 7.1 County of Huron Appreciation and Recognition Day for Emergency Workers 219  
*THAT The Council of the Township of North Huron hereby proclaims September 11, 2016 as Appreciation and Recognition Day for Emergency Workers.*
- 7.2 Elementary School Fair Fee Waiving Request 220  
*THAT the Council of the Township of North Huron adhere to the Donation and Fee Waiving Policy and decline the request to have the tent permit fees waived for the Elementary School Fair on September 14, 2016 at the Belgrave Community Centre.*
- 7.3 14/19 Loan Request 221
8. **COUNCIL REPORTS**
- 8.1 REEVE ACTIVITY REPORT
- 8.1.1 Advanced Care Paramedic Services 222

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

8.3 REQUESTS BY MEMBERS

9. NOTICE OF MOTION

10. BY-LAWS

10.1 By-law No. 74-2016

229

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Memorandum of Understanding for the purpose of defining the roles and responsibilities of the Friends of the Village of Blyth Parks.

*THAT By-law 74-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Memorandum of Understanding for the purpose of defining the roles and responsibilities of the Friends of the Village of Blyth Parks; be introduced, read a first and second time.*

*THAT By-law 74-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Memorandum of Understanding for the purpose of defining the roles and responsibilities of the Friends of the Village of Blyth Parks; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

11. ANNOUNCEMENTS

12. OTHER BUSINESS

13. CLOSED SESSION AND REPORTING OUT

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

- *Advice that is subject to solicitor-privilege, including communications necessary for that purpose (Legal Opinion - Drainage Matter);*
- *Personal matters about an identifiable individual, including municipal or local board employees (Cross Border Service Agreement - Central Huron).*
- *Personal matters about an identifiable individual, including municipal or local board employees (Airport farm land lease renewal).*
- *A proposed or pending acquisition or disposition of land by the municipality or local board (Property acquisition - Blyth)*

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

13.1 Legal Opinion - Drainage Matter

13.2 Cross Border Service/Service Agreement - Central Huron

13.3 Airport Farm Land Lease Renewal

13.4 Property Acquisition - Blyth

**14. CONFIRMATORY BY-LAW**

14.1 By-law No. 75-2016, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron. 235

*THAT By-law 75-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

*THAT By-law 75-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book*

**15. ADJOURNMENT**

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

**MINUTES OF THE TOWNSHIP OF NORTH HURON  
REGULAR COUNCIL MEETING**



**Date:** Tuesday, August 2, 2016  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

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

**MEMBERS ABSENT:** 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  
Richard Al, Manager of Employee and Business Services  
Jeff Molenhuis, Director of Public Works  
Laura Young, Huron County Planner

**OTHERS PRESENT:** Kelsey Dunbar, Advance Times  
Bob Pike, Steve Hill, Brad Carther, Brent Mills

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**1. CALL TO ORDER**

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

Reeve Vincent noted that there was a member of the public gallery with a recording device contrary to Section 30.1 Recording Equipment of the Township of North Huron Procedural By-law No. 18-2016 and asked the individual to turn off his equipment and upon refusal by the individual temporarily adjourned the meeting at 7:02 pm.

Upon refusal to comply with the By-law, the individual was escorted out of the Council Chambers by a Wingham Police Services Constable.

Reeve Vincent reconvened the meeting to order at 7:22 pm.

**2. CONFIRMATION OF THE AGENDA**

**M417/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron; accept the Agenda for the August 2, 2016 Council Meeting; as amended to remove Agenda Item 13. Closed Session and Reporting Out.*

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None declared.

**4. CONSENT AGENDA**

**M418/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1 to 4.1.2;*

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

**CARRIED**

**4.1 Minutes**

4.1.1 Minutes of the Regular Council Meeting held July 18, 2016

4.1.2 Minutes of the Special Council Meeting held July 21, 2016

**4.2 Reports**

4.2.1 Clerk's Department

4.2.1.1 Clerk's Department Update - August 2016

4.2.2 Finance Department

4.2.2.1 Bills and Accounts

Accounts Payable	July 28, 2016
General Account	\$102,051.13
Water Account	\$317,361.76
Sewer Account	\$55,005.08
General Internet/Pre-authorized	\$124,605.79
Water Internet/Pre-authorized	\$3,905.37
TOTAL	\$602,929.13

4.2.3 Recreation and Facilities Department

4.2.3.1 Activity Report August 2016

4.2.4 Public Works / Utilities Department

4.2.4.1 Public Works July Activity Report

4.2.4.2 County Road 4 - Council Request Items

4.3 Correspondence

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

5.1 Laura Young, Huron County Planner  
Bill 73 Changes to Planning Applications and Processes

Laura Young, Huron County Planner, presented details of Bill 73 - Smart Growth for Our Communities Act.

Discussion took place regarding the changes resulting from Bill 73.

**6. REPORTS**

6.1 Clerks Department

6.1.1 Child Care Programs - Fee Increases

**M419/16**

**MOVED BY:** J. Campbell

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

*THAT the Council of the Township of North Huron hereby approves the revised Fee Schedule for the North Huron Child Care Programs effective September 1, 2016;*

*AND FURTHER THAT the revised Fee Schedule be included in the next update of the By-law to Establish Rates and Fees for the Township of North Huron.*

**CARRIED**

6.1.2 Disposition of Surplus Property - Queen Street Blyth

**M420/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby declares Pt Lot 2 Blk B, Plan 169, Blyth as in BLY1109 Except R280481, S/T Bly1109, Village of Blyth to be surplus to the needs of the Township;*

*AND FURTHER THAT the Council of the Township of North Huron hereby authorizes the Clerk to proceed with the disposition of Pt Lot 2 Blk B, Plan 169, Blyth as in BLY1109 Except R280481, S/T Bly 1109 as per the procedures established by By-law No. 25-2008 Being a By-law to Establish Procedures for the Sale of Real Property.*

**CARRIED**

6.2 Finance Department

6.3 Recreation and Facilities Department

6.3.1 Friends of the Village of Blyth Parks MOU

**M421/16**

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

**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron hereby receive the Memorandum of Understanding for the Friends of the Village of Blyth Parks;*

*AND FURTHER THAT the Clerk be directed to prepare an authorizing by-law for the August 22, 2016 Council meeting.*

**CARRIED**

6.4 Public Works / Utilities Department

6.4.1 John Street Assumption for Maintenance Purposes

**M422/16**

**MOVED BY:** J. Campbell

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

*THAT the Council of the Township of North Huron hereby receive the report John Street Assumption for Maintenance Purposes for information;*

*AND THAT the Council of the Township of North Huron hereby direct the Clerk to bring forward a By-Law to assume John Street from the former terminus to the newly constructed Maitland River Elementary School for maintenance purposes.*

**CARRIED**

6.4.2 Wingham Post Office Parking - Wingham BIA Request

**M423/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby receive the Wingham Post Office Parking report for information;*

*AND THAT the Council of the Township of North Huron hereby enact that no further action be taken for parking limitations in front of the Wingham Post Office at this time;*

*AND THAT the Council of the Township of North Huron hereby direct staff to report back to Council on an enforcement model that can effectively address parking limitations within the By-Law.*

**CARRIED**

6.4.3 Results for Howson Dam Environmental Assessment RFP

**M424/16**

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

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works regarding results for the Howson Dam Environmental Assessment RFP;*

*AND FURTHER THAT Council award RFP 2016-001 to GSS Engineering Consultants Ltd. of Owen Sound, Ontario at a total estimated fee of \$88,815 (excluding HST) being the highest scoring proposal received.*

*AND FURTHER THAT the budgetary shortfall of approximately \$9,000 be taken from the Howson Dam Reserve.*

**CARRIED**

6.5 Fire Department of North Huron

6.6 CAO

**7. CORRESPONDENCE**

7.1 Township of South Stormont Resolution - Rural Economic Development Program (RED) Suspension

**M425/16**

**MOVED BY:** T. Seip

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

*THAT the Council of the Township of North Huron hereby endorses the resolutions passed by the Municipality of South Dundas and the City of Kenora concerning the integration of the Rural Economic Development program into the Jobs and Prosperity Fund, thereby preventing rural municipalities access to funding for capacity building and community economic development projects;*

*AND FURTHER THAT the resolution be forwarded to the Premier, our MPP, AMO, and associated agencies.*

**CARRIED**

7.2 Blyth Legion Branch 420 - Request for authorization to repair Blyth Union Cemetery shed roof

**M426/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** R. Hallahan

*THAT the Township of North Huron hereby directs the Director of Public Works to prepare a staff report in regards to the Blyth Legion's offer of funding to undertake repairs to the work shed roof at the Blyth Union Cemetery.*

**CARRIED**

**8. COUNCIL REPORTS**

8.1 REEVE ACTIVITY REPORT

Reeve Vincent reported attending a number of recent events:

- Wingham Horticultural Society 50th Anniversary event
- Wingham Jets event
- Blyth Legion event
- Local 4H Club event

Reeve Vincent noted that the Huron County Plowing match will be taking place on August 19, 2016 in Morris-Turnberry.

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

Councillor Vodden informed Council that he would like to attend the Rural Ontario Municipal Association (ROMA) Conference taking place in early 2017.

8.3 REQUESTS BY MEMBERS

9. NOTICE OF MOTION

10. BY-LAWS

10.1 By-law No. 71-2016

Being a by-law to appoint a Chief Building Official for the Township of North Huron

**M427/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** R. Hallahan

*THAT By-law 71-2016; being a by-law to appoint a Chief Building Official for the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M428/16**

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

**SECONDED BY:** B. Vodden

*THAT By-law 71-2016; being a by-law to appoint a Chief Building Official for the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

10.2 By-law No. 72-2016

Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Canadian Construction Documents Committee (CCDC2) Contract for Renovations and Addition to the Blyth Memorial Community Hall.

**M429/16**

**MOVED BY:** B. Vodden

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

*THAT By-law 72-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Canadian Construction Documents Committee (CCDC2) Contract for Renovations and Addition to the Blyth Memorial Community Hall; be introduced, read a first and second time.*

**CARRIED**

**M430/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT By-law 72-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Canadian Construction Documents Committee (CCDC2) Contract for Renovations and Addition to the Blyth Memorial Community Hall; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

**11. ANNOUNCEMENTS**

**12. OTHER BUSINESS**

**13. CLOSED SESSION AND REPORTING OUT**

**14. CONFIRMATORY BY-LAW**

14.1 By-law No. 73-2016, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

**M431/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** T. Seip

*THAT By-law 73-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M432/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT By-law 73-2016; being a by-law to confirm general previous actions of the Council of the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

**15. ADJOURNMENT**

**M433/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 8:17 pm.*

**CARRIED**

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Neil Vincent, Reeve

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Kathy Adams, Clerk

AGENDA  
BLYTH BIA BOARD MEETING  
BLYTH MEMORIAL COMMUNITY HALL  
WEDNESDAY, August 3rd, 2016 AT 8:00 A.M.

Board Members Present

Deb Sholdice  
Cat O'Donnell  
Irene Kellins  
Bill Knott  
Secretary, Averly Kikkert

Others Present

Connie Goodall, North Huron Economic Development Officer

Motion was made for Irene Kellins to chair the meeting.

**MOTION: BBIA47/16**

MOVED: Deb Sholdice

SECONDED: Bill Knott

*That the Blyth BIA herby agrees that Irene Kellins chair the meeting.*

DISPOTION: Motion Carried

Call to Order, Welcome & Opening Remarks

Irene Kellins called the meeting to order and welcomed everyone at 8:13

Declaration of Pecuniary Interests

None

Adoption of the Agenda

**MOTION: BBIA48/16**

MOVED: Cat O'donnell

SECONDED: Deb Sholdice

*That the Blyth BIA Board hereby adopts the Agenda as presented.*

DISPOTION: Motion Carried

Delegations/Invited Guests – None

Minutes of the Previous Meeting

**MOTION: BBIA49/16**

MOVED: Cat O'donnell  
SECONDED: Deb Sholdice

*That the Blyth BIA Board hereby adopts the Minutes of the Board Meeting held July 6th, 2016 as printed and circulated.*

#### Treasurer's Report

- (a) Adoption of Treasurer's Report

Treasurer absent, report to follow

Business Arising From Previous Meetings – None

#### Correspondence

- (a) OBIAA – July Newsletter – forwarded to members

#### Committee Reports

- (a) Blyth's 140<sup>th</sup> Anniversary – 2017. Community meeting

Cat O'donnell stated that they've been meeting frequently, and are continuing to work on collecting data for the calendar. Connie Goodall encouraged everyone to submit upcoming 2017 events to add to the calendar, such as church suppers, store events, business events, etc. Together the board discussed them becoming a committee and appointing offices. It was decided that the group would discuss and finalize these subjects at upcoming meetings in the future.

- (b) Streetfest

The event went over very well, and the feedback from everybody was very good. Together the board briefly discussed the minutes.

- (c) Friends of the Village

Irene Kellins stated that the committee has selected a day lily, and have begun to sell tulips.

- (d) Witches Walk

No correspondence. It was noted to proceed to consider removing them from the agenda and budget.

- (e) Golden Ticket

Secretary Averly Kikkert stated that the golden tickets will be in stores soon.

- (f) Marketing Committee

No report

## North Huron Economic Development Officer's Report

North Huron Economic Developer Connie Goodall stated that summer is progressing as expected, and things are going well. She informed board to inform her if anybody would like changes made to the Blyth website, and to keep sending her events to add to the calendar.

## North Huron Council Report

North Huron Councillor, Bill Knott stated that summer is moving along, and there have not been many updates and/or changes. He stated that updates on Mill Street construction will be coming. He also stated that the new well project is on schedule, and will hopefully be completed and operating shortly.

## New Business

### (a) AED Device for the town of Blyth

Secretary Averly Kikkert stated that a business owner has requested the BBIA to discuss purchasing an AED device to have available in town 24/7 in case of an emergency. It was noted that there was an AED at the theater as well as at the arena. It was also noted that the Blyth Festival has put in a request for funding for a second AED device, and will look into possibly keeping it outside to make it accessible after business hours. Secretary Averly Kikkert volunteered to send an email back to the business owner with regards to this discussion.

### (b) Notice of resignation from Averly Kikkert

The email concerning Secretary Averly Kikkert's resignation was discussed, and it was noted that this was her last meeting. Averly Kikkert was thanked for her work and effort, and she expressed that she really enjoyed her time on the BBIA Board.

Motion was made to accept Secretary Averly Kikkert's resignation.

#### **MOTION: BBIA50/16**

MOVED: Cat O'donnell

SECONDED: Deb Sholdice

*That the Blyth BIA herby agrees to accept Secretary Averly Kikkert's resignation.*

DISPOTION: Motion Carried

### (c) Election of new secretary

The board discussed options on who to elect for secretary. Averly Kikkert volunteered to approach a board member and discuss the possibility of becoming secretary.

### (d) BBIA reaching out to businesses

Averly Kikkert stated that there a few businesses who are not on the BIA contact list. After a short discussion, it was decided that North Huron Economic Development Officer Connie Goodall will create a mailing list, and send an email to all Blyth Business to give them the opportunity to be added to the mailing list to receive information.

(e)

Deb Sholdice stated that this is the last meeting that can be held in the current meeting room. It was noted to contact 14/19 Committee to discuss meeting at the Memorial Hall after renovations, and Connie Goodall volunteered to find a new meeting room for the winter.

**Please Note:** Connie Goodall has followed up, and the September meeting shall be held at the Blyth Christian Reformed Church at 8:00. Please enter through the side door.

(f)

North Huron Councillor Bill Knott requested the BBIA to look into beginning a Dog Park project, and asked to have it included on future minutes. The board briefly discussed the idea, as well as possible locations.

#### Coming Events

- (a) Madeleine Roske, Elfi Enns, Jane Styker Art Exhibit – July 15<sup>th</sup> – August 6<sup>th</sup> – Bainton Art Gallery
- (b) NSDCA (Square Dancing) July 29<sup>th</sup> – August 1<sup>st</sup> – Blyth Campgrounds
- (c) Bonanza Weekend – August 5<sup>th</sup> – 7<sup>th</sup> – Blyth Memorial Hall
- (d) Montina Hussey Exhibit – August 12<sup>th</sup> - September 3<sup>rd</sup> – Bainton Art Gallery
- (e) Thresher's – September 3<sup>rd</sup> -17<sup>th</sup> – Blyth Campgrounds
- (f) Rural to Rural Conference – September 28<sup>th</sup>-30<sup>th</sup>, 2016

Next Meeting – Wednesday, September 7th, 2016, 8:00 a.m.

#### **MOTION: BBIA51/16**

MOVED: Deb Sholdice

*That there be no further business before the Blyth Bia Board, the meeting be hereby adjourned at 8:59 am.*

#### Adjournment

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Rick Elliott, Chairperson

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Averly Kikkert, Secretary,

# Accounts Payable

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

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 000454 Date 03/08/2016 Amount 41,048.47</b>					
000535	RECEIVER GENERAL	7-28-2016-FT	03/08/2016	JULY PAYROLL REMITTANCE	31,241.19
000535	RECEIVER GENERAL	7-28-2016-PT	03/08/2016	PAYROLL REMITTANCE - PT	9,622.28
000535	RECEIVER GENERAL	7-28-2016-Fire	03/08/2016	JULY PAYROLL REMITTANCE	185.00
				Invoice Count	3 Total 41,048.47
<b>Cheque 000455 Date 03/08/2016 Amount 7,351.12</b>					
000687	WESTARIO POWER INC.	300223165	03/08/2016	24682 KWH- WINGHAM ST LIC	7,351.12
				Invoice Count	1 Total 7,351.12
<b>Cheque 000456 Date 03/08/2016 Amount 91.30</b>					
000294	HYDRO ONE NETWORKS INC	June 2016-3303	03/08/2016	247.875 KWH- LANDFILL	91.30
				Invoice Count	1 Total 91.30
<b>Cheque 000457 Date 04/08/2016 Amount 23.73</b>					
000665	UNION GAS LIMITED	June 2016-7759	04/08/2016	0.00 M3- BLYTH MEMORIAL H	23.73
				Invoice Count	1 Total 23.73
<b>Cheque 000458 Date 05/08/2016 Amount 4,520.00</b>					
002486	DIGITAL POSTAGE-ON-CALL	08/05/2016	05/08/2016	POSTAGE FOR METER	4,520.00
				Invoice Count	1 Total 4,520.00
<b>Cheque 000459 Date 05/08/2016 Amount 78,450.40</b>					
001365	TOWNSHIP OF NORTH HURON WATER	PROV ONT PAYMENT	05/08/2016	NEW WELL GRANT PAYMENT	78,450.40
				Invoice Count	1 Total 78,450.40
<b>Cheque 000460 Date 08/08/2016 Amount 3,116.68</b>					
000294	HYDRO ONE NETWORKS INC	June 2016-0523	08/08/2016	10951 KWH- 103 QUEEN ST S	3,116.68
				Invoice Count	1 Total 3,116.68
<b>Cheque 000461 Date 08/08/2016 Amount 12,285.26</b>					
000687	WESTARIO POWER INC.	2103395974	08/08/2016	69120 KWH- COMPLEX	12,285.26
				Invoice Count	1 Total 12,285.26
<b>Cheque 000462 Date 09/08/2016 Amount 987.83</b>					
000665	UNION GAS LIMITED	June 2016-7408	09/08/2016	13.877 M3- 445 JOSEPHINE S'	26.59
000665	UNION GAS LIMITED	June 2016-4108	09/08/2016	19.429 M3- TOWN HALL	29.05
000665	UNION GAS LIMITED	June 2016-0458	09/08/2016	2879.M3- COMPLEX	861.00
000665	UNION GAS LIMITED	June 2016-5109	09/08/2016	0 M3- POLICE	23.73
000665	UNION GAS LIMITED	June 2016-5340	09/08/2016	0 M3- LIBRARY	23.73
000665	UNION GAS LIMITED	June 2016-5467	09/08/2016	0 M3- DAY CARE	23.73
				Invoice Count	6 Total 987.83
<b>Cheque 000463 Date 11/08/2016 Amount 47.46</b>					
000665	UNION GAS LIMITED	9991	11/08/2016	0.00 M3- MUSEUM	23.73

# Accounts Payable

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

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000665	UNION GAS LIMITED	June 2016-8454	11/08/2016	0.00 M3- FIREHALL W	23.73
				Invoice Count 2 Total	47.46
		<b>Cheque 000464</b>	<b>Date 11/08/2016</b>	<b>Amount</b>	<b>773.52</b>
003295	GLOBAL PAYMENTS	27547	11/08/2016	DEBIT MACHINE - LANDFILL	32.55
003295	GLOBAL PAYMENTS	4672	11/08/2016	ADMIN OFFICE DEBIT MACHII	75.07
003295	GLOBAL PAYMENTS	3025	11/08/2016	REC CREDIT/DEBIT MACHINE	665.90
				Invoice Count 3 Total	773.52
		<b>Cheque 000465</b>	<b>Date 12/08/2016</b>	<b>Amount</b>	<b>3,358.63</b>
000140	CIBC VISA	Dollar Stop 7/7	12/08/2016	REC-DAY CAMP SUPPLIES	16.39
000140	CIBC VISA	Story Book Park	12/08/2016	REC- DAY CAMPS	816.04
000140	CIBC VISA	McGregor Prov Park	12/08/2016	REC- DAY CAMP SUPPLIES	18.00
000140	CIBC VISA	Dean's VM-3993	12/08/2016	REC DAY CAMP SUPPLIES	9.56
000140	CIBC VISA	Hi Mama 2367	12/08/2016	DAY CARE MONTHLY SUBSC	65.54
000140	CIBC VISA	Constant Contact-628	12/08/2016	ESTC-EMAIL MARKETING	53.76
000140	CIBC VISA	SurveyMonkey- 6/28	12/08/2016	EC DEV- MONTHY SUBSCRIP	25.00
000140	CIBC VISA	Amazon- 6849009	12/08/2016	ADMIN- IPAD CASE	14.92
000140	CIBC VISA	Dell - 1012325442	12/08/2016	DAY CARE COMPUTER	1,498.15
000140	CIBC VISA	Comm Zone- 70767	12/08/2016	ROADS- PHONE/FREIGHT	33.90
000140	CIBC VISA	Amazon- 0811434	12/08/2016	DAY CARE- MICROSOFT OFF	330.00
000140	CIBC VISA	Amazon- 0085853	12/08/2016	COUNCIL- IPAD CASE	67.79
000140	CIBC VISA	Dell- 529078958	12/08/2016	DAY CARE- MONITOR	344.06
000140	CIBC VISA	Vista Print	12/08/2016	SHARED SERVICES- MAGNE	65.52
				Invoice Count 14 Total	3,358.63
		<b>Cheque 000466</b>	<b>Date 12/08/2016</b>	<b>Amount</b>	<b>137.56</b>
001365	TOWNSHIP OF NORTH HURON WATER	231255	12/08/2016	WATER PAYMENT TO TAX AC	137.56
				Invoice Count 1 Total	137.56
		<b>Cheque 000467</b>	<b>Date 15/08/2016</b>	<b>Amount</b>	<b>6,917.77</b>
000294	HYDRO ONE NETWORKS INC	June 2016-4216	15/08/2016	13680 KWH- ARENA/HALL B	3,473.42
000294	HYDRO ONE NETWORKS INC	July 2016-8337	15/08/2016	300 KWH- 377 GYPSY OTH O1	99.97
000294	HYDRO ONE NETWORKS INC	June 2016-8446	15/08/2016	10800 KWH- MEMORIAL HALL	3,344.38
				Invoice Count 3 Total	6,917.77
		<b>Cheque 000468</b>	<b>Date 15/08/2016</b>	<b>Amount</b>	<b>6,404.10</b>
000427	MINISTER OF FINANCE	7-31-2016	15/08/2016	JULY EHT REMITTANCE	6,404.10
				Invoice Count 1 Total	6,404.10
		<b>Cheque 000469</b>	<b>Date 15/08/2016</b>	<b>Amount</b>	<b>37,491.48</b>
000535	RECEIVER GENERAL	8-11-2016-Council	15/08/2016	COUNCIL PAYROLL REMITTA	84.60
000535	RECEIVER GENERAL	8-11-2016-PT	15/08/2016	PT PAYROLL REMITTANCE	8,578.24
000535	RECEIVER GENERAL	8-11-2016-FT	15/08/2016	FT PAYROLL REMITTANCE	28,828.64
				Invoice Count 3 Total	37,491.48
		<b>Cheque 000470</b>	<b>Date 16/08/2016</b>	<b>Amount</b>	<b>1,097.97</b>
000294	HYDRO ONE NETWORKS INC	July 2016-8056	16/08/2016	4279.56 KWH- FIRE/ESTC	1,015.09

# Accounts Payable

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

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000294	HYDRO ONE NETWORKS INC	July 2016-8593	16/08/2016	ESTC-13.3146 KWH	37.47
000294	HYDRO ONE NETWORKS INC	july 2016-1532	16/08/2016	50 KWH- CEMETERY	45.41
				Invoice Count	3
				Total	1,097.97
<b>Cheque 000471</b>		<b>Date 17/08/2016</b>	<b>Amount 425.94</b>		
000294	HYDRO ONE NETWORKS INC	July 2016-3023	17/08/2016	1668.3488 KWH- AIRPORT	425.94
				Invoice Count	1
				Total	425.94
<b>Cheque 000472</b>		<b>Date 17/08/2016</b>	<b>Amount 1,575.59</b>		
000657	TOWNSHIP OF NORTH HURON WATER	156416	17/08/2016	1357 M3- SPRINKLER PARK	784.84
000657	TOWNSHIP OF NORTH HURON WATER	156409	17/08/2016	CPMPLEX- 535 M3	689.61
000657	TOWNSHIP OF NORTH HURON WATER	156417	17/08/2016	DAY CARE- 67 M3	101.14
				Invoice Count	3
				Total	1,575.59
Report Total					206,104.81

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

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 003312</b>		<b>Date 04/08/2016</b>	<b>Amount 164.09</b>		
003224	HURONTEL	4293 08/2016	04/08/2016	357-4293 MONTHLY ACCT	67.74
003224	HURONTEL	2230 08/2016	04/08/2016	357-2230 MONTHLY ACCT	96.35
				Invoice Count 2	Total 164.09
<b>Cheque 003313</b>		<b>Date 10/08/2016</b>	<b>Amount 97.23</b>		
002697	TUCKERSMITH COMMUNICATIONS	4466 08/2016	10/08/2016	523-4466 MONTHLY ACCT	97.23
				Invoice Count 1	Total 97.23
<b>Report Total</b>					<b>261.32</b>

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Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 043234 Date 19/08/2016 Amount 348.80</b>					
004467	14/19 CAMPAIGN	8-11-2016	15/08/2016	HST REBATE	348.80
				Invoice Count 1	Total 348.80
<b>Cheque 043235 Date 19/08/2016 Amount 22.16</b>					
003445	A J STONE COMPANY LTD	128827	17/08/2016	FIRE- EQUIPMENT REPAIR	22.16
				Invoice Count 1	Total 22.16
<b>Cheque 043236 Date 19/08/2016 Amount 226.00</b>					
004082	ACCEO SOLUTIONS INC	90516	15/08/2016	DAY CARE- SMART OFFICE M	226.00
				Invoice Count 1	Total 226.00
<b>Cheque 043237 Date 19/08/2016 Amount 30,695.72</b>					
001490	ALLAN AVIS ARCHITECHT	5026	15/08/2016	BLYTH MEMORIAL HALL REN	30,243.72
001490	ALLAN AVIS ARCHITECHT	5031	15/08/2016	BLYTH MEM HALL RENO SER	452.00
				Invoice Count 2	Total 30,695.72
<b>Cheque 043238 Date 19/08/2016 Amount 5,773.63</b>					
000073	B M ROSS AND ASSOCIATES LTD	11525	15/08/2016	DEVELOPMENT CHARGE STL	5,773.63
				Invoice Count 1	Total 5,773.63
<b>Cheque 043239 Date 19/08/2016 Amount 48.03</b>					
002539	BLOODHOUND ODOUR PROTECTION	1425	15/08/2016	TOWN HALL - FAN UNIT REFILL	19.21
002539	BLOODHOUND ODOUR PROTECTION	1426	15/08/2016	COMPLEX- FAN UNIT REFILL	28.82
				Invoice Count 2	Total 48.03
<b>Cheque 043240 Date 19/08/2016 Amount 1,061.95</b>					
000065	BLYTH DECOR SHOPPE	8-10-2016	17/08/2016	LIBRARY B-SEPTEMEBER RE	1,061.95
				Invoice Count 1	Total 1,061.95
<b>Cheque 043241 Date 19/08/2016 Amount 98.52</b>					
000072	BLYTH PRINTING INC.	25946	17/08/2016	BUSINESS CARDS	49.26
000072	BLYTH PRINTING INC.	26043	17/08/2016	JEFF BUSINESS CARDS	49.26
				Invoice Count 2	Total 98.52
<b>Cheque 043242 Date 19/08/2016 Amount 3,858.97</b>					
002743	BRANDT SECURITY	17299	15/08/2016	PARK- AUTOMATIC DOOR LO	1,240.74
002743	BRANDT SECURITY	17300	17/08/2016	BLYTH PUC ACCESS CONTRI	2,618.23
				Invoice Count 2	Total 3,858.97
<b>Cheque 043243 Date 19/08/2016 Amount 51.30</b>					
002066	BROCK VODDEN	July 2016	15/08/2016	MILEAGE- COUNCIL	51.30
				Invoice Count 1	Total 51.30
<b>Cheque 043244 Date 19/08/2016 Amount 122.04</b>					

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
002864	CAROL PHILLIPS	8-2-2016	15/08/2016	CANFITPRO- MEMBERSHIP/C	122.04
				Invoice Count 1 Total	122.04
<b>Cheque 043245</b>		<b>Date 19/08/2016</b>	<b>Amount 804.20</b>		
003997	CDW CANADA INC	DTZ8477	18/08/2016	SS- WATCHGUARD FIREBOX	804.20
				Invoice Count 1 Total	804.20
<b>Cheque 043246</b>		<b>Date 19/08/2016</b>	<b>Amount 1,902.86</b>		
002016	CENTRA DOOR NORTH COMPANY LTD	14768	17/08/2016	BLYTH SAND SHED DOOR RE	483.58
002016	CENTRA DOOR NORTH COMPANY LTD	14703	18/08/2016	INSURANCE- FIREHALL DOOI	904.00
002016	CENTRA DOOR NORTH COMPANY LTD	14701	18/08/2016	FIREHALL DOOR- INSURANCI	515.28
				Invoice Count 3 Total	1,902.86
<b>Cheque 043247</b>		<b>Date 19/08/2016</b>	<b>Amount 632.50</b>		
003919	CINTAS CANADA LIMITED	839285859	15/08/2016	COMPLEX-SANITIZE RESTRC	417.70
003919	CINTAS CANADA LIMITED	839291749	15/08/2016	COMPLEX SANITIZE RESTRO	214.80
				Invoice Count 2 Total	632.50
<b>Cheque 043248</b>		<b>Date 19/08/2016</b>	<b>Amount 259.90</b>		
000146	CLIFF'S PLUMBING & HEATING	26863	17/08/2016	POLICE-REPAIR AIR CONDITI	259.90
				Invoice Count 1 Total	259.90
<b>Cheque 043249</b>		<b>Date 19/08/2016</b>	<b>Amount 2,695.99</b>		
004120	CUNNINGHAM LINDSEY	600203899166-1	15/08/2016	LIABILITY CLAIM- BLYTH	2,286.83
004120	CUNNINGHAM LINDSEY	600203979953-1	16/08/2016	LIABILITY CLAIM	409.16
				Invoice Count 2 Total	2,695.99
<b>Cheque 043250</b>		<b>Date 19/08/2016</b>	<b>Amount 785.05</b>		
000885	DEAN'S VALU-MART	642-5097- taxes	15/08/2016	COMPLEX BLEACH- TAXES O	2.88
000885	DEAN'S VALU-MART	641-1041	15/08/2016	DAY CARE FOOD SUPPLIES	382.10
000885	DEAN'S VALU-MART	641-8038	15/08/2016	EL-FOOD SUPPLIES	135.80
000885	DEAN'S VALU-MART	642-7115	15/08/2016	VINEGAR /BLEACH- COMPLE	31.40
000885	DEAN'S VALU-MART	641-1674	15/08/2016	DC FOOD SUPPLIES	206.43
000885	DEAN'S VALU-MART	credit- 3993	15/08/2016	INVOICE PAID TWICE	-9.56
000885	DEAN'S VALU-MART	640-2450	17/08/2016	WATER	36.00
				Invoice Count 7 Total	785.05
<b>Cheque 043251</b>		<b>Date 19/08/2016</b>	<b>Amount 4,109.49</b>		
001923	E.S. HUBBELL & SONS LIMITED	6210	17/08/2016	GUARDRAIL	4,109.49
				Invoice Count 1 Total	4,109.49
<b>Cheque 043252</b>		<b>Date 19/08/2016</b>	<b>Amount 207.46</b>		
001590	G & K SERVICES CANADA INC.	1518581605	15/08/2016	ESTC- MATS	60.32
001590	G & K SERVICES CANADA INC.	1518585876	15/08/2016	ARENA B- MATS	147.14
				Invoice Count 2 Total	207.46
<b>Cheque 043253</b>		<b>Date 19/08/2016</b>	<b>Amount 1,356.00</b>		

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Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000824	HARV BERNARD BUCKET TRUCK SER\	416859	17/08/2016	TREE REMOVAL	1,356.00
				Invoice Count 1 Total	1,356.00
		<b>Cheque 043254</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>59.96</b>
000281	HOWSON TRANSPORTATION INC	3312596	15/08/2016	FIRE- JULY DIESEL FUEL	59.96
				Invoice Count 1 Total	59.96
		<b>Cheque 043255</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>7,368.50</b>
000370	HURON CONSTRUCTION BUILDING CO	3020	15/08/2016	REPAIRING LIBRARY WINDOW	7,368.50
				Invoice Count 1 Total	7,368.50
		<b>Cheque 043256</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>79.20</b>
000306	JAMES CAMPBELL	July 2016	15/08/2016	COUNCIL MILEAGE	79.20
				Invoice Count 1 Total	79.20
		<b>Cheque 043257</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>1,304.15</b>
000321	JOE'S AUTOMOTIVE	39340	15/08/2016	POLICE- 2011 DODGE CHARG	361.60
000321	JOE'S AUTOMOTIVE	39350	15/08/2016	POLICE- 2017 FORD LIGHT B	882.09
000321	JOE'S AUTOMOTIVE	39360	15/08/2016	POLICE- 11 CROWN VIC MAIN	60.46
				Invoice Count 3 Total	1,304.15
		<b>Cheque 043258</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>56.25</b>
000332	JOYCE WILLIAMSON	7-26-2016	15/08/2016	MILEAGE- DAY CARE	56.25
				Invoice Count 1 Total	56.25
		<b>Cheque 043259</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>53.11</b>
000350	KIM SCHOLL	7-25-2016	15/08/2016	AQUATICS SUPPLIES	53.11
				Invoice Count 1 Total	53.11
		<b>Cheque 043260</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>238.54</b>
000352	KITSUPPLY	136992	15/08/2016	PARKS W- JANITORIAL SUPP	238.54
				Invoice Count 1 Total	238.54
		<b>Cheque 043261</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>40.00</b>
000353	KNIGHTS OF COLUMBUS	8-1-2016	15/08/2016	FITNESS- SATELLITE REIMBL	40.00
				Invoice Count 1 Total	40.00
		<b>Cheque 043262</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>190.00</b>
001997	LARRY MEYER	7-25-2016	15/08/2016	REC ADMIN- BOOTS/PHONE	190.00
				Invoice Count 1 Total	190.00
		<b>Cheque 043263</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>800.31</b>
000388	MAITLAND WELDING & MACHINING	4645	17/08/2016	MODIFY MOUNTING OF WATI	613.67
000388	MAITLAND WELDING & MACHINING	4660	17/08/2016	FLAT BAR	37.35

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Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000388	MAITLAND WELDING & MACHINING	4835	17/08/2016	SUPERIOR SHAFT	149.29
				Invoice Count 3	Total 800.31
<b>Cheque 043264 Date 19/08/2016 Amount 299.45</b>					
002732	MCGAVIN FARM EQUIPMENT LIMITED	30008	17/08/2016	BELT SET	299.45
				Invoice Count 1	Total 299.45
<b>Cheque 043265 Date 19/08/2016 Amount 66.39</b>					
000416	MELISSA SCOTT	8-8-2016	17/08/2016	FITNESS- SPEAKER REPLACI	66.39
				Invoice Count 1	Total 66.39
<b>Cheque 043266 Date 19/08/2016 Amount 50.00</b>					
004529	MENNONITE CENTRAL COMMITTEE OF	8-10-2016	15/08/2016	IN MEMORY OF PHILIP BLAKE	50.00
				Invoice Count 1	Total 50.00
<b>Cheque 043267 Date 19/08/2016 Amount 147.68</b>					
004233	MILLSTONE CROP SERVICES INC	X26514	17/08/2016	GRASS SEED	147.68
				Invoice Count 1	Total 147.68
<b>Cheque 043268 Date 19/08/2016 Amount 23,923.00</b>					
000431	MINISTER OF FINANCE	17280716010	15/08/2016	JUNE OPP BILLING	23,923.00
				Invoice Count 1	Total 23,923.00
<b>Cheque 043269 Date 19/08/2016 Amount 4,254.45</b>					
000436	MONTGOMERYS COMFORT CENTRE L	16-0118-11	17/08/2016	GAS PIPING AND CONVERSIK	2,796.75
000436	MONTGOMERYS COMFORT CENTRE L	16-0620-01	17/08/2016	FIRE B- INSTALL AIR LINES	1,457.70
				Invoice Count 2	Total 4,254.45
<b>Cheque 043270 Date 19/08/2016 Amount 11.25</b>					
000629	MORAN MECHANICAL AND ELECTRICA	100322	15/08/2016	COMPLEX - FAN BELT	11.25
				Invoice Count 1	Total 11.25
<b>Cheque 043271 Date 19/08/2016 Amount 6,901.10</b>					
000444	MUNICIPALITY OF MORRIS TURNBERR	4598	15/08/2016	JUNE 2016 SHARE OF FPO	3,615.88
000444	MUNICIPALITY OF MORRIS TURNBERR	4713	17/08/2016	JULY SHARE OF FPO COSTS	3,285.22
				Invoice Count 2	Total 6,901.10
<b>Cheque 043272 Date 19/08/2016 Amount 157.95</b>					
004173	MURRAY D KEITH B.A.	35165	15/08/2016	DRAINAGE- REVIEW MAP	157.95
				Invoice Count 1	Total 157.95
<b>Cheque 043273 Date 19/08/2016 Amount 104.40</b>					
001215	NEIL VINCENT	July 2016	15/08/2016	COUNCIL MILEAGE	104.40
				Invoice Count 1	Total 104.40

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 043274 Date 19/08/2016 Amount 122.75</b>					
004518	NICOLE GRAF	Aug 8/16	17/08/2016	MILEAGE & OFFICE SUPPLIE	122.75
				Invoice Count 1 Total	122.75
<b>Cheque 043275 Date 19/08/2016 Amount 19,693.62</b>					
002832	NORTRAX CANADA INC.	566448	17/08/2016	JOHN DEERE 772G - AXLE LE	19,693.62
				Invoice Count 1 Total	19,693.62
<b>Cheque 043276 Date 19/08/2016 Amount 142.38</b>					
000498	ORKIN CANADA CORPORATION	IN-7113158	17/08/2016	PEST CONTROL	142.38
				Invoice Count 1 Total	142.38
<b>Cheque 043277 Date 19/08/2016 Amount 2,186.99</b>					
003138	OWEN SOUND POLICE SERVICES	2678-16	15/08/2016	POLICE DISPATCH SERVICE-	2,186.99
				Invoice Count 1 Total	2,186.99
<b>Cheque 043278 Date 19/08/2016 Amount 389.85</b>					
002127	P E INGLIS HOLDINGS INC.	23923	15/08/2016	PARKS- PORTABLE WASHRO	389.85
				Invoice Count 1 Total	389.85
<b>Cheque 043279 Date 19/08/2016 Amount 844.11</b>					
000514	PLETCH ELECTRIC LTD	1000013138	17/08/2016	STREETLIGHT INSPECTION F	346.91
000514	PLETCH ELECTRIC LTD	1000013140	17/08/2016	BLYTH STREETLIGHTS	497.20
				Invoice Count 2 Total	844.11
<b>Cheque 043280 Date 19/08/2016 Amount 47.69</b>					
000520	PUROLATOR COURIER LTD	431884066	15/08/2016	POLICE COURIER SERVICE	29.00
000520	PUROLATOR COURIER LTD	431958929	15/08/2016	POLICE COURIER SERVICE	18.69
				Invoice Count 2 Total	47.69
<b>Cheque 043281 Date 19/08/2016 Amount 6,997.42</b>					
000542	R.J. BURNSIDE & ASSOCIATES	LNE085790.2016-2	17/08/2016	WINGHAM LANDFILL ANNUAL	5,313.44
000542	R.J. BURNSIDE & ASSOCIATES	LNE085780.2016-2	17/08/2016	EW LANDFILL ANNUAL PROG	1,164.07
000542	R.J. BURNSIDE & ASSOCIATES	MCW162970.2016-1	17/08/2016	WESTMORELAND STREET	519.91
				Invoice Count 3 Total	6,997.42
<b>Cheque 043282 Date 19/08/2016 Amount 285.00</b>					
003420	RADFORD GROUP LTD	July Statement	17/08/2016	ROADS FUEL	285.00
				Invoice Count 1 Total	285.00
<b>Cheque 043283 Date 19/08/2016 Amount 35.10</b>					
003439	RAY HALLAHAN	July 2016	15/08/2016	COUNCIL MILEAGE	35.10
				Invoice Count 1 Total	35.10
<b>Cheque 043284 Date 19/08/2016 Amount 2,825.00</b>					

