

THE TOWNSHIP OF NORTH HURON  
COUNCIL AGENDA



Date: Monday, December 18, 2017  
Time: 7:00 p.m.  
Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS

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	Pages
1. CALL TO ORDER	
2. CONFIRMATION OF THE AGENDA	
<i>THAT the Council of the Township of North Huron; accept the Agenda for the December 18, 2017 Council Meeting; as presented.</i>	
3. DISCLOSURE OF PECUNIARY INTEREST	
4. CONSENT AGENDA	
<i>THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1 to 4.1.4;</i>	
<i>AND FURTHER THAT all other Consent Items be received for information.</i>	
4.1 Minutes	
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4.3.3	Ministry of Municipal Affairs - Bill 59 - Putting Consumers First Act, 2017	75
<b>5.</b>	<b>PUBLIC MEETINGS/HEARINGS AND DELEGATIONS</b>	
5.1	Jamie McCallum and Joan Vincent - East Wawanosh 150th Anniversary Committee	
5.2	Karen Stewart, 14/19 Inc. - Building Capacity in Blyth Memorial Community Hall	77
5.3	Kulvir Deol, Ontario Provincial Police - Presentation of OPP Billing Model	
<b>6.</b>	<b>REPORTS</b>	
6.1	Clerks Department	
6.2	Finance Department	
6.2.1	2018 Borrowing By-law	86
	<i>THAT the Council of the Township of North Huron hereby accepts the recommendation from the Director of Finance that a by-law be passed authorizing the borrowing of \$1,000,000.00 to meet current expenditures in 2018 until taxes are collected and other revenues are received;</i>	
	<i>AND FURTHER THAT the Clerk be directed to prepare a by-law to be included on next regular council meeting agenda on January 15, 2018.</i>	
6.2.2	2018 Insurance Renewal	87
	<i>THAT the Council of the Township of North Huron hereby accepts the Municipal Insurance Program Renewal Proposal from BFL Canada for the period of January 1, 2018 to January 1, 2019 at a total cost of \$181,376.60 (\$169,401.00 plus PST of \$11,975.60).</i>	
6.2.3	Blyth Lawn Tennis Final Write-off	96
	<i>THAT the Council of the Township of North Huron hereby accepts the report from the Director of Finance to write-off the balance of taxes owing (2011 – 2013) for the Blyth Lawn Tennis Club property located at 305 Queen Street, Blyth in the amount of \$3,447.41.</i>	

6.3 Recreation and Facilities Department

6.3.1 Blyth Memorial Community Hall Wrap Up Report

98

*THAT the Council of the Township of North Huron hereby receive the report from the Director of Recreation and Facilities on the Blyth Memorial Community Hall Renovation Wrap Up for information purposes;*

*AND FURTHER THAT Council accepts the disbandment of the Blyth Memorial Community Hall Renovation Committee and thanks the members for their dedicated work;*

*AND FURTHER THAT Council approves the spending of the additional expenses to a maximum of \$70,600 to complete identified building deficiencies.*

*THAT the Council of the Township of North Huron hereby approves allocating \$5,000 of the project funds to a Township of North Huron Reserve Account, for the purposes of acting as a "security deposit" for the lease agreement between the Township and 14/19 Inc. for Blyth Memorial Community Hall;*

*AND FURTHER THAT at the end of the lease, the "security deposit" funds will be either used for the same purpose in a renewal lease agreement, or the funds will be re-allocated to Blyth Memorial Community Hall capital expenses reserve account. As per the lease agreement, the Township of North Huron Council may draw upon these funds to fulfil the purposes of the security deposit in the lease agreement.*

6.4 Public Works / Utilities Department

6.5 Fire Department of North Huron

6.6 Building Department

6.7 CAO

**7. CORRESPONDENCE**

**8. COUNCIL REPORTS**

8.1 REEVE ACTIVITY REPORT

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

8.3 REQUESTS BY MEMBERS

**9. NOTICE OF MOTION**

**10. BY-LAWS**

10.1 By-law No. 113-2017

153

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

*THAT By-law No. 113-2017; being a by-law to establish fees and charges for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk, and be engrossed in the By-law book.*

10.2 By-law No. 114-2017 184

Being a By-law to Amend By-law No. 39 (2012) A By-law to Provide for the Regulation and Control of Traffic on the Highways

*THAT By-law No. 114-2017; being a By-law to Amend By-law No. 39 (2012) A By-law to Provide for the Regulation and Control of Traffic on the Highways of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

10.3 By-law No. 115-2017 240

Being a by-law to Adopt an Emergency Management Program for the Township of North Huron.

*THAT By-law No. 115-2017; being a by-law to Adopt an Emergency Management Program for the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

10.4 By-law No. 116-2017 275

Being a by-law to establish a policy to govern the calling, place and proceedings of the Council & Committees of the Township of North Huron and to provide Public Notice of Meetings.

*THAT By-law No. 116-2017; being a by-law to establish a policy to govern the calling, place and proceedings of the Council & Committees of the Township of North Huron and to provide Public Notice of Meetings; be introduced, read a first, second, third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**11. ANNOUNCEMENTS**

**12. OTHER BUSINESS**

12.1 2018 Budget Meeting Dates

January 3, 2018 and January 4, 2018 at 6:00pm

*THAT the Council of the Township of North Huron hereby approve the scheduling of Budget Meetings on January 3, 2018 at 6:00pm and January 4, 2018 at 6:00pm, to be held in the Township of North Huron Council Chambers.*



**13. CLOSED SESSION AND REPORTING OUT**

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

- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees and Section 239 (2) (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Blyth Property);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (Fire Department Personnel);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (Joint Building Services);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (Administration Personnel).*

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

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

**14. CONFIRMATORY BY-LAW**

- 14.1 By-law No. 117-2017, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron. 302

*THAT By-law 117-2017; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.*

**15. ADJOURNMENT**

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

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



**Date:** Monday, December 4, 2017  
**Time:** 7:02 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 Brock Vodden  
Councillor Bill Knott

**STAFF PRESENT:** Dwayne Evans, CAO  
Richard Al, Clerk/Manager of Information Technology  
Donna White, Director of Finance  
Pat Newson, Director of Recreation and Facilities  
Sean McGhee, Director of Public Works  
Ryan Ladner, Director of Fire and Emergency Services  
Kirk Livingston, CBO/Property Standards/Zoning  
Laura Young, Huron County Planner  
Mark Alderman, Assistant Chief, FDNH  
Tim Poole, Chief of Police, Wingham Police Service

**OTHERS PRESENT:** Denny Scott, Citizen  
Kelsey Dunbar, Advance Times  
Adam Bell, CKNX  
Bernie Gall, Acapulco Pools  
Joan van der Meer

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**1. CALL TO ORDER**

Reeve Vincent called the meeting to order at 7:02 pm.

**2. CONFIRMATION OF THE AGENDA**

**M557/17**

**MOVED BY:** J. Campbell

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron; accept the Agenda for the December 4th, 2017 Council Meeting; as amended to include Item 6.7.2 ESTC Organizational Review.*

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

**4. CONSENT AGENDA**

4.1 Minutes

4.1.1 Minutes of the Regular Council Meeting held November 20, 2017

4.1.2 Minutes of the Health & Safety Committee Meeting held September 28, 2017

4.1.3 Minutes of the North Huron Police Services Board Meeting held October 17, 2017

4.1.4 Minutes of the Council of the County of Huron - Eleventh Session held November 1, 2017

4.1.5 Minutes of the County of Huron Committee of the Whole Meeting Day 1 held November 8, 2017

4.1.6 Minutes of the County of Huron Committee of the Whole Meeting Day 2 held November 15, 2017

4.2 Reports

4.2.1 Bills and Accounts

4.2.2 Recreation and Facilities Report 12-04-2017 (Department Update)

4.2.3 Building Department Report 12-04-2017 (Department Update)

4.3 Correspondence

4.3.1 Community Christmas Dinner

4.3.2 Morris-Turnberry Notice of Adoption of Official Plan and Zoning By-law Amendments

4.3.3 Municipal Transient Accommodation Tax

4.3.4 Ontario Municipal Partnership Fund 2018 Allocations

4.3.5 Minister's Annual Report on Drinking Water 2017

**M558/17**

**MOVED BY:** B. Vodden

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

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

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

**CARRIED**

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

- 5.1 Steven Lund, County Engineer and Meighan Wark, CAO - Discussion regarding traffic concerns at intersection of Highway 4 and County Road 25

Steven Lund, County Engineer, Huron County and Meighan Wark, CAO, Huron County, reviewed a report that was presented to Huron County Council earlier in the year regarding the intersection at Highway 4 and County Road 25 south of Blyth.

S. Lund provided comments regarding traffic lights, pedestrian traffic and sidewalk considerations, as well as snow accumulation around the intersection.

S. Lund noted that the recommendation accepted by Huron County Council was to monitor traffic for the next 2 to 3 years.

Discussion took place regarding concerns at the intersection as well as parking along the sides of the road near the intersection.

S. Lund noted that Huron County will be monitoring the intersection and investigating appropriate options to address concerns and further noted that information could be reported back to Council as it becomes available, possibly in early 2018.

Steven Lund and Meighan Wark were thanked and departed.

**6. REPORTS**

- 6.1 Clerks Department

- 6.1.1 Deeming By-law - 292 Hamilton Street

Owner/Applicant: Kenneth Hesselwood

Property Description: Lots 50 & 51, Plan 171, Block G, Blyth, Township of North Huron (292 Hamilton Street)

Laura Young presented details of the proposed Deeming By-law regarding Lots 50 and 51, Plan 171, Block G, Blyth.

**M559/17**

**MOVED BY:** B. Knott

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron hereby approve the request to deem Lots 50 and 51, Plan 171, Block G, Blyth not in a plan of subdivision pursuant to Section 50(4) of the Planning Act;  
AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-Law to allow By-Law No. 108-2017 to be passed at the December 4, 2017 Council Meeting.*

**CARRIED**

6.1.2 Proposed Amendments to Source Protection Plan

**M560/17**

**MOVED BY:** B. Vodden

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

*THAT the Council of the Township of North Huron hereby receive the December 4, 2017 report regarding Proposed Amendments to Source Protection Plans for information purposes;  
AND FURTHER, that Council endorses the proposed changes as summarized in the letter dated November 23, 2017 received from the Ausable Bayfield Maitland Valley Source Protection Program Supervisor.*

**CARRIED**

6.1.3 2018 Regular Council Meeting Calendar

**M561/17**

**MOVED BY:** J. Campbell

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

*THAT the Council of the Township of North Huron hereby receives the December 4, 2017 report of the Clerk/Manager of IT regarding the 2018 Regular Council Meeting Schedule for information purposes;  
AND FURTHER, that Council approves the 2018 Regular Council Meeting Calendar as presented and directs the Clerk to advertise the 2018 Regular Council Meeting Schedule.*

**CARRIED**

6.1.4 Traffic By-law Update

**M562/17**

**MOVED BY:** B. Knott

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby receives the December 4, 2017 report of the Clerk/Manager of IT regarding Traffic By-law Amendments for information purposes;  
AND FURTHER, that Council directs the Clerk to prepare a By-law to adopt the amendments at the December 18, 2017 Council Meeting.*

**CARRIED**

6.1.5 Emergency Management Plan Review and Update

**M563/17**

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

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby receives the report of the Clerk/Manager of IT dated December 4, 2017 regarding the Emergency Management Plan Review and Update;  
AND FURTHER, that Council hereby accepts the recommended updates as proposed by the Emergency Management Program Committee;  
AND FURTHER, that Council directs the Clerk to prepare a by-law for the December 18, 2017 Council Meeting, to adopt the updated and revised version of the Township of North Huron Emergency Management Plan.*

**CARRIED**

6.1.6 Bill 68 Requirements - Procedural By-law Update

**M564/17**

**MOVED BY:** B. Vodden

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron hereby receives the December 4, 2017 report of the Clerk/Manager of IT regarding Procedural By-law updates to address Bill 68 requirements for information purposes;  
AND FURTHER, that Council authorizes the Clerk to provide notice and bring forward the Procedural By-law for adoption at the December 18, 2017 Council Meeting.*

**CARRIED**

6.2 Finance Department

6.2.1 2018 Draft Rates - Fees By-law

**M565/17**

**MOVED BY:** B. Vodden

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

*THAT the Council of the Township of North Huron hereby receives the 2018 Draft Fees and Charges By-law for information purposes;*

*AND FURTHER, that Council directs the Clerk to prepare a By-law to adopt the 2018 Fees and Charges at the December 18, 2017 meeting.*

**CARRIED**

6.3 Recreation and Facilities Department

6.3.1 Aquatic Centre Renovation Update

**M566/17**

**MOVED BY:** J. Campbell

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

*THAT the Council of the Township of North Huron hereby receive the report on the Aquatic Centre renovation wrap up from the Director of Recreation and Facilities for information purposes;*

*AND FURTHER, that Council supports the plan to perform an aquatic centre shutdown for two weeks in late August/early September 2018 for maintenance.*

**CARRIED**

6.4 Public Works / Utilities Department

6.5 Fire Department of North Huron

6.6 Building Department

6.7 CAO

6.7.1 Wingham Ward Policing Service Analysis

CAO Dwayne Evans presented a detailed analysis regarding Wingham Ward Policing options.

D. Evans explained the costs associated with three different policing options:

- OPP Policing for all three wards
- Wingham Police Service for all three wards
- No change from current arrangement - OPP Policing for Blyth and East Wawanosh wards and Wingham Police Service for the Wingham ward

Discussion took place regarding the options as presented including service levels and area rating.

**M567/17**

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

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby receives the presentation of the CAO, dated December 4, 2017 regarding a police servicing analysis;*

*AND FURTHER, that the Council of the Township of North Huron directs the Clerk to invite the OPP to make a presentation at the next regular meeting on the OPP Billing Model.*

**CARRIED**

6.7.2 ESTC Organizational Review

**M568/17**

**MOVED BY:** B. Knott

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby receives the report of the CAO, dated December 4, 2017, regarding changes to the organizational structure of the ESTC;*

*AND FURTHER, that the Council of the Township of North Huron hereby approves the recommended changes to the organizational structure of the ESTC;*

*AND FURTHER, that the Council of the Township of North Huron hereby directs the CAO to amend the job titles and job descriptions of the Director of Emergency and Fire Services position and the Vice Principal/Assistant Chief position to reflect the organizational change to the ESTC which has been approved by Council.*

**CARRIED**

**7. CORRESPONDENCE**



**8. COUNCIL REPORTS**

**8.1 REEVE ACTIVITY REPORT**

Reeve Vincent reported attending the North Huron Westcast Community Complex Aquatic Centre Grand Reopening event on Saturday December 2, 2017.

**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. 108-2017**

Being a by-law to deem lots 50 and 51 in registered plan 171 not to be registered

**M569/17**

**MOVED BY:** B. Vodden

**SECONDED BY:** B. Knott

*THAT By-law No. 108-2017; Being a by-law to deem lots 50 and 51 in registered plan 171 not to be registered; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk, and be engrossed in the By-law book.*

**CARRIED**

**11. ANNOUNCEMENTS**

**12. OTHER BUSINESS**

**12.1 Proposed Budget Meeting Dates**

Discussion took place regarding scheduling Budget Meetings. Council selected December 22 at 12:30pm.

**13. CLOSED SESSION AND REPORTING OUT**

**M570/17**

**MOVED BY:** R. Hallahan

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby proceeds at 9:24 pm. to an In-Camera Session (Closed to the Public) to discuss the following:*

- *Section 239 (2) (c) A proposed or pending acquisition or disposition of land by the municipality or local board (Lot Enlargement);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal (Property Standards);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employee and Section 239 (2) (d) Labour relations or employee negotiations (Building department);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (Blyth Property);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (Recreation Personnel);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employee and Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Property Damage);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (Administration Personnel);*
- *Section 239 (2) (e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Outstanding Invoice);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal (Wingham Area Property);*

**CARRIED**

**M571/17**

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

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 11:29 pm.*

**CARRIED**

Clerk Richard Al reported that nine items were discussed during the Closed Session, two items discussed have resolutions associated for Council's consideration following in Open Session. The general nature of the remaining items included:

- An update regarding legal proceedings against a land owner
- An update regarding Joint Building Department negotiations
- Information regarding maintenance of a subject property
- An update regarding a notice sent to a land owner requesting that the property grading along a property line wall be restored
- Discussion regarding administration personnel matters
- Discussion regarding an outstanding invoice

- Discussion regarding an agreement related to a Wingham area property

**M572/17**

**MOVED BY:** J. Campbell

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby declares a portion of Lot 7 Plan 411, Wingham to be surplus to the needs of the Township; AND FURTHER, that Council authorizes staff to proceed with the process of disposing of said property according to the procedures of By-law 25-2008 Being a By-law to Establish Procedures for the Sale of Real Property.*

**CARRIED**

**M573/17**

**MOVED BY:** B. Vodden

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron hereby extend the finish time of the Council Meeting past the hour of 11:00 pm as specified under Section 5.3 of the Procedural By-law 16-2016.*

**CARRIED**

**M574/17**

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

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby approves an eight month extension of Mackenzie Nesbitt's contract as the Recreation Clerical Assistant for the Recreation and Facilities Department, from January 1, 2018 to August 31, 2018.*

*AND FURTHER THAT staff are directed to provide a review for evaluation of the position in early July for Council's consideration.*

**CARRIED**

**M575/17**

**MOVED BY:** R. Hallahan

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

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

**CARRIED**

**14. CONFIRMATORY BY-LAW**

14.1 By-law No. 109-2017, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron.

**M576/17**

**MOVED BY:** B. Vodden

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

*THAT By-law 109-2017; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.*

**CARRIED**

**15. ADJOURNMENT**

**M577/17**

**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 11:33 pm.*

**CARRIED**

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Neil Vincent, Reeve

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Richard Al, Clerk

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



**Date:** Wednesday, December 6, 2017  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

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

**STAFF PRESENT:** Dwayne Evans, CAO  
Richard Al, Clerk/Manager of Information Technology  
Sean McGhee, Director of Public Works

**OTHERS PRESENT:** Mark Alderman, Assistant Chief FDNH

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**1. CALL TO ORDER**

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

**2. CONFIRMATION OF THE AGENDA**

**M578/17**

**MOVED BY:** B. Vodden

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

*Council of the Township of North Huron accept the Agenda for the December 6, 2017 Special Council Meeting; as amended to include an additional Closed Session item under Section 239 (2) (c) A proposed or pending acquisition or disposition of land by the municipality or local board (Blyth Hullett Landfill).*

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

**4. CLOSED SESSION AND REPORTING OUT****M579/17****MOVED BY:** R. Hallahan**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby proceeds at 7:02 pm. to an In-Camera Session (Closed to the Public) to discuss the following:*

- *Section 239 (2) (c) A proposed or pending acquisition or disposition of land by the municipality or local board (Blyth Hullett Landfill);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (FDNH Personnel);*
- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (FDNH Personnel).*

**CARRIED****M580/17****MOVED BY:** J. Campbell**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 9:45 pm.*

**CARRIED**

Clerk Richard Al reported that during the Closed Session three items were discussed and there are three associated motions for Council's consideration in Open Session.

**M581/17****MOVED BY:** T. Seip**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby receive the Director of Public Work's report, dated December 6<sup>th</sup>, 2017 regarding the outcome of the Blyth-Hullett Landfill Board of Closure meeting held on December 5, 2017;*

*AND FURTHER, that the Council of the Township of North Huron appoint Councillor Brock Vodden to represent North Huron in negotiations with property owners for the acquisition of CAZ related properties;*

*AND FURTHER, that the North Huron share of expenditures for the procurement of property and/or water rights be approved to a predetermined upset limit.*

**CARRIED**

**M582/17**

**MOVED BY:** J. Campbell

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

*THAT the Council of the Township of North Huron hereby rescinds motion M568/17 carried on December 4, 2017.*

**CARRIED**

**M583/17**

**MOVED BY:** B. Knott

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron hereby directs the Clerk to prepare a by-law to appoint Mark Alderman as Acting Director of Fire and Emergency Services for the Fire Department of North Huron at the December 18, 2017 Council Meeting.*

**CARRIED**

**5. CONFIRMATORY BY-LAW**

- 5.1 By-law No. 110-2017, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron.

**M584/17**

**MOVED BY:** T. Seip

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

*THAT By-law 110-2017; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.*

**CARRIED**

**6. ADJOURNMENT**

**M585/17**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 9:53 pm.*

**CARRIED**

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Neil Vincent, Reeve

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Richard Al, Clerk



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



**Date:** Friday, December 8, 2017  
**Time:** 3:16 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

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

**STAFF PRESENT:** Dwayne Evans, CAO  
Richard Al, Clerk/Manager of Information Technology

**OTHERS PRESENT:** Greg Stewart, DM Lawyers  
Joe Casey, Ontario Fire Marshall's Office

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**1. CALL TO ORDER**

Reeve Vincent called the meeting to order at 3:16 pm.

**2. CONFIRMATION OF THE AGENDA**

**M586/17**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron accept the Agenda for the December 8, 2017 Special Council Meeting; as presented.*

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

**4. CLOSED SESSION AND REPORTING OUT**

**M587/17**

**MOVED BY:** T. Seip

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron hereby proceeds at 3:16 pm. to an In-Camera Session (Closed to the Public) to discuss the following:*

- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees (FDNH Personnel)*

**CARRIED**

**M588/17**

**MOVED BY:** T. Seip

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 5:16 pm.*

**CARRIED**

**M589/17**

**MOVED BY:** B. Knott

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby directs staff to contact FDNH Captains to request that 1-2 Captains from the Blyth station and 1-2 Captains from the Wingham station attend a Special Council Meeting on either Monday December 11, 2017 or Tuesday December 12, 2017 depending on availability of the Captains.*

**CARRIED**

**M590/17**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby direct staff to send an invitation to Joe Casey, OFM to attend a Special Council Meeting on either Monday December 11, 2017 or Tuesday December 12, 2017 depending on availability of the FDNH Captains.*

**CARRIED**

**5. CONFIRMATORY BY-LAW**

- 5.1 By-law No. 111-2017, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron.

**M591/17**

**MOVED BY:** B. Vodden

**SECONDED BY:** T. Seip

*THAT By-law 111-2017; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.*

**CARRIED**

**6. ADJOURNMENT**

**M592/17**

**MOVED BY:** T. Seip

**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 5:19 pm.*

**CARRIED**

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Neil Vincent, Reeve

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Richard Al, Clerk

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



**Date:** Monday, December 11, 2017  
**Time:** 7:02 p.m.  
**Location:** HELD IN THE EMERGENCY SERVICES TRAINING CENTRE

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

**STAFF PRESENT:** Dwayne Evans, CAO  
Richard Al, Clerk/Manager of Information Technology

**OTHERS PRESENT:** Joe Casey, Ontario Fire Marshall's Office  
Phil Miller, Ryan Finch, Mike Pawitch, Herb Govier, Brandon Rybicki, Jeff Josling, Mike Kerr, Paul Kerr, Ken DeVries, Russ Nesbitt, Mike McDonald, Trevor Hickey, Shawn McCurdy, Chad Kregar, Matt Townsend, Brad Carter, Stephen Kolkman, Darrel Eckert, Bill Burkholder, Robb Finch, David Wagner, Kyle Volmer, Ken Wright, Arnold Wiegersma, Don Greidanus, Greg Jeffray, Eric Mullholland, Brad Hodgkinson, Jeff Howson, Renny James, Michael McDowell, Fred Kreuger, Kevin Falconer, Ron Stevenson, Rob Kolkman, Jeff Hodgkinson, Amanda, Bekkers, Dalton Richmond, Kelsy Long, Andy Williams

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**1. CALL TO ORDER**

Reeve Vincent called the meeting to order at 7:02 pm.

**2. CONFIRMATION OF THE AGENDA**

**M593/17**

**MOVED BY:** J. Campbell

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron accept the Agenda for the December 11, 2017 Special Council Meeting; as presented.*

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

**4. CLOSED SESSION AND REPORTING OUT**

**M594/17**

**MOVED BY:** R. Hallahan

**SECONDED BY:** B. Knott

*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:*

- *Section 239 (2) (b) Personal matters about an identifiable individual, including municipal or local board employees and Section 239 (2) (d) labour relations or employee negotiations (Fire Department Personnel)*

**CARRIED**

**M595/17**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 9:43 pm.*

**CARRIED**

**M596/17**

**MOVED BY:** J. Campbell

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby rescind motion M583/17 carried December 6, 2017.*

**CARRIED**

**M597/17**

**MOVED BY:** B. Knott

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby approves the recommended changes to the organizational structure of the ESTC as presented in the CAO's report titled ESTC Organizational Review, dated December 4, 2017;*

*AND FURTHER, that the Council of the Township of North Huron hereby directs the CAO to amend the job titles and job descriptions of the Director of Fire and Emergency Services position and the Vice Principal/Assistant Chief position to reflect the organizational change to the ESTC which has been approved by Council.*

**CARRIED**

**M598/17**

**MOVED BY:** R. Hallahan

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby direct the CAO to proceed with the recruitment of a Director of Fire and Emergency Services; AND FURTHER that the CAO be directed to consult with Senior Fire Department Staff in the development of the process for recruiting for the position.*

**CARRIED**

**5. CONFIRMATORY BY-LAW**

- 5.1 By-law No. 112-2017, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron.

**M599/17**

**MOVED BY:** B. Vodden

**SECONDED BY:** J. Campbell

*THAT By-law 112-2017; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be introduced, read a first, second, third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.*

**CARRIED**

**6. ADJOURNMENT**

**M600/17**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 9:50 pm.*

**CARRIED**

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Neil Vincent, Reeve

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Richard Al, Clerk

July 12, 2017 Minutes East Wawanosh

Present: Reunion Chair Jamie McCallum, Secretary Joan Vincent, Jonathan VanCamp, Linda Logan, Heather Shiell, Neil Vincent, Lila Rintoul, Meggan McCallum, Matt Beck, Allen Walker, Steve Nixon

Regrets: Alice McDowell, Kim Walker, Connie Goodall, Vicky Bremner, Sylvia Nonkes-Verburg

Welcome: Chair Jamie McCallum welcomed everyone to the meeting.

Motion to approve the June 27, 2017 meeting was made by Linda Logan and seconded by Lila Rintoul.

CARRIED.

Financial report given by Joan Vincent and listed separately below.

Motion to approve the Bills paid at Homecoming made by Matt Beck and seconded by Steve Nixon.

CARRIED.

Motion to approve paying the bills listed made by Heather Shiell and seconded by Lila Rintoul.

CARRIED.

Motion to pay the expected bills made by Margaret Vincent and seconded by Matt Beck. CARRIED.

Motion to approve the financial report made by Ray Hallahan and seconded by Linda Logan..

CARRIED.

Thank you ads are to go in the newspaper, thank people and the Sponsor Board listing, include Dave Franken and those who helped with the road cleanup

Send thank you letter to North Huron, Morris-Turnberry and Huron County.

Create and send a card for sponsors from the weekend.

Motion made by Margaret Vincent and seconded by Ray Hallahan to put a thank you ad in the Advance Times and the Citizen to include all others that pulled together to make it work, all sponsor levels and friends are to be included in the ads. CARRIED.

Motion by Matt Beck and seconded by Neil Vincent to give packages to Dave Franken and the Hilds. Linda Logan will put the packages together. CARRIED.

Motion by Heather Shiell and seconded by Matt Beck to send thank you's to North Huron, Morris-Turnberry and Huron County Public Works staff. CARRIED.

Thank you expressed to all Committee Chairs.

Maintenance – everything went pretty well

Lack of lighting at port a potties was commented on

Big Thanks to Matt Beck

Children's Activities – first hour went well

- Rained so it got moved
- Motion by Matt Beck and seconded by Heather Shiell to donate the freezies to minor ball.

CARRIED.

Church Service – decision supported that the offering was for the United Church who planned and conducted the service

Happy with the crowd

Special music was well received and the cheque was returned. Paul Laidlaw was pleased to participate.

Fundraising – Ray Hallahan reported \$2985. from raffle.

Winners were : 1<sup>st</sup> prize beef donated by Dave Franken won by Gavin and Laura VanCamp

2<sup>nd</sup> prize beef donated by Huron Bay Co-op won by William J.L. Stevenson

3<sup>rd</sup> prize pork donated by Roger and Debbie Hopper won by Jason Goodall

4<sup>th</sup> prize pork donated by Monoway Farms won by Harvey Black

5<sup>th</sup> prize lamb donated by The Bruton Family won by Kerry Nesbitt

Thank Ray for Fundraisers and all work.

Registrations

Dave Franken was given family package that Ray got from Alice. The old sponsorship packages and weekend packages included. Dave gave over \$8000. In sponsorship dollars before what in kind he donated. Motion by Lila Rintoul and seconded by Linda Logan to cover the cost of Dave's package. CARRIED.

Motion by Matt Beck and seconded by Margaret Vincent to give a souvenir package to the sponsor that had contacted Linda Logan. CARRIED.

History Book – has been receiving rave reviews. There are about 180 left and people are dropping in to purchase them.

Good work to Linda Logan and Sylvia Nonkes-Verburg.

Souvenirs – lots left

Lowered prices a couple of times but last order not touched



There are 100 L shirts and 100 XL shirts plus more shirts, 106 red cups, hats etc. Make up a capsule for the

arena of souvenirs, newspaper etc.

Give souvenirs to volunteers that helped with clean up etc.

All that was removed from the website was décor and tickets. There were 3 wreaths left, 1 roll

Each of navy, white, and green.

Matt will get a list of volunteers that helped. Names are to include Rick Buchanan, Vaughn

Vincent, Jim McGee, Cam Cook, Cam Procter, Murray Vincent, Nicole Graf and Stu Moffatt.

Think of other names in next two weeks.

Advertise souvenirs on face book. It was \$ 15. That each T- shirt and hat cost.

At the St. Helens fish fry they had draws and gave out T shirts. Suggested giving out T-shirts at

Fowl Supper.

Motion by Ray Hallahan and seconded by Margaret Vincent that it be at the discretion of each

Committee Chair for identifying the individuals to give packages to.

CARRIED.

Give names to Joan Vincent to give to Linda Logan.

Get an inventory of souvenirs in August or September and run on website until end of July.

At Fowl Supper, give away by putting stickers on plates. Come up to front to claim prize with sticker.

Could give some away at other events. Place artifacts at North Huron Museum. Permanent display of artifacts from 67, 92, and 17. Discuss later.

Some still owe for committee shirts. Decide by email re Fowl Supper and number of give aways?

Motion by Ray Hallahan and seconded by Linda Logan to do 2 stickers per table for the 19

tables. Put stickers under plates for 38 shirts.

CARRIED.

Thanks for an excellent job to Linda Logan and Heather Shiell.

Bar – Jonathan VanCamp – everything went well with a few minor glitches. Ran out of all but Bud Lite

and went to beer store for more supplies. Band looked for perks not in contract and were not

given any. There were 700+ on Saturday night. There were a few things about noise but

nothing bad. Steve Delisle used a drone to tape and Mr. Park taped the 45 minute parade.

Anyone wanting a copy can contact him.

Lot of compliments. Security company re-imbursed for 1 sick that did not show up.

Jason – nothing

Decorating – Dave Franken got last of supplies.

Thank you to Kenny Marks who loaned antiques for decorations.

Big hand to Lila Rintoul. Colours and décor were sharp. Big Thank You.

Entertainment

Friday – good but loud

DJ Sunday was good

Beard Growing Contest- Thank 9 entrants and Damion for judging

Winners listed below

Longest full beard -Bill Taylor

Best Trimmed Beard – Matt Beck

Marvin Cook

Best Goatee - Chris Shiell

Best Ornate Mustache – Matt Shiell

Scruffiest Beard – Keith Black

Ralph Scott

Most Naturally Colourful – Ryan Cook

Les Caldwell

Own notoriety by having the competition. CKNX was amazed by it.

Thank you to Neil Vincent.

Photography – packages for judges ( Tom Parker and Jerry McDonnell.) include in previous motion.

Publicity and Advertising – have all 8 signs

-advertise that can get for a donation to Reunion (cost \$83,)

- committee members have first chance

Motion by Matt Beck and seconded by Steve Nixon that 1 sign go to each of Belgrave and Auburn Co-ops, North Huron Museum and Dave Franken. CARRIED.

Neil Vincent, Elaine Snell, Steve Nixon and Linda Logan would each like one. Motion by Lila Rintoul and seconded by Matt that they make a donation up to them for the signs.

CARRIED.

Car Magnets – Matt Beck would like one and if anyone else would like one. Motion by

Linda Logan and seconded by Lila Rintoul to do car magnets by donation also. CARRIED.

Thank you Margaret.

Parade – overwhelming success

Over 100 entries

Photo of each taken and put onto face book

Softball – money given to Reunion

One broken bat

Most of money from 2 winning teams came back in

Winning team got bar tickets and 2<sup>nd</sup> team got bar tickets and gave money to committee.

Parking – field not too bad when in with packer

Ron's was fine.

Golf Tournament – 52 golfers

Just short \$1200 profit.

Should pay ahead of time

Lots of good prizes

3 teams cancelled last minute

Kim – nothing

School Reunion – good display

Not a lot of attendance

People looked at display

Pass along thanks to Courtney Brown

Volunteers /Committee Chairs did a good job

Some scrambling on Saturday

Pass on THANKS

Other – Flag Storage

Keep up for rest of summer

Keep and store

Question Christmas decorations

Sponsor sign

1<sup>st</sup> landing in arena

Someone to help if ok with Arena Board and Committee

Leave up, looks good

Leave decorations up for now.

Motion by Margaret Vincent and seconded by Matt Beck to put sign up on landing with Arena Board's approval. CARRIED.

Next meeting will be in the fall. An email will be sent out.

Elaine Snell has pictures she took at Reunion. Motion by Lila Rintoul and seconded by Linda Logan to reimburse Elaine for the pictures. CARRIED.

Message – great weekend

Consistent messaging

#s available when get them from weekend.

Ray Hallahan expressed thank you to Jamie McCallum and Joan Vincent. Jamie McCallum expressed thank you to all who helped.

Motion by Heather Shiell and seconded by Steve Nixon to adjourn. CARRIED.

FINANCIALS

Balance as of July 12, 2017

\$21,440.20

Bills to Approve

Blyth Printing	\$107.35
The Citizen	\$ 75.92
Neil Vincent	\$792.44
Linda Logan	\$ 39.76
Lila Rintoul	\$224.41
Burke's Tent Rentals	\$310.75
Blackburn Radio	\$813.60
Tow Truck (Barry's Service Centre)	_____
H.O. Jerry	\$619.76
The Workshop	\$ 33.90
Wingham Foodland	\$ 40.64
Sylvia Nonkes-Verburg	\$568.88

Bills During Reunion

- Dean's ValuMart (cakes)
- DJ
- TCU
- Karli June
- Pineridge
- Umpires
- ETC.

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 044539 Date 12/04/2017 Amount 25,289.92</b>					
000057	BELGRAVE COMMUNITY CENTRE BD	12-1-2017	12/01/2017	BCCB-DONATION- 2ND INSTA	19,542.21
000057	BELGRAVE COMMUNITY CENTRE BD	2017-12-1	12/01/2017	BCCB- CAPITAL UPKEEP- 2NI	5,747.71
			Invoice Count	2 Total	25,289.92
<b>Cheque 044540 Date 12/15/2017 Amount 990.00</b>					
004761	ADAPT PHARMA CANADA LTD.	177576	10/27/2017	POLICE- NARCAN NASAL SPF	990.00
			Invoice Count	1 Total	990.00
<b>Cheque 044541 Date 12/15/2017 Amount 100.60</b>					
000011	AIR LIQUIDE CANADA INC	67632793	11/24/2017	PW- OXYGEN CYLINDER	100.60
			Invoice Count	1 Total	100.60
<b>Cheque 044542 Date 12/15/2017 Amount 50.00</b>					
004759	ALZHEIMERS SOCIETY OF HURON COI	12-13-2017	12/13/2017	DONATION- IN MEMORY M. G	50.00
			Invoice Count	1 Total	50.00
<b>Cheque 044543 Date 12/15/2017 Amount 50.44</b>					
000569	BLYTH FOOD MARKET	3011627694	12/08/2017	HALL B- POP	50.44
			Invoice Count	1 Total	50.44
<b>Cheque 044544 Date 12/15/2017 Amount 436.70</b>					
000125	CENTER ICE	3711	11/09/2017	ARENA/CONC B- SUPPLIES	436.70
			Invoice Count	1 Total	436.70
<b>Cheque 044545 Date 12/15/2017 Amount 759.65</b>					
000151	COCA COLA REFRESHMENTS CANADA	35864707	12/14/2017	CONC W- SUPPLIES	759.65
			Invoice Count	1 Total	759.65
<b>Cheque 044546 Date 12/15/2017 Amount 450.00</b>					
004763	COLE NICHOLSON	12-1-2017	12/01/2017	ESTC- TRAINING INSTRUCTC	450.00
			Invoice Count	1 Total	450.00
<b>Cheque 044547 Date 12/15/2017 Amount 150.00</b>					
003278	COLLEGE OF EARLY CHILDHOOD EDU	52833-2018	12/13/2017	BA-SH- MEMBERSHIP RENE	150.00
			Invoice Count	1 Total	150.00
<b>Cheque 044548 Date 12/15/2017 Amount 211.75</b>					
003066	COMPUGEN INC	4059956	12/01/2017	POLICE- SILVER UNIVERSAL	211.75
			Invoice Count	1 Total	211.75
<b>Cheque 044549 Date 12/15/2017 Amount 106.23</b>					
001558	COX SIGNS	27738	11/07/2017	NAME TAGS FOR OFFICES	106.23
			Invoice Count	1 Total	106.23

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 044550</b>		<b>Date 12/15/2017</b>	<b>Amount 1,404.92</b>		
000885	DEAN'S VALU-MART	641-1373	11/26/2017	DAY CARE- FOOD SUPPLIES	316.30
000885	DEAN'S VALU-MART	641-5747	11/27/2017	EL- FOOD SUPPLIES	122.02
000885	DEAN'S VALU-MART	641-1752	11/28/2017	BA-MR -FOOD SUPPLIES	141.39
000885	DEAN'S VALU-MART	642-0410	11/30/2017	CONC W- SUPPLIES	31.99
000885	DEAN'S VALU-MART	641-6231	12/01/2017	DAY CARE- FOOD SUPPLIES	385.83
000885	DEAN'S VALU-MART	642-9053	12/02/2017	CONC W- SUPPLIES	80.01
000885	DEAN'S VALU-MART	641-6648	12/04/2017	BA-MR- FOOD SUPPLIES	124.12
000885	DEAN'S VALU-MART	641-6654	12/04/2017	EL- FOOD SUPPLIES	175.42
000885	DEAN'S VALU-MART	641-3612	12/07/2017	DAY CARE- FOOD SUPPLIES	27.84
			Invoice Count	9	Total 1,404.92
<b>Cheque 044551</b>		<b>Date 12/15/2017</b>	<b>Amount 28.11</b>		
004760	ERIN FRALICK	11-24-2017	11/24/2017	FITNESS- TOYS FOR CHILDM	28.11
			Invoice Count	1	Total 28.11
<b>Cheque 044552</b>		<b>Date 12/15/2017</b>	<b>Amount 161.87</b>		
001590	G & K SERVICES CANADA INC.	6518732060	12/01/2017	ARENA B- MATS	161.87
			Invoice Count	1	Total 161.87
<b>Cheque 044553</b>		<b>Date 12/15/2017</b>	<b>Amount 192.10</b>		
004758	GODERICH PRINT SHOP	49682	07/31/2017	FIRE- LAMINATION OF POSTE	192.10
			Invoice Count	1	Total 192.10
<b>Cheque 044554</b>		<b>Date 12/15/2017</b>	<b>Amount 745.48</b>		
004698	HENSALL DISTRICT CO-OP	PE4037786	11/22/2017	PW-FUEL	537.98
004698	HENSALL DISTRICT CO-OP	PE405541	11/30/2017	PW- FUEL	207.50
			Invoice Count	2	Total 745.48
<b>Cheque 044555</b>		<b>Date 12/15/2017</b>	<b>Amount 5.64</b>		
000281	HURON BAY COOPERATIVE INC	58069	11/21/2017	PW- NUTS, BOLTS, WASHERS	5.64
			Invoice Count	1	Total 5.64
<b>Cheque 044556</b>		<b>Date 12/15/2017</b>	<b>Amount 150.00</b>		
004755	J UPTEGROVE	11-29-2017	11/29/2017	ESTC- INSTRUCTOR FOR CO	150.00
			Invoice Count	1	Total 150.00
<b>Cheque 044557</b>		<b>Date 12/15/2017</b>	<b>Amount 120.00</b>		
001997	LARRY MEYER	11-30-2017	11/30/2017	REC ADMIN- CELL PHONE	120.00
			Invoice Count	1	Total 120.00
<b>Cheque 044558</b>		<b>Date 12/15/2017</b>	<b>Amount 237.30</b>		
000364	LAVIS CONTRACTING CO LTD	P-240-00003301	11/23/2017	PW- COLD PATCH	237.30
			Invoice Count	1	Total 237.30
<b>Cheque 044559</b>		<b>Date 12/15/2017</b>	<b>Amount 2,538.93</b>		

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
001676	MICHELIN NORTH AMERICA (CANADA)	DA0006329649	11/28/2017	PW- TIRES FOR CASE LOADE	2,538.93
				Invoice Count 1 Total	2,538.93
		<b>Cheque 044560</b>	<b>Date 12/15/2017</b>	<b>Amount</b>	<b>28,941.54</b>
000431	MINISTER OF FINANCE	18201117067	11/20/2017	FIRE- TRAINING	195.00
000431	MINISTER OF FINANCE	14281117131	11/30/2017	POLICE- OCTOBER OPP BILL	27,010.00
000431	MINISTER OF FINANCE	14301117041	11/30/2017	POLICE- 3RD 1/4 OPTIC BILLI	1,736.54
				Invoice Count 3 Total	28,941.54
		<b>Cheque 044561</b>	<b>Date 12/15/2017</b>	<b>Amount</b>	<b>206.40</b>
004757	ONTARIO PROFESSIONAL PLANNERS I	39253	12/10/2017	ADMIN- OPPI FEE- D. EVANS	206.40
				Invoice Count 1 Total	206.40
		<b>Cheque 044562</b>	<b>Date 12/15/2017</b>	<b>Amount</b>	<b>2,179.93</b>
003138	OWEN SOUND POLICE SERVICES	3288-17	11/30/2017	POLICE- DISPATCH SERVICE	2,179.93
				Invoice Count 1 Total	2,179.93
		<b>Cheque 044563</b>	<b>Date 12/15/2017</b>	<b>Amount</b>	<b>56.50</b>
004762	PETER GRAY	453426	12/08/2017	REC REFUND- CANCELLATIO	56.50
				Invoice Count 1 Total	56.50
		<b>Cheque 044564</b>	<b>Date 12/15/2017</b>	<b>Amount</b>	<b>17.63</b>
000520	PUROLATOR COURIER LTD	436406495	11/17/2017	ADMIN- COURIER	4.43
000520	PUROLATOR COURIER LTD	436419376	11/17/2017	POLICE- COURIER	7.38
000520	PUROLATOR COURIER LTD	436476252	11/24/2017	COURIER- JACKSON SHULTZ	5.82
				Invoice Count 3 Total	17.63
		<b>Cheque 044565</b>	<b>Date 12/15/2017</b>	<b>Amount</b>	<b>297.40</b>
004609	RADAR AUTO PARTS- BRUSSELS	5341-213339	11/23/2017	PW- B- PRESSURE WASHER	297.40
				Invoice Count 1 Total	297.40
		<b>Cheque 044566</b>	<b>Date 12/15/2017</b>	<b>Amount</b>	<b>104.91</b>
002640	SCHMIDT'S POWER EQUIPMENT	25861	12/04/2017	PW-CHAIN OIL, CUTTING BLA	104.91
				Invoice Count 1 Total	104.91
		<b>Cheque 044567</b>	<b>Date 12/15/2017</b>	<b>Amount</b>	<b>74.46</b>
000631	TEESWATER AGRO PARTS LTD	126680	11/30/2017	PW- BEARING, FLANGE	23.03
000631	TEESWATER AGRO PARTS LTD	126679	12/01/2017	PW- BEARINGS FOR TRACKL	31.50
000631	TEESWATER AGRO PARTS LTD	126701	12/01/2017	PW- PARTS FOR TRACKLESS	19.93
				Invoice Count 3 Total	74.46
		<b>Cheque 044568</b>	<b>Date 12/15/2017</b>	<b>Amount</b>	<b>1,061.77</b>
000642	THE CITIZEN	93781	10/31/2017	OCTOBER ADVERTISING	687.28
000642	THE CITIZEN	94161	11/30/2017	NOVEMBER ADVERTISING	374.49
				Invoice Count 2 Total	1,061.77



# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 044569</b>		<b>Date 12/15/2017</b>	<b>Amount</b>	<b>3,446.50</b>
004756 WILFRED MCINTEE & CO LIMITED	11-30-2017	11/30/2017	COMMISSION- SALE 16 CEDA	3,446.50
			Invoice Count 1 Total	3,446.50
			Report Total	70,566.68

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 004868 Date 12/06/2017 Amount 8,188.60</b>					
003432	TWP OF NORTH HURON SEWAGE TRU	17	12/06/2017	INTEREST ON LOAN	1,159.98
003432	TWP OF NORTH HURON SEWAGE TRU	2017	12/06/2017	PRINCIPAL ON LOAN	7,028.62
				Invoice Count	2
				Total	8,188.60
<b>Cheque 004869 Date 12/07/2017 Amount 19,672.90</b>					
002512	TOWNSHIP OF NORTH HURON	60468	11/30/2017	NOVEMBER WAGES/BENEFIT	19,672.90
				Invoice Count	1
				Total	19,672.90
<b>Cheque 000000 Date / / Amount 0.00</b>					
				Invoice Count	1
				Total	0.00
<b>Cheque 004871 Date 12/07/2017 Amount 114,896.10</b>					
000897	TOWNSHIP OF NORTH HURON SEWER	61072	11/30/2017	NOVEMBER SEWER BILLING	114,896.10
				Invoice Count	1
				Total	114,896.10
<b>Cheque 004872 Date 12/15/2017 Amount 11.30</b>					
000100	CANADA POST CORPORATION	9637516827	11/27/2017	WATER- E-BILLING	11.30
				Invoice Count	1
				Total	11.30
<b>Cheque 004873 Date 12/15/2017 Amount 657.46</b>					
000113	CARSON SUPPLY	S1504110.001- W	11/29/2017	WATER- SERVICE BOXES	313.63
000113	CARSON SUPPLY	S1504110.002 W	12/04/2017	WATER- CAMB REPAIR CLAM	343.83
				Invoice Count	2
				Total	657.46
<b>Cheque 004874 Date 12/15/2017 Amount 24.55</b>					
004384	ONTARIO ONE CALL	201784387-W	11/30/2017	WATER- LOCATES	24.55
				Invoice Count	1
				Total	24.55
<b>Cheque 004875 Date 12/15/2017 Amount 4,423.95</b>					
000542	R.J. BURNSIDE & ASSOCIATES	MCW162970.2017-6-W	11/22/2017	WATER- WESTMORELAND S1	4,423.95
				Invoice Count	1
				Total	4,423.95
<b>Cheque 004876 Date 12/15/2017 Amount 21.07</b>					
000602	STANTON HARDWARE	290559-W	11/15/2017	WATER- TARP STRAPS	21.07
				Invoice Count	1
				Total	21.07
<b>Cheque 004877 Date 12/15/2017 Amount 182.71</b>					
000642	THE CITIZEN	93781-W	10/31/2017	WATER- AD	147.12
000642	THE CITIZEN	94161-W	11/30/2017	WATER- HYDRANT FLUSHINC	35.59
				Invoice Count	2
				Total	182.71
<b>Cheque 004878 Date 12/15/2017 Amount 26,143.03</b>					

