

# *Part 1 of 2*

*of*

*NORTH HURON*

*A G E N D A*

**AGENDA**  
**FOR THE TOWNSHIP OF NORTH HURON COUNCIL MEETING**  
**TO BE HELD IN THE TOWNSHIP COUNCIL CHAMBERS**  
**MONDAY, JANUARY 18, 2016 at 7:00 p.m.**

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1. **Call to Order:**
2. **Accept or Amend Agenda:**  
*THAT The Council of the Township of North Huron; accept the Agenda for the January 18, 2016 Council meeting; as printed.*
3. **Declaration of Pecuniary Interests:**
4. **Approval of Previous Minutes:**
  - 4.1 Minutes of the Planning Advisory Committee Meeting held January 4<sup>th</sup>, 2016.  
*THAT The Council of the Township of North Huron hereby adopts the minutes of the Planning Advisory Committee Meeting held January 4<sup>th</sup>, 2016; as printed and circulated.*
  - 4.2 Minutes of the Regular Council Meeting held January 4<sup>th</sup>, 2016.  
*THAT The Council of the Township of North Huron hereby adopts the minutes of the Regular Council Meeting held January 4<sup>th</sup>, 2016; as printed and circulated.*
  - 4.3 Minutes of the Special Council Meeting held January 5<sup>th</sup>, 2016.  
*THAT The Council of the Township of North Huron hereby adopts the minutes of the Special Council Meeting held January 5<sup>th</sup>, 2016; as printed and circulated.*
5. **Deputations/Petitions/Invited Guests:**
  - 5.1 Richard Looser
6. **Reports:**
  - 6.1 Reeve's Report:
  - 6.2 County Council Report:
  - 6.3 Clerks Department  
No report
  - 6.4 Finance Department
    - 6.4.1 Bills & Accounts

<b>Accounts Payable</b>	<b>January 14, 2016</b>
General Account	\$396,328.69
Water Account	35,160.26
Sewer Account	60,483.05
General Internet/Pre-authorized	60,098.13
Water Internet/Pre-authorized	7,716.28
<b>TOTAL</b>	<b>\$559,786.41</b>

*THAT The Council of the Township of North Huron approve the Bills and Accounts in the amount of \$559,786.41 as of January 14, 2016.*

6.4.2 Department Report

*THAT The Council of the Township of North Huron receive the January 18<sup>th</sup>, 2016 Report of the Director of Finance for information purposes.*

6.4.3.1 Development Charges Update Report

*THAT The Council of the Township of North Huron adopt the Development Charges Statement as presented by the Director of Finance.*

6.4.3.2 Development Charges Update

*THAT The Council of the Township of North Huron proceed with the Development Charges Update and accept the proposal of B M Ross to proceed with the necessary process in order to complete the Background Report and have the new by-law ready for implementation in conjunction with the expiry of the original by-law which was enacted on October 17, 2012 and further to provide pre-budget approval to proceed with the project.*

6.4.4 Property Tax Update Report

*THAT The Council of the Township of North Huron adopt the 2015 Property Tax Supplemental and Write-off Report as presented.*

6.5 Recreation and Facilities Department

6.5.1 Department Report

*THAT the Council of the Township of North Huron hereby receive the Department Activity Report of the Director of Recreation and Facilities dated January 18, 2016 for information purposes.*

*THAT the Council of the Township of North Huron authorize pre-budget approval to proceed with the expenditure of up to \$5,000 for NHWCC roof repairs which will be included in the 2016 budget.*

6.5.2 Revised 14/19 Memorial Hall Renovation Schedule

*THAT The Council of the Township of North Huron Approve the revised project schedule presented in this report on the condition that 14/19 Inc provides the remaining funding of \$2,749,655.47 to the municipality for the project by March 31, 2016.*

6.6 Public Works Department

No Report

6.7 Utility Department

No Report

- 6.8 Fire Department of North Huron
  - 6.8.1 Department Report

*THAT The Council of the Township of North Huron receive the January 18<sup>th</sup>, 2016 Report of the Director of Fire Services for information purposes.*

- 6.9 CAO
  - 6.9.1 Closed Meeting Investigator – Notice to terminate agreement.

*THAT the report of the CAO regarding termination of the Agreement with Local Authority Services for Closed Meeting investigator services is accepted for information purposes;*

*AND FURTHER THAT the Council of the Township of North Huron hereby instructs the CAO to provide notice to Local Authority Services that the Township wishes to terminate their Agreement for closed meeting investigator services;*

*AND FURTHER THAT the Ontario Ombudsman is hereby appointed as the closed meeting investigator for the Township of North Huron.*

- 6.9.2 Draft Procedural By-law

*THAT the report of the CAO regarding the draft procedural by-law is received for information purposes.*

- 6.9.3 Creative Countryside Job Creation Partnership Phase 2

*THAT the Council of the Township of North Huron provide a letter to the Ministry of Training, Colleges and Universities in support of the funding application for Phase 2 of Huron's Creative Countryside Job Creation Partnership.*

- 6.9.4 Building the Literacy Landscape: The Growth Potential in Alice Munro Country. Culminating Report/Road Map for Action.

*THAT The Council of the Township of North Huron accept the final report of the Alice Munro Labour Market Partnership as presented.*

**7. Unfinished Business:**

**8. New Business:**

- 8.1 Wingham Golf and Curling Club Request for Support.

*THAT The Council of the Township of North Huron hereby defers the Wingham Golf and Curling Club request for support to the 2016 budget discussions.*

- 8.2 Residents of Junction Place

*THAT The Council of the Township of North Huron hereby received the correspondence from the Residents of Junction Place for Council consideration.*

- 8.3 Howson Dam:
  - 8.3.1 Committee - Council's consideration of requests.
  - 8.3.2 Committee - Request for information from B. M. Ross & Associates.

*THAT the Council of the Township of North Huron direct the CAO to prepare a report in response to the Howson Dam Committee Delegation and correspondence.*

**9. Council Information (Council may bring forward information for discussion):**

- 9.1 Ministry of Agriculture, Food and Rural Affairs Re: Second intake of the Building Canada Fund – Small Communities Fund (SCF).
- 9.2 Letter of appreciation from Residents of Carling Terrace North of Wingham and District Hospital.
- 9.3 Howson Dam:
  - 9.3.1 Jim Moffat – Comments and Concerns.
- 9.4 Ombudsman – Information.
- 9.5 MEPCO Municipal Employer Pension Centre Ontario.
- 9.6 OGRA/ROMA Process for Ministers' and Parliamentary Assistants' Delegations.
- 9.7 2016 AMO Conference.
- 9.8 2016 County of Huron Council and Committee Schedule.

*THAT The Council of the Township of North Huron agree that the correspondence be ordered, read and filed.*

**10. Correspondence (available at Clerk's Office):**

- 10.1 AMO Communications:
  - 10.1.1 AMO Watch File – January 7, 2016
  - 10.1.2 AMO Watch File – January 14, 2016
- 10.2 Thank you from the Annual Community Christmas Dinner Committee.

*THAT The Council of the Township of North Huron agree that the correspondence be ordered, read and filed.*

**11. Committee Reports:**

- 11.1 Blyth BIA
  - 11.1.1 Minutes December 2, 2015 Meeting
  - 11.1.2 Minutes January 6, 2016 Meeting
  - 11.1.3 Annual General Meeting, February 23, 2016 Bainton Gallery, Blyth Memorial Community Hall, 7:00 p.m.

- 11.2 Wingham Town Hall Theatre Committee
  - 11.2.1 Minutes January 7, 2016 Meeting
- 11.3 Wingham & Area Health Professionals Recruitment Committee
  - 11.3.1 Minutes November 25, 2015 Meeting

*THAT The Council of the Township of North Huron agree that the Committee Reports be ordered, read and filed.*

**12. By-laws:**

- 12.1 By-law No. 10-2016; Being a by-law to regulate the Fortification of Land and Protective Elements applied to land and to prohibit excessive Fortification of Land and Excessive Protective Elements being applied to land within the Township of North Huron.

*THAT By-law No. 10-2016; being a by-law to regulate the Fortification of Land and Protective Elements applied to land and to prohibit excessive Fortification of Land and Excessive Protective Elements being applied to land within the Township of North Huron; be introduced, read a first and second time.*

*THAT By-law No. 10-2016; being a by-law to regulate the Fortification of Land and Protective Elements applied to land and to prohibit excessive Fortification of Land and Excessive Protective Elements being applied to land within the Township of North Huron ; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

- 12.2 By-law No. 11-2016; Being a by-law to require the identification of truss and lightweight construction in commercial and industrial buildings and residential occupancies with three or more dwelling units.

*THAT By-law No. 11-2016; being a by-law to require the identification of truss and lightweight construction in commercial and industrial buildings and residential occupancies with three or more dwelling units; be introduced, read a first and second time.*

*THAT By-law No. 11-2016; being a by-law to require the identification of truss and lightweight construction in commercial and industrial buildings and residential occupancies with three or more dwelling units; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

- 12.3 By-law No. 12-2016; Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an amendment to By-law No. 52-2015, being the Donations and Fee Waiving Policy for the Township of North Huron; to include an "Affiliate and Community Groups Identification to Receive Reduced Rental Rates" cited as Schedule "B" for the Corporation of the Township of North Huron.

*THAT By-law No. 12-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an amendment to By-law No. 52-2015, being the Donations and Fee Waiving Policy for the Township of North Huron; to include an "Affiliate and Community Groups Identification to Receive Reduced Rental Rates" cited as Schedule "B" for the Corporation of the Township of North Huron; be introduced, read a first and second time.*

*THAT By-law No. 12-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an amendment to By-law No. 52-2015, being the Donations and Fee Waiving Policy for the Township of North Huron; to include an "Affiliate and Community Groups Identification to Receive Reduced Rental Rates" cited as Schedule "B" for the Corporation of the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

12.4 By-law No. 13-2016; Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement between the Corporation of the Township of North Huron and Millstone Crop Services for maintaining and operating a radio repeater tower.

*THAT By-law No. 13-2016; being a by-law authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement between the Corporation of the Township of North Huron and Millstone Crop Services for maintaining and operating a radio repeater tower; be introduced, read a first and second time.*

*THAT By-law No. 13-2016; being a by-law authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement between the Corporation of the Township of North Huron and Millstone Crop Services for maintaining and operating a radio repeater tower; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**13. Council Reports & Inquiries:**

**14. Public Gallery Questions:**

**15. In Camera Session:**

*THAT The Council of the Township of North Huron do hereby proceed at .....to an in Camera Session (Closed to the Public) to discuss the following:*

- *Personal matters about an identifiable individual, including municipal or local board employees (Personnel Matters).*

*THAT The Council of the Township of North Huron agree to proceed to the Regular Council meeting at .....p.m.;*

*AND FURTHER THAT Direction given to staff in the In Camera Session is hereby approved.*

**16. Confirmatory By-law:**

*THAT By-law No. 14-2015; being a By-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

*THAT By-law No. 14-2015; being a By-law to confirm general previous actions of the Council of the Township of North Huron, be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**17. Next Meeting:**

Monday, February 1, 2016 Regular Council Meeting at 7:00 p.m. North Huron Council Chambers.

**18. 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 .....p.m.*



Agenda  
4.1  
Jan 3, 2016

**MINUTES  
FOR THE TOWNSHIP OF NORTH HURON  
PLANNING ADVISORY COMMITTEE MEETING  
HELD AT NORTH HURON COUNCIL CHAMBERS  
MONDAY, JANUARY 4<sup>th</sup>, 2016 AT 7:00 P.M.**

**MEMBERS PRESENT:** Chair Neil Vincent, James Campbell, Raymond Hallahan, Bill Knott, Trevor Seip, Yolanda Ritsema-Teeninga, Brock Vodden

**STAFF PRESENT:** Sharon Chambers, CAO  
Kathy Adams, Director of Corporate Services/Clerk  
Kelly Church, Director of Public Works  
Pat Newson, Director of Recreation & Facilities  
Donna White, Director of Finance  
Richard Al, Manager of Employee & Business Services  
Laura Young, Planner

**OTHERS PRESENT:** Denny Scott, Citizen  
Kelsey Dunbar, Wingham Advance Times  
Ryan Drury, CKNX  
Joe Hallahan, David Wall, Andy McBride, Phil Beard, Maureen Lisle, Grant Currie, Aubrey Weir, Pat Weir, Brian Cameron, Doug Conley, Mike Smolenaars, Andy Jones, Wayne Elston, Doug Weir, Luke Lockridge, Janny Cearson, Jim Wickens, Rennie Alexander, Tom Inglis, Greg Buchannan, Tim Willis, Stu Holloway, Marg Beard, Thomas Beard, Chris Coulthard, Gary Lisle, Richard Hall, Marjorie Cook, Verna Steffler, Bob Pike, Ann Hogg, Ronald Baird, Nelson Frank, Myria Frank, Ann Inglis, David Shaw, Ralph Nixon, Corrie Nixon, Shaun Marshall, Steve Hill, Brad Carther, Brent Mills

**Call to Order:**

Chair Vincent called the meeting to order at 7:00 p.m.

**Declaration of Pecuniary Interests:** None declared.

**File:** This is a joint meeting for:

- i) Housekeeping Official Plan Amendment 10 to the North Huron Official Plan
- ii) 2015 North Huron Zoning By-law Update

**1. Purpose of this Public Meeting.**

The purpose of this public meeting is for the Planning Advisory Committee of the Township of North Huron to consult with the public on

- i) Housekeeping Official Plan Amendment 10 to the North Huron Official Plan; and
- ii) 2015 North Huron Zoning By-law Update.

**2. Requirement for the Public Meeting**

This Public Meeting is required to be held pursuant to Sections 17, 21; 26(9) of The Planning Act, R.S.O. 1990, as amended, and is circulated as directed by Section 3, O. Reg 543/06, Amended O. Reg 467/09 and Section 5, O. Reg 545/06, Amended O. Reg. 470/09 of the Planning Act, as amended.

**3. Purpose of the Zoning Amendment:**

i) This is a municipally initiated housekeeping amendment to correct or update certain policies and designations in the Plan. The amendment will update the surplus residence consent policies to be in conformity with the policies in the Huron County Official Plan, will include policies recognize the airport adjacent lands in North Huron, protect habitats of endangered and threatened species, and permit aggregate recycling facilities, remove the limit of the number of lot created on private services and ensure they are suitable for long term septic disposal, and update the existing flood mapping with regards to the 2015 Maitland Valley Conservation Authority map data. There is a corresponding Zoning By-law Amendment to implement some of these changes.

ii) This proposed Zoning By-law Amendment affects all lands within the Township of North Huron. The purpose of the Zoning By-law Amendment is to complete a Zoning By-law Update to correct or update zoning provisions and mapping to be consistent with the Official Plan and Provincial Policy Statement. This update is required by Section 26 of the Planning Act following a Five Year Review of an Official Plan.

**4. Comments of the Huron County Planner.**

Laura Young, Planner was present to provide verbal comments.

Huron County Planning & Development Department Report dated December 24, 2015 prepared by Laura Young, Planner (see attached).

**5. Comments of Others.****6. Planning Advisory Committee Members' Questions and/or Comments.**

**7. Zoning By-law Procedure Following Public Meeting.**

- This is a Public Meeting of the Planning Advisory Committee, not a Council Meeting; thus a decision of Council may or may not be made this evening.
- If the By-law is passed by Council, the Clerk is required to send Notice of the Passing of the Zoning By-law and notice of adoption of the Official Plan Amendment to all persons and agencies notified of this Public Meeting.
- There is a 20 day objection period from the time Notice of Passing of the By-law has been mailed by first class post, wherein submissions/letters of objection or support in respect to the passing of the by-law, will be received by the Clerk.
- There is a 20 day appeal period from the day after the Notice of Decision is mailed by the County of Huron for the Official Plan Amendment.
- If an objection is received, an Appeal is lodged with the Ontario Municipal Board (OMB) and at that point the Township no longer has any control over the time factor involved.
- If the by-law is passed and no objections are received within the objection period, the Clerk certifies that the Zoning By-law is in force and of effect as of the date of its passing and Notice is forwarded to the Huron County Planning & Development Department.
- If no appeals are received during the appeal period for the Official Plan Amendment, the County of Huron mails a notice advising that the amendment is in full force and effect to all persons and agencies notified of this Public Meeting.

