



Corporation of the Municipality of South Huron
Revised Agenda - Regular Council Meeting

Monday, June 18, 2018, 6:00 p.m.
Council Chambers - Olde Town Hall

Accessibility of Documents:

Documents are available in alternate formats upon request. If you require an accessible format or communication support, please contact the Clerk's Department at 519-235 -0310 or by email at clerk@southhuron.ca to discuss how best we can meet your needs.

Pages

1. Meeting Called To Order

Welcome & O Canada

2. Public Meeting

Recommendation:

That South Huron Council adjourn at p.m. for the purpose of a Public Meeting pursuant to the Planning Act for a proposed zoning amendment and Official Plan amendment.

3. Amendments to the Agenda, as Distributed and Approved by Council

8.4.4, 8.4.5, 8.4.6, 8.4.7, 8.4.8 - Addition of Staff Reports

10.1 - Addition of Notice of Motion

15.2, 15.3 - Addition of By-laws

Recommendation:

That South Huron Council approves the Agenda as amended.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Delegations

5.1 Drainage Act - Meeting to Consider the Engineer's Report

5.1.1 Neil Municipal Drain 2018

5.1.2 Carroll Municipal Drain 2018

47

Recommendation:

That South Huron Council receives the delegation as prepared and presented by by Mr. Chris Dietrich, Engineer; and

That South Huron Council authorizes staff to initiate the tender process, if required, to be considered by Council following the Court of Revision for the new drainage systems known as:

- **Neil Municipal Drain 2018**
- **Carroll Municipal Drain 2018.**

5.2 Upper Thames River Conservation Authority - 2018 Budget Presentation

85

Recommendation:

That South Huron Council receives the delegation as presented from Upper Thames River Conservation Authority by Ian Wilcox, General Manager and Tony Jackson, Board Representative.

6. Minutes

6.1 Minutes of the Regular Council Meeting of June 4, 2018

100

Recommendation:

That South Huron Council adopts the minutes of the Regular Council Meeting of June 4, 2018, as printed and circulated.

6.2 Minutes of the Public Meeting of June 4, 2018

113

Recommendation:

That South Huron Council adopts the minutes of the Public Meeting of June 4, 2018, as printed and circulated.

6.3 Minutes of Committee of Adjustment of June 4, 2018

116

Recommendation:

That South Huron Council adopts the minutes of the Committee of Adjustment Meeting of June 4, 2018, as printed and circulated.

6.4 Minutes of the Committee of the Whole Meeting of June 11, 2018

119

Recommendation:

That South Huron Council adopts the minutes of the Committee of the Whole Meeting of June 11, 2018, as printed and circulated.

7. Councillor Board and Committee Reports

7.1	Kirkton-Woodham Community Centre Board - Minutes of November 30, 2017	126
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7.2	Kirkton-Woodham Community Centre Board - Motion brought forward from June 6, 2018 meeting	130
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Recommendation:

That South Huron Council accept the recommendation of the Kirkton-Woodham Community Centre Board to approve Ken Toews as a member of the Board.

7.3	Communities in Bloom - Minutes of May 2, 2018	131
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7.3.1	Cathy Seip, Chair Correspondence	135
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7.4	Community Hub/Recreation Project Steering Advisory Committee - Minutes of May 29, 2018	137
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Recommendation:

That the minutes of the following committees and/or boards be received as presented to Council:

- Kirkton-Woodham Community Centre Board minutes of November 30, 2017;
- Communities in Bloom minutes of May 2, 2018; and
- Community Hub/Recreation Project Steering Advisory Committee minutes of May 29, 2018.

8. Staff Reports

8.1 Planning

8.1.1	S. Smith, Huron County Planner - Consent (C34/2018) 1058481 Ontario Inc. (Cox)	141
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Recommendation:

That South Huron Council recommends to Huron County Council that Consent for file C34/2018 be granted with conditions as set out in the Planner's report dated June 8, 2018.