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
004304	RESTORATION ENGINEERING SERVICE	16-24	15/08/2016	BUILDING- ENGINEERING SE	2,825.00
				Invoice Count 1 Total	2,825.00
		<b>Cheque 043285</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>91.19</b>
000508	REXALL PHARMA PLUS	343885	15/08/2016	DAY CARE- SUNSCREEN	91.19
				Invoice Count 1 Total	91.19
		<b>Cheque 043286</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>130.95</b>
003055	RICHARD AL	Aug 3/16	17/08/2016	MILEAGE & PHONE	130.95
				Invoice Count 1 Total	130.95
		<b>Cheque 043287</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>90.74</b>
002640	SCHMIDT'S POWER EQUIPMENT	21566	17/08/2016	WATER COUPLER, SAFETY G	90.74
				Invoice Count 1 Total	90.74
		<b>Cheque 043288</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>9.98</b>
000569	SCRIMGEOUR'S FOOD MARKET	377763	17/08/2016	WATER	9.98
				Invoice Count 1 Total	9.98
		<b>Cheque 043289</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>68.87</b>
000611	STOKES INTERNATIONAL	114130	15/08/2016	POLICE LEATHER WALLET	68.87
				Invoice Count 1 Total	68.87
		<b>Cheque 043290</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>15.54</b>
000631	TEESWATER AGRO PARTS LTD	113344	17/08/2016	HYDRAULIC VALVE	15.54
				Invoice Count 1 Total	15.54
		<b>Cheque 043291</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>78.76</b>
000642	THE CITIZEN	87727	17/08/2016	ADMIN-JULY ADVERTISING	78.76
				Invoice Count 1 Total	78.76
		<b>Cheque 043292</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>135.00</b>
002930	THE ONTARIO MUNICIPAL MANAGEME	1383	15/08/2016	ADMIN-MEMBERSHIP RENEW	135.00
				Invoice Count 1 Total	135.00
		<b>Cheque 043293</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>6,004.35</b>
000897	TOWNSHIP OF NORTH HURON SEWER	8-5-2016	15/08/2016	2ND QUARTER HST RETURN	6,004.35
				Invoice Count 1 Total	6,004.35
		<b>Cheque 043294</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>22,636.34</b>
001365	TOWNSHIP OF NORTH HURON WATER	8-5-2016	15/08/2016	2ND QUARTER HST RETURN	22,636.34
				Invoice Count 1 Total	22,636.34
		<b>Cheque 043295</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>32.40</b>

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Entry Date	Invoice Description	Invoice Amount
004260	TREVOR SEIP	July 2016		15/08/2016	COUNCIL MILEAGE	32.40
					Invoice Count	1
					Total	32.40
<b>Cheque 043296 Date 19/08/2016 Amount 2,825.00</b>						
001036	WARD & UPTIGROVE CONSULTING & F	43981		18/08/2016	SS CONSULTING FEES	452.00
001036	WARD & UPTIGROVE CONSULTING & F	43630		18/08/2016	FIRE-CONSULTING FEES	2,373.00
					Invoice Count	2
					Total	2,825.00
<b>Cheque 043297 Date 19/08/2016 Amount 2,678.16</b>						
000856	WEILER'S CLEANING & RESTORATION	12303775		15/08/2016	MONTHLY JANITORIAL SERV	2,678.16
					Invoice Count	1
					Total	2,678.16
<b>Cheque 043298 Date 19/08/2016 Amount 16,729.00</b>						
002362	WINGHAM & DISTRICT HOSPITAL FOU	8-3-2016		15/08/2016	HEALTH PROFESSIONALS RE	16,729.00
					Invoice Count	1
					Total	16,729.00
<b>Cheque 043299 Date 19/08/2016 Amount 80.00</b>						
002624	WINGHAM POLICE SERVICE	July 2016		15/08/2016	RECREATION- POLICE CHEC	80.00
					Invoice Count	1
					Total	80.00
					Report Total	186,342.45

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 004686 Date 04/08/2016 Amount 5,209.94</b>					
000542	R.J. BURNSIDE & ASSOCIATES	300037113.1000-7	04/08/2016	BLYTH WELL ADDITIONAL WC	2,597.38
000542	R.J. BURNSIDE & ASSOCIATES	300037113.0000-10	04/08/2016	BLYTH WATER TREATMENT F	2,612.56
				Invoice Count	2
				Total	5,209.94
<b>Cheque 004687 Date 04/08/2016 Amount 6,065.52</b>					
002512	TOWNSHIP OF NORTH HURON	51914	04/08/2016	JULY WAGES/BENEFITS	6,065.52
				Invoice Count	1
				Total	6,065.52
<b>Cheque 004688 Date 04/08/2016 Amount 4,125.00</b>					
000897	TOWNSHIP OF NORTH HURON SEWER	50533	04/08/2016	CRONIN SEWER CONNECTIC	3,500.00
000897	TOWNSHIP OF NORTH HURON SEWER	0505332	04/08/2016	CRONIN SEWER SUPPLIES	625.00
				Invoice Count	2
				Total	4,125.00
<b>Cheque 004689 Date 10/08/2016 Amount 72.32</b>					
000100	CANADA POST CORPORATION	9598100308	10/08/2016	EPOST CHARGES	72.32
				Invoice Count	1
				Total	72.32
<b>Cheque 004690 Date 10/08/2016 Amount 4.35</b>					
000520	PUROLATOR COURIER LTD	431943733	10/08/2016	COURIER CHEQUE TO XTERI	4.35
				Invoice Count	1
				Total	4.35
<b>Cheque 004691 Date 10/08/2016 Amount 162,892.49</b>					
004513	XTERRA CONSTRUCTION INC	CERTIFICATE # 3	10/08/2016	WORK COMPLETED TO JULY	162,892.49
				Invoice Count	1
				Total	162,892.49
<b>Cheque 004692 Date 15/08/2016 Amount 28,156.99</b>					
000444	MUNICIPALITY OF MORRIS TURNBERR	004714	15/08/2016	2016 BELGRAVE USER FEES	28,156.99
				Invoice Count	1
				Total	28,156.99
Report Total					206,526.61

# Accounts Payable

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

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 000382</b>		<b>Date 04/08/2016</b>	<b>Amount 509.70</b>		
003224	HURONTEL	08/2016	04/08/2016	MONTHLY ACCT PUC BUILDII	112.94
003224	HURONTEL	1167 08/2016	04/08/2016	MONTHLY ACCT STANDPIPE	232.67
003224	HURONTEL	1168 08/2016	04/08/2016	MONTHLY ACCT WELL 3	67.74
003224	HURONTEL	1818 08/2016	04/08/2016	MONTHLY ACCT WELL 4	96.35
				Invoice Count 4	Total 509.70
<b>Cheque 000383</b>		<b>Date 04/08/2016</b>	<b>Amount 3,062.22</b>		
000294	HYDRO ONE NETWORKS INC	17904 07/2016	04/08/2016	201 VICTORIA ST JUNE 17 - J	3,062.22
				Invoice Count 1	Total 3,062.22
<b>Cheque 000384</b>		<b>Date 04/08/2016</b>	<b>Amount 86.53</b>		
002697	TUCKERSMITH COMMUNICATIONS	9131 08/2016	04/08/2016	523-9131 MONTHLY ACCT	86.53
				Invoice Count 1	Total 86.53
<b>Cheque 000385</b>		<b>Date 31/07/2016</b>	<b>Amount 1,824.65</b>		
000687	WESTARIO POWER INC.	2103378591	31/07/2016	WELL 3 JUNE USAGE	1,424.88
000687	WESTARIO POWER INC.	2103378611	31/07/2016	STANDPIPE JULY USAGE	192.95
000687	WESTARIO POWER INC.	2103378585	31/07/2016	435 MINNIE ST JUNE USAGE	206.82
				Invoice Count 3	Total 1,824.65
<b>Cheque 000386</b>		<b>Date 08/08/2016</b>	<b>Amount 2,524.15</b>		
000687	WESTARIO POWER INC.	2103395976	08/08/2016	WELL 4 JUNE USAGE	2,524.15
				Invoice Count 1	Total 2,524.15
<b>Cheque 000387</b>		<b>Date 10/08/2016</b>	<b>Amount 82.36</b>		
000052	BELL CANADA	9942 08/2016	10/08/2016	357-9942 MONTHLY ACCT	82.36
				Invoice Count 1	Total 82.36
<b>Cheque 000388</b>		<b>Date 11/08/2016</b>	<b>Amount 51.10</b>		
003924	GLOBAL PAYMENTS	5886	11/08/2016	DEBIT MACHINE FEES	51.10
				Invoice Count 1	Total 51.10
				<b>Report Total</b>	<b>8,140.71</b>

# Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 500001</b>		<b>Date 03/08/2016</b>	<b>Amount 0.01</b>		
002898	DONNA STUTE	test file	03/08/2016	TEST FILE	0.01
				Invoice Count 1	Total 0.01
<b>Cheque 000000</b>		<b>Date</b>	<b>Amount 0.00</b>		
				Invoice Count 1	Total 0.00
<b>Cheque 500003</b>		<b>Date 19/08/2016</b>	<b>Amount 116.96</b>		
001987	ALLSTREAM BUSINESS INC.	17628685	17/08/2016	ROADS PHONE	60.67
001987	ALLSTREAM BUSINESS INC.	17628684	17/08/2016	CEMETERY PHONE	56.29
				Invoice Count 2	Total 116.96
<b>Cheque 500004</b>		<b>Date 19/08/2016</b>	<b>Amount 245.57</b>		
003216	BRAMHILL TRUCK CENTRE	167772	17/08/2016	AIR PANEL	20.93
003216	BRAMHILL TRUCK CENTRE	167896	17/08/2016	AIR PRIMER, REGULATOR	224.64
				Invoice Count 2	Total 245.57
<b>Cheque 500005</b>		<b>Date 19/08/2016</b>	<b>Amount 54.90</b>		
004172	C E MACTAVISH LIMITED	7462	17/08/2016	FUEL	25.03
004172	C E MACTAVISH LIMITED	7498	17/08/2016	FUEL	29.87
				Invoice Count 2	Total 54.90
<b>Cheque 500006</b>		<b>Date 19/08/2016</b>	<b>Amount 828.29</b>		
001837	CJ JOHNSTON OFFICE SOLUTIONS	132695c	17/08/2016	TABLE & CHAIRS	507.37
001837	CJ JOHNSTON OFFICE SOLUTIONS	132729c	17/08/2016	REC/COMPLEX ADMIN-PRINT	320.92
				Invoice Count 2	Total 828.29
<b>Cheque 500007</b>		<b>Date 19/08/2016</b>	<b>Amount 939.60</b>		
000186	DELTA ELEVATOR COMPANY LTD	9146198	15/08/2016	COMPLEX ELEVATOR MAINTI	469.19
000186	DELTA ELEVATOR COMPANY LTD	9146197	15/08/2016	TOWN HALL ELEVATOR MAIN	470.41
				Invoice Count 2	Total 939.60
<b>Cheque 500008</b>		<b>Date 19/08/2016</b>	<b>Amount 3,365.14</b>		
001840	EDWARD FUELS	083872	15/08/2016	AIRPORT FUEL	1,108.58
001840	EDWARD FUELS	083871	15/08/2016	AIRPORT FUEL	2,256.56
				Invoice Count 2	Total 3,365.14
<b>Cheque 500009</b>		<b>Date 19/08/2016</b>	<b>Amount 500.00</b>		
001642	EMILY PHILLIPS	7-24-2016	15/08/2016	5 CIVIL CEREMONIES	500.00
				Invoice Count 1	Total 500.00
<b>Cheque 500010</b>		<b>Date 19/08/2016</b>	<b>Amount 191.70</b>		
000237	GEORGIAN BAY FIRE & SAFETY LTD	704690	15/08/2016	LIBRARY- FIRE EXTING INSP	123.90

# Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000237	GEORGIAN BAY FIRE & SAFETY LTD	704685	15/08/2016	AIRPORT FIRE EXTING INSPE	67.80
Invoice Count 2 Total					191.70
<b>Cheque 500011</b>		<b>Date 19/08/2016</b>	<b>Amount</b>	<b>7,203.37</b>	
000322	JOE KERR LTD	W46355	15/08/2016	FIRE- UNIT R7- REPAIRS	1,041.22
000322	JOE KERR LTD	W46158	15/08/2016	FIRE- RESCUE 7 ANNUAL INS	837.30
000322	JOE KERR LTD	W46200	15/08/2016	FIRE- UNIT E6-ANNUAL INSP	1,028.04
000322	JOE KERR LTD	W46329A	15/08/2016	FIRE- JOHNSTON- REPAIRS	266.96
000322	JOE KERR LTD	W46143	15/08/2016	FIRE-TANKER 9-ANNUAL INSI	506.27
000322	JOE KERR LTD	W46131	15/08/2016	FIRE TANKER 8- ANNUAL INS	814.45
000322	JOE KERR LTD	W46388	17/08/2016	RETORQUE 04-03	25.71
000322	JOE KERR LTD	W46346	17/08/2016	SAFETY INSPECTION 06-06	2,089.74
000322	JOE KERR LTD	W46270	17/08/2016	SAFETY INSPECTION 04-03	224.54
000322	JOE KERR LTD	17776	17/08/2016	GRAVEL	369.14
Invoice Count 10 Total					7,203.37
<b>Cheque 500012</b>		<b>Date 19/08/2016</b>	<b>Amount</b>	<b>653.08</b>	
000364	LAVIS CONTRACTING CO LTD	P-240-00002256	17/08/2016	ROADS-COLD MIX	653.08
Invoice Count 1 Total					653.08
<b>Cheque 500013</b>		<b>Date 19/08/2016</b>	<b>Amount</b>	<b>931.39</b>	
000421	MICROAGE BASICS	182850	17/08/2016	REC ADMIN- PAPER	45.19
000421	MICROAGE BASICS	182911	17/08/2016	REC ADMIN-LETTER FILE FOI	16.60
000421	MICROAGE BASICS	183218	17/08/2016	DAY CARE- TAPE	5.58
000421	MICROAGE BASICS	183951	17/08/2016	DAY CARE- TAPE/PAGE PRO	62.57
000421	MICROAGE BASICS	183774	17/08/2016	REC ADMIN-LASER LABELS	20.34
000421	MICROAGE BASICS	389882	18/08/2016	ROADS- PENS	85.42
000421	MICROAGE BASICS	389749	18/08/2016	ROADS- LIGHT	166.66
000421	MICROAGE BASICS	389741	18/08/2016	ROADS- OFFICE SUPPLIES	320.88
000421	MICROAGE BASICS	184514	18/08/2016	DAY CARE- SELF INKING STA	37.44
000421	MICROAGE BASICS	184678	18/08/2016	ROADS- SELF-INKING STAMP	55.48
000421	MICROAGE BASICS	184789	18/08/2016	REC ADMIN-OFFICE SUPPLIE	76.58
000421	MICROAGE BASICS	390453	18/08/2016	DAY CARE- BOOK TAPE	38.65
Invoice Count 12 Total					931.39
<b>Cheque 500014</b>		<b>Date 19/08/2016</b>	<b>Amount</b>	<b>411.84</b>	
000924	MIDWESTERN COMMUNICATIONS	160729-0169	15/08/2016	POLICE- COPIER METER CH/	153.50
000924	MIDWESTERN COMMUNICATIONS	160729-0111	15/08/2016	DAY CARE- COPIER METER C	54.93
000924	MIDWESTERN COMMUNICATIONS	160729-0110	15/08/2016	ESTC- COPIER METER BILLIN	140.65
000924	MIDWESTERN COMMUNICATIONS	160802-0007	15/08/2016	FIRE-COPIER METER BILLING	62.76
Invoice Count 4 Total					411.84
<b>Cheque 500015</b>		<b>Date 19/08/2016</b>	<b>Amount</b>	<b>1,910.55</b>	
003728	MONTGOMERY BUS LINES	108976	17/08/2016	DAY CAMP TO MCGREGOR P	666.98
003728	MONTGOMERY BUS LINES	109117	18/08/2016	DAY CAMP TO EAST PARK LC	1,243.57
Invoice Count 2 Total					1,910.55
<b>Cheque 500016</b>		<b>Date 19/08/2016</b>	<b>Amount</b>	<b>47,121.82</b>	

# Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000473	OMERS	7-31-2016	15/08/2016	JULY REMITTANCE	47,121.82
				Invoice Count 1	Total 47,121.82
		<b>Cheque 500017</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>592.64</b>
003284	PPE SOLUTIONS INC	5068	15/08/2016	FIRE- CITRUS CLEANER	224.87
003284	PPE SOLUTIONS INC	5278	17/08/2016	FIRE- FIREFIGHTING BOOTS	174.71
003284	PPE SOLUTIONS INC	5274	17/08/2016	FIRE- FIREFIGHTING GLOVES	193.06
				Invoice Count 3	Total 592.64
		<b>Cheque 500018</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>239.47</b>
000539	RINTOULS POOLS AND SPAS	60202	15/08/2016	POOL-MURIATIC ACID	239.47
				Invoice Count 1	Total 239.47
		<b>Cheque 500019</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>72.14</b>
004330	SEPOY WIRING	9223	15/08/2016	COMPLEX- LIGHT BULBS	72.14
				Invoice Count 1	Total 72.14
		<b>Cheque 500020</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>190.66</b>
000586	SKEOCH BUSINESS EQUIP. LTD	1000016365	18/08/2016	REC- COPIER RENTAL	190.66
				Invoice Count 1	Total 190.66
		<b>Cheque 500021</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>135.60</b>
002906	SOLID GROUND LANDSCAPING	153	15/08/2016	E/W PARK LAWNMOWING	135.60
				Invoice Count 1	Total 135.60
		<b>Cheque 500022</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>249.45</b>
000620	SWAN DUST CONTROL LTD	3644316	15/08/2016	DAY CARE MATS	23.90
000620	SWAN DUST CONTROL LTD	3650253	15/08/2016	DAY CARE MATS	23.90
000620	SWAN DUST CONTROL LTD	3656210	15/08/2016	COMPLEX MATS/MOPS	139.89
000620	SWAN DUST CONTROL LTD	3656223	15/08/2016	POLICE- MATS/MOPS	35.26
000620	SWAN DUST CONTROL LTD	3656224	15/08/2016	TOWNHALL- MATS	26.50
				Invoice Count 5	Total 249.45
		<b>Cheque 500023</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>141.25</b>
003532	TRULY NOLEN	25443	15/08/2016	COMPLEX PEST CONTROL	75.71
003532	TRULY NOLEN	25395	15/08/2016	DAY CARE PEST CONTROL	65.54
				Invoice Count 2	Total 141.25
		<b>Cheque 500024</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>153.00</b>
002186	WEED MAN	131440	15/08/2016	DAY CARE- GRUB MANAGEM	100.00
002186	WEED MAN	131437	15/08/2016	DAY CARE SUMMER FERTILI	53.00
				Invoice Count 2	Total 153.00
		<b>Cheque 500025</b>	<b>Date 19/08/2016</b>	<b>Amount</b>	<b>320.01</b>
000699	WINGHAM ADVANCE TIMES	3963314	15/08/2016	ADMIN ADVERTISING	320.01
				Invoice Count 1	Total 320.01

# Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT

Cheque Date 29/07/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
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Report Total 66,568.44



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 22/08/2016  
**SUBJECT:** Year to Date Report – July 31, 2016  
**ATTACHMENTS:** YTD July 2016

**RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Year to Date Budget Report from the Director of Finance for information purposes.

**EXECUTIVE SUMMARY**

The Township Budget was passed on May 2, 2016. The Director has been working on the development of a high level condensed Year to Date report format to provide information to Council on a timely basis. Various report formats from other municipalities have been reviewed and used as part of the template design process.

The Department Heads are responsible for reviewing their year to date budget to actual figures and discuss any significant variances with the Director. No material issues have been identified regarding operational issues to date. The main variance in overall dollars relates to the capital portion of the budget. Capital vs operating has been detailed separately and each capital project has been listed. A number of capital projects and studies are now underway and will be monitored by the Department Heads. The progress will be reported back to council in the upcoming months.

**DISCUSSION**

The report covers the period from January 1 to July 31, 2016 which represents a “7/12” snapshot or approximately 58% of the target spent or received. However, as discussed throughout the budget process, a large portion of the budget revenue and expenses are related to seasonal activities and have been noted in the spread sheet. The report format is as follows:

Column	Column	Column	Column	Column	Column	Column	Column	Column	Column
1	2	3	4	5	6	7	8	9	10
2016 Budget Total Revenue by Dept	Total Revenue Year to Date	% of Revenue Received	Notes relating to Revenue	2016 Budget Total Expense by Dept	Total Expenses Year to Date	% of Expenses Received	Notes relating to Expenses	2016 Net Budget By Dept = Column 5 minus Column 1	2016 Net YTD By Dept = Column 6 minus Column 2

As at January 1, 2016, invoices that are to be allocated to various cost centers are now being split at the point of entry to provide consistent monitoring throughout the year and reduce the number of journal entries at year end.

A significant project underway in 2016, is the implementation of job costing software for payroll. Staff have been working through the implementation in conjunction with the Shared Services project and will continue to make adjustments in 2016 in order to be well positioned for the 2017 budget cycle. The first phase of the software implementation was in effect for May 1<sup>st</sup> and therefore adjustments are required for the first part of the year. A number of adjustments will be required by year end for the Shared Services project.

Transfers to and from reserves which were included in the 2016 budget as part of future planning initiatives, will be reflected in the next report. However, transfers to and from reserves related to specific projects are completed in conjunction with the project completion.

Salaries and benefits included in the budget are at 55% to date which is in line with the target of 58%. Wages fluctuate by seasonal activities and allocations to various cost departments.

Energy costs also vary by season and are currently at the following %:

- Hydro – 44%
- Water/Sewer – 43%
- Natural Gas – 48%
- Propane – 27%

<b>Overall Results</b>	<b>July 31/16</b>
Operating Revenue	51.29%
Operating Expense	44.56%
Capital Revenue	2.94%
Capital Expense	16.93%
Total Revenue	34.23%
Total Expense	36.97%

### **FINANCIAL IMPACT**

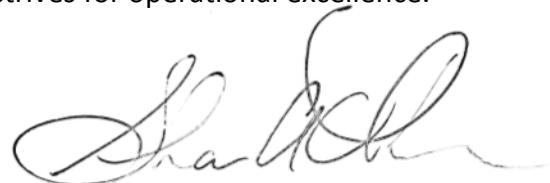
The budget will continue to be monitored and reviewed throughout the remainder of the year with any variances brought forward to council.

### **FUTURE CONSIDERATIONS**

The full line by line Budget to Actual report generated by the Keystone software package is available. Please contact the Director if you wish to receive a copy.

### **RELATIONSHIP TO STRATEGIC PLAN**

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





2016 Township of North Huron										
Year to Date Report July 31, 2016	COLUMN 1 Revenue 2016 Budget	COLUMN 2 Revenue 2016 YTD	COLUMN 3 Revenue Rec'd % Target 58%	COLUMN 4 Revenue Explanation	COLUMN 5 Expense 2016 Budget	COLUMN 6 Expense 2016 YTD	COLUMN 7 Expense Paid % Target 58%	COLUMN 8 Expense Explanation	COLUMN 9 2016 Net Budget	COLUMN 10 2016 Net YTD
<b>OPERATING</b>										
<b>General Government</b>										
General Government	1,625,437.00	714,132.00	43.93	Transfer from Res/SS @ Yr End	202,449.00	63,238.64	31.24	Shared Services/Physician Recruitment to be paid	(1,422,988.00)	(650,893.36)
Members of Council				N/A	107,500.00	50,774.95	47.23	On target/no Council Contingency Expense to date	107,500.00	50,774.95
Administration	21,000.00		-	Offset for AMP	853,349.00	497,881.50	58.34	On Target	832,349.00	497,881.50
Rental Property Red Cross	14,775.00		-	Offset Reserves	14,775.00	437.90	2.96	Project Underway	-	437.90
<b>Protection to Persons</b>										
Fire	306,001.00	251,165.00	82.08	Billed as per Agreements	610,143.00	321,387.65	52.67	On Target	304,142.00	70,222.65
FPO & NH ONLY	5,000.00	150.00	3.00	Under Target	164,101.00	56,685.05	34.54	Loan Payments recorded by Nov	159,101.00	56,535.05
ESTC	530,094.00	129,868.77	24.50	Under Target	519,830.00	140,333.07	27.00	Expenses Under Target by Same %	(10,264.00)	10,464.30
Police	104,437.00	41,694.01	39.92	Grants Rec'd @ Yr End	1,426,505.00	755,326.16	52.95	Wingham Police @ 56%/OPP Billings @ 41%	1,322,068.00	713,632.15
Conservation Authority				N/A	82,323.00	82,323.00	100.00	Levy Paid in Full	82,323.00	82,323.00
Building Department	49,100.00	56,455.93	114.98	Permits On Target/Misc Rev Rec'd	97,165.00	50,378.78	51.85	On Target	48,065.00	(6,077.15)
Property Standards	100.00		-	Under Target	12,187.00	6,934.46	56.90	On Target	12,087.00	6,934.46
Animal Control	12,200.00	10,290.00	84.34	On Target	5,100.00	3,941.78	77.29	Exceeds Target	(7,100.00)	(6,348.22)
Emergency Planning				N/A	5,075.00	864.14	17.03	Exercise conducted by Yr End	5,075.00	864.14
<b>Transportation Services</b>										
Roads	127,900.00	810.21	0.63	Internal Billing by Yr End	1,538,477.00	805,616.49	52.36	On Target/Roads Needs Study Underway	1,410,577.00	804,806.28
Streetlighting	6,062.00		-	Billed on final taxes	144,848.00	75,844.11	52.36	On Target	138,786.00	75,844.11
Air Transportation	89,348.00	28,680.55	32.10	Rent due in Nov	85,573.00	43,142.70	50.42	On Target	(3,775.00)	14,462.15
<b>Environmental Services</b>										
Sanitary Sewer	906,800.00	498,560.49	54.98	Billing Rev on Target/Res Yr End	835,369.00	171,517.16	20.53	Transfer to Reserves Balanced @ Yr End	(71,431.00)	(327,043.33)
Waterworks	1,100,202.00	691,014.51	62.81	Billing Rev on Target/Res Yr End	1,000,341.00	204,144.66	20.41	Transfer to Reserves Balanced @ Yr End	(99,861.00)	(486,869.85)
Waste Diversion/Disposal	204,000.00	147,757.91	72.43	Exceeds Target	436,255.00	185,516.85	42.52	Annual Report Expenses by Yr End	232,255.00	37,758.94
<b>Health Services</b>										
Cemeteries	54,550.00	37,385.47	68.53	On Target/Trans to PC	106,453.00	27,466.63	25.80	Wages to be allocated	51,903.00	(9,918.84)
<b>Social &amp; Family Services</b>										
Child Care	666,486.00	432,430.38	64.88	Exceeds Target	704,560.00	402,384.52	57.11	On Target	38,074.00	(30,045.86)
Early Learning	66,118.00	53,553.75	81.00	Exceeds Target	70,249.00	58,101.41	82.71	Exceeds Target by same %	4,131.00	4,547.66
Before & After - Maitland River	171,430.00	78,568.80	45.83	On Target - Summer Holidays	88,315.00	40,115.54	45.42	On Target - Summer Holidays	(83,115.00)	(38,453.26)
Before & After - Sacred Heart	40,617.00	14,016.92	34.51	On Target - Summer Holidays	26,730.00	21,167.18	79.19	On Target - Summer Holidays	(13,887.00)	7,150.26
Early Years	82,440.00	48,090.00	58.33	On Target	82,440.00	60,170.00	72.99	Reconciled at Yr End by County	-	12,080.00
<b>Recreation &amp; Cultural</b>										
Parks - W	5,325.00	4,085.97	76.73	On Target	147,990.00	56,769.40	38.36	Seasonal Expenses	142,665.00	52,683.43
Parks - B	1,200.00	703.49	58.62	On Target	47,517.00	12,284.40	25.85	Seasonal Expenses	46,317.00	11,580.91
Parks - EW				N/A	3,563.00	661.43	18.56	Seasonal Expenses	3,563.00	661.43
Trailer Park - W	8,732.00		-	Reconciled at Yr End	10,766.00	3,185.27	29.59	Seasonal Expenses	2,034.00	3,185.27
Campground - B	25,211.00	18,907.12	75.00	Seasonal Revenue	74,507.00	29,103.30	39.06	Seasonal Expenses	49,296.00	10,196.18
Rec Programs	85,667.00	49,788.14	58.12	On Target	82,447.00	33,058.00	40.10	Seasonal Expenses	(3,220.00)	(16,730.14)
Aquatic Programs/Pool	176,270.00	101,175.17	57.40	On Target	452,297.00	181,134.65	40.05	On Target	276,027.00	79,959.48
Fitness Programs/Facility	167,341.00	96,670.96	57.77	On Target	187,462.00	85,174.22	45.44	On Target	20,121.00	(11,496.74)
Rec Admin	1,500.00	1,011.03	67.40	On Target	260,699.00	142,541.36	54.68	On Target	259,199.00	141,530.33
Complex Admin				N/A	81,977.00	9,076.92	11.07	Wage Adjustments Required	81,977.00	9,076.92
Arena - W	230,050.00	63,006.43	27.39	Grant by Yr End/Seasonal	289,499.00	216,241.11	74.69	Wage Adjustments Required	59,449.00	153,234.68
Concession - W	36,800.00	10,669.01	28.99	Seasonal Revenue	33,634.00	8,200.26	24.38		(3,166.00)	(2,469.55)
KOC Hall	39,500.00	13,650.00	34.56	Semi-annual/Yr End Transfer	46,554.00	14,509.78	31.17	Yr End Transfer	7,054.00	859.78
Arena - B	133,800.00	50,570.55	37.80	Grants by Yr End/Seasonal	220,971.00	120,798.12	54.67	Wage Adjustments Required	87,171.00	70,227.57
Concession - B	32,500.00	13,592.93	41.82	Seasonal Revenue	31,976.00	10,509.21	32.87	Seasonal Expenses	(524.00)	(3,083.72)
Hall - B	9,700.00	5,096.05	52.54	On Target	66,796.00	21,221.20	31.77	Wage Adjustments Required	57,096.00	16,125.15
Arena - E/W	13,305.00	6,762.00	50.82	Reconciled at Yr End	50,619.00	1,510.68	2.98	Reconciled at Yr End	37,314.00	(5,251.32)
Library - W	15,000.00	8,750.00	58.33	On Target/Huron Cty Rent	31,672.00	10,664.67	33.67	Wage Adjustments Required	16,672.00	1,914.67

Library - B	9,996.00	5,833.31	58.36	On Target/Huron Cty Rent	14,488.00	8,045.47	55.53	On Target	4,492.00	2,212.16
Museum	4,950.00	4,519.70	91.31	On Target	39,351.00	14,675.75	37.29	Wage Adjustments Required	34,401.00	10,156.05
Memorial Hall	26,000.00		-	Reconcilled at Yr End	123,653.00	50,896.26	41.16	Reconcilled at Yr End	97,653.00	50,896.26
Blyth Meeting Room				N/A	2,660.00	895.14	33.65	Seasonal Expenses	2,660.00	895.14
<b>Planning &amp; Development</b>										
Community Development	1,200.00	700.00	58.33	On Target	194,012.00	75,723.49	39.03	On Target/Hospital Pmt in Nov	192,812.00	75,023.49
Planning & Zoning	6,900.00	6,000.00	86.96	Revenue Exceeds	35,000.00	945.33	2.70	Expenses Less	28,100.00	(5,054.67)
Drainage	2,000.00	5,461.90	273.10	Reconcilled at Yr End	6,200.00	5,567.16	89.79	Reconcilled at Yr End	4,200.00	105.26
<b>TOTAL OPERATING</b>	<b>7,217,044.00</b>	<b>3,701,579.26</b>	<b>51.29</b>		<b>11,756,422.00</b>	<b>5,239,086.91</b>	<b>44.56</b>		<b>4,539,378.00</b>	<b>1,537,507.65</b>
<b>CAPITAL</b>										
Commvault Backup/Copiers				N/A	45,850.00	1,551.03	3.38	Project Research underway	45,850.00	1,551.03
Facility Repairs				N/A	20,000.00		-	Airport Basement/Police Station Air conditioner	20,000.00	
Townhall HVAC	20,000.00			Transfer from Reserves	28,000.00		-	Project Underway	8,000.00	
Theatre Renovations/Office Equip	116,000.00	23,225.95	20.02	Donations/Reserves	116,000.00	3,639.70	3.14	Project Underway	-	(19,586.25)
Fire - Pumper/Tanker	319,022.00		-	Transfer from Reserves	319,022.00	325,575.38	102.05	Pumper/Tanker purchased	-	325,575.38
Wingham Fire Hall - Diesel Exhaust	33,000.00		-	Transfer from Reserves	33,000.00		-	Project Research underway	-	-
Police - New Cruiser	23,000.00		-	Transfer from Reserves	39,000.00	34,467.62	88.38	Car purchased	16,000.00	34,467.62
ESTC - Bum Building Repairs				N/A	9,000.00		-	Project Research underway	9,000.00	-
PW - Equipment Attachments				N/A	24,000.00		-	Purchased by Yr End	24,000.00	-
PW - Pickup Truck				N/A	28,400.00		-	Paid by Yr End	28,400.00	-
PW - Mill Street/Westmoreland Street	300,000.00		-	Gas Tax Rev - Deferred	300,000.00	47,803.18	15.93	Project Deferred/Desgin Underway	-	47,803.18
PW - Arthur Street - Land Strategy				N/A	95,000.00	966.72	1.02	Design Process Underway	95,000.00	966.72
PW - Patrick Street	92,375.00	92,375.00	100.00	OCIF Grant Rec'd	150,499.00	1,315.24	0.87	Project Underway	58,124.00	(91,059.76)
PW - Howson Dam EA	80,000.00			Transfer from Reserves	80,000.00	1,496.38	1.87	Project Underway	-	1,496.38
S/L Replacement - BIA Project	9,200.00			Transfer from Reserves	9,200.00	9,858.43	107.16	BIA SL Paid	-	9,858.43
SS - Blyth STP Clarifier/laundry				User Fees	25,000.00		-	Research Underway	25,000.00	-
SS - Camera Log Work	100,000.00			Transfer from Reserves	100,000.00		-	Research Underway	-	-
SS- Patrick Street	61,464.00			Transfer from Reserves	70,395.00		-	Project Underway	8,931.00	-
SS - Arthur Street Land Strategy				N/A	37,500.00		-	Design Process Underway	37,500.00	-
WW - Patrick Street	104,124.00			Transfer from Reserves	104,124.00		-	Project Underway	-	-
WW - Mill Street/Westmoreland Str	75,000.00			Transfer from Reserves	75,000.00		-	Project Deferred/Desgin Underway	-	-
WW - Hydraulic Pump				Transfer from Reserves	12,500.00		-	Research Underway	12,500.00	-
WW - Pipe Locating Equipment				Transfer from Reserves	5,600.00		-	Research Underway	5,600.00	-
WW - Blyth Road Development	190,000.00			Transfer from Reserves	190,000.00	2,044.15	1.08	Ongoing Discussions with Devleoper	-	2,044.15
WW - Arthur Street Land Strategy	87,500.00			Transfer from Reserves	87,500.00		-	Design Process Underway	-	-
WW - Water Tower EA	100,000.00			Transfer from Reserves	100,000.00		-	Research Underway	-	-
WW - Blyth Well Building	90,000.00			Transfer from Reserves	90,000.00	60,959.60	67.73	Project Underway	-	60,959.60
WW - Blyth Well Contract	379,779.00			OCIF/Reserves	461,540.00	214,163.95	46.40	Project Underway	81,761.00	214,163.95
Cemetery - Niche Wall	32,000.00			Bequest/Transfer from Reserves	56,000.00	14,628.00	26.12	Project Underway	24,000.00	14,628.00
Parks W - Wayward Signs	10,000.00			Transfer from Reserves	10,000.00		-	Project Underway	-	-
Fitness - Cardio Equipment	25,000.00			Transfer from Reserves	25,000.00	28,147.08	112.59	Fitness Equipment Purchased	-	28,147.08
Rec Admin - Software/Office Equip	45,000.00			Transfer from Reserves	45,000.00		-	Project Research underway	-	-
Complex - Roof Repairs	82,000.00			Transfer from Reserves	82,000.00		-	Project Underway - Phased Project	-	-
Aquatic Centre - Liner Repairs				N/A	20,000.00	7,825.28	39.13	Project Research Underway	20,000.00	7,825.28
Wingham Library - Painting/Windows	18,887.00			Transfer from Reserves	18,887.00		-	Project Underway	-	-
Memorial Hall - Phase 1 Renovation	1,542,000.00			Donations/Reserves	1,542,000.00		-	Tender Awarded/Project Underway	-	-
<b>TOTAL CAPITAL</b>	<b>3,935,351.00</b>	<b>115,600.95</b>	<b>2.94</b>		<b>4,455,017.00</b>	<b>754,441.74</b>	<b>16.93</b>		<b>519,666.00</b>	<b>638,840.79</b>
<b>TOTAL CAPITAL AND OPERATING</b>	<b>11,152,395.00</b>	<b>3,817,180.21</b>	<b>34.23</b>		<b>16,211,439.00</b>	<b>5,993,528.65</b>	<b>36.97</b>		<b>5,059,044.00</b>	<b>2,176,348.44</b>



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 22/08/2016  
**SUBJECT:** August Activity Report  
**ATTACHMENTS:** N/A

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the Department Activity Report of the Director of Finance dated August 22, 2016 which is received for information purposes.

## **EXECUTIVE SUMMARY**

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

## **DISCUSSION**

### **2016 Final Tax Billing**

The 2016 final taxes bills have been printed and are in the process of being prepared for mailing. Water/sewer arrears have been added to the tax bills for unpaid invoices along with outstanding tile drain loans and various other arrears. Streetlights are area rated and a flat rate charge in the amount of \$22.79 for LED Streetlight replacement in the hamlets of Auburn, Hutton Heights and Humphrey subdivision has been added to the tax bills for 2016. This amount is the total cost of LED lights divided out over a three year period. This amount will be reviewed as part of the future overall streetlight replacement program and may be adjusted at that time. The newsletter and tax flyer will be included in the mailing.

### **EFT Vendor Billing**

The test runs have been completed for EFT vendor billing. In 2016, the Finance Department is working towards issuing as few physical cheques as possible. Notices have been sent to the vendors to gather their appropriate banking information and progress will continue for the remainder of the year.

### **Year to Date Format**

The year to date report for July 31<sup>st</sup> in a new format has been included in the agenda package.

### **Development Charges**

A report on the update of the Development Charges by-law is included in the agenda package.

### **Preliminary Assessment Values**

MPAC has released the Preliminary Assessment Values for the update to the 2016 valuation date. The reports are very preliminary and are not intended to be used for preliminary tax planning purposes. Not all of the values have been released at this time. The values will be more accurate in October and a report will be presented at that time.

Insurance RFP

Staff are working towards the issuance of an insurance RFP with an effective date of January 1, 2017. Department Heads will be consulted for input along with consideration to the Shared Services Project.

**FINANCIAL IMPACT**

Financial impacts will be reported as further information becomes available.

**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 positioned above a horizontal line. The signature is fluid and cursive.

Sharon Chambers, CAO

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Donna White, Director of Finance



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** David Sparling  
**DATE:** 22/08/2016  
**SUBJECT:** FDNH Report On July 2016 Activities  
**ATTACHMENTS:** Activity Summary

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## RECOMMENDATION:

THAT the Council of the Township of North Huron hereby approve the Fire Department of North Huron report for March 2016 activities.

## EXECUTIVE SUMMARY

March 2016 FNDH activities as indicated in the attached report.

## DISCUSSION

See attached file.

## FINANCIAL IMPACT

n/a

## FUTURE CONSIDERATIONS

n/a

## RELATIONSHIP TO STRATEGIC PLAN

Goal 3. Ensure our community is healthy and safe.

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David Sparling,  
Director Fire & Emergency Services

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Sharon Chambers, CAO

## **FDNH Report to North Huron Council for Activity for the Month of August (for July 2016 Activity)**

### **Training:**

#### Weekly Training:

- 1 week of monthly equipment checks (30 personnel)
- 1 week of medical first response training (42 personnel)
- 1 week of ladder training (40 personnel)

### **Notable:**

5 July North Huron implemented a municipal open air burn ban.

15 July Huron County implemented county-wide open air burn ban.

Blyth Station Capt. Paul Kerr resigned as an officer. (Unable to find building lot in Blyth – building in Huron East)

2015-16 FDNH recruit class has started. Howard Laxton (Blyth Station), Dalton Richmond (Blyth Station), Brad Robinson (Wingham Station), Trystan Weber (Wingham Station)



## July Incidents:

5 July:

Open air burn

Central Huron

Outcome: Fire extinguished by FDNH

Notes: Mutual aid (pumper and tanker) from South Bruce (Teeswater) FD.