**8. Recommendation of the Huron County Planning & Development Department.**

- i) It is recommended that the Housekeeping Official Plan Amendment No 10 be approved.
- ii) It is recommended that the 2015 Zoning By-law Amendment be approved.

**9. Recommendation to Council from the Planning Advisory Committee.**

PAC01/16: MOVED: B.KNOTT

SECONDED: B.VODDEN

*That the Planning Advisory Committee hereby recommends to North Huron Council that the Housekeeping Official Plan Amendment No 10 to the North Huron Official Plan be approved.*

**CARRIED**

**PAC02/16:** MOVED: J.CAMPBELL      SECONDED: R.HALLAHAN  
*That the Planning Advisory Committee hereby recommends to North Huron Council that 2015 North Huron Zoning By-law Update under Section 34 of the Planning Act be approved.*

CARRIED

10. Adjournment.

**PAC03/16:** MOVED: T.SEIP      SECONDED: Y.RITSEMA-TEENINGA  
*That there being no further business before the Planning Advisory Committee, the Public Meeting be hereby Adjourned at 7:16 p.m.*

CARRIED

CORPORATE SEAL

\_\_\_\_\_  
Chairman, Neil Vincent

\_\_\_\_\_  
Director of Corporate Services/Clerk  
Kathy Adams

DRAFT

Agenda  
4.2  
Jan 10/2016

**MINUTES**  
**OF THE TOWNSHIP OF NORTH HURON REGULAR COUNCIL MEETING**  
**HELD IN THE TOWNSHIP COUNCIL CHAMBERS**  
**MONDAY, JANUARY 4<sup>th</sup>, 2016 at 7:17 p.m.**

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**MEMBERS PRESENT:** Reeve Neil Vincent, Deputy Reeve James Campbell, Councillors Raymond Hallahan, Yolanda Ritsema-Teeninga, Trevor Seip, Brock Vodden, Bill Knott.

**STAFF PRESENT:** Sharon Chambers, CAO  
Kathy Adams, Director of Corporate Services/Clerk  
Donna White, Director of Finance  
Pat Newson, Director of Recreation & Facilities  
Kelly Church, Director of Public Works  
Richard Al, Manager of Employee & Business Services  
Laura Young, Huron County Planner

**OTHERS PRESENT:** Denny Scott, Citizen  
Kelsey Dunbar, Wingham Advance Times  
Ryan Drury, CKNX  
Joe Hallahan, David Wall, Andy McBride, Phil Beard, Maureen Lisle, Grant Currie, Aubrey Weir, Pat Weir, Brian Cameron, Doug Conley, Mike Smolenaars, Andy Jones, Wayne Elston, Doug Weir, Luke Lockridge, Larry Searson, Jim Wickers, Rennie Alexander, Tom Inglis, Greg Buchannan, Tim Willis, Stu Holloway, Marg Beard, Thomas Beard, Chris Coulthard, Gary Lisle, Richard Hall, Marjorie Cook, Verna Steffler, Bob Pike, Ann Hogg, Ken Hogg, Ronald Baird, Nelson Frank, Myrla Frank, Ann Inglis, David Shaw, Ralph Nixon, Corrie Nixon, Shaun Marshall, Steve Hill, Brad Carther, Brent Mills

**1. CALL TO ORDER:**

Reeve Vincent called the meeting to order at 7:17 p.m.

**2. ACCEPT OR AMEND AGENDA:**

**M001/16: MOVED BY: T.SEIP                      SECONDED BY: Y.RITSEMA-TEENINGA**  
**THAT:**

*The Council of the Township of North Huron accept the Agenda for the January 4<sup>th</sup>, 2016 Council Meeting; as amended to include Item 6.5.1, a motion supporting the submission of an Ontario Trillium Foundation application in collaboration with the Wingham Town Hall Theatre Committee; and further the addition of Item 8.1, a request for a temporary road closure in Blyth.*

**CARRIED**

3. **DECLARATION OF PECUNIARY INTERESTS:**

None Declared.

4. **APPROVAL OF PREVIOUS MINUTES:**

4.1 Minutes of the Regular Council Meeting held December 21<sup>st</sup>, 2015.

**M002/16:** MOVED BY: B.VODDEN      SECONDED BY: T.SEIP

*THAT:*

*The Council of the Township of North Huron hereby adopts the minutes of the Regular Council Meeting held December 21<sup>st</sup>, 2015; as printed and circulated.*

**CARRIED**

5. **DEPUTATIONS/PETITIONS/INVITED GUESTS:**

5.1 Howson Dam Committee

Andy McBride, Rennie Alexander, and Jim Wickens of the Howson Dam Committee addressed Council, showing photos of the dams' current state and delivered the historical background. Committee progress and achievements were detailed.

Mr. McBride introduced the committee members in attendance and Mr. Wickens spoke to the current water level and challenges it poses for the Musical Muskrat Festival cardboard boat race event.

Mr. McBride requested that repairs to the Howson Dam be considered in the Township of North Huron 2016 Budget and proposed that the Howson Dam Committee be recognized as a Committee of Council as well as that Township staff assistance be allocated to the project.

Committee members were thanked and departed.

6. **REPORTS:**

6.1 Reeve's Report

- New Economic Development Board is working on setting up a meeting to discuss funding request.

6.2 County Council Report

- County preliminary budget talks indicate a potentially significant increase.

6.3 Clerks Department

No report.

## 6.4 Finance Department

## 6.4.1 Bills &amp; Accounts

Accounts Payable	December 31, 2015
General Account	\$152,396.14
Water Account	26,381.33
Sewer Account	603.37
General Internet/Pre-authorized	8,499.73
Water Internet/Pre-authorized	7,671.30
<b>TOTAL</b>	<b>\$195,551.87</b>

**M003/16:** MOVED BY: B.VODDEN      SECONDED BY: B.KNOTT  
**THAT:**

*The Council of the Township of North Huron approve the Bills and Accounts in the amount of \$195,551.87 as of December 31<sup>st</sup>, 2015.*

**CARRIED**

## 6.5 Recreation and Facilities Department

## 6.5.1 Wingham Town Hall Theatre Ontario Trillium Foundation Application.

**M004/16:** MOVED BY: B.KNOTT      SECONDED BY: B.VODDEN  
**THAT:**

*The Council of the Township of North Huron approve a collaborative application submission from North Huron for the January 6, 2016 intake to the Ontario Trillium Foundation for capital improvements to the Wingham Town Hall Theatre. The project total is estimated at \$120,000, and the grant request is for \$30,000. The capital improvements include fire code upgrades, new HVAC equipment and a screen and projector for the theatre.*

**CARRIED**

## 6.6 Public Works Department

## 6.6.1 Department Report

**M005/16:** MOVED BY: J.CAMPBELL      SECONDED BY: T.SEIP  
**THAT:**

*The Council of the Township of North Huron receive the January 4<sup>th</sup>, 2016 Report of the Director of Public Works for information purposes.*

**CARRIED**

## 6.7 Utility Department

No report.

## 6.8 Fire Department of North Huron (FDNH)

No report.

6.9 CAO

6.9.1 Administration Activities Update

**M006/16:** MOVED BY: R.HALLAHAN SECONDED BY: B.KNOTT

**THAT:**

*The Council of the Township of North Huron receive the January 4<sup>th</sup>, 2016 Report of the CAO activities for information purposes.*

**CARRIED**

7. UNFINISHED BUSINESS:

None for consideration.

8. NEW BUSINESS:

8.1 Request for Blyth Street Temporary Closure

**M007/16:** MOVED BY: B.KNOTT SECONDED BY:

**THAT:**

*The Council of the Township of North Huron request that FauxPop Media consider rescheduling the January 7, 2016 request for temporary road closure of County Road 4 (Queen Street – Blyth) to a date and time outside of the regular business hours of Blyth downtown businesses.*

**DEFEATED**

**M008/16:** MOVED BY: B.VODDEN SECONDED BY: R.HALLAHAN

**THAT:**

*The Council of the Township of North Huron approve the request from the FauxPop Media to temporary close County Road 4 (Queen Street – Blyth) between Drummond Street and Dinsley Street for filming on Thursday, January 7, 2016 from 9:30 a.m. to 2:00 p.m.;*

**AND FURTHER THAT:**

*FauxPop Media provide the Township of North Huron with proof of liability insurance;*

**AND FURTHER THAT:**

*The appropriate Emergency Services; be advised of these closures.*

**CARRIED**

9. COUNCIL INFORMATION (Council may bring forward information for discussion):

9.1 Wingham BIA position on proposal to repair the Howson Dam.

9.2 The Smart Growth for Our Communities Act, 2015.

- Discussion took place regarding public input in the area of planning and the Smart Growth for Our Communities Act, 2015.



- 9.3 The Ontario Green Investment Fund – Electric Vehicle Chargers Ontario (EVCO).

**M009/16:** MOVED BY: R.HALLAHAN SECONDED BY: B.VODDEN

**THAT:**

*The Council of the Township of North Huron request a proposal be sent to the Ontario Green Investment Fund requesting compensation for electricity usage and costs associated with the installation of an electrical usage meter for municipalities with an existing electric vehicle charging station.*

**DEFEATED**

- 9.4 Process for Ministers' and Parliamentary Assistants' Delegations at the OGRA/ROMA Combined Conference February 21-24, 2016, Toronto.

**M010/16:** MOVED BY: T.SEIP SECONDED BY: Y.RITSEMA-TEENINGA

**THAT:**

*The Council of the Township of North Huron agrees that the correspondence be ordered, read and filed.*

**CARRIED**

**10. CORRESPONDENCE (available at Clerk's Office):**

**10.1 AMO Communications:**

- AMO 2016 Strategic Objectives
- Ontario's Consultation on Primary, Home and Community Health Care

**M011/16:** MOVED BY: T.SEIP SECONDED BY: B.KNOTT

**THAT:**

*The Council of the Township of North Huron agrees that the correspondence be ordered, read and filed.*

**CARRIED**

**11. COMMITTEE REPORTS:**

No reports.

**12. BY-LAWS:**

- 12.1 By-law No. 1-2016; Being a by-law to Appoint Statutory Officials to the Corporation of the Township of North Huron.

**M012/16:** MOVED BY: B.KNOTT SECONDED BY: J.CAMPBELL

**THAT:**

*By-law No. 1-2016; being a by-law to Appoint Statutory Officials to the Corporation of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M013/16:** MOVED BY: B.VODDEN      SECONDED BY: B.KNOTT  
*THAT:*

*By-law No. 1-2016; being a by-law to Appoint Statutory Officials to the Corporation of the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

12.2 By-law No. 2-2016; Being a by-law to Establish Fees and Charges for the Township of North Huron.

**M014/16:** MOVED BY: Y.RITSEMA-TEENINGA      SECONDED BY: J.CAMPBELL  
*THAT:*

*By-law No. 2-2016; being a by-law to Establish Fees and Charges for the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M015/16:** MOVED BY: B.VODDEN      SECONDED BY: B.KNOTT  
*THAT:*

*By-law No. 2-2016; being a by-law to Establish Fees and Charges for the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

12.3 By-law No. 3-2016; Being a by-law to authorize the Reeve and Clerk to sign on behalf of Council, a Wingham Trailer Park Operating Agreement between The Royal Canadian Legion Branch 180-Wingham and The Corporation of the Township of North Huron.

**M016/16:** MOVED BY: B.KNOTT      SECONDED BY: R.HALLAHAN  
*THAT:*

*By-law No. 3-2016; being a by-law to authorize the Reeve and Clerk to sign on behalf of Council, a Wingham Trailer Park Operating Agreement between The Royal Canadian Legion Branch 180-Wingham and The Corporation of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M017/16:** MOVED BY: T.SEIP      SECONDED BY: Y.RITSEMA-TEENINGA  
*THAT:*

*By-law No. 3-2016; being a by-law to authorize the Reeve and Clerk to sign on behalf of Council, a Wingham Trailer Park Operating Agreement between The Royal Canadian Legion Branch 180-Wingham and The Corporation of the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 12.4 By-law No. 4-2016; Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement between The Public Sector Digest Inc. and The Township of North Huron for an Asset Management Initiative AMP (Phase II) 2016 including Training.

**M018/16:** MOVED BY: J.CAMPBELL SECONDED BY: B.KNOTT

*THAT:*

*By-law No. 4-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement between The Public Sector Digest Inc. and The Township of North Huron for an Asset Management Initiative AMP (Phase II) 2016 including Training; be introduced, read a first and second time.*

**CARRIED**

**M019/16:** MOVED BY: B.KNOTT SECONDED BY: R.HALLAHAN

*THAT:*

*By-law No. 4 -2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement between The Public Sector Digest Inc. and The Township of North Huron for an Asset Management Initiative AMP (Phase II) 2016 including Training; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 12.5 By-law No. 5-2016; Being a by-law to Appoint Persons, including Council Members to Various Boards, Committees and Associations.

**M020/16:** MOVED BY: B.VODDEN SECONDED BY: Y.RITSEMA-TEENINGA

*THAT:*

*By-law No. 5-2016; being a by-law to Appoint Persons, including Council Members to Various Boards, Committees and Associations, as amended to correct Blyth BIA executive membership; be introduced, read a first and second time.*

**CARRIED**

**M021/16:** MOVED BY: R.HALLAHAN SECONDED BY: B.KNOTT

*THAT:*

*By-law No. 5-2016; being a by-law to Appoint Persons, including Council Members to Various Boards, Committees and Associations, as amended to correct Blyth BIA executive membership; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 12.6 By-law No. 6-2016; Being a by-law to adopt Amendment No. 10 to the Official Plan of the Township of North Huron.

**M022/16:** MOVED BY: B.VODDEN SECONDED BY: T.SEIP

*THAT:*

*By-law No. 6-2016; being a by-law to adopt Amendment No. 10 to the Official Plan of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M023/16:** MOVED BY: B.KNOTT      SECONDED BY: T.SEIP

*THAT:*

*By-law No. 6-2016; being a by-law to adopt Amendment No. 10 to the Official Plan of the Township of North Huron; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 12.7 By-law No. 7-2016; Being a by-law to amend By-law No. 82-2008, as amended; this proposed Zoning By-law Amendment affects all lands within the Township of North Huron. The purpose of the Zoning By-law Amendment is to complete a Zoning By-law Update to correct or update zoning provisions and mapping to be consistent with the Official Plan and Provincial Policy Statement. This update is required by Section 26 of the Planning Act following a Five Year Review of an Official Plan.

**M024/16:** MOVED BY: T.SEIP      SECONDED BY: J.CAMPBELL

*THAT:*

*By-law No. 7-2016; being a by-law to amend By-law No. 82-2008, as amended; this proposed Zoning By-law Amendment affects all lands within the Township of North Huron. The purpose of the Zoning By-law Amendment is to complete a Zoning By-law Update to correct or update zoning provisions and mapping to be consistent with the Official Plan and Provincial Policy Statement. This update is required by Section 26 of the Planning Act following a Five Year Review of an Official Plan; be introduced, read a first and second time.*

**CARRIED**

**M025/16:** MOVED BY: J.CAMPBELL      SECONDED BY: B.VODDEN

*THAT:*

*By-law No. 7-2016; being a by-law to amend By-law No. 82-2008, as amended; this proposed Zoning By-law Amendment affects all lands within the Township of North Huron. The purpose of the Zoning By-law Amendment is to complete a Zoning By-law Update to correct or update zoning provisions and mapping to be consistent with the Official Plan and Provincial Policy Statement. This update is required by Section 26 of the Planning Act following a Five Year Review of an Official Plan; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

- 12.8 By-law No. 8-2016; Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an amendment to By-law No. 67-2015 to change the closing date in the Agreement of Purchase and Sale of Property (Part Lot 2 West Josephine Street, Plan 417 Wingham – Part of PIN 41052-0171 (R)) between the Corporation of the Township of North Huron and Rodney William Crich and Joan Michelle Crich.