8.2 Financial Services

- 8.2.1 S. Becker, Director of Finance - FCM – Municipal Asset Management Program Grant

148

Recommendation:

That South Huron Council receives the report from S. Becker, Director of Finance re: FCM – Municipal Asset Management Program Grant dated June 18, 2018; and

That Council authorize Staff to prepare and apply for the Federation of Canadian Municipalities' Municipal Asset Management Program grant for Asset Management Program; and

That the Municipality commits to conduct the following activities: Identify and fill any data gaps within the core assets and undertake condition assessments for the linear infrastructure; and

That the Municipality commits \$200,000 as included in the 2018 budget toward the costs of this initiative.

8.3 Operations and Infrastructure

- 8.3.1 D. Giberson, Director of Operations and Infrastructure - Tender Results for the joint Whalen Line Reconstruction Project (Highway #4 to McTaggart Line)

156

Recommendation:

That South Huron Council receive the report from D. Giberson, Operations and Infrastructure Director re: Tender Results for the joint Whalen Line Reconstruction Project (Highway #4 to McTaggart Line); and

That South Huron Council authorize 50% funding of the joint Whalen Line Reconstruction Project (Highway #4 to McTaggart Line) with Township of Lucan Biddulph in the amount of \$329,091.56 including non-recoverable HST; and

That South Huron Council authorize the deferral of the Gregus Court Overlay and the Marlborough Street surface treatment projects and use savings realized from the Huron Street East Reconstruction Project to fund a the budget shortfall for the joint Whalen Line Reconstruction Project.

- 8.3.2 D. Giberson, Director of Operations and Infrastructure - Tender Results for the joint Line 17 Project (Hern Line to Rodgerville Road)

161

Recommendation:

That South Huron Council receive the report from D. Giberson, Director of Operations and Infrastructure re: Tender Results for the joint Line 17 Project (Hern Line to Rodgerville Road); and

That South Huron Council authorize 50% funding of the joint Line 17 Project (Hern Line to Rodgerville Road) with the Municipality of West Perth in the amount of \$85,812.12 plus HST.

- 8.3.3 D. Giberson, Director of Operations and Infrastructure - Water Meter Testing Policy

165

Recommendation:

That South Huron Council receive the report from D. Giberson, Director of Operations and Infrastructure re: Water Meter Testing Policy.

8.4 Administration

- 8.4.1 S. Currie, Communications and Strategic Initiatives Officer - Municipality of South Huron Communication Policy

169

Recommendation:

That South Huron Council receives the report from S. Currie, Communications and Strategic Initiatives Officer entitled "Municipality of South Huron Communication Policy," and,

That South Huron Council approve the Communication Policy as presented.

8.4.2 R. Msuya-Collison, Clerk - 2018 Restricted Acts of Council
("Lame Duck" period)

183

Recommendation:

That South Huron Council receives the report by R. Msuya-Collison, Clerk re: 2018 Delegation of Powers during "Lame Duck" Council for information; and

That Council authorizes the Clerk to prepare the necessary by-law prior to Nomination Day (July 27, 2018), delegating authority from July 27, 2018 to December 3, 2018 as outlined:

- a)The appointment or removal from office of any officer of the municipality;**
- b)The hiring or dismissal of any employee of the municipality;**
- c)The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;**
- d)Making any expenditure or incurring any other liability which exceeds \$50,000; and and**
- e) That the CAO will report to Council if the delegation of authority is exercised under the proposed by-law; and**

Further that the by-law shall come into force and effect only in the event that less than 75% percent of the current members of Council will be returning to sit on the new Council after Nomination Day of the 2018 Municipal Election as determined by the Clerk.

8.4.3 R. Msuya-Collison, Clerk - Appoint Members to Court of Revision

187

Recommendation:

That South Huron Council receives the report from R. Msuya-Collison, Clerk, re: Appoint Members to Court of Revision for the the Carroll Municipal Drain 2018 and the Neil Municipal Drain 2018; and

That South Huron Council hereby appoints the following members to the Court of Revision for above Municipal Drains to be held on July 16, 2018 at 5:00 p.m., prior to the regularly scheduled Council meeting:

That _____ be appointed Chair.