6 July:

Alarm system activation

North Huron

Outcome: No smoke. No fire. Faulty detector.

11 July:

Mutual Aid

Ashfield Colborne Wawanosh

Outcome: Tanker cancelled while en route to assist Goderich FD at an open air burn.

12 July:

Alarm system activation

North Huron

Outcome: No visible smoke. No visible fire. FDNH denied access to building. Representative signed off scene release without FD investigation as to cause of alarm.

14 July:

Medical first response

North Huron

Outcome: call cancelled prior to FDNH response.

18 July:

Smoke alarm activation

North Huron

Outcome: No smoke. No fire. Faulty alarm.

24 July:

Carbon Monoxide Alarm Activation

North Huron

Outcome: No CO present. Faulty alarm.



24 July:

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

29 July:

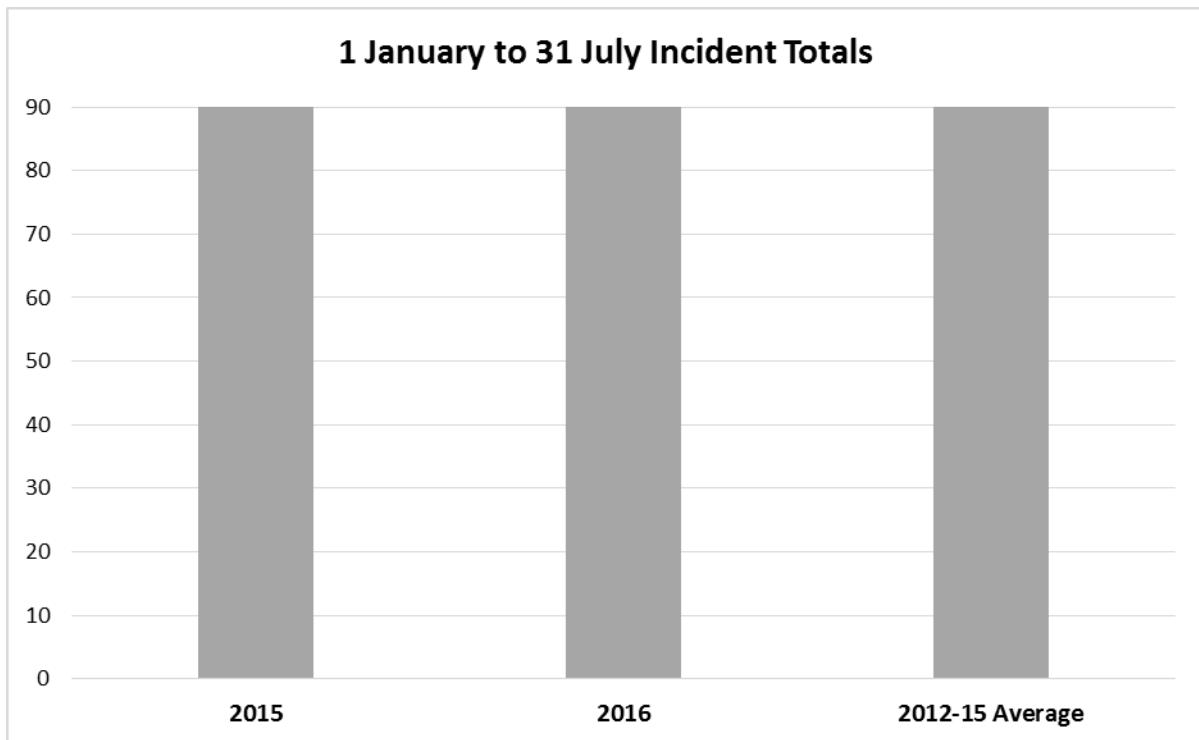
Motor vehicle collision  
Morris-Turnberry  
Outcome: 1 patient transferred by EMS.

30 July:

Medical first response  
North Huron  
Outcome: call cancelled prior to FDNH response.

30 July:

Motor vehicle collision  
Morris-Turnberry  
Outcome: 2 patients transferred by EMS.





# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Connie Goodall  
**DATE:** 22/08/2016  
**SUBJECT:** Economic Development Activity Report – August 2016  
**ATTACHMENTS:** Rural Talks to Rural Conference Information, Rural Employment Initiative Brochure

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## **RECOMMENDATION:**

THAT the Department Activity Report for the Economic Development Office dated August 22, 2016 is hereby received for information purposes.

## **EXECUTIVE SUMMARY**

The Economic Development Officer provides periodic updates to Council on activities within the Economic Development Department.

## **DISCUSSION**

Rural Employment Initiative (REI)

The Huron Business Development Corporation has entered into an agreement to engage in the REI program with the Newcomer Centre of Peel Region. The Rural Employment Initiative (REI) intends to place 35 people in businesses or jobs in Huron County in the next year. This program is funded by Trillium.

Representatives from various County agencies; including, Huron Business Development Corporation, Ministry of Training, Colleges and Universities, Conestoga Careers, Town of Goderich, Huron County Economic Development, Township of North Huron, Municipality of Huron East, Avon Maitland District School Board – Employment Services and Four County Labour Market Training Board are currently represented at the committee level.

As part of the project – diversity training is being made available to businesses and community representatives, agencies and municipalities. Mentoring will be supported by the committee and the need for better settlement services is being reviewed.

I am currently working with three North Huron businesses to see if they would find it beneficial to participate. I have received confirmation from 2 to date and they have shared information on positions that they are currently recruiting for. HBDC is compiling the list of available jobs in the County and will share it with the Newcomer Centre of Peel.

Rural Talks to Rural (R2R) Conference

Registration is now being taken for the R2R conference. The conference, being hosted by 14/19, is a unique opportunity to engage innovative thinkers and rural entrepreneurs in idea sharing and networking right here in Blyth and various other venues in Huron County.

The conference partners are:

County of Huron

Township of North Huron

Huron Business Development Corporation

Huron Food Action Network

University of Guelph  
The Rural Voice  
Rural Ontario Institute  
The Dutch Embassy (hosting three delegates)  
The conference will be held on September 28, 29 & 30.

#### Wingham/Walkerton First Impressions Program (FICE)

The Wingham BIA has engaged OMAFRA to participate in a First Impressions Program. The program matches two communities who send representative to visit the other community. The visits are done anonymously and a survey is completed by visitors. The survey rates such things as; first impressions, local government services, downtown appearance, businesses and services, tourism, entertainment and recreation. The Wingham committee has received training from OMAFRA and will visit Walkerton before September 15. The final report on Wingham (as compiled by Walkerton) will be shared with Council, municipal staff and business representatives in the fall.

#### Phase II Job Creation Partnership

This County wide project that would have seen staff working in various arts and culture organizations for the next year has been cancelled by the Ministry of Training Colleges and Universities Waterloo Office. North Huron was on board as a partner with the intent of having a person further the goals identified in the Alice Munro Labour Market Partnership Project.

#### **FINANCIAL IMPACT**

The following projects will require staff time and support; Rural Employment Initiative, Rural Talks to Rural and First Impressions.

\$1,000 was placed in the Economic Development budget for the contribution towards Phase II of the Job Creation Partnership. This will no longer be required.

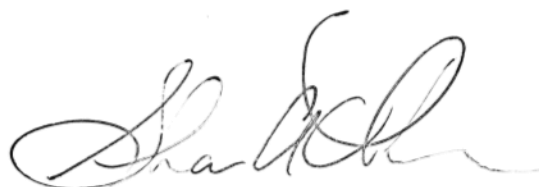
#### **FUTURE CONSIDERATIONS**

Discuss future impacts of project or activity, if any

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

We foster a positive business environment that retains, promotes and attracts businesses and investment.

Our downtowns are attractive retail and commercial destinations.



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Connie Goodall, EDO

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Sharon Chambers, CAO

Funded by the Ontario Trillium Foundation, the Rural Employment Initiative Project is a collaboration between the Ontario Association of Community Futures Development Corporation (OACFDC) and the Newcomer Centre of Peel (NCP) as a member of the Region of Peel settlement agencies.

## Goal

To connect immigrants to employers in rural Ontario that have sustainable job opportunities, and facilitate their movement from the metropolitan GTA to rural Ontario.

Ontario communities are ready for you!

- ✓ Work
- ✓ Community
- ✓ Home

## Our Core Partner

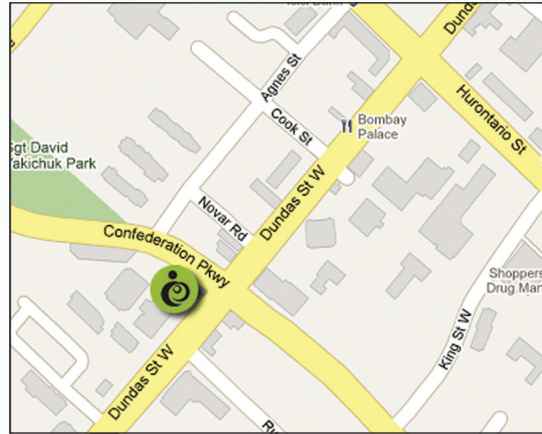
**Ontario Association of Community Futures Development Corporation Inc. (OACFDC)**

300 South Edgeware Road,  
St. Thomas, Ontario N5P 4L1

Telephone: 519-633-2326  
Toll Free: 1-888-633-2326  
Email: info@oacfdc.com



## Visit Us!



### Other services at NCP:

- Community Connections - Youth & Adult
- Language Instruction for Newcomers (LINC)
- Settlement and Orientation
- Settlement Workers in Schools (SWIS)
- Crisis Counseling
- Volunteer Program
- Seniors Programs and Services
- Bridging Generations
- Care for Newcomer Children

**Newcomer Centre of Peel**  
is generously funded and supported  
by the following organizations:



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada



Ontario  
Trillium  
Foundation



Ready.Set.Work.



United Way  
of Peel Region

This project is funded in part by  
the Government of Canada's  
New Horizons for Seniors program.



# Rural Employment Initiative (REI)



165 Dundas Street West  
Mississauga, Ontario L5B 2N6  
**905.306.0577 ext:308**  
**REIproject@ncpeel.ca**  
**www.ncpeel.ca**



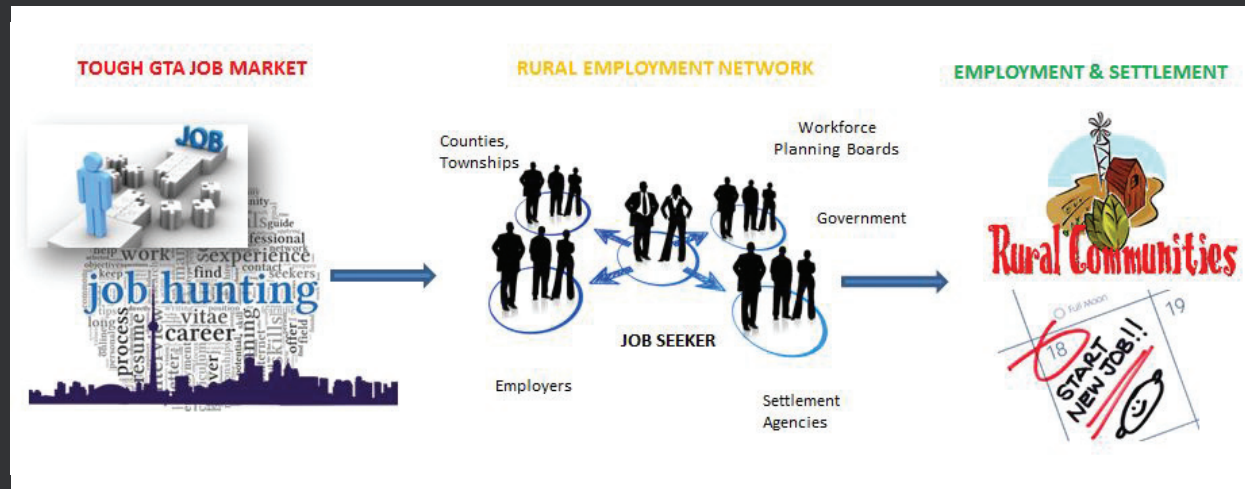
NCPEmploymentServices



@NCPTweets, #NCPEmployment

# Rural Employment Initiative

- Employment in Rural Ontario
- Job ready clients ready to relocate
- Settlement Support
- A larger network of partnerships for greater employment opportunities



## REI Criteria

Immigrants who are:

- Permanent Resident or Convention Refugee
- Job ready and actively seeking a job in their profession or wishing to establish a business in rural Ontario
- Canadian Language Benchmark (CLB) 6
- Willing to relocate to a rural community in Ontario

## Job Seekers

- Connect with employers
- Get a job in your area of expertise
- Explore the possibility of being a part of a smaller Canadian community
- Experience the benefits of rural life
- Get an interview opportunity
- Get Employed

## Employers

Find Talent To:

- Connect with job ready candidates
- Prepare the organization for greater cultural diversity in Ontario workplaces
- Create long-term organizational capacity to attract from a growing international talent pool
- Enhance operations with international experiences and perspectives
- Find the right hire!



**Contact**  
 REIproject@ncpeel.ca  
 905-306-0577 ext:308



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, Chief Administrative Officer  
**DATE:** 18/08/2016  
**SUBJECT:** August Activity Report  
**ATTACHMENTS:** Public Works/Building Department Memo

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the August Activity Report of the CAO for information purposes;

## **EXECUTIVE SUMMARY**

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

## **DISCUSSION**

### **1. Morris Turnberry/North Huron Shared Services Project:**

- a. **MT/NH Administration/Finance Merger:** Morris Turnberry Administrator and North Huron CAO met with Administration and Finance staff to obtain feedback into a proposed merger of the North Huron and Morris Turnberry administration and finance departments. The CAO's have started to compile information for the report. It is anticipated that the report will be completed and presented to the Shared Services Steering Committee in September.
- b. **Building/By-law Enforcement Department:** Chief Building Official Kirk Livingston started work effective August 15<sup>th</sup>. The Building Department will be stationed primarily out the Morris Turnberry Office. The contracted service with Howick will start on September 16<sup>th</sup>. The Chief Building Official and Inspectors will rotate office hours between Morris Turnberry, North Huron and Howick Offices.
- c. **Shared Services Customer Service:** The customer service function for the Shared Services Public Works and Building Department has been centralized and will be led by the Public Works and Building Administrative Assistant. A memo informing the public of the new customer service model is attached to this report. Ads will be placed in the newspaper, on the website and the memo will be circulated to BIA's.
- d. **AMO Presentation:** Reeve Vincent and Mayor Gowing made a presentation at a concurrent session at the Association of Municipalities of Ontario Conference in Windsor on August 16<sup>th</sup>. The MT/NH Shared Services Project received a lot of attention and was mentioned as a best practice during several of the conference sessions.
- e. **Project Implementation:** The Finance Committee is continuing to work to standardize financial processes between the two municipalities. The committee is working to create a standardized chart of accounts and budget structure for 2017.

### **2. Administration:**

- a. **Communications:** A meeting has been scheduled with all Department Heads and one designate from each department who will be responsible for website maintenance. The goal will be to ensure that website content is up to date and to improve proactive communication with the public.

**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", written in a cursive style.

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Sharon Chambers, CAO



SHARED SERVICES  
Public Works and  
Building Department

# PUBLIC NOTICE

The Township of North Huron and the Municipality of Morris-Turnberry Public Works departments are responsible for road operations and maintenance repairs in accordance with Township and Municipality policies to the minimum maintenance standards set by the province. Staff routinely address concerns regarding potholes, streetlights, tree maintenance, gravel shoulders and erosion repairs, drainage ditches, storm sewers, catch basins, gravel road grading, sidewalks and winter control for routine maintenance activities.

The Building Departments main objective is to provide the best professional service to administer and enforce the Ontario Building Code within the Township of North Huron and Municipality of Morris-Turnberry. 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 buildings in which we live, work, and play. We are here to offer zoning inquiries, building code information, technical advice and to be of assistance during the entire construction process.

Do you have a general inquiry relating to Public Works, Building, Property Standards, Animal Control, and Planning/Zoning?	
Call:	(519) 357-3550, extension 128.
Submit Online:	<a href="#">Click Here</a>

Do you have a road related emergency?
Your first call in case of emergency should be <b>911</b> for health and safety emergencies. They can redirect your call to after-hours on-call personnel for the Shared Service Roads department.

Do you have a Water or Sewer Emergency?
In case of an after-hour water/sewer related emergency; In Wingham and Blyth, call Veolia Water at (519) 531-0049. In Belgrave, call Veolia Water at (519) 525-0043.

**Social Media**

For general Shared Service Public Works updates, follow us on Twitter @nhmtpwss

<p><b>Shared Service Requests</b></p> <p><b>Township of North Huron / Municipality of Morris-Turnberry</b></p> <p>519-357-3550 ex. 128</p> <p><b>To submit a Service Request Online visit</b> <a href="http://www.northhuron.ca/publicworks">www.northhuron.ca/publicworks</a> Select <b>Service Requests</b> on the left column</p> <p><a href="http://www.morristurnberry.ca">www.morristurnberry.ca</a> Select the <b>Administrative</b> tab, Choose <b>Departments,</b> <b>Public Works Department</b> and Click <b>Service Requests</b></p>	 
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<p><b>Township of North Huron</b> P.O. Box 90 274 Josephine Street WINGHAM, ON N0G 2W0 <a href="http://www.northhuron.ca">www.northhuron.ca</a></p>	<p><b>Municipality of Morris-Turnberry</b> P.O. Box 310 41342 Morris Rd BRUSSELS, ON N0G 1H0 <a href="http://www.morristurnberry.ca">www.morristurnberry.ca</a></p>
<p> For general Shared Service department activity updates from the Township of North Huron and the Municipality of Morris-Turnberry follow <b>@nhmtpwss</b></p>	







July 27, 2016

Neil Vincent, Reeve of North Huron  
38860 Belfast Rd.  
Wingham, ON N0G 2W0

Dear Neil,

We are pleased to share with you our 2015-2016 Annual Report.

ONE CARE Home and Community Support Services is proud to deliver in-home and community support services in Huron and Perth Counties. It has been an extraordinary year of change – both at ONE CARE and in the health care system. In 2015-2016, we continued to focus on projects that improved our service and support to clients. These projects included working with partner Community Support Services agencies to improve the client experience in accessing and receiving services and developing new and efficient ways to serve our clients.

From strengthening our partnerships and working together to improve the client experience, to improved communication methods using Information Technology, our achievements last year continued our efforts to provide excellent, quality services. We continue to fulfill our mission, providing home and community support services to support and strengthen the health, independence and quality of life for individuals and their families in the community.

Please feel free to share our annual report with others. If you would like additional copies, information about the programs and services that we offer, or have any questions, please contact me at 1-888-482-1634 ext. 2209 or [kscanlon@onecaresupport.ca](mailto:kscanlon@onecaresupport.ca).

Please feel free to share our annual report with others.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kathy Scanlon".

Kathy Scanlon  
Executive Director  
ONE CARE Home and Community Support Services

More to **Offer**. More to **Give**.

1.877.502.8277  
[onecaresupport.ca](http://onecaresupport.ca)

2015-2016  
Annual Report



Huron and Perth Counties' local  
community health care provider



[www.onecaresupport.ca](http://www.onecaresupport.ca)

1.877.502.8277

## 2015-2016 Board of Directors

Front row - from left:  
Shirley Leasa; Ollie Henry,  
Chair; Kathy Scanlon,  
Executive Director.

Back row - Sarah Turner,  
Executive Assistant;  
Margaret Jack; Tom Prout;  
Barry Cameron; Deb Shewfelt;  
Bill Kechnie; Bob Cook;  
Clarence Bos.



## Board of Directors' Report

The year 2015-2016 was indeed a time of change for ONE CARE as we continued to play an important part in our community and the home health care sector. It was a time of significant improvement, development and learning as the organization continued to work to provide high quality services and be responsive to client and system needs.

We operate in a complex and changing environment with many expectations and a growing need for services. This past year the Board of Directors spent time considering the white paper issued by the Ontario Ministry of Health entitled "Patients First". The focus on integrating services and strengthening access to care and home care were two important new directions noted in the report. The board is extremely committed to patients/clients as primary in our work and how we evolve as a system. Projects like the community support network, initiated by ONE CARE, demonstrate the way we make this a reality.

ONE CARE is a local, community, not-for-profit agency that focuses on supporting people in Huron and Perth Counties. Our directors are members of this community and are dedicated to providing service here. The agency works to be the caring support that people can turn to and count on by understanding what people in this community need in this changing system. We constantly adapt and change to develop new ways to deliver service, keeping a strong focus on our clients.

ONE CARE plays a major part in the unfolding health care system and works with many partners. Our work and our performance aligns with the SW LHIN and the CCAC, our major funders. We are proud of our association with these organizations and grateful for their ongoing financial support.

We are also grateful to the support of other funders - United Way Perth Huron, County of Huron, City of Stratford, as well as generous donors. Our donors include many individuals who regularly support our programs. As well, many businesses and organizations make donations and support our fundraising events which assist clients who have financial need.

We are very proud of the quality of the services we provide. Our appreciation goes to our Executive Director, Kathy Scanlon, the leadership team, and all staff and volunteers who play a role. Thank you also to my fellow board members for all your time and commitment to the leadership of this organization.

As ONE CARE continues to grow and develop, we are confident in the future of the agency in supporting the health of our local residents.

Ollie Henry,  
Board of Directors Chair





## 2015-2016 Management Team

Back row - Shelley McPhee Haist, Manager, Communications and Fundraising; Kelly Breuls, Manager, In-Home Services (Interim); Roxanne Cerson Wright, Manager, Business and Corporate Services; Anne Rollings, Manager, Community Programs. Front Row - Debbie Ryan, Executive Assistant; Kathy Scanlon, Executive Director; Jennifer Croft, Manager, Community Programs.

## Executive Director Report

In 2011, when ONE CARE was created, we chose the butterfly as part of our logo because it represents transformation. We have always believed that, to best assist our clients with their life changes, we also need to be able to evolve ourselves. Indeed we have evolved and continue to be in an environment of change that demands new things of us.

It has been an extraordinary year of change – both at ONE CARE and in the health care sector. It is an exciting time, and a time of challenges as we work to develop new and efficient ways to serve our clients and provide high quality care.

One of our key projects has been working with partner Community Support Services agencies so that it is easier for people to access and use services. Through a shared intake and record, we have removed confusion about which agency to contact, and the need for those who receive services from multiple agencies to have to share their information repeatedly. People are consistently assessed and able to be more easily connected with our services as needed, such as CCAC and primary care. Months of work have laid the foundation for continued development as we expand the agencies involved.

This past year we also focused on modernizing our In-Home Services. We made significant advancement in real time communication by introducing tablets for PSWs. We developed an approach to streamline reports and refocus roles so that there is more attention to frontline staff and clients. A new scheduling system better matches worker availability and client demand so we can better serve clients.

There is also a significant amount of activity that goes on “behind the scenes” to ensure a strong basis for delivering our services safely, efficiently and with excellence. We regularly assess our health and safety processes and last year we conducted an extensive review with improvement plans and updates in numerous areas as a result. We developed a new falls prevention strategy and initiated stronger risk reporting. We also made several office moves to improve our work space and in Wingham to better integrate with our health care partners. We continued to evaluate programs and develop dashboard reporting to guide all program areas.

Through all of our work and change, one constant is that we work with the needs of people in Huron and Perth Counties as our focus. We listen to our client experiences. We are responsible and responsive to the health care system and changes that are needed to ensure that services provided are easy to access, effective and available.

All of our staff, from those who manage our business and finances, to those who plan and coordinate services, to frontline staff and volunteers make this happen. I thank all of you, for you are the daily expression of our vision.

The past year has seen a lot of change that has touched everyone in the organization. I am proud, and very thankful, to all our staff and volunteers who continue to support ONE CARE. Together we are the caring support that people can turn to and count on.

Kathy Scanlon,  
Executive Director



## Mission

ONE CARE Home & Community Support Services provides home and community services to support and strengthen the health, independence and quality of life for individuals and their families in the community.

We help older people and people with health challenges to live at home within a network of support and in a caring community.

## Vision

**The caring support people can turn to and count on.**

What does that look like? We are respected and known for friendly, quality and accessible community services that support people in their home and enable them to benefit from a wide range of health services.

As a strong partner in the health system, our staff and volunteer team is open to innovative change and support caring collaborative relationships.

## ONE CARE Values

**ONE CARE Home and Community Support Services is committed to:**

**Collaboration** - We value working together internally and externally with different perspectives to gain synergy.

**Progressive Learning** - We plan for and respond to change through ongoing dialogue with community, clients and colleagues. Individually and collectively we seek out opportunities to engage in personal, professional and team learning.

**Transparent accountability** - With integrity and respect for confidentiality, we demonstrate in our daily actions our ability to make efficient use of resources, and to account responsibly to our community funders and clients.

**Client Driven Care** - We demonstrate our caring through a friendly, respectful, compassionate, client driven service that meets the current and emerging needs of individuals.

**Advancing Excellence**—We are dedicated to continually improving quality, efficiency and responsiveness as we strive for the highest standards and best models of service and operation.

# Strategic Directions



## A PROACTIVE CAPABLE ORGANIZATION

- ▶ Building structural capacity and flexibility
- ▶ Enhancing client and staff safety
- ▶ Building our quality and performance system
- ▶ Strengthening our information technology capacity
- ▶ Organizing ourselves for efficient and effective use of resources
- ▶ Diversifying and sustaining our financial base
- ▶ Engaging investment in ONE CARE
- ▶ Integrating risk management
- ▶ Strengthening our marketing efforts

## A CREATIVE RESPONSIVE WORKFORCE

- ▶ Ensuring quality training
- ▶ Recruiting and retaining staff
- ▶ Developing communication tools and structures
- ▶ Constant evaluation
- ▶ Engaging our people and building change responsiveness

## THE RELIABLE AND EXPERT SERVICE AGENCY

- ▶ Creating meaningful partnerships to enhance services
- ▶ Expanding and providing a rich mix and integrated range of services for clients and families
- ▶ Supporting and participating in system change



# Making a DIFFERENCE

## MAINTAIN YOUR HEALTH



**Adult Day Programs** Planned program of activities in Wingham, Clinton, Goderich, Grand Bend and Exeter, designed to promote well-being through social and health-related services including stroke rehabilitation program and overnight respite.

**Assisted Living** 24 hour support in designated locations for individuals with significant needs for assistance with daily living.



**Meals on Wheels** Nutritious, affordable hot and frozen meals, delivered to clients in their homes by volunteers. Special diets include cardiac, gluten-free, gastric, no salt added, minced/pureed and diabetic options.

**Foot Care Nursing Clinics** held in various communities for older adults and adults with disabilities, diabetes or chronic health issues. Provided by nurses certified in advanced foot care management.

**Blood Pressure Clinics CHAP (Cardiovascular Health Awareness Program)** Free blood pressure clinics held monthly in communities for older adults and those who are at risk for cardiovascular disease or other chronic diseases. Results are shared with the client's physician.



**Wellness Programs** Support changes in behavior and lifestyle to improve health. Education sessions and workshops are held in various locations in local communities.

**Exercise / Falls Prevention** Activities help people increase strength and flexibility; assists in keeping people healthy at home.

## Services - By the Numbers

### Adult Day Programs

244 clients  
12,342 attendance days

### Blood Pressure Clinics

481 clients  
2,605 units

### Foot Care Clinics

399 clients  
2,040 units

### Assisted Living

41 clients  
8,834 resident days

### Exercise/Wellness/ Falls Prevention

3561 clients  
49,692 visits

### In Home Personal Support

1158 clients  
126,895 hours of care

### Meals on Wheels

453 clients  
31,025 meals delivered

### Social Work for CCAC

187 clients 527 visits

### Overnight Respite

22 clients  
214 overnight stays

# Making a DIFFERENCE

## SUPPORT YOU AT HOME

**In-Home Personal Support** Personal care provided by qualified Personal Support Workers (PSWs), such as assistance with bathing and dressing.

**Home Help** Assists clients with daily tasks, such as household chores, errands, shopping, laundry and other activities.

**Reassurance** Trained volunteers provide personal visits or telephone check-ins. Lifeline is an easy-to-use, personal, 24 hour emergency response service.

**Home at Last** Helps individuals to get home and settle in safely and comfortably after a stay in hospital.

**Respite** Overnight respite is offered at Adult Day Program sites in Goderich and Wingham when caregivers need extended relief. In-home respite is also available when family members need a break.

**Social Work Support** For family and personal issues through confidential counselling provided by Family Services Perth Huron social workers.

## KEEP YOU ACTIVE IN YOUR COMMUNITY

**EasyRide Transportation** Door-to-door service to medical appointments, shopping, errands and programs including Adult Day Programs. Wheelchair accessible vehicles are available to those with mobility limitations. Volunteer drivers and taxis are also available.

**Dining Programs** People get together for good food and companionship in communities in Huron and Perth.



Call for information at  
**1.877.502.8277**

Or visit us online at  
**onecaresupport.ca**

### Home Help / Respite

404 clients  
15,708 hours

### EasyRide Transportation

2,590 clients  
76,351 trips

### Home At Last

280 clients  
788 hours of PSW care

### Dining and Social

1065 clients  
1,632 meals served

### Reassurance

95 clients  
6,607 visits or calls

### RAI CHA assessments

78 clients  
114 assessments

# Mary's STORY

At 94 years old, Mary was hospitalized with a diagnosis of “failure to cope.” Mary was adamant about staying in her home and not moving to long-term care. Mary has moderate dementia, is hard of hearing, and is legally blind. Mary has always been very independent. Mary has no children of her own, her niece is her power of attorney but lives several hours away.



Mary is independent with her personal care but may forget the last time she bathed. Sometimes her clothes may not be clean, but this is mainly due to her failing eyesight. Mary requires assistance with housekeeping, laundry, grocery shopping, meal preparation, medication reminders, transportation and escorts to appointments.

**Mary lives in a small village and she can receive help to stay at home through Community Support Services. The challenge for Mary, and for her niece, is that the village is served by five different agencies who each offer different programs.**

Mary and her niece had to find information and connect with at least five different agencies to get the help they needed. For each agency, Mary and her niece had to complete an intake interview to start services. Once receiving services, Mary had to speak with five different agencies to coordinate her services. If she was ill or going away, she would have to speak to multiple agencies to change or cancel services. If one of the agencies identified a health risk for Mary (such as confusion or falls risk) they would have no concrete knowledge of which other agencies were involved with Mary and no formal way to communicate and coordinate care.

**Mary's situation is not unique. We have heard from many other clients who have had to deal with multiple services, having to repeat their information several times and experiencing confusion in knowing who to contact and what services are available.**

With this information, and with the aim to improve client care, agencies in Huron and Perth came together in 2015-2016 to build a new way of doing business. This was based on clients like Mary and having one place to go for support.

This was a significant project that involved months of work and thousands of hours of time to create common intakes, a combined electronic database of client information, coordination of services and additional support for high and complex need clients who require a care planner's assistance to set up services and monitor their care.

**For clients like Mary—this project is an important move forward in coordinating and integrating services and strengthening access to care and home care.**

# Making INTEGRATED health care a REALITY

## Integrated Community Support: Collaborating for Better Care

Mary's story, and the experience of clients like her, led to significant changes in how we work with clients. Several Community Support Services (CSS) agencies in Huron and Perth undertook extensive work in 2015-2016 to combine services. Working together the agencies developed simpler and streamlined processes for clients.

**Although we are separate agencies, people using our services now experience one consolidated place where they can get the care they need. This is a significant shift in how we serve clients across agencies and geographies and provide easy access to services to support clients' need, when they need them.**

How it works for a client:

- **Central intake** – Individuals no longer have to call separate agencies. All intakes for partner agencies are done with one phone call, in one location. This means that Mary does not have to repeat her story over and over. Once she has provided the information required, if she adds another service – even if it is provided by another agency, only the additional information required to start that specific service is asked. This was tested with clients to ensure that their experience was positive.
- **Shared client record** - We created a common electronics database for shared client records. This means that all agencies who help clients like Mary have all the necessary information they need to support her. We are also seeing the benefits of generating data that provides an accurate picture of CSS in the region.
- **Coordination of care** - Clients with multiple needs, like Mary, often receive services from numerous agencies. A key part of the new process is a shared role for assessment, care planning, service coordination, and crisis management. This role operates on behalf of all the CSS agencies, and works with clients, caregivers and health system partners. If Mary has additional needs or increased risk for her health or safety, the care coordination service would work with Mary, her niece and all the CSS partners, in addition to the physician, her CCAC care coordinator and other health service providers to ensure a shared plan to support Mary's needs.
- **IT shared technology** - As small agencies, Information Technology (IT) resources are limited. By sharing technology, we have leveraged existing resources to improve IT resources available for all agencies and set ourselves up for improved future technological capabilities. There is also an efficiency of cost by working together to improve collective technology.

**This innovative and collaborative approach has allowed us to participate with one voice with our clients and with our system partners.**

*"I am very confident my goals will be met. I have somebody to help me through now." (client)*

With ONE CARE serving as the lead on the project, the core Community Support Services partner agencies include:

Alzheimer's Society Huron | Alzheimer's Society Perth  
Bluewater Rest Home | Cheshire | Dale Brain Injury  
Knollcrest Lodge - Community Outreach Services - Milverton  
Ritz Lutheran Villa – Mitchell & Area Community Outreach  
Town of St. Marys (Home Support Services & St. Marys Mobility)  
VON Canada – Huron Perth branch.



# GROWING & LEARNING

## Modernizing In-Home Services

- **Mobile devices** (tablets) to over 100 Personal Support Workers
- Developed **new system with IT** providers to enable automation
- **Streamlined reporting** to reduce paperwork for PSWs and supervisors
- **Updated roles** to ensure focus on clients and support to frontline staff
- **Updated policies** to support new processes
- Implemented **new scheduling** to match worker availability and demand



## Expanding community programs to serve clients

- New **Foot Care Clinics** in Exeter and at the Mitchell Nursing homes
- Expanded **Assisted Living** program in Goderich
- Developed **Bone Fit Exercise and Education program** through Osteoporosis Canada with a Family Health Team in Stratford
- **Expanded Friendly Visiting** and supported more than 40 new clients
- Initiated **Minds in Motion** program with the Alzheimer Society
- Lead agency in project to **coordinate community services** in Huron and Perth (Integrated Community Support Project)



SW LHIN Quality Award for Integrated Community Support project



## Who we SERVE



**ONE CARE** supports residents of Huron and Perth Counties and surrounding areas.

The majority of people we assist are elderly. Most have issues of declining health including chronic illness and/or cognitive impairment. **73%** of Meals on Wheels clients have multiple health conditions.

Most live in their own homes and communities with the support of our services. **66%** of transportation drives are for medical or health support.

Our clients by age:    **Over 85    25%    |    76-85        29%**  
                                  **65-75       22%    |    Under 65    24%**

# QUALITY & ACCOUNTABILITY

Our Quality Improvement Plan structure follows the Health Quality Ontario framework. ONE CARE’s plan focuses on five attributes which most impact our clients: **effectiveness, safety, integration, access, client-centered approach**. By improving each of these areas, we ensure the overall highest quality of services.

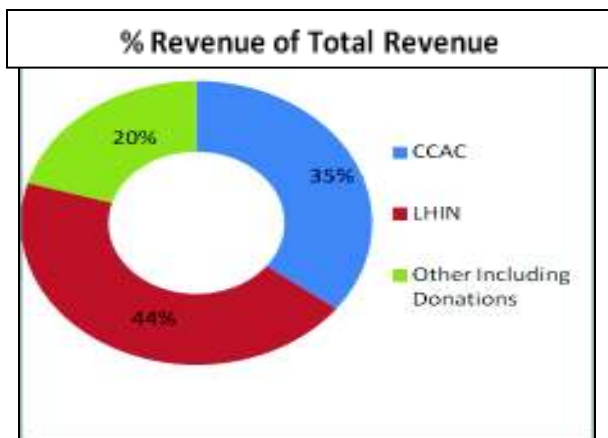
We use **Experience Based Design** to hear from clients and include their perspective and experiences in designing and improving services. For example, our new intake process was designed using repeated client feedback to improve the process.

All client surveys conducted this year reflected a **high client satisfaction rate** with our services.

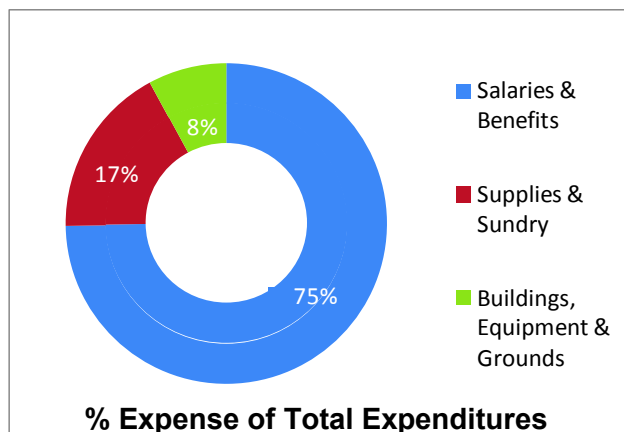
- 96% overall satisfaction
- 96% would recommend ONE CARE to others
- 96% said that services contributed to their health
- 95% said that services contributed to their independence
- 97% said services helped them to remain at home



Exemplary standing with Accreditation Canada



Total annual budget \$13,082,604.00



ONE CARE is a community based, charitable, not-for-profit organization. The agency is overseen by a local Board of Directors. Being a non-profit organization means that anything we take in for revenue is spent on our services. While we do charge fees for some services, these are to cover the costs of services and do not generate profit for the agency.

We are a registered charity and required to meet the standards of this designation. The money we receive through charitable donations goes directly to support clients in need (where there are fees involved) or designated projects to support clients and services. Financial support and donations are essential to the agency. We thank and acknowledge all donors - individuals, families, service, clubs, churches and businesses.

We are grateful for the donations that come in memory of loved ones and through bequests. We appreciate the support for our fundraising activities.

# The PEOPLE who make it HAPPEN

*“The PSW is a very thoughtful, caring, thorough, attentive, and prompt care giver who makes every effort to accomplish the little things that make a person feel cared for.”*

*“She is always on time, never late and never rushes in any way and never misses a task.”*

*“When I call the EasyRide staff are so patient with me. I am visually impaired and the drivers are helpful.”*

## OUR STAFF

**We are proud of our staff who bring pride and passion to their work.**

259 staff are employed at ONE CARE  
 91% of staff provide direct client services  
 99% of staff participated in training

90% of staff are satisfied with their job  
 94% of staff rated ONE CARE as a good, very good or excellent place to work

Our staff have a high degree of flexibility, responding to the changing environment and client demands. Many aspects of our business are 24 hours a day, seven days a week.



### Staff TRAINING

- Falls Prevention
- Cultural Competency
- Infection Control
- Fire Safety
- Emergency Plan Review
- Identifying Risks
- Confidentiality and Privacy
- WHMIS
- CPR/First Aid

- Ethics
- AODA
- Safe Driving
- Safe Food Handling
- Experience Based Design
- Ideas
- Indigenous Cultural Competency
- Personal Attendant course
- Workplace Violence



Personal Attendant course training.



Lighting the United Way fundraising thermometer - **United Way Perth Huron Employee Participation Award.** Our staff supported the fundraising campaign through one time or payroll deduction plans with over 100 people taking part and over \$12,000 pledged.

# The PEOPLE who make it HAPPEN

## Volunteers at Work

- Adult Day Programs
- Kitchen help
- Dining Programs
- Transportation drivers
- Meals on Wheels Drivers
- Volunteer Visitors
- Exercise classes
- Falls Prevention classes
- Blood Pressure Clinics
- Special Events
- Fundraising activities

## OUR VOLUNTEERS

**Our volunteers make a significant difference in the lives our clients, and in our ability to deliver services across Huron and Perth Counties.**

**920 volunteers contributed 48,367 hours  
100% are satisfied with volunteering  
100% surveyed are proud of the work they do**

*"I love volunteering at ONE CARE. It makes me feel good about myself."*



**Volunteer TRAINING**

- CPR/ First Aid
- Senior Fitness Instructor Course
- Driver Training
- Health and Safety
- Infection Control
- Dementia session
- Working with hearing impaired
- Review of Safe Food Handling
- Seniors and Mental Health education
- Confidentiality and Boundary Violations
- Accessibility for Ontarians with Disabilities Act



# THANK YOU

To our staff for your care, quality, skills and abilities.

To our volunteers for your generous gift of time.

Thank you to our funders for your support - SW LHIN, CCAC, City of Stratford, Stratford Social Services, United Way Perth Huron and the County of Huron.

Thank you to our donors including service clubs, churches, businesses and individuals for your generous financial gifts.

To our partners as we work together to provide the best possible care and services.

Together we assist thousands of residents in our communities and make ONE CARE the place people turn to and count on.



## YOUR support

**Your Support Means So much.** Your financial gift will help to keep programs affordable and enhance the quality of life for those living in your community. Charitable Taxation Number: 13565 4184 RR0001

**Volunteer - Give the Gift of Time.** A donation of your time will enrich the lives of our clients and provide peace of mind for caregivers. Volunteers receive the full support they need for the important roles they provide.