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000656	TOWNSHIP OF HURON-KINLOSS	27450	11/30/2017	WATER- CAPITAL UPGRADE '1	26,143.03
				Invoice Count	1
				Total	26,143.03
<b>Cheque 004879</b>		<b>Date 12/15/2017</b>	<b>Amount</b>		<b>206.23</b>
000970	TWP OF NORTH HURON GENERAL	7001412164-W	10/17/2017	WATER-MEMBERSHIP AWWA	206.23
				Invoice Count	1
				Total	206.23
<b>Cheque 004880</b>		<b>Date 12/15/2017</b>	<b>Amount</b>		<b>37,432.73</b>
001634	VEOLIA WATER CANADA INC	90131047-W	12/01/2017	WATER OCTOBER SERVICES	37,432.73
				Invoice Count	1
				Total	37,432.73
<b>Report Total</b>					<b>211,860.63</b>

# Accounts Payable

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

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 003399 Date 12/07/2017 Amount 15,464.01</b>					
002512	TOWNSHIP OF NORTH HURON	61044	11/30/2017	NOVEMBER PAYROLL	15,464.01
				Invoice Count 1	Total 15,464.01
<b>Cheque 000000 Date // Amount 0.00</b>					
000000			//		0.00
				Invoice Count 1	Total 0.00
<b>Cheque 000000 Date // Amount 0.00</b>					
000000			//		0.00
				Invoice Count 1	Total 0.00
<b>Cheque 003402 Date 12/15/2017 Amount 24,177.48</b>					
002395	C.T. ENVIRONMENTAL	4162	11/17/2017	SEWER - FLUSHING/CAMERA	24,177.48
				Invoice Count 1	Total 24,177.48
<b>Cheque 003403 Date 12/15/2017 Amount 240.13</b>					
000256	HAROLD METCALFE	338-S	11/28/2017	SEWER- SIDEWALK ON VICTO	240.13
				Invoice Count 1	Total 240.13
<b>Cheque 003404 Date 12/15/2017 Amount 5,691.06</b>					
000629	MORAN MECHANICAL AND ELECTRICA	101652	10/12/2017	SEWER B- B GENERATOR LO	5,691.06
				Invoice Count 1	Total 5,691.06
<b>Cheque 003405 Date 12/15/2017 Amount 24.55</b>					
004384	ONTARIO ONE CALL	201784387-S	11/30/2017	SEWER- LOCATES	24.55
				Invoice Count 1	Total 24.55
<b>Cheque 003406 Date 12/15/2017 Amount 38.65</b>					
000272	RONA HODGINS	123935/1-S	10/17/2017	SEWER- KWIK POST N FENCI	38.65
				Invoice Count 1	Total 38.65
<b>Cheque 003407 Date 12/15/2017 Amount 11,797.20</b>					
004701	SCHMIDT'S PAVING LTD.	11558	12/06/2017	SEWER- ASPHALT PATCHES	11,797.20
				Invoice Count 1	Total 11,797.20
<b>Cheque 003408 Date 12/15/2017 Amount 206.23</b>					
000970	TWP OF NORTH HURON GENERAL	7001412164	10/17/2017	SEWER - MEMBERSHIP AWW	206.23
				Invoice Count 1	Total 206.23
<b>Cheque 003409 Date 12/15/2017 Amount 24,215.88</b>					
001634	VEOLIA WATER CANADA INC	90131047-S	12/01/2017	SEWER- OCTOBER SERVICE	24,215.88
				Invoice Count 1	Total 24,215.88
				Report Total	81,855.19

# Accounts Payable

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

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 000970 Date 12/01/2017 Amount 20,218.60</b>					
003888	EQUITABLE LIFE OF CANADA	December 2017	12/01/2017	DECEMBER 2017 PREMIUM	20,218.60
				Invoice Count 1 Total	20,218.60
<b>Cheque 000971 Date 12/01/2017 Amount 62,036.49</b>					
000535	RECEIVER GENERAL FOR CANADA	11-30-2017-FT	11/30/2017	FT PAYROLL REMITTANCE	53,611.59
000535	RECEIVER GENERAL FOR CANADA	11-30-2017-Fire	12/01/2017	FIRE PAYROLL REMITTANCE	315.00
000535	RECEIVER GENERAL FOR CANADA	11-30-2017-PT	12/01/2017	PT PAYROLL REMITTANCE	8,109.90
				Invoice Count 3 Total	62,036.49
<b>Cheque 000972 Date 12/04/2017 Amount 45.36</b>					
000665	UNION GAS LIMITED	October 2017-1186	11/14/2017	72.436 M3-425 MILL STREET	45.36
				Invoice Count 1 Total	45.36
<b>Cheque 000973 Date 12/05/2017 Amount 9,772.95</b>					
000687	WESTARIO POWER INC.	300246097	11/16/2017	37287 KWH- WINGHAM STRE	9,772.95
				Invoice Count 1 Total	9,772.95
<b>Cheque 000974 Date 12/07/2017 Amount 2,534.24</b>					
000665	UNION GAS LIMITED	October 2017-0458	11/17/2017	4817 M3- COMPLEX	1,540.81
000665	UNION GAS LIMITED	October 2017-4108	11/17/2017	985 M3- TOWN HALL	318.83
000665	UNION GAS LIMITED	October 2017-5109	11/17/2017	223.9 M3- POLICE STN	92.19
000665	UNION GAS LIMITED	October 2017-5340	11/17/2017	474 M3- LIBRARY	166.88
000665	UNION GAS LIMITED	October 2017-5467	11/17/2017	580 M3- DAY CARE	193.34
000665	UNION GAS LIMITED	October 2017-7408	11/17/2017	679.9 M3- 445 JOSEPHINE ST	222.19
				Invoice Count 6 Total	2,534.24
<b>Cheque 000975 Date 12/08/2017 Amount 379.11</b>					
000053	BELL MOBILITY	11-8-2017	11/08/2017	POLICE- CELL PHONES	379.11
				Invoice Count 1 Total	379.11
<b>Cheque 000976 Date 12/08/2017 Amount 1,130.00</b>					
002660	NEOPOST CANADA LTD.	12-4-2017	12/04/2017	ADMIN-POSTAGE FOR METEI	1,130.00
				Invoice Count 1 Total	1,130.00
<b>Cheque 000977 Date 12/11/2017 Amount 2,316.97</b>					
000294	HYDRO ONE NETWORKS INC	October 2017-0523	11/20/2017	10951 KWH- 103 QUEEN ST S	2,316.97
				Invoice Count 1 Total	2,316.97
<b>Cheque 000978 Date 12/11/2017 Amount 587.12</b>					
000665	UNION GAS LIMITED	October 2017-8454	11/21/2017	896 M3-FIRE STN W	284.75
000665	UNION GAS LIMITED	October 2017-9991	11/21/2017	957 M3- MUSEUM	302.37
				Invoice Count 2 Total	587.12
<b>Cheque 000979 Date 12/12/2017 Amount 11,684.70</b>					

# Accounts Payable

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

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000294	HYDRO ONE NETWORKS INC	October 2017-4216	11/23/2017	57840 KWH- BLYTH COMM CE	11,684.70
				Invoice Count 1 Total	11,684.70
<b>Cheque 000980</b>		<b>Date 12/11/2017</b>	<b>Amount 24,989.95</b>		
000687	WESTARIO POWER INC.	2103751681	11/20/2017	136440 KWH- COMPLEX	24,989.95
				Invoice Count 1 Total	24,989.95
<b>Cheque 000981</b>		<b>Date 12/13/2017</b>	<b>Amount 41.38</b>		
000294	HYDRO ONE NETWORKS INC	October 2017-8337	11/24/2017	60 KWH- 377 GYPSY OTH OTI	41.38
				Invoice Count 1 Total	41.38
<b>Cheque 000982</b>		<b>Date 12/13/2017</b>	<b>Amount 11,014.58</b>		
000427	MINISTER OF FINANCE	11-30-2017	11/30/2017	EHT- NOVEMBER 2017	11,014.58
				Invoice Count 1 Total	11,014.58
<b>Cheque 000983</b>		<b>Date 12/13/2017</b>	<b>Amount 18,642.46</b>		
000140	CIBC VISA	AWWA- 7/28/2017	10/17/2017	SEWER- MAGAZINE SUBSCR	412.46
000140	CIBC VISA	CANSEL	10/23/2017	PQ- TRIMBLE RECEIVER	2,841.95
000140	CIBC VISA	AMAZON- 8692232	10/24/2017	PW- TABLET COVER/SCREEN	40.85
000140	CIBC VISA	AMO- refund	10/25/2017	COUNCIL- REFUND - AMO	-168.50
000140	CIBC VISA	Amazon 2582641	10/25/2017	ESTC- COMPRESSOR	337.87
000140	CIBC VISA	Froggys fog 68476	10/25/2017	ESTC- FOG UNIT	4,685.81
000140	CIBC VISA	Wonderland Food Equi	10/25/2017	CONC W/B- SUPPLIES	546.31
000140	CIBC VISA	MTO-10-27-2017	10/27/2017	PW- TRAILER TRANSFER	72.00
000140	CIBC VISA	Const cont- 17789652	10/28/2017	ESTC- EMAIL MARKETING	59.58
000140	CIBC VISA	HiMama- 5975	10/28/2017	DAY CARE- MONTHLY SUBSC	65.54
000140	CIBC VISA	SurveyMonkey- 513161	10/28/2017	EC DEV- MONTHLY SUBSCRI	25.00
000140	CIBC VISA	MDG 17-30142	10/31/2017	ESTC- REPAIR FOG MACHINE	141.25
000140	CIBC VISA	CI Gear- 151176	11/01/2017	ESTC- REC- PHONE SYSTEM	5,181.05
000140	CIBC VISA	MTO- 11-2-2017	11/02/2017	PW- PLATE RENEWAL	2,334.00
000140	CIBC VISA	GoDaddy- BIA	11/05/2017	BIA- DOMAIN RENEWAL	42.83
000140	CIBC VISA	PSHSA - 11-6	11/06/2017	FIRE- ES PART 2- RECERTIFI	294.96
000140	CIBC VISA	GoDaddy- 11-7-2017	11/07/2017	ESTC- DOMAIN RENEWAL	22.59
000140	CIBC VISA	issuu- 666004	11/15/2017	REC- MONTHLY PREMIUM	51.14
000140	CIBC VISA	Fire Engineering	11/16/2017	FIRE- SUBSCRIPTION	28.83
000140	CIBC VISA	Paymate Software 774	11/17/2017	ADMIN- SOFTWARE RENEWA	1,245.83
000140	CIBC VISA	Spotify- 11-17-17	11/17/2017	FITNESS- MUSIC	14.99
000140	CIBC VISA	OAFC- 15439	11/22/2017	FIRE- 2018 MEMBERSHIP	276.85
000140	CIBC VISA	Amazon- 11-23	11/23/2017	FIRE- AMAZON	89.27
				Invoice Count 23 Total	18,642.46
<b>Cheque 000984</b>		<b>Date 12/13/2017</b>	<b>Amount 1,198.82</b>		
003295	GLOBAL PAYMENTS	13863	11/30/2017	WING BOOTH DEBIT MACHIN	64.74
003295	GLOBAL PAYMENTS	13864	11/30/2017	AIRPORT DEBIT MACHINE FE	59.13
003295	GLOBAL PAYMENTS	13865	11/30/2017	IESTC DEBIT MACHINE FEES	59.13
003295	GLOBAL PAYMENTS	13866	11/30/2017	RECEATION DEBIT MACHINE	335.92
003295	GLOBAL PAYMENTS	13867	11/30/2017	REC DEBIT MACHINE FEES	126.15
003295	GLOBAL PAYMENTS	21494	11/30/2017	LANDFILL DEBIT MACHINE FE	125.27
003295	GLOBAL PAYMENTS	2154	11/30/2017	REC DEBIT MACHINE FEES	194.55
003295	GLOBAL PAYMENTS	22648	11/30/2017	REC ONLINE CREDIT CARD F	62.63

# Accounts Payable

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

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
003295	GLOBAL PAYMENTS	3281	11/30/2017	ADMIN OFFICE DEBIT MACHII	171.30
				Invoice Count	9 Total
					1,198.82
<b>Cheque 000985</b>		<b>Date 12/15/2017</b>	<b>Amount</b>	<b>40,950.52</b>	
000535	RECEIVER GENERAL FOR CANADA	12-14-2017-Council	12/14/2017	COUNCIL PAYROLL REMITTA	178.40
000535	RECEIVER GENERAL FOR CANADA	12-14-2017-FT	12/14/2017	FT PAYROLL REMITTANCE	32,569.18
000535	RECEIVER GENERAL FOR CANADA	12-14-2017-Fire	12/14/2017	FIRE PAYROLL REMITTANCE	210.00
000535	RECEIVER GENERAL FOR CANADA	12-14-2017-PT	12/14/2017	PT PAYROLL REMITTANCE	7,992.94
				Invoice Count	4 Total
					40,950.52
Report Total					207,543.25

# Accounts Payable

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

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 000557</b>		<b>Date 12/11/2017</b>	<b>Amount</b>	<b>141.38</b>	
003924	GLOBAL PAYMENTS	4080	11/30/2017	WATER DEBIT MACHINE FEE	141.38
				Invoice Count 1	Total 141.38
<b>Cheque 000558</b>		<b>Date 12/11/2017</b>	<b>Amount</b>	<b>1,705.25</b>	
000687	WESTARIO POWER INC.	2103751682	11/20/2017	7920 KWH- WELL # 4	1,705.25
				Invoice Count 1	Total 1,705.25
<b>Cheque 000559</b>		<b>Date 12/13/2017</b>	<b>Amount</b>	<b>1,514.85</b>	
000294	HYDRO ONE NETWORKS INC	November 2017-7904	11/24/2017	8487 KWH- 201 VICTORIA ST	1,514.85
				Invoice Count 1	Total 1,514.85
				<b>Report Total</b>	<b>3,361.48</b>



# Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 12/06/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 501871 Date 12/11/2017 Amount 255,516.96</b>					
000035	AVON MAITLAND DISTRICT	2017	12/08/2017	2017 FINAL REQUISITION	255,516.96
				Invoice Count 1 Total	255,516.96
<b>Cheque 501872 Date 12/11/2017 Amount 1,330.52</b>					
000156	CONSEIL SCOLAIRE DE DISTRICT	2017	12/08/2017	2017 REQUISITION	1,330.52
				Invoice Count 1 Total	1,330.52
<b>Cheque 501873 Date 12/11/2017 Amount 793.15</b>					
003259	CONSEIL SCOLAIRE VIAMONDE	2017	12/08/2017	2017 REQUISITION	793.15
				Invoice Count 1 Total	793.15
<b>Cheque 501874 Date 12/11/2017 Amount 550,768.28</b>					
000159	CORPORATION OF THE COUNTY OF HI	2017	12/08/2017	2017 FINAL LEVY	550,768.28
				Invoice Count 1 Total	550,768.28
<b>Cheque 501875 Date 12/11/2017 Amount 38,205.54</b>					
000284	HURON PERTH ROMAN CATHOLIC	2017	12/08/2017	2017 FINAL RECONCILIATION	38,205.54
				Invoice Count 1 Total	38,205.54
<b>Cheque 501876 Date 12/19/2017 Amount 726.50</b>					
002584	2124511 ONTARIO INC.	12-2-2017	12/02/2017	PW- PIZZA FOR TRAINING	71.80
002584	2124511 ONTARIO INC.	12-3-2017	12/03/2017	REC/AQUATICS- PIZZA	654.70
				Invoice Count 2 Total	726.50
<b>Cheque 501877 Date 12/19/2017 Amount 4,714.70</b>					
001490	ALLAN AVIS ARCHITECTS INC	5393	09/08/2017	BLYTH MEM HALL - FEE ADJL	4,714.70
				Invoice Count 1 Total	4,714.70
<b>Cheque 501878 Date 12/19/2017 Amount 116.73</b>					
001987	ALLSTREAM BUSINESS INC.	18723680	11/28/2017	CEMETERY -PHONE	56.06
001987	ALLSTREAM BUSINESS INC.	18723681	11/28/2017	PW-EW- PHONE	60.67
				Invoice Count 2 Total	116.73
<b>Cheque 501879 Date 12/19/2017 Amount 565.00</b>					
000040	BARRY'S SERVICE CENTRE	50259	11/24/2017	LANDFILL- TOW/STORAGE S1	565.00
				Invoice Count 1 Total	565.00
<b>Cheque 501880 Date 12/19/2017 Amount 17.28</b>					
003711	BFL CANADA	119335	05/16/2017	REC- FACILITY USERS INSUR	17.28
				Invoice Count 1 Total	17.28
<b>Cheque 501881 Date 12/19/2017 Amount 1,387.57</b>					

# Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 12/06/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
004091	BLYTH ARTS & CULTURAL INITIATIVE 1	11-23-2017	11/23/2017	MEM HALL- LAWN MOWER, L	1,387.57
				Invoice Count 1 Total	1,387.57
<b>Cheque 501882 Date 12/19/2017 Amount 12.43</b>					
000072	BLYTH PRINTING INC.	28322	12/02/2017	PW- 18-03 VEHICLE STICKER	12.43
				Invoice Count 1 Total	12.43
<b>Cheque 501883 Date 12/19/2017 Amount 68.40</b>					
002066	BROCK VODDEN	November 2017	11/30/2017	MILEAGE- COUNCIL	68.40
				Invoice Count 1 Total	68.40
<b>Cheque 501884 Date 12/19/2017 Amount 226.00</b>					
000086	BROPHY TIRE	43884	11/09/2017	POLICE- CHANGE TIRES	113.00
000086	BROPHY TIRE	43901	11/10/2017	POLICE- CHANGE TIRES	113.00
				Invoice Count 2 Total	226.00
<b>Cheque 501885 Date 12/19/2017 Amount 990.28</b>					
003997	CDW CANADA INC	KSW4028	11/08/2017	ESTC- NETWORK SWITCHES	839.77
003997	CDW CANADA INC	LCK8065	11/26/2017	PW- KEYBOARD	103.05
003997	CDW CANADA INC	LCX4968	12/14/2017	ADMIN- KINGSTON 16 GB USI	47.46
				Invoice Count 3 Total	990.28
<b>Cheque 501886 Date 12/19/2017 Amount 78.07</b>					
000778	CEDAR SIGNS	48924	11/27/2017	PW- DRIVE SLOWLY SIGNS	78.07
				Invoice Count 1 Total	78.07
<b>Cheque 501887 Date 12/19/2017 Amount 1,075.10</b>					
004328	CIMCO REFRIGERATION	90598688	11/30/2017	ARENA W- REPAIR REFRIGER	1,075.10
				Invoice Count 1 Total	1,075.10
<b>Cheque 501888 Date 12/19/2017 Amount 639.62</b>					
003919	CINTAS CANADA LIMITED	839496278	11/30/2017	POOL/FITNESS-SANITIZE RES	218.36
003919	CINTAS CANADA LIMITED	839502533	12/14/2017	POOL/FITNESS-SANITIZE RES	421.26
				Invoice Count 2 Total	639.62
<b>Cheque 501889 Date 12/19/2017 Amount 1,077.68</b>					
000146	CLIFF'S PLUMBING & HEATING	30425	12/06/2017	POOL- BOOM RENTAL	1,077.68
				Invoice Count 1 Total	1,077.68
<b>Cheque 501890 Date 12/19/2017 Amount 268.20</b>					
000155	CONNIE GOODALL	11-20-2017	12/05/2017	EC DEV- MILEAGE	268.20
				Invoice Count 1 Total	268.20
<b>Cheque 501891 Date 12/19/2017 Amount 243.41</b>					
000159	CORPORATION OF THE COUNTY OF HI	1031EDNH	10/31/2017	EC DEV- IPM PASSES	175.61

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000159	CORPORATION OF THE COUNTY OF HURON	11-29-2017	11/29/2017	FIRE- PRINTING MAPS	67.80
				Invoice Count 2	Total 243.41
<b>Cheque 501892</b>		<b>Date 12/19/2017</b>	<b>Amount 956.50</b>		
000186	DELTA ELEVATOR COMPANY LTD	9169313	12/01/2017	TOWN HALL ELEVATOR MAINT	478.87
000186	DELTA ELEVATOR COMPANY LTD	9169314	12/01/2017	COMPLEX- ELEVATOR MAINT	477.63
				Invoice Count 2	Total 956.50
<b>Cheque 501893</b>		<b>Date 12/19/2017</b>	<b>Amount 1,574.88</b>		
002183	DONNELLY & MURPHY	47049	11/02/2017	REC/PROP STAND- LEGAL FE	508.50
002183	DONNELLY & MURPHY	47334	12/04/2017	BUILDING- LEGAL FEES	1,066.38
				Invoice Count 2	Total 1,574.88
<b>Cheque 501894</b>		<b>Date 12/19/2017</b>	<b>Amount 67.80</b>		
000218	ERNIE KING MUSIC (1993) LTD.	14059	12/08/2017	COMPLEX- REPAIR MIC VOLL	67.80
				Invoice Count 1	Total 67.80
<b>Cheque 501895</b>		<b>Date 12/19/2017</b>	<b>Amount 9,807.87</b>		
000074	FOXTON FUELS LIMITED	342341	11/10/2017	PW- HYDRAULIC OIL	150.06
000074	FOXTON FUELS LIMITED	342396	11/10/2017	PW- HYDRAULIC OIL	300.13
000074	FOXTON FUELS LIMITED	342616	11/10/2017	PW-EW- DYED DIESEL	3,203.40
000074	FOXTON FUELS LIMITED	342617	11/10/2017	PW-EW- CLEAR DIESEL	1,435.09
000074	FOXTON FUELS LIMITED	343420	11/22/2017	PW- GREASE	122.45
000074	FOXTON FUELS LIMITED	343621	11/22/2017	ESTC- DIESEL	120.62
000074	FOXTON FUELS LIMITED	344760	11/30/2017	PW- NOVEMBER FUEL	538.87
000074	FOXTON FUELS LIMITED	344826	11/30/2017	BUILDING- NOVEMBER FUEL	102.86
000074	FOXTON FUELS LIMITED	344891	11/30/2017	FIRE- NOVEMBER FUEL	276.17
000074	FOXTON FUELS LIMITED	344936	11/30/2017	POLICE- NOVEMBER FUEL	1,315.47
000074	FOXTON FUELS LIMITED	345026	11/30/2017	CEMETERY- NOVEMBER FUE	43.29
000074	FOXTON FUELS LIMITED	345271	11/30/2017	NOVEMBER FUEL	2,199.46
				Invoice Count 12	Total 9,807.87
<b>Cheque 501896</b>		<b>Date 12/19/2017</b>	<b>Amount 1,060.52</b>		
000237	GEORGIAN BAY FIRE & SAFETY LTD	737256	11/15/2017	FIRE- SCBA TESTING	279.68
000237	GEORGIAN BAY FIRE & SAFETY LTD	738577	11/29/2017	PW-EW- FIRE EXTING. INSPE	234.48
000237	GEORGIAN BAY FIRE & SAFETY LTD	738578	11/29/2017	PW- B- INSPECT FIRE EXTINC	177.41
000237	GEORGIAN BAY FIRE & SAFETY LTD	738579	11/29/2017	PW- W- FIRE EXTING. INSPEC	368.95
				Invoice Count 4	Total 1,060.52
<b>Cheque 501897</b>		<b>Date 12/19/2017</b>	<b>Amount 122.31</b>		
003281	HOWSON TRANSPORTATION INC	3312965	11/30/2017	FIRE- FUEL	122.31
				Invoice Count 1	Total 122.31
<b>Cheque 501898</b>		<b>Date 12/19/2017</b>	<b>Amount 23.73</b>		
000286	HURON TRACTOR LTD	B39925	10/30/2017	PW- FITTING	23.73
				Invoice Count 1	Total 23.73
<b>Cheque 501899</b>		<b>Date 12/19/2017</b>	<b>Amount 77.59</b>		

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000296	IDEAL SUPPLY INC.	4176035	11/01/2017	PW- MINIATURE LAMP	1.97
000296	IDEAL SUPPLY INC.	4249698	11/21/2017	COMPLEX-A-SECTION BELT	4.19
000296	IDEAL SUPPLY INC.	4262164	11/23/2017	PW- TRACTOR LAMP	34.16
000296	IDEAL SUPPLY INC.	4266378	11/24/2017	PW- SHOP TOWELS	37.27
				Invoice Count	4
				Total	77.59
<b>Cheque 501900</b>		<b>Date 12/19/2017</b>	<b>Amount 108.90</b>		
000306	JAMES CAMPBELL	12-7-2017	12/07/2017	COUNCIL- MILEAGE	108.90
				Invoice Count	1
				Total	108.90
<b>Cheque 501901</b>		<b>Date 12/19/2017</b>	<b>Amount 20.35</b>		
004533	JANESSA SMITH	11-27-2017	11/27/2017	DAY CARE- SUPPLIES	20.35
				Invoice Count	1
				Total	20.35
<b>Cheque 501902</b>		<b>Date 12/19/2017</b>	<b>Amount 3,054.78</b>		
000322	JOE KERR LTD	1000001632	11/16/2017	PW- A-GRAVEL	1,127.12
000322	JOE KERR LTD	1000001593	11/29/2017	FIRE- ANNUAL SAFETY- PIER	1,003.93
000322	JOE KERR LTD	1000001637	11/30/2017	FIRE- SERVICE 2005 FREIGH	923.73
				Invoice Count	3
				Total	3,054.78
<b>Cheque 501903</b>		<b>Date 12/19/2017</b>	<b>Amount 614.44</b>		
000321	JOE'S AUTOMOTIVE	41144	11/14/2017	FIRE- REPAIRS 2008 RAM	277.98
000321	JOE'S AUTOMOTIVE	41154	11/14/2017	POLICE- REPAIR 2011 CHARC	75.15
000321	JOE'S AUTOMOTIVE	41247	11/30/2017	LANDFILL-2004 F150 SERVI	261.31
				Invoice Count	3
				Total	614.44
<b>Cheque 501904</b>		<b>Date 12/19/2017</b>	<b>Amount 20.88</b>		
000688	JULIE WHARTON	11-30-2017	11/30/2017	DAY CARE- COOKIES	20.88
				Invoice Count	1
				Total	20.88
<b>Cheque 501905</b>		<b>Date 12/19/2017</b>	<b>Amount 1,009.83</b>		
000352	KITSUPPLY	144382	11/28/2017	COMPLEX- JANITORIAL SUPP	114.16
000352	KITSUPPLY	1444488	12/06/2017	COMPLEX - JANITORIAL SUP	349.42
000352	KITSUPPLY	144587	12/12/2017	COMPLEX- JANITORIAL SUPP	180.02
000352	KITSUPPLY	144595	12/12/2017	DAY CARE- JANITORIAL SUPI	366.23
				Invoice Count	4
				Total	1,009.83
<b>Cheque 501906</b>		<b>Date 12/19/2017</b>	<b>Amount 2,158.30</b>		
004735	LEGEND RECREATION SOFTWARE, INC	50204	10/13/2017	REC - LEGEND CUSTOMER C	56.50
004735	LEGEND RECREATION SOFTWARE, INC	50220	11/15/2017	REC- MONTHLY LICENCE	1,135.65
004735	LEGEND RECREATION SOFTWARE, INC	50233	11/22/2017	REC- MONTHLY LICENCE	1,135.65
004735	LEGEND RECREATION SOFTWARE, INC	4020	11/30/2017	CREDIT- 3 INVOICE CUSTOMI	-169.50
				Invoice Count	4
				Total	2,158.30
<b>Cheque 501907</b>		<b>Date 12/19/2017</b>	<b>Amount 750.00</b>		

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004253	LES COOK- BLYTH EAST SIDE DANCE	11-30-2017	11/30/2017	REC PROGRAM- DANCE INST	750.00
				Invoice Count 1 Total	750.00
<b>Cheque 501908</b>		<b>Date 12/19/2017</b>	<b>Amount 118.90</b>		
002521	LORI VADER	11-17-2017	11/17/2017	EL- MILEAGE/SUPPLIES	118.90
				Invoice Count 1 Total	118.90
<b>Cheque 501909</b>		<b>Date 12/19/2017</b>	<b>Amount 33.89</b>		
000381	LYNN HOY ENTERPRISES	27117	08/23/2017	FIRE- REPAIR JAWS OF LIFE	33.89
				Invoice Count 1 Total	33.89
<b>Cheque 501910</b>		<b>Date 12/19/2017</b>	<b>Amount 531.87</b>		
000389	MAITLAND VALLEY CONSERVATION	7242	11/22/2017	PARKS W- PROPERTY TAX-LI	531.87
				Invoice Count 1 Total	531.87
<b>Cheque 501911</b>		<b>Date 12/19/2017</b>	<b>Amount 148.44</b>		
002258	MARIA WALDEN	11-27-2017	11/27/2017	OEY- MILEAGE/SUPPLIES	148.44
				Invoice Count 1 Total	148.44
<b>Cheque 501912</b>		<b>Date 12/19/2017</b>	<b>Amount 4.07</b>		
002732	MCGAVIN FARM EQUIPMENT LIMITED	IM44540	11/17/2017	PW- CABLE CLAMP	4.07
				Invoice Count 1 Total	4.07
<b>Cheque 501913</b>		<b>Date 12/19/2017</b>	<b>Amount 622.52</b>		
000420	MGM TOWNSEND TIRE	49091	11/08/2017	CEMETERY - 2 TIRES	503.87
000420	MGM TOWNSEND TIRE	49902	11/29/2017	PW- REPAIR TIRE	118.65
				Invoice Count 2 Total	622.52
<b>Cheque 501914</b>		<b>Date 12/19/2017</b>	<b>Amount 2,019.89</b>		
000421	MICROAGE BASICS	243855	10/31/2017	PW- BINDERS	15.59
000421	MICROAGE BASICS	244432	11/04/2017	AIRPORT- INKJET CARTRIDG	35.38
000421	MICROAGE BASICS	415171	11/06/2017	ADMIN- EXTENSION CORD	14.68
000421	MICROAGE BASICS	415181	11/06/2017	PW- PENS	90.38
000421	MICROAGE BASICS	244783	11/07/2017	DAY CARE- OFFICE SUPPLIE	131.51
000421	MICROAGE BASICS	245031	11/09/2017	AQUATICS- STACKING TRAY	25.73
000421	MICROAGE BASICS	245166	11/10/2017	AQUATICS- STACKING TRAY	8.58
000421	MICROAGE BASICS	415381	11/10/2017	PW- DAILY PLANNERS	225.79
000421	MICROAGE BASICS	245537	11/14/2017	LANDFILL- SAFE BOX	57.35
000421	MICROAGE BASICS	245716	11/15/2017	DAY CARE- LAMINATE POU	87.70
000421	MICROAGE BASICS	246100	11/17/2017	ARENA/HALL B- BATTERIES	53.65
000421	MICROAGE BASICS	246304	11/20/2017	EL -TONER CARTRIDGES	813.51
000421	MICROAGE BASICS	246305	11/20/2017	BA-MR- PROGRAM SUPPLIES	41.81
000421	MICROAGE BASICS	246390	11/20/2017	PW- WIRE SORTER	12.68
000421	MICROAGE BASICS	246467	11/21/2017	PW- WIRE SORTER	12.68
000421	MICROAGE BASICS	246748	11/23/2017	PW- DAILY DIARIES	180.78
000421	MICROAGE BASICS	247392	11/28/2017	REC- PAPER, STAPLES	49.49
000421	MICROAGE BASICS	416058	11/28/2017	PW- NOTEBOOK	17.50
000421	MICROAGE BASICS	416112	11/29/2017	BA-MR- EPSON CARTRIDGE	112.98

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000421	MICROAGE BASICS	416409	11/30/2017	PW- PAGE PROTECTORS, DI	32.12
				Invoice Count 20 Total	2,019.89
		<b>Cheque 501915</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>334.23</b>
000629	MORAN MECHANICAL AND ELECTRICA	101715	11/30/2017	COMPLEX- SEWER MACHINE	239.56
000629	MORAN MECHANICAL AND ELECTRICA	101724	12/04/2017	COMPLEX- BREAKER, FAUCE	94.67
				Invoice Count 2 Total	334.23
		<b>Cheque 501916</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>12,738.88</b>
000444	MUNICIPALITY OF MORRIS TURNBERR	5801	12/07/2017	NH BUILDING DEPT- OCT	4,154.65
000444	MUNICIPALITY OF MORRIS TURNBERR	5802	12/07/2017	NH BUILDING DEPT- NOVEME	8,584.23
				Invoice Count 2 Total	12,738.88
		<b>Cheque 501917</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>148.29</b>
004173	MURRAY D KEITH B.A.	35333	12/09/2017	PW-BLYTH STREETS	148.29
				Invoice Count 1 Total	148.29
		<b>Cheque 501918</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>255.60</b>
001215	NEIL VINCENT	12-3-2017	12/03/2017	COUNCIL - MILEAGE	255.60
				Invoice Count 1 Total	255.60
		<b>Cheque 501919</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>866.74</b>
004578	NOVACK'S UNIFORM SOLUTIONS	190648	09/21/2017	FIRE- SLIP ON SETS	107.49
004578	NOVACK'S UNIFORM SOLUTIONS	196263	11/25/2017	FIRE- EMBROIDERING CRES	587.60
004578	NOVACK'S UNIFORM SOLUTIONS	197301	12/06/2017	FIRE- TIE AND CAP	171.65
				Invoice Count 3 Total	866.74
		<b>Cheque 501920</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>91,241.26</b>
000473	OMERS	November 2017	11/30/2017	NOVEMBER 2017 REMITTANC	91,241.26
				Invoice Count 1 Total	91,241.26
		<b>Cheque 501921</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>824.90</b>
002966	ONTARIO ASSOC. OF FIRE CHIEFS	54690-	06/22/2017	FIRE- TRAINING COURSE	412.45
002966	ONTARIO ASSOC. OF FIRE CHIEFS	55037	10/11/2017	FIRE- TRAINING COURSE	412.45
				Invoice Count 2 Total	824.90
		<b>Cheque 501922</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>151.42</b>
000498	ORKIN CANADA CORPORATION	8159914	12/04/2017	LANDFILL - PEST CONTROL	151.42
				Invoice Count 1 Total	151.42
		<b>Cheque 501923</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>310.05</b>
002282	PAT NEWSON	12-1-2017	12/01/2017	AIRPORT- MILEAGE	310.05
				Invoice Count 1 Total	310.05
		<b>Cheque 501924</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>688.56</b>
000514	PLETCH ELECTRIC LTD	10000132182	11/30/2017	REPAIR BLYTH STREETLIGH	203.86

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000514	PLETCH ELECTRIC LTD	1000013281	11/30/2017	REPAIR WINGHAM ST LIGHTS	484.70
				Invoice Count 2 Total	688.56
<b>Cheque 501925 Date 12/19/2017 Amount 10.20</b>					
003358	PRAGMATIC	5980113017	11/30/2017	ADMIN- CONFERENCE CALL	10.20
				Invoice Count 1 Total	10.20
<b>Cheque 501926 Date 12/19/2017 Amount 1,864.50</b>					
003332	PUBLIC SERVICES HEALTH & SAFETY , 26088		11/29/2017	PW- CHAINSAW OPERATOR (	1,864.50
				Invoice Count 1 Total	1,864.50
<b>Cheque 501927 Date 12/19/2017 Amount 15,906.46</b>					
000542	R.J. BURNSIDE & ASSOCIATES	MCW162970.2017-6	11/22/2017	PW- WESTMORELAND ST	9,011.94
000542	R.J. BURNSIDE & ASSOCIATES	LNE085780.2017-5	12/14/2017	EAST WAWANOSH LANDFILL	2,265.11
000542	R.J. BURNSIDE & ASSOCIATES	LNE085790.2017-8	12/14/2017	WINGHAM LANDFILL SERVICE	4,629.41
				Invoice Count 3 Total	15,906.46
<b>Cheque 501928 Date 12/19/2017 Amount 681.79</b>					
000538	RESURFICE CORP	84781	12/01/2017	ARENA W-BLADE SHARPENING	681.79
				Invoice Count 1 Total	681.79
<b>Cheque 501929 Date 12/19/2017 Amount 706.11</b>					
003055	RICHARD AL	12-4-2017	12/04/2017	ADMIN/COUNCIL-MILEAGE SI	706.11
				Invoice Count 1 Total	706.11
<b>Cheque 501930 Date 12/19/2017 Amount 659.00</b>					
004569	RICOH	SCO91777725	11/30/2017	REC/ADMIN- COPIER RENTAL	449.17
004569	RICOH	SCO91777726	11/30/2017	POLICE- COPIER RENTAL/CO	45.61
004569	RICOH	SCO91777727	11/30/2017	FIRE/ESTC/DAY CARE- COPIER	164.22
				Invoice Count 3 Total	659.00
<b>Cheque 501931 Date 12/19/2017 Amount 183.04</b>					
000539	RINTOULS POOLS AND SPAS	67082	11/17/2017	POOL- PRO ALKA- 25 KG	183.04
				Invoice Count 1 Total	183.04
<b>Cheque 501932 Date 12/19/2017 Amount 180.53</b>					
002355	ROBERT'S FARM EQUIPMENT	P64957	11/29/2017	PW-FILTERS	180.53
				Invoice Count 1 Total	180.53
<b>Cheque 501933 Date 12/19/2017 Amount 408.17</b>					
000272	RONA HODGINS	125049/1	11/01/2017	PW- SCREWS SHELIVING FOF	3.64
000272	RONA HODGINS	125385/1	11/06/2017	ARENA W- BROWN GLUE	20.34
000272	RONA HODGINS	125844/1	11/13/2017	AIRPORT- LOCK	225.99
000272	RONA HODGINS	126031/1	11/15/2017	FIRE- TURTLE WAX	16.95
000272	RONA HODGINS	126067/1	11/16/2017	PW- W SHOP INSULATION	47.46
000272	RONA HODGINS	126557/1	11/22/2017	FITNESS- DRAWER SLIDE	31.64

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000272	RONA HODGINS	126951/1	11/28/2017	FIRE- 50' HOSE	62.15
				Invoice Count 7 Total	408.17
<b>Cheque 501934</b>		<b>Date 12/19/2017</b>	<b>Amount 75.00</b>		
004289	ROYAL CANADIAN MOUNTED POLICE	1800003198	11/06/2017	POLICE- FINGERPRINT SEAR	75.00
				Invoice Count 1 Total	75.00
<b>Cheque 501935</b>		<b>Date 12/19/2017</b>	<b>Amount 200.25</b>		
004644	RYAN LADNER	11-30-2017	11/30/2017	FIRE- MILEAGE	200.25
				Invoice Count 1 Total	200.25
<b>Cheque 501936</b>		<b>Date 12/19/2017</b>	<b>Amount 404.19</b>		
004330	SEPOY WIRING	11251	11/23/2017	PARKS W- RECEPTACLE, CO	40.54
004330	SEPOY WIRING	11296	11/25/2017	ARENA W- FUSES	363.65
				Invoice Count 2 Total	404.19
<b>Cheque 501937</b>		<b>Date 12/19/2017</b>	<b>Amount 524.69</b>		
004032	SHELBY MURRAY	11-20-2017	11/20/2017	OEY- MILEAGE/SUPPLIES	524.69
				Invoice Count 1 Total	524.69
<b>Cheque 501938</b>		<b>Date 12/19/2017</b>	<b>Amount 6,706.82</b>		
004565	SKC CONSTRUCTION INC.	Payment Cert. # 12	12/07/2017	MEM HALL- RENOVATION CO	6,706.82
				Invoice Count 1 Total	6,706.82
<b>Cheque 501939</b>		<b>Date 12/19/2017</b>	<b>Amount 44.92</b>		
004130	SONYA GIBSON	11-23-2017	11/23/2017	DAY CARE SUPPLIES	44.92
				Invoice Count 1 Total	44.92
<b>Cheque 501940</b>		<b>Date 12/19/2017</b>	<b>Amount 122.04</b>		
000595	SPECTRUM COMMUNICATIONS LTD	778767	11/16/2017	FIRE- REMOTE MICROPHONE	122.04
				Invoice Count 1 Total	122.04
<b>Cheque 501941</b>		<b>Date 12/19/2017</b>	<b>Amount 1,821.75</b>		
000602	STANTON HARDWARE	290209	11/01/2017	POLICE- CLOROX WIPES	5.98
000602	STANTON HARDWARE	290210	11/01/2017	TOWN HALL- BULBS	33.87
000602	STANTON HARDWARE	290225	11/01/2017	TOWN HALL - FURNACE FILT	11.29
000602	STANTON HARDWARE	290236	11/02/2017	PARKS W- GARBAGE BAGS	41.80
000602	STANTON HARDWARE	290258	11/02/2017	COMPLEX- SOFTNER SALT, F	57.22
000602	STANTON HARDWARE	290273	11/03/2017	LIBRARY- FURNACE FILTERS	22.58
000602	STANTON HARDWARE	290281	11/03/2017	PARKS W- QUICK LINK	1.91
000602	STANTON HARDWARE	290329	11/06/2017	PARKS W - SCREWDRIVER	7.90
000602	STANTON HARDWARE	290339	11/06/2017	PARKS W- ROPE CLIPS	5.83
000602	STANTON HARDWARE	290395	11/08/2017	COMPLEX- VACUUM BAGS	237.29
000602	STANTON HARDWARE	290415	11/09/2017	ARENA W/POOL- WATER COC	365.47
000602	STANTON HARDWARE	290455	11/10/2017	PARKS W- CANADA FLAG	40.67
000602	STANTON HARDWARE	290512	11/13/2017	PARKS W- ONTARIO FLAG	67.79
000602	STANTON HARDWARE	290514	11/13/2017	PARKS W- CABLE TIES	14.62
000602	STANTON HARDWARE	290531	11/14/2017	LANDFILL- PADLOCK, DOOR I	137.55



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Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
000602	STANTON HARDWARE	290568	11/15/2017	COMPLEX- LIGHT BULBS	51.17
000602	STANTON HARDWARE	290571	11/15/2017	COMPLEX- KEYS	3.96
000602	STANTON HARDWARE	290580	11/15/2017	PW- KEYS	26.22
000602	STANTON HARDWARE	290583	11/15/2017	PARKS W- SCREWS	2.71
000602	STANTON HARDWARE	290605	11/16/2017	PARKS W- TORCH KIT, SOLD	87.54
000602	STANTON HARDWARE	290607	11/16/2017	FITNESS- BATTERIES	11.85
000602	STANTON HARDWARE	290645	11/17/2017	ARENA W- CONTACT CEMEN	10.16
000602	STANTON HARDWARE	290652	11/17/2017	LANDFILL- KEYS	32.77
000602	STANTON HARDWARE	290659	11/17/2017	ARENA W- SEAL	13.54
000602	STANTON HARDWARE	290672	11/17/2017	COMPLEX- TOILET SEAT	29.37
000602	STANTON HARDWARE	290724	11/20/2017	PW- ARMORALL, DRYER VEN	16.93
000602	STANTON HARDWARE	290741	11/20/2017	PW- CERAMIC HEATER	90.39
000602	STANTON HARDWARE	290760	11/21/2017	TOWN HALL- WATER REFILL	5.90
000602	STANTON HARDWARE	290775	11/21/2017	LANDFILL- PAPER TOWELS, S	18.06
000602	STANTON HARDWARE	290809	11/22/2017	COMPLEX-CO DETECTOR, LI	89.00
000602	STANTON HARDWARE	290861	11/23/2017	BA-MR- STORAGE BOX	47.43
000602	STANTON HARDWARE	290863	11/23/2017	LIBRARY- BROAN MOTOR	133.33
000602	STANTON HARDWARE	290883	11/24/2017	LIBRARY- KEYS	3.28
000602	STANTON HARDWARE	290962	11/28/2017	PARKS W- LIGHTBULBS	49.67
000602	STANTON HARDWARE	291039	11/30/2017	BA-SH- EXTENSION CORDS	46.70
				Invoice Count	35 Total 1,821.75

**Cheque 501942 Date 12/19/2017 Amount 669.09**

000606	STEFFEN AUTO SUPPLY	230815	11/06/2017	PW- OIL FILTER	141.20
000606	STEFFEN AUTO SUPPLY	231010	11/08/2017	PW- O-RING	1.63
000606	STEFFEN AUTO SUPPLY	231140	11/10/2017	PW- HYDRAULIC FITTINGS	77.60
000606	STEFFEN AUTO SUPPLY	231561	11/16/2017	PW- O-RINGS	19.75
000606	STEFFEN AUTO SUPPLY	231627	11/16/2017	PW- HEADLIGHT FOR GMC	30.96
000606	STEFFEN AUTO SUPPLY	231967	11/22/2017	PW- D.C. WHEELS	43.05
000606	STEFFEN AUTO SUPPLY	232054	11/22/2017	PW- HYDRAULIC FITTINGS	38.91
000606	STEFFEN AUTO SUPPLY	232273	11/27/2017	PW- HYDRAULIC FITTINGS	226.81
000606	STEFFEN AUTO SUPPLY	232343	11/27/2017	PW- WIPER BLADE	13.07
000606	STEFFEN AUTO SUPPLY	232523	11/29/2017	PW- HYDRAULIC FITTINGS	76.11
				Invoice Count	10 Total 669.09

**Cheque 501943 Date 12/19/2017 Amount 240.40**

000638	THE WORKSHOP	2173101	12/06/2017	PW- TOQUES	240.40
				Invoice Count	1 Total 240.40

**Cheque 501944 Date 12/19/2017 Amount 263.59**

004570	TIFFANY SEIP	11-23-2017	11/23/2017	DAY CARE SUPPLIES	170.35
004570	TIFFANY SEIP	12-4-2017	12/04/2017	DAY CARE- CRAFT SUPPLIES	93.24
				Invoice Count	2 Total 263.59

**Cheque 501945 Date 12/19/2017 Amount 66.07**

001796	TIM HORTON'S	11-29-2017	11/29/2017	ESTC- COFFEE	66.07
				Invoice Count	1 Total 66.07

**Cheque 501946 Date 12/19/2017 Amount 67.50**

# Accounts Payable

Paid Invoice History By Cheque Report - GENERAL DIRECT DEPOSIT 9801014

Cheque Date 12/06/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
004260	TREVOR SEIP	11-16-2017	11/16/2017	COUNCIL- MILEAGE	67.50
				Invoice Count 1	Total 67.50
		<b>Cheque 501947</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>401.15</b>
003532	TRULY NOLEN	30567	12/07/2017	AIRPORT- PEST CONTROL	106.22
003532	TRULY NOLEN	30579	12/07/2017	DAY CARE- PEST CONTROL	66.67
003532	TRULY NOLEN	30585	12/07/2017	TOWN HALL- PEST CONTROL	109.61
003532	TRULY NOLEN	31193	12/07/2017	COMPLEX- PEST CONTROL	118.65
				Invoice Count 4	Total 401.15
		<b>Cheque 501948</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>406.72</b>
001974	TSC STORES L.P.	9013	11/13/2017	PW- LOADBINDER, CHAIN, P/	406.72
				Invoice Count 1	Total 406.72
		<b>Cheque 501949</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>290.03</b>
000672	VALERIE WATSON	12-2017	12/11/2017	DAY CARE- MILEAGE/SUPPLI	290.03
				Invoice Count 1	Total 290.03
		<b>Cheque 501950</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>2,761.22</b>
000856	WEILER'S CLEANING & RESTORATION	12308428	11/30/2017	NOVEMBER JANITORIAL SER	2,761.22
				Invoice Count 1	Total 2,761.22
		<b>Cheque 501951</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>209.62</b>
002667	WEST COAST DISTRIBUTING	10006523	12/13/2017	CONC W- SUPPLIES	209.62
				Invoice Count 1	Total 209.62
		<b>Cheque 501952</b>	<b>Date 12/19/2017</b>	<b>Amount</b>	<b>116.03</b>
002081	WINGHAM FOODLAND	725-600-4214	11/27/2017	OEY- FOOD SUPPLIES	22.11
002081	WINGHAM FOODLAND	725-600-848	12/01/2017	CONC W- SUPPLIES	45.94
002081	WINGHAM FOODLAND	725-600-7155	12/05/2017	OEY- SUPPLIES	47.98
				Invoice Count 3	Total 116.03
					<b>Report Total 1,027,280.49</b>

# Accounts Payable

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

Cheque Date 12/01/2017 to 12/31/2017

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Invoice Description	Invoice Amount
<b>Cheque 900094</b>		<b>Date 12/04/2017</b>	<b>Amount 2,220.17</b>		
000294	HYDRO ONE NETWORKS INC	October 2017-9227	11/13/2017	11280 KWH- 117 NORTH STRI	2,220.17
				Invoice Count 1 Total	2,220.17
<b>Cheque 900095</b>		<b>Date 12/12/2017</b>	<b>Amount 4,129.36</b>		
000294	HYDRO ONE NETWORKS INC	October 2017-1727	11/23/2017	28800 KWH- 60 LLOYD STREE	4,129.36
				Invoice Count 1 Total	4,129.36
				<b>Report Total</b>	<b>6,349.53</b>



## TOWNSHIP OF NORTH HURON

## REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 18/12/2017  
**SUBJECT:** December 18, 2017 Finance 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 December 18, 2017 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**

- 1) Final taxes were due on November 27, 2017
- 2) Year End Audit scheduled to begin on March 1, 2018 – year end work underway
- 3) Whitechurch Water Capital Upgrades – Invoice has been received from Huron-Kinloss and North Huron Rate payers will be offered the same payment terms:
- 4) Full payment of \$6,705.00 due January 31, 2018
- 5) Assessed cost, plus \$155.00 fee split into six installments of \$1,143.00 and added to the tax installments until 2019
- 6) Assessed cost, plus interest @ 4% paid over a 10 year period. The yearly amount of \$826.67 will be added to the tax bill with the first payment in September of 2018.
- 7) 2018 Draft Budget – meetings to be held on January 3rd and 4th
- 8) 2018 Insurance Renewal – application completed and submitted – report included in the agenda package
- 9) Source Water Protection Municipal Implementation Fund Final Report submitted by December 8th deadline – total funding available was \$102, 500.00 and the project slightly underspent at \$97,776.80
- 10) 2017 OCIF Formula Based Funding – Report filed for December 15th deadline
- 11) 2017 Clothing Allowance is being calculated and will be paid out to eligible employees prior to year end.