8.4.4 *D. Best, Chief Administrative Officer - Special Events Policy*

190

Recommendation:

That the memo of D. Best, Chief Administrative Officer dated June 18, 2018 regarding the Special Events Policy be received; and

That Council approve the Special Events Policy as presented; and

That the necessary By-law be forwarded to Council for the required three readings; and

That Schedule "B" of By-law 34-2015 be amended to include the following administration fees for Special Events:

- Administration Fee (non refundable and cannot be waived) \$50
- Moderate Event (50-99) \$50
- Major Event (over 1,000) \$500

8.4.5	<i>D. Best, Chief Administrative Officer - Municipal Alcohol Risk Management Policy</i>	201
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Recommendation:

That the memo of D. Best, Chief Administrative Officer dated June 18, 2018 regarding the Alcohol Risk Management Policy be received; and

That Council approve the Alcohol Risk Management Policy as presented; and

That the necessary By-law be forwarded to Council for the required three readings.

8.4.6	<i>D. Best, Chief Administrative Officer - Revised Parking By-law</i>	215
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Recommendation:

That the memo of D. Best, Chief Administrative Officer dated June 4, 2018 regarding the proposed Parking By-Law be received for information purposes.

8.4.7	<i>D. Best, Chief Administrative Officer - Main Street Revitalization Update</i>	229
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Recommendation:

That the memo from D. Best, Chief Administrative Officer dated June 11, 2018 regarding the Main Street Revitalization Initiative be received; and

That Council authorize the following projects to be approved as part of the Main Street Revitalization in Exeter as follows:

- Accessibility improvements for access to local businesses
- Streetscaping including banners and lighting
- Wayfinding signage

8.4.8 *D. Best, Chief Administrative Officer - Engagement Policy*

232

Recommendation:

That the report of D. Best, Chief Administrative Officer dated June 18, 2018 regarding the Engagement Policy be received; and

That South Huron Council approve the Engagement Policy as presented.

9. Deferred Business

9.1 North Huron Invitation to Municipal Night - Blyth Festival

234

9.2 Huron County Health Unit Request

235

Recommendation:

That South Huron Council accept the Huron County Health Unit request as follows:

- that South Huron accept a large disposal kiosk from the Huron County Health Unit to place on Municipal Property for the safe disposal of sharps; and
- that South Huron secure an ongoing contract with a provider for the disposal of hazardous sharps.

10. Notices of Motion

10.1 *Notice of Motion*

Recommendation:

Moved by C. Hebert

Be it resolved that correspondence be sent to Mr. Chris Froggatt, the Transition Chair to Premier Designate Doug Ford by the Mayor on behalf of Council congratulating the Premier Designate on his recent election and offering an open invitation to the Premier Designate to visit the Municipality of South Huron; and

That correspondence be sent to Mr. Chris Froggatt, the Transition Chair to Premier Designate Doug Ford by the Mayor on behalf of Council advocating to the Premier Designate that our MPP Lisa Thompson based on her strong commitment to rural Ontario be strongly considered for the Minister of Agriculture Food and Rural Affairs portfolio; and

That a copy be forwarded to all municipalities in the Huron-Bruce riding asking to support our motion and forwarding the same to Mr. Chris Froggatt, the Transition Chair to Premier Designate Doug Ford.

11. Mayor & Councillor Comments and Announcements

12. Communications

12.1	Ontario Provincial Police - OPP Municipal Policing Latest Initiatives	236
12.2	Huron County - Request for Support - Municipalities for Climate Change Staff Grant	238
12.3	Huron County Distribution Centre - Thank You	239

13. Closed Session

14. Report From Closed Session

15. By-Laws

15.1	By-Law No. 28-2018 - Khiva Municipal Drain	240
	Third and Final Reading	

Recommendation:

That the South Huron Council gives third and final reading to By-Law #28-2018, being a by-law to provide for the Khiva Municipal Drain 2018 in the Municipality of South Huron.