**M026/16:** MOVED BY: J.CAMPBELL    SECONDED BY: T.SEIP

*THAT:*

*By-law No. 8-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an amendment to By-law No. 67-2015 to change the closing date in the Agreement of Purchase and Sale of Property (Part Lot 2 West Josephine Street, Plan 417 Wingham – Part of PIN 41052-0171 (R)) between the Corporation of the Township of North Huron and Rodney William Crich and Joan Michelle Crich; be introduced, read a first and second time.*

**CARRIED**

**M027/16:** MOVED BY: B.VODDEN    SECONDED BY: B.KNOTT

*THAT:*

*By-law No. 8-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an amendment to By-law No. 67-2015 to change the closing date in the Agreement of Purchase and Sale of Property (Part Lot 2 West Josephine Street, Plan 417 Wingham – Part of PIN 41052-0171 (R)) between the Corporation of the Township of North Huron and Rodney William Crich and Joan Michelle Crich; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

**13. COUNCIL REPORTS & INQUIRIES:**

- Councillor Seip commented on the invitation extended by the North Huron Food Share and asked whether Council would like to schedule a time to take the offered tour. The tour is to be incorporated into the next municipal facilities road tour.
- Councillor Seip reported that he was contacted by a ratepayer regarding road maintenance and stated that communications regarding Township priorities and the North Huron Asset Management Plan are essential.

**14. PUBLIC GALLERY QUESTIONS:**

- A member of the public gallery expressed their appreciation of municipal staff and inquired as to why staff support for the Howson Dam Committee was withdrawn as well as identified that they would like to see support reinstated. It was explained that the committee was not currently a Committee of Council and as such staff time has not been allocated.
- A member of the public gallery commented on the challenges of managing assets and capital spending, and encouraged Council to continue with their planning for the well-being of the community while ensuring that the public is made aware of the infrastructure funding shortfalls.
- A member of the public gallery inquired as to the typical timing for a request such as the January 7<sup>th</sup>, temporary road closure in Blyth. The member voiced concerns that it would not be possible for local newspapers to publish a notice in this limited timeframe. It was explained that under normal circumstances Council would require more than 3 days' notice for such a request.

- A member of the public gallery asked if the complaint form on the Township of North Huron website is anonymous. It was explained that all complaints filed must be completed in full and signed by the complainant and will be dealt with in a confidential manner according to the Municipal Freedom of Information and Protection of Privacy Act.
- It was asked why staff support for the Howson Dam Committee was withdrawn. It was explained that a significant amount of staff time was being dedicated to the Howson Dam Committee and Council made the decision to reallocate staff time to other projects based on priority.
- Thanks were given to and from Council, staff and the Huron County Planner for assistance provided during the Official Plan and Zoning By-law amendment processes.
- It was asked whether the time of Pat Newson, Director of Recreation and Facilities would be allocated to recreation projects that arise from the Howson Dam project. Council explained that it would be possible but not guaranteed and would depend upon the repairs of the Howson Dam moving forward.

15. **IN CAMERA SESSION:**

16. **CONFIRMATORY BY-LAW:**

**M028/16:** MOVED BY: T.SEIP                      SECONDED BY: B.VODDEN

*THAT:*

*By-law No. 9-2016; being a By-law to confirm general previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED**

**M029/16:** MOVED BY: B.KNOTT                      SECONDED BY: Y.RITSEMA-TEENINGA

*THAT:*

*By-law No. 9-2016; being a By-law to confirm general previous actions of the Council of the Township of North Huron, be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

**CARRIED**

17. **NEXT MEETING:**

Monday, January 18<sup>th</sup>, 2015 Regular Council Meeting at 7:00 p.m. North Huron Council Chambers.

18. **ADJOURNMENT:**

**M030/16:** MOVED BY: T.SEIP                      SECONDED BY: B.KNOTT

*THAT:*

*There being no further business before the Council of the Township of North Huron, the meeting be hereby adjourned at 8:46 p.m.*

**CARRIED**

CORPORATE SEAL

---

Neil Vincent, Reeve

---

Kathy Adams, Director of Corporate  
Services/Clerk

DRAFT

MINUTES  
OF THE TOWNSHIP OF NORTH HURON SPECIAL COUNCIL MEETING  
HELD IN THE TOWNSHIP COUNCIL CHAMBERS  
TUESDAY, JANUARY 5<sup>th</sup>, 2016 at 6:00 p.m.

---

MEMBERS PRESENT: Reeve Neil Vincent, Deputy Reeve James Campbell,  
Councillors Raymond Hallahan, Yolanda Ritsema-  
Teeninga, Trevor Seip, Brock Vodden, Bill Knott.

STAFF PRESENT: Sharon Chambers, CAO

1. CALL TO ORDER:

Reeve Vincent called the meeting to order at 6:00 p.m.

2. ACCEPT OR AMEND AGENDA:

M031/16: MOVED BY: B.KNOTT SECONDED BY: B.VODDEN  
*THAT The Council of the Township of North Huron accept the Agenda for the  
January 5<sup>th</sup>, 2016 Council Meeting; as printed.*

CARRIED

3. DECLARATION OF PECUNIARY INTERESTS:

None Declared.

4. REPORTS

4.1 CAO

4.1.1 Administration Activities Update – Road Closure for FauxPop Media Ad  
Shoot.

5. IN CAMERA SESSION:

M032/16: MOVED BY: T.SEIP SECONDED BY: Y.RITSEMA-TEENINGA  
THAT:

*The Council of the Township of North Huron do hereby proceed at 6:24 p.m.  
to an in Camera Session (Closed to the Public) to discuss the following:*

*1. Personal matters about an identifiable individual, including municipal or  
local board employees (Organizational Structure).*

CARRIED

M033/16: MOVED BY: J.CAMPBELL SECONDED BY: B.KNOTT  
THAT:

*The Council of the Township of North Huron agree to proceed to the Regular  
Council meeting at 9:04 p.m.;*

*AND FURTHER THAT:*

*Direction given to staff in the In Camera Session is hereby approved.*

CARRIED



M034/16: MOVED BY: T.SEIP                      SECONDED BY: B.VODDEN

THAT:

*The Council of the Township of North Huron hereby directs the CAO to investigate a contract with Veolia Water Canada for the delivery of operation, maintenance and management for North Huron water works and sewage works.*

CARRIED

6. ADJOURNMENT:

M035/16: MOVED BY: T.SEIP                      SECONDED BY: J.CAMPBELL

THAT:

*There being no further business before the Council of the Township of North Huron, the meeting be hereby adjourned at 9:05 p.m.*

CARRIED

CORPORATE SEAL

\_\_\_\_\_  
Neil Vincent, Reeve

\_\_\_\_\_  
Kathy Adams, Director of Corporate  
Services/Clerk

DRAFT

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

*Agencia*  
6.4.1  
*J.P. 10/12/16*

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque		Date	Amount	0.00	
000000					0.00
				Invoice Count	1 Total 0.00
Cheque 042024		Date 14/01/2016	Amount 779.45		
004467	14/19 CAMPAIGN	1-1-2016	14/01/2016	HST REBATE	779.45
				Invoice Count	1 Total 779.45
Cheque 042025		Date 14/01/2016	Amount 92,726.50		
004463	A.G. HAYTER CONTRACTING LTD.	300031946	31/12/2015	SNELL MUNICIPAL DRAIN	92,726.50
				Invoice Count	1 Total 92,726.50
Cheque 042026		Date 14/01/2016	Amount 300.18		
000002	ACAPULCO POOLS LIMITED	W20766	31/12/2015	POOL- TEST CLEAN DECK	300.18
				Invoice Count	1 Total 300.18
Cheque 042027		Date 14/01/2016	Amount 118.00		
001987	ALLSTREAM INC	17109275	31/12/2015	P/W- EW SHOP - TELEPHONE	62.79
001987	ALLSTREAM INC	17109273	31/12/2015	CEMETERY TELEPHONE	55.21
				Invoice Count	2 Total 118.00
Cheque 042028		Date 14/01/2016	Amount 1,274.64		
000015	AMCTO	2822- D White	13/01/2016	2016 MEMBERSHIP -D WHITE	424.88
000015	AMCTO	1232- B Black	13/01/2016	2016 MEMBERSHIP -B BLACK	424.88
000015	AMCTO	3062- K Adams	13/01/2016	2016 MEMBERSHIP -K ADAMS	424.88
				Invoice Count	3 Total 1,274.64
Cheque 042029		Date 14/01/2016	Amount 2,322.09		
000019	ASSOCIATION OF MUNICIPALITIES	MEM004642	13/01/2016	2016 MEMBERSHIP	2,322.09
				Invoice Count	1 Total 2,322.09
Cheque 042030		Date 14/01/2016	Amount 872.24		
000073	B M ROSS AND ASSOCIATES LTD	10696	31/12/2015	ROADS - JOHN ST EXTENSIC	872.24
				Invoice Count	1 Total 872.24
Cheque 042031		Date 14/01/2016	Amount 30.51		
004465	BEENET SOLUTIONS, INC.	1-7-2016	13/01/2016	POLICE - CAMERA CLIPS	30.51
				Invoice Count	1 Total 30.51
Cheque 042032		Date 14/01/2016	Amount 171,722.44		
003711	BFL CANADA	1-1-2016	14/01/2016	2016 INSURANCE PREMIUMS	171,722.44
				Invoice Count	1 Total 171,722.44
Cheque 042033		Date 14/01/2016	Amount 1,409.00		

## Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
003960 BIN THERE	3409	31/12/2015	ESTC-GARBAGE BIN	1,409.00
			Invoice Count 1 Total	1,409.00
Cheque 042034 Date 14/01/2016 Amount 28.82				
002539 BLOODHOUND ODOUR PROTECTION	1189	31/12/2015	ARENA W- FAN UNIT REFILL	28.82
			Invoice Count 1 Total	28.82
Cheque 042035 Date 14/01/2016 Amount 50.00				
004302 BLUEWATER CHAPTER OBOA	1-1-2016	13/01/2016	MEMBERSHIP-CBO	50.00
			Invoice Count 1 Total	50.00
Cheque 042036 Date 14/01/2016 Amount 161.24				
001209 BLYTH BUILDING SUPPLIES LTD.	9335	31/12/2015	ROADS - COVER	2.59
001209 BLYTH BUILDING SUPPLIES LTD.	110	31/12/2015	WORKS- TREMCLAD	8.46
001209 BLYTH BUILDING SUPPLIES LTD.	149	31/12/2015	WORKS-BATTERIES	10.72
001209 BLYTH BUILDING SUPPLIES LTD.	373	31/12/2015	ARENA B- MOUSE BAIT	42.92
001209 BLYTH BUILDING SUPPLIES LTD.	20	31/12/2015	ARENA B- MOUSE BAIT/HEAT	76.81
001209 BLYTH BUILDING SUPPLIES LTD.	194	31/12/2015	ROADS - TREMCLAD	8.46
001209 BLYTH BUILDING SUPPLIES LTD.	202	31/12/2015	ROADS- HANDLE/WEDGES	11.28
			Invoice Count 7 Total	161.24
Cheque 042037 Date 14/01/2016 Amount 1,061.95				
000065 BLYTH DECOR SHOPPE	1-1-2016	13/01/2016	BLYTH LIBRARY RENT	1,061.95
			Invoice Count 1 Total	1,061.95
Cheque 042038 Date 14/01/2016 Amount 60.00				
000066 BLYTH FESTIVAL	174447	31/12/2015	EC DEV- PRIZE FOR CONTESE	60.00
			Invoice Count 1 Total	60.00
Cheque 042039 Date 14/01/2016 Amount 306.50				
000072 BLYTH PRINTING INC.	25299	13/01/2016	EMERG PLAN- EVACUATION	306.50
			Invoice Count 1 Total	306.50
Cheque 042040 Date 14/01/2016 Amount 3,280.37				
002743 BRANDT SECURITY	16862	31/12/2015	P/W - B- ACCESS CONTROL	3,280.37
			Invoice Count 1 Total	3,280.37
Cheque 042041 Date 14/01/2016 Amount 52.22				
003997 CDW CANADA INC	BMW1563	31/12/2015	EMERG PLAN- ID CARDS	52.22
			Invoice Count 1 Total	52.22
Cheque 042042 Date 14/01/2016 Amount 214.69				
004468 CHARLOTTE HORTON	380086	13/01/2016	REFUND-PAID TWICE	214.69
			Invoice Count 1 Total	214.69
Cheque 042043 Date 14/01/2016 Amount 4,875.09				

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000140	CIBC VISA	12-24-2015	31/12/2015	NOV. 25 - DEC. 24/15 STATEN	4,875.09
				Invoice Count 1 Total	4,875.09
<p>Cheque 042044 Date 14/01/2016 Amount 113.00</p>					
001837	CJ JOHNSTON OFFICE SOLUTIONS	30984c	31/12/2015	FIRE-USED AV CART	113.00
				Invoice Count 1 Total	113.00
<p>Cheque 042045 Date 14/01/2016 Amount 533.14</p>					
000146	CLIFF'S PLUMBING & HEATING	25342	31/12/2015	KOC- FURNACE REPAIRS	533.14
				Invoice Count 1 Total	533.14
<p>Cheque 042046 Date 14/01/2016 Amount 1,181.83</p>					
000151	COCA COLA REFRESHMENTS CANAD/	55903106	13/01/2016	CONC W- SUPPLIES	275.52
000151	COCA COLA REFRESHMENTS CANAD/	85728901	13/01/2016	CONC B/HALL SUPPLIES	906.31
				Invoice Count 2 Total	1,181.83
<p>Cheque 042047 Date 14/01/2016 Amount 33.35</p>					
002982	COMCO FASTENERS INC	15-2334	31/12/2015	ROADS- SUPPLIES	33.35
				Invoice Count 1 Total	33.35
<p>Cheque 042048 Date 14/01/2016 Amount 1,072.94</p>					
003066	COMPUGEN INC	3726990	31/12/2015	POLICE-WATCHGUARD SECI	1,072.94
				Invoice Count 1 Total	1,072.94
<p>Cheque 042049 Date 14/01/2016 Amount 863.27</p>					
004392	CORE MARK	0070274	13/01/2016	CONC W/B- SUPPLIES	863.27
				Invoice Count 1 Total	863.27
<p>Cheque 042050 Date 14/01/2016 Amount 1,351.48</p>					
003299	DARCH FIRE	58488	31/12/2015	FIRE- DURAFLOW HOSE 2.5"	1,351.48
				Invoice Count 1 Total	1,351.48
<p>Cheque 042051 Date 14/01/2016 Amount 507.80</p>					
000885	DEAN'S VALU-MART	641-2942	31/12/2015	B&A- SH- FOOD SUPPLIES	88.47
000885	DEAN'S VALU-MART	641-3925	13/01/2016	OEY-FOOD SUPPLIES	40.23
000885	DEAN'S VALU-MART	641-0627	13/01/2016	B&A-MR- FOOD SUPPLIES	216.94
000885	DEAN'S VALU-MART	641-0618	13/01/2016	B&A-SH-FOOD SUPPLIES	133.14
000885	DEAN'S VALU-MART	642-5049	13/01/2016	CONC W- CREAM	5.38
000885	DEAN'S VALU-MART	642-3625	13/01/2016	ARENA W- BLEACH	20.85
000885	DEAN'S VALU-MART	642-3736	13/01/2016	ARENA B-CIDER VINEGAR	2.79
				Invoice Count 7 Total	507.80
<p>Cheque 042052 Date 14/01/2016 Amount 939.60</p>					
000186	DELTA ELEVATOR COMPANY LTD	9137091	13/01/2016	COMPLEX-ELEVATOR MAINT	469.19
000186	DELTA ELEVATOR COMPANY LTD	9137090	13/01/2016	TOWN HALL-ELEVATOR MAIT	470.41
				Invoice Count 2 Total	939.60