### **FINANCIAL IMPACT**

Financial implications of the 2018 Budget will be discussed at the upcoming budget meetings.

### **FUTURE CONSIDERATIONS**

N/A

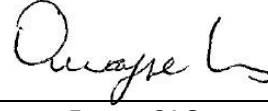
**RELATIONSHIP TO STRATEGIC PLAN**

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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Dwayne Evans, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sean McGhee  
**DATE:** 18/12/2017  
**SUBJECT:** Monthly Operational Report – Public Works Department – November 2017  
**ATTACHMENTS:** Veolia November 2017 Summary Report, North Huron DWQMS Audit Report

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Public Works Activity Report for the month of November 2017 for information purposes.

## **EXECUTIVE SUMMARY**

The Public Works department provides updates to Council on activities within the department.

## **DISCUSSION**

### **Administration**

Preliminary 2018 Operating and Capital budgets were developed and submitted to Treasury. Ongoing review of departmental operations continued throughout November.

### **Fleet**

Fleet condition assessment and replacement cost analysis was undertaken. Review of options for tracking of cost associated with rolling stock continues.

### **Roadside**

Tree trimming and removal continues along East Wawanosh roadsides and within Wingham and Blyth. This work is ongoing and will be a focus over the next few months. Ditching work was completed prior to the commencement of winter operations.

### **Hardtop**

Seasonal work. Nothing to report for this reporting period.

### **Loosetop**

Final grading was completed prior to transition to winter operational mode.

### **Winter Operations**

Winter operations are now underway. Equipment has been tested and confirmed operational. All processes surrounding patrol requirements, minimum maintenance standards, and documentation have been implemented. Training in winter operation for new employees has been completed.

### **Safety Devices & Signage**

All signs identified through the retro-reflectivity audit as requiring attention were replaced.

### **Bridges & Culverts**

Routine maintenance of bridges and culverts were completed as necessary.

### **Cemetery**

The Wingham and Blyth Cemeteries were closed for the winter season effective November 15<sup>th</sup>, 2017.

### **Streetlights**

Delivery of the cobra head and decorative lighting fixtures for Wingham and Blyth has been delayed until early February 2018. The anticipated completion date of the project is March 31<sup>st</sup>, 2018 and remains unchanged despite delays in delivery of fixtures.

### **Municipal Gravel Pit**

Site boundaries were identified and marked to ensure appropriate setbacks were maintained. A cleanup of the gravel pit area was completed to remove stock piled items in accordance with the operational site plan and Aggregate Resources Act.

### **Solid Waste and Recycling**

Grinding and crushing operations were completed. Stockpiled concrete and rock was reduced to a useable grade for site maintenance and cover. All stockpiled shingles and wood were ground for use as cover material. The stolen truck was recovered in a neighbouring community and returned to service with no damages.

### **Capital Projects**

Work surrounding establishment and implementation of two (2) cross-border servicing agreements between North Huron and Morris-Turnberry continued throughout the month of November.

### **Water & Wastewater**

Veolia Water has provided a monthly summary report for November 2017 which has been enclosed within this Council Report for your review. The annual third-party surveillance audit was completed by NSF-ISR. This audit is a requirement under regulation and ensures that the Drinking Water Quality Management Standard (DWQMS) systems are being met. Two minor non-conformances, and two opportunities for improvement were identified. Non-conformances were rectified using the appropriate processes and documentation.

### **FINANCIAL IMPACT**

No immediate financial impact at this time.

### **FUTURE CONSIDERATIONS**

No future consideration at this time.

**RELATIONSHIP TO STRATEGIC PLAN**

Goal 3 the Township is healthy and safe. Goal 4 the administration is fiscally responsible and strives for operational excellence.



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Sean McGhee, Director of Public Works



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Dwayne Evans, CAO





## TOWNSHIP OF NORTH HURON

### WATER AND WASTE WATER MONTHLY REPORT

November 2017

Prepared by: Veolia Water

#### INTRODUCTION

##### 1) NORTH HURON WATER SYSTEMS

###### a) WINGHAM WATER

- i) **Laboratory Results:** All lab results were compliant
- ii) **Operational Parameters:** Data being stored on the online Hach WIMS database and the Township of North Huron Network, information is available upon request
- iii) **Regulatory:** There were no regulatory issues during this reporting period
- iv) **Distribution:** All weekly and routine maintenance was performed
- v) **Maintenance and services Performed:** Watermain break repaired at William and Patrick st, 2 water meters changed, 1 water meter supplied to britespan development,
- vi) **Customer complaints:** 2 customer complaints, both were rusty water one was resolved with bouncing the service, the other we are waiting to hear from the landlord to have permission to amend the issue

###### b) BLYTH WATER

- i) **Laboratory Results:** All lab results were compliant
- ii) **Operational Parameters:** Data being stored on the online Hach WIMS database and the Township of North Huron Network, information is available upon request
- iii) **Regulatory:** There were no regulatory issues during this reporting period
- iv) **Distribution:** All weekly and routine maintenance was performed
- v) **Maintenance and services Performed:** Fall hydrant flushing completed Nov 17<sup>th</sup> 2017
- vi) **Customer complaints:** no complaints during this reporting period

###### c) DWQMS (Drinking Water Quality Management System)

External Audit performed by NSF international On October 12<sup>th</sup> found 2 non conformances, the QMS rep provided corrective actions and Root Cause analysis to the Auditor, the Audit was closed and completed on November 22<sup>nd</sup>.

Please find attached:

- i) Internal Audit Report
- ii) CAR Report
- iii) CAR Approved Report



## 2) FACILITIES

- a) **Airport:** All samples were compliant during the reporting period

## 3) NORTH HURON WASTEWATER SYSTEMS

### a) WINGHAM WASTEWATER

- i) **Laboratory Results:** All lab results were compliant
- ii) **Operational Parameters:** Data being stored on the online Hach WIMS database and the Township of North Huron Network, information is available upon request
- iii) **Regulatory:** There were no regulatory issues during this reporting period
- iv) **Distribution:** All Weekly and monthly routine maintenance was performed
- i) **Maintenance and services Performed:** 4 sewers were video recorded and flushed
- v) **Customer complaints:** no customer complaints during this reporting period

### b) BLYTH WASTEWATER

- i) **Laboratory Results:** All lab results were compliant
- ii) **Operational Parameters:** Data being stored on the online Hach WIMS database and the Township of North Huron Network, information is available upon request
- iii) **Regulatory:** There were no regulatory issues during this reporting period
- iv) **Distribution:** All Weekly and monthly routine maintenance was performed
- ii) **Maintenance and services Performed:** 1. Replace channel iron plow arm on central shaft with ss, complete with replacement of plows and bottom wiper material and align. 2. Sandblast central shaft, pipe support and main (Bridge) beam, existing scum hopper, any existing steel material not replaced and recoat with corrosion resistant material recommended by supplier to be submerged in a sewage plant. 3. Remove and replace lower shaft bearing (prior to alignment). 4. Remove and replace central drum new drum complete with 2 baffled openings on the top for removal of scum within the drum. 5. Replace or repair pipe support beam brackets with ss hardware. 6. Replace pipe support u bolts on support beam with ss rod (10" pipe - 3/4" rod) 7. Remove and replace inner ring and saw tooth weir on launder with SS. 8. Remove and replace top scum collection arm and mechanism with ss. 9. Remove and replace 10" gate valve, planned plant secondary bypass was necessary to complete the maintenance listed above to the clarifier, the bypass was from Nov 20<sup>th</sup>- Nov 24<sup>th</sup>
- i) **Customer complaints:** No customer complaints to report during the reporting period

## 4) VEOLIA AND NORTH HURON OPERATIONS MEETINGS

N/A

## 5) ITEMS OUTSTANDING

N/A

## 6) Attached Documents

- a. CMMS report
- b. Water Quality Summary
- c. External Audit Reports





## NSF International Strategic Registrations Audit Report

### **Veolia Water Canada Inc.**

100 Cove Rd. P.O. Box 185  
Goderich, Ontario N7A 3Z2 CAN

**C0291596**

### **Audit Type**

DWQMS System Audit

### **Auditor**

Rose Johnson

### **Standard**

Ontario's Drinking Water Quality Management Standard  
(Exp Date: 24-OCT-2019)

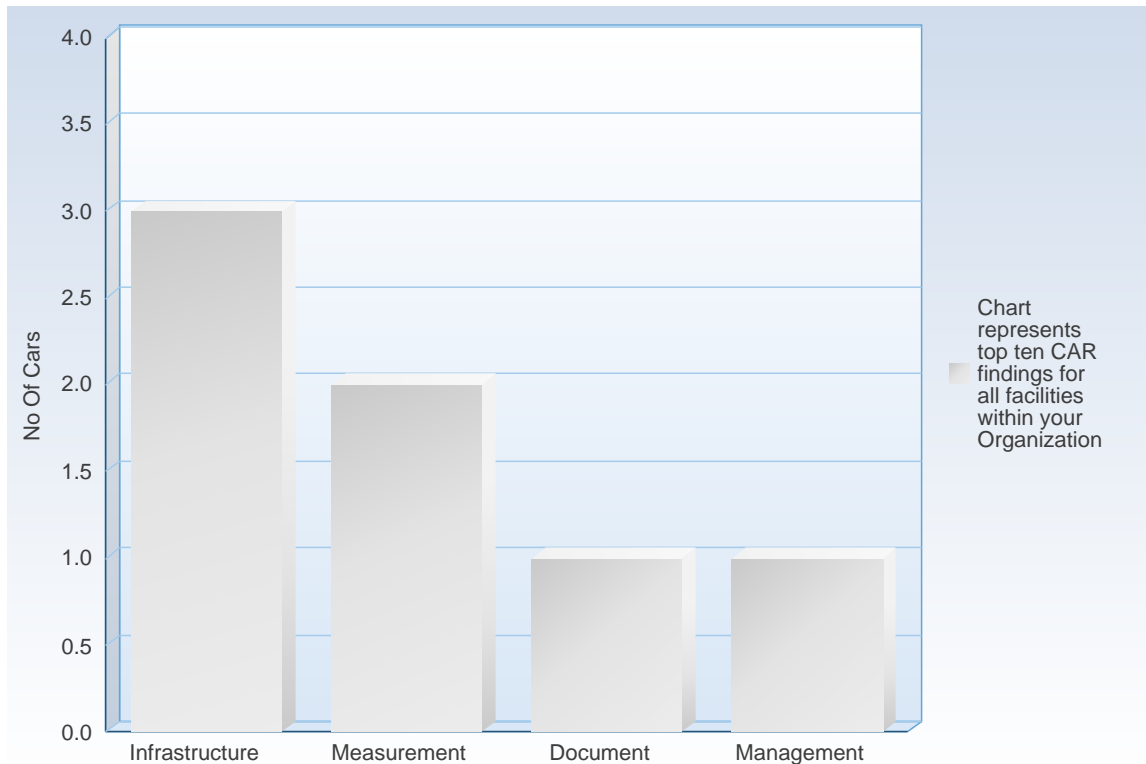
### **Recommendation**

Ontario's Drinking Water Quality Management Standard : DWQMS System Audit Complete No Change to Certificate



Executive Summary	
<p>Ontario's Drinking Water Quality Management Standard</p>	<p>This was an off-site system audit for Veolia Water Canada / Corporation of the Township of North Huron Drinking Water Quality Management System (DWQMS).</p> <p>There continues to be clear evidence of commitment to the DWQMS. Numerous system strengths were observed during the audit, including processes for continual improvement / corrective action.</p> <p>There were no major nonconformances identified during the audit; there were two minor nonconformances identified; please respond to the two minor nonconformances with root causes and corrective action plans using NSF Online.</p> <p>Follow-up was performed to verify effectiveness of corrective action taken to address the two minor nonconformities identified during the previous year's audit. Corrective action was found to be overall effectively implemented.</p> <p>Two Opportunities for Improvement (OFIs) were identified during the audit and are included in this report. OFIs do not require a formal response, but are offered for consideration by management.</p> <p>The next audit is tentatively scheduled for August 27, 2018 (off-site system audit).</p> <p>Thank you for your support and cooperation during the audit, and for choosing NSF-ISR for your DWQMS audit services.</p>

Top 10 Non Compliant Standard Clauses  
 CAR Chart Displays Current and Previous Years Data



Veolia Water Canada Inc.

Standard Clause Description
<p>Infrastructure Maintenance, Rehabilitation &amp; Renewal            Measurement &amp; Recording Equipment, Calibration &amp; Maintenance</p>



<b>Document &amp; Records Control Management Review</b>
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<b>Opportunities</b>	
Ontario's Drinking Water Quality Management Standard	See below.

<b>Corrective Action Request Summary By Type</b>	
Car Type	Car Count
MINOR	2

<b>Corrective Action Request Summary By Standard Clause</b>	
Standard Clause	Car Count
Document & Records Control	1
Infrastructure Maintenance, Rehabilitation & Renewal	1

<b>Corrective Action Requests</b>			
<b>CAR No</b>	J1031706-1	<b>Type</b>	MINOR
<b>Standard &amp; Clause</b>	DWQMS, Infrastructure Maintenance, Rehabilitation & Renewal	<b>Discussed with</b>	Kyllie McDonagh
<b>Auditor Name</b>	Rose Johnson		
<b>Statement of Requirement</b>	<p>15. Infrastructure Maintenance, Rehabilitation and Renewal PLAN – The Operational Plan shall document a summary of the Operating Authority's infrastructure maintenance, rehabilitation and renewal programs for the subject system.</p> <p>DO – The Operating Authority shall:</p> <ul style="list-style-type: none"> <li>a) keep the summary current,</li> <li>b) communicate the programs to the Owner, and</li> <li>c) monitor the effectiveness of the maintenance program.</li> </ul>		
<b>Statement of Nonconformity</b>	Processes related to maintaining a current summary of infrastructure maintenance, rehabilitation and renewal programs are not fully effective.		
<b>Objective Evidence</b>	<p>1. There is no evidence available to demonstrate that a current list of relevant infrastructure maintenance items is maintained. The document 'Veolia Water Capital Item Suggestions for 2017' was prepared approximately one year ago and is not current. E.g. structural degradation of the Wingham Standpipe (discussed at July 2017 management review) is not referenced;</p> <p>2. There is no evidence to demonstrate that the effectiveness of the maintenance program is monitored.</p>		
<b>Location of Finding</b>	DWQMS Records		

<b>CAR No</b>	J1031706-2	<b>Type</b>	MINOR
<b>Standard &amp; Clause</b>	DWQMS, Document & Records Control	<b>Discussed with</b>	Kyllie McDonagh
<b>Auditor Name</b>	Rose Johnson		



<b>Statement of Requirement</b>	<p>5. Document and Records Control            PLAN - The Operational Plan shall document a procedure for document and records control that describes how...</p> <p>b) records required by the Quality Management System are:            i. kept legible and readily identifiable            ii. retrievable            iii. stored, protected, retained and disposed of.</p> <p>DO - The Operating Authority shall implement and conform to the procedure for document and records control and shall ensure that the Quality Management System documentation for the subject system includes:</p> <p>a) The Operational Plan and its associated policies and procedures,            b) Documents and records determined by the Operating Authority as being needed to ensure the effective planning, operation and control of its operations, and            c) The results of internal and external audits and management reviews.</p> <p>Also, OP-E-15-1 Maintenance Schedule, Rev. 4, April 13, 2017            'Emergency Diesels - run under load for test - recorded on work orders...'</p>
<b>Statement of Nonconformity</b>	Record control process is not fully effective.
<b>Objective Evidence</b>	<p>1. There are no records available to demonstrate that the required annual maintenance inspections were performed for the Wingham / well 3 portable generator, as well as the Blyth well 5 generator.</p> <p>2. There is no evidence available to demonstrate that the monthly run tests for the Blyth well 5 generator are recorded on work orders, as stated in the Maintenance Schedule</p>
<b>Location of Finding</b>	Records - general

### **Corrective Action Information and Instructions**

See NSF-ISR Policies for Accredited Registration Services for corrective action information and instructions. (Available in the "Standards and Policies" section of [NSFOnline](#))

Also, submit all corrective actions through [NSFOnline](#). For instructions on how to use [NSFOnline](#), please click "Help" in the upper right-hand corner. If you require any assistance in accessing your [NSFOnline](#) account, please contact your Registration Specialist (Anastasia Hryciw de Reijke email: [ahryciwderijke@nsf-isr.org](mailto:ahryciwderijke@nsf-isr.org)).

### **Site Information**

The audit was based on a sampling of the company's management system.

#### **Industry Codes**

NACE:E 41

#### **Scope of Registration**

**Ontario's Drinking Water Quality Management Standard** : Wingham Drinking Water Systems, 090-OA2, Full Scope Entire



## Opportunities for Improvements

### Ontario's Drinking Water Quality Management Standard

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p><b>Location of OFI</b> Calibration documentation;</p> <p><b>Discussed With</b> Kyllie McDonagh;</p> <p><b>Description</b> Calibration processes were found to be effectively implemented. Consideration could be given to maintaining a master list of instruments requiring calibration / verification.;</p>
Opportunities for Improvements (DWQMS)-02	<p><b>Location of OFI</b> Internal Audit Report;</p> <p><b>Discussed With</b> Kyllie McDonagh;</p> <p><b>Description</b> The internal audit process was found to be effectively implemented. Consideration could be given to ensuring that the audit report accurately reflects audit findings, e.g. finding relating to element 2 (policy) is not referenced in the final report.;</p>

## General Information

<b>Operating Authority: Legal Name &amp; Address</b>	Veolia Water Canada Inc., 100 Cove Road, PO Box 185, Goderich, Ontario N7A 3Z2
<b>Language Preference: Correspondence</b>	English
<b>Language Preference: Audit</b>	English
<b>Owner: Legal Name and Address</b>	The Corporation of the Township of North Huron, 274 Josephine Street, PO Box 90, Wingham, Ontario N0G 2W0
<b>Owner Language Preference: Correspondence</b>	English
<b>Owner Language Preference: Audit</b>	English
<b>Applicant Representative Information; Include Name, Title, Phone, Fax, Email &amp; Website</b>	John Graham, Project Manager, 519-524-6583 Xt. 310, john.graham@veolia.com; www.veolianothamerica.c om/en
<b>Accreditation Option</b>	Full Scope - Entire DWQMS
<b>Date of Previous Systems Audit:</b>	July 11, 2016
<b>Date of Previous On-Site Verification Audit:</b>	August 10-11, 2016

## Processes



<b>Summary of Findings</b>	
<b>Requirement</b>	<b>Finding</b>
1. Quality Management System	C
2. Quality Management System Policy	C
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Record Control	Mn
6. Drinking-Water System	C
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	C
10. Competencies	C
11. Personnel Coverage	C
12. Communications	C
13. Essential Supplies and Services	C
14. Review and Provision of Infrastructure	C
15. Infrastructure Maintenance, Rehabilitation & Renewal	Mn
16. Sampling, Testing & Monitoring	C
17. Measurement & Recording Equipment, Calibration & Maintenance	OFI
18. Emergency Management	C
19. Internal Audits	OFI
20. Management Review	C
21. Continual Improvement	C
<b>Mj</b>	Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
<b>Mn</b>	Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
<b>OFI</b>	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
<b>C</b>	Conforms to requirement.
	Not Applicable to this audit
*	Additional Comment added by auditor in the body of the report.





## Audit Summary Matrix



## Verification of CARs For Ontario's Drinking Water Quality Management Standard

**Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)**

Yes.

**Discuss your evaluation in detail.**

Reviewed corrective action implementation relating to the 2 minor NCRs raised during the previous audit:

J1031708-1 - Calibration

Verified that the Calibration Readings form is consistently being use for active instruments. Lot numbers are properly recorded. No further issues.

J1031708-2 - Generator testing

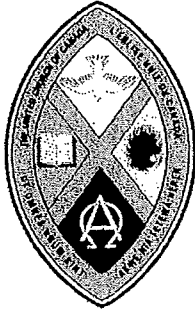
Verified that required monthly run tests were performed for Wingham wells 3 & 4, and that generators are operational. (See new finding under records).



RECEIVED

DEC 04 2017

TOWNSHIP OF NORTH HURON



## Wingham United Church

P.O. Box 927, 217 Minnie Street  
Wingham, Ontario, Canada  
N0G 2W0  
(519) 357-2961  
[www.winghamuc.webs.com](http://www.winghamuc.webs.com)  
[winghamunited@hurontel.on.ca](mailto:winghamunited@hurontel.on.ca)



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

November 28, 2017

Wingham Town Council,

We are writing to express our disappointment regarding the recent vandalism and theft at the Christmas display in the Cruikshank Park.

Several people in our congregation have been instrumental in setting up, maintaining, and adding to, this display currently and in years past. It is a beautiful addition and attraction to the town.

We feel that some action should be taken by the town and/or the BIA to help protect this display. Perhaps the installation of video surveillance would be a deterrent as well as an aid in apprehension of vandals.

We appreciate your consideration of this request.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Avaline Wandel".

Avaline Wandel,  
Board Chair, Wingham United Church.

## **Passing of Bill 139 – the Building Better Communities and Conserving Watersheds Act, 2017**

Please note that on December 12, the Legislative Assembly passed the [Building Better Communities and Conserving Watersheds Act, 2017](#) which, among other matters, will replace the Ontario Municipal Board with a new tribunal, the Local Planning Appeal Tribunal, and helps ensure that proceedings before the tribunal are faster, fairer and more affordable.

More specifically, the legislation includes reforms that will:

- Reduce the number of appeals by limiting what could be brought before the new tribunal.
- Reduce the length and cost of hearings and create a more level playing field for all participants by introducing timelines and requiring the new tribunal to look for ways, like mediation, to settle major land use planning appeals that could avoid the hearing process altogether.
- Eliminate lengthy and often confrontational examinations and cross-examinations of witnesses by parties and their lawyers at the oral hearings of major land use planning appeals.
- Establish the Local Planning Appeal Support Centre, a new provincial agency, which will provide Ontarians with information about the land use planning appeal process, legal and planning advice, and, in certain cases, may provide legal representation in proceedings before the tribunal.
- Give more weight to key decisions made by municipal officials who have been elected to serve in the interests of the communities they represent.

These and the other reforms in the new legislation stem from last year's [comprehensive review of how the Ontario Municipal Board operates](#) and its role in the province's land-use planning system.

### **Proposed Regulatory Changes**

Some of the changes made through Bill 139 will require corresponding amendments to existing regulations and the creation of new regulations.

### **Planning Act**

Under the Planning Act, the proposed regulatory changes would:

- Require explanations of how planning proposals conform with local planning documents (which would build on other requirements);
- Clarify requirements for municipal notices;
- Make other technical changes; and
- Establish transition rules for planning matters in process at the time of proclamation under the Planning Act.

For more information, including providing comments on these matters please go to the Environmental Bill of Rights Registry:

- [EBR Registry Posting 013-1790](#): Proposed amendments to matters included in **existing regulations under the Planning Act** relating to the Building Better Communities and Conserving Watersheds Act, 2017 (Bill 139).
- [EBR Registry Posting 013-1788](#): Proposed new regulation under the Planning Act to prescribe **transitional provisions** for the Building Better Communities and Conserving Watersheds Act, 2017 (Bill 139).

### **Local Planning Appeal Tribunal Act**

Under the Local Planning Appeal Tribunal Act, 2017, the proposed regulatory changes would:

- Establish transition rules for appeals to the Tribunal under the Planning Act;
- Establish timelines for appeals to the Tribunal under the Planning Act;
- Establish time limits for submissions at oral hearings for major land use planning appeals before the Tribunal; and
- Scope the practices and procedures of the Tribunal in respect of major land use planning appeals.

For more information, including providing comments on these matters please go to Regulatory Registry:

- [Ontario Regulatory Registry Posting 17-MAG011](#)

**Ministry of  
Municipal Affairs**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000  
Fax: 416 585-6470

**Ministère des  
Affaires municipales**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000  
Télééc. : 416 585-6470



**Ministry of Government and  
Consumer Services**

Office of the Minister

6<sup>th</sup> Floor, Mowat Block  
900 Bay Street  
Toronto, ON M7A 1L2  
Tel.: 416-212-2665  
Fax: 416-326-1947

**Ministère des Services  
gouvernementaux et des  
Services aux  
consommateurs**

Bureau du ministre

6<sup>e</sup> étage, Edifice Mowat  
900, rue Bay  
Toronto, ON M7A 1L2  
Tél. : 416 212-2665  
Télééc.: 416 326-1947

MGCS3766MC-2017-797

December 15, 2017

Dear Heads of Municipal Councils:

We are pleased to provide an update on Bill 59, Putting Consumers First Act (Consumer Protection Statute Law Amendment), 2017. Bill 59 made amendments to the City of Toronto Act, 2006 and the Municipal Act, 2001. Upon proclamation, these amendments will allow local municipalities to regulate the location and number of payday loan establishments. We would like to inform you that the government has proclaimed these sections into force effective January 1, 2018.

During consultations to inform the development of Bill 59, the government heard from municipalities that there was interest in an expanded municipal authority to regulate payday lenders. As a government we have listened. We thank municipal leaders for your contributions to protecting consumers and your communities.

Additional regulatory changes to strengthen protection for consumers using payday loans and cheque-cashing services will come into force on July 1, 2018 and include the following:

- It will be mandatory for payday lenders to provide borrowers with an extended payment plan if borrowers take out three or more loans with the same lender within a 63-day period.
- Payday lenders can only lend up to 50 per cent of a borrower's net pay per loan.
- The cost of borrowing a payday loan must be disclosed as an annual percentage rate in advertisements and agreements.
- The maximum fee for cashing government-issued cheques will be capped at \$2 plus one per cent of the face value of the cheque, or \$10, whichever is less.
- It will be mandatory for cheque cashing service providers to provide a receipt when cashing government-issued cheques.

.../2

If you have any questions about the amendments, you may contact Ann Missetich, Manager of Consumer and Business Policy via email at [Ann.Missetich@ontario.ca](mailto:Ann.Missetich@ontario.ca) or by telephone at 416-326-8868.

Thank you for your continued support of strengthening financial protection for consumers in Ontario's communities. We look forward to continuing to work with you on this important initiative in the future.

Sincerely,



Tracy MacCharles  
Minister of Government and Consumer Services



Bill Mauro  
Minister of Municipal Affairs

c: Municipal Clerks/CAOs





CANADIAN  
CENTRE FOR  
RURAL CREATIVITY

## A PROPOSAL FOR CONSIDERATION BY THE TOWNSHIP OF NORTH HURON

Re: Building Capacity in Blyth Memorial Community Hall

**Blyth Arts & Cultural Initiative 14/19 Inc.** has submitted a grant application to Ontario's Rural Economic Development (RED) program to build capacity in our newly revitalized Blyth Memorial Community Hall within the following category:

### **Sector Development and Economic Diversification**

Rehabilitation of cultural, heritage or tourism attractions.

**We are seeking approval from the Township of North Huron to leverage the RED application and support this project with an allocation of \$25,000, from the Memorial Hall Fund established by the renovation committee. \$20,000 will be directed to Human Resource costs while \$5,000 will support marketing and pilot programming initiatives.**

#### PROJECT DESCRIPTION:

Blyth Memorial Community Hall has been a gathering space for community events and cultural activities in downtown Blyth since 1920. Now, after a \$4.2M renovation it's ready for a re-boot. It is our shared responsibility to ensure it remains vibrant, vital and sustainable not just for today but for generations to come. The revitalization of the facility, completed in May 2017, made it truly a 21st century facility that we are just learning to understand re potential. Fully equipped with professional lighting and

impeccable sound the theatre is second-to-none. A new culinary kitchen offers opportunity. The lower hall is a more pleasing space for assembly. High speed fibre throughout the building will appeal to meeting planners. We need to explore all the opportunities - and then leverage them.

Blyth Memorial Community Hall is a campus of the Canadian Centre for Rural Creativity. Our plan is creating new collaborations for economic growth, increased economic competitiveness and diversity.

#### CANADIAN CENTRE FOR RURAL CREATIVITY:

The Canadian Centre for Rural Creativity (CCRC) is an arts, education and innovation centre created to revitalize our community socially and economically through the arts and creative thinking. Through this project, we will build capacity at one site in our campus - our heritage cultural centre and village cenotaph, Blyth Memorial Community Hall. We want to engage citizens in our communities through the performing and visual arts and in the expression, celebration and preservation of rural heritage.

Two flagship programs at the CCRC include Fashion Arts & Creative Textiles and the Rural Voice (more detail on the programs under OUTCOMES).

#### THE NEED:

Rural communities are at a crossroad. The challenges and uncertainties that threaten sustainability also threaten its survival. Globalization, automation, migration of youth, aging populations and a manufacturing exodus contribute to loss of economic and social vitality. In Blyth, we're fortunate to have a thriving theatre festival that runs for 10-12 weeks each summer. But we need to increase foot traffic the other 40 weeks each year.

Blyth 14/19 has been inspired by the Letcher County Culture Hub project in eastern Kentucky where grassroots development is inclusive and mindful of cultural, social and local assets. We are borrowing from the Letcher County model for economic prosperity to build that capacity 365 days a year in North Huron.

New cultural activity in the downtown core will have an immediate economic impact on dining establishments, local retail and other local attractions. While the Blyth Festival has been contributing to this for many years, the Transfigured Town Festival that brought 6,000 people to the community this year may serve as another example of the potential as it was the busiest day in retail in the village in known history. In the long term, the economic impact will influence residential and commercial development.

Cowbell Brewing Company reports their 100-seat Thresher's Hall is booked everyday from December 1st to mid-February for meetings and others types of gatherings. Cowbell's success has increased business downtown, where the Blyth Inn has reported a 60% increase in patrons. We must develop new opportunities for programming and rentals unique to Memorial Hall to make a viable business that pays it own way, but we need time and human resource assistance to do so.

#### OUTCOMES:

The project will support the following RED outcomes;

- Collaboration for economic growth
- Increased economic competitiveness and diversity (e.g., attraction, retention and expansion of businesses)
- Innovative communities

### **Collaboration for economic growth**

Inspired by Appalshop in rural Kentucky, the CCRC is working through its Rural Voice program on a new model for grassroots sustainable development that is "inclusive and mindful of cultural, social and local assets of a community and works to create conditions for agency, voice, and ownership." Ultimately it identifies existing (actual and potential) community centres of power and builds relationships with their local leadership then identifies goals and plans projects, based in shared self-interest

Blyth 14/19 is working collaboratively with Regional Tourism Organization Four, Blyth Festival, members of the Blyth & Area BIA, County of Huron and Township of North Huron and our destination brewery - Cowbell - on a Destination Blyth initiative. Sessions include identifying tourism assets, and agreeing on the DNA (unique selling propositions) of Blyth; identifying short and long term vision for the village; and identifying, prioritizing and beginning to scope projects that work towards the vision.

It's critical for our organization to build and cultivate strategic partnerships aligned with our purpose.

### **Increased economic competitiveness and diversity**

Flagship programs at the Canadian Centre for Rural Creativity are: Fashion Arts & Creative Textiles and Rural Voice.

Through the fashion arts program we invite participation from local farmers and gardeners as we explore fibre from and of the land, natural dyeing and innovation. Students include post-graduate fashion and costume designers. Local artisans and hobbyists will be offered professionally-led creative workshops and opportunities for further creativity during Open Studios. High quality professional training opportunities will expand participants skills and employability.

Also in that program we'll work to grow consumer awareness of sustainable industry practices by hosting new events in the hall like Clothing Swaps providing unique and fun opportunities to revamp participants wardrobes and include restyling and repurposing garments and accessories.

In the Rural Voice program, Blyth 14/19 Inc produces conferences, hosts think-tanks and presents Ted-type talks to engage ruralists to find solutions to their unique challenges and celebrate all things rural.

These initiatives will increase foot traffic on the street year-round and thereby opportunity for creative retail to flourish.

### **Innovative communities**

As an innovative community, we're igniting conversations that tackle the tough questions to help the community identify, acknowledge and fix it's own unique problems. We'll engage ruralists to find solutions and celebrate all things rural through think tanks, conferences like Rural Talks to Rural 2018, Rural Talks, Town Halls and one-on-one conversations. We've invited Bank of I.D.E.A.S. founder Peter Kenyan from Australia here to lead a workshop next spring. He is motivated by the desire to create caring, healthy, inclusive, sustainable and enterprising communities and local economies and asks "what do you care enough to act upon". We look to inspire fresh and creative ways that stimulate community and local economic renewal and share those results with rural communities across Ontario.

We will revitalize our heritage building with programming that furthers our mission and increases quality of life for residents through skill development (creative activity)

and community engagement. A growing need for enthusiastic and engaged volunteers provides opportunities for them to develop new skills.

Innovative initiatives will build social capacity, and provide opportunities for revenue generation - for the CCRC and for presenting groups, artists and event planners.

#### PROJECT BENEFITS:

Our initiatives reach across Ontario and beyond. We are building partnerships with post-secondary institutions (Ryerson, York, U of Guelph, U of Alberta, Brandon University and Memorial in Newfoundland) and complementary not-for-profits (School for Social Entrepreneurs - Toronto; Start-up Canada - Ottawa). In the community we're supporting the work of the Blyth Festival, inspiring the Blyth Business Improvement Area to work on new branding and projects in the village, and engaging local government and Ontario's Ministry of Culture Sport and Tourism.

In the artistic community, we are working with Powerline Films on a documentary "The Granary Project;" Vera Causa Opera on a new piece based on a local story of the last public hanging in Canada; Lighting Designer Lesley Wilkinson and Costume Designer Julia Tribe on a Design Camp; a local chef for an after school Kids in the Kitchen program; Costume Designer/Fashion Educator, Jennifer Triemstra-Johnston, Peggy Sue Deaven-Smilnieks of Peggy Sue Collections and members of the Upper Canada Fibreshed for the Fashion Arts Program.

We'll continue to engage farmers, artists, academics and ruralists in our programs.

And, because of the extensive renovation the Hall is once again ready for the local community to use for fundraising and social functions as has been the tradition since it was first built.

## SUSTAINABILITY

The RED funding will kick-start a new future for this facility. The Hall will provide an environment where local retail and entrepreneurial activity can flourish. We'll host and pilot new events that elevate artistic qualities during shoulder seasons and not compete with recurring annual events in the community. Future programs being explored include:

- the Boreal Collective photography course;
- creation of an outdoor school;
- Rural Investment Workshop (January 11, 2018);
- the Rural Network and partnership with the University of Guelph and Gateway Centre Centre for Excellence in Rural Health;
- a Rural Civic Tech Hub; and
- an investigation into creating a carbon neutral village.

Artists will be engaged in meaningful work, local restaurants and accommodations will benefit from increased activity and we'll grow our impact for quality programming that engages an audience while expanding our social impact. So many organizations are working to raise funds for their worthy causes. We'll create ways to assist them to increase profitability - perhaps in some cases by working together on larger events that attract a clientele that will travel to enjoy a few hours of activity in the area. New ideas often take time to take hold and grow and are risky, but ultimately the payoff will assist us to meet costs and our vision.

We must reinvent ourselves. Inside our stories are lessons to create a resilient rural community.

This community has the experience, wisdom, passion and leadership required to revitalize itself. We are already experiencing a time of exciting growth, and want to ride the momentum. Through our programs we will celebrate all that is rural - our traditions, our challenges, the environment, innovations, lifestyles and contributions.

#### BUDGET:

Ad campaigns, website and social media work are budgeted at \$10,000 and are all part of the work plan. Programs in development as outlined in the RED application (\$30,000) include:

- Vera Causa Opera: development of the 2019 production based on the true story of the last public hanging in Canada which took place the Huron County Gaol in Goderich.
- The Granary Project: a sound and visual art installation in a Westeel granary.
- Design Camp: A lighting designer and a set/costume designer work to develop a unique creative project with secondary school students in Huron and Perth Counties.
- R2R2018/Rural Talks (x5): The second Rural Talks to Rural Conference is scheduled for October 17-20, 2018. We'll also host guest speakers who will share RuralTalks about rural issues and challenges. We have Peter Kenyon from Australia tentatively confirmed for June - a partnership made possible with assistance from the Rural Ontario Institute.
- Fashion Symposium/Swap: We look forward to bringing together representatives from various divisions in the industry to explore sustainable



fashion trends and tales. A used clothing swap will be co-ordinated in the spring and in the fall.

- Human Resources for one full year are budgeted at \$50,000 (includes the benefits).
- \$47,500 has been requested from the RED program.

The Township of North Huron will receive acknowledgements including logo placements on materials and web pages as well as Master of Ceremonies' shout outs promoting these pilot programs before and during the events.

#### CONCLUSION:

To complete the renovation of Blyth Memorial Community Hall, this one year investment in the marketing strategy will set the course for the next ten years. Building relationships, exploring funding and assisting with event and program development are all part of the job description for this new hire.

Thank you for your consideration.

Regards,

A handwritten signature in blue ink, appearing to read "Karen Stewart", with a long horizontal flourish extending to the right.

Karen Stewart

Director of Operations



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 18/12/2017  
**SUBJECT:** 2018 Borrowing By-Law  
**ATTACHMENTS:** N/A

---

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the recommendation from the Director of Finance that a by-law be passed authorizing the borrowing of \$1,000,000.00 to meet current expenditures in 2018 until taxes are collected and other revenues are received;

AND FURTHER THAT the Clerk be directed to prepare a by-law to be included on next regular council meeting agenda on January 15, 2018.

## **EXECUTIVE SUMMARY**

Each year the Township passes a by-law to authorizing the temporary borrowing of \$1,000,000.00 from the Canadian Imperial Bank of Commerce (CIBC) if the need should arise, until taxes are levied and collected or other revenue is received.

## **DISCUSSION**

In accordance with subsection 407 (1) of the Ontario Municipal Act, S.O. 2001, c25 as amended (the "Act", The Township of North Huron may deem it necessary to borrow up to the amount of \$1,000,000.00 to meet current expenditures of the municipality until taxes are collected and other revenues are received.

## **FINANCIAL IMPACT**

If the Township should borrow funds under the by-law, applicable interest would have to be calculated and paid.

## **FUTURE CONSIDERATIONS**

The by-law is reviewed and passed on an annual basis.

## **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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Dwayne Evans, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 18/12/2017  
**SUBJECT:** 2018 Insurance Renewal  
**ATTACHMENTS:** 2018 Summary of Proposed Coverages

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the Municipal Insurance Program Renewal Proposal from BFL Canada for the period of January 1, 2018 to January 1, 2019 at a total cost of \$181,376.60 (\$169,401.00 plus PST of \$11,975.60).

## **EXECUTIVE SUMMARY**

A Summary of Proposed Coverages, Limits, Deductibles and Premiums which is an excerpt from the Proposal is attached to this report. If any members of council wish to review the full proposal document, please contact the Director of Finance. Details of changes in the premium are listed as follows:

Municipal Liability	Premium has increased as a result of increased costs of claims (in general) across the Province	\$1,807.00
Property	Premium has increased Scheduled Property Values from \$59,005,024 to \$61,554,313 – values of all buildings, contents and equipment have been adjusted by 3% to reflect inflation	\$2,649.00
Automobile	Premium has decreased by slightly due to a change in the breakdown of vehicle class and vehicle count decrease from 35 to 34	\$(392.00)
Total Change		\$4,064.00

## **DISCUSSION**

The overall increase proposed for the 2018 Renewal is \$4,064.00 plus PST which is summarized above. BFL Canada has advised that premiums for all municipalities in general are continuing to rise under all sections of coverage. The increases are driven in claims trending upwards. The continuous unresolved issue of Joint and Several Liability has resulted in losses reaching the reinsurance level. Many municipalities are increasing their deductibles to offset premium increases and this option will be reviewed as part of a future RFP.

There are a number of recommended improvements/changes in coverage which Include:

- Cyber Liability
- Volunteer Accident
- Municipal Officials’ Critical Illness
- Municipal Officials’ Out of Province
- Volunteer Fire Fighter Accident
- Owner Controlled Insurance Program – Construction Projects

Note : For the 2017 Renewal, council approved increasing the total Liability limit to \$50,000,000 (\$25,000,000 Excess of \$25,000,000 underlying policies at an additional cost of \$3,000.00).

Environmental Liability for the Wingham Landfill is excluded until reports show the prevention protocols are in place and that the leaching is improving. The 2018 Draft Budget includes \$26,457.00 to address this matter.

**FINANCIAL IMPACT**

The total premium cost, in the amount of \$181,376.60 (\$169,401.00 plus PST of \$11,975.60) will be included in the 2018 Draft Budget and allocated by department. The total 2017 Premium was \$173,716.12 (\$162,337.00 plus PST of \$11,379.12)

**FUTURE CONSIDERATIONS**

An Insurance RFP will be conducted in the fall of 2018.

**RELATIONSHIP TO STRATEGIC PLAN**

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



---

Donna White, Director of Finance



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Dwayne Evans, CAO

2. SUMMARY OF PROPOSED COVERAGES, LIMITS, DEDUCTIBLES & PREMIUMS

SUMMARY OF COVERAGES	LIMITS AND DEDUCTIBLES	
<b>PUBLIC ENTITY GENERAL LIABILITY</b>	\$ 50,000,000	each occurrence limit
Includes:		
Products / Completed Operations		
Personal and Advertising Injury		
Tenants Legal Liability		
Marina Liability (if applicable)		
Incidental Medical Malpractice Abuse/Molestation		
Medical Expenses	\$ 25,000	any one person
Voluntary Compensation Benefits	\$ 50,000	any one accident
Incidental Garage Liability	\$ 250,000	each occurrence
	\$ 500,000	aggregate limit
Forest Fire Fighting Expenses	\$ 1,000,000	each occurrence
	\$ 2,000,000	aggregate limit
Deductibles:	\$ 10,000	applies to All Losses (per occurrence), except
	\$ 10,000	applies to Sewer Back-up (per claimant)
	\$ 2,500	applies to Medical Expenses (per person)
	\$ NIL	applies to Voluntary Compensation Benefits
<b>PUBLIC ENTITY ERRORS &amp; OMISSIONS LIABILITY</b>	\$ 50,000,000	each claim
Includes:		
Municipal Employee Benefits Liability		
Medical Malpractice Liability (if applicable)		
Legal Expense, including Municipal Conflict of Interest	\$ 250,000	any one action
	\$ 500,000	aggregate limit
Wrongful Dismissal Legal Expense	\$ 500,000	each claim and aggregate limit
Deductibles:	\$ 10,000	applies to All Losses (per claim), except
	\$ NIL	applies to Legal Expense, including Municipal Conflict of Interest
	\$ 5,000	Wrongful Dismissal Legal Expense



**SUMMARY OF COVERAGES**

**LIMITS AND DEDUCTIBLES**

**STANDARD NON-OWNED AUTOMOBILE LIABILITY**

Includes:			
	\$	50,000,000	any one accident
SPF No. 6 – Third Party Liability	\$	500,000	any one vehicle
SEF No. 94 – Legal Liability for Damage to Hired Automobiles		Included	
SEF No. 96 – Contractual Liability Endorsement		Included	
SEF No. 99 – Excluding Long-Term Leased Vehicle Endorsement	\$	NIL	applies to All Losses, except
Deductibles:	\$	500	applies to SEF No. 94
<b>ENVIRONMENTAL IMPAIRMENT LIABILITY</b>	\$	5,000,000	each claim and aggregate
Deductible	\$	10,000	each claim

\* No Retro-Active Date

**COMPREHENSIVE CRIME INSURANCE**

Includes:			
Employee Dishonesty Form A	\$	1,000,000	
Loss Inside the Premises	\$	200,000	
Loss Outside the Premises	\$	200,000	
Money Orders & Counterfeit Paper Currency	\$	200,000	
Depositors Forgery	\$	1,000,000	
Third Party Computer and Funds Transfer Fraud	\$	200,000	
Audit Expenses	\$	200,000	
*NEW* Fraudulently Induced Payment Endorsement ("Phishing")	\$	100,000	
Deductibles:	\$	NIL	applies to All Losses, except
	\$	25,000	applies to Fraudulently-Induced Payment Endorsement ("Phishing")



**SUMMARY OF COVERAGES**

**LIMITS AND DEDUCTIBLES**

**PROPERTY INSURANCE**

Total Sum Insured (Blanket Limit)	\$	64,304,313	
Includes:			
Property of Every Description (scheduled values)	\$	61,654,313	
Electronic Data Processing (EDP) / Media	\$	500,000	
Business Income (including Rental Income)	\$	600,000	
Valuable Papers and Records	\$	500,000	
Extra Expense	\$	500,000	
Accounts Receivable	\$	500,000	
Fine Arts	\$	50,000	(\$5,000 limit per unscheduled item)
Sewer Back Up		Included	
Insured Property Not On Premises		Included	
Building Damage By Theft		Included	
Property in Transit		Included	
Exhibition Floater		Included	
New Generation		Included	
Water Damage		Included	
Newly Acquired Property (90-day reporting)	\$	1,000,000	
Employees Personal Property		Included	(\$5,000 per Officer/Employee)
Sod, Trees, Shrubs and Plants		Included	(\$10,000 per item)
Outdoor Property		Included	
Exterior Signs and Glass		Included	
Fire Department Service Charges	\$	25,000	
Recharge of Fire Protection Equipment	\$	25,000	
Lock Replacement (Master Key)	\$	10,000	
Professional Fees	\$	500,000	
Pollution Clean Up and Removal	\$	50,000	
Reward Payments	\$	10,000	
Scheduled Watercraft (under 30 feet)		Included	
Unintentional Errors and Omissions	\$	1,000,000	
Interruption by Civil Authority		4 Weeks	
Off Premises Power Extension		Included	
Dependent Property	\$	100,000	
Expediting Cost	\$	500,000	
Salesperson's Samples	\$	10,000	
Consequential Loss Assumption	\$	50,000	
Virus & Hacking	\$	25,000	
Leasehold Interest	\$	10,000	



**SUMMARY OF COVERAGES**

**LIMITS AND DEDUCTIBLES**

**PROPERTY INSURANCE**

Deductibles:	\$	10,000	applies to all losses, except
	\$	2,500	applies to EDP / Media
	\$	2,500	applies to Fine Arts
	\$	5,000	applies to Pollutant Clean Up & Removal
	\$	2,500	applies to Fire Suppression System Recharge
	\$	50,000	applies to Flood
		3%	of Total Loss or \$100,000 min., whichever is greater, applies to Earthquake

**EQUIPMENT BREAKDOWN (BOILER & MACHINERY)**      \$ 50,000,000      Limit Per Accident

**Includes:**

Extra Expense	\$	500,000	
Spoilage (food solely while in cold storage)	\$	50,000	
Automatic Coverage	\$	1,000,000	
By-Laws, Demolition and Increased Cost of Construction	\$	1,000,000	
Errors and Omissions	\$	500,000	
Hazardous Substances (including PCB, mould)	\$	500,000	
Ammonia Contamination	\$	500,000	
Water Damage	\$	500,000	
Professional Fees	\$	500,000	
Expediting Expenses	\$	500,000	
Data Restoration	\$	50,000	
Civil Authority or Denial of Access		Included	(30 day coverage period)
Brands and Labels	\$	100,000	
Green Coverage	\$	50,000	
Off Premises Transportable Objects	\$	10,000	
Public Relations	\$	5,000	
Contingent Business Interruption	\$	25,000	
Deductibles / Waiting Period:	\$	10,000	applies Per Accident, except
	\$	25,000	applies to Anaerobic Digestors
	\$	24 Hours	applies to Business Interruption / Extra Expense





**SUMMARY OF COVERAGES**

**LIMITS AND DEDUCTIBLES**

**OWNED AUTOMOBILE**

Includes:

Third Party Liability (bodily injury / property damage)	\$ 50,000,000	per occurrence
Accident Benefits (Standard Benefits)	Included	
Optional Increased Accident Benefits		
Income Replacement (\$ )	Not Included	
Medical Rehabilitation & Attendant Care (\$ )	Not Included	
Optional Catastrophic Impairment (\$1,000,000 additional)	Not Included	
Caregiver, Housekeeping & Home Maintenance	Not Included	
Death & Funeral	Not Included	
Dependant Care	Not Included	
Indexation Benefit (Consumer Price Index)	Not Included	
Uninsured Automobile	Included	
Direct Compensation – Property Damage	Included	
Loss or Damage – All Perils (Basis of Loss Settlement is Replacement Cost for all vehicles, unless otherwise stated)	Included	

Deductibles:

	NIL	applies to Third Party Liability
	NIL	applies to Accident Benefits
	NIL	applies to Uninsured Automobile
	NIL	applies to Direct Compensation
\$ 10,000		applies to All Perils



**SUMMARY OF COVERAGES**

**LIMITS AND DEDUCTIBLES**

**MUNICIPAL OFFICIALS' ACCIDENT**

Principal Sum for Loss of Life \$ 250,000 applies on a 24 Hour Basis

Please see Coverage Description for complete list of benefits

Coverage applies to Ten (10) Council Members and Staff Members as on file with the Insurer

*\*Weekly Accident Indemnity coverage ceases to apply on the date the Insured Person reaches seventy (70) years of age.*

*All other coverage ceases to apply on the date the Insured Person reaches eighty (80) years of age.*

**RENEWAL PREMIUM:**

Annual Premium, as per preceding coverage description:	\$169,401.00
Provincial Sales Tax:	<u>\$11,975.60</u>
Total Annual Cost, including P.S.T.:	\$181,376.60

**NOTE: Limits of Liability are comprised of \$5,000,000 Primary with \$45,000,000 Excess.**

**\*Policies supercede the summaries of insurance contained herein\***

**\*\*In the event of cancellation after inception, a time on risk premium will apply subject to a minimum retained premium as outlined on each of the individual policies if any as noted.**



**PREMIUM BREAKDOWN BY LINE OF COVERAGE**  
 NAME OF INSURED: Township of North Huron  
 POLICY PERIOD: January 1, 2018 to January 1, 2019

LINE OF COVERAGE	2017-2018 RENEWAL PREMIUM	2018-2019 RENEWAL PREMIUM	DIFFERENCE
Municipal General Liability (includes Public Officials Liability, Employee Benefits Liability, Legal Expense Insurance, Non-Owned Automobile)	\$ 68,404.00	\$ 70,211.00	\$ 1,807.00
Excess Liability	\$ 8,000.00	\$ 8,000.00	\$ -
Environmental Impairment Liability	\$ 5,000.00	\$ 5,000.00	\$ -
Crime	\$ 500.00	\$ 500.00	\$ -
Owned Automobile	\$ 20,098.00	\$ 19,706.00	\$ (392.00)
Property (includes Boiler & Machinery and Computer / EDP / Media)	\$ 61,655.00	\$ 64,304.00	\$ 2,649.00
Municipal Officials' Accident	\$ 1,680.00	\$ 1,680.00	\$ -
<b>TOTAL - ALL LINES</b>	<b>\$ 165,337.00</b>	<b>\$ 169,401.00</b>	<b>\$ 4,064.00</b>



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 18/12/2017  
**SUBJECT:** Blyth Lawn Tennis Club  
**ATTACHMENTS:** N/A

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the report from the Director of Finance to write-off the balance of taxes owing (2011 – 2013) for the Blyth Lawn Tennis Club property located at 305 Queen Street, Blyth in the amount of \$3,447.41.