- 15.2 *By-Law No. 52-2018 - Special Events By-Law* 242

Recommendation:

That the South Huron Council gives first, second and third and final reading to By-Law 52-2018, being a by-law to Regulate and Govern the Holding of Special Events in the Municipality of South Huron, and to Establish a License System for Special Events

- 15.3 *By-Law No. 53-2018 - Municipal Alcohol Risk Management Policy* 253

Recommendation:

That the South Huron Council gives first, second and third and final reading to By-Law 53-2018, being a by-law to establish a Municipal Alcohol Risk Management Policy for the Corporation of the Municipality of South Huron.

- 15.4 *By-Law No. 57-2018 - Agreement - Water Sewer Charges for Two Units* 268

Recommendation:

That South Huron Council gives first, second, third and final reading to By-Law #57-2018, being a By-Law to authorize an Agreement with Chasen Bridge and Amanda Bridge in the Municipality of South Huron

- 15.5 *By-Law No. 58-2018 - Brinke Rezoning By-Law* 271

Recommendation:

That the South Huron Council gives first, second and third and final reading to By-Law #58-2018, being a by-law to amend By-Law #13-84, being the Zoning By-Law for the former Township of Usborne for lands known as Part Lot 20, South East Boundary, Usborne Ward, Municipality of South Huron.

- 15.6 *By-Law No.59-2018 - Appoint Building Inspector - Jeff Bibby* 276

Recommendation:

That the South Huron Council gives first, second and third and final reading to By-Law #59-2018 being a by-law to appoint a Building Inspector, Jeff Bibby for the Corporation of the Municipality of South Huron.

- 15.7 By-Law No. 60-2018 - Neil Municipal Drain 2018 277

First and Second only.

Recommendation:

That the South Huron Council gives first and second reading to By-Law #60-2018, being a by-law to provide for the Neil Municipal Drain 2018 in the Municipality of South Huron.

- 15.8 By-Law No. 61-2018 - Carroll Municipal Drain 2018 279

First and Second only.

Recommendation:

That the South Huron Council gives first and second reading to By-Law #61-2018, being a by-law to provide for the Carroll Municipal Drain 2018 in the Municipality of South Huron.

- 15.9 By-Law No. 62-2018 - Lame Duck Delegation of Authority 281

Recommendation:

That the South Huron Council gives first, second and third and final reading to By-Law #62-2018, being a by-law to Delegate Authority to the Chief Administrative Officer for Certain Acts During a “Lame Duck” Period for the Corporation of the Municipality of South Huron.

16. Confirming By-Law

- 16.1 By-Law No. 63-2018 – Confirming By-Law 283

Recommendation:

That the South Huron Council gives first, second and third and final reading to By-Law #63-2018, being a by-law to confirm matters addressed at the June 18, 2018 Council meeting.

17. Adjournment

Recommendation:

That South Huron Council hereby adjourns at _____ p.m., to meet again on July 3, 2018 at 6:00 p.m. or at the Call of the Chair.

Municipality of South Huron
322 Main Street S
Exeter ON N0M 1S6

Notice of Meeting to Consider the Engineer's Report

Drainage Act, R.S.O. 1990, c. D.17, s. 42

To:

Enter Name and Current Address of Property Owner

In accordance with section 42 of the *Drainage Act*, you as an owner of land affected by the proposed drainage works for the

Neil Municipal Drain 2018

(Name of drain)

are requested to attend a council meeting to consider the final report filed with the Municipality

of South Huron

for this drainage works.

The meeting will take place:

Date (yyyy/mm/dd)

2018/06/18

Time

6:00 p.m

Location

Council Chambers, South Huron

If the share of the project cost assessed to your property is more than \$100, a copy of the report is included with this notice.