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 042053 Date 14/01/2016 Amount 731.16</b>					
004283	DUROMEC TECHNOLOGIES INC	146	13/01/2016	STREETLIGHTS- LED COBRA	731.16
				Invoice Count 1 Total	731.16
<b>Cheque 042054 Date 14/01/2016 Amount 423.19</b>					
002210	ECONOMIC DEVELOPERS ASSOC	626-13003	13/01/2016	2016 MEMBERSHIP RENEWA	423.19
				Invoice Count 1 Total	423.19
<b>Cheque 042055 Date 14/01/2016 Amount 4,421.98</b>					
000074	FOXTON FUELS LIMITED	275352	31/12/2015	CEMETERY -DIESEL FUEL	16.88
000074	FOXTON FUELS LIMITED	272818	31/12/2015	POLICE-WASHER FLUID	17.85
000074	FOXTON FUELS LIMITED	275264	31/12/2015	POLICE -FUEL	1,118.25
000074	FOXTON FUELS LIMITED	273131	31/12/2015	ESTC-DYED DIESEL FUEL	89.90
000074	FOXTON FUELS LIMITED	273182	31/12/2015	ROADS- HYDREX/PRODURO	907.62
000074	FOXTON FUELS LIMITED	273608	31/12/2015	LANDFILL COMPACTOR FUEI	209.58
000074	FOXTON FUELS LIMITED	274311	31/12/2015	LANDFILL COMPACTOR FUEI	193.70
000074	FOXTON FUELS LIMITED	275604	31/12/2015	DECEMBER FUEL	1,538.95
000074	FOXTON FUELS LIMITED	275226	31/12/2015	FIRE- DECEMBER FUEL	329.25
				Invoice Count 9 Total	4,421.98
<b>Cheque 042056 Date 14/01/2016 Amount 92.09</b>					
000237	GEORGIAN BAY FIRE & SAFETY LTD	679557	31/12/2015	MUSEUM- CHECK ALARM/FIF	242.95
000237	GEORGIAN BAY FIRE & SAFETY LTD	credit- 5/5/15	31/12/2015	CREDIT - INVOICE PAID TWIC	-150.86
				Invoice Count 2 Total	92.09
<b>Cheque 042057 Date 14/01/2016 Amount 16.95</b>					
004469	GERALD BEAVERS	379459	13/01/2016	REFUND-MEMBERSHIP PASS	16.95
				Invoice Count 1 Total	16.95
<b>Cheque 042058 Date 14/01/2016 Amount 114.13</b>					
003892	HANOVER MOTORS LIMITED	120721	31/12/2015	POLICE- REPAIR 2011 CHARC	114.13
				Invoice Count 1 Total	114.13
<b>Cheque 042059 Date 14/01/2016 Amount 395.50</b>					
000824	HARV BERNARD BUCKET TRUCK SER\ 27-2015		31/12/2015	ROADS- GRINDING STUMPS	395.50
				Invoice Count 1 Total	395.50
<b>Cheque 042060 Date 14/01/2016 Amount 39.00</b>					
000274	HORTON'S DAIRY	B47722	14/01/2016	B&A-MR- DAIRY SUPPLIES	39.00
				Invoice Count 1 Total	39.00
<b>Cheque 042061 Date 14/01/2016 Amount 256.03</b>					
003281	HOWSON TRANSPORTATION INC	3312441	31/12/2015	FIRE -DECEMBER FUEL	256.03
				Invoice Count 1 Total	256.03
<b>Cheque 042062 Date 14/01/2016 Amount 5,044.41</b>					
000281	HURON BAY COOPERATIVE INC	34943	31/12/2015	ROADS- RECEPTACLE 230V	24.09

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000281	HURON BAY COOPERATIVE INC	33974	31/12/2015	ROADS- BELT DRESSING	7.33
000281	HURON BAY COOPERATIVE INC	34506	31/12/2015	ROADS - SUPPLIES	26.57
000281	HURON BAY COOPERATIVE INC	34668	31/12/2015	ROADS- SUPPLIES	11.61
000281	HURON BAY COOPERATIVE INC	34750	31/12/2015	ROADS- TEFLON TAPE	3.70
000281	HURON BAY COOPERATIVE INC	180297	31/12/2015	ROADS- DIESEL FUEL	2,765.02
000281	HURON BAY COOPERATIVE INC	182577	31/12/2015	ROADS-DIESEL FUEL	1,174.60
000281	HURON BAY COOPERATIVE INC	180677	31/12/2015	ROADS- DYED DIESEL	1,031.49

Invoice Count 8 Total 5,044.41

Cheque 042063 Date 14/01/2016 Amount 84.75

000290	HURONIA WELDING & INDUSTRIAL	110221	31/12/2015	EXTINGUISHER TAGS- FIRE	84.75
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Invoice Count 1 Total 84.75

Cheque 042064 Date 14/01/2016 Amount 1,924.56

003224	HURONTEL	10886810-01-16	13/01/2016	TOWNHALL-PHONE/INTERNE	667.37
003224	HURONTEL	10885850-01-16	13/01/2016	CELL PHONES	133.94
003224	HURONTEL	10886815-01-16	13/01/2016	AIRPORT TELEPHONE/INTER	96.41
003224	HURONTEL	10886818-01-16	13/01/2016	FIRE- TELEPHONE/INTERNE	155.89
003224	HURONTEL	10886813-01-16	13/01/2016	DAY CARE- TELEPHONE/FAX	157.19
003224	HURONTEL	10886858-01-16	13/01/2016	POLICE -TELEPHONE/INTER	263.20
003224	HURONTEL	10886812-01-16	13/01/2016	COMPLEX- TELEPHONE/INTE	323.79
003224	HURONTEL	10886861-01-16	13/01/2016	MUSEUM-TELEPHONE	30.36
003224	HURONTEL	10886860-01-16	13/01/2016	P/W-TELEPHONE	96.41

Invoice Count 9 Total 1,924.56

Cheque 042065 Date 14/01/2016 Amount 400.00

000799	IAN HULLEY	15	31/12/2015	CEMETERY- BACKHOEING 2	400.00
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Invoice Count 1 Total 400.00

Cheque 042066 Date 14/01/2016 Amount 1,991.06

003218	INGENIOUS SOFTWARE	5575	13/01/2016	FIRE- FIREPRO2 SERVICE C	1,991.06
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Invoice Count 1 Total 1,991.06

Cheque 042067 Date 14/01/2016 Amount 110.00

003740	JENNIFER BLACK	2016-01-07	14/01/2016	REC-FACE PAINTING FAMILY	110.00
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Invoice Count 1 Total 110.00

Cheque 042068 Date 14/01/2016 Amount 5,036.50

000322	JOE KERR LTD	W44587	31/12/2015	ROADS-REPAIR SMALL SANI	85.95
000322	JOE KERR LTD	W44566	31/12/2015	ROADS- REPAIR VHT 07-08	216.59
000322	JOE KERR LTD	W44485	31/12/2015	FIRE-UNIT E1 REPAIRS	782.05
000322	JOE KERR LTD	W44516	31/12/2015	FIRE-UNIT L2- FULL SERVICE	994.29
000322	JOE KERR LTD	W44588	31/12/2015	FIRE- UNIT L2- REPAIRED BR	2,957.62

Invoice Count 5 Total 5,036.50

Cheque 042069 Date 14/01/2016 Amount 693.68

000321	JOE'S AUTOMOTIVE	38530	31/12/2015	POLICE-SERVICE 2011 CHAR	231.93
000321	JOE'S AUTOMOTIVE	38584	31/12/2015	POLICE-SERVICE 04 TAURUS	139.84

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000321	JOE'S AUTOMOTIVE	38595	31/12/2015	POLICE- SERVICE 2011 CROI	321.91
				Invoice Count 3 Total	693.68
Cheque 042070 Date 14/01/2016 Amount 65.00					
004470	KERRI-LYN MOFFAT	380254	13/01/2016	REFUND	65.00
				Invoice Count 1 Total	65.00
Cheque 042071 Date 14/01/2016 Amount 848.23					
000352	KITSUPPLY	133563	14/01/2016	ARENA B-JANITORIAL SUPPL	462.74
000352	KITSUPPLY	133572	14/01/2016	DC-JANITORIAL SUPPLIES	385.49
				Invoice Count 2 Total	848.23
Cheque 042072 Date 14/01/2016 Amount 40.00					
000353	KNIGHTS OF COLUMBUS	1-1-2016	13/01/2016	SATELLITE RE-IMBURSEMEN	40.00
				Invoice Count 1 Total	40.00
Cheque 042073 Date 14/01/2016 Amount 32.21					
004390	LARRY HUDSON - CHEVROLET-BUICK-	258437	31/12/2015	ROADS- CUT KEYS	32.21
				Invoice Count 1 Total	32.21
Cheque 042074 Date 14/01/2016 Amount 90.38					
000359	LARRY SIMMONS	1-1-2016	13/01/2016	BOOT ALLOWANCE	90.38
				Invoice Count 1 Total	90.38
Cheque 042075 Date 14/01/2016 Amount 789.87					
001184	MCCLINCHEY SOUTH END AUTO	13273	13/01/2016	ARENA B- REPAIR FLOOR SC	789.87
				Invoice Count 1 Total	789.87
Cheque 042076 Date 14/01/2016 Amount 339.80					
002732	MCGAVIN FARM EQUIPMENT LIMITED	IM23446	13/01/2016	ROADS-BUSHING, FILTERS	110.59
002732	MCGAVIN FARM EQUIPMENT LIMITED	IM23419	13/01/2016	ROADS - BUSHING AND FILTI	229.21
				Invoice Count 2 Total	339.80
Cheque 042077 Date 14/01/2016 Amount 1,465.97					
000421	MICROAGE BASICS	155837	31/12/2015	B&A- MR- PAPER	47.45
000421	MICROAGE BASICS	155853	31/12/2015	EC DEV- EXTRA PROJECTS	25.98
000421	MICROAGE BASICS	156005	31/12/2015	B&A-MR- SUPPLIES	30.98
000421	MICROAGE BASICS	377112	31/12/2015	ESTC- CALENDARS/DAY PLA	16.59
000421	MICROAGE BASICS	377176	31/12/2015	ADMIN-OFFICE SUPPLIES	747.34
000421	MICROAGE BASICS	377221	31/12/2015	ADMIN- SUPPLIES	60.96
000421	MICROAGE BASICS	157210	31/12/2015	OEY- SUPPLIES	6.95
000421	MICROAGE BASICS	377545	31/12/2015	OEY- PAPER/INK CARTRIDGE	27.07
000421	MICROAGE BASICS	157714	31/12/2015	CONC W- SUPPLIES	7.18
000421	MICROAGE BASICS	377700	31/12/2015	ROADS - DAY PLANNERS	92.07
000421	MICROAGE BASICS	378076	31/12/2015	OEY- EPSON PAPER KIT	56.49
000421	MICROAGE BASICS	377897	31/12/2015	OEY-EPSON PAPER KIT	56.49
000421	MICROAGE BASICS	158651	31/12/2015	EMRG PLAN-SUPPLIES	1.23
000421	MICROAGE BASICS	377113	31/12/2015	EMERG PLAN - SUPPLIES	56.49

## Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000421	MICROAGE BASICS	377114	31/12/2015	EMERG PLAN - SUPPLIES	112.98
000421	MICROAGE BASICS	157834	31/12/2015	REC ADMIN-OFFICE SUPPLIE	66.18
000421	MICROAGE BASICS	159062	31/12/2015	REC ADMIN- OFFICE SUPPLII	53.54
				Invoice Count	17 Total 1,465.97
Cheque 042078		Date 14/01/2016	Amount 53.36		
000924	MIDWESTERN COMMUNICATIONS	160104-0007	31/12/2015	OEY-DECEMBER METER BILI	53.36
				Invoice Count	1 Total 53.36
Cheque 042079		Date 14/01/2016	Amount 9,835.01		
000427	MINISTER OF FINANCE	12-31-2015	31/12/2015	EHT-DECEMBER REMITTANC	9,835.01
				Invoice Count	1 Total 9,835.01
Cheque 042080		Date 14/01/2016	Amount 20,215.00		
000431	MINISTER OF FINANCE	17231215018	31/12/2015	OPP BILLING-NOVEMBER	20,215.00
				Invoice Count	1 Total 20,215.00
Cheque 042081		Date 14/01/2016	Amount 282.50		
001023	MUNICIPAL FINANCE OFFICERS' ASSC	1-1-2016	13/01/2016	2016 MEMBERSHIP	282.50
				Invoice Count	1 Total 282.50
Cheque 042082		Date 14/01/2016	Amount 981.29		
000123	MUNICIPALITY OF CENTRAL HURON	084489	31/12/2015	ROADS- AUBURN SNOW REN	981.29
				Invoice Count	1 Total 981.29
Cheque 042083		Date 14/01/2016	Amount 231.65		
003908	OMTRA	2016*0835	14/01/2016	ADMIN-2016 MEMBERSHIP	231.65
				Invoice Count	1 Total 231.65
Cheque 042084		Date 14/01/2016	Amount 151.02		
003911	ONTARIO ROOF CONSULTANTS & ASS	ORC-15-582	14/01/2016	DC-QUOTE FOR ROOF REPA	151.02
				Invoice Count	1 Total 151.02
Cheque 042085		Date 14/01/2016	Amount 75.00		
003878	PART II BISTRO	11-26-2015	31/12/2015	EC DEV- PRIZE FOR SELFIE I	75.00
				Invoice Count	1 Total 75.00
Cheque 042086		Date 14/01/2016	Amount 762.75		
004462	PAYMATE SOFTWARE CORPORATION	28692	31/12/2015	ADMIN- SUPPLIES	762.75
				Invoice Count	1 Total 762.75
Cheque 042087		Date 14/01/2016	Amount 2,890.54		
004197	PROVINCIAL INDUSTRIAL ROOFING	35124	14/01/2016	FIRE HALL -ROOFING INVES1	559.35
004197	PROVINCIAL INDUSTRIAL ROOFING	35122	14/01/2016	P/W- ROOFING REPAIRS	653.14



# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
004197	PROVINCIAL INDUSTRIAL ROOFING	35084	31/12/2015	DC- TEMPORARY ROOF REP	1,678.05
				Invoice Count 3 Total	2,890.54
Cheque 042088 Date 14/01/2016 Amount 33.11					
000520	PUROLATOR COURIER LTD	429887608	31/12/2015	POLICE-COURIER SERVICE	17.32
000520	PUROLATOR COURIER LTD	429814142	31/12/2015	POLICE- COURIER SERVICE	5.72
000520	PUROLATOR COURIER LTD	429873139	31/12/2015	FIRE- COURIER SERVICE	10.07
				Invoice Count 3 Total	33.11
Cheque 042089 Date 14/01/2016 Amount 2,112.25					
000542	R.J. BURNSIDE & ASSOCIATES	LNE085780.2015-7	31/12/2015	LANDFILL W- ANNUAL WORK	547.55
000542	R.J. BURNSIDE & ASSOCIATES	LNE085790.2015-8	31/12/2015	LANDFILL W - ANNUAL WORK	1,564.70
				Invoice Count 2 Total	2,112.25
Cheque 042090 Date 14/01/2016 Amount 610.50					
003420	RADFORD GROUP LTD	December Statement	31/12/2015	ROADS- DECEMBER FUEL	610.50
				Invoice Count 1 Total	610.50
Cheque 042091 Date 14/01/2016 Amount 95.85					
003439	RAY HALLAHAN	12-31/2015	31/12/2015	DECEMBER MILEAGE	35.10
003439	RAY HALLAHAN	11-30-2015	31/12/2015	NOVEMBER MILEAGE	60.75
				Invoice Count 2 Total	95.85
Cheque 042092 Date 14/01/2016 Amount 419.44					
004198	RICCO FOOD DISTRIBUTOR	296788	31/12/2015	CONC B- SUPPLIES	251.54
004198	RICCO FOOD DISTRIBUTOR	297410	13/01/2016	CONC B- SUPPLIES	167.90
				Invoice Count 2 Total	419.44
Cheque 042093 Date 14/01/2016 Amount 578.26					
000272	RONA HODGINS	83613/1	31/12/2015	FIREHALL-WEATHER STRIP	2.03
000272	RONA HODGINS	83794/1	31/12/2015	FIREHALL- DOOR LEVER	282.50
000272	RONA HODGINS	83715/1	31/12/2015	ROADS-LUMBER	73.68
000272	RONA HODGINS	83788/1	31/12/2015	ROADS- ENTRANCE LOCK SET	135.92
000272	RONA HODGINS	83789/1	31/12/2015	ROADS- BATTERIES	7.12
000272	RONA HODGINS	82891/1	31/12/2015	ROADS-REPAIRS-JACKSON I	77.01
				Invoice Count 6 Total	578.26
Cheque 042094 Date 14/01/2016 Amount 1,200.00					
004466	RUDY & LOUISE BLOEMBERG	1-11-2016	14/01/2016	RE-PURCHASE CEMETERY F	1,200.00
				Invoice Count 1 Total	1,200.00
Cheque 042095 Date 14/01/2016 Amount 67.46					
002640	SCHMIDT'S POWER EQUIPMENT	19942	14/01/2016	SAFETY GLASSES- P/W	67.46
				Invoice Count 1 Total	67.46
Cheque 042096 Date 14/01/2016 Amount 32.22					
000569	SCRIMGEOUR'S FOOD MARKET	03011430569	31/12/2015	ESTC- ICE-OFA	5.00

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000569	SCRIMGEOUR'S FOOD MARKET	03011432527	31/12/2015	ESTC- FOOD SUPPLIES	21.39
000569	SCRIMGEOUR'S FOOD MARKET	21-2015	13/01/2016	ARENA B - BLEACH	5.83
				Invoice Count	3
				Total	32.22
Cheque 042097		Date 14/01/2016	Amount	6,078.35	
004330	SEPOY WIRING	8354	31/12/2015	ARENA W- WIRE GUARD	76.24
004330	SEPOY WIRING	8366	31/12/2015	POLICE- REPAIR LIGHT	43.27
004330	SEPOY WIRING	8364	31/12/2015	MUSEUM- BUILDING REPAIR	32.58
004330	SEPOY WIRING	8346	31/12/2015	REPAIR TOWN LIGHT S END	65.85
004330	SEPOY WIRING	8369	31/12/2015	ESTC-BUILDING REPAIRS	357.15
004330	SEPOY WIRING	8362	31/12/2015	ARENA W- AMMONIA DETEC	1,866.38
004330	SEPOY WIRING	8308	31/12/2015	FIREHALL-REPAIR LIGHTS	129.33
004330	SEPOY WIRING	8393	13/01/2016	FIRE HALL W- REPAIRS/MAIN	3,507.55
				Invoice Count	8
				Total	6,078.35
Cheque 042098		Date 14/01/2016	Amount	81.65	
002155	SMYTH WELDING & MACHINE SHOP	31248	31/12/2015	ROADS-EQUIP REPAIR	81.65
				Invoice Count	1
				Total	81.65
Cheque 042099		Date 14/01/2016	Amount	418.26	
000592	SOCAN	1-1-2016	13/01/2016	COMPLEX- 2016	209.13
000592	SOCAN	1-1-2016 B	13/01/2016	ARENA B- SOCAN 2016	209.13
				Invoice Count	2
				Total	418.26
Cheque 042100		Date 14/01/2016	Amount	497.20	
000595	SPECTRUM COMMUNICATIONS LTD	735624	31/12/2015	FIRE- REPAIRED PORTABLE	497.20
				Invoice Count	1
				Total	497.20
Cheque 042101		Date 14/01/2016	Amount	19,860.82	
000604	STAPLETON INTERIORS	4128	31/12/2015	DAY CARE- REMOVE & INST/	19,559.98
000604	STAPLETON INTERIORS	4133	31/12/2015	DC-EXTRA PREP FOR TILES	300.84
				Invoice Count	2
				Total	19,860.82
Cheque 042102		Date 14/01/2016	Amount	345.49	
000606	STEFFEN AUTO SUPPLY	277295	31/12/2015	ROADS- BACK UP ALARM	32.27
000606	STEFFEN AUTO SUPPLY	276707	31/12/2015	ROADS- WIPER BLADES	42.67
000606	STEFFEN AUTO SUPPLY	276699	31/12/2015	ROADS- CLEAR PLASTIC LEN	1.36
000606	STEFFEN AUTO SUPPLY	276331	31/12/2015	ROADS- EQUIP REPAIR	80.78
000606	STEFFEN AUTO SUPPLY	276437	31/12/2015	ROADS- REPAIR CASE LOAD	56.62
000606	STEFFEN AUTO SUPPLY	276464	31/12/2015	ROADS - OIL FILTER	30.37
000606	STEFFEN AUTO SUPPLY	276843	15/12/2015	LANDFILL- COOLANT	15.35
000606	STEFFEN AUTO SUPPLY	277560	31/12/2015	LANDFILL- COOLANT	16.48
000606	STEFFEN AUTO SUPPLY	278000	31/12/2015	ROADS - SUPPLIES	69.59
				Invoice Count	9
				Total	345.49
Cheque 042103		Date 14/01/2016	Amount	222.95	
000620	SWAN DUST CONTROL LTD	3555056	31/12/2015	DC- MATS	23.90
000620	SWAN DUST CONTROL LTD	3548971	31/12/2015	DC- MATS	23.90

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000620	SWAN DUST CONTROL LTD	3561473	13/01/2016	COMPLEX - MATS/MOPS	139.89
000620	SWAN DUST CONTROL LTD	3561485	13/01/2016	POLICE - MATS/MOPS	35.26
				Invoice Count 4 Total	222.95
Cheque 042104 Date 14/01/2016 Amount 886.77					
004311	TELUS	12-31-2015	31/12/2015	DECEMBER TELUS SERVICE	886.77
				Invoice Count 1 Total	886.77
Cheque 042105 Date 14/01/2016 Amount 125.66					
004391	THOMSON REUTERS	7858607	31/12/2015	ADMIN-EMP. POLICIES	125.66
				Invoice Count 1 Total	125.66
Cheque 042106 Date 14/01/2016 Amount 271.20					
000161	TREASURER, COUNTY OF HURON	12-8-2015-3	31/12/2015	BLYTH CAMPGROUND SIGN	271.20
				Invoice Count 1 Total	271.20
Cheque 042107 Date 14/01/2016 Amount 135.60					
003532	TRULY NOLEN	25437	13/01/2016	COMPLEX- PEST CONTROL II	73.45
003532	TRULY NOLEN	25389	13/01/2016	DAY CARE- PEST CONTROL I	62.15
				Invoice Count 2 Total	135.60
Cheque 042108 Date 14/01/2016 Amount 150.00					
002775	VAL MULLOUGH	2016-01-07	14/01/2016	REC-FAMILY DAY FACE PAIN	150.00
				Invoice Count 1 Total	150.00
Cheque 042109 Date 14/01/2016 Amount 406.62					
003485	VAN HOUTTE COFFEE SERVICES INC	21814578-2016	13/01/2016	CONC B- COFFEE	406.62
				Invoice Count 1 Total	406.62
Cheque 042110 Date 14/01/2016 Amount 8,541.29					
000721	W S I B	December 2015	31/12/2015	DECEMBER 2015 PREMIUM	8,541.29
				Invoice Count 1 Total	8,541.29
Cheque 042111 Date 14/01/2016 Amount 2,515.44					
000856	WEILER'S CLEANING & RESTORATION	12302174	31/12/2015	DECEMBER CLEANING SERV	2,515.44
				Invoice Count 1 Total	2,515.44
Cheque 042112 Date 14/01/2016 Amount 248.60					
000692	WIGHTMAN COMMUNICATIONS LTD	20439	31/12/2015	COMPLEX- AMMONIA SENSO	248.60
				Invoice Count 1 Total	248.60
Cheque 042113 Date 14/01/2016 Amount 1,226.79					
000699	WINGHAM ADVANCE TIMES	3645648	31/12/2015	NOVEMBER ADVERTISING	1,226.79
				Invoice Count 1 Total	1,226.79

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
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Report Total 396,328.69

*Bonna White*

*January 14/2016*

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 004549 Date 07/01/2016 Amount 169.10</b>					
000219	EVANS UTILITY & MUNICIPAL PROD	149458	07/01/2016	BATTERY PACK	169.10
				Invoice Count 1	Total 169.10
<b>Cheque 004550 Date 07/01/2016 Amount 10.07</b>					
000520	PUROLATOR COURIER LTD	429801170	07/01/2016	COURIER CHARGES MOE	10.07
				Invoice Count 1	Total 10.07
<b>Cheque 004551 Date 07/01/2016 Amount 1,018.13</b>					
002653	SGS LAKEFIELD RESEARCH LIMITED	10929694	07/01/2016	BLYTH SAMPLES	80.23
002653	SGS LAKEFIELD RESEARCH LIMITED	10929704	07/01/2016	WINGHAM SAMPLES	97.18
002653	SGS LAKEFIELD RESEARCH LIMITED	10928242	07/01/2016	WINGHAM SAMPLES	317.53
002653	SGS LAKEFIELD RESEARCH LIMITED	10928200	07/01/2016	BLYTH SAMPLES	256.51
002653	SGS LAKEFIELD RESEARCH LIMITED	10928153	07/01/2016	WINGHAM SAMPLES	51.98
002653	SGS LAKEFIELD RESEARCH LIMITED	10929384	07/01/2016	AIRPORT SAMPLES	25.99
002653	SGS LAKEFIELD RESEARCH LIMITED	10928222	07/01/2016	WINGHAM WATER SAMPLES	97.18
002653	SGS LAKEFIELD RESEARCH LIMITED	10928180	07/01/2016	BLYTH WATER SAMPLES	91.53
				Invoice Count 8	Total 1,018.13
<b>Cheque 004552 Date 07/01/2016 Amount 3,107.50</b>					
001634	VEOLIA WATER CANADA INC	54090	07/01/2016	NOVEMBER SERVICES	3,107.50
				Invoice Count 1	Total 3,107.50
<b>Cheque 004553 Date 11/01/2016 Amount 127.13</b>					
004311	TELUS	01/2016 0049	11/01/2016	531-0049 MONTHLY ACCT	62.15
004311	TELUS	01/2016 0407	11/01/2016	531-0407 MONTHLY ACCT	64.98
				Invoice Count 2	Total 127.13
<b>Cheque 004554 Date 11/01/2016 Amount 30,624.78</b>					
002512	TOWNSHIP OF NORTH HURON	12/2015 15	11/01/2016	2015 ADMIN PW ASSISTANCE	30,624.78
				Invoice Count 1	Total 30,624.78
<b>Cheque 004555 Date 11/01/2016 Amount 4.59</b>					
000520	PUROLATOR COURIER LTD	429926149	11/01/2016	COURIER HANDHELD TO EV/	4.59
				Invoice Count 1	Total 4.59
<b>Cheque 004556 Date 14/01/2016 Amount 62.38</b>					
000100	CANADA POST CORPORATION	9582638289	14/01/2016	NOV EPOST	62.38
				Invoice Count 1	Total 62.38
<b>Cheque 004557 Date 14/01/2016 Amount 36.58</b>					
000421	MICROAGE BASICS	377222	14/01/2016	PAPER FOR RATE FLYERS	36.58
				Invoice Count 1	Total 36.58
				<b>Report Total</b>	<b>35,160.26</b>

# Accounts Payable

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

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 003215</b>		<b>Date 07/01/2016</b>	<b>Amount 277.03</b>		
003224	HURONTEL	4293 01/2016	07/01/2016	SEWAGE TREATMENT PLAN	67.74
003224	HURONTEL	1173 01/2016	07/01/2016	PUC BUILDING	112.94
003224	HURONTEL	2230 01/2016	07/01/2016	SEWAGE PUMPING STATION	96.35
				Invoice Count 3	Total 277.03
<b>Cheque 003216</b>		<b>Date 07/01/2016</b>	<b>Amount 965.08</b>		
002653	SGS LAKEFIELD RESEARCH LIMITED	10928206	07/01/2016	BLYTH SEWER SAMPLES	432.82
002653	SGS LAKEFIELD RESEARCH LIMITED	10928154	07/01/2016	WINGHAM SEWER SAMPLES	532.26
				Invoice Count 2	Total 965.08
<b>Cheque 003217</b>		<b>Date 07/01/2016</b>	<b>Amount 3,599.05</b>		
001634	VEOLIA WATER CANADA INC	54090 SEWER	07/01/2016	NOVEMBER SERVICES	3,599.05
				Invoice Count 1	Total 3,599.05
<b>Cheque 003218</b>		<b>Date 11/01/2016</b>	<b>Amount 124.30</b>		
004311	TELUS	12/2015 0399	11/01/2016	531-0399 MONTHLY ACCT	62.15
004311	TELUS	2015 12 0773	11/01/2016	531-0773 MONTHLY ACCT	62.15
				Invoice Count 2	Total 124.30
<b>Cheque 003219</b>		<b>Date 11/01/2016</b>	<b>Amount 20,416.52</b>		
002512	TOWNSHIP OF NORTH HURON	2015 12	11/01/2016	PW ASSISTANCE & ADMIN W	20,416.52
				Invoice Count 1	Total 20,416.52
<b>Cheque 003220</b>		<b>Date 11/01/2016</b>	<b>Amount 34,669.84</b>		
001365	TOWNSHIP OF NORTH HURON WATER	149323	11/01/2016	2015 WAGES/BILLING COLLE	34,669.84
				Invoice Count 1	Total 34,669.84
<b>Cheque 003221</b>		<b>Date 11/01/2016</b>	<b>Amount 97.30</b>		
002697	TUCKERSMITH COMMUNICATIONS	01/2016	11/01/2016	523-4466 BLYTH STP	97.30
				Invoice Count 1	Total 97.30
<b>Cheque 003222</b>		<b>Date 12/01/2016</b>	<b>Amount 333.93</b>		
000687	WESTARIO POWER INC.	2103245262	12/01/2016	435 MINNIE ST DEC USAGE	333.93
				Invoice Count 1	Total 333.93
<b>Report Total</b>					<b>60,483.05</b>

*Anna White*

*January 14/2016*

# Accounts Payable

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

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 000290 Date 05/01/2016 Amount 19,844.92</b>					
003888	EQUITABLE LIFE OF CANADA	1/5/2016	05/01/2016	JANUARY PREMIUM	19,844.92
				Invoice Count 1	Total 19,844.92
<b>Cheque 000291 Date 05/01/2016 Amount 2,209.20</b>					
000294	HYDRO ONE NETWORKS INC	200026670523-12/15	31/12/2015	10951 KWH- 103 QUEEN ST S	2,209.20
				Invoice Count 1	Total 2,209.20
<b>Cheque 000292 Date 05/01/2016 Amount 7,760.02</b>					
000687	WESTARIO POWER INC.	300211594	31/12/2015	33785 KWH- WINGHAM STRE	7,760.02
				Invoice Count 1	Total 7,760.02
<b>Cheque 000293 Date 06/01/2016 Amount 18,247.35</b>					
000687	WESTARIO POWER INC.	2103241463	31/12/2015	126720 KWH - 99 KERR DRIV	18,247.35
				Invoice Count 1	Total 18,247.35
<b>Cheque 000294 Date 11/01/2016 Amount 11,498.59</b>					
000294	HYDRO ONE NETWORKS INC	200029078446-12/15	31/12/2015	7520 KWH-MEM HALL	1,835.71
000294	HYDRO ONE NETWORKS INC	200120294216-12/15	31/12/2015	56640 KWH- 201 GYPSY LANI	9,662.88
				Invoice Count 2	Total 11,498.59
<b>Cheque 000295 Date 12/01/2016 Amount 538.05</b>					
003295	GLOBAL PAYMENTS	29292	12/01/2016	LANDFILL DEBIT FEES	30.28
003295	GLOBAL PAYMENTS	5254	12/01/2016	ADMIN OFFICE DEBIT FEES	49.62
003295	GLOBAL PAYMENTS	3335	12/01/2016	RECREATION CREDIT/DEBIT	458.15
				Invoice Count 3	Total 538.05
Report Total					60,098.13