# Maitland Valley Conservation Authority



*Providing leadership to protect and enhance our water, forests and soils!*

August 5, 2016

Ministry of Natural Resources and Forestry  
Policy Division  
Natural Resources Conservation Policy Branch  
Water Resources Section  
300 Water Street,  
Peterborough, Ontario  
K9J 8M5

Attention: Alex McLeod, Policy Officer

Dear Mr. McLeod:

**Re: Conserving Our Future: Proposed Priorities for Renewal (EBR 012-7583)**

The Board of Directors for the Maitland Valley Conservation Authority has reviewed the discussion paper *Conserving Our Future: Proposed Priorities for Renewal*. We appreciate the opportunity to provide comments on the discussion paper.

Our comments are as follows:

1. **Integrated Watershed Management Mandate:** MVCA would recommend that the Ministry add a purpose statement to the Conservation Authorities Act that confirms the integrated watershed management mandate of Conservation Authorities.
2. **Interministerial Support for Conservation Authority Programs:** MVCA would recommend that an interministerial committee on integrated watershed management be established comprised of MOECC, OMAFRA and MNRF. Conservation Authorities are the logical delivery agent for integrated watershed management at the local level. Conservation Authorities could deliver program that help to meet Provincial Watershed Management Objectives.
3. **Governance:** MVCA recommends that the existing governance structure be retained. Municipalities provide the bulk of the funding for conservation authorities and therefore should continue to appoint directors to serve on conservation authority Boards.

MAITLAND VALLEY CONSERVATION AUTHORITY  
1093 Marietta Street, Box 127, Wroxeter, ON N0G 2X0  
519 335-3557 Fax: 519 335-3516 Email: [maitland@mvca.on.ca](mailto:maitland@mvca.on.ca)

Page 74



4. Funding Partnership: The Provincial Government should develop a new funding partnership with conservation authorities.

MVCA also supports the response developed by Conservation Ontario, dated July 28, 2016.

Thank you for the opportunity to comment.

Yours sincerely;

A handwritten signature in black ink that reads "Art Versteeg". The signature is written in a cursive style with a large, looping initial "A".

Art Versteeg  
Chair

The Maitland Conservation Foundation is a registered, charitable, non-profit organization that supports conservation and environmental projects being undertaken by the Maitland Valley Conservation Authority.



# Maitland Valley Conservation Authority

*Providing leadership to protect and enhance our water, forests and soils!*

August 8, 2016

Township of North Huron  
Box 90  
Wingham, ON  
N0G 2W0

Dear Reeve Neil Vincent and Council:

**Re: Conservation Authorities Act: Proposed Priorities for Renewal**

I am writing to council at this time to advise you that the Ministry of Natural Resources and Forestry has released a discussion paper entitled "Conserving Our Future: Proposed Priorities for Renewal" for comment. The discussion paper outlines the Ministry of Natural Resources and Forestry's priorities for updating the Conservation Authorities Act.

I would encourage council to submit their own comments on the discussion paper or to consider endorsing the comments submitted by MVCA.

A copy of MVCA's response to the discussion paper along with a summary of Conservation Ontario's response is enclosed for your information.

The deadline for commenting on the Ministry's discussion paper is September 9, 2016.

If you have any questions regarding MVCA's response, please feel free to contact your representative on the board.

Sincerely

A handwritten signature in black ink that reads "Art Versteeg".

Art Versteeg  
Chair

MAITLAND VALLEY CONSERVATION AUTHORITY  
1093 Marietta Street, Box 127, Wroxeter, ON N0G 2X0  
519 335-3557 Fax: 519 335-3516 Email: [maitland@mvca.on.ca](mailto:maitland@mvca.on.ca)





## CA Act Review

# Summary of Conservation Ontario Comments

## *Conserving Our Future: Proposed Priorities for Renewal*

### **Background for Conservation Authorities**

July 29, 2016

#### Background

- In 2015 the Province initiated a review of the *Conservation Authorities Act (CA Act)* which governs Ontario's 36 Conservation Authorities. They developed an initial Conservation Authorities [Discussion Paper](#) (Fall 2015) to provide an overview of Conservation Authorities, their funding and governance.
- In Spring 2016, MNRF posted a second discussion paper which identified priorities for moving forward with the *CA Act* review: [Conserving Our Future: Proposed Priorities for Renewal](#). This was followed up by multi-stakeholder engagement sessions throughout June.
- The general public and agencies are invited to submit feedback to this report on the Environmental Bill of Rights (EBR) Registry. **The deadline is September 9, 2016.** This will determine the future priorities and improvements to the *CA Act* and its implementation.
- Working with the Conservation Authorities, Conservation Ontario has developed a collective position which will be submitted to the EBR posting.

#### Summary of Conservation Ontario's Collective Position

Conservation Ontario's collective position provides suggestions for both legislative and shared workplan priorities. It focuses on five themes:

**1. Confirm an integrated watershed management approach and the current broad mandate of Conservation Authorities as watershed management agencies.** A new Purpose Statement and Preamble are recommended to be included in the *CA Act* for clarity.

**2. Establish a formalized provincial multi-ministry body** to clarify a broader integrated watershed management approach with Conservation Authorities through an eventual Integrated Watershed Management Provincial Policy.

**3. Modernize governance and accountability provisions** within the *CA Act* in order to ensure more consistency across Conservation Authorities while strengthening oversight and accountability.

**4. Establish a cost shared, multi-ministry sustainable funding model for any provincially mandated programs best delivered with an integrated watershed management approach on a watershed basis.** Investing in Conservation Authority programs and services which protect water, build ecosystem resilience and provides green spaces, prevents costly expenditures for flood damages, business disruptions and healthcare.

**5. Establish a multi-stakeholder table to regularly address client service issues; and, update and develop provincial process and technical policies and guidelines to facilitate consistency.** Conservation

Authorities will streamline and improve client service delivery standards for planning and permitting practices within current capacity; additional provincial support will facilitate that ability.

## What is an integrated watershed management approach?

**Water and land resources and their functions ensure clean drinking water and food security. They support Ontario's economy and contribute towards healthy people, mentally and physically.**

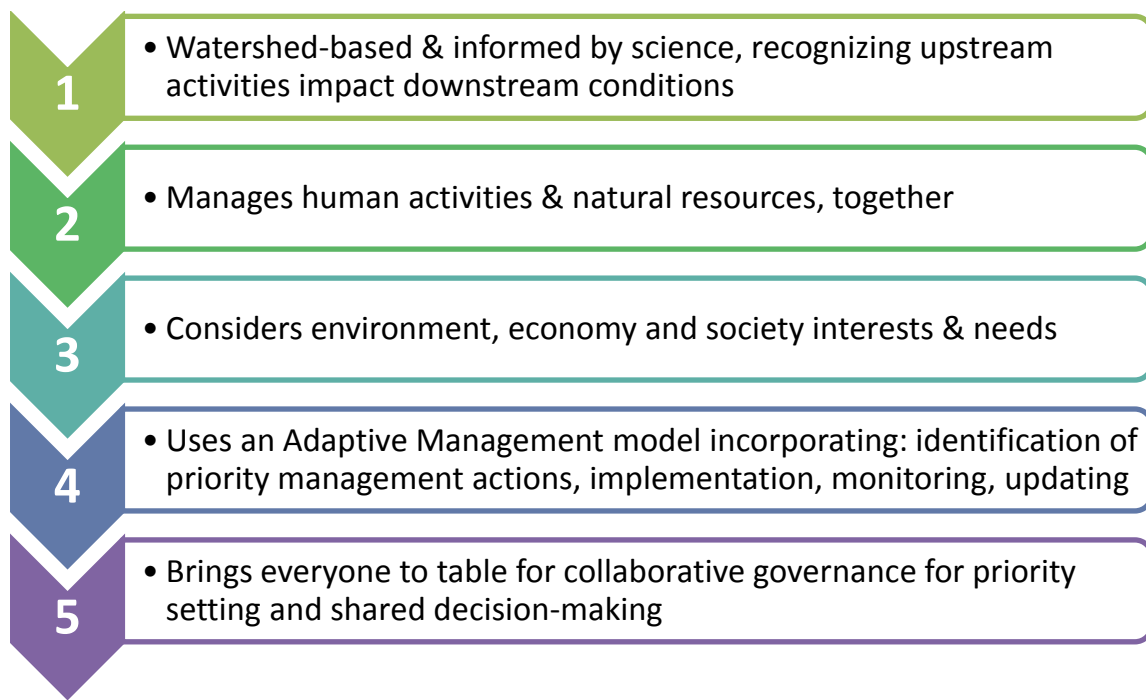
Conservation Authority programs and services protect water, provide green spaces and build watershed resilience. This investment helps us to avoid future costs around challenges such as flood damages, business disruptions and public health issues.

We rely on clean and sustainable water, breathable air, green spaces, healthy soils, forests, wetlands and a rich mix of wildlife, birds and fish for drinking water, food, fuel, industry, public health and many other uses. Being in nature restores people and helps them to stay active and healthy.

In order to find solutions for challenges such as climate change, pollution and land use changes, we need to rely on an integrated watershed management (IWM) approach. Applying an IWM lens to environmental issues reveals that it requires a multi sector approach to solutions because of the connection between our activities and their impacts on natural resources. It is not just an environmental problem.

Integrated watershed management is an approach which manages human activities and natural resources, together, on a watershed basis, in order to ensure the sustainable and resilient ecological and socio-economic well-being of Ontario.

## Principles for an integrated watershed management approach



## More Details About Conservation Ontario's Collective Position

### **1. Confirm an integrated watershed management (IWM) approach and the current broad mandate of Conservation Authorities as watershed management agencies in the CA Act**

- Conservation Authorities are well known for their flood management programs but they do not have a 'core' mandate focused solely on natural hazards management. Their work aligns with the current mandate within the *Conservation Authorities Act* which is focused on 'conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals'. The Conservation Authorities are provided with the ability to establish watershed-based resource management programs as well as other powers necessary for effective delivery of IWM
- As currently written, Conservation Authorities feel that the Act mandates them to manage our natural resources and human activities together on a watershed basis using an integrated watershed management approach.
- Given the wide-ranging opinions amongst the Ontario public and others with regard to the mandate of Conservation Authorities, however, greater clarity is being sought.
- Conservation Ontario recommends the addition of a Purpose Statement and Preamble to confirm that the principles of the IWM approach are more fully incorporated into the *Conservation Authorities Act*. This would provide a contextual framework for future development of an **Integrated Watershed Management Provincial Policy**
- The proposed Purpose Statement and Preamble reinforce Ontario's various legislative decisions that Conservation Authorities, as watershed managers, are an effective delivery mechanism to address the uncertain and escalating environmental conditions which impact important water and land resources.

### **2. Establish a formalized provincial multi-ministry body to implement a broader integrated watershed management approach to protecting natural resources, on a watershed basis, taking into consideration the economic, social and environmental connections, needs and interests reflected in other provincial policy and ministry areas.**

- Establishing a multi-ministry body would ensure an approach that delivers both local program needs and provincial cross –ministry science, policy and legislative objectives.
- Conservation Authorities' programs support the mandates of many provincial ministries. There could be greater efficiencies and a clarification of mandates and responsibilities through a coordinated multi-ministry engagement approach.
- As such, **Conservation Authorities provide the Province with a practical, cost effective and efficient opportunity to build upon a trusted and experienced watershed management model** to deliver cross-ministry science, monitoring, policy and legislative objectives.
- Conservation Authorities' integrated watershed management activities help to achieve multiple outcomes that strongly support achievement of current and emerging provincial priorities, particularly around the Great Lakes and climate change
- Conservation Authorities have demonstrated their strengths in implementing integrated watershed management at the local scale by involving municipalities, businesses, environmental non-government organizations and other stakeholders in shared decision making about management plans and actions to be undertaken in the watershed. They leverage limited resources through established partnerships.

- Inter-ministerial body could work on a provincial policy for integrated watershed management
- A provincial policy should support actions to address unique and local natural resource issues, as well as emerging and unforeseen natural resource challenges. Discussions at this table would identify and confirm priority programs that would be supported by a sustainable funding formula.
- Through the use of integrated watershed plans, strategies and watershed management programs and services, Conservation Authorities have demonstrated their strengths in implementing IWM at the local scale involving all levels of government, businesses, environmental non-government organizations and many other stakeholders
- Conservation Authorities facilitate broad stakeholder involvement in shared decision-making about management plans and actions to be undertaken in the watershed

### **3. Modernize governance and accountability provisions within the CA Act in order to ensure more consistency across Conservation Authorities while strengthening oversight and accountability.**

- Provincial direction and expectations with regard to governance and accountability could be clarified through update to Section 30 of the Act and the 1985 Minister's Regulation
- The current governance structure of CA Boards of Directors is supported. Conservation Authority Board members are appointed by municipalities. They may be either municipal councillors or citizens.
- Conservation Authorities are committed to providing additional opportunities for a wider variety of stakeholders to participate in setting priorities, sharing in decision-making and monitoring project progress. This currently takes place through various advisory committees and working groups which are complementary to CA Boards (e.g. Source Protection Committees, Watershed Advisory Councils, project working groups, etc.)
- Amend the CA Act to remove administrative burdens associated with OMB approval of Board per diems
- Amend the CA Act to enable Counties (or Districts), as upper tier municipalities, to participate on Conservation Authority Boards upon agreement by the local municipalities
- Amend the CA Act to support that all municipal appointments must be confirmed by a new Municipal Council and leave the Term to be set by the municipalities at the time of appointment; maintain existing representative until new appointment is made
- Establish a 'Levy Task Force' consisting of provincial, municipal, and Conservation Authority representatives to clarify the variances in interpretation between the CA Act and the Levy Regulation (O.R.670/00) with immediate priority on determining whether legislative amendment is required
- Amend the CA Act to modernize references to 'costs' that could be included in levies and confirm apportionment
- Additional clarification and communication of financial accountability mechanisms currently provided to municipalities and the province is supported and would correct perception of a lack of accountability
- Conservation Ontario will work with the Province about how to engage Indigenous Peoples around Conservation Authority Board involvement
- Conservation Ontario and the Conservation Authorities are committed to improving information sharing, networking, and corporate effectiveness through the use of public sector best management practices, training, templates and guidelines

#### **4. Establish a cost shared, multi-ministry sustainable funding model for any provincially mandated programs best delivered with an integrated watershed management approach on a watershed basis.**

- Delegation to the Conservation Authorities of new administrative responsibilities around provincially mandated programs and/or priorities needs to be accompanied by the financial resources to do so
- Priority provincial programs would be supported by a sustainable funding formula and enable greater consistency across the province as well as support current and emerging environmental imperatives and priorities
- Sustainable funding model would result in consistent standards, training and stakeholder communication and would include accountability mechanisms
- Could explore opportunities for CAs to act as 'one-window' service delivery agent
- Establish a cost sharing formula between levels of government including up to 50% for the provincial government, taking into account inflation, local ability to pay and investments by the federal government
- Need to develop a more equitable means of allocating provincial funding to CAs based on an analysis of CA revenue, area, population and ability to locally fund programs and services Would include looking at efficiency opportunities including shared services and CA restructuring
- Create a new business relationship with Conservation Ontario, Conservation Authorities, and the Province. Conservation Ontario is well positioned to provide leadership in strengthening and facilitating relationships, and helping to improve collaboration, coordination and service standards
- Conservation Authority programs and services protect water, provide green spaces and build watershed resilience. This investment helps us to avoid future costs around challenges such as flood damages, business disruptions and public health issues.

#### **5. Streamlining and improving service delivery standards for Conservation Authorities' client services for plan review and permitting.**

- Conservation Ontario and the Conservation Authorities have a shared commitment to improve client services and implement best management practices in the MNRF 2010 *Policies & Procedures for CA Plan Review and Permitting Activities*
- Establish a multi-stakeholder table, such as a Service Delivery Review Committee to regularly address streamlining and other issues such as fees, posting of municipal service agreements and clarification of a 'complete' application
- Clarity in provincial policy and guidelines would increase efficiency and consistency in decision-making for permits and therefore would be very beneficial to improving customer service
- Clarify definitions, provide new policy guidelines to support implementation of the regulations, update technical guidelines in order to address contemporary issues and provincial priorities including climate change, green infrastructure, hazard management and wetland conversion (e.g. update Natural Hazard Technical guidelines, develop new guidelines for conserving wetlands)
- Need a more consistent and relevant policy/guideline framework prior to the consideration of a broader risk-based approach to the issuance of permit approvals as suggested by the Province
- Provide appropriate financial support to Conservation Authorities for compliance with and defense of regulations
- Amend the *CA Act* to modernize enforcement provisions to reflect current environmental

regulations and tools. Conservation Authorities seek basic regulatory compliance tools common in other environmental regulatory legislation including stop work orders, orders to comply, and increasing penalties upon conviction for contraventions of the *Act*

- Amend the *CA Act* to establish a conservation fund which returns fines imposed by the courts to conservation projects in the watershed
- Amend the *CA Act* to clarify the language to enable effective use of the existing legislation for efficient program delivery (e.g. remove legal ambiguities around alterations to shorelines; align decisions of the Mining and Lands Commissioner and the courts).

## Conservation Ontario’s Proposed NEW Purpose Statement & Preamble

Purpose Statement	Rationale
<p>The purpose of this Act is for the Government of Ontario to provide for the conservation, restoration, development and management of natural resources by supporting participating municipalities to collaborate on a watershed basis through Conservation Authorities’ programs and services, working with government bodies and other stakeholders.</p>	<p>This statement is to confirm the mandate of the Conservation Authorities in order to specifically address stakeholder confusion about this. This statement reiterates the Objects and Powers of Authority under the Act, and is aligned with an integrated watershed management approach by reiterating the importance of managing natural resources and human activities together on a watershed basis. It acknowledges the role of member municipalities while speaking to the overall collaborative partnership approach. It supports our ability to address unique and local natural resources issues, as well as emerging and unforeseen natural resources challenges.</p>

Preamble Sections	Rationale
<p>1. WHEREAS the demands on Ontario’s natural resources are increasing rapidly; AND THAT more knowledge is needed of the nature, extent and distribution of those resources, and the present and future demands on a watershed basis; AND THAT actions must be taken to ensure that those demands are sustainably met;</p>	<p><b>Sustainability</b></p> <p>This section recognizes the demands on natural resources due to ongoing pressures including land use changes and growth. This section reiterates that these pressures should be examined and better understood on a watershed basis in order to determine a sustainable means to meet the demands. This is consistent with Ontario’s acknowledgement of CAs as public commenting bodies under the <i>Planning Act</i> and public bodies under the <i>Great Lakes Protection Act</i>. As well, it is consistent with <i>Lake Simcoe Protection Plan Act</i> and Ontario’s proposed requirement for watershed plans in the Provincial Plan Review.</p>
<p>2. AND WHEREAS the impact of climate change on natural resources of Ontario is a significant threat to the health, well-being and prosperity of the people of Ontario; AND THAT more knowledge is needed of the impact of climate change on those</p>	<p><b>Climate Change</b></p> <p>This section acknowledges that climate change is impacting natural resources, our health, and the economy crossing political and other boundaries. This section highlights the need to study climate change in order to identify and implement appropriate mitigation and adaptation measures to protect human life and build resilient communities and resources. This is consistent with the Ontario’s related legislative amendments and proposals noted above. As well, this is consistent with</p>

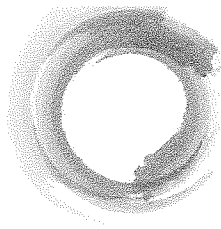
Preamble Sections	Rationale
resources; AND THAT actions must be taken to mitigate and adapt to those impacts to ensure the protection of human life and infrastructure and the resilience of natural resources;	Ontario’s 2014 Provincial Policy Statement amendment to Section 3.1 ‘Natural Hazards’ for which Conservation Authorities have provincially delegated responsibility to represent provincial interests, which states “Planning authorities shall consider the potential impacts of climate change that may increase the risk associated with natural hazards”. Natural resource management on a watershed-basis helps protect municipal and private infrastructure from natural hazards and climate change impacts. This general statement includes, but is not limited to, the \$2.7 billion in water and erosion control infrastructure which is managed by Conservation Authorities and the important role of green infrastructure in water management.
3. AND WHEREAS the pollution of natural resources of Ontario is also a threat to the health, well-being and prosperity of the people of Ontario; AND THAT as a result, actions must be taken to prevent and mitigate pollution;	<p><b>Pollution</b></p> <p>This section brings to attention the contamination of natural resources which impacts public health and the environment, and the need to address this issue through measures such as Section 28 permits under the <i>Conservation Authorities Act</i> which prevent sedimentation and the import of contaminated fill, amongst other measures. This is consistent with Ontario’s acknowledgement of CAs as source protection authorities under the <i>Clean Water Act</i>, public commenting bodies under the <i>Planning Act</i> and public bodies under the <i>Great Lakes Protection Act</i>. As well, it is consistent with <i>Lake Simcoe Protection Plan Act</i> and Ontario’s proposed requirement for watershed plans in the Provincial Plan Review.</p>
4. AND WHEREAS the conservation, restoration, development and management of natural resources on a watershed basis is an effective approach to ensure healthy and sustainable Great Lakes, surface water and groundwater including drinking water sources, and associated ecosystems, soil, and air resources which in turn support prosperous and resilient communities.	<p><b>Watershed Management</b></p> <p>This section provides the logic in watershed-based natural resource management; therefore supporting the work of watershed-based CAs. It is noted that this approach provides a locally relevant boundary that supports bringing together stakeholders crossing political boundaries and consideration of broader natural resource issues that cross watershed boundaries (e.g. groundwater, ecosystems, natural heritage systems, and air).</p>
5. AND WHEREAS the Province of Ontario desires that Conservation Authorities deliver programs utilizing an adaptive management framework that is watershed-based and informed by science, to result in actions that address unique and local natural resources issues, as well as emerging and unforeseen natural resources challenges.	<p><b>Local Issues, Science and Adaptive Framework</b></p> <p>This section reiterates the Objects in Section 20 and Powers of Authority in Section 21 of the <i>Conservation Authorities Act</i>, which aligns with an integrated watershed management approach based on watershed science and a continuous improvement cycle of implementing measures and monitoring their performance. This watershed-based adaptive framework approach lends itself to addressing local, unique and unexpected natural resources issues including climate change impacts, resource depletion and pollution.</p>

Preamble Sections	Rationale
<p>6. AND WHEREAS the Province of Ontario desires that, Conservation Authorities collaborate with participating municipalities, indigenous peoples, government bodies and others, bringing together all stakeholders on a watershed basis to manage natural resources and human activities together for the health, social and economic well-being of Ontarians.</p>	<p><b>Integrated Watershed Management Approach</b></p> <p>This section also reiterates the Objects in Section 20 and Powers of Authority in Section 21 of the <i>Conservation Authorities Act</i>, which aligns with an integrated watershed management approach supporting shared decision making about management actions. Conservation Authorities bring together multiple stakeholders crossing political and other boundaries to efficiently and sustainably address common natural resource issues while considering the connected interests of ecology, economy and society.</p>
<p>7. AND WHEREAS the Province of Ontario recognizes the substantial public land holdings of the Conservation Authorities and the value and importance of these for conservation, connecting people to nature through recreation and education, and for the overall health of people and watersheds.</p>	<p><b>Connecting People and Nature</b></p> <p>This section also reiterates the Powers of Authority in Section 21 of the <i>Conservation Authorities Act</i> and makes the linkage between conservation programs that link to human activities and needs in the watershed. This is consistent with the Province’s various initiatives emphasizing tourism, cultural heritage, health, and environmental education which they have relied upon partnerships with CAs for delivery. This relationship most recently aligned through the Great Lakes Protection Act and associated multi-ministry Strategy.</p>

Full comments are available on Conservation Ontario’s website: [www.conservationontario.ca](http://www.conservationontario.ca) or by contacting:

Kim Gavine, General Manager  
 (TEL) 905.895.0716 ext 231  
 Email: [kgavine@conservationontario.ca](mailto:kgavine@conservationontario.ca)

Bonnie Fox, Manager Policy and Planning  
 (TEL) 905.895.0716 ext 223  
 Email: [bfox@conservationontario.ca](mailto:bfox@conservationontario.ca)



CANADIAN  
CENTRE FOR  
RURAL CREATIVITY

Township of North Huron, Clerk Kathy Adams  
Township of North Huron Fire Chief, David Sparling  
Township of North Huron, Fire Prevention Officer, James Marshall  
Township of North Huron, Chief Building Official  
Huron County Health Unit  
Ontario Provincial Police

August 10, 2016

PAID

AUG 15 2016

RE: **Rural Talks to Rural Conference, Blyth, September 28-30, 2016**

TOWNSHIP OF NORTH HURON

This fall the Canadian Centre for Rural Creativity is hosting it's first Rural Talks conference on site at the Blyth And District Community Centre. Most of the activities will take place in a tent located on the ball diamond (see map enclosed). Break-out sessions will take place in the arena and on other sites on the property.

Please note that we have applied for a Special Occasion Permit for the tented area. Areas not already fenced for the ball diamond will be fenced as required.

We hope to attract 200 delegates and have confirmed the participation of over eighty-five presenters/speakers/panelists. We are inviting the general public to join us for the Gala and Keynote on Thursday, September 29.

Lunches are being served on-site over the three days by Eddington's of Exeter, Blyth Inn, and Hessenland respectively. The Royal Canadian Legion, Legion Ladies Auxiliary and Blyth Lions Club are preparing breakfasts in the arena on September 29 and 30th, and hospitality breaks over the three conference days will include locally-sourced fare like coffee, cold drinks, muffins, cookies, and fruit. The gala dinner on Thursday September 29th will be prepared and served by Peter Gusso of Part II Bistro Beverage sponsors, **Cowbell Brewing Company** and **Maelstrom Winery** will be staffing the bar for the following hours during the conference:

Thursday, September 29 - 5pm - 11pm / License Application states: 4:30 pm to 11:45 pm

(*Tentatively*) Friday, September 30 - noon - 1:30pm / License Application states: 11:45am to 2:00 p.m.

No alcohol will be stored onsite outside these hours. An application for a Special Occasion Permit has been submitted.

After 9pm on Thursday, September 29th, we hope to offer a bonfire (located by X on map). We will work with fire prevention officer, James Marshall, to ensure safety measures are implemented as applicable.

Please contact me directly should you have further questions, or concerns.

Regards,

Karen Stewart


Director of Operations

519-441-7629; karen@blyth1419.ca

Blyth Arena & Community Centre  
377 Gypsy Lane, Blyth, ON N0G 2W0




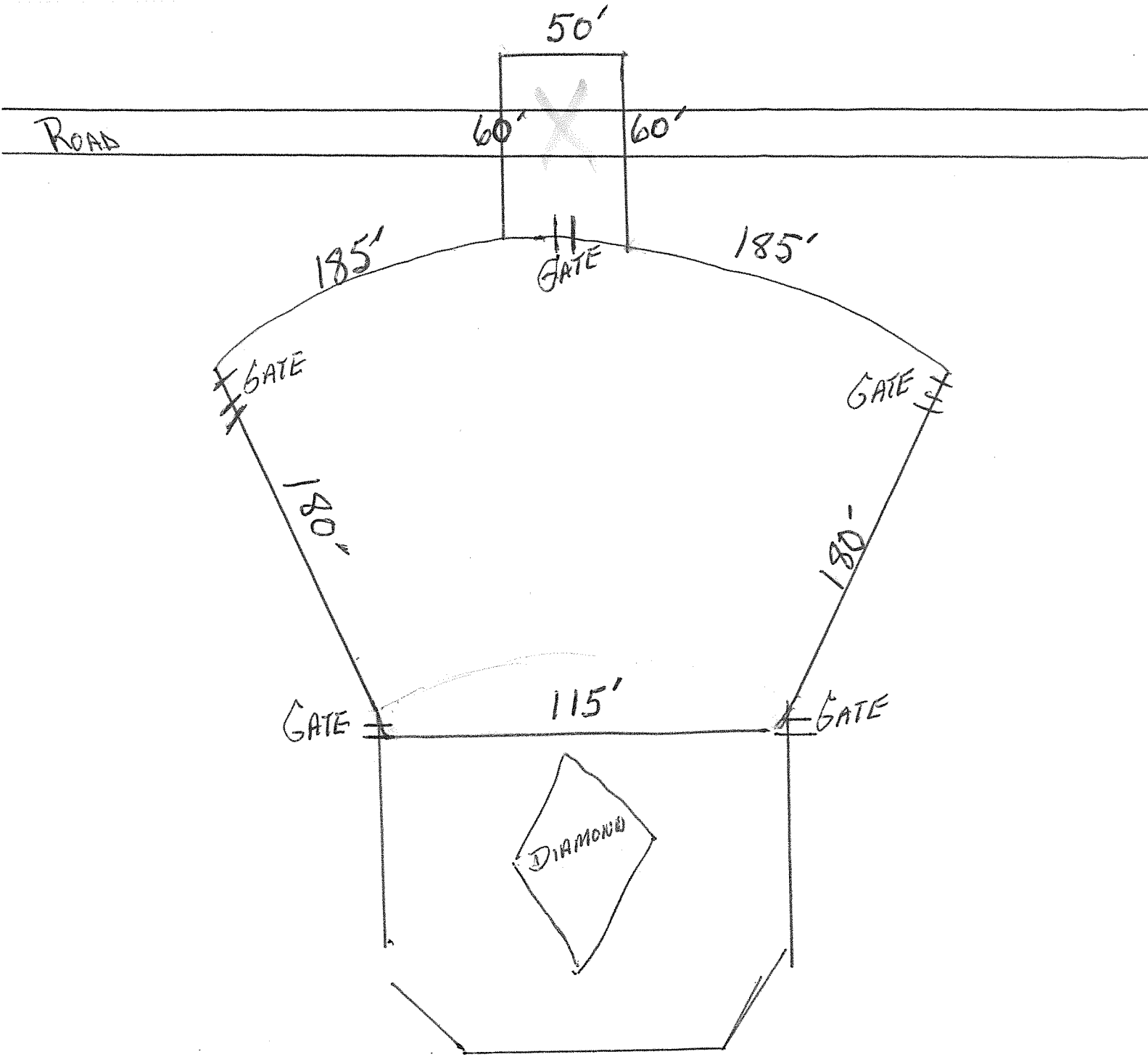
By embedding this map, you agree to the terms of service.

 Bonfire, if conditions permit

 EVENT Tent

 Porta Potties

 Area for Liquor License



# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: JOSH & ASHTYN BRITTON

LOT & CONS: 38 & PTL 39 CON 10 EAST NANANOSH

ADDRESS: 85573 CURRIE LINE

PHONE: 519 807-6978

SIGNATURE: [Signature]

DATE: JULY 30 / 2016

### COMMENTS:

IN MY OPINION THIS IS A UNIQUE WATERSHED  
IN THAT IT HAS A FULLY FUNCTIONING NATURAL  
FILTRATION SYSTEM TO KEEP RUN-OFF SUCH  
AS MANURE, HERBICIDE, PESTICIDES & FERTILIZERS  
FROM ENTERING THE WATER COURSE, IT IS  
ALSO A WATER COURSE THAT LINKS WETLANDS.

OVER →

THESE WETLANDS CREATE AN IDEAL HABITAT FOR MANY SPECIES OF WILDLIFE. I THINK THAT TOO MANY PEOPLE ARE UNDER THE IMPRESSION THAT EVERY SQUARE INCH OF LAND SHOULD BE DRAINED AND CROPPED TO ME THE GAIN DOESN'T JUSTIFY THE ENVIRONMENTAL IMPACT. THIS TYPE OF MENTALITY NEEDS TO BE MADE AWARE OF AND ADDRESSED.

# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: Robert Foreman

LOT & CONS: Lot 1 Concession 4

ADDRESS: 85476 London Rd.

PHONE: 519 357-6681

SIGNATURE: *Robert Foreman*

DATE: July 29/16

### COMMENTS:

*totally disagree with this proposal*

# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: *Bujan Co/tes*

LOT & CONS: *41 corv 11*

ADDRESS: *Bel Past RD 39780*

PHONE: *357-2738*

SIGNATURE: *Bujan Co/tes*

DATE: *2016 July 29*

COMMENTS:

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# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: MARGARET E. BRUNTON

LOT & CONS: LOT 38 CONC. 10

ADDRESS: 85573 CURRIE LINE

PHONE: 519-357-4266

SIGNATURE: Margaret E. Brunton

DATE: July 29<sup>th</sup>, 2016

### COMMENTS:

I cannot see that this drain is going to benefit my farm business. The cost will outweigh the benefits. Draining all this land is going to make growing pasture/crops difficult if our weather continues to get warmer & drier! Changing weather patterns should be our concern!

# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Jeremy Hesses

LOT & CONS: Lot 38 39 Con 12

ADDRESS: 39716 Reid Road

PHONE: 357-0036

SIGNATURE: *Jeremy Hesses*

DATE: July 31 / 16

COMMENTS:

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# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME:   Aaron Coultas  

LOT & CONS:   39 11  

ADDRESS:   RR #5 Wingham Ontario N0G 2W0 39584 Belfast Road  

PHONE:   519 357-1033  

SIGNATURE:   Aaron Coultas  

DATE:   July 29 2016  

COMMENTS:

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# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: JASON COULTES + DEBBIE COULTES.

LOT & CONS: 38 WEST HALF CON 10

ADDRESS: RR#5 WINGHAM

PHONE: 519-531-2002

SIGNATURE: [Handwritten Signature]

DATE: July 29, 2016.

### COMMENTS:

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# PETITION

Page 8 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Cam ANDERSON

LOT & CONS: LOT 39-CON 10, LOT 41-CON 10, LOT 40-CON 11  
LOT 40-CON 9, LOT 39-CON 9,

ADDRESS: 39682 BELGRAVE RD

PHONE: 519-357-5940

SIGNATURE: Cam Anderson

DATE: July 29/16

COMMENTS:

# PETITION

Page 9 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: MALCOLM ANDERSON

LOT & CONS: LOT 39 CON 10, LOT 41 CON 10, LOT 40 CON 11  
LOT 40-CON 9, LOT 39-CON 9

ADDRESS: RR 3 WINGHAM

PHONE: 519-357-1535

SIGNATURE: Malcolm Anderson

DATE: July 29/2016

COMMENTS:

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# PETITION

Page 10 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Kari Losch

LOT & CONS: Lot 42 cons. 10-

ADDRESS: 85549 Lenoxon Rd.

PHONE: 519-531-0376

SIGNATURE: Kari Losch

DATE: July 30/16

COMMENTS:

# PETITION

Page 11 of 33


## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Lee Losch

LOT & CONS: Lot 42 Con 10

ADDRESS: 85549 London Rd

PHONE: 519 531 1070

SIGNATURE: 

DATE: 7/30/16

COMMENTS:

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# PETITION

Pg 12 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: WILLIAM BRIDGES

LOT & CONS: Lot 1 Con 3

ADDRESS: Box 18 BELGAVE

PHONE: 519, 357 1887

SIGNATURE: William Bridges

DATE: July 30 2016

COMMENTS:

# PETITION

Pg 13 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: MARILYN BRIDGES

LOT & CONS: Lot 1 Con. 3

ADDRESS: Box 18 BELGRAVE

PHONE: 519-357-1887

SIGNATURE: Marilyn Bridges

DATE: July 30, 2016

COMMENTS:

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# PETITION

Page 14 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: Chad Hall

LOT & CONS: Cons 10 Lot 41

ADDRESS: 39797 Belfast Rd.

PHONE: 226 622 0594

SIGNATURE: Chad Hall

DATE: July 30.

COMMENTS:

# PETITION

Page 15 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Anita Shackleton

LOT & CONS: Cons 10 lot 41

ADDRESS: 39797 Belfast Rd.

PHONE: 226 622 0594

SIGNATURE: Anita Shackleton

DATE: July 30.

COMMENTS:

# PETITION

Page 16 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: PATTI CRAIG

LOT & CONS: LOT 42 CONS. 11

ADDRESS: RR#5 WINGHAM

PHONE: 519-357-3380

SIGNATURE: Patti Craig

DATE: July 30/16

COMMENTS:  
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# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: MURRAY SHIELL.

LOT & CONS: LOT 97 CONC- 12.

ADDRESS: 137 PARKER DRIVE Belgrave.

PHONE: 519 - 357 - 3599.

SIGNATURE: Murray Shiell.

DATE: July 30/16.

COMMENTS:

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# PETITION

Pg 18 OF 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: *Barbara Shiel*

LOT & CONS: *lot. 37. Cons 12.*

ADDRESS: *137 Parker Drive Belgrave. NOGIEG*

PHONE: *519-357-3599.*

SIGNATURE: *Barbara Shiel.*

DATE: *July 30/16.*

COMMENTS:

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# PETITION

Page 19 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: DAVE GOLKEY

LOT & CONS: 42 10 EAST WAWANOSH

ADDRESS: R# 5 Wingham

PHONE: 519-357-6623

SIGNATURE: [Signature]

DATE: July 30/16

### COMMENTS:

RE. Concern Not Enough Fall to make  
the Man Work for the Dollars involved  
To Do this Drain for a Flat Bottom Ditch will  
cost down the Road. much maintenance for the  
cost to whom Municipality or land owners

# PETITION

Page 20 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Wendy Dunbar

LOT & CONS: 41 9.

ADDRESS: 85263 London Rd.

PHONE: 519-357-3007.

SIGNATURE: Wendy Dunbar

DATE: July 30 2016

COMMENTS:

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# PETITION

Pg 21 OF 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: DARYL DUNBAR

LOT & CONS: 41 9

ADDRESS: 85263 LONDON RD

PHONE: 519 357 3067

SIGNATURE: [Signature]

DATE: July 30 2016

COMMENTS:

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# PETITION

Page 22 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Mary Cook

LOT & CONS: Lot 42 Cn 9 (EAST WANAPOSH)

ADDRESS: 85321 LONDON RD BELGRAVE

PHONE: 519 357 4741

SIGNATURE: Mary Cook

DATE: July 30/16

### COMMENTS:

Financial burden with minimal benefit

It will also result in a negative

environmental impact on habitat and

degradation

# PETITION

Page 23 OF 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Cameron Cook

LOT & CONS: Lot 42 Con 9 (East Wawanosh)

ADDRESS: 85321 London Rd. BELGRAVE ONT.

PHONE: 519 357-4741

SIGNATURE: Cameron Cook

DATE: JULY 30/16

### COMMENTS:

More land owners against this project than in favour of it.

There has been thousands of dollars spent on Nature Center Road to filter and slow down water flow. The Hopper municipal drain is doing the exact opposite.

# PETITION

Page 24 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Marg Cook

LOT & CONS: 1+2, Conc. 4, Morris-Turnberry Twp

ADDRESS: 85176 London Rd., Belgrave

PHONE: 519-357-3265

SIGNATURE: Marg Cook

DATE: July 30, 2016

### COMMENTS:

Not cost effective for acres  
gained.

# PETITION

Page 25 OF 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Ron Cook

LOT & CONS: 172 CONC H MORRIS

ADDRESS: 85176 London Rd, Belgrave

PHONE: 519-357-3265

SIGNATURE: Ron Cook

DATE: July 30 2016

### COMMENTS:

Drain will destroy valuable wetland ~~that~~ as it filters out agricultural runoff. e.g. the problem with algae in Lake Erie

Drain will be a ~~asset~~ asset to one property and the owner only.

# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: Brandon Cemetery c/o Joyce Vincent

LOT & CONS: Lot 42 Con 9

ADDRESS: 39487 Belgrave Rd, RR1

PHONE: 519-357-2178

SIGNATURE: Joyce Vincent

DATE: July 30/16

COMMENTS:

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# PETITION

Pg 27 OF 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: *Joyce Vincent*

LOT & CONS: *L39 Con 9*

ADDRESS: *39487 Belgrave Rd, RR1*

PHONE: *519-357-2178*

SIGNATURE: *Joyce Vincent*

DATE: *July 30/16*

COMMENTS:

# PETITION

Page 28 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: MURRAY VINCENT

LOT & CONS: L39 L9

ADDRESS: RR41 Belgrove

PHONE: 357-2675

SIGNATURE: Murray Vincent

DATE: July 30 /16

COMMENTS:

# PETITION

Page 29 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: Dean Newson

LOT & CONS: 10-21-05

ADDRESS: 39497 Belfast Rd.

PHONE: 519-357-1248

SIGNATURE: 

DATE: July 31, 2016

### COMMENTS:

① Purpose of municipal drains is to improve agricultural land. Our lot is residential + assessed at the residential tax rate. Is this taken into consideration?

② Our residential lot is located through the boarder boundary. I'm not convinced that our lot benefits from this drain.

# PETITION

Pg 30 OF 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: Yvonne Coultres

LOT & CONS: 41 11

ADDRESS: 39780 Belfast Rd.

PHONE: 519 357 2737

SIGNATURE: Yvonne Coultres

DATE: July 31, 2016

### COMMENTS:

Expense does not give  
equal results.

# PETITION

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Ross S Procter

LOT & CONS: 1 + 2 CON. 3

ADDRESS: 820 TURNBERRY ST CON-3

PHONE: 519-887-6328

SIGNATURE: Ross S Procter

DATE: July 31 2016

COMMENTS:

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# PETITION

Page 32 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: UNITED ONTARIO FARMS LTD  
C/O FARM PROPERTY MANAGEMENT

LOT & CONS: LOT 40 CON 10

ADDRESS:

PHONE: 519-523-9461

SIGNATURE: AS PER PHONE CALL DATED July 30/16

DATE: July 30/2016 TO DUNCAN ANDERSON 1:43 P.M.