Name of Clerk (Last Name, First Name)

Msuya-Collison

Name of Municipality

Municipality of South Huron

Signature of Clerk

Date (yyyy/mm/dd)

2018/05/29

Failure to attend meeting: If you do not attend the meeting, it will proceed in your absence. If you are affected or assessed by this proposed project, you will continue to receive notification as required by the *Drainage Act*.

Activities at the meeting to consider the report:

- Usually the engineer will present a summary of the report to council
- For drains initiated by petition:
 - Petitioners will be given an opportunity to withdraw their name from the petition
 - Other owners that benefit from the drain will be given an opportunity to add their name to the petition
- Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law; they also have the option to refer the report back to the engineer for modifications.
- All property owners affected by the drain will have an opportunity to influence council's decision
- There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure. *Drainage Act, R.S.O. 1990, c. D.17, s. 47 - 54.*

Petitioners: After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act, R.S.O. 1990, c. D. 17 s. 43.*



Municipality of South Huron
322 Main Street S
Exeter ON N0M 1S6

Notice of Meeting to Consider the Engineer's Report

Drainage Act, R.S.O. 1990, c. D.17, s. 42

To:

Enter Name and Current Address of Property Owner

In accordance with section 42 of the *Drainage Act*, you as an owner of land affected by the proposed drainage works for the

Carroll Municipal Drain 2018

(Name of drain)

are requested to attend a council meeting to consider the final report filed with the Municipality

of South Huron

for this drainage works.

The meeting will take place:

Date (yyyy/mm/dd)

2018/06/18

Time

6:00 p.m

Location

Council Chambers, South Huron

If the share of the project cost assessed to your property is more than \$100, a copy of the report is included with this notice.

Name of Clerk (Last Name, First Name)

Msuya-Collison

Name of Municipality

Municipality of South Huron

Signature of Clerk



Date (yyyy/mm/dd)

2018/05/29

Failure to attend meeting: If you do not attend the meeting, it will proceed in your absence. If you are affected or assessed by this proposed project, you will continue to receive notification as required by the *Drainage Act*.

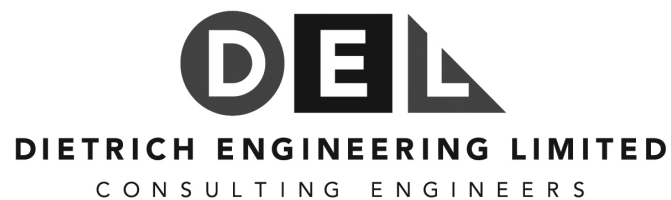
Activities at the meeting to consider the report:

- Usually the engineer will present a summary of the report to council
- For drains initiated by petition:
 - Petitioners will be given an opportunity to withdraw their name from the petition
 - Other owners that benefit from the drain will be given an opportunity to add their name to the petition
- Council must decide whether or not to proceed with the project by provisionally adopting the engineer's report by by-law; they also have the option to refer the report back to the engineer for modifications.
- All property owners affected by the drain will have an opportunity to influence council's decision
- There is no right to appeal assessments or other aspects of the engineer's report at this meeting; these appeal rights will be made available later in the procedure. *Drainage Act, R.S.O. 1990, c. D.17, s. 47 - 54.*

Petitioners: After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act, R.S.O. 1990, c. D. 17 s. 43.*



**Neil Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)**



Reference No. 1723

April 23, 2018

Neil Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)

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Specifications for the Construction of Municipal Drainage Works

DIVISION A-General Conditions

DIVISION C-Specification for Tile Drains

DIVISION E-Specification for Drainage Crossings by the Boring Method

DIVISION H-Special Provisions

April 23, 2018

**Neil Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)**

**To the Mayor and Council
of the Municipality of South Huron**

Members of Council:

Introduction

We are pleased to present our report on the “Neil Municipal Drain 2018”, serving parts of Lots 12 & 13, Concession 8 and Parts of Lots 12 & 13, Concession 9 in the Municipality of South Huron, Stephen Ward, County of Huron.