*Donna White*

*January 14/2016*

# Accounts Payable

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

Cheque Date 01/01/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
Cheque 000316 Date 04/01/2016 Amount 2,313.12					
000687	WESTARIO POWER INC.	2103241465	04/01/2016	WELL 4 NOV USAGE	2,313.12
				Invoice Count 1 Total	2,313.12
Cheque 000317 Date 07/01/2016 Amount 4,520.00					
002486	DIGITAL POSTAGE-ON-CALL	01/2016	07/01/2016	POSTAGE FOR METER	4,520.00
				Invoice Count 1 Total	4,520.00
Cheque 000318 Date 07/01/2016 Amount 214.52					
003224	HURONTEL	1168 01/2016	07/01/2016	WELL 3 ACCOUNT	67.74
003224	HURONTEL	1167 01/2016	07/01/2016	STANDPIPE ACCOUNT	79.04
003224	HURONTEL	1169 01/2016	07/01/2016	WELL 4 ACCOUNT	67.74
				Invoice Count 3 Total	214.52
Cheque 000319 Date 12/01/2016 Amount 530.25					
000687	WESTARIO POWER INC.	300211922	12/01/2016	209 WATER ST DEC USAGE	28.40
000687	WESTARIO POWER INC.	2103245263	12/01/2016	435 MINNIE ST DEC USAGE	283.41
000687	WESTARIO POWER INC.	2103245284	12/01/2016	WATER TOWER DEC USAGE	218.44
				Invoice Count 3 Total	530.25
Cheque 000320 Date 12/01/2016 Amount 52.55					
003924	GLOBAL PAYMENTS	6649	12/01/2016	DEBIT MACHINE FEES	52.55
				Invoice Count 1 Total	52.55
Cheque 000321 Date 14/01/2016 Amount 85.84					
000052	BELL CANADA	01/2016 9942	14/01/2016	357-9942 MONTHLY ACCT	85.84
				Invoice Count 1 Total	85.84
Report Total					7,716.28

*Bonna White*

*January 14/2016*





# TOWNSHIP OF NORTH HURON

# REPORT

Item No. *647*

REPORT TO: Reeve Vincent and Council  
 PREPARED BY: Donna White  
 DATE: January 18, 2016  
 SUBJECT: Finance and Treasury  
 ATTACHMENTS: N/A

### RECOMMENDATION:

THAT the Department Activity Report of the Director of Finance dated January 18, 2016, is hereby received for information purposes.

### EXECUTIVE SUMMARY

The Director of Finance provides periodic updates to Council on activities within the Finance and Treasury Department.

### DISCUSSION

- 1) 2016 Budget – Version #1 circulated to Senior Management (SMT) for review, CAO and Treasurer have met to review, meetings are underway with SMT to review in more detail
- 2) Budget Meeting Schedule – 1<sup>st</sup> meeting set for February 8<sup>th</sup> combined with Escribe at 6:30 p.m.
- 3) Small Communities Fund (SCF) – Edward Street – not selected to move forward to application phase
- 4) Year to Date – staff are working on year end reporting, transfers to and from reserves
- 5) Cut-off date for 2015 set for January 28, 2016
- 6) Year End Audit scheduled for February 29, 2016
- 7) Development Charges Update – request for pre-budget approval – report attached
- 8) 2015 Supplemental/Write-off Summary – report attached

### FINANCIAL IMPACT

The Development Charges Update cost of \$18,500.00 will be included in the 2016 budget.

### FUTURE CONSIDERATIONS

2016 Budget process is underway and Council will be updated on the progress.

### RELATIONSHIP TO STRATEGIC PLAN

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

### REVIEWED BY (INITIAL)

CAO *[Signature]* Clerk \_\_\_\_\_ Treasurer \_\_\_\_\_ Dir of PW \_\_\_\_\_ Chief Operator \_\_\_\_\_ Dir of Rec & Fac \_\_\_\_\_

Fire Chief \_\_\_\_\_ Police Chief \_\_\_\_\_ Other \_\_\_\_\_

Donna White, Treasurer

Name, Role



## TOWNSHIP OF NORTH HURON

## REPORT

Item No. 6.4.3

**REPORT TO:** Reeve Vincent and Council  
**PREPARED BY:** Donna White  
**DATE:** January 18, 2016  
**SUBJECT:** Development Charges Update  
**ATTACHMENTS:** Development Charges – 2015 Statement/Year to Date Statement

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### RECOMMENDATION:

1. That Council of the Township of North Huron adopt the 2015 Development Charges Statement as presented by the Treasurer
2. That Council of the Township of North Huron proceed with the Development Charges Update and accept the proposal of B M Ross to proceed with the necessary process in order to complete the Background Report and have the new by-law ready for implementation in conjunction with the expiry of the original by-law which was enacted on October 17, 2012 and further to provide pre-budget approval to proceed with the project.

### EXECUTIVE SUMMARY

Council of the Township of North Huron enacted the original Development Charges by-law on October 17, 2012 which remains in effect for a five year period. In conjunction with the expiry date, a new by-law must be enacted and a new Background Report prepared to support the charges along with complying with the mandatory public consultation process. It is anticipated that the process will take approximately eight months to complete and therefore it is necessary to begin the process in February of 2016. In addition, there have been some legislative changes to the Development Charges Act and Regulations that came into effect on January 1, 2016 which must be reviewed and incorporated into the Study.

### DISCUSSION

As part of the process, a number of items will be discussed including any possible new projects or the deletion of the existing projects, new legislative requirements, review of existing dollar figures and applicable property classes. The attached year to date report shows the Development Charges activity since 2011.

### FINANCIAL IMPACT

The cost estimate to complete this process by B. M. Ross is estimated at \$18,500.00 and the fees are recoverable through the development charges, however it will take many years to be fully recovered.

### FUTURE CONSIDERATIONS

The process needs to be completed prior to the expiry of the existing by-law on October 17, 2016 and there will be meetings held to update council and the public.

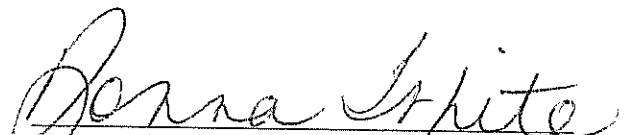
### RELATIONSHIP TO STRATEGIC PLAN

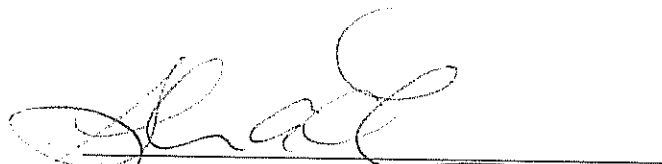
Goal # 4 – Our administration is fiscally responsible and strives for operational excellence

REVIEWED BY (INITIAL)

CAO \_\_\_\_\_ Clerk \_\_\_\_\_ Treasurer \_\_\_\_\_ Dir of PW \_\_\_\_\_ Chief Operator \_\_\_\_\_ Dir of Rec & Fac \_\_\_\_\_

Fire Chief \_\_\_\_\_ Police Chief \_\_\_\_\_ Other \_\_\_\_\_

  
Donna White, Treasurer

  
Sharon Chambers, CAO

**Summary Statement of Development Charges Reserve Funds**

**Treasurer's Statement**

**for the Period Ended December 31, 2015**

<b>Service Category</b>	<b>Component</b>	<b>Opening Balance 01-Jan-15</b>	<b>Revenue</b>	<b>Expense</b>	<b>Closing Balance 31-Dec-15</b>
Sanitary Sewage	Forcemain Replacement - Wingham	602.10		(602.10)	-
	Northwest Trunk Sewer Replacement - Wingham	10,559.40	3,168.25		13,727.65
	Josephine Street Trunk Sewer Replacement - Wingham	1,728.56		(1,728.56)	-
Transportation	Public Works Facility	9,606.34	3,058.40		12,664.74
Fire Protection	Firefighter Outfitting	743.49	228.12		971.61
Parkland	Parkland Development	3,816.27	1,170.89		4,987.16
Administration	Capital Growth Studies - DC Background Study	(28,231.44)	1,579.36		(26,652.08)
	Capital Growth Studies - Wingham	-			-
	Capital Growth Studies - Blyth/East Wawanosh	-			-
<b>Total</b>		<b>(1,175.28)</b>	<b>9,205.02</b>	<b>(2,330.66)</b>	<b>5,699.08</b>

Summary Statement of Development Charges Reserve Funds										
Treasurer's Statement										
for the Period Ended December 31, 2015										
Service Category	Component	Opening Balance	2011 Revenue	2012 Revenue	2013 Revenue	2014 Revenue	2015 Revenue	Total Revenue	Expense	Closing Balance
Sanitary Sewage	Forcemain Replacement - Wingham	-	599.12	299.55	302.55			1,201.22	(1,201.22)	-
	Northwest Trunk Sewer Replacement - Wingham	-	3,729.40	1,864.70	1,883.34	3,081.96	3,168.25	13,727.65		13,727.65
	Josephine Street Trunk Sewer Replacement - Wingham	-	1,719.96	859.98	868.58			3,448.52	(3,448.52)	
Transportation	Public Works Facility	-	1,468.04	3,670.10	2,224.08	2,244.12	3,058.40	12,664.74		12,664.74
Fire Protection	Firefighter Outfitting	-	113.60	284.05	172.14	173.70	228.12	971.61		971.61
Parkland	Parkland Development	-	583.20	1,458.00	883.56	891.51	1,170.89	4,987.16		4,987.16
Administration	Capital Growth Studies - DC Background Study	(33,379.00)	786.68	1,966.70	1,191.81	1,202.52	1,579.36	6,727.07		(26,652.08)
	Capital Growth Studies - Wingham	-	-	-	-	-	-	-		-
	Capital Growth Studies - Blyth/East Wawanosh	-	-	-	-	-	-	-		-
<b>Total</b>			<b>9,000.00</b>	<b>10,403.08</b>	<b>7,526.06</b>	<b>7,593.81</b>	<b>9,205.02</b>	<b>43,727.97</b>	<b>(4,649.74)</b>	<b>5,699.08</b>



# TOWNSHIP OF NORTH HURON

# REPORT

Item No. 6.44

REPORT TO: Reeve Vincent and Council  
 PREPARED BY: Donna White  
 DATE: January 18, 2016  
 SUBJECT: Property Tax Adjustments  
 ATTACHMENTS: N/A

### RECOMMENDATION:

That Council of the Township of North Huron adopt the 2015 Property Tax Supplemental and Write-off Report as presented.

### EXECUTIVE SUMMARY

Throughout the year, the Township receives information from the Municipal Property Assessment Corporation (MPAC) and/or the Assessment Review Board (ARB) regarding decreases in assessment. MPAC also provides information on assessment increases. Both increases and decreases are shared with the upper tier and the education boards.

### DISCUSSION

In 2015, there was a larger amount of assessment written off as compared to what was added on and therefore, there was an overall net decrease for the Municipal portion.

### FINANCIAL IMPACT

SUPPLEMENTAL INCREASE IN TAXES	- \$53,099.18	MUNICIPAL PORTION	\$23,252.60
WRITE-OFFS DECREASE IN TAXES	-\$60,082.40	MUNICIPAL PORTION	(\$26,197.53)
NET DECREASE IN TAXES FOR 2015	(6,983.21)	MUNICIPAL PORTION	(\$2,944.93)


### FUTURE CONSIDERATIONS

Assessment increases and decreases will continue to be monitored in 2016.


### RELATIONSHIP TO STRATEGIC PLAN

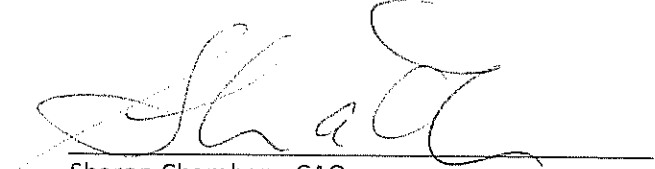
Goal # 4 – Our administration is fiscally responsible and strives for operational excellence

### REVIEWED BY (INITIAL)

CAO  Clerk \_\_\_\_\_ Treasurer \_\_\_\_\_ Dir of PW \_\_\_\_\_ Chief Operator \_\_\_\_\_ Dir of Rec & Fac \_\_\_\_\_

Fire Chief \_\_\_\_\_ Police Chief \_\_\_\_\_ Other \_\_\_\_\_

  
Donna White, Treasurer

  
Sharon Chambers, CAO





# TOWNSHIP OF NORTH HURON

# REPORT

Item No. 6.5.1

**REPORT TO:** Reeve Vincent and Council  
**PREPARED BY:** Pat Newson  
**DATE:** January 18, 2016  
**SUBJECT:** Recreation and Facilities Department Activity  
**ATTACHMENTS:**

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## RECOMMENDATION:

*THAT the Council of the Township of North Huron hereby receive the Department Activity Report of the Director of Recreation and Facilities dated January 18, 2016 for information purposes.*

*THAT the Council of the Township of North Huron authorize pre-budget approval to proceed with the expenditure of up to \$5,000 for NHWCC roof repairs which will be included in the 2016 budget.*

## EXECUTIVE SUMMARY

The Director of Recreation and Facilities provides periodic updates to Council on activities within the Recreation and Facilities Department.

## DISCUSSION

### 1. Recreation

#### a. Fee Waving and Donation Policy - Appendix

In 2015 North Huron Council adopted a new Fee Waiving and Donation Policy. That policy provides a discount to community groups for rental rates. In order to administer the policy, staff recommend an appendix be added to the policy that defines "community groups" to clarify who is eligible for the discount. This appendix is included in the by-law section of the agenda. Staff recommended including this appendix to provide staff clarity when administering the policy.

#### b. NHWCC Roof Repairs

In the 2015 budget, \$33,000 was budgeted for NHWCC roof repairs. This project is carrying over into 2016. The amount spent in 2015 was \$8,040 leaving a balance of \$24,960. Since the 2016 budget has not been adopted by Council yet, staff are requesting that council pre-approve spending up to \$5,000 for further investigation of the roof leaks in the fitness, pool and north corridor areas. This is not new money in the 2016 budget, but funding that was approved and earmarked in 2015 for this project, but requires Council approval to be spent in 2016.

#### c. Complex 15 Year Anniversary Celebration:

In 2016 the North Huron Westcast Community Complex will celebrate 15 years of operations. To celebrate this milestone the Centre will be holding a membership offer. Between February 16-March 10, 2016 we are offering a free 15 day pass to the Complex. Promotion will be through a mail out to the Complex catchment area and personal visits to local community groups. The goal is to boost memberships and increase awareness of all the great programs and activities available at the facility.

d. Department Events:

- Family-Fun-Apalooza-Winter-Luge-Athon is set for February 14 and 15
- Winter Recreation Registration for New Programs starting in January
- Blyth Adult Broomball Tournament held January 8-10, 2016
- Winter swimming lessons start January 13, 2016
- Hosting the Grey/Bruce Grades 7&8 Ontario Skills Cardboard Boat Races at the Aquatic Centre
- PA Day Activities on February 3 – free skating in Wingham and Blyth. Free Public Swim, also offering Babysitting course and Day Camp.
- Aquatic Centre hosted 5 sponsored Free Swims over the Xmas Break. Total attendance was 515 swimmers.
- December 28<sup>th</sup> was the Building Bridges Committee Hockey Tournament. Donated \$1,000 to the fundraising campaign.
- Successful uptake in the December Marketing Initiatives. December featured “specials” for the holidays. The department sold 104 “Home for the Holidays” passes, 35 Fitness Fun Gift Passes, and \$927.92 in gift certificates.