### COMMENTS:

PLEASE PHONE D SHROECKEN HE WAS IN

EUROPE AT THE TIME & COULD NOT SIGN

BUT HE LEFT MESSAGE HE WAS OPPOSED TO

THE PROPOSED HOPPER MUNICIPAL DRAIN

# PETITION

Pg 33 of 33

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPAL DRAIN

NAME: Duncan Anderson

LOT & CONS: LOT 39+40 CON 9, LOT 39, 41 CON 10, LOT 40 CON 11

ADDRESS: 45262 CURRIE LINE

PHONE: 780-720-0681

SIGNATURE: 

DATE: JULY 29 / 2016

### COMMENTS:

① THE WATER FROM THIS DITCH MAY CONTAIN FERTILIZER  
AND SPRAY CHEMICALS AND PRESENTLY THERE IS A NATURAL  
WETLAND FILTER SYSTEM IN PLACE BEFORE WATER  
GOES INTO BELGRAVE CREEK → LAKE HURON

② WE HAVE ESTIMATED COSTS BUT NOT COSTS OF BENEFIT.

③ WE WERE TOLD AT THE JULY 21 MEETING THAT IF WE PREFERED WE COULD SEND OUR CONCERNS IN WRITING INSTEAD OF SPEAKING YET THE VOTE WAS HELD AT THE MEETING.

WE HAVE A NUMBER OF LAND OWNERS OPPOSED TO THE PROPOSED HOPPER MUNICIPAL DRAIN AND NOT ONE EVEN KNEW WE COULD SPEAK UNTIL WE WERE OUTSIDE THE DOOR. NO ONE WAS PREPARED AND THIS WOULD HAVE INFLUENCED THE VOTE. COUNCIL MEMBERS WERE NOT INFORMED ENOUGH TO MAKE AN EDUCATED VOTE.

\* / I AM ASKING TO HAVE THIS MEETING REDONE AT A PROPER TIME (NOT 5:00 WHEN FARMERS ARE STILL IN THE FIELDS). GIVE US ENOUGH NOTICE TO COME PREPARED AND HAVE ENOUGH COUNCIL TO MAKE A PROPER INFORMED VOTE.

COUNCIL NEEDS TO KNOW THE COST OF BENEFIT AND OPPOSITION NEED TO KNOW IN ENOUGH TIME TO PREPARE AND QUESTION.

THE NEW OWNERS OF THE CRAWFORD PLACE DOES TO WANT THE WETLANDS INTERRUPTED ON THEIR PROPERTY. THEY ARE THE FUTURE OF THIS FARM WHY DON'T WE WAIT TILL THEY TAKE POSSESSION OF THEIR FARM AND LET THEM HAVE SOME SAY INSTEAD OF RUSHING IT THROUGH !!!

# PETITION

Page 34

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: Jim McFee

LOT & CONS: Lot #1 Conc. #4

ADDRESS: 85368 London Rd.

PHONE: 519-357-1734

SIGNATURE: Jim D. McFee

DATE: 2016 / 07 / 29

### COMMENTS:

It seems to me the council is more concerned about not paying any money if they turned down the drain than representing the majority of the people who don't want it. All you have done is pass the buck onto the backs of the people who will not benefit from it.

# PETITION

Page 35

## AFFECTED LAND OWNERS IN OPPOSITION TO PROPOSED HOPPER MUNICIPALE DRAIN

NAME: Christine McGee

LOT & CONS: Lot 1 Con 4

ADDRESS: 85368 London Rd

PHONE: 519-357-1734

SIGNATURE: Christine McGee

DATE: July 30/2016

COMMENTS:

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**DEVELOPMENT CHARGES  
COUNCIL WORKSHOP  
Township of North Huron  
August 22, 2016**

# Agenda

- Development Charges
  - What they are, rules and regulations, history in North Huron
- Development Charge process
  - How development charges are calculated
- 2016 North Huron Development Charges
  - Forecasts, projects and calculated charges
- Next Steps

# What are Development Charges?

- A tool available to municipalities to fund infrastructure put in place to service development.
- Development Charges Act (DCA) was put in place in 1989.
- The DCA sets out the specific rules and process that must be followed to enact a Development Charges bylaw. This includes completing a Background Report to support the type of projects collected for, and amount of charges. It must be updated every 5 years.
- Idea is that ‘growth pays for growth’ so that the existing tax payers are not bearing the cost of servicing growth.

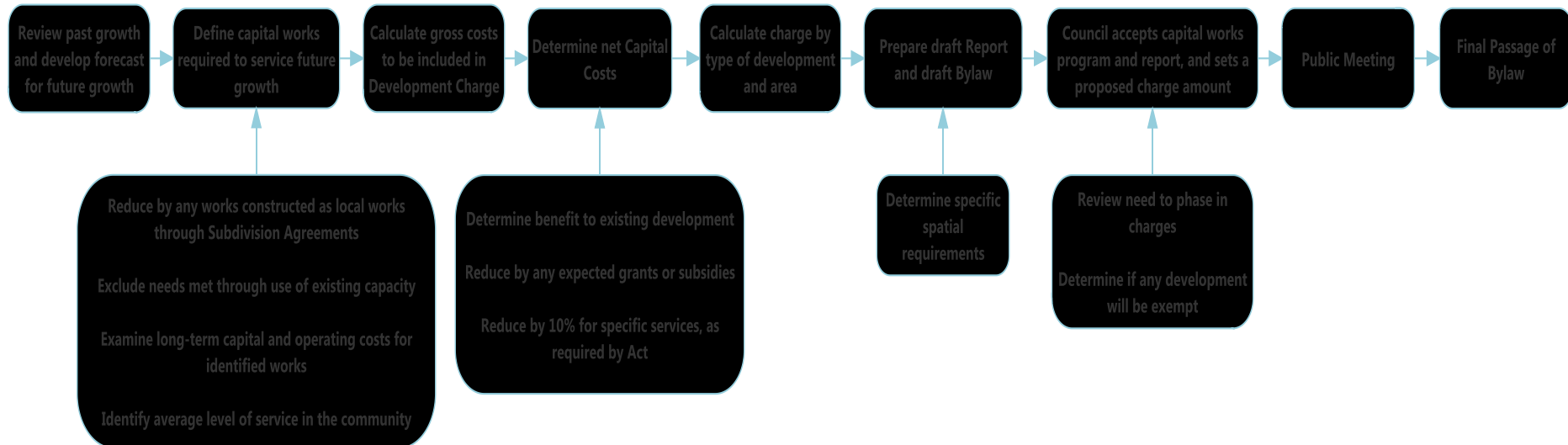
# DCA and Regulations

- DCA was amended with the passing of Bill 73 – Smart Growth for Our Communities Act, passed December 3, 2015.
- Some of the amendments:
  - Ineligible services will be listed in the regulation.
  - Can collect for transit services, waste collection and treatment (but not for landfills or incinerators).
  - Background Report must include an asset management plan, consideration of area/service specific bylaws.
  - Background Report must be made available 60 days prior to passing of by-law.
  - For development of one building that requires more than one building permit, DCs are payable at issuance of first building permit.
  - For development that has two or more phases (not constructed concurrently), each phase is considered a separate development.
  - Changes to reporting requirements (Statement of Treasurer).

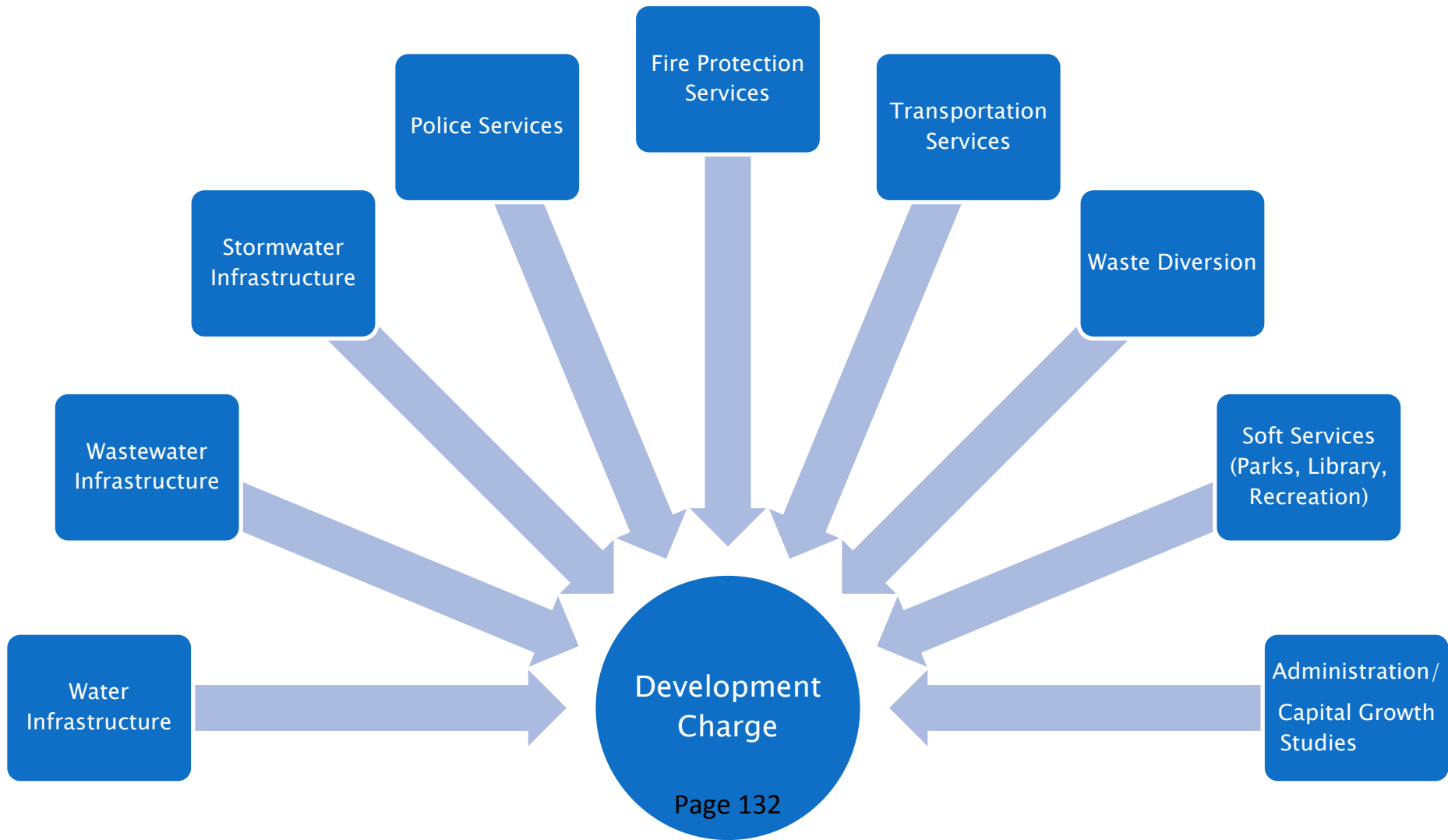
# North Huron Development Charges

- North Huron first implemented development charges in 2011.
- By-law No. 43-2011, passed Oct 17, 2011 was the previous Development Charge By-law.
- The previous By-law will expired and a new by-law and associated Background Report is required.


# Determining a DC




# Types of Eligible Projects



# Calculating DCs

Determine net cost (total cost less grants/ subsidies/ contributions) 

Determine benefit to existing development 

Determine benefit to residential and non-residential 

Determine development charge per person 

ANALYSIS OF GROWTH RELATED CAPITAL COSTS	
SERVICE CATEGORY: Sanitary Sewage Service    SERVICE COMPONENT: Sewage Treatment - Lucan	
<u>Details of Service</u>	
<u>Description:</u>	
<p>Lucan constructed a new sewage treatment facility in the mid 1990's. This project included upgrading and expanding an existing facility, a new pumping station, forcemain and sewer. The facility was designed for a capacity of 2,400 person equivalents based on 450 litres per capital per day. Lucan implemented a project to reduce extraneous flows to the treatment facility. The average per capital flow to the facility, based on the past 4 year monitoring period, was 326 litres per person per day. The new standard for sewage treatment capacity, based on this data, is 350 litres per person per day. Based on this standard, the facility has an effective capacity of 3,086 person equivalents. Development charges have been collected for the facility since its inception.</p> <p>The facility has reached capacity and a new upgrading project is being undertaken that will add an additional 400 households of capacity. Key components of the upgrading will enable this additional capacity, other components are maintenance related. Some of the costs of the new filter, UV equipment and SCADA equipment will be assessed against both existing and new development.</p>	
<u>Analysis of Long Term Capital and Operating Costs:</u>	
<p>The project has received two thirds grant funding from upper level governments. The remainder of the capital costs will be paid by the existing user base through reserves and rates, and through a development charge to new growth. Operating costs will be borne by the users of the facility.</p>	
<u>Costs</u>	
Project Costs (related to growth):	\$1,833,775.00
Received or Expected Capital Grants, Subsidies or Contributions:	\$1,222,528.00
Net Cost:	\$ 611,447.00
<hr/>	
<u>Allocation of Costs</u>	
Benefit to Existing	The net cost above is related to projects which increase the capacity at the facility, but also represent a replacement of existing facilities used by the present population. This project will benefit existing and future development equally on a per capita basis. Based on 4,126 person equivalents of capacity, 3,086 previous equivalents plus the new expansion of 400 hh @ 2.6 pph.
Residential/ Non-Residential Cost Allocation:	Capacity at the facility will be allocated as development occurs. There is no non-residential share. Capacity is expressed as person equivalents, which includes all uses. The non-residential cost allocation is based on the current assessment split for Lucan Biddulph of 94.5% residential/4.5% non-residential.
<hr/>	
<u>Development Charge Calculation</u>	
Residential:	The residential development charge = $\$611,447 \times 94.5\% / 4,126 = \$140.00$ per person.
Non-Residential:	n/a

# Calculate DC for area and unit type

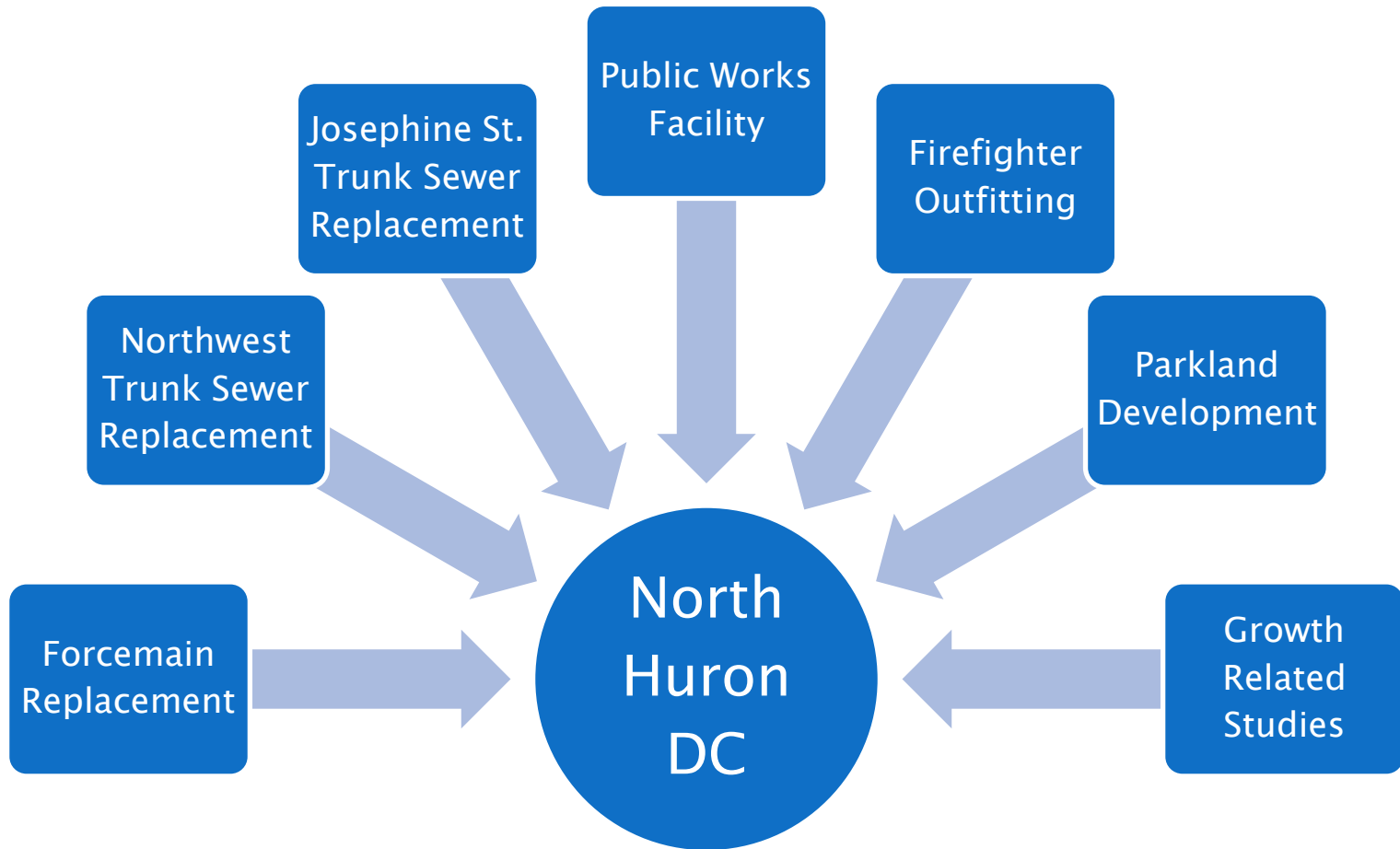
## Lakeshore

Residential Type	Persons Per Unit	Sanitary	Water	Transportation	Fire Protection	Administration	Less 10%	Total
Single and Semi-Detached	2.6	\$ -	\$ 683.11	\$ 895.40	\$ -	\$ 236.37	\$ 181.49	\$ <b>1,633.39</b>
Multiple Units and Townhouses	2.1	\$ -	\$ 551.74	\$ 723.21	\$ -	\$ 190.92	\$ 146.59	\$ <b>1,319.28</b>
Apartments	1.5	\$ -	\$ 394.10	\$ 516.58	\$ -	\$ 136.37	\$ 104.70	\$ <b>942.34</b>
Residential Nursing/Retirement	1 per bedroom	\$ -	\$ 262.73	\$ 344.38	\$ -	\$ 90.91	\$ 69.80	\$ <b>628.23</b>
Non-Residential	per sq. ft.	\$ -	\$ 0.07	\$ 0.12	\$ -	\$ 0.01	\$ 0.02	\$ <b>0.19</b>

## Rural - Huron

Residential Type	Persons Per Unit	Sanitary	Water	Transportation	Fire Protection	Administration	Less 10%	Total
Single and Semi-Detached	2.6	\$ -	\$ -	\$ 895.40	\$ -	\$ 236.37	\$ 113.18	\$ <b>1,018.60</b>
Multiple Units and Townhouses	2.1	\$ -	\$ -	\$ 723.21	\$ -	\$ 190.92	\$ 91.41	\$ <b>822.71</b>
Apartments	1.5	\$ -	\$ -	\$ 516.58	\$ -	\$ 136.37	\$ 65.29	\$ <b>587.65</b>
Residential Nursing/Retirement	1 per bedroom	\$ -	\$ -	\$ 344.38	\$ -	\$ 90.91	\$ 43.53	\$ <b>391.77</b>
Non-Residential	per sq. ft.	\$ -	\$ -	\$ 0.12	\$ -	\$ 0.01	\$ 0.01	\$ <b>0.12</b>

# 2011 North Huron DC Projects



# 2011 Calculated Charges

Wingham Ward							
Residential Type	Persons per Unit	Sanitary Sewage	Transportation	Fire Protection	Parkland	Admin.	Total
Single and Semi-detached	3	\$8,486.67	\$734.02	\$56.81	\$291.60	\$417.53	<b>\$9,986.63</b>
Apartments – 2 bedrooms +	1.5	\$4,243.33	\$367.01	\$28.40	\$145.80	\$208.76	<b>\$4,993.31</b>
Apartments – Bachelor & 1 bedroom	1.1	\$3,111.78	\$269.14	\$20.83	\$106.92	\$153.09	<b>\$3,661.76</b>
Other Multiples	2.5	\$7,072.22	\$611.69	\$47.34	\$243.00	\$347.94	<b>\$8,322.19</b>
Non-Residential (per m <sup>2</sup> )	–	\$7.11	\$0.15	\$0.04	\$0.00	\$0.26	<b>\$7.56</b>

Blyth and East Wawanosh							
Residential Type	Persons per Unit	Sanitary Sewage	Transportation	Fire Protection	Parkland	Admin.	Total
Single and Semi-detached	3	\$0.00	\$734.02	\$56.81	\$291.60	\$393.34	<b>\$1,475.77</b>
Apartments – 2 bedrooms +	1.5	\$0.00	\$367.01	\$28.40	\$145.80	\$196.67	<b>\$737.88</b>
Apartments – Bachelor & 1 bedroom	1.1	\$0.00	\$269.14	\$20.83	\$106.92	\$144.22	<b>\$541.11</b>
Other Multiples	2.5	\$0.00	\$611.69	\$47.34	\$243.00	\$327.78	<b>\$1,229.81</b>
Non-Residential (per m <sup>2</sup> )	–	\$0.00	\$0.15	\$0.04	\$0.00	\$0.26	<b>\$0.45</b>

# 2011 Development Charges

- In 2011, Council exercised the option to set the Wingham Ward charges at less than the calculated amount:

Wingham Ward							
Residential Type:	Persons per Unit	Sanitary Sewage	Transport.	Fire Protection	Parkland	Admin.	Total
Single and semi detached	3.0	\$ 3,024.23	\$ 734.02	\$ 56.81	\$ 291.60	\$ 393.34	\$4,500.00
Apartments – 2 bedrooms +	1.5	\$ 1,512.12	\$ 367.01	\$ 28.40	\$ 145.80	\$ 196.67	\$ 2,250.00
Apartments – Bachelor & 1 bedroom	1.1	\$ 1,108.89	\$ 269.14	\$ 20.83	\$ 106.92	\$ 144.22	\$ 1,650.00
Other Multiples (not included above)	2.5	\$ 2,520.19	\$ 611.69	\$ 47.34	\$ 234.00	\$ 327.78	\$ 3,741.00

Blyth and East Wawanosh							
Residential Type:	Persons per Unit	Sanitary Sewage	Transport.	Fire Protection	Parkland	Admin.	Total
Single and semi detached	3.0	\$ 0.00	\$ 734.02	\$ 56.81	\$ 291.60	\$ 393.34	\$ 1,475.77
Apartments – 2 bedrooms +	1.5	\$ 0.00	\$ 367.01	\$ 28.40	\$ 145.80	\$ 196.67	\$ 737.88
Apartments – Bachelor & 1 bedroom	1.1	\$ 0.00	\$ 269.14	\$ 20.83	\$ 106.92	\$ 144.22	\$ 541.11
Other Multiples (not included above)	2.5	\$ 0.00	\$ 611.69	\$ 47.34	\$ 234.00	\$ 327.78	\$ 1,229.81

# Forecasting

- Examine trends in population and building permit data
- Develop forecasts for population, housing and non-residential development
- Look at census and building permit data, housing studies, other population forecasts

Year	Population	Dwellings
2006	5,015	2,064
2011	4,884	2,043

# Household Trends (2011 – 2016)

	Blyth		East Wawanosh		Wingham		North Huron	
	Single Family	Multi-Unit	Single Family	Multi-Unit	Single Family	Multi-Unit	Single Family	Multi-Unit
2011	1	1	2	0	4	1	7	2
2012	0	0	5	0	1	0	6	0
2013	1	0	1	0	2	0	4	0
2014	2	0	0	0	0	0	2	0
2015	1	0	2	1	1	0	4	1
Total	5	1	10	1	8	1	23	3
Annual Average	1	0.2	2	0.2	1.6	0.2	4.6	0.6

- Population declined between 1986 and 2011 by 66 persons. This equates to an average annual decrease of  $-0.04\%$ .
- The number of households has moderately increased since 1986, despite population decline. This is due to a general aging of the population and demographic changes (seniors living longer, smaller family size, increased number of single-occupied homes).

# 2016 DC Forecasts

- Households

Year	Blyth	East Wawanosh	Wingham	North Huron
2016	432	374	1,295	2,101
2021	439	382	1,311	2,132
2026	446	390	1,328	2,164
2031	453	398	1,344	2,195
2036	460	406	1,361	2,227
2041	467	414	1,377	2,258
10-year change	14	16	33	63
20-year change	28	32	66	126
25-year change	35	40	82	157

- Non-Residential: no non-residential growth in the past 5 years, with only minimal prior to that. No indication there will be significant change. Given this, a non-residential growth forecast was not developed.

# 2016 DC Projects

Project	Description	Estimated Cost (before grants, etc.)
Northwest Trunk Sewer Replacement (Wingham)	Replacement of undersized sections of the northwest trunk sewer	\$1,600,000
Blyth Well (Blyth)	Replacement of the Blyth wells with some capacity for future growth	\$839,484
Public Works Facility (All Wards)	Replacement of an undersized public works facility. New building expected to have the working space equivalent of 7 bays.	\$2,000,000
Firefighter Outfitting (All Wards)	Firefighters will be added as development in the Township continues.	\$3,630
Parkland Development	The Township undertakes parkland development projects as required. Estimated cost is \$40,000 per acre.	-
Capital Growth Studies	Includes the cost of Development Charge Background Study.	\$293,500

# 2016 Development Charges

## Wingham

Residential Type	Persons Per Unit	Sanitary Sewage Service	Water Services	Transport.	Firefighting	Parks and Recreation	Admin.	Total
Single and Semi-Detached	2.5	\$6,906.25	\$0.00	\$754.29	\$52.89	\$270.00	\$574.09	<b>\$8,557.51</b>
Multiple Units and Townhouses	2.1	\$5,801.25	\$0.00	\$633.60	\$44.43	\$226.80	\$482.23	<b>\$7,188.31</b>
Apartments (2 bedrooms +)	1.5	\$4,143.75	\$0.00	\$452.57	\$31.73	\$162.00	\$344.45	<b>\$5,134.51</b>
Apartments (Bachelor and 1 bedroom)	1.1	\$3,038.75	\$0.00	\$331.89	\$23.27	\$118.80	\$252.60	<b>\$3,765.30</b>

## Blyth

Residential Type	Persons Per Unit	Sanitary Sewage Service	Water Services	Transport.	Firefighting	Parks and Recreation	Admin.	Total
Single and Semi-Detached	2.5	\$0.00	\$912.30	\$754.29	\$52.89	\$270.00	\$574.09	<b>\$2,563.56</b>
Multiple Units and Townhouses	2.1	\$0.00	\$766.34	\$633.60	\$44.43	\$226.80	\$482.23	<b>\$2,153.39</b>
Apartments (2 bedrooms +)	1.5	\$0.00	\$547.38	\$452.57	\$31.73	\$162.00	\$344.45	<b>\$1,538.14</b>
Apartments (Bachelor and 1 bedroom)	1.1	\$0.00	\$401.41	\$331.89	\$23.27	\$118.80	\$252.60	<b>\$1,127.97</b>

## East Wawanosh

Residential Type	Persons Per Unit	Sanitary Sewage Service	Water Services	Transport.	Firefighting	Parks and Recreation	Admin.	Total
Single and Semi-Detached	2.5	\$0.00	\$0.00	\$754.29	\$52.89	\$270.00	\$574.09	<b>\$1,651.26</b>
Multiple Units and Townhouses	2.1	\$0.00	\$0.00	\$633.60	\$44.43	\$226.80	\$482.23	<b>\$1,387.06</b>
Apartments (2 bedrooms +)	1.5	\$0.00	\$0.00	\$452.57	\$31.73	\$162.00	\$344.45	<b>\$990.76</b>
Apartments (Bachelor and 1 bedroom)	1.1	\$0.00	\$0.00	\$331.89	\$23.27	\$118.80	\$252.60	<b>\$726.55</b>

# DC Rate Comparison

	Single and Semi Detached Unit Development Charge
Saugeen Shores	\$14,799
Kincardine (proposed)	\$8,826 phased to \$13,689 (in 2020)
North Perth (Listowel)	\$12,238
Lucan-Biddulph (Lucan)	\$6,400
West Perth (Mitchell)	\$5,300
North Huron (Wingham) (2011)	\$4,545
South Huron (Exeter)	\$3,537

# Legislative Requirements

- Public Meeting
  - Must be advertised at least 20 days prior in local newspaper.
- Background Report
  - Must be available 60 days prior to passage of the by-law. Made available August 9 – bylaw can be passed after October 7<sup>th</sup>)
- Draft By-law
  - Must be available 2 weeks before Public Meeting.
- Notice of Passage of By-law and Appeal Period
  - 40 day appeal period after passage
  - Must issue Notice of Passage (not later than 20 days after passage) stating end of appeal period.

# To Move Forward

- Need Council to set a development charge that can be included in the draft By-law
  - Allows for review of the charges by public and development industry
  - Can be changed following the public meeting
- Example – previous Council set charge to approximately half of the calculated charge.

# Next Steps

- Council set Development Charge amounts
- Finalize Background Report
- Prepare a draft By-law (available September 2)
- Hold a Public Meeting (September 19)
- Pass Bylaw (October 17)



# Questions?

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**TOWNSHIP OF NORTH HURON**

**DEVELOPMENT CHARGES BACKGROUND STUDY**

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**DRAFT**



**TOWNSHIP OF NORTH HURON**  
**DEVELOPMENT CHARGES BACKGROUND STUDY**

July 10, 16 2016

B. M. ROSS AND ASSOCIATES LIMITED  
Engineers and Planners  
62 North Street  
Goderich, ON N7A 2T4  
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File No. 15224

## **TOWNSHIP OF NORTH HURON DEVELOPMENT CHARGES BACKGROUND STUDY**

### **1.0 INTRODUCTION**

The Township of North Huron is considering imposing, by by-law, revised development charges to pay for capital costs required due to increased needs for services arising from development. The by-law may impose development charges against residential and non-residential development activities in the Township during the period of 2016-2021. This by-law would be passed under the statutory authority of the *Development Charges Act, 1997 (DCA)* as amended and its accompanying Regulations. It will replace the existing Development Charges by-law (By-law 19 of 2011), passed on October 17, 2011.

Section 10 of the Act requires that a development charge background study be completed and specifies the contents of the study. *Ontario Regulation 82/98*, Section 8, as amended (O.Reg. 82/98) further defines the content of the study. This Development Charges Background Study (Background Study) has been prepared in order to provide Council with sufficient information to make a decision on the value of any development charge to be imposed upon new development activities. This report includes the following major components:

- An outline of the framework for conducting the study;
- An overview of the local growth forecasts for residential activities;
- A summary of growth-related projects and services;
- A synopsis of the methodology applied to establish a development charge;
- Asset management information for assets funded by the development charges;
- Presentation of the proposed development charge schedule; and
- Details on the process to implement.

### **2.0 BACKGROUND**

The Township currently administers a wide variety of public services and maintains an extensive inventory of facilities, infrastructure, equipment and land. Several major infrastructure projects have been initiated in recent years, or are being planned for implementation in the foreseeable future. Given the capital investment associated with the provision of these projects and other municipal activities, Council has expressed an interest in considering a new Development Charge By-law to recover applicable costs from new development activities.

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B. M. Ross and Associates Limited (BMROSS) was engaged to conduct a Development Charges Background Study to consider the adoption of development charges applicable to new construction activities within the Township. Section 10 of the DCA specifies that the Background Study must include the following components:

- Forecasts for the anticipated amount, type and location of development for which development charges can be applied;
- An estimate of the increased level of service required to accommodate growth (for each service incorporated into the development charge);
- Forecasts of the average service levels for certain services over the 10-year period immediately preceding the preparation of the Background Study. The assessment of previous service levels must consider both the quality and quantity of service provided;
- Assessment of long-term capital and operating costs for infrastructure required for each applicable service;
- Consideration of the use of more than one development charge bylaw to reflect different service areas; and
- An evaluation of life cycle costs and financial sustainability over the lifetime of the asset;

### **3.0 CURRENT PRACTICE**

In 2011, the Township enacted By-law 19 of 2011, to collect development charges on residential, commercial and institutional development within the Township. Currently, as set out in By-law 43-2011, the Township has two service areas (Wingham, and Blyth and East Wawanosh) and different development charges apply to the different service areas.

The current by-law was imposed after consideration of a Development Charges Background Report, August 2011, prepared by BMROSS. This report analyzed potential growth and development across the entire Town and evaluated capital works necessary to service this growth. The development charges presented in the 2011 Background Report represent the charges that could be supported under the DCA. Council exercised the option to reduce the charges and those charges are set out in By-law 43-2011. The by-law was passed on October 17, 2011, imposing charges for service categories as identified in the Background Report. The development charges are outlined in Table 2.1.

**Table 3.1**  
**Development Charge Amounts, From By-law 19-2011**

**Wingham Ward**

Development Type	Persons Per Unit	Sanitary Sewage	Transportation	Fire Services	Parkland	Admin.	Total Dev. Charge
Single family and semi-detached	3.0	\$3,024.23	\$734.02	\$56.81	\$291.60	\$393.34	<b>\$4,500.00</b>
Apartments (2+ bedrooms)	1.5	\$1,512.12	\$367.01	\$28.40	\$145.80	\$196.67	<b>\$2,250.00</b>
Apartments (1 bedroom/bachelor)	1.1	\$1,108.89	\$269.14	\$20.83	\$106.92	\$144.22	<b>\$1,650.00</b>
Other residential units	2.5	\$2,520.19	\$611.69	\$47.34	\$234.00	\$327.78	<b>\$3,741.00</b>

**Blyth and East Wawanosh**

Development Type	Persons Per Unit	Sanitary Sewage	Transportation	Fire Services	Parkland	Admin.	Total Dev. Charge
Single family and semi-detached	3.0	\$0	\$734.02	\$56.81	\$291.60	\$393.34	<b>\$1,475.00</b>
Apartments (2+ bedrooms)	1.5	\$0	\$367.01	\$28.40	\$145.80	\$196.67	<b>\$737.88</b>
Apartments (1 bedroom/bachelor)	1.1	\$0	\$269.14	\$20.83	\$106.92	\$144.22	<b>\$541.11</b>
Other residential units	2.5	\$0	\$611.69	\$47.34	\$234.00	\$327.78	<b>\$1,229.81</b>

Under the 2011 By-law, a total of \$43,727.97 has been collected in development charges. The amounts collected per year per service category are shown in Tables 3.2.

**Table 3.2**  
**Development Charges Collected 2011-2015, North Huron**

	Sanitary Sewage	Transportation	Fire Protection	Parkland	Administration	Total Revenue
2011	\$6,048.48	\$1,468.04	\$113.60	\$583.20	\$786.68	\$9,000.00
2012	\$3,024.23	\$3,670.10	\$284.05	\$1,458.00	\$1,966.70	\$10,403.08
2013	\$3,054.47	\$2,224.08	\$172.14	\$883.56	\$1,191.81	\$7,526.06
2014	\$3,081.96	\$2,244.12	\$173.70	\$891.51	\$1,202.52	\$7,593.81
2015	\$3,168.25	\$3,058.40	\$228.12	\$1,170.89	\$1,579.36	\$9,205.02

The money collected and deposited in the development charge reserves will be used to fund the services and projects as described in this Background Report, as they are completed.

## 4.0 APPROACH

This report is essentially an update of the 2011 Background Study. The purpose of this study is to conform to the requirements of the DCA and to support an amount that can be imposed as a development charge. It is also an opportunity to review how the assumptions and forecasts used in the previous report actually played out. Additionally, the process of implementing and collecting the development charges is reviewed to determine whether changes or improvements need to be made. The approach to conducting the review is as follows:

- Review with municipal staff the existing process, what projects were implemented during the life of the existing by-law and to discuss new projects;
- Review historical and future growth in the Municipality. Municipal staff provided information on buildings/development activity since the previous report was prepared;
- Municipal staff and consulting engineers provided updated capital works forecasts and potential projects;
- BMROSS analyzed and evaluated the services collected for in the existing by-law, and the proposed works to service new development, with respect to:
  - Applicability under the Act;
  - Benefit to existing development;
  - Allocation between different types of development;
  - Level of service in the community;
  - Potential impact of long-term capital and operating costs for the proposed works;
  - Service areas of the proposed works.

The following represent the final components of the development charges process:

- Provide Council with an interim presentation to identify proposed services that could be collected for in a development charge;
- Council determines a development charge amount they intend to impose by by-law;
- Establish, by Council resolution, a development charge schedule which the Township intends to impose;
- Prepare a draft Development Charges By-law prescribing the proposed development charges schedule;
- Arrange a public meeting to present details on the study process and the proposed development charges schedule. The meeting is a requirement of the DCA. A minimum 20-day notice period must be provided prior to the meeting;
- Acknowledge and attempt to address concerns raised during the statutory public meeting, and document input received through consultation;
- Finalize the implementing By-law following consideration of comments received via consultation;

- Obtain, by Council resolution, approval of the proposed Development Charges By-law;
- Circulate the Notice of Passage for the Development Charges By-law. The By-law will immediately come into effect. The By-law may be appealed to the Ontario Municipal Board in the 40-day period following the issuance of the Notice.

## 5.0 POPULATION AND GROWTH FORECAST

### 5.1 General

Forecasts have been prepared to project population and household growth for the Township of North Huron over a 25-year planning period. The growth forecasts were established following an assessment of general growth and development trends in the municipality as identified from statistical data, recent population projections, building permit data and other background research. The forecasts extrapolated from these analyses are considered to be realistic projections of growth and development in the Township.

A detailed description of the historic development patterns, and the growth and development projections are included in Appendix A of this report. This section summarizes current population and development trends, the forecast methodology, and presents the growth projections established for the defined planning periods.

### 5.2 Current Population and Household Trends

The population of North Huron and its wards from 1986 to 2011, as determined from Census data, is shown in Table 5.1. Between 1986 and 2011, the population of the Township has decreased by 66 persons. This change is equivalent to a average annual decrease of -0.04%.

**Table 5.1**  
**Population Data (1981-2011)**

	Year	Blyth	East Wawanosh	Wingham	North Huron
	1981	926	1,127	2,897	4,950
	1986	892	1,107	2,952	4,951
	1991	955	1,187	3,018	5,160
	1996	991	1,167	2,941	5,099
	2001	987	1,112	2,885	4,984
	2006	990	1,102	2,923	5,015
	2011	1005	1,004	2,875	4,884
	<b>Population Change</b>	<b>79</b>	<b>-123</b>	<b>-22</b>	<b>-66</b>
	<b>% Change</b>	<b>9%</b>	<b>-11%</b>	<b>-1%</b>	<b>-1%</b>
	<b>Average Annual Growth Rate</b>	<b>0.27</b>	<b>-0.38</b>	<b>-0.03</b>	<b>-0.04</b>

Table 5.2 contains the number of private dwellings in the Township of North Huron from 1986 to 2011. The data shows that over the past 25 years, there has been very moderate growth in the number of households throughout the municipality. The total increase in private dwellings over the past 25 years has been 239 units, or an annual average growth of 0.42%. This equates to a 13% increase in the number of households.

**Table 5.2**  
**Private Dwellings in North Huron (1986-2011)**

Year	East			North Huron
	Blyth	Wawanosh	Wingham	
1981	338	326	1,140	1,804
1986	343	324	1,157	1,824
1991	377	354	1,190	1,921
1996				1,950
2001	395	370	1,230	1,995
2006	425	363	1,276	2,064
2011	419	355	1,269	2,043
<b>Total Change from 1981</b>	<b>81</b>	<b>29</b>	<b>129</b>	<b>239</b>
<b>% Change</b>	<b>24%</b>	<b>9%</b>	<b>11%</b>	<b>13%</b>
<b>Annual Average Growth Rate</b>	<b>0.72</b>	<b>0.28</b>	<b>0.36</b>	<b>0.42</b>

Recent residential building permit data is presented in Table 2.3, for the Township of North Huron. In the last 5 years, a total of new 23 single family units and 3 multi-unit residences have been constructed. The majority of new residences in the last five years have been constructed in East Wawanosh (11 building permits), followed by Wingham (9 building permits) and then Blyth (6 building permits). The increased residential development in the East Wawanosh ward is a recent trend in the past 5 years. The 5-year annual average number of residential building permits issued in North Huron is 4.6 for single family units and 0.6 for multi-unit dwellings.

Over a 10-year period, the annual average number of new residential building permits issued in East Wawanosh is 1.6, slightly more than in Blyth (1.4). The 10-year annual average number of building permits for Wingham is 3.3, with a Township average of 6.3 residential building permits issued per year.