Authority to prepare this report was obtained by a resolution of the Municipality of South Huron Council at its June 5, 2017 meeting to appoint Dietrich Engineering Limited to prepare an Engineer’s Report.

In accordance with your instructions pursuant to a petition received by Council under Section 4 of the Drainage Act, R.S.O. 1990, we have made an examination and survey of the affected area and submit herewith our Report which includes Plan, Profiles and Specifications for this work.

The area requiring drainage is Part of Lot 13, Concessions 8 & 9. The petition is valid in compliance with Section 4(1)(a) of the Drainage Act, R.S.O. 1990.

The attached Plan and Profiles, Drawing No’s. 1 & 2, Reference No. 1723, Specifications and the Instructions to Tenderers form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected

History

The existing drainage basin is presently being drained by means of a private tile drainage system.

The outlet for this drain is the Mud Creek Municipal Drain.

On-Site Meeting

In accordance with Section 9(1) of the Drainage Act, R.S.O. 1990, an on-site meeting was held on November 14, 2017. The place of meeting was on the Babylon Line adjacent to the Quality Produce (Exeter) Ltd. Property; Lot 13, Concession 9. Persons in attendance were:

William Dietrich, P. Eng.	Dietrich Engineering Limited
Lorna Finkbeiner	Landowner
Charles Hayden	(representing Lorna Finkbeiner)
Bill Jeffrey	(representing Quality Produce (Exeter) Ltd.)
Jason Parr	Transportation Service Manager, South Huron

Information Meeting

An information meeting was held on April 16, 2018 at the Municipality of South Huron Municipal Office. Persons in attendance were:

William Dietrich, P. Eng.	Dietrich Engineering Limited
Lorna Finkbeiner	Landowner
Charles Hayden	(representing Lorna Finkbeiner)
Jim Neil	(representing Quality Produce (Exeter) Ltd.)
Bill Jeffrey	(representing Quality Produce (Exeter) Ltd.)
Perry Schwab	Landowner

The information provided proposed constructing a municipal drainage system to service parts of Lots 12 & 13, Concessions 8 & 9 in the Municipality of South Huron, Stephen Ward. This meeting provided a review of the design of the proposed drainage system, the estimated costs of the project and proposed assessments.

Findings

We have made an examination of the drainage area and have found the following:

1. The existing private tile drainage system is in a poor state of repair and is neither of sufficient capacity nor depth to drain the surrounding and upstream lands within the watershed at today's standards of drainage.

Recommendations

It is our recommendation that:

1. A new tile drainage system be constructed consisting of the Main Drain and Branch 'A'.
2. The Main Drain includes the installation of 1158 metres of 200mm to 450mm diameter tile from an outlet in the Mud Creek Municipal Drain in Lot 13, Concession 9 upstream into Lot 12, Concession 8.
3. Branch 'A' includes the installation of 185 metres of 200mm diameter tile in Lot 12, Concession 9.
4. This new drainage system shall be known as the "Neil Municipal Drain 2018".
5. The drainage coefficient design standard used for this drain is 38mm of rainfall per 24 hours.

Summary of Proposed Works

The proposed work consists of the installation of approximately 1327 metres of 200mm to 450mm diameter concrete field tile and HDPE pipes; the installation of five(5) concrete catch basins; and the installation of 16metres of 400mm O.D. smooth wall steel casing by the Boring Method.

Working Area

The working area for construction purposes shall be a width of thirty (30) meters centered on the proposed tile drain; Main Drain (Sta 0+000 to Sta 0+344) and a width of twenty (20) metres centered on the proposed tile drain Main Drain (Sta 0+344 to Sta 1+158) and Branch 'A' (Sta 0+000 to Sta 0+185) The working area for maintenance purposes shall be a width of ten (10) metres centered on

the proposed tile drain. Each landowner on whose property the drainage work is to be constructed shall designate access to and from the working area.