2. Facilities:

a. Memorial Hall Fee Waiving Request

The Council package includes a request letter from 14/19 to waive the fees for use of Blyth Memorial Hall Lower Hall and Auditorium to host a Jazz Christmas held on December 16, 2015. This was a fundraiser for the Blyth Memorial Hall Renovation Project. As per the North Huron Fee Waving and Donation Policy the group would be charged \$438.92 (tax included) which is the community rental rate for their event. The regular rate would have been \$686.29, reflecting a discount of \$247.37. In the policy, this discount would be considered North Huron’s contribution to the event, however 14/19 is requesting consideration to wave the full fee since the fundraiser was for that facility. Staff recommend that Council adhere to the North Huron policy, however Council has the authority to deviate from policy.

Background information:

- Blyth Festival donated tech booth fees and ticketing fees
- Performer Annie Sparling donated her fees
- Estimated profit from event is \$3,000

b. Wingham Theatre Committee

The minutes of the recent Wingham Theatre Committee meeting are included in the Council Package. Staff are working with the committee on their two requests for Council motions. More information is required before they will be presented to Council. These will be presented to Council with staff reports when ready for Council’s consideration.

c. Wingham Day Care Flooring

The day care flooring replacement project approved by Council for 2015 was completed over the Christmas shutdown at the facility. Replacement of the remaining flooring will be considered in future budget discussions.

d. Staff

A new coop student from FE Madill has joined the team for the month of January and is busy updating all the facility fire plans.

FUTURE CONSIDERATIONS

- Focus in January has been to prepare the budget for Council, registrations for new Winter Recreation Programs, marketing initiatives, preparation for Family-Fun-Apalooza-Winter-Luge-Athon on the Family Day long weekend, and the influx of new members and participants in the Winter Recreation Programs.

REVIEWED BY (INITIAL)

CAO \_\_\_\_\_ Clerk \_\_\_\_\_ Treasurer \_\_\_\_\_ Dir of PW \_\_\_\_\_ Chief Operator \_\_\_\_\_ Dir of Rec & Fac PL

Fire Chief \_\_\_\_\_ Police Chief \_\_\_\_\_ Other \_\_\_\_\_



\_\_\_\_\_  
Pat Newson, Director of Recreation and  
Facilities

\_\_\_\_\_  
Sharon Chambers, CAO



**REPORT TO:** Reeve Vincent and Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** Monday January 18, 2016  
**SUBJECT:** Blyth Memorial Community Hall Updated Renovation Schedule  
**ATTACHMENTS:**

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**RECOMMENDATION:**

THAT the Council of the Township of North Huron approve the revised project schedule presented in this report on the condition that 14/19 Inc provides the remaining funding of \$2,749,655.47 to the municipality for the project by March 31, 2016.

**EXECUTIVE SUMMARY**

The renovation project for Blyth Memorial Community Hall has been reviewed by Council at various stages over the past two years. The final physical renovation plans and project budget have been approved by Council. The previous construction schedule provided that 14/19 Inc. have the funding to North Huron by December 31, 2015. The revised construction schedule allows for a funding extension to March 31, 2016.

The project budget for the renovation of Blyth Memorial Community Hall is \$3,500,982. The Township of North Huron has committed \$500,000 to the project. 14/19 has committed to fundraising \$3,000,982 for the project.

This report is updating Council on the status of the fundraising and construction schedule. Staff are further requesting that Council approve the project schedule and permit staff to proceed with the project as soon as the budget funds are received by the Township. Council will continue to receive updates, however starting as soon as the funding is received in March is critical to keeping the construction schedule on time.

**DISCUSSION**

**Fundraising**

- 14/19 Inc has requested an extension to provide the project funding to March 2016. Originally the projected fundraising plan was to have the funds presented to North Huron for the project by December 31, 2015.
- The Township of North Huron, with the assistance of the Blyth Festival, submitted a grant application to the Department of Canadian Heritage. The amount requested is \$979,907. The results of this application have not been received.

**Project Schedule**

- The project schedule is driven by the Blyth Festival season and cannot be changed, and is a short window for construction, based on the scope of the renovation project.
- The original project schedule had the tender bid period from February 8-March 3, 2016. However this is not possible with the fundraising delay.

- Once the project is tendered, if bids come in on budget the project is bound legally to move forward. Staff are unable to tender the project prior to having received the funding, and Council's permission to proceed with the project.
- The Blyth Festival has been very cooperative in working their season around construction to ensure building vacancy for the pre-determined construction dates. However, there is no flexibility in the construction time frame established.
- The selected contractor will require significant lead time to prepare prior for site mobilization. Issuing PO's, approval of shop drawings, providing samples for approval etc. will all need to be done prior to site mobilization so that construction can be completed in the tight construction time lines.
- **Further delays will result in the project being postponed another year.** This is undesirable because rentals have been reduced over the past two years in anticipation of the construction. We continue to turn rentals away, planning for the construction shut down window. We will have done that for two seasons so far. This has a ripple effect on the economic impact in the community and for the Blyth Festival.

Proposed New Construction Schedule:

Feb 22-March 16, 2016	Contractor Pre-qualification process
March 21, 2016	Council approval of Pre-Qualified contractor list
April 1 – April 21, 2016	Bid process
May 2, 2016	Council approval of Project Award
May 3, 2016	Contractor starts
May 21 – September 18, 2016	Festival Season
September 19, 2016	Contractor mobilizes site
May 1, 2017	Substantial Performance
May 20, 2017	Completion

**Grant Schedule**

The Canada Cultural Spaces Fund is approved through a series of stages (regional, provincial and then finally national). By March 2016, the approval process will have completed significant stages, however the final approval is not guaranteed until July 2016. The fund guarantees that the applicant will know the outcome of the submission 8 months from date of submission. That date for this application is July 17, 2016 – however the outcome may be available prior to this date.

There is some risk that the final approval may not be known by March 2016, and would not come to fruition in the end. It is recommended that Council have guarantees from 14/19 Inc. that should this funding be declined, that their fundraising would make up the funding gap. Without this guarantee, the Township would be required to fund the gap.

## FINANCIAL IMPACT

Project budget total:	\$3,500,982.20
Funds received to date:	\$251,326.73
Funds spent to date:	\$225,934.59
Balance in NH account:	\$25,392.14
Balance owing from 14/19 Inc.:	\$2,749,655.47
Prospective Grant	\$979,907

## FUTURE CONSIDERATIONS

The project would be delayed a full year if the funds are not received by March 31, 2016 due to the restricted available season for construction, however reports from 14/19 are all positive in the initiatives toward fundraising currently underway. The following is an email sent by Peter Smith, Project Director to Reeve Vincent and CAO Sharon Chambers:

Hi Neil and Sharon,

I wanted to give you an update on where 1419 is at with regards to the fundraising for Memorial Hall in Blyth. We, along with our partners at the Blyth Festival, are working on a variety of exciting fronts to gain the support needed to achieve our goals.

- We have created a Campaign Cabinet chaired by Steven Sparling with Irfhan Rawji, Quinn Ross, and David Peacock. We are in the process of adding two more members to the Cabinet. Each member is connected to a number of different organizations, businesses, government agencies. Deb Matthews, Deputy Premier of Ontario, has become a champion of the 1419 initiative. The Cabinet has been meeting with national banks and the response to the initiative is very positive.

- On the local front we have mailed out the case for support and have been following up with a calling campaign. Again the response has been positive.

- We continue to create fundraising events to raise funds like Fare on Four. Dec. 16th we created A Jazz Christmas at Memorial Hall. The event brought the community/donors together for fine meal from Part II and an evening of music with Annie Sparling and jazz friends.

- The Festival have a seat sale going on and the response to it has been terrific. Along with North Huron they have applied through Heritage Canada for 1 million dollars for renovation of the Hall and are now deep along that path. They have made it to the final round for consideration and the announcement could come in March.

We are completely committed to raising the funds for the restoration of Memorial Hall. It will take us a little longer to get there but we have put our shoulders to the wheel. Our goal is to have the funds by March of 2016. Remaining positive is key knowing that this project once completed will have an economic impact on the region for generations to come.

Thanks so much for your support, your patience, and together we will make this happen.

**RELATIONSHIP TO STRATEGIC PLAN**

Our administration is fiscally responsible and strive for operational excellence.  
Our community is attractive to new business and residents.

**REVIEWED BY (INITIAL)**

CAO \_\_\_\_\_ Clerk \_\_\_\_\_ Treasurer \_\_\_\_\_ Dir of PW \_\_\_\_\_ Chief Operator \_\_\_\_\_ Dir of Rec & Fac \_\_\_\_\_  
Fire Chief \_\_\_\_\_ Police Chief \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Pat Newson, Director of Recreation and  
Facilities

  
\_\_\_\_\_  
Sharon Chambers, CAO



December 18th, 2015

Reeve Neil Vincent &  
Township Councillors  
c/o Sharon Chambers, CAO  
Township of North Huron  
WINGHAM, ON

via email

Dear Neil & Township Councillors:

On Wednesday, December 16th, Annie Sparling hosted a benefit concert in Memorial Hall. A *Jazz Christmas* featured professional songstress Annie and Friends - a trio of highly skilled professional musicians - in a special holiday event. Would the Township of North Huron consider waiving hall rental costs for this event as it was designated as a benefit for the renovation project at Blyth Memorial Community Hall?

Thank you for your consideration.

Regards,

Karen Stewart  
Administrator  
BACI 14/19 Inc.





# TOWNSHIP OF NORTH HURON

# REPORT

Item No. 6.8.1

REPORT TO: Reeve Vincent and Council  
 PREPARED BY: David Sparling  
 DATE: 13 January 2016  
 SUBJECT: Activity Report – Emergency Services Department  
 ATTACHMENTS:

## RECOMMENDATION:

THAT the Department Activity Report of the Director of Fire and Emergency Services dated 13 January 2016 is hereby received for information purposes.

## EXECUTIVE SUMMARY

The (position title) provides periodic updates to Council on activities within the Emergency Services Department.

### DISCUSSION FDNH Report to North Huron Council for the Month of January 2015

#### Training:

##### Weekly Training:

1 week of equipment checks (30 personnel)

1 week of SCBA drills (34 personnel)

#### Public Education:

Participated in the Twelve Days of Christmas fire safety campaign.

#### Notable:

Captain Kent Readman has resigned from FDNH as he has assumed a full time fire instructor position in Alberta.

Blyth & Wingham Firefighters' Associations each donated one skid of food to the local food bank.

Blyth Firefighters' Association donated \$500 for Christmas toys.

Wingham Firefighters' Association held a BBQ to for Christmas toys.

December incidents:

1 December:

Smoke alarm activation

North Huron

Outcome: No smoke. No fire. Faulty alarm.

2 December:

Smoke alarm activation

North Huron

Outcome: No smoke. No fire. Faulty alarm.

5 December:

Medical first response

North Huron

Outcome: Patient transferred by EMS.

6 December:

Smoke in home

North Huron

Outcome: Overcooked food. No fire.

7 December:

Medical first response

North Huron

Outcome: Patient transferred by EMS.

Notes: In order to remove patient, FDNH personnel had to remove doors and door frames in structure.

7 December:

Medical first response

North Huron

Outcome: Patient transferred by EMS.

9 December:

Medical first response

North Huron

Outcome: Patient transferred by EMS.

11 December:

Fire - Chimney

Morris Turnberry

Outcome: Fire contained to chimney. Extensive smoke throughout residence.

17 December:

Fire (open air burn – plastic coated scrap metal)

Ashfield Colborne Wawanosh

Outcome: Extinguished by FDNH.

17 December:

Fire - vehicle

Morris Turnberry

Outcome: Vehicle total loss.

19 December:

Medical first response

North Huron

Outcome: Patient deceased.

20 December:

Motor vehicle collision

North Huron

Outcome: Patient transferred by EMS. FDNH also mitigated fuel spill.

20 December:

Fire - chimney

Morris Turnberry

Outcome: Fire contained to chimney. Extensive smoke throughout residence.

Notes: First FDNH call with South Bruce Fire Dept. assisting under automatic aid agreement.

20 December:

Possible structure fire

Morris Turnberry

Outcome: Significant smoke across highway from outdoor woodstove. No structure fire.

26 December:

Alarm system activation

North Huron

Outcome: No smoke. No fire. Faulty detector.

28 December:

Alarm system activation

Ashfield Colborne Wawanosh

Outcome: No smoke. No fire. Faulty detector.

Notes: Upon arrival, facility key holder unable to confirm which building alarm was activated in. Once found alarm found, key holder was unable to identify where the zone that was indicating a possible fire actually was in the building. Following up with property owner.

28 December:

Power lines down/arcng

Ashfield Colborne Wawanosh

Outcome: Secured site until Hydro One arrived.

30 December:

Alarm system activation

North Huron

Outcome: No smoke. No fire. Accidental activation.

FINANCIAL IMPACT

FUTURE CONSIDERATIONS

RELATIONSHIP TO STRATEGIC PLAN

REVIEWED BY (INITIAL)

CAO \_\_\_\_\_ Clerk \_\_\_\_\_ Treasurer \_\_\_\_\_ Dir of PW \_\_\_\_\_ Chief Operator \_\_\_\_\_ Dir of Rec & Fac \_\_\_\_\_

Fire Chief  Police Chief \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Name, Role

\_\_\_\_\_  
Name, Role



## TOWNSHIP OF NORTH HURON

## REPORT

Item No. 693

**REPORT TO:** Reeve Vincent and Council  
**PREPARED BY:** Sharon Chambers, CAO  
**DATE:** January 18, 2016  
**SUBJECT:** Closed Meeting Investigator – Notice to terminate agreement  
**ATTACHMENTS:**

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### RECOMMENDATION:

THAT the report of the CAO regarding termination of the Agreement with Local Authority Services for Closed Meeting investigator services is accepted for information purposes;

AND FURTHER THAT the Council of the Township of North Huron hereby instructs the CAO to provide notice to Local Authority Services that the Township wishes to terminate their Agreement for closed meeting investigator services;

AND FURTHER THAT the Ontario Ombudsman is hereby appointed as the closed meeting investigator for the Township of North Huron.

### EXECUTIVE SUMMARY

On February 18, 2014, Council passed Motion M088/14 to appoint Local Authority Services (LAS) as the Closed Meeting investigator for the Township. Subsequently, on March 3, 2014, Council adopted By-law #15-2014 to authorize an Agreement with LAS for closed meeting investigator services.

In light of the recent enactment of Bill 8, Public Sector and MPP Accountability and Transparency Act, 2014 which expands the role of the Ontario Ombudsman to investigate complaints about municipalities, it may be expedient to terminate the Agreement with LAS for closed meeting investigation services and default to the Ontario Ombudsman for closed meeting investigations.

### DISCUSSION

Section 239.1 and 239.2 of the Municipal Act, 2001 set out the requirements for closed meeting investigations. Municipalities may appoint an investigator to investigate complaints respecting closed meetings, or if the municipality has not appointed an investigator, the responsibility shall default to the Ombudsman.

Under the Agreement with LAS, the Township must pay a retainer fee of \$660 plus taxes for each two year term and an hourly investigation fee of \$225.00 plus taxes, in the event of an investigation. In contrast, the Ontario Ombudsman does not charge a retainer or hourly fee for investigations.