**Table 5.3**  
**New Residential Units Constructed In North Huron (2011-2015)**

	Blyth		East Wawanosh		Wingham		North Huron	
	Single Family	Multi-Unit	Single Family	Multi-Unit	Single Family	Multi-Unit	Single Family	Multi-Unit
2011	1	1	2	0	4	1	7	2
2012	0	0	5	0	1	0	6	0
2013	1	0	1	0	2	0	4	0
2014	2	0	0	0	0	0	2	0
2015	1	0	2	1	1	0	4	1
<b>Total</b>	<b>5</b>	<b>1</b>	<b>10</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>23</b>	<b>3</b>
<b>Annual Average</b>	<b>1</b>	<b>0.2</b>	<b>2</b>	<b>0.2</b>	<b>1.6</b>	<b>0.2</b>	<b>4.6</b>	<b>0.6</b>

### 5.3 Population and Household Forecasts

#### 5.3.1 Data Sources

A series of reports were reviewed to gather information on population growth and general development trends in North Huron. The following are the key sources of data incorporated into the forecasting exercise:

- Statistics Canada Census of Canada data for the period 1981 to 2011 (5-year intervals).
- Ministry of Finance population forecasts for Huron County (2013 to 2041).
- Building permit records compiled by the Township of North Huron for the period 2005-2015. The records detail development by type.

#### 5.3.2 Methodology

For the purposes of this study, a population forecast to 2041 for North Huron was developed. The forecast was extrapolated based on the Ministry of Finance forecast. A housing forecast was developed from the building permit data and trends. This approach is seen to be a reasonable strategy for estimating growth within the community, as there has been a relatively steady increase in the number of household, despite the overall population decline. This reflects recent changes in population characteristics, such as an aging population and decrease in family size.

The forecast incorporated the following methodological components:

- The 2011 population and household counts, as determined by the Census were used a starting point for the projections.
- Population of the three wards in North Huron was estimated based on the projections for Huron County by the Ministry of Finance. Historically, North Huron represents 8.26% of the population of Huron County and using the share-capture method, the Huron County

forecast was extrapolated to North Huron. The population forecast for North Huron was then divided among the three wards, based on the following historic population distributions:

- Wingham: 59% of the North Huron population
  - Blyth: 20.5% of the North Huron population
  - East Wawanosh: 20.5% of the North Huron population
- Household growth was calculated based on the 10-year annual averages of residential units constructed (from building permit data) in East Wawanosh, Blyth and Wingham.
  - The average household density in the three wards is expected to remain relatively static over the planning period at 2.4 persons per household (pph) in Blyth, 2.8 pph in East Wawanosh and 2.3 pph in Wingham.

Several major assumptions were also made to substantiate the use of the aforementioned methodology as the basis for a population forecast. They are as follows:

- The nature of the local economy, and the role each area serves in the economy, will remain unchanged throughout the planning period.
- Growth in the number of households will be accommodated through infilling and development of subdivisions. It is expected the majority of development will occur as infill in Wingham, Blyth and Belgrave.

#### **5.4 Growth Projections**

Growth forecasts were developed for North Huron, based upon the previously discussed methodology. The results of the population and household forecasts are shown in Table 5.4 and 5.5. The population of North Huron is expected to decrease over the forecast period. The total decrease is expected to be approximately 235 persons over the next 25 years. Despite the population decline, the number of households in North Huron is expected to slightly increase over the next 25 years, with an additional 157 new households. The increase forecasted in the number of households despite a population decline in North Huron is consistent with demographic trends observed in the Township recently, as well as Ontario (i.e., smaller households and sustained household growth).

**Table 5.4  
Population Projections 2016-2041**

Year	Blyth	East Wawanosh	Wingham	North Huron
2016	979	978	2,800	4,757
2021	969	968	2,772	4,708
2026	962	961	2,751	4,673
2031	953	952	2,726	4,632
2036	942	942	2,696	4,580
2041	931	930	2,662	4,522
<b>10-year change</b>	<b>-17</b>	<b>-17</b>	<b>-49</b>	<b>-84</b>
<b>20-year change</b>	<b>-36</b>	<b>-36</b>	<b>-104</b>	<b>-176</b>
<b>25-year change</b>	<b>-48</b>	<b>-48</b>	<b>-138</b>	<b>-235</b>

**Table 5.5  
Household Projections 2016-2041**

Year	Blyth	East Wawanosh	Wingham	North Huron
2016	432	374	1,295	2,101
2021	439	382	1,311	2,132
2026	446	390	1,328	2,164
2031	453	398	1,344	2,195
2036	460	406	1,361	2,227
2041	467	414	1,377	2,258
<b>10-year change</b>	<b>14</b>	<b>16</b>	<b>33</b>	<b>63</b>
<b>20-year change</b>	<b>28</b>	<b>32</b>	<b>66</b>	<b>126</b>
<b>25-year change</b>	<b>35</b>	<b>40</b>	<b>82</b>	<b>157</b>

## 5.5 Non-Residential Development Forecast

There has been no non-residential growth in North Huron in the last 5 years. Prior to the last updates of the Development Charges Background Report, there was only minimal non-residential growth in the Township. Currently, there are no indications that may significant changes will occur with regards to non-residential development. Given the current trends and that development charges have no historically been applied to non-residential development, a non-residential growth forecast has not been developed.

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## **6.0 REVIEW OF GROWTH RELATED CAPITAL COSTS**

### **6.1 General Considerations**

Projects and services that are anticipated to be required as a result of growth throughout North Huron were reviewed and evaluated. The following factors were considered during this process:

- Identification of municipal services required to permit occupancy for new development (e.g., water sanitary, stormwater management, roads, fire protection);
- Identification of municipal services which are required to provide social benefits for new development (e.g., libraries, recreational facilities);
- A review of projects/services contained in the 2011 Background Report, which was used to support the current Development Charges By-law;
- A review of new projects/services that were proposed to be collected for in a development charge because they will be required as a result of growth.
- Assessment of the applicability of services and projects under the DCA, taking the following factors into consideration:

#### **Eligible Services**

Development charges can generally be applied to each of the following services to recover the growth related capital costs for facility construction and improvement, land acquisition and improvement, equipment and furnishings:

- Water and wastewater services;
- Stormwater infrastructure;
- Transportation infrastructure (e.g., sidewalks, streetlights);
- Public works activities;
- Fire protection services;
- Library services;
- Indoor and outdoor recreation;
- Transit services;
- Airport infrastructure;
- General administration, including growth-related studies.

#### **Ineligible Services:**

Development charges cannot be applied to:

- Cultural, tourism or entertainment facilities;
- Landfill sites and services, facilities and services for waste incineration;

- 
- Hospitals;
  - Municipal administrative buildings;
  - Land acquisition costs for parks;
  - Rolling stock with a lifespan of less than seven years;
  - Computer equipment.
- 
- Identification of completed projects and services which benefit future development and included allocations specifically for growth (i.e., additional capacity);
  - Identification of proposed projects and services which will provide benefit to further development within the next ten years;
  - Assessment of the probably of capital costs that will be incurred for those projects or services determined to be DCA-eligible.

## **6.2 Review of Projects/Services from the 2011 Background Report**

As an outcome of the above-noted evaluation process, several growth related projects and services were identified which are proposed for inclusion in a future Development Charges By-law under the DCA. Table 6.1 outlines the capital works projects proposed for inclusion in the development charge calculation (categorized by service category).

**Table 6.1**  
**Review of Previous Projects**

Service Category	Capital Work	Summary of Review	Recommendation
<b>Sanitary Sewage Service</b>	Forcemain Replacement (Wingham)	<ul style="list-style-type: none"> <li>Upgrading of the existing Josephine Street sewage pumping station and replacement of a section of the associated sanitary sewage forcemain</li> </ul>	<ul style="list-style-type: none"> <li>Project completed, remove from development charges</li> </ul>
	Northwest Trunk Sewer Replacement (Wingham)	<ul style="list-style-type: none"> <li>Replacement of undersized sections of the northwest trunk sewer</li> </ul>	<ul style="list-style-type: none"> <li>Continue to collect for capacity until it is expended</li> </ul>
<b>Transportation</b>	Josephine Street Trunk Sewer Replacement (Wingham)	<ul style="list-style-type: none"> <li>Replacement of the Josephine Street trunk sewer in conjunction with the reconstruction of Josephine Street</li> </ul>	<ul style="list-style-type: none"> <li>Project completed, remove from development charges</li> </ul>
	Public Works Facility (All Wards)	<ul style="list-style-type: none"> <li>Replacement of an undersized public works facility</li> <li>New building expected to have the working space equivalent of 7 bays</li> </ul>	<ul style="list-style-type: none"> <li>Continue to collect</li> </ul>
	Firefighter Outfitting (All Wards)	<ul style="list-style-type: none"> <li>Firefighters will be added as development in the Township continues</li> </ul>	<ul style="list-style-type: none"> <li>Continue to collect</li> </ul>
<b>Police Services</b>	Parkland Development (All Wards)	<ul style="list-style-type: none"> <li>The Township undertakes projects as required</li> <li>Estimated cost is \$40,000 per acre</li> </ul>	<ul style="list-style-type: none"> <li>Continue to collect</li> </ul>
<b>Administration</b>	Capital Growth Studies	<ul style="list-style-type: none"> <li>Service includes the cost of the Development Charge Background Study</li> </ul>	<ul style="list-style-type: none"> <li>Apply a 10% reduction to these costs as set out in the Act</li> </ul>

### 6.3 Review of Additional Services

Additional services that are anticipated to be required as a result of growth in the Town were reviewed and evaluated as part of the study. Table 6.2 provides a summary of new service categories/projects that are proposed to be included in the development charge calculation. Detailed information is included in Appendix B.

**Table 6.2  
New Services Required to Support Growth**

Service Category	Component	Description	Service Area
<b>Water</b>	Blyth Well	<ul style="list-style-type: none"> <li>• Replacement of the wells in Blyth with a new well with capacity for future growth.</li> <li>• The service population is estimated at 1,103</li> <li>• Estimated cost of the project is \$839,484.00</li> </ul>	Blyth

### 6.4 Service Areas

In previous iterations of Development Charge bylaws, the Township has had two service areas. There is one project considered for inclusion in this development charge study that benefits only a specific area, i.e., Blyth. The project is the Blyth Well and will only benefit development in the Blyth ward. Given this, it is proposed that the Township have three service areas for the purposes of collecting development charges: (i) Wingham, (ii) Blyth, and (iii) East Wawanosh.

The projects which will be included in the development charges for the three service areas are set out in Table 6.3

**Table 6.3  
Projects Included in the Development Charges, by Service Area**

Project	Wingham	Blyth	East Wawanos
Northwest Trunk Sewer Replacement	✓		
Blyth Well		✓	
Public Works Facility	✓	✓	✓
Firefighter Outfitting	✓	✓	✓
Parkland Development	✓	✓	✓
Administration	✓	✓	✓

## **6.5 Asset Management**

Recent amendments to the Development Charges Act and Ontario Regulation 82/98 require that background studies include an asset management plan. This plan must include all assets with capital costs funded by development charges and demonstrate that the assets are financially sustainable over their full life cycle.

The Township of North Huron completed an initial iteration of an Asset Management Plan (AMP) in December 2013. The intent of the AMP is to serve as a strategic, tactical, and financial document to allow the Municipality to follow sound asset management practices while optimizing available resources and achieving a desired level of service. The Township has identified its infrastructure assets and using software provided by CityWide, has assigned current replacement cost and estimated End of Life (EoL) costs for each individual asset. The 2013 AMP includes revenue options to fund infrastructure needs but recognized that completion of a condition rating analysis will provide a more accurate picture of financial requirements. Presently, the Township is preparing an update to the 2013 AMP to include all municipal assets. This will include assets previously included in Development Charges, such as firefighting equipment, that were not included in the 2013 AMP. Updating the AMP will allow the Township establish long range infrastructure needs and financial plan requirements.

Three of the projects proposed for funding through Development Charges (Northwest Trunk Sewer Replacement, Blyth Well and Public Works Facility) will see existing, aged infrastructure replaced and therefore, are not expected to add substantially to the Municipality's total assets. The replacement of aged infrastructure is, however, expected to improve the overall condition of infrastructure in the Town. Additionally, the new infrastructure may incorporate efficiencies and new technologies to reduce operating costs.

Studies included under the Administrative and General category of development charges are not considered assets.

It is also expected that the infrastructure replacement projects noted above will be added to the next iteration of the AMP once they are constructed. Given that the Town is considering long-term funding strategies to maintain existing and new infrastructure assets, these projects are considered financially sustainable over their life-cycles.

## **7.0 CALCULATION OF THE DEVELOPMENT CHARGE**

### **7.1 Methodology**

The DCA and O. Reg. 82/98 prescribe the methodology that must be applied to calculate the growth-related capital costs for those projects and services being considered for inclusion into the development charge (i.e., DCA-recoverable capital costs). The following outlines the methodology used to calculate possible development charges for each service category:

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## **Preliminary Capital Cost Assessment**

- Establish the total estimated capital costs for those project or services with growth related components that will be implemented within ten year (i.e., gross growth-related capital costs). Exclude costs for local services installed or paid for by property owners as a condition of approval under Section 51 of the *Planning Act* (subdivision of land);
- Define the benefiting area for the proposed works and estimate the total capacity of the growth-related project or service. Exclude the proportion of the service that can be met by the excess capacity of existing facilities, unless Council has indicated, at the time the excess capacity was created, that it would be paid for by new development;
- Reduce the net growth-related capital costs of the project tor service by the value of any anticipated grants or subsidies.

## **Service Level and Benefit Adjustments**

- Review the service description to determine if the proposed works exceed the average level of service (service standard) in the Township over the previous 10-year period. The determination of average service level must take into account the quantity of service (i.e., number or size) and the quality of service (i.e., value or cost). Reduce the net cost of the works by any anticipated increase in the service standard;
- Review the service description to determine if the proposed works will benefit development occurring after the 10-year period following preparation of the Background Study. Reduce the net capital costs by the identified future benefit. Services set out in Section 5(5) of the DCA are excluded from this requirement (e.g., water and wastewater facilities, road infrastructure, fire and police services);
- Reduce the net capital cost by the amount the increase in service would benefit existing development;
- Allocate the net capital costs for project or service between residential and non-residential development (i.e., industrial, institutional, commercial activities), based upon anticipated benefit;
- Reduce the capital cost for the project or service by 10%, as set out in the DCA (section 5(1)(8)), for services not set out in Section 5(5).

## **Development Charge Calculation and Cash Flow Adjustments**

- Calculate the development charge for each service based upon the estimated amount of future growth it will facilitate during the applicable planning period;
- Determine the residential development charge for various types of dwellings based upon the expected occupancy characteristics. Establish area-specific charges for localized projects and services, as required;

- Establish the non-residential development charge based upon a building standard (i.e., cost per square metre of development). Establish area-specific charges for localized projects and services, as required.

## 7.2 Assumptions Used in the Development Charge Calculation

### 7.2.1 Spatial Applicability of Capital Costs

Municipal services that have been considered for inclusion in the development charges calculation are applicable to specific wards or unique to specific areas (i.e., Wingham, Blyth, and East Wawanosh). Therefore, calculations of charges will be defined on an area-specific basis.

### 7.2.2 Allocation of Costs Between Growth and Existing Development

Where a proposed service provides a benefit to existing development, the capital costs must be reduced by the amount of the benefit. Where applicable, for purposes of allocating project costs between future growth and existing development, design capacities have been converted to single person equivalents. This permits a cost per person value to be calculated, which applies equally to both existing development and predicted growth.

### 7.2.3 Allocation of Costs Between Residential and Non-Residential Development

For the purposes of this study, a series of ratios were established to calculate the relative benefit of projects and services to residential and non-residential activities. The ratios were established based upon the current assessment data. Table 7.1 shows the percentage of residential and non-residential development in the service areas in Township.

**Table 7.1**  
**Ratio of Residential and Non-Residential Development in North Huron**

	North Huron	Wingham	Blyth	East Wawanosh
Residential	88%	85%	90%	94%
Non-Residential	12%	15%	10%	6%

### 7.2.4 Occupancy Considerations

The average occupancy rate in North Huron is 2.4 persons per dwelling unit. This average includes all types of residential units, from detached single dwellings to apartments. Different types of residential development contain different numbers of occupants. On a per unit basis, the smaller the average occupancy, the less demand is generally placed on services. For purposes of this report, the occupancies defined in Table 7.2 are assumed for various housing types.

**Table 7.2**  
**Residential Occupancies for Various Dwelling Types**

Residential Unit Type	Persons Per Unit	Percentage of Single Family Unit Charge
Single Family Residential, including semi-detached	2.5	100%
Apartments (2 bedrooms +)	1.5	60%
Apartments (Bachelor and 1 bedroom)	1.1	44%
Other housing units	2.1	84%

### 7.3 Calculated Development Charge

Appendix B provides information on each service category and service component, as well as the key considerations for the calculation of development charges. Based upon the calculations presented in Appendix B, development charge schedules have been prepared for residential and non-residential activities. Table 7.3 provides a summary of the development charge calculations, based on the calculations outlined in Appendix B. With two projects that benefit defined areas, it is recommended that the development charges reflect three distinct areas of the Township, as identified in Section 6.4. These separate charge areas can be described in the By-law. The summaries of the calculated development charges for each area of the Town are outlined in Table 7.4.

It is recommended that development charges schedules, selected by Council using this Report as a guide, be imposed by by-law in the Township of North Huron for the period 2016-21. Accordingly, it is recommended that charges are established by project-benefiting area.

**Table 7.3**  
**Township of North Huron Summary of Development Charge Calculation**

Service Category	Component	Ward	Residential Development Charge(per person)
<b>Sanitary Sewage Service</b>	Northwest Trunk Sewer Replacement	Wingham	\$ 2,762.50
<b>Water</b>	Blyth Well	Blyth	\$ 364.92
<b>Transportation</b>	Public Works Facility	All	\$ 301.71
<b>Firefighting</b>	Firefighter Outfitting	All	\$ 21.15
<b>Parks and Recreation</b>	Parkland Development	All	\$ 108.00
<b>Administration</b>	Growth Related Studies	All	\$ 229.63
		<b>Wingham Total</b>	<b>\$ 3,423.00</b>
		<b>Blyth Total</b>	<b>\$ 1025.43</b>
		<b>East Wawanosh Total</b>	<b>\$ 660.50</b>

**Table 7.4**  
**Township of North Huron Summary of Development Charge Amounts**

<b>Wingham</b>								
<b>Residential Type</b>	<b>Persons Per Unit</b>	<b>Sanitary Sewage Service</b>	<b>Water Services</b>	<b>Transportation</b>	<b>Firefighting</b>	<b>Parks and Recreation</b>	<b>Admin.</b>	<b>Total</b>
Single and Semi-Detached	2.5	\$6,906.25	\$0.00	\$754.29	\$52.89	\$270.00	\$574.09	<b>\$8,557.51</b>
Multiple Units and Townhouses	2.1	\$5,801.25	\$0.00	\$633.60	\$44.43	\$226.80	\$482.23	<b>\$7,188.31</b>
Apartments (2 bedrooms +)	1.5	\$4,143.75	\$0.00	\$452.57	\$31.73	\$162.00	\$344.45	<b>\$5,134.51</b>
Apartments (Bachelor and 1 bedroom)	1.1	\$3,038.75	\$0.00	\$331.89	\$23.27	\$118.80	\$252.60	<b>\$3,765.30</b>

<b>Blyth</b>								
<b>Residential Type</b>	<b>Persons Per Unit</b>	<b>Sanitary Sewage Service</b>	<b>Water Services</b>	<b>Transportation</b>	<b>Firefighting</b>	<b>Parks and Recreation</b>	<b>Admin.</b>	<b>Total</b>
Single and Semi-Detached	2.5	\$0.00	\$912.30	\$754.29	\$52.89	\$270.00	\$574.09	<b>\$2,563.56</b>
Multiple Units and Townhouses	2.1	\$0.00	\$766.34	\$633.60	\$44.43	\$226.80	\$482.23	<b>\$2,153.39</b>
Apartments (2 bedrooms +)	1.5	\$0.00	\$547.38	\$452.57	\$31.73	\$162.00	\$344.45	<b>\$1,538.14</b>
Apartments (Bachelor and 1 bedroom)	1.1	\$0.00	\$401.41	\$331.89	\$23.27	\$118.80	\$252.60	<b>\$1,127.97</b>

<b>East Wawanosh</b>								
<b>Residential Type</b>	<b>Persons Per Unit</b>	<b>Sanitary Sewage Service</b>	<b>Water Services</b>	<b>Transportation</b>	<b>Firefighting</b>	<b>Parks and Recreation</b>	<b>Admin.</b>	<b>Total</b>
Single and Semi-Detached	2.5	\$0.00	\$0.00	\$754.29	\$52.89	\$270.00	\$574.09	<b>\$1,651.26</b>
Multiple Units and Townhouses	2.1	\$0.00	\$0.00	\$633.60	\$44.43	\$226.80	\$482.23	<b>\$1,387.06</b>
Apartments (2 bedrooms +)	1.5	\$0.00	\$0.00	\$452.57	\$31.73	\$162.00	\$344.45	<b>\$990.76</b>
Apartments (Bachelor and 1 bedroom)	1.1	\$0.00	\$0.00	\$331.89	\$23.27	\$118.80	\$252.60	<b>\$726.55</b>

## **8.0 IMPLEMENTATION**

### **8.1 General Considerations**

As discussed, a Development Charges By-law must be adopted to implement a development charges schedule and the associated collection policies. Section 5(1)(9) of the DCA prescribes that the Township must establish rules within the implementing by-law to set out how development charges will be applied at the local level.

This section of the report outlines certain components of the DCA which will need to be considered during the preparation of the Development Charges By-law.

### **8.2 Applicable Development**

Section 2(2) of the DCA prescribes that development charges can be imposed upon development activities requiring one or more of the following:

- Issuance of a building permit;
- *Condominium Act* approval;
- Certain *Planning Act* approvals (i.e., minor variances, rezonings, severances, plans of subdivision).

Development charges cannot be applied to development activities which:

- Enlarge an existing dwelling unit;
- Create two or less additional dwelling units (subject to regulations);
- Increase the gross floor area of an industrial development by less than 50%.

Section 3 of the DCA further prescribes that lands owned, and used by, municipal governments and schools boards are not subject to the provisions of the by-law. However, Council is also permitted to include provisions in the by-law which exempt specific types of development from development charges. In this respect, local municipalities commonly exempt places of worship, public hospitals and farm buildings from the development charges specified in the by-law.

### **8.3 Charge Ceilings**

Development charges to be imposed on new development must not exceed the values defined in Tables 7.3 and 7.4 of this study. Council can impose Development Charges schedules in the by-law which prescribe charges which are less than those calculated in the aforementioned tables.

### **8.4 Phasing-in**

Council is permitted to phase-in development charges over the five-year lifespan of the by-law. Phasing-in of development charges is occasionally implemented by local municipalities concerned with the financial burden placed upon new development, particularly in areas where these fees have not previously been applied.

## **8.5 Inflation Adjustments**

The DCA permits development charges to be adjusted to inflation, on an annual basis, using an index specified in the by-law. This measure is commonly employed by local municipalities to ensure that the fees collected reflect the real cost of the projects and services.

## **8.6 Front-Ending Agreements**

The Development Charges By-law may contain policies that permit the Township to enter into front-ending agreements with land developers for infrastructure activities specified in the by-law (e.g., watermain installation, road extensions). Front-ending agreements allow developers to finance all, or a portion of the capital costs of a project in order to permit the work to proceed in advance of a municipal capital works schedule. The agreement is required to stipulate, at a minimum, the nature and cost of the work, a cost-sharing program, a collection system and the specific benefiting area.

Under front-ending agreements, the Township typically assumes the following general responsibilities:

- Collecting development charges from subsequent development activities in the defined service area;
- Reimbursing the other parties in the agreement for a share of the development charge (corresponding to the work completed).

Front-ending agreements are subject to public review. Affected property owners may appeal the terms of an agreement to the Ontario Municipal Board.

## **8.7 Credits**

The Development Charges By-law may contain provisions that allow the Township to permit works specified in the by-law to be carried out by an individual in exchange for credit towards the applicable development charge. The amount of the credit established must reflect the reasonable cost for the doing the work, as agreed upon by the involved parties. The credit provided by the Township can only be applied to the service category, or categories, which are directly related to the work undertaken.

## **9.0 SUMMARY**

This report presents the results of a Development Charges Background Study for the Township of North Huron. Council of the Township of North Huron is considering a new Development Charges By-law for the identified areas of the Town and the study is required under the *Development Charges Act, 1997*.

The study incorporated the primary key activities:

- Review of historic growth in North Huron and extrapolation of growth and development forecasts for that study area;
- Review and evaluation of capital works projects that would be required to service the predicted growth;
- Calculation of a recommended Development Charge Amount for the proposed projects and services in accordance with the DCA.

It is our opinion that the Development Charge Amounts set out in Tables 7.3 and 7.4 of the report are in compliance with the provisions of the DCA and O. Reg. 82/98. However, the charge that is used in the implementing by-law will be set by Council after due consideration.

## **10.0 FUTURE ACTION**

The following represent the final activities required to adopt a Development Charges program:

- Council reviews the Background Study. Following due consideration and any required revisions, Council accepts this draft report and by resolution, agrees that the intent of the Town is to implement the growth-related capital works itemized in Appendix B;
- Council considers a Development Charge Amount to impose, and specific implementation policies to be incorporated into the implementing by-law;
- A draft by-law is prepared in accordance with the recommendations of Council;
- The statutory public meeting is held with a minimum 20-day notice period. The Background Study and the draft By-law will be made available for public review during the notice period;
- Council must pass the implementing by-law within one year of the completion of Background Study. A 40-day review period must be provided after the Notice of Passing is issued. Any individual or organization may appeal the provisions of the Development Charges By-law to the Ontario Municipal Board during the review period.

All of which is respectfully submitted.

B. M. ROSS AND ASSOCIATES LIMITED

Per \_\_\_\_\_  
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Per \_\_\_\_\_  
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Senior Planner

**APPENDIX A**

**POPULATION AND GROWTH FORECAST**

## APPENDIX A

### GROWTH AND DEVELOPMENT FORECAST

#### 1.0 INTRODUCTION

##### 1.1 General

Section 5(1) of the Development Charges Act, S.O. 1997 (DCA) stipulates that for the purposes of developing a development charge, “The anticipated amount, type and location of development, for which development charges can be imposed, must be estimated”. The following discussion summarizes the process undertaken to develop growth and development forecasts for the Township of North Huron.

Development forecasts have been prepared in conjunction with the Development Charges Background Study to project a population for North Huron over 10 year (2016-2026), 20 year (2016-2036), and 25 year (2016-2041) planning periods. The growth projections were established following an assessment of general growth and development trends evident in the Township, as identified from statistical data, recent population projections and other background research. The forecasts extrapolated from this analysis are considered to be realistic predictions of population and household growth in North Huron. An estimate of non-residential development has also been prepared through an analysis of available property assessment data.

The growth projections established in this study provide a basis for determining the level of service required to accommodate future development activities. In this regard, the growth forecasts provide a framework to estimate (1) the capital expenditures needed to finance additional services and (2) an appropriate development charge to recover growth related capital costs.

##### 1.2 Background

A series of reports were reviewed to gather background information on population growth and general development trends in the study area. The following are among the key sources of information examined during this review:

- Statistics Canada Census of Canada data for the period 1986-2011 (data is collected in 5-year intervals)
- Ministry of Finance population projections for the County of Huron. The future population of Huron is forecasted for the period 2013-2041 using several growth scenarios.
- Building permit records compiled by the Township of North Huron for the period 2011-2015. The records detail the type (e.g., residential, commercial, industrial), and value of development. It is noted that there was no commercial or industrial development within the last 5 years in the Township.

- The Township of North Huron Official Plan (December 2004). This document examines development patterns and defines policies to guide land use activities in the municipality. The Official Plan also designates lands in North Huron intended for future development.
- 2011 Development Charges Background Study for the Township of North Huron by B.M. Ross and Associates Limited.
- Municipal Class Environmental Assessment (Class EA) screening reports prepared by B.M. Ross and Associates Limited for major infrastructure projects carried out in North Huron. These documents include analyses of current service levels and growth forecasts.
- An assessment of current development projects and proposals.

## **2.0 RESEARCH FINDINGS**

### **2.1 Residential Growth Trends**

#### **2.1.1 Population**

In the period between 1981 and 1991, the Township of North Huron experienced slight population growth. Over this period, the population of the Township increased to 5,160 persons. In subsequent years, the population has declined, with the latest census reporting 4,884 residents as of 2011. The population of North Huron, and wards of Wingham, Blyth, and East Wawanosh from 1981 to 2011, based on Census data, is shown in Table 2.1.

Blyth is the only ward in North Huron to experience an overall growth in population between 1981 and 2011, with a 9% increase in population. This equates to an increase of 79 persons. Conversely, declines in populations were observed in Wingham and East Wawanosh over the same time period. The decline in East Wawanosh equates to 123 persons or 11% and 22 persons of 1% in Wingham.

In the last five years of data (2006 to 2011), the population of North Huron has declined by 131 persons. Across the three wards, the greatest population decline was observed in East Wawanosh, with a decline of 98 persons. The populations of Wingham declined by 48, while the population of Blyth increased by 15 persons.

The overall decline in population and depressed average annual growth rate (-0.04%) in North Huron is similar to declines observed in neighbouring Huron County municipalities. In North Huron, the population decline corresponds with the closure of a large manufacturing facility within the community, which resulted in the loss of approximately 140 jobs in the community.

**Table 2.1**  
**Population Data and Growth Rates (1981 to 2011)**

	Year	Blyth	East Wawanosh	Wingham	North Huron
	1981	926	1,127	2,897	4,950
	1986	892	1,107	2,952	4,951
	1991	955	1,187	3,018	5,160
	1996	991	1,167	2,941	5,099
	2001	987	1,112	2,885	4,984
	2006	990	1,102	2,923	5,015
	2011	1005	1,004	2,875	4,884
	<b>Population Change</b>	<b>79</b>	<b>-123</b>	<b>-22</b>	<b>-66</b>
	<b>% Change</b>	<b>9%</b>	<b>-11%</b>	<b>-1%</b>	<b>-1%</b>
	<b>Average Annual Growth Rate</b>	<b>0.27</b>	<b>-0.38</b>	<b>-0.03</b>	<b>-0.04</b>

In recent years, there has been minimal immigration to North Huron. In the period from 2001 to 2011, a total of 15 immigrants migrated to the Township, with all arriving between 2006 and 2011. During the last census (2011), 270 residents of North Huron, or 5.5% of the population, identified themselves as immigrants. In Huron County and Ontario over the same period, the percentage of the population that identifies as immigrants are 7.3% and 28.9%, respectively. Given the low immigrant population and distance of the Township from large population centres, immigration is not expected to significantly influence population trends in the near future.

The 2011 National Household Survey also examined whether or not residents in the Township had moved in the last year. It was found that 510 residents, or 10.6% of the population, had moved between 2010 and 2011. Of those, 275 residents moved within the Township and 235 moved to North Huron from another location within Ontario. Intraprovincial migration is the largest source of new residents for the Township and this trend is expected to continue. It is expected that this trend will be driven by retirees from the surrounding rural areas moving into smaller homes, retirement or assisted-living facilities in Wingham and Blyth.

According to the 2011 Census, the median age in North Huron is 42.3 which is greater than the provincial average of 40.4. The percentage of the population in the Township that is 65 and over (18.6%) is greater than the provincial proportion, which is 14.6%. This reflects a general trend of an aging population in rural communities in southwestern Ontario. Additionally, the Township has a smaller percentage of the population between the ages of 20 and 44 (27.9%) than what is observed on a provincial scale (33%). This is likely due to the migration of young adults from North Huron to larger urban centres for education and employment opportunities.

## 2.2 Residential Development

Table 2.2 contains the number of private dwellings in North Huron, as available from Census data. The data shows that over the past 30 years, there has been very moderate growth in the number of households in the Township. The total increase in the number of dwellings in North Huron over the last 30 years is 239 units. This equates to a total increase of 13% over 30 years or an annual average growth rate of 0.42.

**Table 2.2**  
**Households in North Huron, 1981-2011\***

Year	Blyth	East Wawanosh	Wingham	North Huron
1981	338	326	1,140	1,804
1986	343	324	1,157	1,824
1991	377	354	1,190	1,921
1996				1,950
2001	395	370	1,230	1,995
2006	425	363	1,276	2,064
2011	419	355	1,269	2,043
<b>Total Change from 1981</b>	<b>81</b>	<b>29</b>	<b>129</b>	<b>239</b>
<b>% Change</b>	<b>24%</b>	<b>9%</b>	<b>11%</b>	<b>13%</b>
<b>Annual Average Growth Rate</b>	<b>0.72</b>	<b>0.28</b>	<b>0.36</b>	<b>0.42</b>

\*Note: Household data for Blyth, East Wawanosh and Wingham are not available for the year 1996

Recent residential building permit data is presented in Table 2.3, for the Township of North Huron. In the last 5 years, a total of new 23 single family units and 3 multi-unit residences have been constructed. The majority of new residences in the last five years have been constructed in East Wawanosh (11 building permits), followed by Wingham (9 building permits) and then Blyth (6 building permits). The increased residential development in the East Wawanosh ward is a recent trend in the past 5 years. The 5-year annual average number of residential building permits issued in North Huron is 4.6 for single family units and 0.6 for multi-unit dwellings.

Over a 10-year period, the annual average number of new residential building permits issued in East Wawanosh is 1.6, slightly more than in Blyth (1.4). The 10-year annual average number of building permits for Wingham is 3.3, with a Township average of 6.3 residential building permits issued per year.

**Table 2.3**  
**New Units Constructed by Building Permits Issued, 2011-2015**

	Blyth		East Wawanosh		Wingham		North Huron	
	Single Family	Multi-Unit	Single Family	Multi-Unit	Single Family	Multi-Unit	Single Family	Multi-Unit
2011	1	1	2	0	4	1	7	2
2012	0	0	5	0	1	0	6	0
2013	1	0	1	0	2	0	4	0
2014	2	0	0	0	0	0	2	0
2015	1	0	2	1	1	0	4	1
<b>Total</b>	<b>5</b>	<b>1</b>	<b>10</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>23</b>	<b>3</b>
<b>Annual Average</b>	<b>1</b>	<b>0.2</b>	<b>2</b>	<b>0.2</b>	<b>1.6</b>	<b>0.2</b>	<b>4.6</b>	<b>0.6</b>

Given the number of permanent dwellings and total population, the average household density in the municipality is 2.4 persons per household in 2011. The household density in North Huron has steadily declined from 2.7 persons per household over the past 30 years. However, the current household density in North Huron is the same as the average for Ontario (2.4). The Wingham and Blyth wards have an average household density of 2.4 and 2.3 respectively. Historically, the average household density in East Wawanosh has been higher than the other areas of the Township. In 2011, the average number of persons per unit in East Wawanosh was 2.8.

The general decline in household size relates to continued residential development despite population declines, as well as demographic factors including the general decline in family size and a population with a large proportion of seniors.

### 2.2.1 Housing Stock

Residential development in North Huron in the past has primarily been in the form of single, detached units. Table 2.4 summarizes the housing supply composition in North Huron, based on information from the 2011 Census. Approximately 79% of the housing stock is comprised of single detached homes. The remainder of the housing stock is comprised of apartments in buildings with five stories or less (12%), semi-detached homes (4%), row houses (4%), duplexes (2%), and other single-attached houses (0.2%)

**Table 2.4**  
**Housing Stock by Dwelling Type in North Huron (2011)**

Dwelling Type	Proportion of Total Dwellings (%)
Single-detached house	78.7
Apartment (building that has fewer than five storeys)	12.3
Semi-detached house	3.7
Row house	3.7
Apartment, duplex	1.7
Other single-attached house	0.2
Apartment, building that has five or more storeys	0
Moveable Dwelling	0

### 2.2.2 Recent Residential Developments

Table 2.5 summarizes recent residential development created by Plan of Subdivision. The Wingham Creek (A2A) development is the only recent Plan of Subdivision submitted in North Huron. This development is proposed for the northeast area of Wingham. Given the 10-year annual average of new residential buildings constructed in the Township (6.4 units), this development equates to a 70-year inventory of residential lots.

**Table 2.5**  
**Residential Lot Inventory**

Developed Plans of Subdivision/Condominium		
Name (Developer)	Total Lots/Units	Vacant Parcels
Wingham Creek (A2A)	454	454
<b>Total Lots/Units:</b>	<b>454</b>	<b>454</b>

## 2.3 Non-Residential Growth Trends

### 2.3.1 Labour Force

Table 2.6 compares labour force data for North Huron, Huron County and Ontario by grouped occupations, as reported in the 2011 Census. The composition of the labour force in North Huron reflects the split between rural areas and small urban service centres. The three occupation types that employ the majority of North Huron residents are: sales and services (18%), trades (16%), and jobs in the fields of education, law, social and government services (14%). In comparison to Huron County, a much larger proportion of the employed labour force in North Huron is employed in manufacturing, specifically at facilities located in North Huron such as WesCast Industries.

**Table 2.6**  
**Labour Force by Occupation Type**

Occupation Type	North Huron	Huron County	Ontario
Management occupations	12%	14%	12%
Business, finance and administration occupations	12%	12%	17%
Natural and applied sciences and related occupations	2%	3%	7 %
Health occupations	7%	7%	6%
Occupations in education, law and social, community and government services	14%	10%	12%
Occupations in art, culture, recreation and sport	2%	2%	3%
Sales and service occupations	18%	19%	23%
Trades, transport and equipment operators and related occupations	16%	20%	13%
Natural resources, agriculture and related production occupations	6%	7%	2%
Occupations in manufacturing and utilities	12%	7%	5%

### 2.3.2 Non-Residential Development

Between 2010 and 2015, there were no building permits issued for new construction and additions for industrial, commercial and institutional uses.

### 2.4 Development Patterns in the Study Area

A number of factors could influence growth trends in North Huron. Of relevance to this study are the following:

- Age distribution data suggests that younger people (20-34 years) tend to leave Huron County for education and employment opportunities.
- The number of households is expected to outstrip population growth in North Huron, given the general overall aging of the population (resulting from lower death and birth rates). The aging population is expected to increase demands for services and housing designed to accommodate the needs of the ‘young old’, ‘old’, and ‘old old’ seniors. Retirees from local rural areas are also expected to drive demand for homes in Wingham and Blyth.
- In general, it is expected that the places and types of employment in North Huron will remain static. No large industrial or manufacturing developments are expected. It is expected that Wecast Industries will continue to be the largest employer in the Township.
- One large residential subdivision has been recently approved in North Huron. This development represents a substantial inventory of residential buildings lots. Additionally, there are sufficient vacant residential lands in East Wawanosh, Blyth and Belgrave to supply future growth and infill.

- Wingham and Blyth are predominately low-density residential communities, with the majority of existing homes in the form of single detached units. It is expected that the overall residential development trends will favour single detached units, but that multi-unit buildings/homes geared towards seniors may also be constructed. Future development in East Wawanosh is expected to be concentrated in the village of Belgrave.
- Wingham functions as a commercial, industrial, service, and recreational centre for the Township. Its role is not expected to change in the foreseeable future.
- In the past 5 years, there has been no non-residential growth in North Huron. Non-residential growth is not expected to increase substantially in the near future.

## 2.5 Residential and Non-Residential Allocation

The allocation between residential and non-residential development for purposes of calculating development charges is determined from tax assessment data. The 2015 tax assessment data is used to determine the percentage of the tax base that is residential and non-residential. The non-residential percentage includes institutional, commercial and industrial development and excludes agricultural and managed forest assessment data. The percentages of residential and non-residential development for North Huron are summarized in Table 2.9.

**Table 2.9**  
**Residential and Non-Residential Tax Allocations (2015)**

	North Huron	Wingham	Blyth	East Wawanosh
Residential	88%	85%	90%	94%
Non-Residential	12%	15%	10%	6%

## 3.0 RESIDENTIAL GROWTH PROJECTIONS

The Ministry of Finance recently published a population forecast to estimate the population of all upper-tier municipalities (i.e., Regions, Counties). The forecast identifies the changes in population anticipated in Ontario for the period from 2013-2041 and allocates a certain proportion of this growth to each upper-tier municipality. For Huron County, the Ministry anticipates that the total population will decline from 58,477 in 2013 to 54,748 in 2041. This represents a decline in population of 3,729 persons over the forecast period.

The Ministry forecast represents the only comprehensive projection prepared for Huron County in recent years. It is expected that the majority of the population decline will be experienced in rural areas of Huron County. Given this and the trends in population data for North Huron, it is expected that the Township's population will only increase marginally over the next 25 years. The migration of retirees to the urban centres from rural areas is expected to be main contributor to any population gains.

### **3.1 Forecast Methodologies**

For the purposes of this study, a population forecast to 2041 for North Huron was developed. The forecast was extrapolated based on the Ministry of Finance forecast. A housing forecast was developed from the building permit data and trends. This approach is seen to be a reasonable strategy for estimating growth within the community, as there has been a relatively steady increase in the number of household, despite the overall population decline. This reflects recent changes in population characteristics, such as an aging population and decrease in family size.

The forecast incorporated the following methodological components:

- The 2011 population and household counts, as determined by the Census were used a starting point for the projections.
- Population of the three wards in North Huron was estimated based on the projections for Huron County by the Ministry of Finance. Historically, North Huron represents 8.26% of the population of Huron County and using the share-capture method, the Huron County forecast was extrapolated to North Huron. The population forecast for North Huron was then divided among the three wards, based on the following historic population distributions:
  - Wingham: 59% of the North Huron population
  - Blyth: 20.5% of the North Huron population
  - East Wawanosh: 20.5% of the North Huron population
- Household growth was calculated based on the 10-year annual averages of residential units constructed (from building permit data) in East Wawanosh, Blyth and Wingham.
- The average household density in the three wards is expected to remain relatively static over the planning period at 2.4 persons per household (pph) in Blyth, 2.8 pph in East Wawanosh and 2.3 pph in Wingham.