Watershed Characteristics

The Drainage Area comprises approximately 42.5 hectares. Land use within the watershed is primarily agricultural.

Allowances

In accordance with Sections 29 and 30 of the Drainage Act, R.S.O. 1990, we determine the allowances payable to Owners entitled thereto as follows.

Lot or Part	Con.	Owner	Roll No.	Right-of-Way (Section 29)	Damages to Lands and Crops (Section 30)	Total Allowances
Neil Municipal Drain 2018						
Main Drain						
Pt 12 & 13	9	Quality Produce (Exeter) Ltd	9-015	\$8,790	\$7,600	\$16,390
S Pt 12	8	L. Finkbeiner	8-017	\$560	\$700	\$1,260
S Pt 13	8	Quality Produce (Exeter) Ltd	8-018	\$1,280	\$1,220	\$2,500
Total Allowances, Main Drain				\$10,630	\$9,520	\$20,150
Branch 'A'						
Pt 12	9	P&S Schwab	9-014		\$500	\$500
Pt 12	9	Quality Produce (Exeter) Ltd	9-015	\$2,080	\$1,480	\$3,560
Total Allowances, Branch 'A'				\$2,080	\$1,980	\$4,060
Total Allowances				\$12,710	\$11,500	\$24,210

Total Allowances, under Sections 29 and 30 of the Drainage Act, R.S.O. 1990;
Neil Municipal Drain 2018.

\$24,210

The land values used for calculating allowances for Right-of-Way was \$45,000/ha for agricultural lands and \$20,000/ha for bush land.

The allowances for Right-of-Way under Section 29 of the Drainage Act, R.S.O. 1990 were calculated based on 25% of the land value for a 10 metre Right-of-Way.

Estimated Construction Costs

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

Labour, Equipment, and Materials

A) Main Drain

1)	Supply 344 metres of 450mm diameter HDPE pipe (bell and spigot complete with rubber gaskets)	\$ 22,360
	Installation	\$ 13,760
2)	Supply 125 metres of 450mm diameter concrete field tile	\$ 3,625
	Installation	\$ 3,000
3)	Supply 499 metres of 300mm diameter concrete field tile	\$ 7,984
	Installation	\$ 9,980
4)	Supply 164 metres of 200mm diameter perforated HDPE Pipe complete with filter sock	\$ 3,280
	Installation	\$ 3,280
5)	Supply and install 1-450mm x 300mm HDPE Pipe (reducer at Sta. 0+475)	\$ 600
6)	Supply and place quarry stone rip-rap protection and geotextile filter material (outlet structure at Sta. 0+000)	\$ 2,500
7)	Supply and install 1 standard 600mm x 600mm concrete catch basin at Sta. 1+158	\$ 2,000
8)	Clearing and grubbing (Sta 0+000 to Sta 0+344)	\$ 2,000
9)	Tile connections	\$ 1,501
	Sub-Total	\$ 75,870

10) Work to be done on the Municipality of South Huron

Road Allowance, Babylon Line (Sta. 0+974 to Sta. 0+994)

a) Supply 16 metres of 400mm O.D. smooth wall steel casing, 9.53mm wall thickness	\$ 3,040
Installation of 16 metres of 400mm O.D. smooth wall steel casing by the Boring Method	\$ 9,600
b) Supply 4 metres of 375mm diameter HDPE Pipe (BOSS 2000 or eq.)	\$ 200
Installation of 4 metres of 375mm diameter HDPE Pipe	\$ 300
c) Supply and install 1- standard 600mm x 600mm concrete ditch inlet catch basin at Sta. 0+994 (inline type)	\$ 2,000
d) Supply and install 1 standard 600 mm x 600 mm concrete ditch inlet catch basin offset 4 metres north of Sta. 0+974.	\$ 1,800
e) Supply 4 metres of 200mm diameter HDPE pipe including 1-375mm x 200mm HDPE tee	\$ 380
f) Installation (offset DICB connection at Sta 0+974)	\$ 300
Sub-Total	\$ 17,620