## **EXECUTIVE SUMMARY**

The Blyth Lawn Tennis Club property was transferred into ownership of the Township of North Huron under By-Law #55-2014. A Section 357 application was presented to Council on July 17, 2017 to change the assessment to exempt for the years covering 2014, 2015 and 2016. However, a balance was owing for 2011 – 2013 in the amount of \$3,447.41.

## **DISCUSSION**

After considerable legal documentation, the former Blyth Lawn Tennis Club property was expropriated by the Township of North Huron and transferred to Township ownership in 2014. Once the property was transferred into the Township's name, the property became exempt and we were able to prepare an Application under Section 357 of the Municipal Act for 2014 – 2016. That process had to be completed first and was completed in July 2017 to determine what balance would be remaining. The balance owing for 2011 - 2013 is \$3,447.41. This last step needs to be completed before year end to close off this account. The roll number for this property is 40-50-560-002-005-00-0000.

## **FINANCIAL IMPACT**

The Township budgets annually for the reduction, cancellation or refund of taxes, vacancy and charitable rebate programs. The 2017 Budget includes \$26,000 and the year to date balance is \$17,866.73 which leaves sufficient funds to process this write-off.

## **FUTURE CONSIDERATIONS**

This property is now classified as exempt and no further tax bills will be generated.

**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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Dwayne Evans, 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:** 18/12/2017  
**SUBJECT:** Blyth Memorial Community Hall Renovation Wrap Up Report  
**ATTACHMENTS:** Presentation slides, Project Financial Summary, Article from Architectural Conservancy Ontario publication

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## **RECOMMENDATION:**

### **MOTION 1**

THAT the Council of the Township of North Huron hereby receive the report from the Director of Recreation and Facilities on the Blyth Memorial Community Hall Renovation Wrap Up for information purposes;

AND FURTHER THAT Council accepts the disbandment of the Blyth Memorial Community Hall Renovation Committee and thanks the members for their dedicated work;

AND FURTHER THAT Council approves the spending of the additional expenses to a maximum of \$70,600 to complete identified building deficiencies.

### **MOTION 2**

THAT the Council of the Township of North Huron hereby approves allocating \$5,000 of the project funds to a Township of North Huron Reserve Account, for the purposes of acting as a “security deposit” for the lease agreement between the Township and 14/19 Inc. for Blyth Memorial Community Hall;

AND, FURTHER THAT at the end of the lease, the “security deposit” funds will be either used for the same purpose in a renewal lease agreement, or the funds will be re-allocated to Blyth Memorial Community Hall capital expenses reserve account. As per the lease agreement, the Township of North Huron Council may draw upon these funds to fulfil the purposes of the security deposit in the lease agreement.

## **EXECUTIVE SUMMARY**

Blyth Memorial Community Hall renovation is completed, and the Renovation Committee that was formed in June 2014, as an advisory committee for the renovation, has disbanded. This report summarizes the renovation results and final recommendations to Council from the renovation committee.

## **DISCUSSION**

### **Background**

On June 17, 2014 the Blyth Memorial Community Hall Renovation Committee was formed. Terms of Reference were created and used as the guiding principles for the committee members. The membership represented the major stakeholders of Blyth Memorial Community Hall: The Blyth Festival, 14/19 Inc., The Township of North Huron, the Blyth Royal Canadian Legion and the Blyth

Legion Ladies Auxiliary. At the time the committee was formed, there were some seed funds raised to initiate the process of selecting an Architect for the project and developing the Schematic Design. Over the last three and a half years, the project progressed through the design phase, tendering phase and construction phase, as funding was made available. On May 19, 2017 the facility celebrated a grand re-opening. The role of the committee was to provide advice and recommendations for the renovation project. Now that the renovation is completed, the committee has made a motion at their October 25, 2017 meeting to disband. Overall the experience was positive for everyone involved, and the committee is very proud of the work achieved.

### Renovation Results

Attached to this report is a photo library showing the renovation progress and final results.

### Warrantee and Deficiencies

The construction time lines were tight with only 8 months to complete a \$4.3M renovation, encompassing all interior spaces and the courtyard. This meant that as the deadline for completion approached, the renovation was being completed as the building “load in” was taking place. The facility was turned over to Blyth Festival to begin preparing for their season. At the same time the Township was working through construction wrap up and deficiencies. Some items could not be dealt with until the Festival Season was completed. For these reasons, the final report to Council has been delayed until the majority of deficiencies were dealt with. It is not uncommon for a renovation project of this scale and scope to experience deficiencies. Some deficiencies are a result of construction. Other deficiencies are a result of design and outcomes experienced after the building is opened, and additional equipment and work is required to effectively correct the renovation to operate the building as intended. As part of the project, a thorough inspection is made at the time the building is turned over for occupancy to the owner. As the building systems are turned on, and the public and renters begin using the facility, discoveries are made and adjustments or repairs need to be made by the contractors and/or suppliers to fulfil the contract.

At this time there are a handful of significant deficiencies that are still being addressed, along with some smaller items. Larger items include the in-floor/in ground heating system, the flooring in the lower hall and lobby, the courtyard concrete cleaning and sealing, and the balcony riser lighting. Smaller items include planting replacements, and the proscenium base trim.

Some items that are still in the works to improve upon the renovation design include the front row balcony leg room and sight lines, the noise from stage left HVAC duct work, the front door hinges, the kitchen swing doors, and theatre technical equipment gaps.

### Next Steps

Blyth Memorial Community Hall is a treasured asset and the programming that takes place inside the facility is impactful for economic development for the Blyth Community. The Township is fortunate that the \$500,000 invested in the renovation was converted to \$4.3M invested in the facility. This is a ratio of 1:8.6 for each dollar invested from North Huron rate payers. An excellent return on investment. Going forward it is important to begin planning for life cycle planning for this facility. Any surplus funds and future donations will be used to continue to benefit capital investment in the facility, and plan for a time when capital items require replacement. In their final comments, the committee advised Council to look at long term planning for that inevitable future.

14/19 Inc. are the lease holders of the building and are responsible for managing the facility. They are working on a plan to create a new advisory committee to assist in guiding the future use of this shared community resource. The renovation committee has completed their purpose and through a motion at the October 25, 2017 meeting they disbanded.

**Motion 5      Moved:** Rick Elliott                      **Seconded:** Ric McBurney                      **Carried**  
*THAT the Blyth Memorial Community Hall Renovation Committee, having completed the task of renovating Blyth Memorial Community Hall, at this time dissolves the committee at the adjournment of this meeting on Wednesday October 25, 2017.*

The new committee will be an initiative of 14/19 Inc. and staff will report to council once when more information is available. As owners of the building, the Township of North Huron is a significant stakeholder in the building, and will be invited to be part of the committee.

Proposal from 14/19 Inc.

14/19 Inc will be attending the December 18, 2017 meeting as a delegation to present their proposal for building capacity in Blyth Memorial Community Hall. As part of the renovation project, the committee had allocated, as an additional expense, \$15,000 toward marketing initiatives of 14/19 Inc. This allocation is to increase utilization of the off-season and is to be spent at the end of the renovation. Business and bookings were lost as a result of the building closure. Goals of the renovation included increasing rentals during the off season to increase economic development in Blyth. 14/19 Inc. is responsible for developing the plan to increase rentals during the off season, and will be presenting their initiative toward this goal at the Council meeting, and their report is included in the Council package. 14/19 Inc.'s request is for an additional \$10,000 which increase the expense allocation for marketing initiatives to \$25,000. If approved by Council, these funds would be sourced from the Township of North Huron's contribution to the project.

**FINANCIAL IMPACT**

The project budget summary is attached. Included in that summary are the expenses still to be completed as part of the renovation and a small surplus is anticipated from the project. The identified expenses are attached in the financial summary.

- Theatre technical equipment includes lighting, sound equipment, and other items to ensure the facility is outfitted appropriately for off-season renters.
- The front row balcony seating will be adjusted to improve leg room along the front row.
- Building hardware to improve door functionality.
- Sound baffling installed to reduce noise from the side stage HVAC duct work.
- Additional building wayfinding signage
- Specialized house lighting bulbs to improve light levels
- An additional support bar in the bathroom to improve accessibility
- Small equipment items to outfit the building for the off-season

The renovation committee disbanded, however as part of that process they made the following motions with respect to future expenses and funding, at the October 25, 2017 wrap up meeting:



**Motion 4                      Moved: Ric McBurney                      Seconded: RickElliott                      Carried**

*THAT the Memorial Hall Renovation Committee transfer future responsibility to the Township of North Huron for allocation of spending of project revenues and that any project surplus funds be allocated in a Township of North Huron Reserve Account with the condition that funds be allocated to expenses for Blyth Memorial Community Hall. It is understood that the Township will consult with any stakeholder impacted Blyth Memorial Community Hall for these purchases and expenses. And subject to the recommendations by this new formed committee as long as the committee exists.*

There is more revenue to be realized through the project. There are pledges that continue to come in, there are seats still available for sale, and there are some items from the renovation to be sold off. This future revenue will be placed into the Township reserve account. Any other future donations to the facility are welcome and will be placed into this Township reserve account.

As part of the lease agreement with 14/19 Inc. it requires that 14/19 Inc. provide the Township of North Huron with a \$5,000 security deposit. The term of the lease is 20 years. This essentially ties up \$5,000 of 14/19 Inc. cash flow for the next 20 years. The committee recommends that \$5,000 of the surplus be allocated to this security deposit in a Township reserve account. The following motion was made by the committee as a recommendation to North Huron Council:

**Motion 3                      Moved: Anthony Hodsman                      Seconded: Ric McBurney  
Carried**

*THAT the Memorial Hall Renovation Committee approves allocating \$5,000 of the project revenue funds to a Township of North Huron Reserve Account, for the purposes of acting as a "security deposit" for the lease agreement for Blyth Memorial Community Hall, with the understanding that at the end of the lease, the funds will be either used for the same purpose in a renewal lease agreement, or that the funds will be allocated to Blyth Memorial Community Hall capital expenses reserve. As per the lease agreement, the Township of North Huron may draw upon these funds to fulfil the purposes of the security deposit in the lease agreement.*

#### Publicity

The project has enjoyed significant publicity which has been positive for exposure of the facility and the Municipality. Attached is an article recently published in the Architectural Conservancy Ontario magazine, *A Place to Gather: Blyth Memorial Community Hall*.

#### **FUTURE CONSIDERATIONS**

The Blyth Memorial Community Hall Project is almost completed, with a few final building finishing pieces to complete. The goal of this report was to bring Council up to date on the status and recognize that the renovation advisory committee has disbanded. Going forward the Township will be invited to actively participate in the new advisory committee for Blyth Memorial Community Hall to ensure the ongoing benefit and longevity of this shared community asset.

The facility is under warrantee with the general contractor for one year. 14/19 Inc., the Township and the Blyth Festival are all working together to identify any building deficiencies and have them addressed as part of the warrantee.

The intent going forward is for Council to move any funds from the project that are not used into a Township of North Huron Reserve Account identified for future capital improvements to the Blyth Memorial Community Hall. North Huron Council would authorize any spending from this account. The motion to set up this reserve account will be part of the treasurer's report as part of the 2018 budget discussions and 2017 year end Township budget wrap up.

**RELATIONSHIP TO STRATEGIC PLAN**

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



---

Pat Newson, Director of Recreation and  
Facilities



---

Dwayne Evans, CAO



ARCHITECTURAL  
CONSERVANCY  
ONTARIO



FALL 2017

# REMEMBRANCE

VOL. 42  
ISSUE 2

# A Place to Gather: Blyth Memorial Community Hall

By Peter Smith

**ALMOST 100 YEARS AGO** a group of people in the Village of Blyth, Ontario came together around an idea. They wanted to find a way to commemorate the fallen of the First World War. Some wanted to build a monument, others a park, but a group that included members of the local Women's Institute (WI) pushed for a Memorial Hall instead – a place where people could gather, commune and create, a place of culture, a culture that was so valiantly fought for. A piece of land was purchased for 300 dollars leaving the WI with only one dollar in their bank account.

The detractors asked: now what? How will a Hall ever get built? And when it was built, they said it would never be paid for. It took five years to raise the \$25,000 that it cost to build. It was built out of respect for those who gave the ultimate sacrifice. It was built because of determination, belief, and the great heart of this rural community.

The architect was W. Murray of London, Ontario; the work was completed by local contractors. Fifteen hundred people attended the opening on June 5, 1921. They

gathered on the street and on the hall lawns. They filled the auditorium, the basement and the meeting room. The theatre on the second floor had 500 seats. The local fire hall was given space at the back of the building located beneath the stage.

For the next 60 years the hall was a place of creativity in theatre, music, and dance. It was a place to collect for meals, remembrance, for political rally, for weddings and for funerals. It was a hub, the heart of the community. By 1946, with the fire hall moving to a bigger location, an addition was built on the south side of the building that allowed space for the village library and public washrooms. A kitchen was created in the old fire hall and the meeting room floor was lowered.

But by the early seventies, the hall had fallen into disrepair and some wanted it demolished. Some suggested posts be run from the lower hall through the floor of the theatre to support the roof. Another group of visionaries came forward with an idea. They wondered if a Centre for the Arts was possible inside Memorial Hall. Some said it was impossible. Some gave them six

months. A theatre was not only born but it flourished.

Soon after the establishment of the Blyth Festival and its Canadian theatre mandate, the Blyth Art Gallery was formed, followed by the Blyth Festival Singers. People arrived from near and far in the thousands every summer to catch what was going on in Blyth. They moved the opening time of the shows at the theatre to 8:30 pm in order to accommodate the farmers who had crops to get off the land. In 1979, the hall acquired air-conditioning and an addition on the north side that allowed for dressing rooms and office space. With a new fire escape the upper balcony in the theatre was reopened.

In 1990, with the roof once again in need of repair, another renovation got underway costing over a million dollars. Architect Christopher Borgal and Associates designed a link that connected the hall with the Festival Administration building to the south. It contained a new lobby, new washrooms and handicapped access. The Bainton Art Gallery was built along the link and a new box office was created. The courtyard that surrounded Memorial Hall was given a facelift and provided a grand entranceway to the living cenotaph.

Over the last 40 years, people have travelled to Memorial Hall to create and to bear witness to some of the finest Canadian art – from professional showings in the Bainton Gallery to plays that have been translated into a dozen languages, plays that have toured the country and the world.

In 2013, with the Memorial Hall once again in need of repair, the

community came together around another idea. They suggested restoring the Hall to her former glory and at the same time building a unique cultural hub in the village. Some felt it was too ambitious while some suggested it would never happen. Despite their doubts, the community came together and Campaign 14/19 was born to lead a rural revitalization.

Jason Morgan from Alan Avis Architects in Goderich was selected following a province-wide search and the renovation got underway on September 5, 2016. Over the next eight months, the hall was transformed from a twentieth-century building to a twenty-first-century state-of-the-art facility. The cost was \$4.2 million and included a redesign of the courtyard by Stantec Designs, a bell tower restored to its original aesthetic, new lighting and event signage. The theatre and orchestra floors were replaced and the booth was upgraded to industry standard for professional theatre, music, and film. A new grid, house lighting and sound systems were installed. The lobby in the link was expanded significantly, stairs were moved, and the art gallery was given baffling for better sound. The lower hall has a commercial kitchen, increased natural light, along with electrical upgrades. A new roof and new HVAC gave the building greater efficiency.

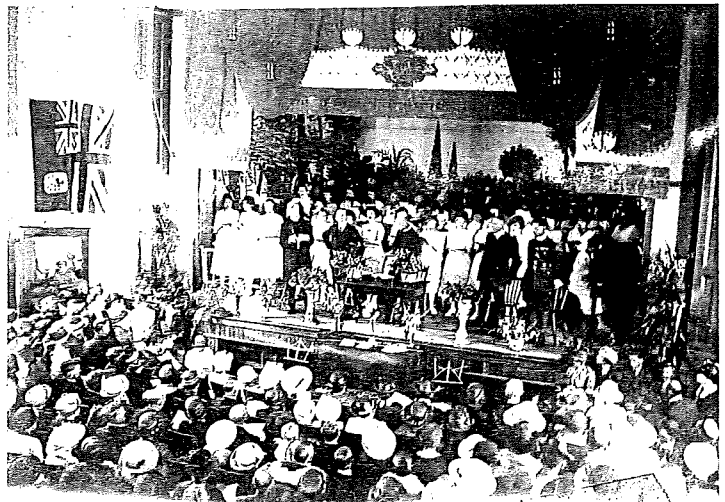
On May 19, 2017, the Blyth Memorial Hall was reopened. People, young and old, gathered from across the region, from across the Province, to get a first look at their revitalized community hall. The Blyth Legion placed a new wreath by the front entranceway and hoisted a new Canadian flag. The Deputy Premier, Deb Matthews was on hand and spoke of her deep and abiding respect of the hall and the Festival. Many others offered great words. In the quiet of the night following that grand reopening, the Blyth Memorial Community Hall stood a little taller, a symbol of the fallen of all of the wars, a tribute to community and the dedication and hard work of those who cared to act – an emblem of what is possible when people gather around a good idea.

### About the author

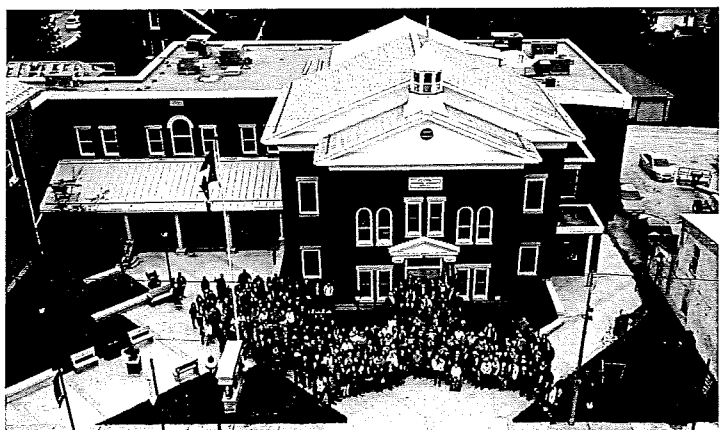
Award-winning writer Peter Smith has been involved in the arts for over 30 years as an actor, producer, director, story editor and educator. His work in theatre, film and television has taken him coast-to-coast-to-coast in Canada. As the Project Director, Peter is currently leading the creation of the Canadian Centre for Rural Creativity, an arts, education and innovation hub located in rural southwestern Ontario.



▲ Instead of building a monument, people in the Village of Blyth built a living memorial to commemorate soldiers lost in the First World War. Fifteen hundred people attended the official opening of Blyth Memorial Community Hall on June 5, 1921. Photo Courtesy Brock Vodden



▲ Opening night when it was standing room only. Photo Courtesy Brock Vodden



▲ After extensive renovations, the Blyth Memorial Community Hall was reopened on May 19, 2017. Photo Rob Boyce, 2017





**MEMORIAL AUDITORIUM**  
TO ALL THOSE WHO SERVE















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Blyth Memorial Hall

- ← Blyth Festival
- ← Box Office
- ← Bainton Gallery
- ← Information ?

Blyth Memorial Hall

- Festival Box Office
- Theatre Auditorium
- Bainton Gallery
- Frank Weathers
- Lower Hall
- Wheel Chair Access





























































## BMCH Renovation Project Revenue Summary

<u>Funding Source Revenue</u>	<u>Amount</u>
Federal Cultural Spaces Grant	979,907.00
Provincial Grant	2,474,425.47
Township of North Huron	500,000.00
Funds received by 14/19	253,902.98
Donations Rec'd by 14/19	110,176.00
Seat sale (new)	6,430.00
<b>TOTAL PROJECT REVENUE</b>	<b>4,324,841.45</b>
<u>Future Revenue</u>	
2018 Pledge	10,000.00
Surplus sales	4,950.00
Seat sale	
<b>TOTAL FUTURE REVENUE</b>	<b>14,950.00</b>



## BMCH Renovation Project Expense Summary

<b>Total Expenses</b>	4,165,427.79
Project Balance (YTD)	159,413.66
Additional Expenses	95,600.00
Security Deposit	5,000.00
Balance	58,813.66





## BMCH Renovation Summary of Additional Expenses

Item	Estimate
Theatre Tech Equipment, Carpentry Work, Additional Signage, Theatre House Lights, Bathroom Accessible Bar, Building Operating Equipment	\$70,600
Marketing	25,000
Total	\$95,600

**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
BY-LAW NO. 113-2017**

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BEING A BY-LAW TO ESTABLISH FEES AND CHARGES FOR  
THE TOWNSHIP OF NORTH HURON

---

**WHEREAS** Section 391 (1) of the Municipal Act, S.O. 2001, Chapter 25, provides that a Municipality and a local board may pass by-laws imposing fees and charges for services or activities provided, and;

**WHEREAS** the Municipal Council of the Corporation of the Township of North Huron deems it expedient to establish fees in the Township of North Huron.

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

1. The Corporation of the Township of North Huron hereby adopts the list of fees and charges in the attached Schedules “A, B, C, D, E, F, G, H, I, J, K, L, M, N” to this by-law;
2. All fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.
3. HST will be charged where applicable.
4. In the event that any particular provision or provisions or part of a provision in this by-law is found to be void, voidable or unenforceable for any reason whatever, then the particular provision or provisions or part of the particular provision shall be deemed severed from the remainder of this by-law and all other provisions shall remain in full force.
5. All fees and charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of North Huron owned by such person or persons and may be collected in the same manner as taxes.
6. That this by-law shall come into full force and effect upon its final passage;
7. That this By-law supersedes By-law No. 9-2017.

READ A FIRST AND SECOND TIME THIS 18<sup>TH</sup> DAY OF DECEMBER, 2017.

READ A THIRD TIME AND PASSED THIS 18<sup>TH</sup> DAY OF DECEMBER, 2017.

CORPORATE SEAL

---

Reeve Neil G. Vincent

---

Clerk Richard Al

**SCHEDULES “A to L”  
To By-Law No. 113-2017**

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Schedule A:	Administration Fees
Schedule B:	Animal License Fees
Schedule C:	Building Classes & Fees
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Schedule L:	Emergency Services / Non-Emergency Fees
Schedule M:	ESTC - Emergency Services Training Centre
Schedule N:	Development Charges



**SCHEDULE "A"**  
**By-Law No. 113-2017**

**Administration Fees**

**Tax and Zoning Certificates**

Tax Certificate	\$50.00
Zoning Certificate	\$75.00
Water Certificate	\$20.00
Commissioner Signature	\$15.00

**Miscellaneous**

East Wawanosh History Book "Wilderness to Wawanosh"	\$45.00
"A Snippet in Time"	\$50.00
Museum Musings Book	\$10.00
North Huron Township Flags	\$75.00
North Huron Township Pins	\$ 2.00
East Wawanosh Spoons	\$ 2.00
East Wawanosh Flags	\$30.00
County of Huron Map Guide	\$ 5.00
Photo Copies	\$0.25/page
Sending Faxes	\$1.00/fax
NSF Cheques	\$25.00
Freedom of Information Application	\$5.00 plus any associated research fees as outlined in the FOI application form \$7.50 / 15 minutes and \$0.20 per page for photocopies (if request results in anticipated fee of \$100 or more; then 50% of a reasonable estimate be paid prior to the record search being completed)
Freedom of Information request for video Surveillance record from the North Huron Recreation Centre	\$100.00 / 5 min of surveillance

**SCHEDULE “B”  
By-Law No. 113-2017**

**Animal License Fees**

	<u>Neutered Male or Spayed Female</u>	<u>Male or Female</u>
First Dog	\$15.00	\$30.00
Second Dog	\$20.00	\$40.00
Third & Four Dog	\$40.00	\$80.00
Pit Bull or Pit Bull Cross	\$125.00	
Breeding & Boarding Kennel	\$150.00	

*Dog license fees are due on or before the 1<sup>st</sup> day of February each year. A \$15 late payment charge will be charged in addition to the licence fee.*

**Part 1 Provincial Offences**

Owner fail to obtain a dog license	2.1	\$75.00
Owner keeping more than four dogs	7.1	\$75.00
Owner fails to affix tag to collar	2.4	\$75.00
Use tag other than for dog issued	2.7	\$75.00
Dog found without tag	2.9	\$75.00
Permit animal to run at large	3.2	\$100.00
Owner fail to remove dog excrement	3.8	\$100.00
Permit dog to engage in persistent barking	6.1	\$75.00
Owner fails to muzzle a pit bull when walking	8.2	\$150.00
Failure to post vicious dog signage	9.1	\$75.00
Failure to keep vicious dog confined	9.2	\$150.00
Owner fails to keep Vicious dog muzzled when walking	9.3	\$150.00

**SCHEDULE "C"**  
**By-Law No. 113-2017**

**THE CORPORATION OF THE TOWNSHIP OF NORTH  
HURON**  
SCHEDULE to BY-LAW NO. 38-2017  
**Classes & Fees**

<b>Classification</b>	<b>Rates &amp; Fees</b>
<b>Single Family Residential &amp; Additions</b>	
per square foot	\$ 0.75
plus, unfinished basement	\$ 0.35
plus, finished basement	\$ 0.35
plus, attached garage	\$ 0.40
base fee in addition to	\$ 200.00
<b>Accessory Buildings - Residential</b>	
per square foot	\$ 0.40
base fee in addition to	\$ 100.00
<b>Residential - Renovations</b>	
per square foot	\$ 0.60
per \$1000 of value of work	\$ 10.00
base fee in addition to	\$ 100.00
<b>Multi-Residential</b>	
per square foot	\$ 0.75
plus, finished or unfinished basement	\$ 0.35
plus, attached garage	\$ 0.40
base fee in addition to	\$ 200.00
<b>Mobile Homes</b>	
per square foot	\$ 0.75
plus, finished or unfinished basement	\$ 0.35
plus, attached garage	\$ 0.40
base fee in addition to	\$ 200.00
<b>Commercial / Industrial / Institutional</b>	
per square foot	\$ 0.70
base fee in addition to	\$ 200.00
<b>Commercial / Industrial / Institutional - Additions &amp; Renovations</b>	
per square foot	\$ 0.60
per \$1000 of value of work	\$ 10.00
base fee in addition to	\$ 100.00
<b>Commercial / Industrial / Institutional - Accessory</b>	
per square foot	\$ 0.50
base fee in addition to	\$ 100.00
<b>Farm Buildings - Housing Livestock</b>	
per square foot	\$ 0.25
base fee in addition to	\$ 100.00
<b>Farm Buildings - Other than Housing Livestock</b>	
per square foot	\$ 0.25
base fee in addition to	\$ 100.00
<b>Agricultural - Additions &amp; Renovations</b>	
per square foot	\$ 0.25
per \$1000 of value of work	\$ 10.00
base fee in addition to	\$ 100.00



**SCHEDULE "C" TO BY-LAW NO. 113-2017**

<b>All Tarped Structures</b>	
per square foot	\$ 0.20
base fee in addition to	\$ 100.00
<b>Tent or Tents occupying an area (&gt;60 sq m)</b>	\$ 120.00
<b>Manure Storage Facilities</b>	
per foot	\$ 4.70 / linear foot
base fee in addition to	\$ 100.00
<b>Bunkers &amp; Tower Silos</b>	
Tower Silo – flat fee	\$ 280.00
Bunker Silo – flat fee	\$ 350.00
<b>Granary</b>	
per \$1000 of value of work	\$ 10.00
base fee in addition to	\$ 100.00
<b>Swimming Pools</b>	
Above Ground - flat fee	\$ 100.00
In ground - flat fee	\$ 100.00
<b>Solid Fuel Burning Appliances, Woodstoves, Chimneys</b>	
Flat fee	\$ 150.00
<b>Decks, Balconies and Porches</b>	
per square foot	\$ 0.35
base fee in addition to	\$ 100.00
<b>All Alternate Energy Projects - (Wind/Solar etc.)</b>	
per \$1000 of value of work	\$ 15.00
base fee in addition to	\$ 100.00
<b>Septic/Sewage System Permits</b>	
Permit - Class 2 & 3	\$ 425.00
Permit - Class 4 & 5	\$ 450.00
Permit - Tank Repair only or Leaching bed repair	\$ 250.00
<b>Greenhouse</b>	
per square foot	\$ 0.18
base fee in addition to	\$ 100.00
<b>Any other Building or Structure Not Included</b>	
per \$1000 of value of work	\$ 10.00
base fee in addition to	\$ 100.00
<b>Plumbing Permit</b>	\$ 5.00 per fixture unit
<b>Occupancy Permit</b>	\$ 100.00
<b>Any Construction started without a permit</b>	4 times original permit cost
<b>Minimum Permit fee</b>	\$ 100.00
<b>Change of Use</b>	\$ 200.00
<b>Demolition</b>	\$ 150.00
<b>Copy of Permits/Application</b>	\$ 80.00
<b>Inspection Only - No permit</b>	\$ 75.00 / hour

**SCHEDULE "C" TO BY-LAW NO. 113-2017**

<b>Sign Permit</b>	\$	50.00
<b>Conditional Permit</b>		Original permit cost
<b>Inspection Requested and Not Ready</b>	\$	75.00
<b>Re-inspection fee</b>	\$	75.00

**Notes to Table:**

- An investigation fee of \$150.00 shall be applied where work has commenced prior to the issuance of the required building permit in addition to the building permit fee.
- Inspection Only – no permit required: a fee of \$75.00 per hour shall be applied plus \$80.00 administration fee.

**REFUND OF BUILDING PERMIT FEES**

<b>STATUS OF PERMIT APPLICATION</b>	<b>PERCENTAGE OF FEE ELIGIBLE FOR REFUND</b>
Application received No processing or review of plans submitted	80%
Application received Plans reviewed and permit issued	50%
Additional deduction for each field inspection that had been performed.	10%
Permits valued at less than \$100.00	Nil

**MAINTENANCE AND PROPERTY SERVICE FEES**

An inspection fee, when an inspection of the property pursuant to a complaint confirms that the property does not comply with the Corporation's Property Standards By-law - per inspection. \$ 80.00

A file management fee applied when an order has been issued against a property. \$ 140.00

A file management fee applied when an inspector of the Corporation attends a Property Standards Committee meeting where an order has been upheld. \$ 140.00

A file management fee applied when an inspector of the Corporations attends a court hearing where a conviction has been granted. \$ 625.00

An administrative fee equal to a percentage of the actual costs, added to the actual costs to be recovered by the Corporation for services and materials expended in carrying out the requirements of an Order when the owner has failed to comply. 40%

**ZONING BY-LAW INSPECTION FEES**

A file management fee applied when a second Notice of Violation has been issued against a property. \$ 140.00

A file management fee when an inspector of the Corporation attends a Court hearing where a conviction has been granted \$ 625.00

# SCHEDULE "D"

**TOWNSHIP OF NORTH HURON**  
**274 Josephine Street, Wingham, Ontario**  
**N0G 2W0 519-357-3550**  
**519-357-1110 (Fax)**

**Person in charge of day to day operations:**  
 Wingham Cemetery - 90397 Holmes Line, Wingham  
 Blyth Union Cemetery – 82781 Cemetery Line, Blyth  
 Kevin Dunn 519-357-5950

## PRICE LIST

Effective Date: June 2, 2015

	Size	Interment Rights	C & M	Total Selling Price
<b>SALE OF INTERMENT RIGHTS</b> (and Care and Maintenance (C & M))				
Burial Lot - Resident	32 sq. ft.	\$ 480.00	\$ 320.00	\$ 800.00
Burial Lot - Non-Resident	32 sq. ft.	\$ 570.00	\$ 380.00	\$ 950.00
Cremation Lot - Resident	15 sq. ft.	\$ 240.00	\$ 160.00	\$ 400.00
Cremation Lot - Non-Resident	15 sq. ft.	\$ 285.00	\$ 190.00	\$ 475.00
Columbarium Niches - Rows A & B - Resident	1.09 sq. ft.	\$ 1,785.00	\$ 315.00	\$ 2,100.00
Columbarium Niches - Rows A & B - Non-Resident	1.09 sq. ft.	\$ 1,955.00	\$ 345.00	\$ 2,300.00
Columbarium Niches - Rows C & D - Resident	1.09 sq. ft.	\$ 1,615.00	\$ 285.00	\$ 1,900.00
Columbarium Niches - Rows C & D - Non-Resident	1.09 sq. ft.	\$ 1,785.00	\$ 315.00	\$ 2,100.00
Columbarium Niches - Rows E & F - Resident	1.09 sq. ft.	\$ 1,445.00	\$ 255.00	\$ 1,700.00
Columbarium Niches - Rows E & F - Non-Resident	1.09 sq. ft.	\$ 1,615.00	\$ 285.00	\$ 1,900.00
<b>INTERMENT</b>				
Adult - Resident				\$ 650.00
Adult - Non-Resident				\$ 750.00
Child - Resident				\$ 450.00
Child - Non-Resident				\$ 500.00
Infant - Resident				\$ 325.00
Infant - Non-Resident				\$ 375.00
Cremation - Resident				\$ 325.00
Cremation - Non-Resident				\$ 375.00
Mausoleum - Resident				\$ 550.00
Mausoleum - Non-Resident				\$ 650.00
Columbarium - First Opening & Closing Included in Purchase Price				
Columbarium - Second Opening - Resident				\$ 100.00
Columbarium - Second Opening - Non-Resident				\$ 200.00
Saturday, Sunday, Statutory Holiday & after 4:00 p.m.				
Columbarium - Resident				\$ 100.00
Columbarium - Non-Resident				\$ 200.00
<b>EXTRA CHARGES (for Interment)</b>				
Winter Burial - Resident				\$ 900.00
Winter Burial - Non-Resident				\$ 1,000.00
Late Funeral - Resident			1 1/2 x regular rate	
Late Funeral - Non-Resident (After 4:00 p.m. and Saturdays)			1 1/2 x regular rate	
Late Funeral - Resident			2 x regular rate	
Late Funeral - Non-Resident (Sundays and Statutory Holidays)			2 x regular rate	
Winter Storage (Chapel)				\$ 75.00
Grass Rental for Spring Interments				\$ 75.00
<b>DISINTERMENT</b> (Approval Required from Medical Officer of Health)				
Adult - Casket Only				\$ 1,200.00
Adult - Casket in Vault				\$ 1,000.00
Child/Infant - Casket Only				\$ 600.00
Child/Infant - Casket in Vault				\$ 500.00
Crypt in Mausoleum				\$ 550.00
<b>TRANSFER FEE</b>				
Transfer of Interment Rights - Resident to Resident				\$ 100.00
Transfer of Interment Rights - Resident to Non-Resident				\$ 200.00
<b>OTHER CHARGES</b>				
Tree & Shrub Removal				\$ 30.00



**SCHEDULE "E"**  
**By-Law No. 113-2017**

Classification	<b>Public Works - 2018 Fees &amp; Charges</b>
	<b>Township of North Huron</b>
	<b>2018</b>
<b>LANDFILL</b>	
<b>Opening and Closing Fees</b>	
Initial Fee	\$100.00
per hour charge	\$45.00
<b>Waste Disposal Fees</b>	
Minimum Charge (under 125kg)	\$10.00
Sorted - per tonne	\$95.00
Unsorted - per tonne	\$180.00
Concrete - per tonne	\$95.00
Brick - per tonne	\$95.00
Asphalt Shingles - per tonne	\$95.00
Wood - per tonne	\$95.00
Mattresses - per piece	\$15.00
Furniture- per piece	\$20.00
<b>Bag Tags</b>	
Purchased by store for resale - per 100	\$2.40
Pre-purchased from a Store/Municipal Office - per tag	\$2.50
Purchased at landfill site - per tag	\$2.50
<b>Recycling Materials</b>	
Compost	Not accepted
Bale Wrap	Not accepted
Fill Clay	Not accepted
Top soil/Mixed Soil	Not accepted
Brush (2 inch diameter or less)	No charge
Battery - per piece	No charge
Propane Tanks - per piece	No charge
Metal - per piece	No charge
Appliances - per piece	Only Accept Freon Removed N/C
Tires - Maximum 4 tires per visit	No charge
Blue Box	\$10.00
<b>TRANSPORTATION / ROADS</b>	
<b>Signage</b>	
911 Sign - Replacement	Huron County responsibility
Blade Only	No charge
Post Only	No charge
<b>Special Signs</b>	
<b>Driveway</b>	
Driveway Permit - Admin/Inspection Permit	\$250.00
Driveway Deposit	\$500.00
<b>Culvert/Ditches</b>	
Ditching Inspection Fee	\$75.00
Ditching Deposit	\$600.00
Culverts	Actual Cost + 20%

**SCHEDULE "E"**  
**(con't)**  
**Public Works - 2018 Fees & Charges**

<b>Materials</b>	
Winter Sand - per yard	\$18.00
Stone - per tonne	\$6.00
Crushed - A Gravel per tonne	\$5.50
Gravel - B - Pit run per tonne	\$3.00
Trees	Actual Cost + 20%
Cold Mix	\$ 7.00/pail or \$128.00/tonne
Materials, Supplies to Public	Actual Cost + 20%
<b>Machine/Labour Rates</b>	
Grading - Minimum 1 hour charge	\$100.00
Labour Rate - per hour - Minimum Charge 1/2 hour	\$35.00
Equipment Rate - per hour	Includes 1 employee & machine
<b>Grader</b>	\$100.00
<b>Light Equipment</b>	\$80.00
<b>Mowing</b>	\$70.00

**SCHEDULE “F”  
By-Law No. 113-2017**

**Licenses**

Marriage Licenses	\$100.00
Marriage Ceremonies	\$250.00 plus HST
Lottery Licenses	3% of Prize Value (\$5.00 Minimum)
Burial Permits	\$10.00 for Permits issued to funeral Directors not in Municipality
Business Licence	\$200.00
Sign Permits	Basic fee \$50.00 Plus \$1.00 per 10 square meters of sign face or part thereof and shall accompany the application



**SCHEDULE "G"**  
**By-Law No. 113-2017**

**Planning Fees - effective January 1, 2018**

**Types of Applications**

	Municipality	County	Total
Official Plan Amendment (OPA):			
County OPA	\$1,040	\$2,601	\$3,641
local OPA, Secondary Plan amendment			
Zoning By-law Amendment (ZBLA)	\$624	\$1,249	\$1,872
Minor Variance			
1 or 2 variances	\$624	\$832	\$1,456
3 or more variances	\$832	\$1,040	\$1,872
Consent	\$520	\$1,560	\$2,080
Plan of Subdivision/Condominium			
1 to 10 lots/blocks/units	\$2,080	\$4,162	\$6,242
11 or more lots/blocks/units	\$2,080	\$4,162	\$6,242
	+ \$52 per lot, unit or block over 10	+ \$104 per lot, unit or block over 10	+ \$156 per lot, unit or block over 10 to a maximum of \$15,300

**Combined Applications 2015 Fees – effective January 1, 2018**

Local OPA & ZBLA	\$1,301	\$3,277	\$4,578
County OPA & local OPA	\$1,196	\$4,838	\$6,034
County OPA, local OPA & ZBLA	\$1,561	\$5,462	\$7,023

**Other Types of Applications 2016 Fees – effective January 1, 2018**

Removal of Holding (H) Symbol	\$260	\$260	\$520
Where combined with or following a related planning application, or when the H was imposed by the municipality	\$0		
Renewal of Temporary Use Zoning by-law	\$468	\$936	\$1,404
By-Law to Deem lots not in a Plan of subdivision, or the repeat of such By-law	\$208	\$208	\$416
Where combined with any other planning application (* in both cases, applicants cover all legal costs & by-law prep)	\$104	\$104	\$208
Part lot Control Exemption *	\$1,040	\$1,040	\$2,080
Following a related planning application (* applicants cover all legal costs & by-law prep)	\$520	\$520	\$1,040

**PLANNING FEES**

Site Plan Application Review/Approval	Full Cost Recovery
Plan of Subdivision Review	Full Cost Recovery
Deposit will be requested upon application	

**SCHEDULE "H" Fee By-Law**  
**The Corporation of the Township of North Huron**  
**Recreation and Facilities Department**  
**Hall and Meeting Room Rates as of January1 2018**

**HALL AND MEETING ROOM RATES ARE UPDATED JAN 1 OF EACH YEAR**

Program / Service	Unit	2018		2018
		Rate (without HST)	HST	Rate (with HST)
<b>Dry Pad - Ice Out for Season</b>				
<b><u>Arena Floor Exhibits / Trade Fairs / Special Events</u></b>				
Private	Day	<b>689.98</b>	89.70	779.68
Community / Affiliate group	Day	<b>482.99</b>	62.79	545.78
Holiday rate (both facilities)	Day	<b>905.55</b>	117.72	1023.27
<b>Arena Floor Summer Sports</b>				
Adult	hour	<b>43.68</b>	5.68	49.36
Youth	hour	<b>38.20</b>	4.97	43.17
*				
<b>FUNCTION /MEETING ROOM RATES</b>				
<b>Arena Meeting Room (Wingham &amp; Blyth)</b>				
Private/Hour	hour	<b>26.14</b>	3.40	29.53
Community/Affiliate Group	hour	<b>18.30</b>	2.38	20.67
Private with alcohol	hour	<b>33.98</b>	4.42	38.40
Community/Affiliate Group with alcohol	hour	<b>23.78</b>	3.09	26.88
Per day rate	day	<b>130.69</b>	16.99	147.67
Per day rate Community	day	<b>91.48</b>	11.89	103.37
Per day rate Private with Alcohol	day	<b>169.89</b>	22.09	191.98
Per day rate Community with Alcohol	day	<b>118.92</b>	15.46	134.38
<b>Blyth Arena Hall</b>				
<b><u>Weekend</u></b>				
Private (Fri/Sat/Sun)	Day	<b>338.83</b>	44.05	382.88
Community / Affiliate group (Fri/Sat/Sun & Holiday)	Day	<b>237.18</b>	30.83	268.02
Program/Meeting Useage (no kitchen)	Hour	<b>47.05</b>	6.12	53.16
Program/Meeting Useage Community (no kitchen)	Hour	<b>32.93</b>	4.28	37.21
Private SOP License (Fri/Sat/Sun & Holiday)	Day	<b>440.49</b>	57.26	497.75
Community / Affiliate group SOP License (Fri/Sat/Sun & Holiday)	Day	<b>308.34</b>	40.08	348.42
<i>Note: Kitchen usage requires full day booking</i>				
<b><u>Weekdays (Mon-Fri)</u></b>				
Private (Mon-Thu)	Day	<b>237.18</b>	30.83	268.02
Community / Affiliate group (Mon-Thu)	Day	<b>166.03</b>	21.58	187.61
Program/Meeting Useage	Hour	<b>40.77</b>	5.30	46.07
Program/Meeting Useage (Community)	Hour	<b>28.54</b>	3.71	32.25
Private SOP License (Mon-Thu)	Day	<b>308.34</b>	40.08	348.42
Community / Affiliate group SOP License (Mon-Thu)	Day	<b>215.84</b>	28.06	243.90
<b>Stat Holiday rate</b>	Day	<b>677.67</b>	88.10	765.77

**SCHEDULE "H" Fee By-Law**  
**The Corporation of the Township of North Huron**  
**Recreation and Facilities Department**  
**Wingham Townhall Theatre as of January 1**