Several major assumptions were also made to substantiate the use of the aforementioned methodology as the basis for a population forecast. They are as follows:

- The nature of the local economy, and the role each area serves in the economy, will remain unchanged throughout the planning period.
- Growth in the number of households will be accommodated through infilling and development of subdivisions. It is expected the majority of development will occur as infill in Wingham, Blyth and Belgrave.

### **3.2 Residential and Population Forecasts**

Population and household growth forecasts were developed for North Huron based upon the previously discussed methodology. Tables 3.1 and 3.2 present the results of the population and household projections.

**Table 3.1  
Population Projections 2016-2041**

Year	Blyth	East Wawanosh	Wingham	North Huron
2016	979	978	2,800	4,757
2021	969	968	2,772	4,708
2026	962	961	2,751	4,673
2031	953	952	2,726	4,632
2036	942	942	2,696	4,580
2041	931	930	2,662	4,522
<b>10-year change</b>	<b>-17</b>	<b>-17</b>	<b>-49</b>	<b>-84</b>
<b>20-year change</b>	<b>-36</b>	<b>-36</b>	<b>-104</b>	<b>-176</b>
<b>25-year change</b>	<b>-48</b>	<b>-48</b>	<b>-138</b>	<b>-235</b>

**Table 3.2  
Household Projections 2016-2041**

Year	Blyth	East Wawanosh	Wingham	North Huron
2016	432	374	1,295	2,101
2021	439	382	1,311	2,132
2026	446	390	1,328	2,164
2031	453	398	1,344	2,195
2036	460	406	1,361	2,227
2041	467	414	1,377	2,258
<b>10-year change</b>	<b>14</b>	<b>16</b>	<b>33</b>	<b>63</b>
<b>20-year change</b>	<b>28</b>	<b>32</b>	<b>66</b>	<b>126</b>
<b>25-year change</b>	<b>35</b>	<b>40</b>	<b>82</b>	<b>157</b>

### 3.3 Forecast Assessment

The following represents the key findings of the population and household forecasts for the Township of North Huron:

- The population of North Huron is expected to continue to decrease over the forecast period. The total decline is expected to be approximately 235 persons in the next 25 years. The decrease in population is expected to occur as the result of migration from North Huron to urban areas for employment, decreases in family size, and an aging population.
- Despite the population decline, the number of households in North Huron is expected to increase over the next 25 years. It is expected that new residential development will be primarily single family units, with the majority constructed in Wingham (82 new units over the 25 years). Very moderate growth in the number of households is

also expected in Blyth and East Wawanosh, with 35 and 40 new units over the 25 year planning timeframe, respectively.

- The increase forecasted in the number of households in North Huron is consistent with demographic trends observed throughout Ontario and smaller municipalities (i.e., aging population, smaller households and sustained household growth).

### **3.4 Conclusions**

The forecasts presented in Section 3.3 appear to be reasonable and appropriate forecasts for the Township of North Huron, given historic growth rates and growth factors previously discussed. In this regard, it has been concluded that the forecasts defined in Table 3.1 should be adopted as the basis for calculating the residential Development Charges for North Huron.

### **4.0 NON-RESIDENTIAL GROWTH FORECAST**

There has been no non-residential growth in North Huron in the last 5 years. Prior to the last updates of the Development Charges Background Report, there was only minimal non-residential growth in the Township. Currently, there are no indications that may significant changes will occur with regards to non-residential development. Given the current trends and that development charges have not historically been applied to non-residential development, a non-residential growth forecast has not been developed.

**APPENDIX B**

**ANALYSIS OF GROWTH RELATED PROJECTS**

## ANALYSIS OF GROWTH RELATED CAPITAL COSTS

SERVICE CATEGORY: **Sanitary Sewage Service**      SERVICE COMPONENT: **Northwest Trunk Sewer Replacement - Wingham**

### Details of Service

#### Description:

The northwest trunk sanitary sewer conveys flow from a large portion of the Wingham catchment area to the Josephine Street sewage pumping station. An engineering review carried out in 1985 established that sewage flows in the trunk sewer have a high extraneous flow (stormwater inflow and infiltration) component. Some sewer replacement has been completed in recent years; however, the existing collection system has remained largely unchanged since the initial assessment.

As an outcome of a recent engineering investigation, it was determined that several sections of the northwest trunk sewer are considered at or under capacity under current conditions. It was also established that the capacity of certain sewer sections cannot accommodate full development flows from future development lands known locally as the Willis Lands.

It is assumed that completion of this project will provide the flow capacity required to accommodate a 20-year design population of 1,500 person equivalents. Based upon available data, it is assumed that existing development within the service area equates to 1,100 persons.

#### Analysis of Long Term Capital and Operating Costs:

It is assumed that the total capital cost for implementing the project is \$1,600,000. North Huron intends to complete this project in phases, with the first phase possibly commencing in 2018. The majority of the capital cost (\$1,300,000) is allocated to sewer improvements which directly benefit future development by providing an outlet for new sewage. As this sewer is also replacing an existing older sewer, there is a benefit to the existing serviced population.

#### Service Area:

This project benefits lands within the Wingham ward.

#### Costs:

Total cost:	\$1,600,000
Received or expected capital grants, subsidies or contributions:	<u>\$ 0</u>
Net cost:	<b>\$1,600,000</b>

### Allocation of Costs

**Benefit to Existing Development**      The cost of the replacement of an undersized sanitary sewer, benefitting the existing population is \$300,000. The portion of the project benefiting future development is \$1,300,000. Development charges will be utilized to collect the portion of the project that benefits future development until the remaining capacity (400 persons) is exhausted.

**Residential/ Non-Residential Cost Allocation:**      The residential/non-residential allocation of this service has been proportioned based on the development forecasts in Appendix A. A ratio of 85% residential to 15% non-residential was used. Given this, the residential allocation is:  $\$1,300,000 \times 85\% = \$1,105,000$ . The non-residential allocation is  $\$1,300,000 \times 15\% = \$195,000$ .

### Development Charge Calculation

Residential:  $Residential\ Charge = \frac{Residential\ allocation}{Remaining\ capacity}$

$$Residential\ Charge = \frac{\$1,105,000}{400\ persons}$$

$$Residential\ Charge = \$2,762.50\ per\ person$$

Non-Residential: The Township of North Huron does not collect non-residential development charges.

## ANALYSIS OF GROWTH RELATED CAPITAL COSTS

SERVICE CATEGORY: **Water**

SERVICE COMPONENT: **Blyth Well**

### Details of Service

#### Description:

An environmental assessment to evaluate the condition of the existing water supply system in Blyth was completed in 2013. The study identified the need for replacement of the existing wells, due to their age and deteriorating condition. A new well will be constructed to replace Wells 1 and 2 and service the existing community of Blyth as well as future growth.

The well will service a 20-year design population of 1,103 people. The existing population development within the service area equates to 1,020 persons.

#### Analysis of Long Term Capital and Operating Costs:

The estimated cost of the new well is \$839,484. The Township received an OCIF grant of \$392,252 for the project. The remainder of the project will be financed through a combination of contributions from the existing water service rate, reserves, and development charges. The operating costs of the new facility will be partially offset by the decommissioning of Well 1 and new growth. The operating and maintenance costs for water facilities are paid by the users.

#### Service Area:

This project benefits lands within the Blyth ward.

#### Costs:

Total cost:	\$839,484
Received or expected capital grants, subsidies or contributions:	<u>\$392,252</u>
Net cost:	<b>\$447,232</b>

### Allocation of Costs

**Benefit to Existing Development**      The replacement of the Blyth wells will benefit existing and future development. The portion of the project that will benefit existing population (1,020 persons) is \$413,578.10. The portion of the project benefiting future development is \$33,653.90. Development charges will be utilized to collect the portion of the project that benefits future development until the remaining capacity (83 persons) is exhausted.

**Residential/Non-Residential Cost Allocation:**      The residential/non-residential allocation of this service has been proportioned based on the development forecasts in Appendix A. A ratio of 90% residential to 10% non-residential was used. Given this, the residential allocation is: \$33,653.90 x 90% = \$30,288.51. The non-residential allocation is \$33,653.90 x 10% = \$3,365.39.

### Development Charge Calculation

Residential:       $Residential\ Charge = \frac{Residential\ allocation}{Remaining\ capacity}$

$$Residential\ Charge = \frac{\$30,288.51}{83\ persons}$$

$$Residential\ Charge = \$364.92\ per\ person$$

Non-Residential:      The Township of North Huron does not collect non-residential development charges.

# ANALYSIS OF GROWTH RELATED CAPITAL COSTS

SERVICE CATEGORY: **Transportation**

SERVICE COMPONENT: **Public Works Facility**

## Details of Service

### Description:

The existing Public Works facilities are inadequate for the proper operation of the department, with a working equivalent of 6.0 bays. There is a need for larger bays for vehicle and equipment storage. The proposed facility will have the equivalent of 7.0 bays at an estimated cost of \$2,000,000. Under the DCA, the quantity and quality levels of service should not exceed the past 10-year average service level. The average service level is 6.0 bays servicing a population of 4,984 persons, which equates to 0.0012 bays/capita.

### Analysis of Long Term Capital and Operating Costs:

A new facility may have added operating costs as it is larger, although new technology could reduce the impact of some of the costs (such as heating, maintenance). Operating costs are part of the overall tax rate.

### Service Area:

This project benefits all of North Huron.

### Costs:

Total cost:	\$2,000,000
Received or expected capital grants, subsidies or contributions:	\$ <u>0</u>
Net cost:	<b>\$2,000,000</b>

## Allocation of Costs

Benefit to Existing Development      Not applicable as costs are being determined based on providing the equivalent level of service that is standard within the municipality.

Residential/  
Non-Residential Cost Allocation:      The residential/non-residential allocation of this service has been proportioned based on the development forecasts in Appendix A. A ratio of 88% residential to 12% non-residential was used. Given this, the residential allocation is: \$2,000,000 x 88% = \$1,760,000. The non-residential allocation is \$2,000,000 x 12% = \$240,000.

## Development Charge Calculation

Residential:      *Residential Charge = cost per bay × current service level*

$$Residential\ Charge = \frac{\$1,760,000}{7\ bays} \times 0.0012\ bays/capita$$

$$Residential\ Charge = \$301.71\ per\ person$$

Non-Residential:      The Township of North Huron does not collect non-residential development charges.

## ANALYSIS OF GROWTH RELATED CAPITAL COSTS

SERVICE CATEGORY: **Fire**

SERVICE COMPONENT: **Firefighter Outfitting**

### Details of Service

#### Description:

As of 2016, the Township has a total of 40 firefighters. Additional firefighters would be hired in response to growth. The cost to outfit an additional firefighter is \$3,000.

There are 40 firefighters to service a population of 4,984 persons over the entire Municipality. This equates to a service level of 0.08 firefighters per capita. Over the next ten years, the number of households is expected to increase by 63 units. At 2.4 persons per unit, this equates to an additional 151 persons, which would require an additional 1.21 firefighters.

#### Analysis of Long Term Capital and Operating Costs:

N/A

#### Service Area:

This project benefits all of North Huron.

#### Costs:

Total cost:	\$3,630
Received or expected capital grants, subsidies or contributions:	<u>\$ 0</u>
Net cost:	<b>\$3,630</b>

### Allocation of Costs

Benefit to Existing Development	Not applicable as costs are being determined based on providing the equivalent level of service that is standard within the municipality.
Residential/Non-Residential Cost Allocation:	The residential/non-residential allocation of this service has been proportioned based on the development forecasts in Appendix A. A ratio of 88% residential to 12% non-residential was used. Given this, the residential allocation is: \$3,630 x 88% = \$3,194.40. The non-residential allocation is \$3,630x 12% = \$435.60.

### Development Charge Calculation

Residential: 
$$Residential\ Charge = \frac{residential\ allocation}{10\ years\ growth}$$

$$Residential\ Charge = \frac{\$3194.10}{63\ units\ x\ 2.4\ people/unit}$$

$$Residential\ Charge = \$21.15\ per\ person$$

Non-Residential: The Township of North Huron does not collect non-residential development charges.

## ANALYSIS OF GROWTH RELATED CAPITAL COSTS

SERVICE CATEGORY: **Parks and Recreation**

SERVICE COMPONENT: **Parkland Development**

### Details of Service

#### Description:

There are approximately 38 acres of parkland within North Huron. This equates to a standard of 0.008 acres per person within the Township.

The Township anticipates equipping new parkland that is obtained through the development process (either land or cash in lieu). The cost to develop new parkland is approximately \$40,000 per acre based on experience in other municipalities. New parkland would be developed as it obtained through the development process, at a rate of approximately 0.003 acres per person, which is less than the existing standard.

#### Analysis of Long Term Capital and Operating Costs:

Operating costs for a new park will be paid out of the general tax base. The increase in the tax base from new development should offset any increase in operating costs.

#### Service Area:

This project benefits all of North Huron.

#### Costs:

Total cost:	N/A
Received or expected capital grants, subsidies or contributions:	<u>\$ 0</u>
Net cost:	N/A

### Allocation of Costs

Benefit to Existing Development	Not applicable as costs are being determined based on providing the equivalent level of service that is standard within the municipality.
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Residential/ Non-Residential Cost Allocation:	This service is primarily residential so no allocation has been assigned to non-residential growth.
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### Development Charge Calculation

Residential:	The residential development charge is based on the per person cost of \$40,000 x 0.003 acres per person = \$120. There is a mandatory 10% reduction in the capital cost of this service, as per Section 5(1)(8) of the Development Charges Act 1997. Therefore, the residential charge for this service is \$108.
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## ANALYSIS OF GROWTH RELATED CAPITAL COSTS

SERVICE CATEGORY: **Administration** SERVICE COMPONENT: **Growth Related Studies**

### Details of Service

#### Description:

The Township of North Huron intends to complete several studies to provide strategic direction to the community and to evaluate the potential impacts of specific projects and programs. Several of these studies require the consideration of growth effects, or are directly related to growth-related projects.

Table 1 identifies those growth-related studies which will be undertaken or completed during the period of 2016-2026. Assumptions regarding benefiting area, capital cost and growth-related benefits are also presented. The total development charges for the administration component are as follows:

Residential: All Wards = \$229.63

Non-Residential: The Township of North Huron does not collect non-residential development charges.

**Table 1  
Growth Related Studies and Development Charge Calculations**

<b>Study Description</b>	<b>Benefitting Ward</b>	<b>Cost</b>	<b>Mandatory 10% Reduction</b>	<b>Net Cost</b>	<b>Per Capita Cost</b>	<b>Benefit to Existing Population</b>	<b>Amount Recoverable Through DC</b>	<b>Residential DC (per capita)</b>
Development Charge Update	All	\$18,500.00	\$1,850.00	\$16,650.00	\$213.46	0.00	\$16,650.00	\$187.85
Sewer and Water Rates Study	All	\$10,000.00	\$1,000.00	\$9,000.00	\$1.73	\$8,739.26	\$260.74	\$1.52
Road Needs Study	All	\$15,000.00	\$1,500.00	\$13,500.00	\$2.59	\$13,108.88	\$391.12	\$2.28
Strategic Plan	All	\$50,000.00	\$5,000.00	\$45,000.00	\$8.63	\$43,696.28	\$1,303.72	\$7.60
Police Master Plan	All	\$30,000.00	\$3,000.00	\$27,000.00	\$5.18	\$26,217.77	\$782.23	\$4.56
Fire Master Plan	All	\$20,000.00	\$2,000.00	\$18,000.00	\$3.45	\$17,478.51	\$521.49	\$3.04
Waste Management Master Plan	All	\$50,000.00	\$5,000.00	\$45,000.00	\$8.63	\$43,696.28	\$1,303.72	\$7.60
Day Care Plan	All	\$15,000.00	\$1,500.00	\$13,500.00	\$2.59	\$13,108.88	\$391.12	\$2.28
Emergency Plan	All	\$15,000.00	\$1,500.00	\$13,500.00	\$2.59	\$13,108.88	\$391.12	\$2.28
Special Policy Area Plan	All	\$20,000.00	\$2,000.00	\$18,000.00	\$3.45	\$17,478.51	\$521.49	\$3.04
Parks and Recreation Plan	All	\$50,000.00	\$5,000.00	\$45,000.00	\$8.63	\$43,696.28	\$1,303.72	\$7.60
							<b>Total</b>	<b>\$229.63</b>



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 22/08/2016  
**SUBJECT:** Development Charges Update  
**ATTACHMENTS:** N/A

## RECOMMENDATION:

THAT the Council of the Township of North Huron hereby adopts the proposed Development Charges as recommended by the Director of Finance, in conjunction with the Background Study presented by B M Ross and further that the proposed amounts are to be included in the Draft Development Charges By-law which has to be available for public review by Friday, September 2, 2016 :

Wingham Ward									
Residential Type	Persons	Sanitary	Water	Transportation	Firefighting	Parks &	Admin	Total	
	Per Unit	Sewage Service	Service			Recreation			
Single and Semi-Detached	2.5	\$ 3,453.12	\$ -	\$ 754.29	\$ 52.89	\$ 270.00	\$ 574.09	\$	\$ 5,104.39
Multiple Units & Townshouses	2.1	\$ 2,900.62	\$ -	\$ 633.60	\$ 44.43	\$ 226.80	\$ 482.23	\$	\$ 4,287.68
Apartments (2 Bedrooms +)	1.5	\$ 2,071.87	\$ -	\$ 452.57	\$ 31.73	\$ 162.00	\$ 344.45	\$	\$ 3,062.62
Apartments (Bachelor & 1 Bedroom)	1.1	\$ 1,519.37	\$ -	\$ 331.89	\$ 23.27	\$ 118.80	\$ 252.60	\$	\$ 2,245.93
Blyth Ward									
Residential Type	Persons	Sanitary	Water	Transportation	Firefighting	Parks &	Admin	Total	
	Per Unit	Sewage Service	Service			Recreation			
Single and Semi-Detached	2.5	\$ -	\$ 912.30	\$ 754.29	\$ 52.89	\$ 270.00	\$ 574.09	\$	\$ 2,563.56
Multiple Units & Townshouses	2.1	\$ -	\$ 766.34	\$ 633.60	\$ 44.43	\$ 226.80	\$ 482.23	\$	\$ 2,153.39
Apartments (2 Bedrooms +)	1.5	\$ -	\$ 547.38	\$ 452.57	\$ 31.73	\$ 162.00	\$ 344.45	\$	\$ 1,538.14
Apartments (Bachelor & 1 Bedroom)	1.1	\$ -	\$ 401.41	\$ 331.89	\$ 23.27	\$ 118.80	\$ 252.60	\$	\$ 1,127.97
East Wawanosh Ward									
Residential Type	Persons	Sanitary	Water	Transportation	Firefighting	Parks &	Admin	Total	
	Per Unit	Sewage Service	Service			Recreation			
Single and Semi-Detached	2.5	\$ -	\$ -	\$ 754.29	\$ 52.89	\$ 270.00	\$ 574.09	\$	\$ 1,651.26
Multiple Units & Townshouses	2.1	\$ -	\$ -	\$ 633.60	\$ 44.43	\$ 226.80	\$ 482.23	\$	\$ 1,387.06
Apartments (2 Bedrooms +)	1.5	\$ -	\$ -	\$ 452.57	\$ 31.73	\$ 162.00	\$ 344.45	\$	\$ 990.76
Apartments (Bachelor & 1 Bedroom)	1.1	\$ -	\$ -	\$ 331.89	\$ 23.27	\$ 118.80	\$ 252.60	\$	\$ 726.55

## EXECUTIVE SUMMARY

The Township of North Huron passed By-law #43-2011 to implement Development Charges on October 17, 2011 and therefore the expiry date is October 17, 2016. The Development Charges Act requires that a Background Study be completed as part of the update and this study was posted on the Township website on August 9, 2016. There is a 60 day notice requirement before passage of the by-law.

In addition, there are further legislative changes as the Province passed Bill 73, Smart Growth for our Communities Act, 2015 on December 3, 2015 which amended the Development Charges Act. Subsequently, Ontario Regulation 428/15 was published and provided additional directives for the amended Act.

There are expanded reporting requirements for the Treasurer’s Statement and the Background report must include an Asset Management Plan

**DISCUSSION**

The Development Charges Act requires a five year review. As part of the 2011 back ground study, all three wards adopted the charges that applied across the Township and the Wingham Ward differed by the inclusion of three sanitary sewer projects. The development and growth as anticipated has not occurred, however \$43,727.97 in total has been collected to December 31, 2015. At this time, the Development Charges are proposed for residential properties only.

The only new project included in the update is the new Blyth Well. As outlined in the B M Ross report, the recommendation is to adopt the full amount for East Wawanosh and Blyth wards (including the updated amount for the new well) and 50% of the sewer amount for the Wingham Ward. This results in a change in the dollar amount so that as per the recommendation, there will be a different charge for each ward on a go forward basis.

Council passed a motion on February 3, 2014 to allocate the Wingham ward sewer charge to the Northwest Sewer Trunk Replacement project only as the Force main and Josephine street projects were completed and funded with an alternative funding method.

The original amounts adopted by Council are included in the B M Ross presentation and have been updated annually on the anniversary date by inflation. The increase charge on a single family dwelling as per the recommendation is detailed as follows:

Single Family Dwelling	Wingham	Blyth	East Wawanosh
2016 Proposed	\$5,104.39 **	\$2,563.56*	\$1,651.26
2011 Adopted Amount	\$4,500.00	\$1,475.77	\$1,475.11
2016 Current ( Adopted (plus inflation)	\$4,752.00	\$1,558.41	\$1,558.41
Increase	\$ 352.39	\$1,005.15	\$ 92.85

**\*\* Wingham Ward includes 50% of sanitary sewer amount**

**\*Blyth Ward includes \$912.30 for the new well**

Due to the ongoing nature of the Shared Services project and the decision to engage Veolia as the Operator of the Township water and sewer systems, staff are recommending that this update contain only minimal changes until such time as information and research can be compiled relating to long term needs and various projects which will be investigated in the future.

**FINANCIAL IMPACT**

Development Charges collected offset the cost of servicing growth.

**FUTURE CONSIDERATIONS**

Following the Development Charges Update and Review of the Draft Background Report at the August 22<sup>th</sup> meeting, Council is required to set the Development Charges amounts and finalize the Background Report. A draft by-law, including the proposed amounts has to be available for public review by Friday, September 2 with a public meeting scheduled for September 19. The new by-law would be scheduled for passing at the October 17, 2016 meeting.

**RELATIONSHIP TO STRATEGIC PLAN**

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



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Donna White, Director of Finance

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Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 22/08/2016  
**SUBJECT:** Town Hall Sprinkler System and HVAC Engineer  
**ATTACHMENTS:** [Click here to enter text.](#)

### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby award the contract to install a fire suppression sprinkler system in the second floor of the Town Hall theatre to Georgian Bay Fire and Safety for the contract price of \$29,475.00.

THAT the Council of the Township of North Huron hereby award the contract to perform the mechanical and electrical engineering for the Town Hall HVAC system to Collins Engineering Group for the prices of \$4,950 for the theatre and \$3,700 for the main floor and basement.

### **EXECUTIVE SUMMARY**

The Town Hall Theatre renovation project is ongoing and staff are making recommendations for awarding some of the work to contractors.

### **DISCUSSION**

The Township completed an RFP process to select a vendor to supply and install the second floor sprinkler system at the Town Hall. Three companies were invited to submit proposals:

- Georgian Bay Fire and Safety
- Forest City Fire Protection & Security
- Vipond Fire Protection

The RFP closed on July 25, and the Township received two proposals from:

- Georgian Bay Fire and Safety                      \$29,475.00 plus HST
- Forest City Fire Protection & Security      \$56,818.00 plus HST

The proposal from Georgian Bay Fire and Safety was the lowest cost, and after reviewing the details of the proposal staff have confirmed that it includes the requirements of the project. Georgian Bay Fire and Safety are familiar with the building and the project requirements as this company installed the basement fire sprinkler system, and also performs the annual maintenance checks on the fire suppressions systems at the Town Hall building.

Three quotations were collected for the mechanical and electrical engineering for the HVAC system for the Town Hall.

	<u>Theatre</u>	<u>Man Floor and Basement</u>
Collins Engineering	\$4,950	\$3,700
Martin Stephenson	\$5,500	\$4,500
Integrated Engineering	\$8,500	\$7,500

**FINANCIAL IMPACT**

The Ontario Trillium Funding for the project was for a total value of \$30,000 and was to be applied to the expenses associated with installation of the fire sprinkler system for the second floor. At the May 16, 2016 Council meeting, North Huron Council approved spending up to \$52,250 of the funds to install the Sprinkler System, Fire doors, emergency lighting and engineering for the HVAC system. These expenses are part of the project schedule and budget below that was already approved by Council.

**Approved Project Schedule**

<u>Project Item</u>	<u>Procurement</u>	<u>Project Installation</u>	<u>Budget</u>
Spent to date			\$3,994.47
Sprinkler System	June 1-July 29, 2016	August 2-December 31, 2016	\$33,000
Fire Doors and Lighting	June 1- July 29, 2016	August 2-Dec 31, 2016	\$14,250
HVAC Engineering	Completed May 31, 2016	Completed by July 29, 2016	\$5,000
<b>SUBTOTAL</b>			<b>\$52,250</b>
HVAC Structural work		October 31, 2016	\$4,000
HVAC equipment	Sept 20 – Dec 20, 2016	March 1-June 1, 2017	\$51,500
Insulation	Sept 20 – Dec 20, 2016	March 1-June 1, 2017	\$10,000
Projector/Screen	Sept 20 – Dec 20, 2016	March 1-June 1, 2017	\$12,000
Energy Efficient Lighting	Sept 20 – Dec 20, 2016	March 1-June 1, 2017	unknown

Note: Shaded items not approved to proceed by Council until funding is confirmed.

The funds required for the main floor and basement engineering are in the 2016 municipal capital budget for the Town Hall HVAC improvements. The total in that budget is \$28,000.

**FUTURE CONSIDERATIONS**

The Theatre Committee will be attending a fall Council meeting to update on the progress of their fundraising and project.

**RELATIONSHIP TO STRATEGIC PLAN**

Our community is attractive and welcoming to new business and residents.  
Residents are engaged and well informed.  
Our administration is fiscally responsible and strives for operational excellence.

Pat Newson, Director of Recreation and Facilities

Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 22/08/2016  
**SUBJECT:** Police Station Air Conditioner and Airport Insulation  
**ATTACHMENTS:**

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## **RECOMMENDATION:**

### **Recommendation #1**

THAT the Council of the Township of North Huron hereby authorizes the purchase of a new air conditioning unit for the Police Station;  
AND FURTHER THAT Council authorizes the CAO to award the quotation for an expense of up to \$6,000, to be funded from the Facility General Repairs Fund.

### **Recommendation #2**

THAT the Council of the Township of North Huron hereby authorizes the installation of spray foam insulation in the basement of the Airport Terminal by Snowden Insulation for the price of \$3,400, to be funded from the Facility General Repairs Fund.

## **EXECUTIVE SUMMARY**

The General Facility Repair fund of \$20,000 is included in the Township budget annually to allow for unforeseen or emergency facility repairs and maintenance that is not included in the facility's operating budget.

## **DISCUSSION**

### **Police Station Air Conditioner**

One of the Air Conditioning units for the Police Station is not able to be repaired and requires replacement. In accordance with the Purchasing and Procurement Policy, staff have requested quotes from three companies, however all bids have not been received at the time this report was submitted. The estimated cost of the unit is approximately \$6,000. Section 1.5 of the Purchasing and Procurement Policy states that Council approval is required to award quotes over \$5,000. Staff is requesting that the CAO be given the authority to award the quote prior to the next Council meeting due to weather conditions and the need to have the unit replaced as soon as possible. Council will be updated on the bid results at the next meeting through the Department Activity Report.

### **Airport Terminal Building Basement Insulation**

The basement of the airport terminal has been plagued with rodent problems for the past 2-3 years. Truly Nolan has been contracted to address the problem, however progress has not been successful. The condition of the batt insulation was heavily damaged from rodent activity and excrements. The condition of the insulation required that it be removed. Prior to the winter, new insulation is needed. To avoid the problem repeating, staff and Truly Nolan recommend that spray foam insulation be installed.

Two quotes were received:  
Snowden Insulation \$3,400  
Advantage Insulation \$3,490

Staff recommend purchasing the insulation for the lower price from Snowden Insulation.

**FINANCIAL IMPACT**

General facility repair budget is \$20,000  
Insulation \$3,400  
Air Conditioner (up to) \$6,000  
Balance remaining in facility repair budget is \$10,600

**FUTURE CONSIDERATIONS**

Council will continue to be informed when items are purchased using the General Facility Repairs budget.

**RELATIONSHIP TO STRATEGIC PLAN**

Our administration is fiscally responsible and strives for operational excellence.



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Pat Newson, Director of Recreation and Facilities



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Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 22/08/2016  
**SUBJECT:** Blyth 140 Kick Off Event  
**ATTACHMENTS:** Cowbell Brewing Co. Letter to Council

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby supports the Cowbell Brewing Co. in making an application to the LCBO for a Public Special Occasions Permit to hold liquor service at the Blyth 140 Kick Off Event on October 1, 2016 and proclaims this an event of Municipal Significance ;

AND FURTHER THAT Council permits the event to use the municipal parking lot to the east of Scrimgeour's Food Market, Plan 168, Pt. Lot 63, as RP22R1460 Part 2 and Part 3, to host the event with the understanding that the event will comply with the Municipal Alcohol Policy, and Council will donate the use of municipal fencing, and an in-kind donation of the staff hours required to set up and take down the fence (approximately 16 hours)

## **EXECUTIVE SUMMARY**

Cowbell Brewing Company has submitted a request letter to the Township Reeve and Council. Staff have met with Genny Smith of Cowbell Brewing to review the event plan. Staff recommend supporting the event and the items in the request letter.

## **DISCUSSION**

Blyth is celebrating their 140<sup>th</sup> in 2017, and to kick off the activities and bring awareness to the community, Cowbell Brewing Co. along with Scrimgeour's Food Market, and the Blyth 140 Committee are planning to host an event on October 1, 2016. The event will include beer sales (bar), beer taste sampling, and sausage BBQ, along with entertainment. Attendance at the event is free to the public.

In order to host an outdoor event with alcohol, the area must be fenced off to comply with AGCO regulations. The Township has the removable fencing at the Campground, and would be able to assist the event by lending the fence, and setting it up and taking it down. It would be estimated to take two staff 4 hours to set up the fence, and the same to take down. Any volunteer assistance would be appreciated and would reduce the staff hours.

The event is taking place on municipal property and requires that the Municipal Alcohol Policy be followed. It will also require that the food service be approved by the Huron County Health Unit. The event organizer will work with staff to ensure appropriate security, insurance, and permits are in place for the event.

**FINANCIAL IMPACT**

The estimated staff time of 16 hours would be an in-kind donation to the event of approximately \$448.00

**FUTURE CONSIDERATIONS**

The Blyth 140 Committee is formulating all their activities to celebrate Blyth's 140, and this is the kick-off event.

**RELATIONSHIP TO STRATEGIC PLAN**

Our residents are engaged and well informed.



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Pat Newson, Director of Recreation and Facilities



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Sharon Chambers, CAO



August 17, 2016

Township of North Huron  
274 Josephine Street  
Wingham ON N0G 2W0

Dear Reeve and Council;

As you are aware, the 140th anniversary of Blyth is happening in 2017. As a community member along with Scrimgeour's Food Market and the Blyth 140 committee, we would like to apply for a public event special occasions permit and have Council deem this a municipally significant event.

We would like to host a Blyth 140 kick-off event on October 1, 2016 from 11am until 4pm in the municipal parking lot in front of Scrimgeour's Food Market. During this 5 hour event we will be selling our beer; Absent Landlord and offering samplings of our newest beer while pairing it with Scrim's Sausage, listening to a local band and bringing awareness to Huron County that in 2017, Blyth will be 140 years old. This will be a free event to the public. Cowbell Brewing Co. will be applying for the SOP.

We are requesting permission for use of the parking lot, use of fencing and North Huron staff to install and take down the fence for that day. We will comply with all of the requirements of the municipal alcohol policy.

This will be a great community event focusing on Blyth's 140<sup>th</sup>, sponsored by Scrimgeour's Food Market and Cowbell Brewing Co.

Should you have any questions or comments, please feel free to contact me anytime. Thank you for your continued support.

Sincerely,

Genny Smith  
Director, Country Cool Experiences  
Cowbell Brewing Co.  
519 523 4274



# 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:** 22/08/2016  
**SUBJECT:** Ontario 150 Community Capital Program Application  
**ATTACHMENTS:** [Click here to enter text.](#)

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby direct staff to submit a grant application with a funding request in the amount of \$150,000 for the Ontario 150 Community Capital Program grant for the NHWCC Aquatic Centre repairs, with an estimated project value of \$463,000.00.

AND FURTHER THAT Council acknowledges that if the project is approved for the funding, the project would proceed during the required time frame of January 1, 2017 to March 31, 2018.

## **EXECUTIVE SUMMARY**

The Ontario 150 Community Capital Program is a one-time grant program that is administered by the Ontario Trillium Foundation (OTF). Staff have reviewed the grant program requirements and eligible projects, and recommend that the application be submitted to support the renovation of the NHWCC Aquatic Centre.

## **DISCUSSION**

### **The Ontario 150 Community Capital Program:**

For all the reasons below, staff are recommending this project for this fund because it meets all the criteria of the fund, making it a strong application.

The Ontario 150 Community Capital Program is a grant program that will strengthen communities by supporting the repair, renovation or retrofitting of existing infrastructure. This funding program will celebrate the 150<sup>th</sup> anniversary of its establishment as a province within Canada in 2017. The Ontario 150 Community Capital Program is administered by the Ontario Trillium Foundation (OTF). Municipalities are eligible to submit one application for this fund.

### **Eligible Projects:**

All supported projects must achieve a measured impact in their community. The project must align with one OTF Priority Outcome and one Grant Result. One of the Grant Results for The Ontario 150 Community Capital Program is that it will provide funding for capital projects that extend the life and maximize use of existing community facilities. This project fits that initiative. The funded project must also address one of the Ontario Trillium Foundation Priority Outcomes. This project fits the Outcome "Active People". The Foundation supports fostering more active lifestyles, and the renovation of the aquatic centre fits this requirement. For these reasons, staff believe this project is a good fit for the grant.

**Available Funding:**

The Township of North Huron is eligible for funding of up to 50% of the total project costs to a maximum of \$500,000. Based on the available funds for the total Province, staff recommend applying for a maximum of \$150,000 for the project, even though the project would be eligible for more funding.

**Project Timing:**

Application deadline is September 14, 2016. Applicants will be made aware of the grant request outcome in December 2016. Projects must be completed between January 1, 2017 and March 31, 2018. The project was tentatively scheduled to take place January 1, 2017 – February 28, 2018 if funding was available. If the funding is available, it is possible to move that schedule earlier for a project date of mid-August 2017 to mid-October 2017. Either project schedule is compliant with this grant project timing.

Inspections and conditions of the pool liner indicate that the renovation should be completed as soon as possible to avoid a liner failure.

**NHWCC Aquatic Centre Renovation Project**

During the 2016 budget presentations, staff summarized scope and need for this project. The estimated total project budget is \$463,000. This is the top end of anticipated expenses, and staff are reconfirming these numbers to submit with the grant application. \$20,000 will be spent in 2016 to have the project shovel ready by January 1, 2017. Only funds spent between January 1, 2017 and March 31, 2018 are eligible for the funding, so only an estimated \$443,000 of the project budget is eligible for funding expenses.

The repairs for the NHWCC Aquatic Centre include the following:

- Remove and replace the liner of the pool
- Install a filtration system to remove the metals in the water and prevent future staining in the pool.
- Install a UV filtration system for the pool to improve the environment (less corrosive)
- Prep (hydro-blast) and re-paint rusted areas of the aquatic centre which includes the ceiling beams
- Replace the HVAC support rings
- Mechanical and Electrical repairs

**FINANCIAL IMPACT**

**Expenses:**

Total project expense:	\$463,000
Consulting:	\$43,000
Water Filtration/UV Filter	\$60,000
Tank and facility repairs	\$360,000

**Funding:**

Reserves and 2016 budget	\$182,000
Ontario 150 Fund:	\$150,000

2017 and 2018 budgets                      \$131,000

**FUTURE CONSIDERATIONS**

Applying for and receiving the funding from the Ontario 150 Community Capital Program would go a long way in assisting the Township of North Huron in funding this important community recreation infrastructure project. There are other projects that need funding in the municipality, but based on the short turnaround time on this application, the stage of readiness to be shovel ready for the application, the timing of this project, and the project fit with the grant criteria, staff recommend applying for this fund for this project.

Staff will be reporting in September to Council on the information collected on the project from consulting, and the recommendations for next steps. This report is on track for the project and independent of the grant application.

**RELATIONSHIP TO STRATEGIC PLAN**

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



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Pat Newson, Director of Recreation and Facilities



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Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 22/08/2016  
**SUBJECT:** Blyth Arena Board  
**ATTACHMENTS:** Draft Blyth Leaf Account Policy

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby dissolve the Blyth & District Community Centre Board and revise the North Huron by-law 5-2016 and remove the Blyth & District Community Centre Advisory Committee from the list of Committees of Council on the appointment by-law.

AND FURTHER THAT the Council of the Township of North Huron direct the staff of the Recreation and Facilities Department to hold bi-annual meetings (user group forums) in the fall and spring to review with facility local user groups of the Blyth & District Community Centre and grounds to discuss the facility and services.

AND FURTHER THAT the Council of the Township of North Huron direct the Clerk to prepare an authorizing by-law for the new Blyth Leaf Account Policy to ensure the ongoing administration of this donor program for the Blyth & District Community Centre and grounds.

## **EXECUTIVE SUMMARY**

The Blyth and District Community Centre Advisory Board has recommended that this Blyth Board dissolve. The evolution of the board is such that the committee's interests can be served in the future with a new Blyth Leaf Fund Policy, and through North Huron Recreation and Facilities department hosted bi-annual meetings (user forums) of all the building users.

## **DISCUSSION**

The Blyth & District Community Centre Board has struggled over the past years trying to define their purpose and role, and with recruiting members and with meeting attendance. The North Huron Committee Appointment Policy was discussed at the past two Blyth & District Community Centre Board meetings, and feedback was that representatives on the committee were not in favour of continuing as a Committee of Council or as Volunteer/User Group Committee. At the meeting on April 20, 2016 the committee identified that their primary purpose was to direct the spending of the Blyth Leaf Account and make recommendations to Council, and as the users of the Blyth and District Community Centre and grounds, to provide feedback to North Huron on the facility and services. Staff were asked to provide a Blyth Leaf Account draft policy for their review, and to provide details on how the goal of user feedback can continue to be facilitated by the Recreation and Facilities Department.

The committee has struggled with achieving attendance at meetings of all the user groups, and members have not stepped forward to Chair the committee, which is a requirement as a Committee of Council.

The committee has made two recommendations that are conditions of their support to dissolve the Blyth & District Community Centre Board:

1. That a policy be adopted by Council to allow for user group input to the spending of the funds in the Blyth Leaf Account. That the Blyth Living Tree continue to be relevant for the Blyth Community via the new policy.
2. That the Recreation and Facilities department host two meetings each year (September and April). That all user groups be invited to send representatives to the meeting to discuss the facility and the services. The facility includes the Blyth and District Community Centre, the Campgrounds, the Skate Park and the Ball Parks.

At the Blyth and District Community Centre Board meeting held on June 15, 2016 the committee reviewed the draft report and the draft Blyth Leaf Account policy. The committee was in support of the draft report and policy.

#### Blyth Leaf Account Policy

The Blyth Leaf Account Policy is attached to this report. The policy provides the background and future steps that will be in place to ensure its ongoing existence and input from the Blyth community. If this new policy is adopted by Council and the Blyth Arena Board dissolved, North Huron staff will inform all the user groups in Blyth of the changes by way of a letter that will accompany the details of the September meeting.

#### Bi-Annual User Group Meetings

The North Huron Recreation and Facilities department will use their contact list from the facility rentals to send invitations to all the user groups. At the meetings, the staff of the department will bring forward any updates with respect to the facility or services. User groups will have an opportunity to bring forward any building facility concerns, ideas or service gaps. The outcomes of the meetings will be reported to Council in the department activity reports, or if action is required, in a Council Report.

Hosting these bi-annual meetings is an opportunity to improve community engagement, and would not preclude any user group from meeting individually with Township staff or to address Council as a delegation.

#### **FINANCIAL IMPACT**

The Council per diem for attending Committee meetings would be saved by eliminating the Board. The new policy document will provide clear guidelines for the use of funds in the reserve Blyth Leaf Account.

#### **FUTURE CONSIDERATIONS**

There will be some transition as the new procedures are implemented and experienced by the users. Staff will continue to keep Council informed.

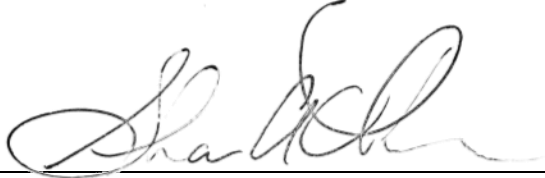
**RELATIONSHIP TO STRATEGIC PLAN**

Our residents are engaged and well informed.