The Township has received an invoice from LAS in the amount of \$745.80 for the 2016 and 2017 retainer. The CAO contacted LAS and they have agreed to waive the required 90 day notice period

if Council passes a motion as soon as possible in 2016 authorizing the termination of the Agreement.

**FINANCIAL IMPACT**

By terminating the agreement, the Township will save approximately \$373 per year, plus any required closed meeting investigation costs.

**FUTURE CONSIDERATIONS**

N/A

**RELATIONSHIP TO STRATEGIC PLAN**

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

Outcome: We have a responsible and accountable local government

**REVIEWED BY (INITIAL)**

CAO \_\_\_\_\_ Clerk \_\_\_\_\_ Treasurer \_\_\_\_\_ Dir of PW \_\_\_\_\_ Chief Operator \_\_\_\_\_ Dir of Rec & Fac \_\_\_\_\_

Fire Chief \_\_\_\_\_ Police Chief \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Sharon Chambers, CAO



# TOWNSHIP OF NORTH HURON

# REPORT

Item No. 6A.2

**REPORT TO:** Reeve Vincent and Council  
**PREPARED BY:** Sharon Chambers, CAO  
**DATE:** January 18, 2016  
**SUBJECT:** Overview of Draft Procedural By-law  
**ATTACHMENTS:** Draft Procedural By-law

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## RECOMMENDATION:

THAT the report of the CAO regarding the draft procedural by-law is received for information purposes.

## EXECUTIVE SUMMARY

On October 26<sup>th</sup>, Council and Senior Staff attended a training session held by Amberly Gavel on Council procedures.

On December 7, 2015, The CAO presented a report to Council regarding Bill 8, Public Sector and MPP Accountability and Transparency Act, 2014 which recommended that various policies and by-laws be updated or created. A draft Procedural By-law has been prepared which incorporates a number of concepts from the Amberly Gavel training. The draft by-law is attached for discussion, with key changes to procedure outlined below.

## DISCUSSION

### SECTION 2 - DEFINITIONS:

- Committee definitions are consistent with the Township's Committee Appointment Policy.
- Section 2.13 – A consent agenda process is included to deal with routine matters efficiently in one motion. This would include routine, non-controversial items such as the adoption of Council minutes, accounts, correspondence requiring no action and staff reports that are for information only. Items may be removed from the consent agenda and placed on the regular agenda for discussion and action by Council.

### SECTION 5 – MEETINGS:

- No changes have been made to the location or times of meetings.
- Procedures are established for the calling of special meetings and emergency meetings.
- A change has been made in Section 5.6 to stipulate that matters relating to Ombudsman investigations be conducted in closed session, in accordance with the Ombudsman Act
- Section 5.8 stipulates that the Rules of Procedure shall apply to Committees of Council.

### SECTION 6 – NOTICE:

- The current procedural by-law does not contain notice provisions regarding the calling of meetings, which is a requirement under the Municipal Act, 2001. Notice provisions have been reinstated.

- The annual Council meeting schedule will be posted on the website at the beginning of each year.
- A copy of the entire Agenda package shall be placed on the website by 4:30 p.m. on the Friday before the scheduled meeting.
- Notice provisions are provided for Special Council meetings and Emergency Council meetings.
- Notice of Committee meetings for Committees of Council is required. If adopted, Committees of Council will require training on meeting procedures.
- Procedures are included regarding the cancellation and postponement of meetings, including how notice shall be provided.

#### **SECTION 7 – CALLING TO ORDER AND QUORUM:**

- Section 7.4 states that, if there are a number of members who are not able to participate due to a conflict of interest, and the remaining members do not constitute a quorum, then the remaining members shall constitute a quorum, as long as the number is not less than 2. This minimum requirement is stated in the Municipal Conflict of Interest Act. Council may establish a number greater than that, if they desire.

#### **SECTION 8 – ROLE OF COUNCIL:**

- Section 8.3 states that, if council has technical inquiries regarding any of the agenda items, they must inquire to staff in advance of the meeting so staff is prepared to answer questions at the meeting.
- Section 8.4 states that if Council requires any substantive amount of information or reports from staff, it should be by Council motion, which will identify the Department Head responsible for the request.

#### **SECTION 12 – EMERGENCY GOVERNANCE COMMITTEE:**

- Establishes an Emergency Governance Committee in the event of a declared Emergency,

#### **SECTION 13 – CONDUCT OF PROCEEDINGS:**

- Provisions also apply to Committees of Council.

#### **SECTION 14 – PECUNIARY INTEREST:**

- Councillors may stay in the room during debate of an issue where they have declared a pecuniary interest, as long as they don't influence the voting.
- If pecuniary interest is declared in closed session, the member must leave the room. This is in accordance with the Municipal Conflict of Interest Act.

#### **SECTION 15 – AGENDAS:**

- Sets out a new format and headings for the agenda, including a consent agenda.
- Public meetings and hearings such as a Planning Advisory Committee (PAC) meeting are held during the Council meeting. The Council meeting is temporarily adjourned and Council reconvenes as a Planning Advisory Committee. When the PAC meeting is finished, it adjourns and the regular council meeting is reconvened.



- Public Gallery questions have been removed. This is consistent with the newer procedural by-law samples that were collected and the information council received during the Amberly Gavel Training Session. Council was advised that although Council meetings are “public meetings”, they are not the public’s meeting. This means that Council is to debate the issues with each other, not with members of the public. By allowing public gallery questions, Council is essentially allowing unscheduled delegations on any matter that is on the agenda. This would include reports, presentations and items of correspondence. Council may wish to have some debate on this matter. It should be recognized that there are processes in place for members of the public to make formal presentations to council through the delegation process. Complaint forms and service request forms are on the Township website, along with information on how to provide staff and Council with feedback on Township services. If council wishes to implement a forum for public input into issues, they could consider holding occasional Town Hall Sessions for that purpose. An informal recess period could be adopted for council to answer questions from the media and public before going into a closed session, or if no closed session, at the end of the meeting.
- Section 15.1 d) states that if a member of Council has an item to discuss under Other Business, it is advisable to inform the Clerk in advance so the item can be placed on the Agenda, and the public can be aware that the issue is going to be raised at the Council meeting.

#### **SECTION 16 – MINUTES:**

- All minutes from Committees of Council must be posted on the Township website.

#### **SECTION 17 – PRESENTATIONS, DELEGATIONS, PETITIONS:**

- Delegation form is attached as a schedule to the by-law
- Any communication or correspondence that is to be presented to Council must be submitted in advance and included in the Council package so that Council may review the materials prior to the delegation and formulate questions they may wish to ask.
- Oral presentations are permitted without written materials, however the delegation form must accurately state the subject matter to be presented.

#### **SECTION 20 - NOTICE OF MOTION:**

- Notice of Motion is required for motions that will require research and information for council to make an informed decision. The member of Council must give the Notice of Motion to the Clerk at the meeting for it to be considered at the next meeting.
- A motion can be considered without a Notice of Motion if two thirds of the Council vote in favour of doing so.

#### **SECTION 21 - REQUESTS BY MEMBERS:**

- Members of Council can share information about events and meetings that they attend.
- This is the section where Council can request reports from staff on various matters. This requires a two thirds vote. This should take the place of individual requests by a Council member to staff for information and investigations that require a significant amount of work and research to complete. This will ensure that staff is being directed by the whole of Council, rather than one individual Councillor.

**SECTION 24 - RECONSIDERATION:**

- Sets out guidelines for reconsideration of previous decisions of Council.

**SECTION 31 – COMMUNICATION DEVICES:**

- Communications devices must not disrupt the proceedings. Laptops and iPads shall be permitted for the purpose of taking notes and viewing meeting materials.

**FINANCIAL IMPACT**

None

**FUTURE CONSIDERATIONS**

N/A

**RELATIONSHIP TO STRATEGIC PLAN**

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

Outcome: We have a responsible and accountable local government

**REVIEWED BY (INITIAL)**

CAO \_\_\_\_\_ Clerk \_\_\_\_\_ Treasurer \_\_\_\_\_ Dir of PW \_\_\_\_\_ Chief Operator \_\_\_\_\_ Dir of Rec & Fac \_\_\_\_\_

Fire Chief \_\_\_\_\_ Police Chief \_\_\_\_\_ Other \_\_\_\_\_

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Sharon Chambers, CAO

## THE TOWNSHIP OF NORTH HURON

### BY-LAW NO. -2016

#### 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 meeting of the Council or a Committee.
- 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**

All meetings of the 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.

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

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.

- (a) 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.
  - An ongoing investigation respecting the Township, a local board or a municipally-controlled corporation by the [Ontario] Ombudsman appointed under the *Ombudsman Act*, or [a municipal] Ombudsman
- (b) 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.
- (c) 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.
- (d) For purposes of this section, a meeting not open to the Public shall be called a "Closed Session".
- (e) 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.
- (f) 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.



- (g) 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.
- (h) 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.
- (i) 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.
- (j) 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.
- (k) Subject to the provisions of this Section, Council may hear delegations in Closed Session.
- (l) 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.
- (m) The electronic audio/video recording of the proceedings of Council or a Committee Closed Session is strictly prohibited. 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 is 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.

### 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 (½) 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;
- (d.1) to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township;
- (e) to maintain the financial integrity of the Township; and
- (f) 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;

- (c.1) 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;
  - (c) do not interrupt any speech or action of the members or any other person addressing Council or the Committee;

- (d) 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;
- (e) to turn off or set to silent mode, all electronic devices; and
- (f) use recording, broadcasting or streaming devices respectfully, and should the Head of Council or Chair direct it, move or cease to use said devices. In the event, the individual is noncompliant, the Head of Council or the Committee shall request the individual leave the room.

13.12 All meetings may be audio and/or visually recorded, broadcast and/or streamed publically by the Township, with the exception of proceedings of meetings closed to the public (See Section 5.6(m)).

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;
- (g) 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 Mayor 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
12. 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.
13. Closed Session and Reporting Out
14. Confirmatory By-law
15. 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 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.

17.3 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.

- 17.4 Any communication or correspondence as referred to in Subsection 17.2 must include full name and contact information of the sender and is received by the Clerk or Recording Secretary no later than 4:20 p.m. on the Wednesday preceding the meeting.
  - 17.5 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.
  - 17.6 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.
  - 17.7 The Head of Council or the Chair has the discretion to limit delegations on repetitive topics, or topics that are deemed to be frivolous.
  - 17.8 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.
  - 17.9 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.
  - 17.10 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.
  - 17.11 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 1:00 p.m. on the Thursday 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. Nothing shall prevent Council from giving all three readings to a By-law at one sitting of Council.

- 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, may be permitted and shall be subject to the approval

and/or direction of the Reeve or Committee Presiding Officer unless otherwise decided by the 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 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 effect 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. 05-2012, as adopted on January 2<sup>nd</sup>, 2012, 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 1<sup>st</sup>, day of February, 2016.

**READ a THIRD** time and **FINALLY PASSED** this 1<sup>st</sup>, day of February, 2016.

CORPORATE SEAL

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

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



SCHEDULE A  
TO THE NORTH HURON PROCEDURAL BY-LAW -2016  
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 \_\_\_\_\_



**SCHEDULE B**  
**TO THE NORTH HURON PROCEDURAL BY-LAW**  
**TOWNSHIP OF NORTH HURON**  
**COUNCIL AND COMMITTEE DELEGATION REQUEST**

A "delegation" means a person or group of people who address Council or a Committee for the purpose of making a presentation. See the Township of North Huron Procedure By-law for details.

Please ensure this form is completed, with an attachment outlining your request for a Council delegation. This Request Form must be received by the Clerk no later than 4:30 on the Wednesday preceding the Council meeting. The Request must be delivered by email, fax or in person. A schedule of the Council meetings is located on the Municipal website at [www.north.huron.ca](http://www.north.huron.ca)

Fax: 519-357-1110 Email: [kadams@northhuron.ca](mailto:kadams@northhuron.ca)  
Address: 274 Josephine Street, Wingham, Ontario N0G 2W0

DATE OF MEETING: \_\_\_\_\_

NAME OF PERSON(S) MAKING PRESENTATION (and title/position, if applicable) \_\_\_\_\_

GROUP/ORGANIZATION DELEGATION REPRESENTS: \_\_\_\_\_

FULL MAILING ADDRESS OF DELEGATION(S): \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

GENERAL NATURE OF DELEGATION: \_\_\_\_\_

PLEASE INDICATE THE ACTION/DECISION BEING REQUESTED OF COUNCIL:

\_\_\_\_\_  
\_\_\_\_\_

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. 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.

For further information on the procedure for appearing before Council as a delegation, please contact Kathy Adams Clerk, at 519-357-3550 or [kadams@northhuron.ca](mailto:kadams@northhuron.ca)  
**Information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act.**

Delegation Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Clerk or designate \_\_\_\_\_ Date Received \_\_\_\_\_

**OFFICE USE:**  
 Confirmed with Requestor on \_\_\_\_\_ (date) by \_\_\_\_\_ (phone/email).



## TOWNSHIP OF NORTH HURON

## REPORT

Item No. 169.3

**REPORT TO:** Reeve Vincent and Council  
**PREPARED BY:** Connie Goodall  
**DATE:** January 13, 2016  
**SUBJECT:** Creative Countryside Job Creation Partnership Phase 2  
**ATTACHMENTS:** None

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### RECOMMENDATION:

THAT the Council of the Township of North Huron provide a letter to the Ministry of Training, Colleges and Universities in support of the funding application for Phase 2 of Huron's Creative Countryside Job Creation Partnership.

### EXECUTIVE SUMMARY

Huron's Creative Countryside Phase 2 JCP Project builds capacity for key arts, culture and heritage organizations in the County by providing needed human resources to expand their delivery of services and programs while providing JCP participants with the training and skills required for success in the expanding creative economy sector. The proposed 2016 - 2017 activities are incremental to the work carried out this past year. Ten JCP participants will further the goals of the Huron County Cultural Plan.

### DISCUSSION

If the application is successful, one of the ten positions will work out of North Huron on the Alice Munro Festival of the Short Story (AMFSS). By identifying and completing further work outlined in the Huron County Cultural Plan, The Alice Munro Labour Market Partnership Final Report and the five year business plan created for the AMFSS, the festival will move closer to applying for charitable status and become a stand-alone event versus the current status of Committee of Council.

### FINANCIAL IMPACT

If the funding application is successful, a \$1,000 contribution to the project is currently reflected in the Economic Development. The Alice Munro Festival of the Short Story Planning Committee will be approached about contributing an additional \$1000 making it a partnership between North Huron/AMFSS along with Ministry of Training Colleges and Universities and Huron Business Development Corporation (the project lead). For this contribution the Festival will have a full time position for 42 week (potentially May 2, 2016 – March 30, 2017).

The Creative Countryside project will have a Project Coordinator to oversee the ten positions across the County. In the proposed budget for the project, rental space for the Project Coordinator is listed at \$100/month for the 42 weeks. There is interest by the Project Coordinator to work out of Wingham. Space can be made at the North Huron Museum for the duration of the project. Revenue of \$1100 will be available to North Huron.

**FUTURE CONSIDERATIONS**

With support the Alice Munro Festival will move towards becoming a stand-alone event of significance for North Huron and the County of Huron.

**RELATIONSHIP TO STRATEGIC PLAN**

GOAL: Our community is attractive to new business and residents

- Tourism is a driver in Economic Development


*Engage County partners such as the Huron Arts and Heritage Network to promote the Alice Munro Literary Garden and Alice Munro connection through the revitalization of the Alice Munro Festival of Readers and Writers*

**REVIEWED BY (INITIAL)**

CAO \_\_\_\_\_ Clerk \_\_\_\_\_ Treasurer \_\_\_\_\_ Dir of PW \_\_\_\_\_ Chief Operator \_\_\_\_\_ Dir of Rec & Fac \_\_\_\_\_

Fire Chief \_\_\_\_\_ Police Chief \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Name, Role

  
\_\_\_\_\_  
Name, Role

SHARON CHAMBERS, CAO