	Unit	2018	HST	2018
		Rate (without HST)		Rate (with HST)
<b>Rehearsal Rate</b>				
<b><i>No flat rate charged for rehearsals</i></b>				
Private	hour	<b>35.00</b>	4.55	39.55
Community Rate	hour	<b>24.50</b>	3.19	27.69
<b>Performance Rate</b>				
Daily Flat Rate charged each day of performance				
Private	day	<b>100.00</b>	13.00	113.00
Community Rate	day	<b>70.00</b>	9.10	79.10
<i>Hourly rate charged in addition to flat rate for each hour facility is opened for the renter for performance</i>				
Private	hour	<b>35.00</b>	4.55	39.55
Community Rate	hour	<b>24.50</b>	3.19	27.69
Hours after 11:30pm				
Private	hour	<b>52.50</b>	6.83	59.33
Community Rate	hour	<b>36.75</b>	4.78	41.53

All rates doubled on holidays  
Rates are subject to applicable taxes



**SCHEDULE "H" Fee By-Law**  
**The Corporation of the Township of North Huron**  
**Recreation and Facilities Department**  
**Campground Rates and Fees as of January 1**

Program / Service	Unit	2018		2018
		Rate (without HST)	HST	Rate (with HST)
<b>CAMPGROUND FEES</b>				
<b>Blyth Campground</b>				
Daily campsite collected by Organizing Group	Daily	<b>22.12</b>	2.88	25.00
Daily campsite collected by North Huron	Daily	<b>26.55</b>	3.45	30.00
Facility Included In Rental - Group rates				
50-149 (does not include dry pad)	Daily	<b>24.45</b>	3.18	27.63
150-250 Campsites	Daily	<b>20.74</b>	2.70	23.44
251-499 Campsites	Daily	<b>19.60</b>	2.55	22.15
500+ Campsites	Daily	<b>18.46</b>	2.40	20.86
<b>Large camping group rates with facilities included are a guideline.</b>				
<b>Actual rate may depend on actual # nights and facilities required at the site.</b>				

1.7% increase CPI & 1% increase min wage

SCHEDULE "H" Fee By-Law  
The Corporation of the Township of North Huron  
Recreation and Facilities Department  
Ice Rates as of Start of Each Ice Season

Program / Service	Unit	2018/19		2018/2019
		Rate (without HST)	HST	Rate (with HST)
<b>ARENA ICE RENTAL RATES</b>				
<b>REGULAR SEASON</b>				
Prime (non-blocked)	hour	<b>143.83</b>	18.70	162.53
Prime (blocked)	hour	<b>131.53</b>	17.10	148.63
Non-prime time	hour	<b>89.76</b>	11.67	101.42
Youth Prime	hour	<b>131.53</b>	17.10	148.63
Youth Prime (Blocked)	hour	<b>116.79</b>	15.18	131.98
<b>MISC</b>				
Holiday rate (Statutory Holidays)	hour	<b>174.43</b>	22.68	197.11
Non-Prime Time Ice Sale	hour	<b>43.03</b>	5.59	48.62
Community Special Event Rate (prime time)		<b>131.53</b>	17.10	148.63
Private Birthday Party		<b>182.96</b>	23.78	206.74
Non private Birthday Party		<b>109.78</b>	14.27	124.05
<i>Skate Sharpening (Blyth only)</i>				
single		<b>4.43</b>	0.58	5.00
Season (individual)		<b>31.86</b>	4.14	36.00
Season (family)		<b>50.00</b>	6.50	56.50
<b>Arena Advertising (Sept 1 thru Aug 31) Wingham &amp; Blyth</b>				
<b><u>Board Advertising</u></b>				
Board Panel 3' x 8'	Annual	<b>337.58</b>	43.89	381.46
Board Panel 3' x 4'	Annual	<b>215.96</b>	28.07	244.03
Ice Resurfacers Decals (per side) (note additional charge for art work and setup)	Annual	<b>532.68</b>	69.25	601.92
<b>Ice Logos (Wingham &amp; Blyth)</b>				
Small	Winter	<b>186.16</b>	24.20	210.36
Medium	Winter	<b>248.23</b>	32.27	280.50
Large / Centre Ice - lay down logo	Winter	<b>365.03</b>	47.45	412.49
Large / Centre Ice - painted logo	Winter	<b>655.19</b>	85.17	740.37
<i>Community groups will receive 30% discount on ice logos (NEW)</i>				
<i>Youth rate applies to groups that provide sport to youth, regardless of skill level.</i>				
<i>Anyone who registers is given the opportunity to play. Elite groups like Junior C or AAA hockey are not eligible.</i>				
*				

1.7% increase for CPI and 1% for min wage

**SCHEDULE "H" Fee By-Law**  
**The Corporation of the Township of North Huron**  
**Recreation and Facilities Department**  
**Airport Rates as of January 1**

Program / Service	Unit	2018		Rate (with HST)
		Rate (without HST)	HST	
<b><u>Tie Downs</u></b>				
Grass Daily (1 day)	Daily	<b>7.26</b>	0.94	<b>8.20</b>
Grass Weekly (7 days)	Weekly	<b>38.99</b>	5.07	<b>44.06</b>
Grass Monthly (per current month)	Monthly	<b>72.40</b>	9.41	<b>81.81</b>
Pavement Daily (1 day)	Daily	<b>11.26</b>	1.46	<b>12.72</b>
Pavement Weekly (7 days)	Weekly	<b>44.55</b>	5.79	<b>50.34</b>
Pavement Monthly (per current month)	Monthly	<b>77.96</b>	10.14	<b>88.10</b>
Cadets (special rate per plane per mth on grass)	special	<b>39.57</b>	5.14	<b>44.71</b>
Fuel	per litre mark up	<b>0.30</b>		

1.7% CPI & 1% Min Wage  
New rates based on feasibility report

## SCHEDULE "H" Fee By-Law

The Corporation of the Township of North Huron  
Recreation and Facilities Department  
Sport Fields and Parks as of January 1

Program / Service	Unit	2018		2018
		Rate (without HST)	HST	Rate (with HST)
<b>Soccer &amp; Baseball &amp; Volleyball</b>				
<b><u>Field Rates</u></b>				
Adult/Hour (no lines)	hour	<b>9.66</b>	1.26	10.92
Youth /Hour (no lines)	hour	<b>7.10</b>	0.92	8.02
Adult/Hour (lined)	hour	<b>23.76</b>	3.09	26.85
youth /Hour (lined)	hour	<b>19.27</b>	2.51	21.78
Special Event Community Group Game rate (no lines)		<b>7.10</b>	0.92	8.02
Special Event Community Group Game rate (lines)	hour	<b>19.27</b>	2.51	21.78
<b><u>Sport Field Services</u></b>				
Light Fee - All Groups	evening	<b>7.99</b>	1.04	9.03
<b><u>Parks Rental Spaces</u></b>				
Park shelters, open spaces, outdoor courts				
Private Person/Group	1/2 day	<b>45.01</b>	5.85	50.86
Community Group	1/2 day	<b>31.51</b>	4.10	35.60
Private Person/Group	day	<b>69.25</b>	9.00	78.25
Community Group	day	<b>48.47</b>	6.30	54.77
1/2 day is a maximum of 4 hours				

1.7% CPI & 1% min wage



**SCHEDULE "H" Fee By-Law**  
**The Corporation of the Township of North Huron**  
**Recreation and Facilities Department**  
**Recreation Programs as of April 1**

Program / Service	2018		
	Rate (without HST)	HST	Rate (with HST)
<b><u>Public Skating Sessions</u></b>			
Free on Sundays in NH and Thurs in Blyth - sponsored by North Huron			
AGE 0-5	<b>0.00</b>	0.00	0.00
Age 6-17	<b>1.33</b>	0.17	1.50
18+	<b>1.99</b>	0.26	2.25
Family Daily (6 per family max)	<b>4.42</b>	0.57	5.00
Adult/Tot/Senior/Snow Day Skates	<b>0.00</b>	0.00	0.00
Adult Drop In/Shinney	<b>6.41</b>	0.83	7.24
Adult Drop In/Shinney	<b>59.73</b>	7.76	67.49
Student Drop In/Shinney	<b>4.42</b>	0.57	4.99
Student Drop In/Shinney	<b>39.82</b>	5.18	45.00
<b><u>Recreation Programs</u></b>			

Recreation Programs run on a cost recovery basis and prices are set according to each program's expenses.

**SCHEDULE "H" Fee By-Law**  
**The Corporation of the Township of North Huron**  
**Recreation and Facilities Department**  
**Fitness and Aquatic Membership and Program Rates**

<b>Pool Rental Rates (rates begin Jan 1)</b>	<b>Unit</b>	<b>2018</b>
<b><u>Indoor Pool Rental</u></b>		
Private 2 Guards	1 hour	94.19
Youth - Clubs/Schools (Includes 2 guards))	1 hour	78.36
Lifeguard (hourly rate)	per hour	16.74
<b><u>Birthday Party Pool Rentals</u></b>		
Private Party + Hot Stove Lounge		182.81
Non Private + Hot Stove Lounge		109.89
<b>Pool Program Registration Rates (rates begin Jan 1)</b>		
<b><u>Aquatic Instruction</u></b>		
Pre-School Program 1 - 7	9X	70.00
Swimmer Kids 1 - 4	9X	70.00
Swimmer Kids 5-10	9X	72.00
Home School lessons		62.00
Bd of Ed lessons		62.00
Bronze Medallion/Emerg. First Aid/CPRB	30hrs	190.00
Bronze Cross/Standard First Aid/CPRB	30hrs	190.00
AWSI	30 hrs	220.00
WSI	50hrs	324.00
N.L.S.	50hrs	329.25
Semi private	5x	83.75
Private	5x	104.75
NLS Recert		91.00
WSI Recert		91.00
Lifesaving First Aid/CPR		107.00
Lifesaving First Aid/CPR recert		91.00
CPRC resert		54.00
CPR/First Aid Recert (staff)		31.00
Swim Club		68.25
Swim to Survive		20.50
Sport Fundamentals		68.25
Youth Special Olympics		68.25
Swim Club		68.25
<b>Aquatic Day Rates (cash at counter)</b>		
<b><u>Swim Admission</u></b>		
Ages 0-5	1x	Free
Ages 6-13	1x	3.54
Ages 14+	1x	4.42
Family	1x	10.62

<b>MEMBERSHIP RATES - Complex (starts April 1)</b>	<b>Unit</b>	<b>2018</b>
<b><u>Pool Memberships</u></b>		
<b><u>Adult</u></b>		
<b>Swim Membership</b>	1 month	26.70
	3 month	66.80
	12 month	222.00
<b>Aquafit Membership</b>		
<b><u>Adult</u></b>	1 month	52.40
	3 month	129.40
	12 month	432.00
<b>Aquafit Membership</b>		
<b><u>Senior Student</u></b>	1 month	42.10
	3 month	103.70
	12 month	345.60
<b><u>Senior/Student</u></b>		
Summer Pass	2 months	45.00
Summer pass family	2 months	86.50
<b><u>Fitness &amp; Courts Memberships</u></b>		
<b><u>Adult</u></b>		
<b>Fitness &amp; Courts</b>	1 month	52.40
	3 month	129.40
	12 month	432.00
<b><u>Courts Only</u></b>	1 month	26.70
	3 month	66.80
	12 month	222.00
<b>Courts - Day Rate - All Ages</b>	1x	4.42
<b><u>Senior/Student</u></b>		
<b>Fitness &amp; Courts</b>	1 month	42.10
	3 month	103.70
	12 month	345.60

## **Complete Memberships**

*Fitness, courts, aquatics and ice*

### **Adult**

Complete

1 month 65.70

3 month 163.30

12 month 542.40

Spousal - adult

12 month 949.20

*Day Pass (adult)*

1 day 10.61

*Punch Pass (3 Adult)*

3 visits 29.20

### **Senior/Student**

Complete

1 month 52.40

3 month 129.40

12 month 432.00

Spousal - Senior

12 month 776.40

*Day Pass (student only)*

1 day 8.85

*Punch Pass (3 Student only)*

3 visits 23.89

### **Family**

Family

12 month 1096.80

### **Personal Training**

Personal Training

1 hour 35.75

5x 168.00

10x 300.00

*Note that Specialty Programs operate on a cost recovery basis, pricing set accordingly.*

Prices are shown with no HST



**SCHEDULE "I"**  
**By-Law No. 113-2017**

**Taxi Fees**

Taxi – First Vehicle	\$100.00
Taxi – Each Additional Vehicle	\$50.00 per year
Wheelchair Accessible – First Vehicle	\$100.00 per year
Wheelchair Accessible – Each Additional Vehicle	\$50.00 per year
Taxi – Driver	\$25.00 per 2 year period
Taxi – Driver Wheelchair Accessible Vehicle	\$45.00 per 2 year period

**SCHEDULE “J”  
By-Law No. 113-2017**

**Water Services**

**East Wawanosh Ward**

**WATER**

Humphrey Subdivision Flat Rate (per unit)	\$36.37 per month
Capital Reserve	\$15.00 per month

**Blyth Ward**

**WATER**

**Non-Metered Accounts**

Flat Rate (per unit)	\$36.37 per month
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**Metered Accounts**

Base Rate (per unit)	\$14.36 per month
Residential/Small Commercial Metered Rate	\$0.96 per cubic meter
Large Commercial/Industrial Metered Rate Greater than 10,000 cubic meters annually	\$0.57 per cubic meter
Institutional Metered Rate for schools and North Huron properties	\$0.57 per cubic meter

**Capital Reserves**

Residential/Small Commercial	\$15.00 per month
Large Commercial/Industrial	\$15.00 per inch of service per month

**SEWER**

Flat Rate (per unit)	\$23.81 per month
Commercial Based on Water Consumption	100% of Water Billed or \$23.81, whichever is greater

**Capital Reserves**

Residential/Small Commercial	\$15.00 per month
Large Commercial/Industrial	\$15.00 per month per inch of service

**Wingham Ward**

**WATER**

Residential/Small Commercial Base Rate (per unit)	\$14.36 per month
Residential/Small Commercial Metered Rate	\$0.96 per cubic meter
Large Commercial/Industrial Base Rate (per unit)	\$14.36 per month
Large Commercial/Industrial Metered Rate Greater than 10,000 cubic meters annually	\$0.57 per cubic meter
Industrial Rate Metered Rate for schools and North Huron properties	\$0.57 per cubic meter

**SCHEDULE "J"**  
**(con't)**  
**By-Law No. 113-2017**

**Capital Reserves**

Residential/Small Commercial	\$15.00 per month
Large Commercial/Industrial	\$15.00 per month per inch of service

**SEWER**

Flat Rate (per unit)	\$23.81 per month
Commercial Based on Water Consumption	Depending on service either 50%,75%, 100% of Water Billed OR \$23.81 whichever is greater

**Reserves**

Residential/Small Commercial	\$15.00 per month
Large Commercial/Industrial	\$15.00 per month per inch of service

**Out of Township Boundary**

**WATER**

Residential/Small Commercial Base Rate (per unit)	\$21.54 per month
Residential/Small Commercial Metered Rate	\$1.44 per cubic meter
Large Commercial/Industrial Base Rate	\$21.54 per month
Large Commercial/Industrial Metered Rate (greater than 10,000 cubic meters annually)	\$0.86 per cubic meter

**Capital Reserves**

Residential/Small Commercial	\$15.00 per month
Large Commercial/Industrial	\$15.00 per month per inch of service

**SEWER**

Residential/Small Commercial Flat Rate (per unit)	\$35.72 per month
Residential/Small Commercial Metered (no water)	\$1.44 per cubic meter
Commercial Based on Water Consumption	Depending on service either 50%, 75% 100% of water billed or \$ 35.72, whichever is greater

**Capital Reserves**

Residential/Small Commercial	\$15.00 per month
Large Commercial/Industrial	\$15.00 per month per inch of service

**SCHEDULE “J”  
(con’t)  
By-Law No. 113-2017**

**OTHER CHARGES**

Water/Sewer Arrears Report	\$20.00
Swimming Pool Fill up Fee (if not metered)	\$1.00 per cubic meter

**Maintenance Fees**

Water/Wastewater Operator Labor	\$55.00/ hour
Sewer Camera – Private Property Blockages	\$100.00/ Hour **
** Fee is waived if property owner disconnects uncontaminated water sources from sanitary sewer and replaces sewer within 90 days if deemed necessary during camera session.	
Water Service Shut off and reconnection-no charge if meter faulty.	
Service Shut off	\$75.00
Water Service reconnection	\$75.00
After hours disconnection	\$150.00
After hours reconnection	\$150.00
Water meter dispute – ½” to 1” service	\$75.00
Water Meter dispute >1”	Time and materials
Water from hydrant	\$30 + \$1.00 / m3
Hydrant Maintenance Fire Protection Fee (Temporary)	\$400.00/hydrant / year
Outside North Huron Boundary	\$200.00 / Hydrant/ year
Shared Hydrant	

**New Water Service Installation to property line**

Water Infrastructure Recovery Fee/m3 of capacity	\$2,500.00/cubic meter of capacity
Installation	Time and Materials

**Water Meters** are to be purchased from the Township of North Huron to ensure compatibility with existing water meter program. Units will be priced at current market value to ensure full cost recovery by the Township. Costs associated with the installation of the meter are the responsibility of the property owner. The municipality reserves the right to inspect all installations.

New Sewer Service to property line	\$3,500.00/cubic meter of capacity
Sanitary Sewer Infrastructure Recovery Fee/m3 of capacity	Time and Materials

Installation  
**Note – normal residential service is approx. 1 m3/d capacity \*\*\***  
 New Water and Sewer Service Installation to property line outside North Huron Boundary, a onetime infrastructure recovery fee as described above, a frontage fee will apply according to the Cross Border Agreement in addition to the actual installation costs will apply.  
**\*\*\*Service Request form MUST be filled out prior to**

Hauled Septage	
0-2.5% solids	\$7.50/m3
2.5-4.0% solids	\$9.00/m3
4-6% solids	\$14.00/m3
>6% solids	Not accepted



**SCHEDULE "K"**  
**By-Law No. 113-2017**

**Wingham Children's Centre**

**North Huron Children's Programs**

Children's Centre Phone 357-2424 Fax 357-2091

Before & After School - Maitland River School 519-531-0775

Before & After School - Sacred Heart School 519-357-1777

**Daily Fee Schedule**

Effective September 1, 2017

	<b>Infant</b>	<b>Toddler</b>	<b>Pre-School</b>	<b>School Age JK/SK</b>	<b>School Age Grade 1 ↑</b>
Full Day	\$47.50	\$43.00	\$37.00		
Extended Day (>10 hours)	\$52.50	\$48.00	\$42.00		
Half Day – Lunch	\$37.00	\$31.50	\$26.50		
Half Day - No Lunch	\$37.50	\$27.00	\$22.00		
Nursery School		\$24.50	\$19.50		
Before School				\$10.00	\$9.50
After School (less than one hour)				\$8.00	\$8.00
After School				\$10.00	\$9.50
Late Fees	\$5.00 every five minutes				

Hours of Operation for Daycare  
Monday to Friday 6:30 am to 5:30 pm

Nursery School - 9:00 am to 11:30 am or 1 pm to 3:30 pm

Half Day Rate Mornings (four hours up to 12:30 pm)

Half Day Rate Afternoons (four hours in afternoon starting as early as 11:45 pm)

Usage of more than four hours is billed at a full day rate.

Before School Program - 6:30 am to 9:00 am

After School Program - 3:10 pm to 6:00 pm

**SCHEDULE “L”**  
**By-Law No. 113-2017**

**Fire and Emergency Services Fees**

EMERGENCY SERVICES	FEE
<p>1. For attending the scene of a motor vehicle collision:</p> <p>(a) Involving dangerous goods (as defined under the Dangerous Goods Act) and/or vehicles with a gross weight over 11,000kg. Or</p> <p>(b) Where the fire department provided medical, extrication, fire suppression, spill mitigation or site clean-up services</p>	<p>(a) Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call</p> <p>(b) Current MTO rate per hour per vehicle plus personnel costs plus any additional costs to for each and every call</p>
<p>2. For response to incidents involving the release, or potential release, of dangerous goods (not covered under 1.).</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional for each and every call</p>
<p>3. For fire department response fees/Indemnification Technology.</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call</p>
<p>4. For responding to false alarms from an automatic alarm system:</p> <p>(a) first false alarm in any 12 month period</p> <p>(b) second false alarm in any 12 month period:</p> <p>(c) third and subsequent false alarms in any 12 month period:</p>	<p>(a) Nil</p> <p>(b) Warning Letter</p> <p>(c) Current MTO rate per</p>
<p>5. For responding to an open air burn by-law violation as outlined in North Huron by-law</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call</p>
<p>6. For attending an incident at a property where no locate was obtained or where requirements of the locate had not been followed:</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call</p>
<p>7. For providing a Fire Watch on a premises as required under the Ontario Fire Code</p>	<p>Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call</p>
<p>8. For repair or replacement of any fire department or municipal items consumed, dispensed, damaged or destroyed during the course of incidents in 1. through 6. above.</p>	<p>Cost plus \$25 for repair or replacement of items valued at under \$500 each.</p> <p>Cost plus 15% for all items valued at over \$500 each.</p>
<p>9. For recovery of costs invoiced to the fire department or municipality for any goods or services provided during the course of incidents in 1. through 6. above.</p>	<p>Cost plus \$25 for invoices under \$500, and cost plus 15% for invoices over \$500.</p>
<p>10. SCBA Cylinder Refills</p>	<p>\$10/cylinder</p>
<p>11. Request for fire incident report from a non-government agency.</p>	<p>\$101 per report</p>

**SCHEDULE “L”  
By-Law No. 113-2017  
(con’t)**

<b>NON-EMERGENCY SERVICES</b>	<b>FEE</b>
<b>1. Inspection – Residential and Ontario Building Code Group C Occupancies</b> a. Residential single unit dwelling b. Residential multi unit dwelling c. Follow up meetings or inspections	\$101.00 \$126 plus \$25 per unit \$25 per half hour or part thereof
<b>2. Inspection – Ontario Building Code Group B,D,E, and F Occupancies</b> a. up to 10,000 square feet b. every additional 2,500 c. follow up meetings or inspections	\$126 \$25 \$25 per half hour or part thereof
<b>3. Inspection - Tent or Marquee</b> Where Fire Code inspection is required or requested.	\$126
<b>4. Plans Review</b> Review of construction plans	\$25 per half hour or part thereof
<b>5. Fire Safety Plan</b> Request to review a fire safety plan Request to review a fire safety plan and provide written response	\$0 \$101
<b>6. Propane Risk &amp; Safety Management Plan (RSMP) Review</b>	\$25 per half hour or part thereof
<b>7. Fire Drill Attendance</b> Attend Attend and provide written response	\$0 \$51
<b>8. Other services required</b> For recovery of costs invoiced to the fire department or municipality for any goods or services provided for fire inspection or prevention services	Cost plus \$25 for invoices under \$500, and cost plus 15% for invoices over \$500
<b>9. Request for fire inspection report(s) from a non-government agency.</b>	\$126

**SCHEDULE "M"**  
**By-Law No. 113-2017**

**ESTC Rental Spaces**

Program / Service		Unit	2018		
			Rate (without HST)	HST	Rate (with HST)
<b>INDOOR CLASSROOM</b>					
<b>ESTC Indoor Classroom</b>	<u><b>Single Classroom</b></u>				
	Private	Day	<b>130.00</b>	16.90	146.90
	Community / Affiliate group	Day	<b>91.00</b>	11.83	102.83
	Private	Hour	<b>26.00</b>	3.38	29.38
	Community / Affiliate group	Hour	<b>18.00</b>	2.34	20.34
	<u><b>Double Classroom</b></u>				
	Private	Day	<b>221.00</b>	28.73	249.73
	Community / Affiliate group	Day	<b>155.00</b>	20.15	175.15
	Private	Hour	<b>44.00</b>	5.72	49.72
Community / Affiliate group	Hour	<b>31.00</b>	4.03	35.03	
<b>OUTDOOR FIREGROUND</b>					
<b>Burn Building</b>	Private	Day	<b>1705.00</b>	221.65	1926.65
	<b>Class B Pit</b>	Private	Day	<b>1705.00</b>	221.65
Private		Hour	<b>340.00</b>	44.20	384.20
<b>Propane Emergencies Area</b>	Private	Day	<b>1705.00</b>	221.65	1926.65
	Private	Hour	<b>340.00</b>	44.20	384.20
<b>Confined Space Maze</b>	Private	Day	<b>275.00</b>	35.75	310.75
	<b>RENTAL EQUIPMENT</b>				
<b>Pumpers</b>	Per Unit	Per Unit	<b>275.00</b>	35.75	310.75
	<b>SCBA Rental</b>	Per Unit	Per Unit	<b>50.00</b>	6.50
<b>Cylinder Refill</b>		Per Unit	Per Unit	<b>8.00</b>	1.04
	<b>INSTRUCTOR BILL OUT</b>				
<b>ESTC Certified Instructors</b>	Require 1 per 10 students	Per Unit	<b>250.00</b>	32.50	282.50



2018 Development Charges Update

Effective January 1, 2018

Wingham Ward	Persons					Parks and		
	Per Unit	Sanitary Sewage	Water	Transportation	Firefighting	Recreation	Administration	Total
Residential Type								
Single and Semi-Detached	2.5	3,511.83	0.00	767.11	53.79	274.59	583.85	5,191.17
Multiple Units and Townhouses	2.1	2,949.94	0.00	644.37	45.19	230.66	490.43	4,360.58
Apartments (2 bedrooms +)	1.5	2,107.10	0.00	460.26	32.27	164.75	350.31	3,114.69
Apartments (Bachelor and 1 bedroom)	1.1	1,545.21	0.00	337.53	23.67	120.82	256.89	2,284.12

Blyth Ward	Persons					Parks and		
	Per Unit	Sanitary Sewage	Water	Transportation	Firefighting	Recreation	Administration	Total
Residential Type								
Single and Semi-Detached	2.5	0.00	927.81	767.11	53.79	274.59	583.85	2,607.15
Multiple Units and Townhouses	2.1	0.00	779.37	644.37	45.19	230.66	490.43	2,190.01
Apartments (2 bedrooms +)	1.5	0.00	556.69	460.26	32.27	164.75	350.31	1,564.28
Apartments (Bachelor and 1 bedroom)	1.1	0.00	408.23	337.53	23.67	120.82	256.89	1,147.15

East Wawanosh Ward	Persons					Parks and		
	per Unit	Sanitary Sewage	Water	Transportation	Firefighting	Recreation	Administration	Total
Residential Type								
Single and Semi-Detached	2.5	0.00	0.00	767.11	53.79	274.59	583.85	1,679.34
Multiple Units and Townhouses	2.1	0.00	0.00	644.37	45.19	230.66	490.43	1,410.64
Apartments (2 bedrooms +)	1.5	0.00	0.00	460.26	32.27	164.75	350.31	1,007.59
Apartments (Bachelor and 1 bedroom)	1.1	0.00	0.00	337.53	23.67	120.82	256.89	738.91

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

**BY-LAW NO. 114-2017**

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**Being a By-law to Amend By-law No. 39 (2012) A By-law to Provide  
for the Regulation and Control of Traffic on the Highways of the  
Township of North Huron**

---

**WHEREAS** it is deemed necessary and expedient to regulate traffic on the highways of the Municipality;

**AND WHEREAS** Section 210, Paragraph 123 of the Municipal Act, R.S.O. 1990, c. M.45, as amended, permits Municipalities to pass By-laws for regulating traffic on the highways, subject to the provisions of the Highway Traffic Act;

**AND WHEREAS** the Council of the Corporation of the Township of North Huron deemed it expedient to pass such a by-law:

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

1. That Schedules E, F, K and L to By-law No. 39 (2012) A By-law to Provide for the Regulation and Control of Traffic on the Highways of the Township of North Huron be amended as follows -

**Schedule E Speed Zones on Streets, Avenues, and Park Areas**

- remove Summit Drive

**Schedule F Parking for the Physically Challenged**

- add Kentucky Fried Chicken One Parking Space  
55 Josephine Street East of Front Entrance
- add Belgrave Community Centre Three Parking Spaces  
12 Queen Street West Side of London Rd  
East of Building
- add Blyth Festival One Parking Space  
423 Queen Street West Side of London Rd  
Front of Building
- add Royal Oaks Health & Wellness Centre Two Parking Spaces  
131 John Street Parking Lot A  
on Frances Street  
  
Two Parking Spaces  
Parking Lot B  
on Frances Street
- change The Beer Store One Parking Space  
482 Josephine Street Right of Front Entrance

to                      The Beer Store                      One Parking Space to the  
                                 484 Josephine Street                      Right of Front Entrance

**Schedule K Stop Sign Locations**

	<u>Street</u>	<u>At</u>	<u>Location</u>
• add	Carling Terrace	Elm Street	NW corner
• add	Carling Terrace	Elm Street	SE corner
• add	McClinchey Road	Hoover Line	NE corner

**Schedule L Community Safety Zones**

- add                      As per By-law No. 98-2017 passed November 6, 2017 the Speed Limits in Community Safety Zones in the areas in North Huron shall be established at 30 km/hr.

	<u>Street</u>	<u>Between</u>	<u>Distance</u>
• add	Wellington Street	Queen Street to Gypsy Lane	50 meters

2. That this By-law shall come into force and effect upon its enactment.

READ A FIRST AND SECOND TIME THIS 18<sup>th</sup> DAY OF DECEMBER, 2017.

READ A THIRD TIME AND PASSED THIS 18<sup>th</sup> DAY OF DECEMBER, 2017.

CORPORATE SEAL

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

\_\_\_\_\_  
Clerk Richard Al

**THE TOWNSHIP OF NORTH HURON**

**BY-LAW NO. 39-2012**

**TO PROVIDE FOR THE REGULATION AND CONTROL  
OF TRAFFIC ON THE HIGHWAYS OF THE  
TOWNSHIP OF NORTH HURON**



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- 5. (4)      Towing - Unlawfully Parked Vehicles
- 5. (5)      Highway Traffic Act
- 5. (6)      Court Ruling

**Part VI**     **Enactment**

- 6. (1)      Repeal of Previous By-law(s)
- 6. (2)      Ministry of Transportation Ontario
- 6. (3)      Effective Date

## **List of Schedules**

Schedule A	No Parking Zones
Schedule B	No Stopping Zones
Schedule C	All Way Stops
Schedule D	School Bus Loading Zones
Schedule E	Speed of Vehicles
Schedule F	Parking for the Physically Challenged
Schedule G	One Way Streets
Schedule H	Pedestrian Crosswalks School Crossings
Schedule I	2 Hour Maximum Parking Spaces
Schedule J	Fire Routes
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Schedule L	Community Safety Zones
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**A BY-LAW TO PROVIDE FOR THE REGULATION AND CONTROL OF TRAFFIC ON THE  
HIGHWAYS OF THE TOWNSHIP OF NORTH HURON**

**WHEREAS** it is deemed necessary and expedient to regulate traffic on the highways of the Municipality;

**AND WHEREAS** Section 210, Paragraph 123 of the Municipal Act, R.S.O. 1990, c. M.45, as amended, permits Municipalities to pass By-laws for regulating traffic on the highways, subject to the provisions of the Highway Traffic Act;

**NOW, IT IS HEREBY ENACTED** by the Municipal Council of the Township of North Huron as follows:



## **Part I - DEFINITIONS**

1. For the purpose of this By-law, where no definition is made herein and definition is required, the applicable definition shall be as set forth in the Highway Traffic Act, R.S.O. 1990, Chapter H.8 as amended from time to time, and
  - (a) “Authorized Emergency Vehicle” means a vehicle of the Fire Department, Police vehicle, ambulance and such emergency vehicles of Municipal Departments as are designated or authorized by the Municipal Clerk, Wingham Police Services or Huron O.P.P.
  - (b) “Bicycle” means any device which has two wheels and is propelled by muscular power and upon which any person may ride.
  - (c) “Boulevard” shall mean the portion of the street allowance lying between the travelled portion of the street and the limit of the street allowance.
  - (d) “Police” shall mean the Wingham Police Services and Huron O.P.P.
  - (e) “Clerk” shall mean the Clerk of the Township of North Huron.
  - (f) “Council” shall mean the Council of the Township of North Huron.
  - (g) “Commercial Vehicle” means a motor vehicle having permanently attached thereto a truck or delivery body, and includes an ambulance, hearse, casket wagon, fire apparatus, police vehicle, motor bus and tractors used for hauling purposes on the highway.
  - (h) “Controlled Access Highway” – Every highway, street or roadway in respect to which owners or occupants of abutting lands and other persons have legal right of access to or from the same except at such points only and in such manner as may be determined by the Township of North Huron.
  - (i) “Corner” means the point of intersection of curbs or edges of the portion of the highway used for vehicular traffic.
  - (j) “Crosswalk” means that portion of a roadway ordinarily included within the prolongation or connection of the lateral lines of sidewalks or any portion of a roadway distinctly indicated for pedestrian crossing by lines or marks.
  - (k) “Curb” shall mean where a curb is constructed, the line thereof. Where no curb is constructed it shall be construed to mean the edge of the travelled portion of the roadway.

- (l) “Loading Zone” means a space adjacent to a curb for the exclusive use of vehicles during the loading or unloading of freight or person as designated by signage.
- (m) “Driver” means a person who drives, operates or is in actual physical control of a vehicle.
- (n) “Double Parking” shall mean permitting any part of a vehicle to remain stationary along side or parallel to another vehicle already properly parked or standing at the curb on the same side of the street.
- (o) “Gross Weight” means the combined weight of vehicle and load.
- (p) “Heavy Truck” means a commercial motor vehicle having a weight, when unloaded, of three tonnes or more or, when loaded six tonnes or more, but does not include a passenger vehicle, an ambulance or any vehicle of a police service or fire department.
- (q) “Highway” shall have the same meaning as prescribed under the *Highway Traffic Act* RSO 1990.
- (r) “Intersection” shall have the same meaning as prescribed under the *Highway Traffic Act* RSO 1990.
- (s) “Laned Roadway” means a roadway which is divided into two or more clearly marked lanes for vehicular traffic.
- (t) “Motorized Snow Vehicle” means a self-propelled vehicle designed to be driven primarily on snow.
- (u) “Municipally-Owned Commercial Vehicle” means any vehicle owned or operated for and on behalf of the Township of North Huron, or such vehicles as are from time to time hired or used for the purposes of carrying out civic works under the instructions and supervision of the Director of Public Works, and without limiting the generality of the foregoing, shall include vehicles as operated by the Wingham Police Services, Huron O.P.P., all Fire Department equipment or vehicles, Township sweepers, Township flushers, snow plows, garbage collectors, vehicles of the Public Works and Recreation Departments of the said Municipality, or the vehicles of any other Board or Commission operating under the authority or control of the Township of North Huron.
- (v) “Official Time Standard”, whenever certain hours are named herein they shall mean standard time or daylight saving time as may be in current use in the Township.
- (w) “One Way Street” means a street upon which vehicular traffic is limited to movement in one direction.
- (x) “Operator” shall mean any person who operates or is in charge of a vehicle upon a street.
- (y) “Park” or “Parking”, when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise, or passengers.

- (z) “Two Hour Parking Zone” means the street or parts of streets designated by this By-law as constituting a time-limited parking zone.
- (aa) “Parking Space” means a portion of the surface of a roadway designated by suitable markings, designed and intended for the parking of motor vehicles.
- (bb) “Pedestrian” means a person afoot, and includes physically challenged persons and children in wheeled carriages.
- (cc) “Person” shall mean every natural person, firm, co-partnership, association or corporation.
- (dd) “Police Officer” means a member of the Wingham Police Services or Huron O.P.P.
- (ee) “Roadway” means that portion of a highway that is improved, designated or ordinarily used for vehicular traffic, and shall include all streets but does not include the shoulder, and where a highway includes two or more separate roadways, the term "roadway" refers to all the roadways collectively.
- (ff) “Rural Roadways” means all roadways outside of the settlements of Wingham, Blyth, Auburn or Belgrave, but shall not apply to roadways under the jurisdiction of Huron County or the Province of Ontario.
- (gg) “Sidewalk” means that portion of a street between the curb lines or the lateral lines of a roadway and the adjacent property lines intended for the use of pedestrians.
- (hh) “Stand” or “Standing”, when prohibited, means the halting of a vehicle, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers.
- (ii) "Stop" or “Stopping”, when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other Police Officer or of a traffic control sign or signal.
- (jj) “Traffic” includes pedestrians, ridden or herded animals, vehicles, and other conveyances used singularly or together while using any street for purpose or travel.
- (kk) “Traffic Control Device” means any sign; or roadway, curb or sidewalk mark; or other device erected or placed under the authority of Municipal Council or as authorized and provided for under the direction of the Wingham Police Services or Huron O.P.P., for the purpose of regulating, warning or guiding traffic.
- (ll) “Traffic Control Signal”, means any device, manually, electrically or mechanically operated for the regulation of traffic.

- (mm) “Trailer” means any vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, another motor vehicle or any device or apparatus not designated to transport persons or property temporarily drawn, propelled, or moved upon such highway except a side car attached to a motorcycle, and shall be considered a separate vehicle and not part of the motor vehicle by which it is drawn.
- (nn) “Treasurer” means the Treasurer for the Township of North Huron.
- (oo) “U Turn” means to turn a vehicle within the roadway so as to proceed in the opposite direction from that which the vehicle previously faced.
- (pp) “Urban Roadways” means all roadways within the settlement areas of Wingham, Blyth, Belgrave and Auburn.
- (qq) “Vehicle” includes a motor vehicle (includes snow machines), trailer, traction engine, farm tractor, road-building machine and any vehicle drawn, propelled or driven by any kind of power, including muscular power;
- (rr) “Off-Road Vehicle” means a vehicle propelled or driven otherwise than by muscular power or wind and designed to travel on not more than four wheels and not considered to be licensed for highway use in the Province of Ontario.
- (ss) “Pedestrian Crossover” means any portion of a roadway designated by By-law of this municipality, at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs on the highway and lines or other markings on the surface of the roadway as prescribed by the regulations under the *Highway Traffic Act* R.S.O. 1990.
- (tt) “Footpath” means a path designed to be used by persons on foot.
- (uu) “Footbridge” means a bridge designed to be used by persons on foot.
- (vv) "Community Safety Zone" means a part of a roadway so designated under the *Highway Traffic Act* where public safety is a special concern.
- (ww) “By-law Enforcement Officer” shall mean an Officer engaged by the Township of North Huron to enforce Municipal By-laws.



## **Part II – GENERAL PROVISIONS**

### **1. DUTY OF POLICE ENFORCEMENT**

The Wingham Police Services, Huron O.P.P. and/or other By-law Enforcement Officers as appointed from time to time by the Township of North Huron are authorized to enforce the provisions of this By-law.

### **2. OBEDIENCE TO TRAFFIC CONTROL DEVICES OR SIGNALS**

Every person shall promptly obey all signals or directions given either by a Police Officer or by a Traffic Control device, or a traffic signal or traffic sign.

### **3. DIRECTION OF TRAFFIC BY POLICE OFFICER**

Where a Police Officer reasonably considers it necessary

- a) to ensure orderly movement of traffic; or
- b) to prevent injury or damage to persons or property; or
- c) he/she may direct traffic according to his/her discretion, to permit proper action in an emergency, notwithstanding the provisions of the By-law, and every person shall obey his/her instructions.

### **4. TRAFFIC CONTROL DEVICES OR SIGNALS**

- a) Authority is hereby given to the Director of Public Works, with the approval of the Ministry of Transportation Ontario of Ontario, where required by law, to place or erect and to maintain such signs and traffic control signals authorized by Municipal Council as are required to give effect to the provisions of this By-law, or as are required to regulate, warn or guide traffic for the safety or convenience of the public.
- b) The Director of Public Works, upon direction by Municipal Council, is hereby given authority to place such pavement markings as they deem advisable for the purpose of directing and guiding traffic and the parking of vehicles.
- c) No person shall place, maintain or display upon or in view of any highway or street allowance any unauthorized sign, signal, marking or device which purports to be or is an imitation of or resembles a traffic control device or railroad sign or signal, or which attempts to direct the movement of traffic, or which hides from view or interferes with the effectiveness of any traffic control device or any railroad sign or signal, and no person shall place or maintain upon any highway or street allowance any traffic sign or signal bearing thereon any commercial advertising.

This shall not be deemed to prohibit the erecting upon private property adjacent to highways of signs giving useful directional information and of a type that cannot be mistaken for traffic control.

Notwithstanding, where conflict exists between this section and the Township of North Huron's Sign By-law, the requirements of the Sign By-law shall prevail.

- d) Any unauthorized sign, signal, marking or device so erected shall be forthwith removed by the person or persons responsible for the placing of same, after notice, verbal or written, by the Director of Public Works, Officer in Charge or Police Constable.

- e) Stop signs shall be erected and maintained by the Director of Public Works at all intersections as shown on Schedule “K” to this By-law in accordance with the *Highway Traffic Act*, R.S.O. 1990.
- f) All Way Stops shall be established and maintained by the Director of Public Works at all intersections as shown on Schedule “C” to this By-law in accordance with the *Highway Traffic Act*, R.S.O. 1990.

5. SPEED LIMITS

- a) The maximum speed for vehicles on all Urban Roadways within North Huron shall be fifty (50) kilometres per hour except on those parts of roadways described in Schedule “E” to this By-law.
- b) The maximum speed for vehicles on all Rural Roadways within North Huron shall be eighty (80) kilometres per hour except on those parts of roadways described in Schedule “E” to this By-law.
- b) No person shall exceed the speed limits set out in this section and Schedule "E" to this By-law.

6. PEDESTRIAN CROSSWALKS AND SCHOOL CROSSINGS

Pedestrian Crosswalks and School Crossings, as defined in subsection 1(ss) of this By-law, are hereby authorized on the roadways or portions of roadways as set out in Column 1 of Schedule “H” to this By-law at the locations set out in Column 2 of the said Schedule.

7. DESIGNATED PARKING SPACES FOR THE PHYSICALLY CHALLENGED

The parking spaces identified by signs as defined in Schedule “F” to this By-law on public and private roads and parking lots, at the locations set out in Schedule “F” to this By-law shall be designated parking spaces to be used exclusively by persons who have a properly displayed Disabled Permit.

8. FIRE ROUTES

The roads, lanes, driveways and private roadways described in Schedule “J” to this By-law are hereby designated as fire routes.

9. NO PARKING AREAS

No person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with a traffic control signal, sign or device or the direction of a Police Officer, in any of the following places:

- (a) on a bridge or approaches thereto;
- (b) on any street, in such manner as to obstruct traffic;
- (c) in such a position as will prevent the convenient removal of any other vehicle previously parked or standing;
- (d) in a fire route being within 6.5 meters of a point in the edge of the roadway and nearest to a public entrance to a hotel, a theatre, or a public hall or auditorium where such theatre, hall or auditorium is open to the public;
- (e) in front of a public or private driveway or opposite thereto;
- (f) in an area indicated by “NO PARKING BETWEEN SIGNS”;
- (g) in an area where signs have been erected indicating “NO PARKING HERE TO CORNER”;

- (h) in an area designated by pavement markings or signs as being for physically challenged parking only.
- (i) in front of the entrances to the Wingham & District Hospital;
- (j) within eight (8) meters of the lot on which a Fire Hall is located on that side of the street which such Fire Hall is located, or on the opposite side of said street so as to obstruct or interfere with the means of ingress or egress from such Fire Hall;
- (k) on any part of the roadway surrounding the Wingham Cenotaph on Veterans Road;
- (l) on any roadway or street right-of-way, having regard for the traffic requirements on such roadway, and in no case for a longer period than six (6) consecutive hours;
- (m) on a sidewalk;
- (n) within four (4) meters of a fire hydrant;
- (o) on a crosswalk or pedestrian crossover;
- (p) within nine (9) metres of an Intersection, unless there is a parking spot designated and painted as such.

10. SCHEDULES

Any part of the Schedules hereto annexed may be altered by adding thereto other streets or parts of streets therein mentioned, and by substituting different hours and periods of time other than therein mentioned but any such alteration shall be made only by By-law of the Council in that behalf, and duly passed at a regular or special meeting of the Council, to take effect when approved by the Ministry of Transportation Ontario of Ontario when necessary, provided, for the purpose of guiding, directing and regulating, or limiting or otherwise altering the traffic regulations. Temporary regulations may be put into effect by the Wingham Police Services or Huron O.P.P. for the Township of North Huron or the Director of Public Works and such temporary regulations to be valid only when properly worded signs have been erected and are on display, and for a period of thirty days only, unless confirmed by By-law enacted by the Municipal Council and approved by the Ministry of Transportation Ontario where necessary.

(11) PARADES

No person shall take part in any parade or other procession on any of the streets or sidewalks in the Township of North Huron unless that person has first obtained written permission from the Council of the Township of North Huron to do so. This requirement may be waived by Council where deemed appropriate.

(12) TIME LIMITED PARKING AREAS

Parking of vehicles shall be allowed on the roads set out in Schedule "I" subject to the time limits set out in this By-law (two hour maximum parking).

**Part III - GENERAL OFFENCES**

1. **DEPOSITING SNOW ON HIGHWAY OR SIDEWALK**

No person shall throw, deposit, or cause to be deposited, any snow, ice or mud as to interfere with the movement of pedestrian or vehicular traffic.

2. **DRIVING OVER FIRE HOSES**

No vehicle shall be driven over any unprotected hose of the Fire Department when laid down in any roadway, street, private driveway or lane, which is used or intended to be used at any fire or alarm of fire.

3. **PEDESTRIAN OFFENCES**

No person, while a pedestrian, shall

- (a) cross a road at a place other than a pedestrian crossover or at road intersections when such crossing interferes with the movement of vehicles; or,
- (b) fail to yield the right of way to a vehicle upon the road, except when authorized by a traffic signal or by a Police Officer.

4. No pedestrian shall proceed over or go under a barrier installed at a safety zone or on a sidewalk.

5. No person shall obstruct the flow of traffic on any roadway.

6. **BICYCLE OFFENCES**

No person shall:

- (a) leave a bicycle unattended on a roadway;
- (b) ride or leave a bicycle in such a manner as to obstruct a sidewalk or footpath;
- (c) operate a bicycle at a speed greater than is reasonable and prudent or in a manner which is unsafe;
- (d) Any bicycle found obstructing pedestrians may be taken into possession by a Police Officer and removed and stored, and any storage charges shall be a lien upon such bicycle, and such costs and charges shall be in addition to any penalty imposed under this By-law. There shall be no liability to the owner of such bicycle on the part of the Township of North Huron, or the Police Officer, for any damages occurring to the bicycle while in the custody of the Police or in storage.

7. **TURNING MOVEMENTS**

The making of a "U" turn at any time is prohibited on the street and intersections where properly worded signs prohibiting the same are erected.



8. DRIVING ON SIDEWALK

No person shall permit a vehicle, without the permission of the Wingham Police Services, North Huron O.P.P., or the Director of Public Works, to be drawn, hauled, driven, propelled or used on, over or along any boulevard, sidewalk, pathway, footpath or footbridge being in or upon any boulevard, garden or other place for public use within the municipality.

9. STANDING OR PARKING FOR DISPLAY OR MAINTENANCE

No person shall stand or park a vehicle upon a highway for the purpose of:

- (a) displaying it for sale;
- (b) washing, greasing or repairing such vehicle, except repairs necessitated by emergency;
- (c) allowing a vehicle to discharge any fluid or substance onto the highway;
- (d) no person shall park any vehicle on any roadway for the express purpose of advertising or promotion purposes unless such parking has been specifically authorized by Council.

10. MOTORIZED VEHICLES

- (a) No person shall drive a motor vehicle or a motorized snow vehicle or a motor assisted bicycle upon a sidewalk or footpath or a road except for the purpose of directly crossing such a sidewalk or footpath.
- (b) No person shall drive a motor vehicle or a motorized snow vehicle or a motor assisted bicycle over a raised curb except at a place where there is a ramp.
- (c) No person shall operate a motorized snow vehicle within the Ward of Wingham and Ward of Blyth limits from 11:00 p.m. to 7:00 a.m. except that person may return to their own residence by the most direct route during that time.
- (d) No person shall operate a motorized snow vehicle within a block of Wingham & District Hospital or within a block of any church in the Township of North Huron, except that those persons who reside within these areas may leave and return home.
- (e) No person shall operate a motorized snow vehicle at any time on Josephine Street from Amberley Road (Highway #86) to North Street/B Line Road and Queen Street from North Street to Blyth Road #25 at anytime.