Our administration is fiscally responsible and strives for operational excellence.

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Pat Newson, Director of Recreation and  
Facilities



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Sharon Chambers, CAO

<b>Section:</b> Finance	<b>Policy Number:</b>
<b>Sub-section:</b>	<b>Effective Date:</b> September 6, 2016
<b>Subject:</b> Blyth Leaf Account	<b>Revision Date:</b>

## **Blyth Leaf Account**

### ***Policy Statement:***

The Township of North Huron encourages donations to the Blyth Living Tree, and for projects to be funded by the Blyth Leaf Account. The purpose of the policy is to establish a procedure by which donations are made to the Living Tree, and projects can be funded using the Blyth Leaf Account.

### ***Definitions:***

*Blyth Living Tree:* The Blyth Living Tree is a display located in the lobby of the Blyth and District Community Centre. Plaques are added in memoriam. The Living Tree is owned and maintained by the Township of North Huron. It was erected as part of the Heart and Soul renovations to the Blyth and District Community Centre.

*Blyth Leaf Account:* A reserve account that is part of the North Huron reserve accounts. Donations made to the Blyth Living Tree are tracked through the municipal accounting system and transferred to this reserve account.

*Blyth and District Community Centre (BDCC):* 377 Gypsy Lane, Blyth.

*Blyth and District Community Centre grounds:* The outdoor space owned and operated by the Township of North Huron, including the campground, skate park and ball parks.

*Reserve Account:* means an allocation set aside from municipal net revenue at the discretion of council, or revenue raised from community fundraising, established for a predetermined purpose and applied for that purpose at the discretion of council.

*User Group:* A community group that has rented the Blyth and District Community Centre and grounds during the past 12 months.

### ***Background:***

The Living Tree was established as a community fundraising program and donations are made as memorial gifts. Funds are collected in the Blyth Leaf Account and funds are directed toward an improvement project at the Blyth and District Community Centre and the grounds. The role of the Blyth Arena Board has been to provide recommendations to Council on how the funds could be spent, and benefit the Blyth and District Community Centre and the grounds.

With a request and recommendation of the Blyth and District Community Centre Board, North Huron Council dissolved the Blyth Arena Board on August 22, 2016. The request of the Blyth & District Community Centre Board was that the Blyth Leaf Account would continue to exist and projects would be approved by Blyth community groups as it had been in the past. This policy outlines the procedure by which the Blyth Leaf Account funds can be allocated to a project, with the intent to continue the Blyth community group input to decisions. It also outlines the procedure for inclusion on the Living Tree.

## ***Policy:***

### Donations to the Blyth Leaf Account

The Township of North Huron will keep a separate reserve account to collect the donations made to the Blyth Leaf Account. A leaf on the Living Tree is provided with a minimum donation of \$250. Donations are made in memoriam.

Funds can also be donated to the Blyth Leaf Account, without a request of a leaf, for the purpose of supporting a municipally approved project.

### Leaf Account Funds

The Leaf Account funds are to be donated to projects for the betterment of the BBDC and grounds:

- Funding is donated to projects that invest in betterment of the Blyth and District Community Centre and grounds.
- Items are Tangible Improvements and not used for programming or consumable items.
- Funds are for improvements and not to be used for routine maintenance of the facility.
- Funds may be directed toward the new or replacement of Capital items that have reached their life expectancy, and are desired by the community to be replaced.
- Items purchased through the funds will become the property of the Township of North Huron and included in the facility inventory for insurance and asset management.

The Township of North Huron Council has final approval of how the funds will be spent. Requests will not be unreasonably withheld or denied, however in considering the request the Township must:

- Evaluate if the improvement will increase operating expenses, and if so whether the municipality is willing to support the improvement on an ongoing basis in the operating budget.
- Ensure the improvement will benefit the Blyth community as a whole.
- Evaluate the expense of maintenance and long term asset management of the improvement.
- Evaluate if the improvement fits into the strategic plan and goals of the Township of North Huron.

### Blyth Leaf Account Spending Process:

#### Approval Process

- The process for intake, review, and approval of purchases will be managed by the North Huron Recreation and Facilities Department.
- Throughout the year, North Huron will collect recommendations for spending funds in the account.
- Recommendations will be submitted to North Huron via a form that requires that the recommender complete all sections of the form for the item to be considered. It is not the responsibility of the Township of North Huron staff to research the item, however the Blyth Facilities Manager can assist with building specifications if needed.
- Annually, the department will host a meeting in Blyth where the recommendations are considered. Representatives of the different building user groups will be invited to attend the meeting. Each building user group will be awarded one vote toward the decision process. North Huron staff will facilitate the process, but will not have a vote. If no submissions are received by the designated deadline, no meeting for that year will be called, and funds will roll over to the next meeting the following year for consideration of submissions.
- A quorum of 5 user groups must be present for a decision to be binding.
- Meetings are open to the public, and more than one user group representative is invited to attend. North Huron staff will establish a procedure for identifying who the voting representative of the user group is.
- Decisions that achieve a majority vote by the user groups will be forwarded by staff to North Huron Council for consideration.

#### Procurement Process:

- Items purchased using the Blyth Leaf Account will follow the Township of North Huron Procurement Procedure.

#### Community Awareness/Marketing

In order for the process to work, and for the Blyth Living Tree to continue to be relevant, North Huron will publicize the program by:

- Advertising the annual meeting of the Leaf Account in the local paper for one week.
- Sending invitations to the user groups to attend the annual meeting.
- Informing the public via the Rec and Leisure Guide and/or the North Huron web site of the program and process for submitting recommendations or spending the funds.
- Permanently displaying information about the program in a visible area at the Blyth and District Community Centre.
- Making forms made available on-line at the North Huron website, and at the Blyth and District Community Centre.

#### Dissolving of the Program

The Township of North Huron Council has authority to dissolve the program at any time it is no longer relevant by a motion of Council.

The program could be considered no longer relevant due to lack of donations, or lack of submissions for improvements or a consistent lack of user group interest. Any funds remaining in the account will be allocated by a motion of North Huron Council to a Blyth community betterment project. The program could be considered no longer relevant if the following were to be realized:

- For a period of 36 months or longer, no donations to the Blyth Living Tree were received.
- For a period of 36 months or longer, no submissions were made for spending the Blyth Leaf Account. (note that as long as submissions are made, the program is relevant, it is not whether or not projects are approved).
- The Blyth Living Tree program is replaced by another relevant program supported by the community and North Huron Council.
- For three consecutive years, quorum is not achieved at the community meeting.
- A majority vote of the community groups at the community meeting decides the program is no longer relevant, and that decision is supported by North Huron Council.

DRAFT



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Connie Goodall  
**DATE:** 22/08/2016  
**SUBJECT:** East Wawanosh Canada 150 Grant Application  
**ATTACHMENTS:**

---

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby provide a letter of support to the East Wawanosh 150<sup>th</sup> Anniversary Committee for their grant application to the Canada 150 Fund.

## **EXECUTIVE SUMMARY**

The East Wawanosh 150<sup>th</sup> Anniversary Committee is applying for a Canada 150 grant to help offset the cost of their Homecoming Weekend in July 2017 and requires a letter of support from the Township of North Huron.

## **DISCUSSION**

The East Wawanosh 150<sup>th</sup> Committee (EW 150) can apply for the grant on their own and the funds can flow through their own bank account. Follow up reporting for the grant is the responsibility of the EW 150 Committee. The Canada 150 Grant requires matching funds from the applicant. The EW 150 Committee can leverage funds received as seed money from the municipality and their own fundraising dollars. Therefore, the amount of the Canada 150 request from East Wawanosh will not exceed \$20,000 based on available matching funds and the proposed project budget.

## **FINANCIAL IMPACT**

None.

## **FUTURE CONSIDERATIONS**

N/A

## **RELATIONSHIP TO STRATEGIC PLAN**

Our community is attractive to new businesses and residents. Tourism is a driver in economic development.

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Connie Goodall, EDO

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Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Connie Goodall  
**DATE:** 22/08/2016  
**SUBJECT:** Wingham Wayfinding Signs  
**ATTACHMENTS:**

---

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby authorize the staff to hire Cox Signs of Walkerton to design a wayfinding sign program for Wingham for the price of \$10,000 using the negotiated method.

## **EXECUTIVE SUMMARY**

The Township of North Huron received \$10,000 from the Wingham Homecoming Committee to put towards a wayfinding signage program for the town. The \$10,000 was been held in reserves and has been included in the 2016 budget as a transfer from reserves. Due to the specialized nature of the project, staff have determined that it would be more cost effective to engage a company that has a capacity to complete both phases of the multi-phased project. Staff is requesting to procure the signs using the negotiated method of purchasing, to allow for a “design/build” process.

## **DISCUSSION**

North Huron received \$10,000 from the proceeds of Wingham Homecoming to put towards a wayfinding sign program for the town. There are two phases for the planning of a wayfinding program.

The first phase would include the development of a Wayfinding Sign Report including a recommendation for the sign system, a review of required sign inventory and placement of signs (to meet the safety requirement for both vehicular and pedestrian traffic). This phase can be completed by a consultant and the resulting report can be sent with a request for proposals to create and erect the signs as directed (Phase 2). In completing the project in two phases as described, a cost would be incurred for both.

As an alternative, staff is requesting to use the negotiated method of purchasing in accordance with Section 5 of the Purchasing and Procurement Policy. In this case, Cox Signs would include the design program and Wayfinding Sign Report in the cost of manufacturing and installing the signs. The negotiated method of purchasing is permitted if it is deemed in the best interest of the Township. By single sourcing the project to Cox Signs, both phases of the project can be completed together, reducing the timelines for completion and minimizing the separate cost of hiring a consultant to design the project and complete the project specs. This will allow for more signs to be erected within the \$10,000 budget.

## **FINANCIAL IMPACT**

There is \$10,000 in reserves for this project (as received from the Homecoming Committee). The request is to spend the \$10,000 from the reserves to get the sign program designed and to start on the implementation of signs up to a total cost of \$10,000.

**FUTURE CONSIDERATIONS**

Additional signs, if needed, can be budgeted for in future years. The Wingham BIA has expressed interest in partnering with the municipality to complete the Wayfinding Sign Program.

**RELATIONSHIP TO STRATEGIC PLAN**

Our administration is fiscally responsible and strives for operational excellence.

A handwritten signature in black ink, appearing to read "Sharon Chambers". The signature is fluid and cursive, with a large initial "S" and "C".

---

Connie Goodall, EDO

---

Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Connie Goodall  
**DATE:** 22/08/2016  
**SUBJECT:** Ontario 150 Grant Applications  
**ATTACHMENTS:**

---

## **RECOMMENDATION:**

### **Recommendation #1**

THAT the Council of the Township of North Huron hereby support the application for Ontario 150 funding (Celebration stream) by the Alice Munro Festival to create a pod cast program of the works of Alice Munro and other Canadian authors that are guests of the Alice Munro Festival.

### **Recommendation #2**

THAT the Council of the Township of North Huron supply a letter of support to the Blyth 140<sup>th</sup> committee for their application to the Ontario 150 fund (Celebration Stream).

### **Recommendation #3**

THAT the Council of the Township of North Huron authorize the CAO to provide letters of support to community groups and partners making applications on their own for the Ontario 150 Grant fund, if the project is determined to be of benefit to the residents and community groups of North Huron.

## **EXECUTIVE SUMMARY**

Ontario 150 grants (Celebration stream) are being accepted for projects under the guiding themes of Celebrate, Participate and Innovate. The proposed project by the Alice Munro Committee seeks to build on the Festival to further generate interest in Alice Munro Country, as well as, allowing the festival to further establish itself as a leader in the promotion of Canadian short story talent. This project builds on the recommendations put forward by the Alice Munro Labour Market Partnership.

## **DISCUSSION**

A few community groups have expressed interest in Ontario 150 funding. The municipality is permitted to apply for 2 under the celebration stream, but realistically speaking with limited funding, there will be a desire by the granting body to spread the funds around. It has been suggested that projects that celebrate the future and leave a legacy will be favoured.

The proposed Alice Munro pod cast project intends to capture the works of Alice Munro as read by guest authors at the Alice Munro Festival. The authors will discuss why their story selection was significant to them. The Canadian short story authors will also read a selection of their own that will become part of the library of Canadian short story talent as hosted by the Alice Munro Festival of the Short Story. It is the intention of the committee to submit an application to the Ontario 150 fund in the amount of \$35,000 based on 8 Canadian authors attending the 2017 festival.

East Wawanosh 150<sup>th</sup> is planning a large event in 2017 – North Huron is assisting that committee apply for a Canada 150 grant which is a separate pool of money funded by the federal government.

Blyth 140<sup>th</sup> Committee is also planning a year of significance in 2017 by celebrating 140 events for their 140<sup>th</sup> Anniversary. Since the Blyth 140<sup>th</sup> planning committee is a committee of the Blyth BIA, they can apply under the BIA as it is a separate legal entity as recognized by the provincial government (Ministry of Municipal Affairs). Economic Development staff will assist the committee in preparing their application.

Wingham BIA decided to pass on the grant application at this time citing the event planning being done by other community groups.

Noting the short turnaround time for Ontario 150 grant applications, it is recommended that Council authorize the CAO to provide letters of support to those community groups and partners making applications on their own for any of the three streams of the Ontario 150 Grant fund (Celebration, Youth Partnership, Capital) if the project is determined to be of benefit to the residents and community groups of North Huron. The deadline for applications is staggered throughout the month of September.

#### **FINANCIAL IMPACT**

The Alice Munro Festival (AMFSS) will be required to contribute 25% of the cost of the pod cast project. An application will be submitted to the Canadian Arts Council to contribute towards the 25%, further funds will come from the AMFSS.

Staff time will be required to assist the Blyth 140<sup>th</sup> in their application to the Ontario 150 fund.

#### **FUTURE CONSIDERATIONS**


Discuss future impacts of project or activity, if any

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

Tourism is a driver in economic development.

---

Connie Goodall, EDO



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Sharon Chambers, CAO



August 8, 2016

**RE: County of Huron Appreciation and Recognition Day for Emergency Workers  
Sunday, September 11, 2016**

The daily actions and ongoing sacrifices of our local emergency workers to keep us safe are remarkable. That's why the County of Huron has declared Sunday, September 11, 2016 as **Appreciation and Recognition Day for Emergency Workers**. It is a chance to show our appreciation and support of local individuals who provide emergency services, such as police, fire, ambulance and other emergency response workers.

We have asked all local churches to participate by including information in their service that day. We are hoping they will take a few minutes with the congregation to recognize local members that serve and protect us. It's one small way of saying "*Thank-You*" to valuable emergency workers in our communities.

We have also sent a letter to all local emergency services letting them know the County of Huron has declared this special day on their behalf and to thank them for their ongoing work.

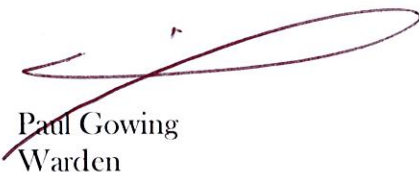
We also encourage you, as a local politician, to be personally involved in supporting this important day of recognition in whatever way is possible in your community.

Please feel free to contact us if you have any questions. We are very interested in your thoughts and ideas about this day.

Please contact Jeff Horseman, Acting Chief, Emergency Services for the County of Huron at (519) 524-8394 ext. 3314 or [jhorseman@huroncounty.ca](mailto:jhorseman@huroncounty.ca).

Thank you for your support in making this important day a success.

Sincerely,



Paul Gowing  
Warden

**OFFICE OF THE WARDEN**

Corporation of the County of Huron, 1 Court house Square, Goderich, Ontario N7A 1M2 CANADA

Tel: 519.524.8394 Fax: 519.524.2044 Toll Free: 1.888.524.8394 (519 area only)

[www.huroncounty.ca](http://www.huroncounty.ca)

RECEIVED

AUG 17 2016

TOWNSHIP OF NORTH HURON

Elementary School Fair Board  
c/o Dianne Campbell  
87 Mary Street  
Wingham, ON  
N0G 2W0



August 11, 2016

Township of North Huron  
274 Josephine Street  
Wingham, ON  
N0G 2W0

Attn: North Huron Reeve Neil Vincent and Council Members

Wow another year has rolled by quite quickly. The Elementary School Fair is our local fair for elementary students only. We are following tradition and expanding the fair this year to allow the Catholic School and Homeschooled children to compete. On Wednesday, September 14, 2016 we will be holding the 96<sup>th</sup> annual fair at the Belgrave Community Centre and the surrounding grounds.

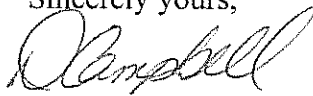
We plan to erect the same tent as last year. It will measure 40 feet by 60 feet and be open at both ends to shelter the animals from the elements. The tent is owned by Burke's tent rentals of Brussels. It will be set up on the fair grounds on Monday September 12 and if weather permits it will be removed on the Thursday after the fair is over. If it rains it will be removed on the first dry day there after.

I am writing on behalf of the Elementary School Fair Board to ask that the township waive the permit fee of \$85.00 as we operate on a very small and tight budget.

It would be much appreciated if council could consider this request at your next council meeting and advise me of your decision. I can be contacted via email at [molson7@eastlink.ca](mailto:molson7@eastlink.ca) or a message can be left at 519-357-1335.

Thank you for your time and consideration regarding this matter.

Sincerely yours,

  
Dianne Campbell



Aug 17, 2017

Reeve Neil Vincent & Members of Township Council  
Township of North Huron  
Box 90, Wingham, Ontario N0G 2W0

Dear Reeve Neil & Township Councillors:

I am writing to you today concerning a request for an interest-free loan of \$5,000. A small group in the community, led by the Blyth BIA, are looking to begin plans to recognize Blyth's 140th birthday. As Canada celebrates its 150 it promises to be a very busy time for celebrations

in the area and nationally across the country.



Our plans are to create a 140th Calendar that includes historical notes and 140 events co-ordinated by our NFP's, Associations, Clubs, and Service Organizations.

Then, together we'll add a few new events like:

- 1) a New Year's Event to kick off the party
- 2) a parade and homecoming activities during Streetfest
- 3) a wrap-up event on December 31.

Is turning **140**  
In **2017**

*By planning together, we'll make the celebration last all year long!*

Thank you for your consideration.

Regards,

for Crystal Taylor, Chair, Blyth140 Committee

**LONDON AREA OFFICE**

350 Oxford Street West, Suite 101, London, ON N6H 1T3 Tel.: (519) 433-1753 Fax: (519) 433-4279 / cupe.ca / scfp.ca

August 10, 2016

**Sent via Canada Post & Email**

Sharon Chambers  
Chief Administrative Officer  
Township of North Huron  
274 Josephine S5t  
Box 90  
Wingham, ON N0G 2W0

Dear Ms Chambers,

After attending a Bluewater Council meeting held August 2<sup>nd</sup>, 2016, Council made the decision (based on new information some of which we were able to provide), to write and ask Huron County Council to revisit their decision made on July 6<sup>th</sup>, 2016 to eliminate the Advanced Care Paramedic Program (ACP Program).

As a CUPE National Servicing Representative, I represent the Paramedics who make up CUPE Local 4513 and although I have that special interest, I can also tell you the decision to eliminate the ACP program, is in conflict with all other decisions being made by other municipalities across Ontario and Canada.

Huron County decided in 2003/4 to invest, develop and maintain an ACP program in Huron County for the benefit of all its residents. They recruited, trained and purchased the necessary equipment. Council set the number of practicing ACPs in the County to 14, out of a service of 79 practicing Paramedics, which couldn't provide for an ACP at each base on each shift.

Much is and has been said about the financial costs of the program, the skill sets of ACP paramedics vs. Primary Care Paramedics and the level of the ACP service being provided equally throughout Huron County. At the Blue Water Council meeting we were able to provide important information with regard to these concerns and would like the opportunity to do so with your Council as well.

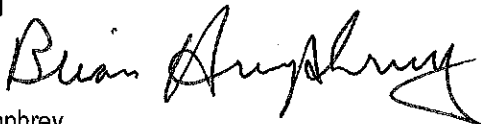
This is an important decision that will have a substantial impact to health care within Huron County for years to come.

On behalf of CUPE, we encourage you to follow the actions of Bluewater Council and write Huron County asking their Council to review their decision to eliminate this vital service.

Our hope is that we can have the opportunity to provide information to Huron County Councilors which will address the above concerns raised, prior to any reconsideration on the closing of the Advanced Care Paramedic Program.

I would greatly appreciate this letter be included in your Council's information package.

Thank you



Brian Humphrey

cc: Kathy Adams – Director of Corporate Services/Clerk – via email  
Brad Watters – Acting President, CUPE Local 4513 – via email  
BH/dg:cope491

**What does an ADVANCED CARE PARAMEDIC (ACP) do  
that is different from a PRIMARY CARE PARAMEDIC (PCP)?**

**SEIZURES** – During a seizure, patients are not breathing so a prolonged seizure can lead to brain damage.

**ACP** - give midazolam, a drug to stop a seizure instantly.

**PCP** - protect the patient from harm while in seizure.

**TOO FAST OF A HEART RATE** – some medical conditions cause a person’s heart to beat abnormally fast, >200 beats/min. With a rate that fast a person will not be able to maintain an adequate blood pressure for very long. Without immediate intervention a person, could go unconscious and possibly die.

**ACP** - can teach a patient a valsalva manoeuvre to try to slow down the rhythm if the patient is stable. Have the drugs Adenosine or Amiodarone to treat these fast rates. Also have the ability to perform Cardioversion (shocking the heart to get it out of this deadly fast rhythm).

**PCP** – Monitor and transport to hospital.

**TOO SLOW OF A HEART RATE** – this condition can happen during a heart attack or other disruptions to the heart’s conduction system. The heart becomes blocked and people can have a heart rate as low as 10-20 beats per minute. This too cannot maintain an adequate blood pressure. A person will turn blue, go unconscious and possibly die without treatment.

**ACP** - carry the drug atropine to treat this and can externally pace the heart (using energy from the defibrillator in a different way to increase a person’s heart rate) once the pacer has been successful the ACP can administer medicine to ease the pain and sedate the patient.

**PCP** – Monitor and transport to hospital.

**AIRWAY PROTECTION** – Unconscious patients from a medical condition, drug overdose or traumatic injury are unable to protect their own airway. When a patient loses their gag reflex they cannot prevent things from entering their windpipe. Without a fully protected airway the patient can have vomit get into their lungs and die of an infection several days later or they could drown in their own blood.

**ACP** - can provide a Definitive Airway through intubation (the tube that you see inserted on every emergency medical show). This tube protects the patient’s lungs and allows for assisted ventilations.

**PCP** - do not have a definitive airway. The supraglottic airway (called a King LT) that PCPs use can only be inserted once a patient has already died.

**CHOKING** – If a person becomes unconscious from choking on an object death is imminent.

**ACP** - can use a laryngoscope (handle with a lighted blade on it) and McGill Forceps (long scissor-like grabbing tool) to literally go down in to the person’s windpipe and pull the object out.

**PCP** - chest compressions and check to see if object pops out.

**PAIN MANAGEMENT** – For: fractured bones, burns, kidney stones, back strain or cancer pain.

**ACP** – provides treatment with the narcotic morphine. Morphine is the standard of pain management in the hospital and it takes effect in 1-2 minutes, can give a patient up to 4 doses.

**PCP** - give hip and extremity trauma patients a Tylenol and an Advil tablet to swallow. If they are unable to swallow they can give one dose of ketorolac (an NSAID) which takes effect in 30 minutes.

**CARDIAC ARREST RESUSCITATION** - when a patient loses their pulse and respirations.

**ACP** – CPR, Manual Defibrillation, start IV and give the medications Epinephrine and Lidocaine that Physicians give to cardiac arrest patients in the hospital. Insert an airway and ventilate patient.

**PCP** – CPR, Semi-Automatic Defibrillation, Insert an airway and ventilate patient.

**TENSION PNEUMOTHORAX** – Trauma patients can develop a collapsed lung. Pressure builds up in their chest, essentially squeezing their heart out so much that it cannot pump effectively anymore. Without intervention this is fatal.

**ACP** - can insert a needle in to a patient’s chest to relieve the pressure and restore proper function.

**PCP** - have no way to correct this.

**COMBATIVE PATIENTS** – Patients experiencing a head injury, are on drugs or have a mental health issue, can become extremely aggressive and uncooperative. This often leads to them harming themselves or others on scene or on the way to the hospital.

**ACP** - can give the drug midazolam to calm the person down and facilitate treatment

**PCP** - physically restrain the person if able to which may cause increased agitation and danger to all involved.

**BLOOD PRESSURE TOO LOW** – during a heart attack or after a successful cardiac resuscitation a person’s blood pressure may be dangerously low.

**ACP** – start an IV and administer Normal Saline to try to increase the blood pressure. This procedure has limits and does not always work. If the IV fluid is unsuccessful, can give the drug Dopamine, this drug increases the strength of the heart’s contraction to maintain an adequate Blood Pressure.

**PCP** – if certified in IV (not all are) start an IV and administer Normal Saline to try to increase the blood pressure.

**HYPERKALEMIA** – Patients with renal failure especially those receiving dialysis are prone to this condition, where too much potassium is in the blood. This can lead to fatal heart arrhythmias. Hyperkalemia can also occur from tissue breakdown, due to crush injuries.

**ACP** – give the drug Calcium Gluconate to stabilize the heart’s membrane and correct the conduction problem.

**PCP** – no treatment for this condition

**NEW BORN BABY RESUSCITATION** – If a baby is born that is not breathing well or has too low of a heart rate.

**ACP** – ventilate baby, chest compressions; if unsuccessful, intubation (inserting a breathing tube) and administering the drug epinephrine to accelerate the baby’s heart.

**PCP** - ventilate baby and chest compressions

Over half of all Paramedic Services in Ontario have Advanced Care Paramedics, including all major cities. Not one Paramedic Service has ever eliminated this level of medical care for their residents once it has been established.

In Southwestern Ontario all of these Paramedic Services have ACPs:

Brant County

Dufferin County

Essex County

Lambton County

London - Middlesex

Niagara Region

Waterloo Region

Guelph - Wellington

**Brian Humphrey requested that the following information be sent to Council members via the correspondence package**

Clarification on information already in the community, through the press, Huron County Council meeting held July 6<sup>th</sup>, 2016 and Councilors relaying this incorrect information to residents.

***Inability of Huron County to move ACPs throughout the County because of our Collective Agreement.***

**Correction-** There is nothing in our collective agreement that restricted the management of Huron County EMS, from moving ACPs and/or PCPs to different locations where they deem the service to be necessary. In fact, Huron County EMS did that recently, based on the data provided by Base Hospital, they placed the ACPs in the highest call volume center's, such as Goderich, Exeter, Clinton and Wingham. (Feb.18, 2015 Pkg. pg.4 at Para #3

***Only the major centers have access to ACPs.***

**Correction** - Even though Advance Care Paramedics are based at these high volume locations, they are dispatched to anywhere within Huron County by the centralized dispatching service out of London. Even if a PCP team has already responded, ACPs may be called upon to assist at any time within Huron County or if a patient is in transit.

***Councilor Bernie MacLellan explained the costs of eliminating the ACP program would be up to \$600,000 in severance now or would be 2.3 million dollars (today's dollars) to close the program through attrition, over the next 30 years.***

**Correction** - If these figures are accurate, Councilor MacLellan failed to mention the cost of eliminating a vital service immediately to the community would cost Huron County a 100% of the \$600,000 as the Province would not pay 50% toward severance pay. As costed in today's dollars for the next 30 years at 2.3 million the service would continue and eventually be eliminated but the Province would still be paying 50% of these costs. Note: Any service removed, such as plowing roads, would save money but not necessarily be the best for residents.

***The County could save annually \$177,000 by eliminating the ACP program.***

**Correction** - This program is funded at 50% from the Province and therefore the actual savings to Huron County is \$88,500 per year. Based on the 2011 census Huron County has a population of 59,100 residents, so divided by the number of residents, it costs each Huron County resident a \$1.50 per year to have an ACP program at the current levels and that would be the savings achieved. (Feb.18, 2015 Pkg. pg.6 #6 County Costs)

***The EMS Chief told Council that ACPs and PCPs are able to do the same Intubations.***

**Correction-** PCPs are only trained and licensed to intubate on a patient who has died. ACPs are trained and licensed to perform an intubation on a patient prior to them dying.

***ACPs and PCPs have similar skills.***

**Correction** - In addition to the detailed document (ACP differences doc) provided of ACP vs PCP skills, one of the most important skills an ACP has, among the others, is the ability to fully assess a patient's condition, which will immediately direct them to the best hospital to secure the best treatment for their condition.

**A very simple explanation of the difference-**

A PCP has and provides Basic Life Saving skills to a patient in order to reach a hospital where treatment can begin.

An ACP has Advanced Life Saving and assessment skills that starts treatment on a patient on scene and/or on route to the most beneficial hospital where further treatment can be provided. Their assessment of the patient provides important information to the treating physician in hospital.

***So who wanted to eliminate the ACP service provided to Huron County residents?***

**Not the Consultant**, who was hired to conduct a thorough review of Huron County EMS in order to find savings. Their recommendation about the ACP program was to have a review done by Base Hospital statistics, to see if the ACP program was a benefit to Huron County residents. (Consultant's Report dated Nov. 2013)

**Not the Base Hospital** that reviewed the data 2011-2014 and determined, that it "appeared to be an advantage to survival rates for patients receiving care provided by ACPs." (Feb.18, 2015 Pkg. pg.4)

Given the small savings that could be secured by eliminating this service, it is unclear to us why this became an issue for Huron County Council, other than the anonymous letter placed on Huron County Councilors desks inappropriately, which was fully addressed in detail by staff in discussions at base hospital (Feb. 18,2015 Pkg. pg. 5).

August 10, 2016

Huron County Council  
Via Email to: [scronin@huroncounty.ca](mailto:scronin@huroncounty.ca)

Dear Huron County Council,

During the Committee of the Whole meeting on August 2, 2016, Bluewater Council reviewed the information provided to Huron County Councillors during their discussions regarding Advanced Care Paramedic Services. Additional information was provided to Council which I have attached. They also reviewed the results of the petition that is currently being circulated.

Please be advised that the Council of the Municipality of Bluewater passed the following motions at their August 8, 2016 regular Council meeting:

*Moved by Councillor Hill, seconded by Councillor Gillespie that staff write a letter requesting that Huron County Council review the decision to cancel Advanced Care Paramedic Services in Huron County, in light of new information received. Carried.*

*Moved by Councillor Hill, seconded by Councillor Gillespie that staff send a letter to the lower tier municipalities in Huron County informing them of Bluewater's decision to ask the County to review their decision regarding Advanced Care Paramedic Services. Carried.*

Please do not hesitate to contact me if you have any questions or concerns regarding the above information.

Kind Regards,



Charlene Overholt  
Manager of Corporate Services/Clerk

Encl. Correspondence received by Bluewater Council

cc: Via Email to Clerks:  
Ashfield-Colborne-Wawanosh  
Central Huron  
Goderich  
Howick  
Huron East  
Morris-Turnberry  
North Huron  
South Huron

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

**BY-LAW NO. 74-2016**

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Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council,  
a Memorandum of Understanding for the purpose of defining the roles and  
responsibilities of the Friends of the Village of Blyth Parks.

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

**AND WHEREAS** Council of the Township of North Huron Council is desirous of executing a Memorandum of Understanding for the purpose of defining the roles and responsibilities of the Friends of the Village of Blyth Parks;

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

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

1. That the designated officials are hereby authorized to sign a Memorandum of Understanding for the purpose of defining the roles and responsibilities of the Friends of the Village of Blyth Parks.
2. That a copy of the said Memorandum of Understanding is attached hereto and designated as Schedule 'A' to this By-law.
3. That this By-law shall come into force and takes effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS 22<sup>ND</sup> DAY OF AUGUST, 2016.

READ A THIRD TIME AND PASSED THIS 22<sup>ND</sup> DAY OF AUGUST, 2016.

CORPORATE SEAL

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Neil G. Vincent, Reeve

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Kathy Adams, Director of  
Corporate Services/Clerk



**FRIENDS OF THE VILLAGE OF BLYTH PARKS**  
Memorandum of Understanding



**STATEMENT**

The purpose of this Memorandum of Understanding is to define the roles and responsibilities of the **Friends of the Village of Blyth Parks**

The “Friends of the Village of Blyth Parks” group is an informal committee of dedicated volunteers, providing valuable liaison and volunteer labour and services to the North Huron Recreation and Facilities Department. The purpose of the group is to assist with the development and beautification of the gardens and parks in the Village of Blyth.

**DEFINITIONS**

The Friends of the Village of Blyth Parks is a Non-Township Committee and defined as a Volunteer/User Group in the Township of North Huron Committee Appointment Policy (By Law Number 54-2015).

The Township of North Huron Committee Appointment Policy establishes the following Criteria for a Volunteer/User Group –

Non-Township Committees: Some informal committees or groups of individuals may be formed outside the auspices of the Township, but have an interest in a particular Township facility, service or project. Such informal committees or groups shall not be considered Committees of Council, but may liaise with Council or Township staff.

Volunteer/User Groups: Volunteers or users of facilities and programs provide valuable input and volunteer service to community improvement projects. Volunteerism shall be recognized and encouraged by the Township. Formal Terms of Reference are not required for informal volunteer groups, however guidelines may be provided by the Township to establish the role of the group, how they will liaise with the Township staff, and to ensure the safety of volunteers while they are working on Township property.

For the purpose of this Memorandum of Understanding, **Friends of the Village of Blyth Parks** may also be referred to as **The Friends**.

**Responsibility for Implementation**

The responsibility for the implementation of this Memorandum of Understanding lies with the Manager of Blyth Facilities, acting according to the policies and procedures established by Council.

**Regulations**

General Principles

The Friends is a group of volunteers which aim to:

- a) Assist and support the gardens and plantings in the Village of Blyth
- b) Promote knowledge of, and interest in, the plantings, parks, and natural environment in the Village of Blyth.
- c) Assist in raising funds for special projects beyond the scope of the North Huron Blyth Parks budget.

Council acknowledges the importance of the volunteer services provided by such organizations as the Friends of the Village of Blyth Parks.

The goals, activities and objectives of The Friends shall not conflict with the mission, vision and overall priorities of the Township of North Huron.

The Friends shall abide by all Township policies and procedures.

The Friends will recognize Council's right to govern and Staff's responsibility to deliver service through the North Huron Recreation and Facilities Department.

### **Roles and Responsibilities**

The Role of the "Friends of the Village of Blyth Parks" shall be to:

1. Liaise with the North Huron Recreation and Facilities department in an advisory capacity regarding the Blyth gardens and parks.
2. Adhere to an organizational and functional structure conducive to the purpose of the group. Select one committee member as a liaison that will communicate the needs, desires, and projects that the committee is working toward. This liaison will make all requests to the Blyth Facilities Manager, and report back responses to the group. This will be the single source of formal communication between the volunteer committee and the Township of North Huron.
3. The committee has their own working funds, and would be responsible for managing their own accounts and funds. The committee may choose to donate funds to any Township approved capital or maintenance projects. This committee has no authority over the North Huron budget.
4. Submit recommendations to the Manager of Blyth Facilities each October 1<sup>st</sup>, regarding annual initiatives and funding needs for the upcoming year. The said recommendations shall be considered by the Recreation and Facilities department during budget deliberations, and may be presented to North Huron Council for consideration.
5. Provide orientation information to new "Friends of the Village of Blyth Parks" members in regard to the parks and gardens in the Village.
6. Promote and publicize the varied opportunities for enjoying the parks, or volunteering to help maintain and improve the parks in the Village.
7. Communicate damages, safety concerns or vandalism to the North Huron Recreation and Facilities department through the Manager of Blyth Facilities.
8. Members are encouraged to attend an annual meeting hosted by the Township of North Huron each September to review and discuss plans for the parks in the Village of Blyth.
9. Facilitate municipally approved maintenance and volunteer projects in the Village of Blyth.
10. The Friends are required to have all members sign a Volunteer Waiver, Release and Hold Harmless form in order to perform work on North Huron property, attached here as Schedule A.
11. Assist with community events to promote the parks.
12. Participate in passive fundraising efforts as approved by the North Huron Recreation and Facilities department.

### **Disbanding**

If the Friends cannot fulfill the Memorandum of Understanding requirements and/or the decision to disband is reached by the group, then the group may disband.

In order to disband, the group needs to send a "Letter of Intent" to the Manager of Blyth Facilities.

The Township of North Huron has the right to require the Friends group to disband at any time should be found in contravention of the policies and procedures of the Township of North Huron.

At any time a dispute shall arise with respect to the intention and/or provisions of the Memorandum of Understanding, the problem shall be resolved via discussion between The Friends Chair, the Manager of Blyth Facilities and the Director of Recreation and Facilities for the Township of North Huron. Should a mutually acceptable solution not be attained within a reasonable time period via the said discussion, the matter shall be referred to a public meeting of the Council of the Township of North Huron for a final and binding decision made by Township Council. Either The Friends Chair or the Director of Recreation and Facilities of the Township of North Huron shall have the ability to request the intervention of the Council of the Township of North Huron.

SCHEDULE A – NEXT PAGE

The parties hereto have executed this Memorandum of Understanding by the hands of their duly authorized representatives

Township of North Huron:

\_\_\_\_\_  
Reeve, Neil Vincent

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Friends of the Village of Blyth Parks:

\_\_\_\_\_  
Chair, Lissa Kolkman

\_\_\_\_\_  
Date



Township of North Huron  
WAIVER, RELEASE AND HOLD HARMLESS



Friends of the Village of Blyth Parks

In consideration of \_\_\_\_\_ volunteering on behalf of the Township of North Huron acting in my capacity as a Friends of the Village of Blyth Parks Volunteer.

**ELEMENTS OF RISK:**

I acknowledge that my participation as a volunteer can involve certain elements of risk that could result in an injury which can include cuts, abrasions, fractures and a brain injury. The risk of sustaining an injury can result from the nature of the activity itself, natural and manmade, climatic conditions, the actions of third parties and the participant's own physical condition and actions.

The risk of sustaining an injury while volunteering on behalf of the Township of North Huron can result from the nature of the activity and can occur without any fault of the participant, or the Township of North Huron, its employees, agents, council members, or the facility where the activity is taking place. By choosing to volunteer in this activity, you are accepting the risk that you may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

**I HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE** the Township of North Huron and its employees, council members, officials and officers from all claims, demands, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to my person or property however caused, arising or to arise by reason of my participation as a volunteer for the Township of North Huron.

**I FURTHER AGREE** to save harmless the Township of North Huron from and against any and all liability arising from or as a result of, my duties as a volunteer for the Township of North Huron.

**In order to participate, I HEREBY AGREE** to do so at my own risk and understand that I do not have access to Municipal Health Benefits or WSIB.

**BY SIGNING** this form, I acknowledge having read, understood and agreed to the above waiver, release, and to hold the Township of North Huron harmless.

\_\_\_\_\_  
Signature of Volunteer

Please Print: \_\_\_\_\_

Day phone: \_\_\_\_\_

Night phone: \_\_\_\_\_

Date: \_\_\_\_\_, 201



Township of North Huron  
WAIVER, RELEASE AND HOLD HARMLESS  
UNDER 18 YEARS OF AGE



Friends of the Village of Blyth Parks

In consideration of \_\_\_\_\_ volunteering on behalf of the Township of North Huron acting in my capacity as a Friends of the Village of Blyth Parks Volunteer.

**ELEMENTS OF RISK:**

I acknowledge that my participation as a volunteer can involve certain elements of risk that could result in an injury which can include cuts, abrasions, fractures and a brain injury. The risk of sustaining an injury can result from the nature of the activity itself, natural and manmade, climatic conditions, the actions of third parties and the participant's own physical condition and actions.

The risk of sustaining an injury while volunteering on behalf of the Township of North Huron can result from the nature of the activity and can occur without any fault of the participant, or the Township of North Huron, its employees, agents, council members, or the facility where the activity is taking place. By choosing to volunteer in this activity, you are accepting the risk that you may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

**In order to participate, I HEREBY AGREE** to do so at my own risk and understand that I do not have access to Municipal Health Benefits or WSIB.

If you choose to participate as a volunteer on behalf of the Township of North Huron you must understand that you bear the responsibility for any injury that might occur.

**ACKNOWLEDGEMENT**

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Volunteer \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMISSION**

I hereby give \_\_\_\_\_ (name of volunteer) permission to participate in \_\_\_\_\_ (description of activity)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**THE TOWNSHIP OF NORTH HURON**

**BY-LAW NO. -2016**

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

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

1. The actions of the Council of the Corporation of the Township of North Huron at its meeting on August 22, 2016, be confirmed.
2. Execution by the Reeve and the Clerk of all Deeds, Instruments, and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal, to any such Deed, Instruments, or other Documents is hereby authorized and confirmed.
3. This By-law shall come into force and takes effect on the date of its final passing.

**READ A FIRST AND SECOND TIME** this 22<sup>nd</sup> day of August, 2016.

**READ A THIRD TIME AND FINALLY PASSED** this 22<sup>nd</sup> day of August, 2016.

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**Neil Vincent, Reeve**

**SEAL**

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**Kathy Adams, Clerk**