11. SKATEBOARDS

- (a) No person shall ride a skateboard on the sidewalks along Josephine Street from Amberley Road (Highway #86) to North Street/B Line Road and Queen Street from North Street to Blyth Road 25 at anytime.
- (b) No person shall ride a skateboard on the Municipal Parking Lots located –
  - i) on the southeast corner of Queen Street and Drummond Street;
  - ii) on Victoria Street West – behind 164 Josephine Street;
  - iii) behind the North Huron Municipal Office between Josephine and Edward Streets;
  - iv) on John Street West – behind 238 Josephine Street.

12. MISCELLANEOUS DRIVING RULES

No person shall, except under the direction of a Police Officer, drive a vehicle on a road between the vehicles comprising a funeral or other procession recognizable as such by the display of pennants, lights or other identifying insignia while the vehicles in such procession are in motion.

13. IMPROPER USE OF PARKING PERMITS FOR THE PHYSICALLY CHALLENGED

No person shall use a disabled person's parking permit in a manner other than that provided in law.

## **Part IV – PARKING OFFENCES**

### **1. GENERAL STOPPING AND PARKING REGULATION**

No person shall park, or stop a vehicle on any street other than a one-way street, unless on the right hand side of the street, having regard for the direction in which the vehicle had been proceeding, and unless the right front and right rear wheels or runners of the vehicle are parallel to and distant respectively not more than thirty (30) centimetres from the edge of the roadway, without stopping or parking over a sidewalk or footpath or over any part of the highway where grass has grown or which is not intended for the use of vehicles.

### **2. ONE WAY STREETS**

Where parking is permitted on a one-way street, vehicles may be parked only on the designated side of the street, with the front and rear wheels parallel to and distant not more than thirty (30) centimetres from the edge of the roadway or within the limits or lines of parking space marked on such a street. One way streets are as designated on Schedule “G” of this By-law.

### **3. OUTSIDE MARKED PARKING SPACES**

Where angle or parallel parking spaces are designated by lines painted on the roadway, no person shall stop or park any vehicle except within an area designated as a parking space.

### **4. MOTORCYCLE PARKING**

Notwithstanding the provisions of Section 4, Subsections (1), and (2) of this By-law with regard to the parking of vehicles in certain areas of streets in the Township of North Huron where parallel parking in areas is permitted, motorcycles shall be parked on an angle of forty-five degrees (45) to the curb, with the front wheel or hindmost rear wheel within thirty (30) centimetres of the curb, and within the limits of the parking space as designed by pavement markings on the street, and so placed that when leaving the space the motorcycle shall proceed in the direction of the flow of traffic.

### **5. WINGHAM & DISTRICT HOSPITAL AND MUNICIPAL PARKS**

- (a) No person shall park a vehicle on the west side or east side of Carling Terrace. This prohibition does not apply to police, ambulance and fire vehicles when engaged in emergency use.
- (b) No person shall operate an off-road vehicle in any municipally owned or cared-for park, or on any municipally owned property in the Township of North Huron.

### **6. STOPPING AND PARKING RESTRICTIONS AND PROHIBITIONS ON CERTAIN ROADS**

Where signs to that effect are displayed, no person shall park a vehicle on any roadway at the side and between the limits set out respectively in Columns 1, 2 and 3 of Schedule "A" to this By-law during the prohibited times or days set out in Column 4 of the said Schedule

7. SCHOOL BUS/LOADING ZONES

- (a) Where signs to that effect are displayed, no person shall park any vehicle other than for the purpose of loading or unloading the vehicle, in any loading zone as set out respectively in Columns 1, 2 and 3 of Schedule “D” to this By-law during the days or times set out in Column 4 of the said Schedule.
- (b) Where signs to that effect are displayed, no person shall park any commercial vehicle in any commercial vehicle loading zone as set out respectively in Columns 1, 2 and 3 of Schedule “D” to this By-law for any purposes other than the expeditious unloading and delivery or pickup and loading of materials or goods during the days or times set out in Column 4 of the said Schedule. In no case shall the stop for loading or unloading of materials or goods exceed five (5) minutes.

8. NO STOPPING OR STANDING

Where signs to that effect are displayed no person shall stop or stand a vehicle on any roadway or public laneway at the side and between the limits set out respectively in Columns 1, 2 and 3 of Schedule “B” to the By-law during the times or days set out in Column 4 of the said Schedule.

9. OVERNIGHT PARKING – WINTER MONTHS

Between the hours of two a.m. and seven a.m. no motor vehicle shall be allowed to park on any or all streets or roadways or municipal parking lots of the Township of North Huron, between the months of November 1<sup>st</sup> to May 1<sup>st</sup> without prior approval of the Wingham Police Services or Huron O.P.P.

10. PARKING RESTRICTED ADJACENT TO SCHOOL GROUNDS & PLAYGROUNDS

Where signs are erected and are on display no person shall park any vehicle on any road or any side roadway or a portion of a roadway, abutting a school property or playground.

11. NO PARKING OR DRIVING ON BOULEVARDS

No person shall drive or park any vehicle on any boulevard within the Township of North Huron except for the purpose of directly crossing a boulevard at a driveway or other designated crossing.

12. REGULATIONS OF PARKING IN ALL PARKING LOTS OWNED AND OPERATED BY THE TOWNSHIP OF NORTH HURON

When authorized signs have been erected and are on display, no person shall at any time park a vehicle in a municipal parking lot owned and operated by the Township of North Huron between the hours of two a.m. to seven a.m., between the months of November 1<sup>st</sup>, to May 1<sup>st</sup>.

In addition to the penalties provided herein the Wingham Police Services or Huron O.P.P. or any other authorized Police/By-law officer may order the removal of any unlawfully parked vehicle to a suitable place of storage and all costs and charges for the removal, care and storage thereof shall be a lien on such vehicle. Any designated parking spots, shall be exempted from this section.



13. STOP AT RIGHT HAND CURB

The operator of a vehicle used for the purpose of delivering goods, wares or merchandise, or any other commodity shall stop their vehicle only at the right hand curb in the direction it is facing and shall not leave their vehicle standing in the street except at the said right hand curb.

14. OVER DESIGNATED TIME LIMITS

No person shall park a vehicle where traffic control signs to that effect are situate on any road at the side and between the limits set out respectively on Schedule "I" to this By-law for a longer period of time than that set out on the traffic control sign.

## Part V - ENFORCEMENT AND PENALTY PROVISIONS

### 1. ENFORCEMENT

This By-law may be enforced by issuing tickets for regulating traffic and providing for voluntary payment for parking violations, pursuant to the procedure set out in Section 3(b) hereto, or under the provisions of the *Provincial Offences Act*, R.S.O. 1990, C.33.

### 2. REPORTING PROVISIONS

Persons responsible for the enforcement of this By-law by issuing of tickets for regulating traffic and providing for voluntary payment for parking violations, shall report:

- (a) the number and location of each violation which indicates the vehicle or person violating any of the provisions of this By-law.
- (b) the complete permit number and any other identification tag marking, if any, of such vehicle.
- (c) the time during which such vehicle is in violation of any of the provisions of this By-law.
- (d) any other facts, the knowledge of which is necessary to a thorough understanding of the circumstances attending such violation. Persons responsible for enforcing this By-law pursuant to this paragraph shall also attach to such vehicle, or hand to the driver or operator of such vehicle or person, a serially-numbered notice that such vehicle or person has been in violation of any of the provisions of this By-law, and instruction to the driver or person regarding the making of payment.

### 3. PENALTIES

#### (a) GENERAL

Subject to the penalty provisions contained in the *Highway Traffic Act*, which provisions shall take precedence over the matters contained in this By-law, any person who contravenes any of the provisions described above shall be guilty of an offence and upon conviction shall be subject to a fine as prescribed in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

#### (b) EARLY VOLUNTARY PAYMENTS OF PENALTIES

- (i) Notwithstanding any other provisions of this Part in respect to penalties for violation of the provisions of this By-law, any person may, upon presentation of a parking infraction notice issued by a Police Officer or a By-law Enforcement Officer alleging commission of any of the offences under this By-law set out in Schedule "R", pay out of Court within the time limit specified on the said parking infraction notice, the penalty set out opposite such offence as indicated in Schedule "R" to this By-law. Upon such payment no further proceedings shall be taken under this By-law in respect to the said alleged offence.
- (ii) If a voluntary payment is not made in accordance with the procedure provided in Subsection (b)(i) of this section, the procedures of the *Provincial Offences Act*, or any successors thereof, shall apply.

- (c) The owner and/or operator of a vehicle shall incur the penalties provided for any violation of this By-law or of any regulations thereunder unless at this time of such violation the vehicle was in the possession of some person other than the owner or his chauffeur without the owner's consent, and the driver of a motor vehicle not being the owner shall also incur the penalties provided for any violation of the terms of this By-law or the regulations thereunder.

4. TOWING - UNLAWFULLY PARKED VEHICLES

- (a) In addition to the penalties provided in this By-law the Wingham Police Services or Huron O.P.P. or By-law Enforcement Officer may order the removal of any unlawfully parked vehicle to a suitable place of storage and all costs and charges for the removal, care and storage thereof, if any, are the responsibility of the registered owner of the vehicle.
- (b) Any damage done to any vehicle moved or taken to and placed or stored in a suitable place as aforesaid shall be the sole responsibility of the owner of the said vehicle.
- (c) No liability for any damage shall attach to the municipality or to the operator or owner of any vehicle used to move a vehicle parked or standing in such a manner as to interfere with traffic or with the clearing of snow from the highway as aforesaid.

5. HIGHWAY TRAFFIC ACT

This By-law shall be subject to the provisions of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8 and all amendments and regulations thereto.

6. COURT RULING

When a court of competent jurisdiction declares any section or part of a section of this By-law invalid, the remainder of this By-law shall continue in force unless the court makes an order to the contrary.

**Part VI - ENACTMENT**

1. **REPEAL OF PREVIOUS BY-LAW**

Any or all other North Huron By-laws heretofore passed by the Township of North Huron and former Town of Wingham, Village of Blyth and Township of East Wawanosh inconsistent with the provisions of this By-law are hereby repealed.

2. **EFFECTIVE DATE**

This By-law shall come into force and take effect upon the day of its passing.

**READ A FIRST AND SECOND TIME** this 3<sup>rd</sup> day of July, 2012.

**READ A THIRD TIME AND FINALLY PASSED** this 3<sup>rd</sup> day of July, 2012.

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Reeve Neil G. Vincent

CORPORATE SEAL

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CAO/Clerk Gary Long



**SCHEDULE “A”**

**PARKING PROHIBITED**

<b>STREET</b>	<b>SIDE</b>	<b>BETWEEN</b>	<b>PROHIBITED TIMES/DAYS</b>
Alfred Street	South	Josephine Street and 15 metres East	Anytime
Alfred Street	North	Josephine Street and 50 m. East	Anytime
Carling Terrace	East	Victoria Street and John Street	Anytime
Carling Terrace	West	John Street and Patrick Street	Anytime
Catherine Street	East	John Street and Patrick Street	Anytime
Centre Street	West	John Street and Diagonal Road	Anytime
Cornyn Street	North	Carling Terrace East to the most Easterly Boundary of Conc 1, Part Lot 4 Sacred Heart School	Anytime
Edward Street	East	Behind Police Station	Anytime
Edward Street	East	John Street and 15 metres North	Anytime
Edward Street	East	Victoria Street and 15 metres North	Anytime
Edward Street	West	Patrick Street to John Street	Anytime
Edward Street	West	John Street to Victoria Street	Anytime
Frances Street	East	North of John Street for 85 metres	Anytime
Highland Drive	West	Charles Street to Elm Street	Anytime
John Street	North	Josephine Street and 25 metres West	Anytime
John Street	South	Josephine Street and William Street	Anytime
John Street	North	Josephine Street and William Street	Anytime
John Street	South	Josephine Street and Centre Street	Anytime
John Street	North	Josephine Street and Edward Street	Anytime
John Street	North	Edward Street and Minnie Street	Anytime
John Street	Both Sides	Summit Drive and East End	Anytime
John Street	North	Summit Drive and Josephine Street	Anytime
John Street	South	Carling Terrace and 15 metres West	Anytime
John Street	South	Frances Street and Catherine Street	Anytime
Josephine Street	East	Patrick Street and 15 metres North	Anytime
Josephine Street	East	John Street and 25 metres North	Anytime

**SCHEDULE “A”  
(con’t)**

**PARKING PROHIBITED**

<b>STREET</b>	<b>SIDE</b>	<b>BETWEEN</b>	<b>PROHIBITED TIMES/DAYS</b>
Josephine Street	East	John Street and 25 metres South	Anytime
Josephine Street	East	David Street and Highway #86	Anytime
Josephine Street	West	John Street and 25 metres North	Anytime
Josephine Street	West	John Street and 25 metres South	Anytime
Josephine Street	West	Victoria Street and 25 metres North	Anytime
Josephine Street	West	Victoria Street and 25 metres South	Anytime
Josephine Street	West	Alfred Street and 15 metres North	Anytime
Josephine Street	West	Patrick Street and 15 metres North	Anytime
Josephine Street	West	Patrick Street and 15 metres South	Anytime
Josephine Street	East	Patrick Street and 15 metres South	Anytime
Josephine Street	West	Scott Street and 15 metres North	Anytime
Josephine Street	West	Scott Street and Highway 86	Anytime
Josephine Street	West	Space Directly North of Entrance to 350 Josephine Street	Anytime
Kerr Drive	East	Amberley Road to David Street	Anytime
Mill Street	East	Dinsley Street and 15 metres North	Anytime
Minnie Street	North	Water Street and Railroad Bridge	Anytime
Park Drive	South	Josephine Street and Remington Drive	Anytime
Patrick Street	South	Josephine Street and Centre Street	Anytime
Patrick Street	North	Josephine Street and Centre Street	Anytime
Patrick Street	South	Edward Street and Josephine Street	Anytime
Patrick Street	North	Josephine Street and 30 metres West	Anytime
Scott Street	North	Josephine Street and Victoria Street	Anytime
Queen Street	East	Wellington Street and 15 metres North	Anytime
Queen Street	West	Wellington Street and 15 metres North	Anytime
Queen Street	East	King Street and 24 metres North	Anytime
Queen Street	West	King Street and 20 metres North	Anytime

**SCHEDULE “A”  
(con’t)**

**PARKING PROHIBITED**

<b>STREET</b>	<b>SIDE</b>	<b>BETWEEN</b>	<b>PROHIBITED TIMES/DAYS</b>
Queen Street	East	Drummond Street and 16 metres North	Anytime
Queen Street	West	Drummond Street and 16 metres North	Anytime
Queen Street	East	Drummond Street and 15 metres South	Anytime
Queen Street	West	Drummond Street and 18 metres South	Anytime
Queen Street	East	Dinsley Street and 15 metres North	Anytime
Queen Street	West	Dinsley Street and 15 metres North	Anytime
Queen Street	East	Dinsley Street and 15 metres South	Anytime
Queen Street	West	Dinsley Street and 15 metres South	Anytime
Queen Street	East	Westmoreland Street and 15 metres South	Anytime
Queen Street	West	Westmoreland Street and 16 metres South	Anytime
Summit Drive	West	Patrick Street and John Street	Anytime
Summit Drive	East	John Street and 15 metres North	Anytime
Victoria Street	North	Josephine Street and 15 metres West	Anytime
Victoria Street	South	Josephine Street and Scott Street	Anytime
Victoria Street	South	Josephine Street and Diagonal Road	Anytime
Victoria Street	North	Josephine Street and Diagonal Road	Anytime
Victoria Street	North	Carling Terrace and Madill Drive	Anytime
Victoria Street	North	William Street to Arthur Street Extension (east limit of Trailer Park)	Anytime
Victoria Street	South	Carling Terrace and 15 metres East	Anytime
Victoria Street	South	F. E. Madill Secondary School Property and 30 metres West of School Property	Anytime
Veterans Road	East	From Josephine Street 65 metres South	Anytime

**SCHEDULE "B"**

**NO STOPPING OR STANDING ZONES**

<b>STREET</b>	<b>SIDE</b>	<b>BETWEEN</b>	<b>PROHIBITED TIMES/DAYS</b>
Josephine Street	West Side	Victoria Street and 10 metres North	Anytime
Frances Street	East Side	John Street north along Wingham Public School property	Anytime



## **SCHEDULE "C"**

### **ALL WAY STOPS**

Alfred Street. W.	at	Minnie Street
Angus Street	at	Charles Street
Dinsley Street	at	Morris Street
Drummond Street	at	Mill Street
Frances Street	at	John Street E.
Frances Street	at	Victoria Street E.
John Street W.	at	Leopold Street
John Street W.	at	Minnie Street
King Street	at	Mill Street
Leopold Street	at	Victoria Street W.
Minnie Street	at	Patrick Street W.
Minnie Street	at	Victoria Street W.
Park Drive	at	Remington Drive
Scott Street	at	Victoria Street W.

**SCHEDULE "D"**

**SCHOOL BUS LOADING ZONES**

<b>STREET</b>	<b>AT</b>	<b>PROHIBITED TIMES/DAY</b>
John Street	Wingham Public School  Directly in front of entrance as signed.	Anytime
Frances Street	Wingham Public School  North of John Street for 100 metres	Anytime
Cornyn Street	Sacred Heart Public School  Directly in front of entrance as signed.	Anytime
King Street	Blyth Public School  Directly in front of entrance as signed. East end of King Street at Morris Street – NE side.	Anytime

**SCHEDULE "E"**

**SPEED ZONES ON STREETS, AVENUES, AND PARK AREAS**  
**IN THE TOWNSHIP OF NORTH HURON**

The speed limit for all Urban Streets and Avenues in the Township of North Huron is 50 km per hour, with the following exceptions:

<b>STREET</b>	<b>BETWEEN</b>	<b>SPEED LIMIT</b>
Carling Terrace	Diagonal Road to Victoria Street	40 km per hour
Minnie Street	Alfred Street to Patrick Street	30 km per hour

**SCHEDULE "F"**

## **PARKING FOR THE PHYSICALLY CHALLENGED**

A designated parking space must be identified with a sign or signs bearing the markings and having the dimensions as illustrated below, erected to conform with the requirement of the Ministry when on a highway, and erected so the bottom edge of the sign is between 1.2 m and 3 m above the level of the parking lot surface on private properties and in municipal off street facilities.

The sign must be erected, to define the limits of “Designated Parking Space”.

All signage must conform to the most recent M.T.O. specifications.

The municipality may choose to paint the designated parking spaces blue to better define the area.

239 Josephine Street	One Parking Space East Side of Josephine Street First Parking Space North of John Street
355 Josephine Street	Two Parking Spaces at South Side of Main Entrance
Alice Munro Public Library – 281 Edward Street	Three Parking Spaces at West Side of Building
Bargain Shop - 341 Josephine Street	One Parking Space at North Side of Building
Belgrave Community Centre – 12 Queen Street	One Parking Space in Rear Parking Lot Adjacent to Side Entrance and Three Parking Spaces West Side of London Road East of Building
Blyth & District Community Centre – 377 Gypsy Ln.	Two Parking Spaces North of Main Entrance
Blyth Festival – 423 Queen Street	One Parking Space West Side of London Road Front of Building
Blyth United Church – 442 Mill Street	Two Parking Spaces on North Side of Building At South Side of Entrance
Canadian Imperial Bank of Commerce – Blyth 442 Queen Street	One Parking Space at North Side of Building
Canadian Imperial Bank of Commerce – Wingham 14 Victoria Street East	One Parking Space at East Side of Building near Main Entrance and One Parking Space at West Side of Building near Main Entrance
CKNX – 215 Carling Terrace	One Parking Space East side of rear entrance in parking lot off of John Street
Dollar Stop – 87 Josephine Street	One Parking Space at South Side of Main Entrance
Europarts Canada – 39822 Belgrave Rd	One Parking Space at Front Entrance
F. E. Madill Secondary School – 231 Madill Drive	Two Parking Spaces in Front of Main Entrance
Jack Reavie Centre (Community Living) 153 John Street West	One Parking Space in Front of Building along William Street
Kentucky Fried Chicken (KFC) – 55 Josephine Street	One Parking Space East of Front Entrance
LCBO – 16 Albert Street West	One Parking Space at North Side of Main Entrance

### **SCHEDULE "F" (con't)**



## **PARKING FOR THE PHYSICALLY CHALLENGED**

Maitland River Community Church 414 Josephine Street	Two Parking Spaces on South Side of Building at Front Entrance
Maitland River Elementary School – 250 John St. East	Two Parking Spaces in Parking Lot on West Side of Main Entrance
M.W Simpson Ltd. – 152 Josephine Street	One Parking Space West of Rear Entrance
North Huron Wescast Community Complex	Six Parking Spaces in Parking Lot Southwest of Main Entrance.
North Huron Municipal Office – 274 Josephine Street	One Parking Space at Exit of Elevator at Southeast Corner of Building
Pandora’s Pantry – 222 Josephine Street	One Parking Space West Side of Josephine Street First Parking Space South of John Street
Royal Canadian Legion 180 – Wingham 183 Victoria Street West	Two Parking Spaces West Side of Building One Parking Space East Side of Building
Royal Oaks Health & Wellness Centre – 131 John St.	Two Parking Spaces Lot A on Frances Street and Two Parking Spaces Lot B on Frances Street
Sacred Heart Roman Catholic Church	Ten Parking Spaces on West side of Carling Terrace directly in front of Church
Sacred Heart School – 225 Cornyn Street	Second Parking Space West of Main Entrance
St Andrew’s Presbyterian Church – 281 Josephine St	One Parking Space at Rear of Church in Parking Lot off of Centre Street
Scrimgeour’s Food Market – 209 Drummond Street	One Parking Space at Entrance on West Side of Building.
Stainton Hardware – 13-15 Josephine Street West	Two Parking Spaces on East Side of Parking Lot
TD Canada Trust – Wingham – 228 Josephine Street	First Parking Space in Parking Lot at Rear of Building
The Beer Store – 484 Josephine Street	One Parking Space Right of Front Entrance
The Co-Operators – 12 North Street West	One Parking Spot South East of Front Entrance
Trinity Anglican Church – 166 Dinsley Street	One Parking Space Left of Walkway at Main Entrance on South Side of Building
Valu Mart Plaza – 55 Josephine Street	Two Parking Spaces Adjacent to Valu Mart Entrance
Veterans Road	One Parking Space on West Side South of Josephine Street
Wescast Industries Inc. - 100 Water Street - 200 Water Street	One Parking Spaces at Main Entrance Two Parking Spaces at West Side of Main Entrance

### **SCHEDULE "F" (con't)**

## **PARKING FOR THE PHYSICALLY CHALLENGED**

Wingham Bible Church – 177 Boland Street	One Parking Space on West Side of Building at Main Entrance
Wingham Chiropractic Centre – 3 Patrick St. West	One Parking Space West of Main Entrance
Wingham & District Hospital – 270 Carling Terrace	Two Parking Spaces in Public Parking Lot Corner of John Street and Carling Terrace and Two Parking Spaces in Public Parking Lot off of Catherine Street
Wingham Foodland – 100 David Street	Two Parking Spaces at South Side of Entrance One Parking Space at North Side of Entrance
Wingham United Church- 217 Minnie Street	Two Parking Spaces in Parking Lot on South Side of Church

**SCHEDULE "G"**

**ONE-WAY STREETS**

<b>STREET</b>	<b>BETWEEN</b>
Veterans Road	Josephine Street to Victoria Street
Madill Drive	Victoria Street to John Street

## SCHEDULE "H"

### PEDESTRIAN CROSSWALKS & SCHOOL CROSSINGS

#### Pedestrian Crosswalks

Josephine Street at Victoria Street

#### School Crossings

Catherine Street at Cornyn Street

Carling Terrace at Cornyn Street

John Street E at Frances Street

Diagonal Road at Frances Street

Patrick Street E at Frances Street

Victoria Street E. at Catherine Street

Victoria Street E. at Frances Street



**SCHEDULE "I"**

**TWO-HOUR MAXIMUM PARKING**

**9:00 a.m. to 6:00 p.m.**

**Monday to Saturday inclusive**

<b>STREET</b>	<b>BETWEEN</b>	<b>LOCATION</b>
Josephine Street	Amberley Road (Highway #86) to North Street/B Line Road	Both Sides
Queen Street	North Street to Blyth Road 25	Both Sides

## **SCHEDULE “J”**

### **FIRE ROUTES**

Fire Routes shall be in roadways, driveways, lanes and private roadways, where posted to that effect, at the following locations:

- a) North Huron Municipal Office - North and West Sides
- b) Wingham & District Hospital - Driveways and Entrances
- c) North Huron Westcast Community Complex - Entrances
- d) Blyth & District Community Centre – north driveway westerly to the northwest corner of the Centre thence southerly along the west side of the Centre to the southwest corner then proceeding easterly to the exit at the south driveway.
- e) Belgrave Community Centre – Entrances
- f) Valu Mart Plaza – 55 Josephine Street – West Side of Building
- g) F. E. Madill Secondary School – Madill Drive – Victoria Street to John Street
- i) All privately owned property within the Township of North Huron which is subject to a “Site Plan Agreement” requiring a “Fire Route”.

**SCHEDULE "K"**

**STOP SIGN LOCATIONS**

<b>NO.</b>	<b>STREET</b>	<b>AT</b>	<b>LOCATION</b>
1.	Albert Street E.	Shuter Street	SW corner
2.	Albert Street W.	Minnie Street	SE corner
3.	Alfred Street W.	Minnie Street	NE corner all ways
4.	Alfred Street W.	Minnie Street	SW corner all ways
5.	Alice Street	Albert Street E.	NW corner
6.	Alice Street	Albert Street E.	SE corner
7.	Alice Street	Charles Street	NW corner
8.	Alice Street	Charles Street	SE corner
9.	Angus Street	Charles Street	NW corner all ways
10.	Angus Street	Park Drive	SE corner
11.	Ann Street	Dinsley Street	NW corner
12.	Arthur Street	North Street W.	SE corner
13.	Beecroft Line	Belfast Road	NW corner
14.	Beecroft Line	Belfast Road	SE corner
15.	Belgrave Road	London Road	
16.	Blyth Road	London Road	
17.	Boland Street	Carling Terrace	NE corner
18.	Boland Street	Carling Terrace	SW corner
19.	Boland Street	Frances Street	NE corner
20.	Bristol Terrace	Cedar Street	NE corner
21.	Carling Terrace	Charles Street	SE corner
22.	Carling Terrace	Diagonal Road	NW corner
23.	Carling Terrace	Diagonal Road	NNW corner
24.	Carling Terrace	Elm Street	NW corner
25.	Carling Terrace	Elm Street	SE corner
26.	Carling Terrace	James Ct.	SE corner
27.	Carling Terrace	James Street	NW corner
28.	Carling Terrace	John Street E.	NW corner
29.	Carling Terrace	John Street E.	SE corner
30.	Carling Terrace	Patrick Street E.	NW corner
31.	Carling Terrace	Patrick Street E.	SE corner
32.	Carling Terrace	Victoria Street E.	NW corner
33.	Carling Terrace	Victoria Street E.	SE corner
34.	Carling Terrace	Diagonal Road	( 1 ) NW corner
35.	Carling Terrace	Diagonal Road	( 2 ) NW corner

**SCHEDULE “K”  
(con’t)**

**STOP SIGN LOCATIONS**

<b>NO.</b>	<b>STREET</b>	<b>AT</b>	<b>LOCATION</b>
36.	Catherine Street	Boland Street	NW corner
37.	Catherine Street	Boland Street	SE corner
38.	Catherine Street	Diagonal Road	NW corner
39.	Catherine Street	James Street	SE corner
40.	Catherine Street	John Street E.	NW corner
41.	Catherine Street	John Street E.	SE corner
42.	Catherine Street	Patrick Street E.	NW corner
43.	Catherine Street	Patrick Street E.	SE corner
44.	Catherine Street	Victoria Street E.	NW corner
45.	Catherine Street	Victoria Street E.	SE corner
46.	Cedar Street	North Street W.	SE corner
47.	Centre Street	Alfred Street E.	SE corner
48.	Centre Street	John Street E.	NW corner
49.	Centre Street	John Street E.	SE corner
50.	Centre Street	Maple Street	NW corner
51.	Centre Street	Maple Street	SE corner
52.	Centre Street	Patrick Street E.	NW corner
53.	Centre Street	Patrick Street E.	SE corner
54.	Centre Street	Veterans Road	NW corner
55.	Charles Street	Angus Street	NE corner
56.	Charles Street	Angus Street	SW corner
57.	Coombs Street	Dinsley Street	NW corner
58.	Coombs Street	Drummond Street	SE corner
59.	Cornyn Street	Carling Terrace	NE corner
60.	Cornyn Street	Carling Terrace	SW corner
61.	Cornyn Street	Catherine Street	NE corner
62.	Cornyn St	Catherine Street	SW corner
63.	Cornyn Street	Diagonal Road	NE corner
64.	Crawford Street	Lloyd Street	NW corner
65.	Crawford Street	Lloyd Street	SE corner
66.	Currie Line	Belfast Road	NW corner
67.	Currie Line	Belfast Road	SE corner
68.	Currie Line	Moncrieff Road	NW corner
69.	Currie Line	Moncrieff Road	SE corner
70.	Currie Line	Nature Centre Road	NW corner

**SCHEDULE “K”  
(con’t)**

**STOP SIGN LOCATIONS**

NO.	STREET	AT	LOCATION
71.	Currie Line	Nature Centre Road	SE corner
72.	Currie Line	Reid Road	NW corner
73.	Currie Line	Reid Road	SE corner
74.	Currie Line	Westfield Road	NW corner
75.	Currie Line	Westfield Road	SE corner
76.	Diagonal Road	Diagonal Road	NE corner
77.	Diagonal Road	Victoria Street E.	SE corner
78.	Dinsley Street	Gypsy Lane	NE corner
79.	Dinsley Street	Gypsy Lane	SW corner
80.	Dinsley Street	Morris Street	NE corner 3 ways
81.	Dinsley Street	Morris Street	SW corner 3 ways
82.	Drummond Street	Gypsy Lane	NE corner
83.	Drummond Street	Mill Street	NE corner all ways
84.	Drummond Street	Mill Street	SW corner all ways
85.	Edward Street	Alfred Street W.	SE corner
86.	Edward Street	John Street W.	NW corner
87.	Edward Street	John Street W.	SE corner
88.	Edward Street	Patrick Street W	NW corner
89.	Edward Street	Patrick Street W.	SE corner
90.	Edward Street	Victoria Street W.	NW corner
91.	Elm Street	Carling Terrace	NE corner
92.	Farley Lane	David Street	NW corner
93.	Farley Lane	Veterans Road	SE corner
94.	Farley Lane	Victoria Street E.	NW corner
95.	Farley Lane	Victoria Street E.	SE corner
96.	Frances Street	Diagonal Road	NW corner
97.	Frances Street	John Street E.	NW corner all ways
98.	Frances Street	John Street E.	SE corner all ways
99.	Frances Street	Patrick Street E.	NW corner 3 ways
100.	Frances Street	Patrick Street E.	SE corner 3 ways
101.	Frances Street	Victoria Street E.	NW corner all ways
102.	Frances Street	Victoria Street E.	SE corner all ways
103.	Glen Road	Park Drive	SE corner
104.	Grandview Road	Charles Street	SE corner
105.	Hamilton Street	Morris Street	NE corner



**SCHEDULE “K”  
(con’t)**

**STOP SIGN LOCATIONS**

NO.	STREET	AT	LOCATION
106.	Hamilton Street	Morris Street	SW corner
107.	Hoover Line	Moncrieff Road	NW corner
108.	Hoover Line	Moncrieff Road	SE corner
109.	Hoover Line	Westfield Road	NW corner
110.	Hoover Line	Westfield Road	SE corner
111.	John Street E.	Frances Street	SW corner all ways
112.	John Street W.	Leopold Street	NE corner all ways
113.	John Street W.	Leopold Street	SW corner all ways
114.	John Street W.	Minnie Street	NE corner all ways
115.	John Street W.	Minnie Street	SW corner all ways
116.	Junction Pl.	Shuter Street	NE corner
117.	Kerr Drive	David Street	SE corner
118.	King Street	Gypsy Lane	NE corner
119.	King Street	Mill Street	NE corner all ways
120.	King Street	Mill Street	SW corner all ways
121.	King Street	Morris Street	NE corner
122.	King Street	Morris Street	SW corner
123.	Leopold Street	John Street W.	NW corner all ways
124.	Leopold Street	John Street W.	SE corner all ways
125.	Leopold Street	Patrick Street W.	NW corner
126.	Leopold Street	Patrick Street W.	SE corner
127.	Leopold Street	Victoria Street W.	NW corner all ways
128.	Madill Drive	John Street E.	SE corner
129.	Maple Street	Shuter Street	SW corner
130.	Marnoch Line	Belfast Road	NW corner
131.	Marnoch Line	Belfast Road	SE corner
132.	Marnoch Line	Moncrieff Road	NW corner
133.	Marnoch Line	Moncrieff Road	SE corner
134.	Marnoch Line	Nature Centre Road	NW corner
135.	Marnoch Line	Nature Centre Road	SE corner
136.	Marnoch Line	Reid Road	NW corner
137.	Marnoch Line	Reid Road	SE corner
138.	Marnoch Line	Westfield Road	NW corner
139.	Marnoch Line	Westfield Road	SE corner
140.	Martha Street	B Line Road	SE corner

**SCHEDULE “K”  
(con’t)**

**STOP SIGN LOCATIONS**

NO.	STREET	AT	LOCATION
141.	McClinchey Road	Hoover Line	NE corner
142.	McConnell Street	Morris Street	NW corner
143.	McConnell Street	Morris Street	SE corner
144.	Mill Street	Dinsley Street	NW corner
145.	Mill Street	Dinsley Street	SE corner
146.	Mill Street	Drummond Street	NW corner all ways
147.	Mill Street	Drummond Street	SE corner all ways
148.	Mill Street	King Street	NW corner all ways
149.	Mill Street	King Street	SE corner all ways
150.	Mill Street	McConnell Street	NW corner
151.	Mill Street	Wellington Street	NW corner
152.	Mill Street	Wellington Street	SE corner
153.	Minnie Street	Alfred Street W.	NW corner all ways
154.	Minnie Street	Alfred Street W.	SE corner all ways
155.	Minnie Street	John Street W.	NW corner all ways
156.	Minnie Street	John Street W.	SE corner all ways
157.	Minnie Street	Patrick Street W.	NW corner all ways
158.	Minnie Street	Patrick Street W.	SE corner all ways
159.	Minnie Street	Victoria Street W.	NW corner all ways
160.	Morris Street	Dinsley Street	NE corner 3 ways
161.	Oak Street	Cedar Street	NE corner
162.	Park Drive	Charles Street	NW corner
163.	Park Drive	Remington Drive	NE corner all ways
164.	Park Drive	Remington Drive	SW corner all ways
165.	Patrick Street E.	Frances Street	NE corner 3 ways
166.	Patrick Street W.	Minnie Street	NE corner all ways
167.	Patrick Street W.	Minnie Street	SW corner all ways
168.	Pine Street	North Street W.	SE corner
169.	Queen Street	Donnybrook Line	NE corner
170.	Remington Drive	Charles Street	NW corner
171.	Remington Drive	Park Drive	SE corner all ways
172.	Scott Line	Belfast Road	NW corner
173.	Scott Line	Belfast Road	SE corner
174.	Scott Line	Moncrieff Road	NW corner
175.	Scott Line	Moncrieff Road	SE corner

**SCHEDULE “K”  
(con’t)**

**STOP SIGN LOCATIONS**

NO.	STREET	AT	LOCATION
176.	Scott Line	Nature Centre Road	NW corner
177.	Scott Line	Nature Centre Road	SE corner
178.	Scott Line	Reid Road	NW corner
179.	Scott Line	Reid Road	SE corner
180.	Scott Line	Westfield Road	NW corner
181.	Scott Line	Westfield Road	SE corner
182.	Scott Street	Victoria Street W.	SE corner    all ways
183.	Shuter Street	Alfred Street E.	NW corner
184.	Shuter Street	Alfred Street E.	SE corner
185.	Shuter Street	Charles Street	NW corner
186.	Shuter Street	Charles Street	SE corner
187.	Shuter Street	Diagonal Road	NW corner
188.	Shuter Street	John Street E.	NW corner
189.	Shuter Street	John Street E.	SE corner
190.	Shuter Street	Park Drive	SE corner
191.	Shuter Street	Patrick Street E.	NW corner
192.	Shuter Street	Patrick Street E.	SE corner
193.	Shuter Street	Victoria Street E.	NW corner
194.	Shuter Street	Victoria Street E.	SE corner
195.	Summit Drive	John Street E.	NW corner
196.	Sunset Crescent	Shuter Street	NE corner
197.	Veterans Road	Victoria Street E.	NE corner
198.	Veterans Road	Victoria Street E.	NW corner
199.	Victoria Street E.	Frances Street	NE corner    all ways
200.	Victoria Street E.	Frances Street	SW corner    all ways
201.	Victoria Street W.	Minnie Street	NE corner    all ways
202.	Victoria Street W.	Leopold Street	NE corner    all ways
203.	Victoria Street W.	Leopold Street	SW corner    all ways
204.	Victoria Street W.	Scott Street	SW corner    all ways
205.	Water Street	Arthur Street	NE corner
206.	Water Street	Cedar Street	SW corner
207.	Wellington Street	Gypsy Lane	NE corner
208.	Wellington Street	Morris Street	NE corner
209.	Wellington Street	Morris Street	SW corner
210.	William Street	John Street W.	NW corner

**SCHEDULE "K"**  
**(con't)**

**STOP SIGN LOCATIONS**

<b>NO.</b>	<b>STREET</b>	<b>AT</b>	<b>LOCATION</b>
211.	William Street	John Street W.	SE corner
212.	William Street	Victoria Street W.	NW corner
213.	York Lane	John Street W.	NW corner
214.	York Lane	John Street W.	SE corner
215.	York Lane	Patrick Street W.	SE corner

**SCHEDULE “L”**

**COMMUNITY SAFETY ZONES**

Community Safety Zones – 24 Hours a Day  
January 1<sup>st</sup> – December 31<sup>st</sup> inclusive

As per By-law No. 98-2017 passed November 6, 2017 the Speed Limits in Community Safety Zones in the areas in North Huron shall be established at 30 km/hr

<b>NO.</b>	<b>STREET</b>	<b>BETWEEN</b>	<b>DISTANCE</b>
1.	Diagonal Rd	Victoria Street E. to Carling Terrace	500 meters
2.	Carling Terrace	Victoria Street E. to Diagonal Road	350 meters
3.	John Street E.	Frances Street to East End of John Street	616 meters
4.	Summit Drive	John Street North to Patrick Street	180 meters
5.	John Street/William Street/Patrick Street	John Street – from William Street South - westerly to William Street North William Street – from John Street - northerly to Patrick Street Patrick Street – from William Street - easterly to Leopold Street	
6.	Gypsy Lane	Blyth Road to Wellington Street	428 meters
7.	Wellington Street	Queen Street to Gypsy Lane	50 meters



## SCHEDULE "M"

### YIELD SIGN LOCATIONS

NO.	STREET	AT	LOCATION
1.	Alice Street	Park Drive	NE corner
2.	Diagonal Road	Carling Terrace	SW corner
3.	Elizabeth Street	Goderich Street	NW corner
4.	James Street	Queen Street	NW corner
5.	Johnston Crescent	Jordan Drive	NE corner
6.	Jordan Drive	Owen Street	NW corner
7.	Jordan Crescent	Owen Street	SE corner
8.	Maitland Court	Charles Street	NW corner
9.	Patrick Street	Summit Drive	SW corner
10.	Queen Street	Elizabeth Street	SW corner

**SCHEDULE "R"**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART I- PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> SET FINE
1.	Failing to obtain a permit to participate in a parade	Part II s.11	\$85.00
2.	Failing to obtain a permit to participate in a procession	Part II s.11	\$85.00
3.	Throwing/depositing/causing to be deposited snow obstruct highway	Part II s.1	\$85.00
4.	Throwing/depositing/causing to be deposited snow obstruct sidewalk	Part III s.1	\$85.00
5.	Throwing/depositing/causing to be deposited ice obstruct highway	Part III s.1	\$85.00
6.	Throwing/depositing/causing to be deposited ice obstruct sidewalk	Part III s.1	\$85.00
7.	Throwing/depositing/causing to be deposited mud obstruct highway	Part III s.1	\$85.00
8.	Throwing/depositing/causing to be deposited mud obstruct sidewalk	Part III s.1	\$85.00
9.	Driving over unprotected hose of the Fire Department	Part III s.2	\$500.00
10.	Failing to cross at a pedestrian crossover	Part III s.3(a)	\$85.00
11.	Failing to yield the right of way to a vehicle	Part III s.3(b)	\$105.00
12.	Proceeding over or under a barrier permanently installed at a safety zone	Part III s.4	\$105.00

**SCHEDULE "R"**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART I- PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> SET FINE
13.	Proceeding over or under a barrier permanently installed on a sidewalk	Part III s.4	\$105.00
14.	Obstructing flow of traffic on a roadway	Part III s.5	\$85.00
15.	Leaving a bicycle unattended upon roadway	Part III s.6(a)	\$55.00
16.	Leaving a bicycle as to obstruct sidewalk	Part III s.6(b)	\$55.00
17.	Leaving a bicycle as to obstruct footpath	Part III s.6(b)	\$55.00
18.	Riding a bicycle as to obstruct sidewalk	Part III s.6(b)	\$55.00
19.	Riding a bicycle as to obstruct footpath	Part III s.6(b)	\$55.00
20.	Failing to operate a bicycle at a reasonable and prudent speed	Part III s.6(c)	\$55.00
21.	Failing to operate a bicycle in a safe manner	Part III s.6(c)	\$55.00
22.	Drawing/hauling/driving/propelling/using a vehicle over or along boulevard	Part III s.8	\$105.00
23.	Drawing/hauling/driving/propelling/using a vehicle over or along sidewalk	Part III s.8	\$105.00
24.	Drawing/hauling/driving/propelling/using a vehicle over or along pathway	Part III s.8	\$105.00

**SCHEDULE “R”**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART I– PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> SET FINE
25.	Drawing/hauling/driving/propelling/using a vehicle over or along footpath	Part III s.8	\$105.00
26.	Drawing/hauling/driving/propelling/using a vehicle over or along footbridge	Part III s.8	\$105.00
27.	Operating motorized snow vehicle between 11:00 p.m. and 7:00 a.m	Part III s.10(c)	\$105.00
28.	Operating motorized snow vehicle within block of Wingham & District Hospital	Part III s.10(d)	\$105.00
29.	Operating a motorized snow vehicle on Josephine Street or Queen Street	Part III s.10(e)	\$105.00
30.	Riding skateboard on sidewalk along Josephine Street or Queen Street	Part III s.11(a)	\$105.00
31.	Riding skateboard on municipal parking lots	Part III s.11(b)	\$105.00
32.	Driving vehicle between vehicles comprising of a funeral or other procession	Part III s.12	\$105.00
33.	Operating off-road vehicle in municipally owned/cared for park	Part IV s.5(b)	\$105.00
34.	Operating off-road vehicle on municipally owned property	Part IV s.5(b)	\$105.00

**NOTE:** The penalty provision for the offences indicated above is Part V s.3 of By-law No. 39-2012, a certified copy of which has been filed

**SCHEDULE “R”**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART II– PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> EARLY VOLUNTARY PAYMENT PAYABLE WITHIN 7 DAYS	<u>COLUMN 4</u> SET FINE
1.	Parking in designated physically challenged person’s parking space without a valid permit.	Part II s.9(h)	\$300.00	\$400.00
2.	Parking in designated physically challenged space without a properly displayed permit.	Part II s.9(h)	\$50.00	\$55.00
3.	Parking on a bridge	Part II s.9(a)	\$50.00	\$55.00
4.	Parking on an approach to a bridge	Part II s.9(a)	\$50.00	\$55.00
5.	Parking as to obstruct traffic	Part II s.9(b)	\$50.00	\$55.00
6.	Parking as to prevent the removal of a vehicle parked or standing	Part II s.9(c)	\$50.00	\$55.00
7.	Parking in a designated fire route	Part II s.9(d)	\$50.00	\$55.00



**SCHEDULE "R"**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART II- PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> EARLY VOLUNTARY PAYMENT PAYABLE WITHIN 7 DAYS	<u>COLUMN 4</u> SET FINE
8.	Parking in front of a public driveway or opposite thereto	Part II s.9(e)	\$50.00	\$55.00
9.	Parking in front of a private driveway or opposite thereto	Part II s.9(e)	\$50.00	\$55.00
10.	Parking in an area indicated by "No Parking Between Signs"	Part II s.9(f)	\$50.00	\$55.00
11.	Parking in an area indicated by "No Parking Here to Corner"	Part II s.9(g)	\$50.00	\$55.00
12.	Parking in front of the entrances to the Wingham & District Hospital	Part II s.9(i)	\$50.00	\$55.00
13.	Parking within eight meters of a Fire Hall	Part II s.9(j)	\$50.00	\$55.00
14.	Parking on the roadway surrounding the Wingham Cenotaph on Veterans Road	Part II s.9(k)	\$50.00	\$55.00
15.	Parking on roadway in excess of 6 hours	Part II s.9(l)	\$50.00	\$55.00
16.	Parking on street right-of-way in excess of 6 hours	Part II s.9(l)	\$50.00	\$55.00

**SCHEDULE "R"**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART II- PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> EARLY VOLUNTARY PAYMENT PAYABLE WITHIN 7 DAYS	<u>COLUMN 4</u> SET FINE
17.	Parking on a sidewalk	Part II s.9(m)	\$50.00	\$55.00
18.	Parking within four meters of a fire hydrant	Part II s.9(n)	\$50.00	\$55.00
19.	Parking on a crosswalk	Part II s.9(o)	\$50.00	\$55.00
20.	Parking on a pedestrian crossover	Part II s.9(o)	\$50.00	\$55.00
21.	Park/stand vehicle on highway to display for sale	Part III s.9(a)	\$50.00	\$55.00
22.	Park/stand vehicle on a highway to wash	Part III s.9(b)	\$50.00	\$55.00
23.	Park/stand vehicle on a highway to grease	Part III s.9(b)	\$50.00	\$55.00
24.	Park/stand vehicle on a highway to repair	Part III s.9(b)	\$50.00	\$55.00
25.	Park/stand vehicle allowing discharge onto highway	Part III s.9(c)	\$50.00	\$55.00

**SCHEDULE "R"**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART II- PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> EARLY VOLUNTARY PAYMENT PAYABLE WITHIN 7 DAYS	<u>COLUMN 4</u> SET FINE
26.	Park/stand vehicle on roadway for promotion or advertising	Part III s.9(d)	\$50.00	\$55.00
27.	Park/stop more than thirty centimetres from edge of roadway on a two-way street	Part IV s.1	\$50.00	\$55.00
28.	Park/stop over sidewalk	Part IV s.1	\$50.00	\$55.00
29.	Park/stop over footpath	Part IV s.1	\$50.00	\$55.00
30.	Park/stop over highway where grass has grown	Part IV s.1	\$50.00	\$55.00
31.	Park/stop over highway not intended for vehicle use	Part IV s.1	\$50.00	\$55.00
32.	Failing to park/stop on the right hand side of a two-way street	Part IV s.1	\$50.00	\$55.00
33.	Failing to park on designated side of one way street	Part IV s.2	\$50.00	\$55.00
34.	Parking more than 30 centimetres from the edge of roadway on a one-way street	Part IV s.2	\$50.00	\$55.00

**SCHEDULE "R"**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART II- PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> EARLY VOLUNTARY PAYMENT PAYABLE WITHIN 7 DAYS	<u>COLUMN 4</u> SET FINE
35.	Parking outside of designated parking space	Part IV s.3	\$50.00	\$55.00
36.	Parking outside of angle/parallel designated parking space	Part IV s.3	\$50.00	\$55.00
37.	Failing to park motorcycle at a forty-five degree angle to the curb	Part IV s.4	\$50.00	\$55.00
38.	Parking motorcycle more than 30 centimetres from the curb	Part IV s.4	\$50.00	\$55.00
39.	Parking motorcycle outside of a designated parking space	Part IV s.4	\$50.00	\$55.00
40.	Failing to park motorcycle in the direction of traffic flow	Part IV s.4	\$50.00	\$55.00
41.	Parking on roadway at the location and time contrary to sign.	Part IV s.6	\$50.00	\$55.00
42.	Parking in designated loading zone	Part IV s.7(a)	\$50.00	\$55.00
43.	Parking commercial loading zone	Part IV s.7(b)	\$50.00	\$55.00

**SCHEDULE "R"**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART II- PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> EARLY VOLUNTARY PAYMENT PAYABLE WITHIN 7 DAYS	<u>COLUMN 4</u> SET FINE
44.	Parking vehicle on street between 2:00 a.m. and 7:00 a.m. – November 1 <sup>st</sup> to May 1 <sup>st</sup>	Part IV s.9	\$50.00	\$55.00
45.	Parking vehicle in a municipal parking lot between 2:00 a.m. and 7:00 a.m. November 1 <sup>st</sup> to May 1 <sup>st</sup> .	Part IV s.9	\$50.00	\$55.00
46.	Parking vehicle on road/roadway/side roadway/portion of roadway abutting a school.	Part IV s.10	\$50.00	\$55.00
47.	Parking vehicle on any road/roadway/side roadway/portion of roadway abutting a playground.	Part IV s.10	\$50.00	\$55.00
48.	Parking on a boulevard	Part IV s.11	\$50.00	\$55.00
49.	Parking in a municipally owned/operated parking lot between 2:00 a.m. and 7:00 a.m.	Part IV s.12	\$50.00	\$55.00
50.	Failing to stop delivery vehicle at the right hand side of curb	Part IV s.13	\$50.00	\$55.00
51.	Parking over designated time limit	Part IV s.14	\$50.00	\$55.00



**SCHEDULE “R”**

**THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 39-2012  
REGULATION AND CONTROL OF TRAFFIC**

PART II- PROVINCIAL OFFENCES ACT

<u>ITEM</u>	<u>COLUMN 1</u> SHORT FORM WORDING	<u>COLUMN 2</u> PROVISION CREATING OR DEFINING OFFENCE	<u>COLUMN 3</u> EARLY VOLUNTARY PAYMENT PAYABLE WITHIN 7 DAYS	<u>COLUMN 4</u> SET FINE
52.	Stopping/standing vehicle on roadway contrary to sign	Part IV s.8	\$50.00	\$55.00
53.	Stopping/standing vehicle on public laneway contrary to sign	Part IV s.8	\$50.00	\$55.00

**NOTE:** The penalty provision for the offences indicated above is Part V s.3 of By-law No. 39-2012, a certified copy of which has been filed.

# THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

## BY-LAW NO. 115-2017

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Being a by-law to Adopt an Emergency Management Program  
for the Township of North Huron.

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**WHEREAS** Section 2(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9 requires that every municipality shall develop and implement an emergency management program and the Council of the municipality shall by by-law adopt the emergency management program;

**AND WHEREAS** 3(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9 requires that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

**AND WHEREAS**, this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

**AND WHEREAS**, the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

**AND WHEREAS**, the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH HURON ENACTS AS FOLLOWS:**

1. That Council approve the development, implementation, maintenance, testing and review an Emergency Management Program in accordance with the standards published by Emergency Management Ontario in accordance with international best practices and such program shall include:
  - a. An Emergency Response Plan;
  - b. Training programs and exercises for employees of the municipality and other persons with respect to the provisions of necessary service and procedures to be followed (both during the response and recovery phases);
  - c. Ongoing public education on the risks to public safety and a major emphasis on public preparedness for emergencies;
  - d. Completion of the HIRA (Hazardous Identification Risk Assessment);
  - e. Annual review, maintenance and enhancement of the emergency management programs and updating of all resource/contact listings;
  - f. Other activities as required by Emergency Management Ontario to meet the requirements of the Act and any Regulations, Policies and Procedures thereto.

2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
3. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Emergency Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;
4. That the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval;
5. That the Emergency Response Plan attached hereto as Schedule "A" of this By-law is hereby adopted;
6. That Council authorize staff to make administrative changes to the Plan including changes due to personnel changes, organizational changes, contact information, phone numbers and other administrative matters;
7. That the declaration of the designated Community Emergency Management Co-ordinator and the Alternates attached as Schedule "B" to this By-law is hereby adopted;
8. That the declaration of the designated representatives of the Community Emergency Management Program Committee attached hereto as Schedule "C" to this By-law is hereby adopted;
9. That where required by law and for personal privacy and protection, certain personal information and resources identified in the plan are not to be made public;
10. That By-law No. 54-2007 and all amendments thereto are hereby repealed.
11. This By-law shall become effective on the day of its final passing.

READ A FIRST AND SECOND TIME THIS 18<sup>TH</sup> DAY OF DECEMBER, 2017.

READ A THIRD TIME AND PASSED THIS 18<sup>TH</sup> DAY OF DECEMBER, 2017.

CORPORATE SEAL

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Neil G. Vincent, Reeve

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Richard Al, Clerk

# EMERGENCY RESPONSE PLAN

## TOWNSHIP OF NORTH HURON

Updated November 2017

# NORTH HURON EMERGENCY RESPONSE PLAN

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# NORTH HURON EMERGENCY RESPONSE PLAN

## ADMINISTRATION

### Introduction

The Emergency Plan for the Township of North Huron has been developed to reflect the public safety requirements of our community.

Municipalities routinely respond to situations requiring emergency and public services, however, some situations may escalate beyond the scope of normal operations and/or resources. It is for these situations that the Emergency Response Plan has been developed. The effective use and maintenance of this Plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals, are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

### Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants of the Township of North Huron when faced with an emergency.

### Authority

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 is the legal authority for this emergency management plan in Ontario. The Emergency Management and Civil Protection Act states that:

*“The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”*

# NORTH HURON EMERGENCY RESPONSE PLAN

## Definition of an Emergency

The Emergency Management and Civil Protection Act defines an emergency as:

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

For the purposes of this plan, an emergency may be defined as a situation or the threat of an impending situation, abnormally affecting the health, safety, welfare and property of the residents of the Municipality, which by nature of its magnitude, requires a controlled and coordinated response by multiple agencies, under the direction of the Emergency Control Group. Emergencies are distinct from the normal daily routine carried out by municipal first response agencies/departments such as fire, police, EMS, health, etc.

## Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, Township employees may take such action(s) under this emergency management plan as may be required to protect the lives and property of the inhabitants of the Township of North Huron.

## Requests for Outside Assistance

Assistance may be requested from the County of Huron at any time by contacting the County Warden or the County CAO. The request shall NOT be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Any request for assistance should be made by contacting Emergency Management Ontario.

A Contact List for Outside Emergency Assistance, including other levels of government and provincial or regional services, is contained within **Appendix B**.

## Freedom of Information and Privacy Protection

Any personal or proprietary information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies impacting the Township of North Huron. The release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

## NORTH HURON EMERGENCY RESPONSE PLAN

### Plan Maintenance

The North Huron Emergency Response Plan was approved in 2017 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator (CEMC) and the Emergency Management Program Committee.

The emergency telephone numbers will be reviewed on an annual basis.

The Emergency Notification System will be tested semi-annually as a minimum requirement.

The Plan will be exercised once every year as a minimum requirement.

The Emergency Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and Local Resources Directories should be updated annually.

The CEMC will determine the schedule under which the maintenance activities will be performed.

The CEMC may update, correct or amend any information contained within the appendices of this Emergency Response Plan on an as required basis. In addition, while amendments to the body of the Plan require formal Council approval, minor editorial revisions, such as editorial changes to text, section numbering or reference changes will not require full Council approval.

### Plan Distribution

Complete copies of the Emergency Response Plan, including appendices, will be used primarily for training or Emergency response.

It is understood that Emergency Control Group members are not expected to carry a copy of the North Huron Emergency Response Plan with them at all times. Since the nature of an Emergency notification normally requires an immediate response to the Township EOC, therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency.

Every member of the primary Emergency Control Group, along with Council, will be issued a copy of the main body of the Emergency Plan.

Any Emergency Control Group member may inspect the complete plan at any time upon request.

# NORTH HURON EMERGENCY RESPONSE PLAN

## EMERGENCY CONTROL GROUP

### Membership

The Emergency Control Group (ECG) is the group that is responsible for the direction and control of the overall emergency response within the community. The ECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Emergency Control Group is made up of the following members or their alternates;

Reeve  
CAO  
Fire Chief  
OPP representative  
Wingham Police Chief  
EMS/Ambulance  
Director of Public Works  
Director of Recreation and Facilities  
CEMC  
Health Unit representative  
Social Services representative  
Emergency Information Officer  
Recording Secretary (Clerk)

Additional persons may be added depending on the nature of the emergency situation. These include, but are not limited to, representatives of Conservation Authorities, other levels of government, Utilities, Industry, and private businesses.

## NORTH HURON EMERGENCY RESPONSE PLAN

### Activation

In the event of an actual or potential emergency situation any member of the Emergency Control Group may request that the Emergency Plan be implemented by contacting the CAO and/or the CEMC. The CAO and/or CEMC will decide on the level of activation depending on the information available at the time.

If a decision is made to assemble members of the Emergency Control Group it will be immediately communicated by means of the **Emergency Notification System**. The CEMC will contact members to assemble at either the Primary or Alternate Emergency Operations Centre.

The **Emergency Notification System** is a process for communication among members of the Emergency Control Group and senior managers. The process employs both wireless and landline technology.

Emergency Notification System contact numbers and procedures are located in **Appendix A**.

Upon receipt of an activation message each member of the Emergency Control Group will acknowledge the activation with an estimated time of arrival at the EOC. Each member will also initiate their own internal departmental notification procedures.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.



# NORTH HURON EMERGENCY RESPONSE PLAN

## ECG Priorities

### 1) **Support Site Incident Command.**

- i) Ensure Site Incident Command is supported with necessary information, personnel and other material resources as required to assist in mitigation of the incident.
- ii) Functions or activities such as notifications, public information, media relations, resource acquisition, employee call in, record keeping, etc. are best handled by the ECG.

### 2) **Maintain essential services.**

- i) Ensure that essential Township services are maintained to the best extent possible for unaffected areas of the Township of North Huron.

### 3) **Monitor, Inform and Alert.**

- i) The ECG must both give and receive information. The ECG undertakes Intelligence gathering to identify potential problems and provide prompt notification to employees and response organizations.
- ii) The ECG also ensures that members of the public, as well as external stakeholders, agencies and levels of government, know about the emergency and the Township's response.

### 4) **Verify and Document Response.**

- i) The ECG must create a mechanism to verify the steps taken to respond to the emergency, preserving a record of the actions taken to protect people, property and infrastructure. The ECG pursues "best practices" by documenting information received and the steps taken.

### 5) **Coordinate Recovery and Restoration.**

- i) In addition to supporting response efforts, it is the responsibility of the Emergency Control Group to coordinate strategies for the recovery and full restoration of the community. As a result, **recovery and restoration will form the majority of the ECG's efforts**, particularly as emergency services complete their response efforts at the site.

# NORTH HURON EMERGENCY RESPONSE PLAN

## ROLES AND RESPONSIBILITIES

Members of the Emergency Control Group are responsible for the following:

- Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
- Coordination and direction of Community resources used to mitigate the effects of an emergency.
- Ensuring adequate emergency service provisions are maintained in unaffected portions of the Township.
- Ensuring that the composition of the ECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
- Advise the Head of Council regarding need for declaration or termination of an emergency.
- Advising the Head of Council regarding requests for assistance from the Province, and the Federal Government.
- Ensuring the provision of essential resources and services to support emergency response activities.
- Coordination of services provided by outside agencies.
- Appointing or Confirming an Emergency Site Manager/Incident Commander.
- Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
- Coordinating the evacuation of citizens who may be in danger.
- Discontinuing utilities or services provided by public or private concerns, ie. Hydro, water, gas, or closing businesses.
- Appeals for volunteers.
- Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
- Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
- Maintenance of an operational log detailing the group's decisions and activities.
- Deactivating the plan, and notifying all of those who had been notified of its activation.
- Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

## NORTH HURON EMERGENCY RESPONSE PLAN

Reeve

The Head of Council, or designate, is responsible for:

- Providing overall leadership for the emergency response within the Township of North Huron.
- Declaration of an Emergency within the designated area.
- Termination of an Emergency.
- Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- Taking such action and making such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Township of North Huron.
- Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- Ensuring that the local MPP and MP, neighboring municipalities and the County of Huron are advised of the declaration and termination, and kept informed of the emergency situation.
- Approving all major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CAO.
- Participating in news conferences and media briefings as arranged and prepared by the Emergency Information Officer.
- Maintaining a personal log of actions taken and decisions made.

## NORTH HURON EMERGENCY RESPONSE PLAN

### CAO

The CAO, or designate, is responsible for:

- Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- Chairing meetings of the Emergency Control Group.
- Advising the head of council on policies and procedures, and all other administrative matters, as appropriate.
- Ensuring an Incident Commander has been appointed at the emergency site.
- Ensuring a communication link is established between the Emergency Control Group and the Incident Commander at the emergency site.
- Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the ECG.
- Appointing a Citizen Inquiry Supervisor to oversee staffing of phone lines to provide information to the public.
- Calling out additional Township staff as required.
- Ensuring a master record of all events and actions taken is maintained throughout the emergency.
- Maintaining a personal log of action taken and decisions made.

## NORTH HURON EMERGENCY RESPONSE PLAN

### Fire Chief

The Fire Chief, or designate, is responsible for:

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with the information and advice regarding all operations associated with fire suppression, fire prevention, hazardous materials response and fire search and rescue.
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- Initiating Mutual Aid as required.
- Determining if additional or specialized equipment is required ie. protective suits, Chemical, Biological, Radiological, Nuclear team (Haz-Mat), etc.
- Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- Providing an Emergency Site Manager/Incident Commander as required.
- Maintaining a personal log of actions taken and decisions made.



## NORTH HURON EMERGENCY RESPONSE PLAN

### OPP Representative

The Ontario Provincial Police Representative is responsible for:

- Requesting activation of the emergency notification system, particularly if the incident is outside the boundary of the Town of Wingham.
- Advising the Emergency Control Group regarding the protection of life and property and matters relating to the provision of law and order.
- Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- The provision of traffic control to facilitate the movement of emergency vehicles.
- Co-ordination of evacuation routes.
- The protection of life and property and the provision of law and order.
- Ensure perimeter security and crowd control at emergency site.
- The provision of police services in evacuation centres, morgues, and other facilities as required.
- Notifying the coroner of fatalities.
- Liaison with external police agencies, as required.
- Providing an Emergency Site Manager/Incident Commander if requested by the Emergency Control Group.
- Maintaining a personal log of decisions made and actions taken.

## NORTH HURON EMERGENCY RESPONSE PLAN

Wingham Police Chief

The Wingham Police Chief, or alternate, is responsible for:

- Requesting activation of the emergency notification system, particularly if the incident is within the boundary of the Town of Wingham.
- Advising the Emergency Control Group regarding the protection of life and property and matters relating to the provision of law and order.
- Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- The provision of traffic control to facilitate the movement of emergency vehicles.
- Co-ordination of evacuation routes.
- The protection of life and property and the provision of law and order.
- Ensure perimeter security and crowd control at emergency site.
- The provision of police services in evacuation centres, morgues, and other facilities as required.
- Notifying the coroner of fatalities.
- Liaison with external police agencies.
- Providing an Emergency Site Manager/Incident Commander if requested by the Emergency Control Group.
- Maintaining a personal log of decisions made and actions taken.

## NORTH HURON EMERGENCY RESPONSE PLAN

### Emergency Medical Services (EMS)

The EMS representative is responsible for:

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with information and advice on treatment and transport of casualties.
- Taking charge of casualties within the emergency area and being responsible for triage, lifesaving care, and the transport to area hospitals.
- Assisting with the transportation of persons in health care facilities, homes for the aged, nursing homes and rest homes within an evacuation area, as required.
- In conjunction with the Central Ambulance Communications Centre (CACC), providing the main communications link through dispatch among health services, and notifying and requesting assistance from the Ontario Ministry of Health and Long Term Care.
- Liaising with the Medical Officer of Health, Huron County Health Unit, area hospitals, police and fire officials during an emergency situation.
- Maintaining a personal log of actions taken and decisions made.

## NORTH HURON EMERGENCY RESPONSE PLAN

### Director of Public Works

The Director of Public Works or alternate is responsible for;

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with information and advice on Public Works matters, including transportation infrastructure, road maintenance, clearing or construction, sanitation resources or engineering matters.
- Liaison with the senior public works officials from the neighboring community(s) and the County of Huron to ensure a coordinated response.
- The provision of engineering assistance.
- The construction, maintenance and repair of public roads.
- Ensuring access and egress for emergency vehicles to/from the emergency site.
- Assistance with road closures and/or roadblocks.
- Maintenance of sanitation and a safe supply of potable water, as required.
- The provision of equipment for emergency pumping operations.
- Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- Liaise with Electrical and Gas utilities.
- Providing public works vehicles and resources to support ongoing emergency response efforts, as required.
- Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- Providing an Emergency Site Manager/Incident Commander if required.
- Maintaining a personal log of decisions made and actions taken.

## NORTH HURON EMERGENCY RESPONSE PLAN

### Director of Recreation and Facilities

The Director of Recreation and Facilities or alternate is responsible for;

- Requesting activation of the emergency notification system.
- Ensuring Township facilities are available for evacuation or reception center purposes if required.
- Assisting County Social Services and support agencies in the ongoing operation of evacuation or reception centres.
- Coordinating and processing appeals for volunteers to assist in emergency response efforts in conjunction with the Emergency Information Officer and under the direction of the Emergency Control Group.
- Receiving and maintaining all completed volunteer registration forms.
- Ensuring identification cards are issued to volunteers and temporary workers, where practicable.
- Maintaining a personal log of decisions made and actions taken.



## NORTH HURON EMERGENCY RESPONSE PLAN

### CEMC

The Community Emergency Management Coordinator is responsible for:

- Activation of the Emergency Control Group through the use of the Emergency Notification System.
- Providing information, advice and assistance to members of the Emergency Control Group on Emergency Management procedures, principles and legislation.
- Providing direction to Emergency Operations Centre support staff, as required, in support of the Control Group, and ensuring proper set-up and operation of the Emergency Operations Centre.
- Assisting the Emergency Information Officer, as required, regarding public information and messaging.
- Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management and Civil Protection Act.
- Preparing and coordinating training and exercise simulations for members of the Emergency Control Group and alternates.
- In conjunction with the CAO, coordinate a post-emergency debriefing and assist in the development of a final report to the Reeve and Council.
- Maintaining a personal log of actions taken and decisions made.

# NORTH HURON EMERGENCY RESPONSE PLAN

## Health Unit

The Health Unit representative is responsible for:

- Providing the Emergency Control Group with information and advice regarding any matters that may adversely affect public health as they relate to the emergency situation.
- Providing liaison with the Huron County Medical Officer of Health.
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer.
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies.
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- Ensuring the safety of drinking water in conjunction the Environmental Services Director.
- Liaison with the senior Social Services representative regarding health services in evacuee or reception centres.
- Maintaining a personal log of actions taken and decisions made.

## NORTH HURON EMERGENCY RESPONSE PLAN

### Social Services

The Social Services representative is responsible for;

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services due to the emergency
- Supervising the opening and operation of reception or evacuation centres, and ensuring they are adequately staffed and maintained
- Establishing a communications link between the Emergency Operations Centre and the Emergency Evacuation Centre(s)
- Liaising with and arranging for assistance from other organizations such as the Canadian Red Cross, Children and Family Services, Victim Services etc.
- Liaising with the Huron County Health Unit in areas regarding public health in evacuation centres.
- Liaising with Township Staff regarding use of municipal facilities for evacuation/reception centers.
- Liaising with the public and separate school boards regarding the use of school facilities for reception and evacuation centers if required.
- Ensuring liaison with nursing homes, homes for the aged, and rest homes as required
- Arranging for the emergency purchase of food, clothing, bedding, and supplies that cannot be obtained any other way
- Maintaining a personal log of all actions taken and decisions made.

## NORTH HURON EMERGENCY RESPONSE PLAN

### Emergency Information Officer

The Emergency Information Officer is responsible for;

- Providing timely information to the public regarding the emergency and efforts within the Township to respond to and recover from the event. This will also include advisories on what actions the public should take to help ensure their safety.
- Developing initial and subsequent media releases, subject to approval by the Head of Council and the CAO.
- Establishing linkages with provincial, county and industry media officials as appropriate.
- Coordinating interviews and media briefings, and preparing the Head of Council and other members of the Emergency Control Group as required.
- Designate a site media spokesperson as appropriate. (OPP has staff trained in media relations) Ensure ongoing communication with the site media spokesperson to ensure consistent messaging.
- Liaising with the CAO on the set up and staffing of public inquiry lines.
- Ensuring the Township Website is kept up-to-date with the latest approved information.
- Monitoring of Twitter and Social Networking sites.
- Maintaining copies of all media releases.
- Maintain a personal log of actions taken and decisions made.

## NORTH HURON EMERGENCY RESPONSE PLAN

### Recording Secretary (Clerk)

The Emergency Operations Centre Recording Secretary is responsible for:

- Maintaining a record of all important decisions made and actions taken by the Emergency Control Group.
- Ensuring that Maps and Status Boards are kept up to date, with the assistance of the CEMC.
- Ensuring all members of the EOC sign in and that attendance records are maintained.
- Arranging for printed material as required
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre as required.
- Provide support to the Head of Council and CAO as required.
- Maintain a personal log of actions taken and decisions made.



# NORTH HURON EMERGENCY RESPONSE PLAN

## EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre (EOC) serves as the coordination point for response and recovery activities taking place within the Township of North Huron. The EOC is the location where members of the Emergency Control Group gather to support Incident Command activities and needs, share information, provide advice and input for major decisions, and implement the desired strategic course of action in a coordinated and effective way. The role of the Emergency Control Group is also to ensure that the community is properly informed and updated on the status of the emergency.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Emergency Control Group members or support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the CAO.

### EOC Location:

The Emergency Operations Centre has both primary and secondary locations. During the notification process, direction will be given as to which location members of the Emergency Control Group (ECG) will report.

For example, members will be told that;

*“This is an Emergency Plan activation. You should report to the primary Emergency Operations Centre immediately.”*

The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location      North Huron Municipal Office  
274 Josephine Street  
Wingham, ON

Alternate EOC Location      Emergency Services Training Centre  
40193 Blyth Road  
Blyth, ON

## NORTH HURON EMERGENCY RESPONSE PLAN

### EOC Set-up and Operation

Upon receiving notification the CEMC will contact the administrative staff assigned the task of setting up the Emergency Operations Centre. The Emergency Operations Centre will be set up and operational within one hour of activation. The CEMC will supervise the set up and ensure operational viability.

Upon arrival at the Emergency Operations Center, each Emergency Control Group member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact his or her department and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass Emergency Control Group decisions on to their departments and/or areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the CAO. The EOC functions most efficiently on a system known as an Operations Cycle.

# NORTH HURON EMERGENCY RESPONSE PLAN

## EOC Operations Cycle

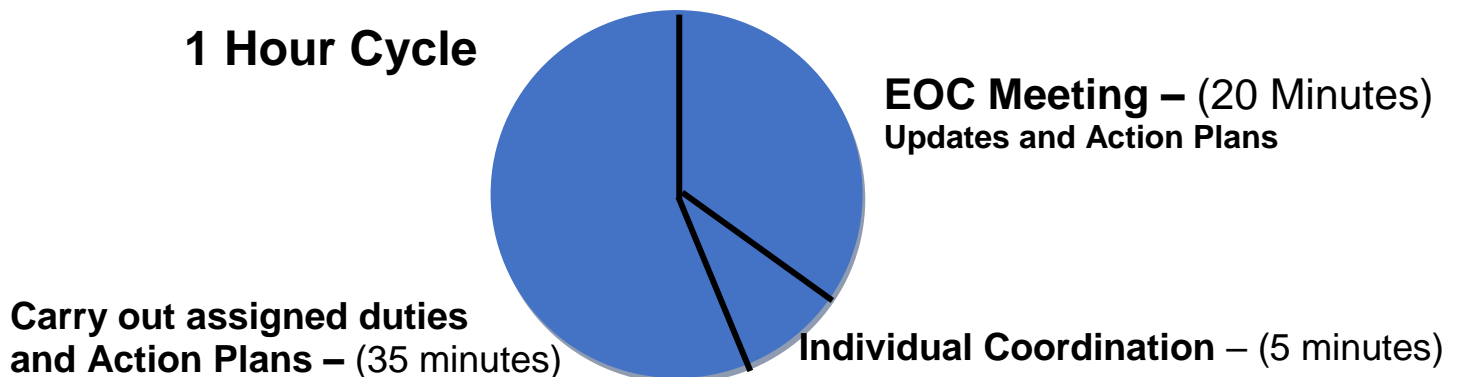
The Operations Cycle is how the Emergency Control Group manages overall emergency operations. Emergency Control Group members will come together usually around a planning board or map at which time they will in turn report their departmental status as well as immediate needs. It is essential that every member, covering each area of responsibility, be heard from during this process. The Emergency Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their departments and pass on any relevant information or directives that come out of the Control Group meeting. The frequency of meetings is determined by the CAO, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. The Emergency Control Group members use this time to follow up and ensure that decisions are being implemented. During Emergency Control Group meetings there should be no interruptions. All phone or radio communication to and from the EOC should occur prior to or after the formal meetings of the Emergency Control Group.

- The Control Group should have regular meetings to share information, discuss actions to be taken and/or issues to be resolved.
- Meetings should be brief and free from interruptions

### EXAMPLE:



# NORTH HURON EMERGENCY RESPONSE PLAN

## INCIDENT MANAGEMENT SYSTEM

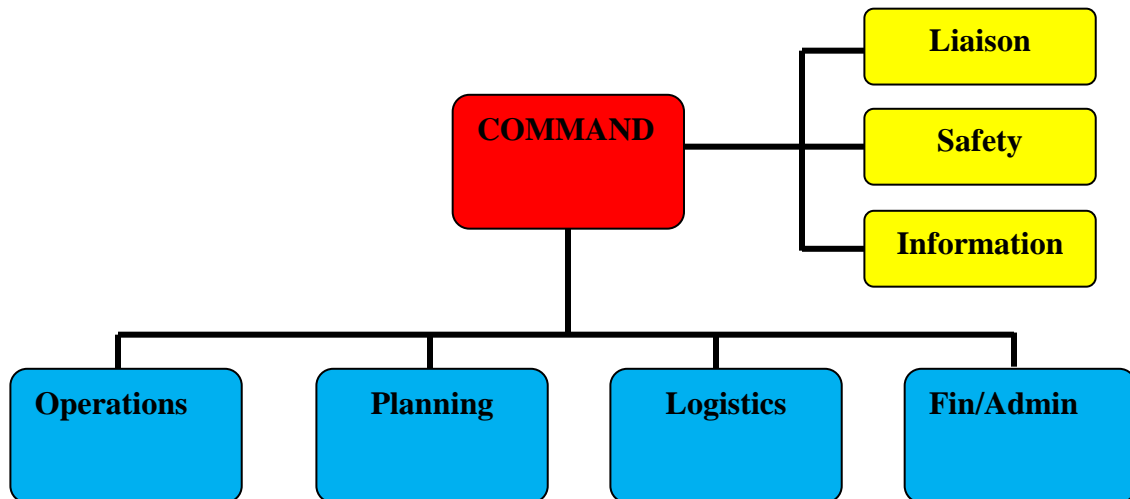
The Township of North Huron has adopted the Incident Management System (IMS) approach to Emergency Management and Emergency Response.

The Incident Management System is a standardized system that defines the basic command structure, roles and responsibilities required for the effective management of an emergency incident or situation.

The Incident Management System is comprised of the Incident Command System (ICS) along with regular training and exercises. The Incident Command System (ICS), which is universally employed by emergency response agencies, is a systematic tactical approach for establishing command and control at an emergency incident. ICS is a scalable and modular approach which ensures that only one person is in command and control, that each responder only reports to one person, and that no one person supervises more than seven others.

### ICS Components

ICS consists of five key elements: Command, Operations, Planning, Logistics, and Finance/Administration. There are three support functions that report directly to Command.



# NORTH HURON EMERGENCY RESPONSE PLAN

## ICS Functions

### Command

- Provides overall leadership and direction.
- May delegate authority to others as required
- Responsible for all activities until delegated and assigned to staff

### Operations

- Responsible for all tactical incident operations
- Implements strategy and tactics to carry out objectives
- Supervises the tactical field resources

### Planning

- Collection, evaluation and dissemination of operations information
- Maintains resource status.
- Compiles Incident Action Plan for short and long term.
- Develops alternative strategies.
- Prepares demobilization plan

### Logistics

- Provides facilities, services and material support
- Orders, receives, stores and distributes supplies.
- Arranges for transportation of personnel, supplies, food and equipment

### Finance/Administration

- Collects all cost data
- Tracks personnel and equipment time
- Processes claims for accidents and injuries

### Liaison

- Primary contact for supporting agencies and/or departments
- Facilitates a two-way flow of information to ensure a coordinated response

### Safety

- Ensure the safety of all field personnel.

### Information

- Conduit for information to internal and external stakeholders

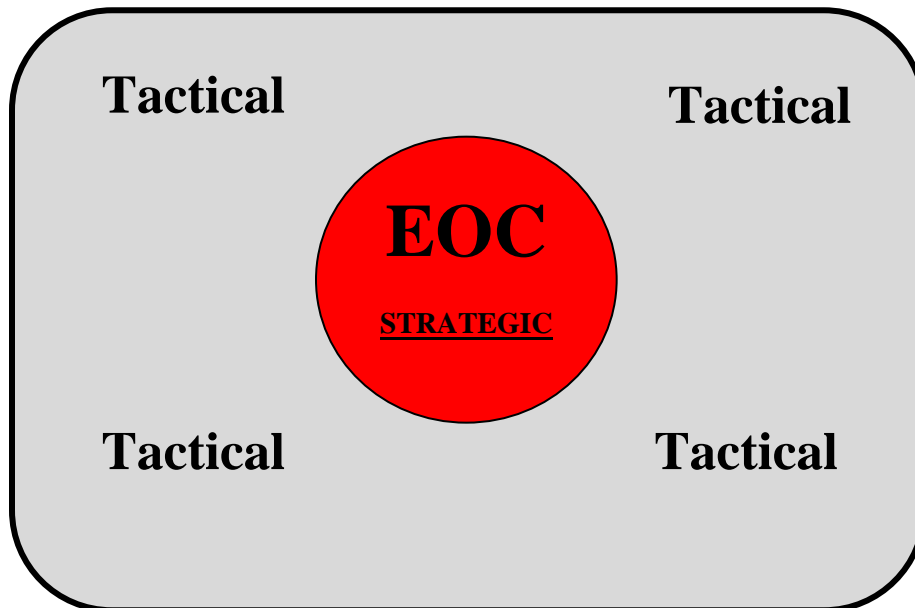


# NORTH HURON EMERGENCY RESPONSE PLAN

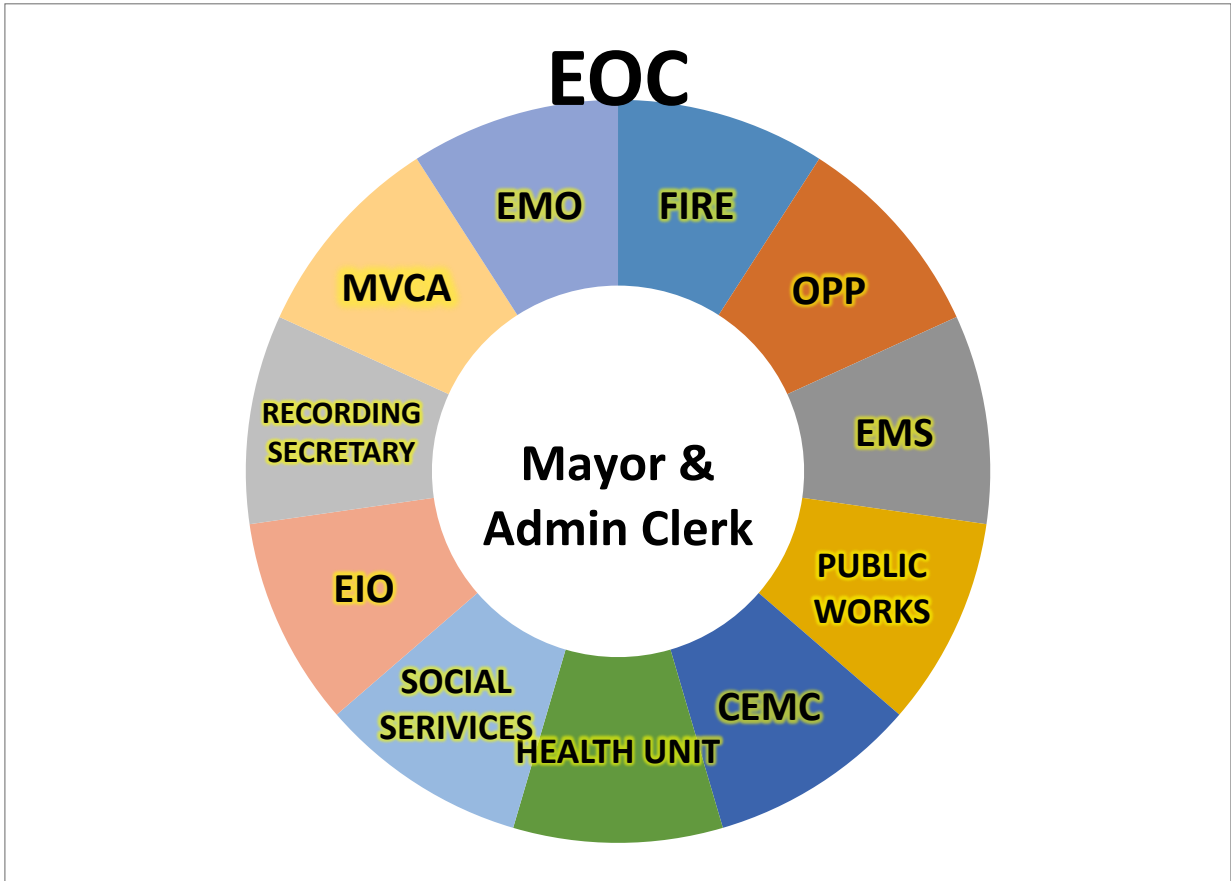
## Implementation of IMS

The Incident Command System is a **Tactical** response system and is primarily implemented at the Site of an emergency. However the principles of the system can assist in the **Strategic** operations of the Municipalities Emergency Control Group in the Emergency Operations Centre.

The Emergency Operations Centre (EOC) is a location where **Strategic** decisions are made by the Emergency Control Group. All tactical operations resulting from strategic planning done in the EOC is carried out by Emergency Response Personnel and municipal employees outside of the EOC.

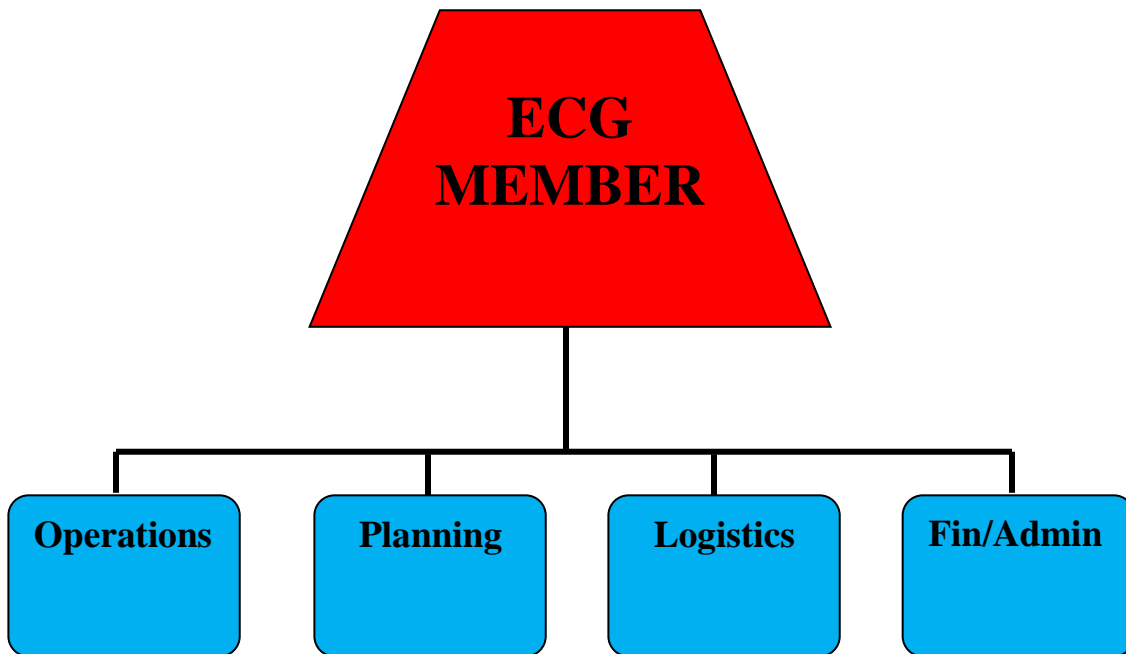


**NORTH HURON EMERGENCY RESPONSE PLAN**



Each Emergency Control Group member is in fact a Commander under IMS, making strategic decisions and overseeing the tactical response (Operations, Planning, Logistics & Fin/Admin) within his or her area of responsibility.

See Figure:



## NORTH HURON EMERGENCY RESPONSE PLAN

Each member of the Emergency Control Group is ultimately responsible for Operations, Logistics, Planning, Safety and Financial tracking within his or her department or division. The Emergency Control Group member may designate a departmental employee outside the EOC to oversee the tactical administration of any of those ICS responsibilities.

For smaller incidents or emergencies of limited scope or duration individual Emergency Control Group members may be able to cover several areas of responsibility under IMS. However, as the scope of the event increases, or if a large departmental response is required, the ECG member would be advised to delegate those roles to staff outside of the EOC.

*For example:*

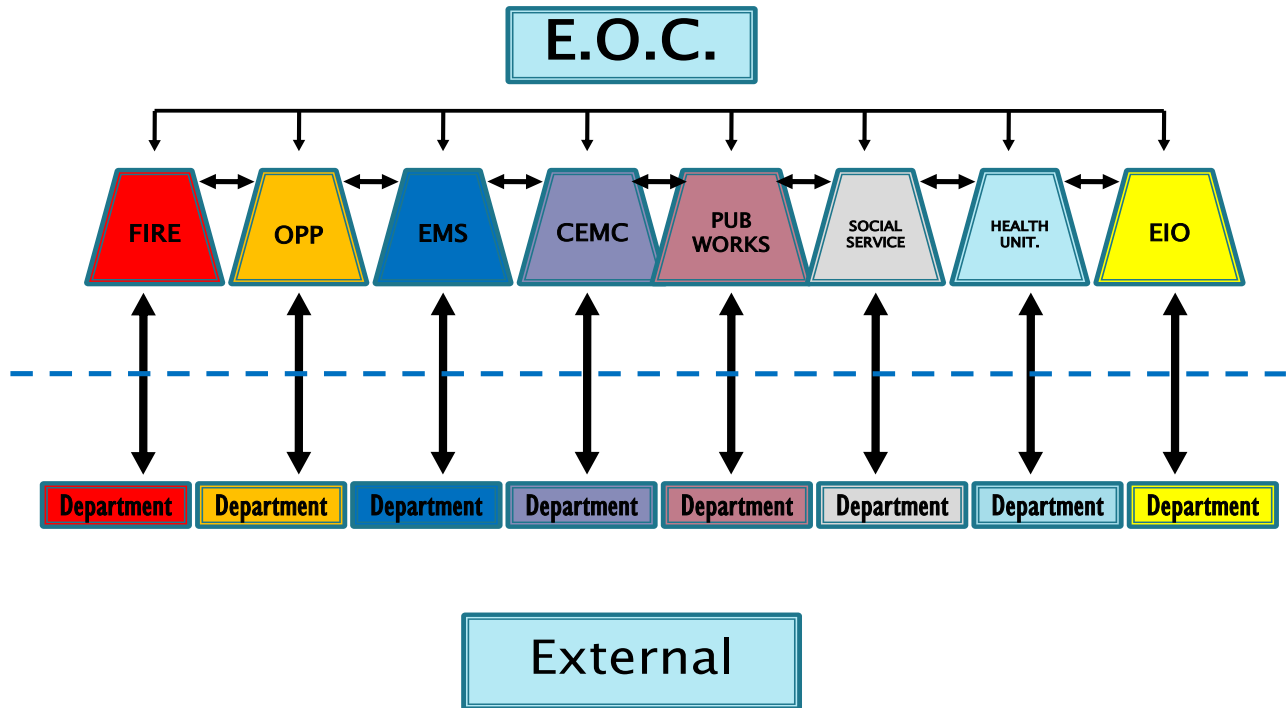
*The Director of Public Works may assign senior staff to oversee Operations and Logistics, while maintaining responsibility for Planning and Finance/Administration.*

*The Social Services representative in the EOC may assign an Operations Chief and Logistics Chief at each Evacuation Centre, while maintaining the overall Planning and Administrative Functions for themselves. As an event grows in scale they may assign an Admin Chief to cover that function.*

*An EOC member could assign all IMS roles to departmental staff in a complex emergency while maintaining the overall Command function for their division.*

# NORTH HURON EMERGENCY RESPONSE PLAN

It is important to remember that only members of the Emergency Control Group or approved individuals are permitted in the Emergency Operations Centre. Each member will communicate information and decisions approved within the EOC to their respective departments who may be gathered in departmental control centres or deployed to various functions throughout the municipality. EOC members will also bring forward information, plans, comments and suggestions from departments to assist in decision making and strategic planning.



**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
BY-LAW NO. 115-2017**

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**Schedule “B”**

Community Emergency Management Coordinator

**Primary**

Community Emergency Management Coordinator  
County of Huron

**Alternates**

Clerk  
Township of North Huron  
  
Chief  
Wingham Police Service

**Emergency Information Officer**

Chief Administrative Officer  
Township of North Huron



**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON  
BY-LAW NO. 91-2017**

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**Schedule “C”**

**Emergency Management Program Committee**

Members

Chief Administrative Officer (Emergency Information Officer)  
Clerk (Chair)  
Primary CEMC (County of Huron CEMC)  
Director of Public Works  
Director of Fire and Emergency Services

**Emergency Control Group**

Members

Reeve  
Chief Administrative Officer (Emergency Information Officer)  
Clerk  
Primary CEMC (County of Huron CEMC)  
Director of Public Works  
Director of Fire and Emergency Services  
Director of Recreation and Facilities  
Director of Finance  
Chief, Wingham Police Service

## THE TOWNSHIP OF NORTH HURON

### BY-LAW NO. 116-2017

#### BEING A BY-LAW TO ESTABLISH A POLICY TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF THE COUNCIL & COMMITTEES OF THE TOWNSHIP OF NORTH HURON AND TO PROVIDE PUBLIC NOTICE OF MEETINGS

**WHEREAS** Section 238(2) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires every Township to pass a Procedural By-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** Section 238(2.1) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires that the Procedural By-law shall provide for public notice of meetings;

**AND WHEREAS** the Council of The Township of North Huron deems it expedient to enact a new By-law to govern the calling, place and proceedings of the Council and to provide for public notice of meetings in accordance with the Act.

**NOW THEREFORE** the Council of the Township of North Huron **HEREBY ENACTS AS FOLLOWS:**

1. **SHORT TITLE**

This By-law shall be cited as the "Council & Committee Procedure By-law".

2. **DEFINITIONS**

In this By-law:

- 2.1 "Act" means the Municipal Act, 2001, as amended from time to time.
- 2.2 "Ad Hoc Committee" means a committee formed for a specific task or objective, and dissolved after completion of the task or achievement of the objective.
- 2.3 "Adjourn" means to end the meeting. This motion requires a second, is not debatable, is not amendable, requires a majority vote for adoption and cannot be reconsidered.
- 2.4 "Advisory Committee" means a Committee established by Council to advise on matters which Council has deemed appropriate for the Committee to consider.
- 2.5 "Acting Head of Council" means the Deputy Reeve who, in the absence of the Head of Council shall have the authority of the Head of Council and will preside at meetings of Council. In the event that the Deputy Reeve is unable to act in the place of the Head of Council Section 11.2 of this By-law will be followed.
- 2.6 "Chair" means the person presiding at a meeting whether it be the Head of Council, Acting Head of Council or Chairperson of any Committee.
- 2.7 "Chief Administrative Officer" means the Chief Administrative Officer (Chief Administrative Officer) or designate of The Township of North Huron, appointed by By-law.

- 2.8 “Clerk” means the Clerk or designate of The Township of North Huron, appointed by By-law.
- 2.9 “Closed Session” means a meeting, or portion thereof, closed to the public in accordance with Section 239 of the *Municipal Act, 2001* and Section 5.7 of this By-law.
- 2.10 “Committee” means Ad Hoc, Advisory or Joint Committees which may be appointed by Council from time to time.
- 2.11 “Community Control Group” means the officials designated to control the emergency operations for the Corporation when it becomes necessary to activate the Emergency Response Plan.
- 2.12 “Confirmatory By-law” means a By-law of Council that adopts all resolutions passed at a Council meeting.
- 2.13 “Consent Agenda” means a grouping of items on a Council agenda that require no actions by Council other than receiving for information. The only time that an item should be removed from a consent agenda is if it is determined that action, a decision is required, or significant further discussion is needed. Items to be included on a consent agenda may include, but is not limited to:
- Approval of Council minutes;
  - Staff or Committee reports provided for information purposes only;
  - Items of correspondence which may be discussed, but require no action on the part of Council;
- 2.14 “Corporation” means The Corporation of the Township of North Huron.
- 2.15 “Correspondence” includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, etc., that may require an action or decision of Council or a Committee.
- 2.16 “Council” means the Council of The Township of North Huron.
- 2.17 “Councillor” means a person elected or appointed as a Member of Council.
- 2.18 “Defer” means to postpone all discussion on the matter until later in the same meeting or to a future date which is established as part of the motion.
- 2.19 “Delegation” means a person or group of persons who address Council or a Committee on behalf of an individual or a group for the purpose of making a presentation to Council or a Committee.
- 2.20 “Deputy Reeve” means the Member of Council who is duly elected under the Municipal Elections Act, to represent the electors of the Township of North Huron and to act in the absence of the Head of Council in accordance with this by-law and will represent the Corporation on the Council of the Township of North Huron.
- 2.21 “Head of Council” means the Reeve (or alternate) and who shall preside at all meetings of the Council. See Section 9 and Section 10 for details on the role of the Head of Council.
- 2.22 “Joint Committee” means a Committee established by Council where members of the Committee are appointed by Council and any combination of the member or neighbouring municipalities as considered appropriate and may act in advisory or ad hoc nature.

- 2.23 “Lower Tier” means the Township of Ashfield-Colborne-Wawanosh, Municipality of Bluewater, Municipality of Central Huron, Town of Goderich, Township of Howick, Municipality of Huron East, Municipality of Morris-Turnberry, Township of North Huron and Municipality of South Huron.
- 2.24 “Majority” means more than half of the votes cast by members entitled to vote.
- 2.25 “Reeve” means the Member of Council who has been duly elected under the Municipal Elections Act as the Head of Council; and will represent the Township of North Huron and in accordance with Section 225 of the Municipal Act, 2001 is the Chief Executive Officer of The Township of North Huron.
- 2.26 “Meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,
- (a) a quorum of members is present, and
  - (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee. (“réunion”)
- 2.27 “Member” means a Member of Council or a Committee as defined in this By-law.
- 2.28 “Member Municipality” means the County of Huron, Township of Ashfield-Colborne-Wawanosh, Municipality of Bluewater, Municipality of Central Huron, Town of Goderich, Township of Howick, Municipality of Huron East, Municipality of Morris-Turnberry, Township of North Huron and Municipality of South Huron.
- 2.29 “Minutes” mean a record of the proceedings of Council or Committee that includes the place, date, time, name of Chair, list of members in attendance, evidence of quorum. Minutes will record the actions taken and decisions made by members at the meeting without note or comment in accordance with Section 239(7) of the Municipal Act.
- 2.30 “Township” means The Township of North Huron.
- 2.31 “Pecuniary Interest” includes a direct or indirect financial interest of a member and a financial interest deemed to be that of a member, in accordance with Sections 2 and 3 of the Municipal Conflict of Interest Act, 1990.
- 2.32 “Quorum” means the minimum number of required members (fifty percent plus one of the membership) to be in attendance to conduct the business of the meeting and vote on any matter or question to achieve a simple majority.
- 2.33 “Recess” means a short break taken during a meeting and is of a duration established by the Chair.
- 2.34 “Recorded Vote” means the recording of the name and vote of every Member of Council or a Committee who is present when the vote is called on any matter of question.
- 2.35 “Refer” means to direct a matter under discussion by Council or Committee to a Staff Member for further examination.
- 2.36 “Regular Meeting” means a scheduled meeting held in accordance with Section 5.3 of this By-law.
- 2.37 “Reports” means written documents by municipal employees, committees, consultants, solicitors or other individuals appointed at the pleasure of Council for the purpose of providing advice, alternatives and/or recommendations on various matters.

2.38 “Resolution” means a formal state of opinion or intention adopted by Council in accordance with these rules.

2.39 “Rules and Regulations” means the applicable regulations contained in this By-law.

3. **AUTHORITY**

The *Municipal Act, 2001* provides that the Council may determine its own rules of procedure for meetings. The following set of rules shall be in effect upon their adoption by the Council until such time as they are amended or new rules adopted.

4. **GENERAL RULES**

4.1 The Rules and Regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the Rules and Regulations for the order and dispatch of business in Council and Committees.

4.2 Any procedure under this By-law that is discretionary and not mandatory under statute may be suspended, at the request of the Head of Council or a Committee Chair, by a consensus of all of the members present at the meeting.

4.3 In any case for which provision is not made in these Rules and Regulations, the procedure to be followed shall be as near as may be that followed in the most current official edition of Roberts Rules of Order.

5. **MEETINGS**

5.1 **Location of Meetings**

Meetings of Council shall take place in the Council Chambers at 274 Josephine Street, Wingham, ON. Notwithstanding the foregoing that meetings be held in the Council Chambers, the Council shall determine, at their discretion, other locations from time to time for meetings as deemed necessary.

One meeting of Council shall take place once per year in the Ward of Blyth and the Ward of East Wawanosh at a location to be determined by Council.

5.2 **Inaugural Meeting & Election of Deputy Reeve**

(a) Following a regular municipal election, the Inaugural Meeting shall be held on the first Monday of December in the Council Chambers of the Municipal Office at the hour of 7:00 p.m.

(b) In the case of inclement weather, the Inaugural Meeting shall be held on the first suitable day following, at the same hour.

(c) The Inaugural Meeting shall be chaired by the Clerk.

(d) The order of business for the Inaugural Meeting shall be as follows:

1. Call to Order
2. The Clerk to declare candidates as elected as a result of the Municipal Election
3. Oath of Office and Oath of Allegiance by each member of Council, commencing with the Reeve
4. Service of Invocation performed by clergy to be chosen by the Reeve
5. Presentation of Gavel and Chain of Office by the Clerk
6. Inaugural Address by the Reeve
7. Remarks of Candidates – 5 Minute Time Limit Each



8. Election of the Deputy Reeve
9. Greetings from Invited Guests
10. Adjournment
11. It will be a custom of the Clerk's Department to share a social time following the Inaugural meeting.

(e) Election of the Deputy Reeve – Process:

1. The Clerk shall conduct the election for Deputy Reeve.
2. The Deputy Reeve shall be elected by the members of Council including the Reeve.
3. Nominations will be received from the floor or in the form of the individual Council member declaring his intent to stand for election for the position of Deputy Reeve.
4. The Clerk will call three times for nominations for the position of Deputy Reeve.
5. The Clerk will request a Resolution from Council to close the nominations for Deputy Reeve.
6. If more than one candidate for the position of Deputy Reeve is received then an election by secret ballot will be conducted amongst the members of Council to determine the successful candidate.
7. If more than two candidates are nominated a full majority of members present must be obtained in order for the candidate to be successful.
8. If after the vote is taken no candidate has a majority of votes then the member with the lowest number will be deleted from the list and a second ballot will be taken.
9. In case of a tie the decision will be decided by lot conducted by the Clerk.
10. A Resolution will follow appointing the successful candidate as Deputy Reeve.
11. A Resolution will be required requesting the Clerk to destroy the ballots.

5.3 Regular Meeting

- (a) Regular meetings shall be held on the first and third Monday of each month. The meetings shall commence at the hour of 7:00 p.m. and finish at 11:00 p.m. or sooner unless otherwise ordered by special motion of Council.

When a regular Council meeting is to be scheduled on a statutory holiday, the meeting will be held on the following Tuesday. Every meeting of Council shall be deemed to be adjourned at the hour of 11:00 p.m. save and except with the unanimous consent of Council

- (b) The Council may, by resolution, alter the date and/or time of a regular meeting provided that adequate notice of such change has been posted and/or published.
- (c) The Clerk, in consultation with the Chief Administrative Officer and with the approval of the Head of Council, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so.
- (d) No meeting of Council is a properly constituted meeting unless the Clerk or his/her designate is present.

5.4 Special Meetings

- (a) The Head of Council may, at any time call a special meeting of Council or upon receipt of a petition of the majority of the Members of Council,

the Clerk shall call a special meeting of Council for the purpose and at the time mentioned in the petition.

- (b) No business may be transacted at a special meeting other than that specified in the Notice or Agenda.

#### 5.5 Emergency Meetings

- (a) In the event of an emergency or extraordinary situation as determined by the Head of Council, the Chief Administrative Officer, or the Clerk, a meeting may be held as soon as practical following receipt of a summons. The summons may be given by a manner as determined by the Clerk.

#### 5.6 Closed Session – Council and Committees

- (a) All meetings of Council shall be open to the public except as provided for in Section 239 of the Municipal Act, S.O. 2001, or the Ombudsman Act.

##### Exceptions

- (b) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- The security of the property of the Corporation,
- Personal matters about an identifiable individual, including municipal or local board employees;
- A proposed or pending acquisition or disposal of land by the Corporation;
- Employee negotiations of labour relations;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the Corporation;
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act;
- Information explicitly supplied in confidence to the municipality of local board by Canada, a province or territory or a Crown agency of any of them;
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- A trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

##### Other Criteria

- (c) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

- A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council is designated as head of the institution for the purposes of that Act.

- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.
- (d) A meeting of the Council or Committee may be closed to the public if the following conditions are both satisfied:
- The meeting is held for the purpose of educating or training the members; and
  - At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- (e) For purposes of this section, a meeting not open to the Public shall be called a “Closed Session”.
- (f) The published agenda for Council or a Committee shall indicate the fact that a Closed Session meeting is required. The Agenda will provide as much detail as possible regarding the nature of business to be conducted in Closed Session without jeopardizing the intent of Section 239 of the Municipal Act, 2001.
- (g) Before holding a meeting or part of a meeting that is to be closed to the public, the Council or Committee shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or in the case of a meeting that is an educational or training session, the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed as an educational or training session.
- (h) A meeting shall not be closed to the public during the taking of a vote except when the meeting is for a purpose as outlined in section 5.6(a) or 5.6(b) and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Corporation or persons retained by or under contract with the Corporation.
- (i) When a Closed Meeting comes to an end Council and/or the Chief Administrative Office shall report to the open session the nature of the Closed Session meeting and provide as much information to open session without jeopardizing the intent of Section 239 of the Municipal Act, 2001.
- (j) When a Closed Session is necessary, it will be a requirement that the minutes shall be prepared and approved at the next scheduled Closed Session.
- (k) The Clerk shall be responsible for maintaining a confidential copy of all original documentation distributed, relating to closed sessions, and for keeping confidential minutes of all closed sessions.
- (l) Subject to the provisions of this Section, Council may hear delegations in Closed Session.
- (m) It shall be the responsibility of Council, Committees and Staff to respect the confidentiality of all matters disclosed to them and materials provided to them during Closed Sessions that are required to be kept confidential.
- (n) The proceedings of a Council or a Committee Closed Session shall be audio/video recorded with all recordings kept in a secure location in the Township of North Huron Municipal Office. Any person who is required

to leave the Council Chambers or meeting room during the proceedings of Council or Committee Closed Session, must take all personal belongings with them.

#### 5.7 Education and Training Sessions

- (a) The Council may decide, at a meeting open to the public, to convene an informal gathering of its members to receive and discuss information or advice of a general nature involving subject matters of interest to the members, at a time and place designated at that time by the Council.
- (b) The Council, in deciding to convene an Education & Training Session, shall designate the general purpose or purposes for which the session is to be held.
- (c) An Education & Training Session may be held at any place designated by the Council at the time at which it makes its decision to convene the session, whether or not it is within the boundaries of the Township or elsewhere.
- (d) All Members of Council respectively are entitled to attend the session, together with designated Staff or consultants retained by the Township, but the Council, in deciding to convene the session, may decide to exclude the public therefrom.
- (e) No motion, resolution, by-law, debate, agreement in principle, consensus, straw-vote, report, recommendation, or other action or decision may be proposed, discussed, decided upon, adopted, taken or made at an Education & Training Session.
- (f) The Recording Secretary shall take notes describing in general terms each subject matter dealt with at the Education & Training Session.
- (g) The notes taken pursuant to 5.7 (f) shall, after the conclusion of the session, be maintained as a public record under the control of the Clerk.

#### 5.8 Committees

- (a) Special or Ad Hoc or Joint Committees may be established from time to time by Council to consider a specific matter in accordance with the Township's Committee Appointment Policy.
- (b) All Committees shall report directly to Council.
- (c) The format of the agenda will be similar to that of Council (Section 15) but are permitted to remove certain sections on approval of the Clerk.
- (d) Council shall adopt a Terms of Reference for every Committee.
- (e) The Head of Council is "Ex Officio" a member of every Committee of Council. The Head of Council will not be considered part of the Committee quorum. (Section 7.8) The Head of Council is able to participate fully in any meeting of a Committee or Board established by Council, without restriction, including voting (Section 9.2).
- (f) The Terms of Reference shall establish (at least) the following:
  - (i) The purpose, goal and authority of the Committee;
  - (ii) Member composition, numbers and method of appointing a Chair;
  - (iii) The Chair shall be appointed at the first meeting following the Inaugural Meeting of Council;

- (iv) The location, date, time and frequency of meetings;
  - (v) The Director(s) responsible for providing support, advise and expertise to the Committee;
  - (vi) That the Director(s) shall ensure that all recommendations to Council by the Committee are brought forward to Council in a timely fashion for consideration;
  - (vii) That the Chairperson and Director(s) shall, at the direction of the Committee and or Council facilitate clear communication of information between Council and the Committee;
  - (viii) A Recording Secretary for the Committee;
  - (ix) That the minutes of a Committee shall be circulated to Council via the regular Council Agenda. Council shall receive the minutes for information purposes only as any recommendation of a Committee shall be brought forward to Council in a separate report by the Director(s);
  - (x) That a Committee chair may cancel a meeting if he or she determines that there are insufficient items for consideration by the Committee;
  - (xi) The rules and regulations contained in this By-law, with necessary modifications, shall be observed in all proceedings of the Committee for the order and conduct of business therein;
  - (xii) That Council shall dissolve a Committee, by resolution, when the purpose and goals have been met or at any other time when Council deems it appropriate.
- (g) Council may appoint representatives to serve on any outside Board or Committee, or any other body to which Council is required or empowered to appoint a representative.

Appointments to such Boards/Committees may be a Member of Council or shall be a person appointed from amongst its ratepayers and/or residents.

- (h) At the first Regular Meeting of Council, the Council shall:
- (i) Appoint members to various Committees and Boards;
  - (ii) Appoint members to Committees and Boards for the term of one year;
  - (iii) Appoint non-Council members to Committees and Boards as determined in policy or the Terms of Reference for the Committee.

#### 5.9 Budget Meetings

Budget Meetings will be considered Regular Meetings of Council. The Agenda will be prepared by the Reeve and Clerk in accordance with Section 15.1 of this Procedural By-law in consultation with the Director of Finance/Treasurer.

#### 5.9 Town Hall Public Meeting

Council will hold a minimum of one (1) Town Hall Public Meeting per year.

### 6. **NOTICE OF MEETINGS**

#### 6.1 Notice for Regular Council Meetings:

- (a) Prior to the first meeting in each calendar year, the Council shall establish a schedule of all regular Council meeting dates for such calendar year. The schedule shall include the date, time and location of the meetings and shall be posted on the municipal website at the beginning of each year. The meeting schedule is subject to change as necessary;
- (b) Notwithstanding the above, the published agenda shall be considered as adequate notice of Regular Meetings of Council, except for

meetings held on a day or at a time other than as provided for in this By-law. The Agenda shall include the date, time and place of commencement of the meeting;

- (c) The Clerk shall ensure that a copy of the Agenda for each Regular Council Meeting is posted for public viewing on the municipal website no later than 4:30 p.m. on the Friday preceding the scheduled meeting.

6.2 Notice for Special Council Meetings:

- (a) The Clerk shall ensure that notice of each special meeting of Council is provided to each Member of Council at least forty-eight (48) hours in advance of the said meeting or as soon as practicable. The Clerk shall provide notice of such meeting by posting for public viewing on the municipal website a copy of the Agenda for the special meeting and/or updating the meeting schedule that is posted on the municipal website.

6.3 Notice for Emergency Council Meetings:

- (a) The forty-eight (48) hours' notice required by Section 6.2(a) may be waived in the case of an emergency or extraordinary situation, as may be determined by the Head of Council (or alternate);
- (b) An emergency meeting may be called by the Head of Council or in the absence of the Head, the Emergency Control Group or Chief Administrative Officer;
- (c) In such case, the Clerk (or designate) shall attempt to advise the members of Council about the call of the emergency meeting as soon as possible and in the most expedient manner available;
- (d) For the purpose of Notice, notice shall be posted on the Municipal website and the public notice board at the Municipal Office.
- (e) Where proper notice was not possible due to the circumstances of the emergency, the Clerk will endeavor to make the fact of the meeting public as soon as possible after the meeting has taken place.

6.4 Notice for Committee Meetings:

- (a) Notice of meetings indicating the date, time and location for Committee meeting shall be posted on the Municipal website by 4:30 p.m. on the Friday prior to the meeting. All other requirements for notice indicated in this by-law shall be adhered to by the Committee.

6.5 Lack of receipt of the notice by any member shall not affect the validity of holding the meeting nor any action taken at the meeting.

6.6 The business of a meeting shall be taken upon the order in which it stands in the Agenda, unless otherwise decided by Council or the Committee.

6.7 The notice requirements set out in this by-law are minimum requirements only, and the Clerk may give notice in an extended manner if in the opinion of the Clerk, the extended manner is reasonable and necessary in the circumstances.

6.8 Cancelling of Meetings – Inclement Weather

In the event that weather, road or other conditions beyond the control of Council prevent the holding of any Regular, Special, Ad Hoc Committee or Inaugural meeting, at the time established by this by-law, the said meeting shall be held at the same time and day of the following week. The postponement may continue until such time as the condition preventing the holding of the meeting has passed.



Meetings may be cancelled or adjourned taking any of the following into consideration:

- Winter road closures or winter travel advisories have been issued
- County or Lower Tier Public Works crews have stopped plowing roads for a specified period of time
- Public Works crews have advised administration of hazardous road conditions
- Radio public service announcements are advising of cancellations in the area
- School bus cancellations
- Weather warnings by Environment Canada
- Ministry of Transportation road condition advisory
- Members of Council or staff report hazardous travelling conditions

Consultation will take place between the Reeve, Chief Administrative Officer and Clerk regarding the meeting cancellations. The final decision will be made by the Reeve.

#### 6.9 Notice of Cancelled Meeting

Where a meeting has been cancelled for any reason, Notice of the cancelled meeting shall be in the same form as notice for the meeting was **made and followed by a telephone confirmation**. In the case of a Council meeting, the Clerk (or designate) shall be responsible for giving notice. In the case of a Committee the Recording Secretary is responsible for giving notice.

Every effort will be made to notify all members of Council or the Committee and members of the public who have identified that they plan to attend.

The Clerk shall provide notice of cancellation to Council, staff, the local media and all other interested parties as soon as possible in advance of the meeting via telephone, website, local radio and posting signs at the meeting site.

#### 6.10 Postponement of Meetings

Any regular meetings of the Council may be postponed to a day named in:

- (a) A notice by the Head of Council or the Deputy Head of Council given through the Clerk's Office and twenty-four (24) hours in advance of the regular meeting; or
- (b) A resolution of Council passed by the majority of the members.

Where a meeting has been postponed for any reason, Notice of the postponed meeting shall be in the same form as notice for the meeting was made.

In the case of a Council meeting, the Clerk (or designate) shall be responsible for giving notice. In the case of a Committee the Recording Secretary is responsible for giving notice.

Every effort will be made to notify all members of Council or the Committee and members of the public who have identified that they plan to attend.

The Clerk shall provide notice of postponement to Council, staff, the local media and all other interested parties as soon as possible in advance of the meeting.

**7. CALLING OF MEETINGS TO ORDER AND QUORUM**

- 7.1 The Head of Council or the Chair shall call the members to order as soon after the hour fixed for holding of the meeting a quorum is present.
- 7.2 A majority of all Members of Council or the Committee shall constitute a quorum and be necessary for the transaction of business.
- 7.3 If a quorum is not present one-half ( $\frac{1}{2}$ ) hour after the time appointed for the commencement of the meeting, the Clerk, his/her designate or the Committee Recording Secretary shall indicate that no quorum is present and record the names of those members in attendance and they shall adjourn to the appointed time for the next scheduled meeting.
- 7.4 Where the number of members who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, such that, at that meeting the remaining members are insufficient to constitute a quorum, the remaining members shall be deemed to constitute a quorum, provided such number is not less than two (2) in accordance with Section 7.1 of the *Municipal Conflict of Interest Act, R.S.O. 1990*.
- 7.5 If during the course of a meeting, a quorum is lost, the Chair shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this By-law.
- 7.6 If in the event of a declared emergency, Council is not able to achieve quorum then they may enact the use of the Emergency Governance Committee-Section 12.
- 7.7 If members are not going to be in attendance or are going to be late for a meeting, they shall contact the office of the Clerk or the Committee's Recording Secretary in advance of the meeting.
- 7.8 If the Head of Council attends a Committee meeting as an "Ex Officio" participant (See Section 5.8(e)), their attendance will not be considered part of quorum.

**8. ROLE OF COUNCIL**

- 8.1 It is the role of Council, per Section 224 of the Municipal Act, 2001, as amended:
- (a) to represent the public and to consider the well-being and interests of the Township;
  - (b) to develop and evaluate the policies and programs of the Township;
  - (c) to determine which services the Township provides;
  - (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
  - (e) to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township;
  - (f) to maintain the financial integrity of the Township; and
  - (g) to carry out the duties of Council under this or any other Act.

- 8.2 Members of Council shall come prepared to every meeting by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting.
- 8.3 Members of Council shall make technical inquiries of staff regarding materials supplied in advance of the meeting.
- 8.4 Requests for substantive reports shall be by Council motion which shall identify the appropriate Department or Department Head and objectives of the report.
- 8.5 No member shall have the authority to direct or interfere with the performance of any work for the Corporation.
- 8.6 While in a Council meeting of any sort, Councillors shall following the following rules:
- (a) Councillors shall only speak when recognized by the Chair;
  - (b) Councillors shall only speak respectfully of Her Majesty the Queen or any member of the Royal Family, Governor-General, Lieutenant-Governor General or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of Ontario;
  - (c) Members shall not use indecent, offensive or insulting language in or against any Council or Councillor, staff, public or any other person. Further, no member will publish any derogatory or demeaning comment or opinion of Council, staff or member of the public;
  - (d) Members shall only speak to the question in debate;
  - (e) Members shall not debate any prior determination of the Council or Committee except to conclude such remarks with a motion to rescind or reconsider such determination;
  - (f) Members shall not interrupt or disturb any member who has the floor except to raise a point of order;
  - (g) Members shall not disturb a meeting by disorderly conduct or comments;
  - (h) Members shall not leave their seat or make noise or cause a disturbance while a vote is being taken or until the result is declared;
  - (i) Members shall not leave the meeting when he/she does not intend to return thereto without first advising the Chair;
  - (j) Members shall abide by the rules of Council or the Committee, obey the decisions of the Council or Committee on questions of order or practice or upon the interpretations of the rules of order by the Council or Committee;
  - (k) In the events that a member of Council or a Committee persists in a breach of the rules of this By-law, after having been called to order by the Reeve or Chair, the Reeve or Chair shall put the question "shall the member be ordered to leave his/her seat for the duration of the meeting?". The Council or Committee shall vote on the question and the question is not debatable;
  - (l) If the Council or Committee decides the question set out in section 8.6 (k) of this By-law in the affirmative by a majority vote of the members, the Reeve or Chair shall order the member to leave his/her seat for the duration of the meeting;

- (m) If the member apologizes, the Reeve or Chair, with the approval of Council, may permit him/her to resume his/her seat;
- (n) If a member does not leave his/her seat after being ordered to do so by the Reeve or Chair (in accordance with Section 8.6(l)) and if the member does not apologize (in accordance with Section 8.6(m)) then the Reeve or Chair shall seek appropriate assistance.
- (o) Members must occupy their chairs while a vote is being taken and the results are being declared;
- (p) Members may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking;
- (q) Every member present shall vote when a question is put on the floor unless a Pecuniary Interest has been declared;
- (r) Municipal Councillors shall officially be addressed as Councillor, Deputy Reeve and Reeve.

**9. ROLE OF HEAD OF COUNCIL**

9.1 It is the role of the Head of Council, per Section 225 of the Municipal Act, 2001, as amended:

- (a) to act as Chief Executive Officer of the Township;
- (b) to preside over Council meetings so that business can be carried out efficiently and effectively;
- (c) to provide leadership to Council;
- (d) without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council as described in Section 8.1 of this By-law and Section 224 of the Municipal Act, 2001, as amended;
- (d) to represent the Township at official functions; and
- (e) to carry out the duties of the Head of Council under the Municipal Act or any other Act.

9.2 By virtue of their office, the Head of Council carries with it the right to participate fully in any meeting of a Committee or Board established by Council, without restriction, including voting. If the Head of Council attends a Committee meeting as an "Ex Officio" participant, their attendance will not be considered part of quorum (Section 7.8).

9.3 For the purposes of the County of Huron and Member Municipalities Joint Emergency Management Plan if the Head of Council is unavailable, the Deputy Head of Council or the Council Appointee shall be the alternate.

**10. ROLE OF HEAD OF COUNCIL AS CHIEF EXECUTIVE OFFICER**

10.1 It is the role of the Head of Council, per Section 226.1 of the Municipal Act, 2001, as amended:

- (a) to uphold and promote the purposes of the Township;
- (b) to promote public involvement in the Township's activities;
- (c) to act as the representative of the Township both within and outside the Township, and promote the Township locally, nationally and internationally; and
- (d) to participate in and foster activities that enhance the economic, social and environmental well-being of the Township and its residents.

11. **ABSENCE OF THE HEAD OF COUNCIL**

- 11.1 In the event that the Head of Council is absent; has a conflict under the Municipal Conflict of Interest Act; refuses to act; or the office becomes vacant, the Deputy Reeve shall act in the place and stead of the Head of Council, and while so acting the Deputy Reeve may exercise all the rights, powers and authority of the Chair.
- 11.2 In the absence of both the Head of Council and the Deputy Reeve, and if a quorum is present, the Council shall elect a Chair from amongst its members present. While presiding, the member appointed by the Council shall have all the powers of the Head of Council for the purpose of conducting the meeting.

12. **EMERGENCY GOVERNANCE COMMITTEE**

- 12.1 Section 23 of the Municipal Act, 2001 regulates the delegation of legislative and quasi-judicial powers.
- 12.2 In a declared emergency and where the decision-making capability of a Township may be compromised or where normal protocols may be impossible to meet, the Corporation may establish an Emergency Governance Committee to act in place of the Council.
- 12.3 The Emergency Governance Committee will only be formed if at least four members of the total seven-member Council are incapacitated through death, injury or illness and are unable to exercise their powers due to the inability to meet quorum.
- 12.4 The Emergency Governance Committee is comprised of a minimum of two and a maximum of three members of Council.
- 12.5 The Emergency Governance Committee is delegated the authority by Council to exercise its normal legislative, quasi-judicial and administrative powers, subject to the limitations of the Municipal Act, 2001, with such delegated authority to only be exercised:
- (a) For the duration of an emergency which has been declared by the Head of Council or his/her designate, in accordance with the Corporation's Emergency Management Plan;
  - (b) For Council's normal decision-making processes, and not for the management or co-ordination of emergency response activities.
- 12.6 The Committee, wherever practicable, will conduct its meetings in accordance with this procedure by-law.

13. **CONDUCT OF PROCEEDINGS FOR COUNCIL AND COMMITTEES**

- 13.1 As soon after the hour of the meeting as there is a quorum present, the Head of Council or the Chair shall call the meeting to order.
- 13.2 The Head of Council or the Chair shall announce the business before the Council or Committee in the order in which it is to be acted upon.
- 13.3 The Head of Council or the Chair shall receive and submit, in the proper manner, all motions presented by the members.
- 13.4 The Head of Council or the Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Council or the Committee and this decision may be overruled by a majority vote thereof.
- 13.5 The Head of Council or the Chair shall put to vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings, and to announce the result.

- 13.6 The Head of Council or the Chair shall authenticate by signature when necessary all By-laws, Minutes and documents authorized by Council or the Committee.
- 13.7 The Head of Council or the Chair shall represent and support the Council or Committee declaring its will and obeying its decision in all things.
- 13.8 The Head of Council or the Chair shall ensure that the decisions of Council or the Committee are in conformity with the laws and By-laws governing the activities of the Corporation.
- 13.9 The Head of Council or the Committee shall adjourn the meeting when business is concluded.
- 13.10 The Head of Council or the Committee shall adjourn the meeting without question in the case of grave disorder arising in the meeting space.
- 13.11 The Head of Council or the Committee shall ensure that the members of the public who constitute the audience in the Council Chamber or Meeting Rooms:
- (a) maintain order and quiet;
  - (b) address Council or the Committee only with the permission of the Chair; do not interrupt any speech or action of the members or any other person addressing Council or the Committee;
  - (c) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chambers or Meeting Rooms where such behaviour persists;
  - (d) to turn off or set to silent mode, all electronic devices.
- 13.12 All meetings may be audio and/or visually recorded, broadcast and/or streamed publicly by the Township.

14. **DECLARATION OF PECUNIARY INTEREST**

A 'pecuniary interest' is defined in the *Municipal Conflict of Interest Act*.

Where a member of Council or a Committee has a pecuniary interest in any matter, including that of a spouse, child or parent and is present at a meeting of Council or Committee at which the matter is the subject of consideration, the member

- (a) shall, prior to any consideration of the matter at the meeting, verbally disclose the interest and the general nature;
- (b) shall, prior to any consideration of the matter at the meeting disclose the interest and the general nature, in writing using the "COUNCIL & COMMITTEE DECLARATION OF PECUNIARY INTEREST FORM" (forming part of this By-law as Schedule "A") and submit it to the Clerk or designate;
- (c) shall not, at any time, take part in the discussion, or vote on any question in respect of the matter;
- (d) shall not, at any time, attempt, either on his or her own behalf or while acting for, by or through any other person, in any way whether before, during or after the meeting to influence the voting on any such question;
- (e) shall, where the meeting is not open to the public, immediately leave the meeting room during which the matter is under consideration (in accordance with Section 5.2 of the Municipal Conflict of Interest Act);
- (f) where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the



member shall disclose the interest at the next Council or Committee meeting attended by the member;

- (h) where a member has declared a pecuniary interest on an item, they shall not take part in adopting the Confirmatory By-law.

15. **AGENDAS**

15.1 Regular Council Meeting Agendas

- (a) The Clerk or his/her designate shall prepare the Agenda for all Regular Council Meetings consisting of the following "Order of Business":
1. Call to Order
  2. Confirmation of the Agenda
  3. Disclosure of Pecuniary Interest
  4. Consent Agenda  
Items listed under the Consent Agenda are considered routine, may require discussion but not action on the part of Council. Consent items are received in one motion. Council members may request that one or more item be removed for further action.
  5. Public Meetings/Hearings and Delegations
  6. Reports
  7. Correspondence
  8. Council Reports
    - 8.1 Reeve Activity Report
    - 8.2 Council Member Reports  
(Verbal or written updates from members who sit on boards/committees)
    - 8.3 Requests by Members
    - 8.4 Notice of Motion
  9. By-laws
  10. Announcements
  11. Other Business  
In the interest of supporting the Township of North Huron Accountability and Transparency Policy, should a member of Council or staff would like to present an item of business in this Section, it is recommended that they contact the Clerk in advance so that the item of business can be placed on the published agenda.
  12. Closed Session and Reporting Out
  13. Confirmatory By-law
  14. Adjournment
- (b) The agenda shall be available to Members of Council by 4:30 p.m. on the Friday preceding the meeting to which it pertains.
- (c) The business of Council shall be taken in the order in which it stands upon the agenda, unless otherwise decided by the majority of Council.
- (d) Any member may bring before Council or a Committee, any business that he/she believes should be deliberated upon by Council or the Committee. In an effort to support the Accountability and Transparency Policy of the Corporation, it is recommended that the member or staff contacts that Clerk (or in the case of a Committee, the Recording Secretary) in advance so that the item of business can be placed on the published agenda.
- (e) The Clerk in consultation with the Reeve may change the order of business when preparing the agenda as deemed necessary.

15.2 Special or Emergency Council Meeting Agendas

- (a) The Clerk, where reasonably possible, shall cause an agenda to be prepared, in the following order, for the use of members at Special Meetings of Council:
- Declaration of Pecuniary Interest
  - Consideration of Business for Which Notice is Given
  - Adjournment
- (b) The agenda for Special Council Meetings shall be available at least forty-eight (48) hours preceding the meeting to which it pertains, if possible and if necessary.
- (c) The minutes of a special meeting shall be ratified at the next regular meeting of the Council by the Confirming By-law.

16. **MINUTES – Council and Committee**

16.1 Minutes

- (a) Minutes of Council or a Committee, whether it is closed to the public or not, shall record:
- (i) the date, time and place of the meeting;
  - (ii) the record of attendance of the members;
  - (iii) the correction and adoption of the minutes of prior meeting(s);
  - (iv) all resolutions and decisions;
  - (v) all the other proceedings of the meeting without note or comment, whether it is closed to the public or not;
  - (vi) a list of other business items discussed.
- (b) After the minutes have been adopted they will be signed by the Head of Council or the Chair and by the Clerk (or designate) or Recording Secretary.

16.2 The Clerk shall ensure that the Minutes of the preceding Regular Meeting and any meeting are circulated along with the agenda package prepared in accordance with Section 15.1 of this By-law.

16.3 The onus shall be upon members attending after commencement of the meeting to inform the Clerk or Recording Secretary of their arrival in order that same may be recorded in the Minutes.

16.4 Unless a reading of the minutes of a Council or a Committee meeting is requested by a member, such minutes shall be approved without reading if the Clerk or Recording Secretary previously furnished each member with a copy thereof and has previously posted same.

16.5 The approved minutes of all Council and Committee meetings (with the exception of Closed Session meetings) shall be posted on the municipal website for public inspection as soon as practicably possible.

16.6 The minutes shall be filed once adopted by the Council or the Committee.

17. **PRESENTATIONS/DELEGATIONS/PETITIONS – Council and Committee**

17.1 Any Delegation wishing to appear before the Council or Committee on Municipal business shall make a formal request to the Clerk or Recording Secretary in writing by utilizing the required Council Delegation Request Form (Schedule B). The request shall be submitted no later than 4:30 p.m. on the Wednesday preceding the meeting. At the discretion of the Clerk, the

Delegation will be scheduled to make a presentation to a Regular Council Meeting or Committee meeting. Delegations are limited to ten (10) minutes to address Council. If the delegation has printed information such as reports, power point presentations and other written material that are to be presented to Council or Committee, it must be delivered to the Clerk by 4:30 p.m. on the Wednesday prior to the meeting.

- 17.2 The Clerk or the Reeve, may refuse a delegation request at their discretion if the matter is deemed to be routine or administrative in nature and can be referred to staff for quick resolution; the matter is not within the jurisdiction or normal realm of council business; the request is repetitive, vexatious or frivolous in nature; or any other reason deemed appropriate under the circumstances. The Clerk or Reeve may defer a delegation to a subsequent agenda if the timing is deemed more appropriate, at their discretion. In all cases above, the decision of the Reeve shall be final. The Clerk shall notify Council in writing of any person who has requested to be a delegation but has been denied the right to be listed on the agenda.
- 17.3 Any communication or correspondence that is to be presented to Council or Committee shall be legibly written, typed, or printed and shall not contain any obscene or defamatory language and shall be signed by at least one person and filed with the Clerk or Recording Secretary no later than 4:30 p.m. on the Wednesday preceding the meeting.
- 17.4 If a request to be heard is received after 4:30 p.m. on the Wednesday preceding the meeting, it must be approved by the Head of Council or Clerk before it will be added to the agenda.
- 17.5 Any communication or correspondence as referred to in Subsection 17.3 must include full name and contact information of the sender and is received by the Clerk or Recording Secretary no later than 4:30 p.m. on the Wednesday preceding the meeting.
- 17.6 The Clerk or Recording Secretary may, upon receipt, refer any communication or petition to a Department Head without the prior consideration of Council or the Committee.
- 17.7 After a delegation has been heard at a Council or a Committee meeting and it is felt that a further meeting on the same topic is warranted, the Council or Committee may so recommend and shall determine the time and date of such further delegation.
- 17.8 The Head of Council or the Chair has the discretion to limit delegations on repetitive topics, or topics that are deemed to be frivolous.
- 17.9 Any person desiring to address the Council or a Committee by oral communication shall first secure the permission of the Head of Council or Chair, provided, however, that preference will be given to those persons who have notified the Clerk or Recording Secretary by 4:30 p.m. on the Wednesday immediately preceding the meeting of their desire to speak in order that their name may be placed on the agenda and they will be recognized by the Head of Council or the Chair without further action.
- 17.10 Delegations are limited to ten (10) minutes, including questions of Council to the Delegation. Groups shall appoint a maximum of two (2) spokespersons to address Council on behalf of the group. Each person addressing the Council or a Committee, shall give his/her name and address for the record. All remarks shall be addressed to Council or Committee as a body and not to any individual member thereof. No person, other than Members of Council or a Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through the Members of Council or a Committee. No questions shall be asked to the Delegation, Council Members or Committee, except through the Head of Council or the Chair.

17.11 A delegation requesting to speak for more than ten (10) minutes will only be permitted by prior approval of the Head of Council, Chair Clerk or Chief Administrative Officer, unless further time is granted by the Council or the Committee.

17.12 Interested parties, or authorized representatives, may address the Council or Committee by written communication in regard to any matter concerning the Corporation's business or over which the Council or Committee has control at any time by direct mail or by addressing the Clerk or Recording Secretary and such written communication will be distributed to the members.

18. **REPORTS OF DEPARTMENTS**

Reports of Departments (including recommendations resulting from Committee meetings) shall be received by the Clerk no later than 4:30 p.m. on the Wednesday that precedes the Council meeting.

19. **BY-LAWS**

19.1 Council shall be provided with a copy of all By-laws which are on the agenda for consideration. Council shall not consider any by-law not listed on the Agenda. Every By-law shall be introduced by motion and shall receive three readings prior to it being passed. For By-laws that would implement a substantive change in existing policy, or introduce new policy of a complex nature, the by-law shall be initially considered by Council in draft, and be passed at a subsequent Council Meeting. By-laws of a routine, less complex nature, or by-laws with legislated timelines, such as By-laws passed under the Planning Act, shall be exempted from this requirement.

19.2 Every By-law enacted by Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and Head of Council and shall be filed by the Clerk for safekeeping.

19.3 A By-law shall deem to have been read upon the title or heading or short description thereof being read or taken as read unless a Member of Council requires the By-law or any portion thereof to be read in full.

19.4 The proceedings at every regular meeting shall be confirmed by By-law so that every decision of the Council and every resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted. The proceedings at every Special or Emergency Meeting shall be confirmed by By-law at the next regular meeting of the Council.

19.5 For the convenience of the stakeholders and to expedite the meeting, North Huron Council will proceed with the consideration of related By-laws following Public Meetings, Delegations and Staff Reports as they deem appropriate.

20. **NOTICE OF MOTION**

20.1 Any Member of Council may give a Notice of Motion at a Council meeting indicating an intent that the Member will introduce a Motion at the next or a subsequent meeting of Council or Committee. The giving of a Notice of Motion requires no seconder and is not, at the time, debatable.

20.2 All Notices of Motion shall be in writing, signed by the mover and filed with the Clerk.

20.3 A Notice of Motion filed with the Clerk shall be placed on the agenda of the next regularly scheduled Council or Committee Meeting under "Council

Reports”, a copy of which shall be distributed to the Members as part of the agenda.

- 20.4 A Motion normally requiring a Notice of Motion may be introduced without notice if Council or Committee, without debate, dispenses with notice on the affirmative vote of at least two-thirds of the Members present and voting.

21. **REQUESTS BY MEMBERS**

21.1 Members shall be permitted a maximum of three minutes each in order to make statements which are intended for the purpose of sharing information about events/activities/functions and general work of members and to request reports from staff on various issues.

21.2 A majority vote of Council will be required to request reports from Staff.

21.3 Reports required as a result of a request of Council or a member will be brought forward to a future meeting of a Committee or Council at the discretion and scheduling of the Senior Management Team.

22. **ADJOURNMENT**

The Council shall adjourn if still in session after a duration of six (6) hours, unless otherwise determined by a resolution of Council passed by the majority of the members.

Every meeting of Council shall be deemed to be adjourned at the hour of 11:00 p.m. save and except with the unanimous consent of Council

23. **RESOLUTIONS/MOTIONS**

23.1 A motion must be formally seconded before the question can be put on a motion and recorded in the minutes.

23.2 When a motion is presented to the Council or a Committee, in writing, it shall be read, or, if it is an oral motion, stated by the Head of Council or Chair.

23.3 After a motion is read or stated by the Head of Council or Chair, it shall be deemed to be in possession of Council or the Committee but may, with the permission of Council or the Committee, be withdrawn at any time before decision or amendment.

23.4 After a motion is finally put, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result declared.

23.5 Every Member of Council shall have one vote.

23.6 Every member of Council present at a Council Meeting when a question is put, shall vote thereon, except where he/she is disqualified to vote by reason of a pecuniary interest or is absent from the Council Chamber or Meeting room when the question is put.

23.7 All votes shall be announced openly, as carried or defeated, by the Head of Council or Chair.

23.8 On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Head of Council or the Chair and may be by electronic voting or show of hands.

23.9 The Head of Council or Chair shall require a recorded vote to be taken on any question upon request of a member if such request is made prior to commencement of the voting or immediately thereafter (Section 246 of the

Municipal Act, 2001). When a member present requests a recorded vote, all members present at the meeting shall vote, unless otherwise prohibited by statute. The Clerk shall call the vote in a manner that provides for a random order and the members shall respond YES or NO when called upon. The names of those who voted for and those voted against shall be noted in the minutes.

- 23.10 In accordance with Section 246 of the Municipal Act, 2001, a failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 23.11 Except where expressly provided in Statute, any question on which there is an equality of votes shall be deemed to be defeated.
- 23.12 The Head of Council or the Chair shall declare the vote on all questions and should his/her declaration be stated by any member to be in doubt, the Head of Council or the Chair shall require the vote to be retaken in an alternative manner and the results of this vote shall be final.
- 23.13 Members shall not speak to the same motion without the consent of the Head of Council or the Chair and at the end of the debate a motion for closure may be made by the Head of Council or the Chair.
- 23.14 Amendments shall be put in the reverse order to that in which they are moved. Only one amendment shall be allowed to an amendment.

24. **RECONSIDERATION**

- 24.1 No decided matter may be reconsidered more than once during the term of Council.
- 24.2 A recorded vote shall be required for all motions to reconsider a previous decision of Council.
- 24.3 **Reconsideration in First Year**
  - 24.3.1 Within one year after a matter has been decided by Council within that term of office, a Member who voted in the majority, may present a Notice of Motion to Reconsider that matter. Such Notice of Motion to Reconsider shall be referred to the next regularly scheduled Meeting of Council and shall be placed on the Agenda under the appropriate Department.
  - 24.3.2 Actions of Council that cannot be reversed or suspended cannot be reconsidered.
  - 24.3.3 Before accepting a Notice of Motion to Reconsider, the Reeve may ask the Member to confirm that he voted with the majority on the issue in question.
  - 24.3.4 A Motion to Reconsider a decided matter shall require the approval of at least two-thirds majority vote of Council.
  - 24.3.5 During this time frame, a request for the reconsideration of a decided matter by a member of the public will be included in the Council Information Package.
  - 24.3.6 No debate on a Motion to Reconsider shall be permitted; however, the mover of a Motion to Reconsider may make a brief and concise statement outlining the reasons for proposing such reconsideration.
  - 24.3.7 If a Motion to Reconsider is decided in the affirmative at a Meeting, then consideration of the original decided matter shall become the next order of business.



#### 24.4 Reconsideration After First Year

After the initial one (1) year period, within the term of office, a Motion to Reconsider a decided matter shall require the approval of a simple majority of the Members of Council and if decided in the affirmative, then consideration of the original decided matter shall become the next order of business.

#### 25. RULES OF DEBATE

25.1 The following matters and motions may be introduced orally without written notice and without leave except as otherwise provided by these rules:

- (a) a point of order or personal privilege;
- (b) presentation of petitions;
- (c) to lay on the table (to defer temporarily);
- (d) to postpone indefinitely or to a specific day; and
- (e) to move the previous question (immediate vote on the main motion).

25.2 The following motions may be introduced without notice and without leave:

- (a) to refer;
- (b) to adjourn;
- (c) to amend; and
- (d) to suspend the rules of procedure.

25.3 Every member prior to speaking to any question or motion shall raise his/her hand and obtain permission from the Chair to speak. When two or more members wish to speak, the Chair shall name the member who has the floor and shall be the member, who, in the opinion of the Chair raised his/her hand first.

25.4 When a member is called to order he/she shall cease speaking unless allowed to explain, and the ruling of the Chair shall be obeyed, subject to the appeal to the Council or Committee, but without debate.

25.5 No member shall speak more than once to the same question without the leave of the Council or Committee or until all other members have had the opportunity to speak to the question a first time, except in explanation of a material part of his speech which may have been misconstrued, and in doing so, he/she is not to introduce a new matter.

With the approval of the Head of Council and the consensus of Council, Council may temporarily suspend the Rules of Order to permit **extended debate** on a specific item of business (See Section 29.1)

During the **extended debate**, the Head of Council may permit members to speak to the item of business more than one time, but in the order which they have requested permission to speak (Item 25.3).

During the **extended debate**, the Head of Council will maintain order. If in the opinion of the Head of Council the need for extended debate has ended or the debate is no longer orderly, the Head of Council may end the **extended debate** and return to the regular Rules of Order.

25.6 If the Head of Council desires to leave the Chair for the purpose of taking part in the debate or for any other reasons, the Deputy Head of Council shall assume the Chair in his/her place until he/she resumes the Chair.

The Head of Council may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to make a motion or speak to a motion taking a definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the Chair.

The Head of Council does not need to vacate the Chair to simply state support or opposition to a motion on the floor.

- 25.7 When the Head of Council or Chair calls for the vote on a question, each member shall occupy his/her seat until the result for the vote has been declared by the Head of Council or Chair, and during such time no member shall walk across the room to speak to any other member or make any noise or disturbance.
- 25.8 When a member is speaking, no other member shall pass between him/her and the Chair or interrupt him/her except to raise a point of order.
- 25.9 Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

26. **POINTS OF ORDER AND PRIVILEGES**

- 26.1 No vote shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect, in accordance with Section 244 of the Municipal Act, 2001.
- 26.2 Unless otherwise authorized by the Head of Council, all members, Staff and guests shall address Council through the Head of Council and only when recognized to do so.
- 26.3 When two or more members indicate simultaneously that they wish to speak, the Head of Council shall name the member who is to speak first.
- 26.4 The Head of Council shall preserve order and decide questions of order.
- 26.5 The Council, if appealed to, shall decide the question without debate and its decision shall be final.
- 26.6 If the member who made the motion claims the floor and has not already spoken on the question, he/she is entitled to be recognized in preference to other members.

27. **PROCEDURAL APPEAL**

- 27.1 Any member may raise a point of order.
- 27.2 The Head of Council or Chair shall decide all questions of order and the decision of the Head of Council or Chair shall be final, subject to appeal, with the Head of Council or Chair retaining the option of putting any question or order to Council or a Committee and in such instances the decision of Council or a Committee shall be final.

Upon appeal of any decision of the Head of Council or the Chair, the question of order shall be decided by Council or the Committee and the decision shall be final.

28. **RULES OF ORDER**

"Roberts Rules of Order" shall govern the proceedings of the Council in all cases, unless they are in conflict with these rules. See also Section 4 – General Rules.

29. **SUSPENSION AND AMENDMENT OF THESE RULES**

- 29.1 Suspension of these Rules

Any provision of these rules may be temporarily suspended by the majority of the Council. The vote on any such suspension shall be taken by way of electronic voting or show of hands and entered upon the record.

With the consensus of Council, the Head of Council may temporarily relax the rules of order to permit additional discussion on an item of business. See also Section 25.5.

29.2 Amendment to these Rules

These rules may be amended, or new rules adopted by a majority vote of all Members of Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

30. **RECORDING EQUIPMENT**

30.1 At the meetings of Council or a Committee, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by members of the public, including accredited and other representatives of any new media whatsoever, will not be permitted. Only audio and/or video recording devices operated by Township Staff shall be allowed during the meetings of Council or a Committee.

31. **COMMUNICATION DEVICES**

31.1 At the meetings of Council, the use of cellular phones, audible pagers or any other similar communication devices creating a disruption, or a nuisance will not be permitted in the Council Chambers

31.2 An exception would be granted to allow members of Council and Staff the opportunity to use electronic devices to set meeting dates when necessary;

32. **VALIDITY AND SEVERABILITY**

It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the By-law as a whole or part thereof and all other sections of the By-law shall be deemed to be separate and independent therefrom and enacted as such.

33. **EFFECTIVE DATE**

33.1 By-law No. 18-2016, as adopted on February 1<sup>st</sup>, 2016, be and the same is hereby repealed.

33.2 This By-law comes into force and takes effect on the final passing thereof.

**READ a FIRST and SECOND time this 18<sup>th</sup>, day of December, 2017.**

**READ a THIRD time and FINALLY PASSED this 18<sup>th</sup>, day of December, 2017.**

CORPORATE SEAL

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

\_\_\_\_\_  
Clerk Richard Al



**SCHEDULE A**  
**TO THE NORTH HURON PROCEDURAL BY-LAW 116-2017**  
**TOWNSHIP OF NORTH HURON**  
**COUNCIL AND COMMITTEE DISCLOSURE OF PECNIARY**  
**INTEREST**

Date \_\_\_\_\_

I \_\_\_\_\_ declare a conflict of interest with

Item (s) \_\_\_\_\_ on the \_\_\_\_\_ Council or Committee Agenda.

**Reason for disclosure:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature



**THE TOWNSHIP OF NORTH HURON**

**BY-LAW NO. 117-2017**

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

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

1. The actions of the Council of the Corporation of the Township of North Huron at its meeting on December 18, 2017, be confirmed.
2. Execution by the Reeve and the Clerk of all Deeds, Instruments, and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal, to any such Deed, Instruments, or other Documents is hereby authorized and confirmed.
3. This By-law shall come into force and takes effect on the date of its final passing.

**READ A FIRST AND SECOND TIME** this 18<sup>th</sup> day of December, 2017.

**READ A THIRD TIME AND FINALLY PASSED** this 18<sup>th</sup> day of December, 2017.

---

**Neil Vincent, Reeve**

**SEAL**

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**Richard Al, Clerk**