**TOTAL ESTIMATED CONSTRUCTION COSTS
MAIN DRAIN**
\$ 93,490
B) Branch 'A'

1) Supply 185 metres of 200mm diameter perforated HDPE pipe complete with filter sock	\$ 3,700
Installation	\$ 3,700
2) Supply and install 1 – 450mm x 200mm HDPE tee at Sta 0+000	\$ 500
3) Supply and install 1 standard 600mm x 600mm concrete ditch inlet catch basin at Sta. 0+185 (inlet type)	\$ 2,000

**TOTAL ESTIMATED CONSTRUCTION COSTS
BRANCH 'A'**
\$ 9,900

Summary of Construction Costs

A) Total Estimated Construction Costs – Main Drain	\$ 93,490
C) Total Estimated Construction Costs – Branch ‘A’	\$ 9,900
TOTAL ESTIMATED CONSTRUCTION COSTS	\$ 103,390

Total Estimated Materials	\$ 44,569
Total Estimated Labour and Equipment	\$ 58,821
TOTAL ESTIMATED CONSTRUCTION COSTS	\$ 103,390

Summary of Costs

Allowances under Sections 29 and 30 of the Drainage Act, R.S.O. 1990	\$ 24,210
Total Estimated Construction Costs	\$ 103,390
Meetings, survey, design, preparation of preliminary cost estimates and reports, preparation of final drainage report, consideration of report and court of revision	\$ 19,500
Preparation of contract documents, contract administration, supervision and inspection of construction	\$ 12,400
Contingencies, Interest, and net H.S.T.	\$ 4,800
TOTAL ESTIMATED COSTS	
NEIL MUNICIPAL DRAIN 2018	\$ 164,300

The estimated cost of the work in the Municipality of South Huron is \$164,300.

Assessment

We assess the cost of this work against the lands and roads liable for assessment for benefit and outlet as shown on the annexed Schedule of Assessment. We have determined that there is no injuring liability assessment involved.

Whether or not the Municipality of South Huron elects to do the work on their property, Babylon Line, Main Drain, Sta. 0+974 to Sta. 0+994, they shall be assessed the actual increased costs to the drainage works due to the construction and operation of the road as a Special Assessment in addition to any benefit and outlet assessments. The Special Assessment shall be made up of the actual construction costs plus an allowance for administration costs.

Maintenance

After completion, this drain shall be maintained by the Municipality of South Huron at the expense of all the lands and roads assessed in the attached Schedules of Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Respectfully submitted,

DIETRICH ENGINEERING LIMITED



W. J. Dietrich, P.Eng.

WJD:ch



SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Neil Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SEC. 22)	(SEC. 23)	(SEC. 26)	TOTAL ASSESSMENT	LESS 1/3		NET
					BENEFIT	OUTLET LIABILITY	SPECIAL ASSESSMENT		GOV'T GRANT	ALLOWANCES	
<u>Main Drain</u>											
N Pt. 12	8	3.0	L. Finkbeiner	8-017	\$3,000	\$5,182		\$8,182	\$2,727	\$1,260	\$4,195
S Pt. 13	8	4.3	Quality Produce (Exeter) Ltd	8-018	\$7,000	\$6,443		\$13,443	\$4,481	\$2,500	\$6,462
* N Pt. 13	8	0.6	K. Schwartzentruber	8-019		\$1,127		\$1,127			\$1,127
Pt. 12	9	0.8	G. Gielen	9-013-15		\$140		\$140	\$47		\$93
Pt. 12	9	6.4	P. & S. Schwab	9-014		\$1,352		\$1,352	\$451		\$901
13, N Pt. 12	9	26.5	Quality Produce (Exeter) Ltd	9-015	\$70,700	\$15,757		\$86,457	\$28,819	\$16,390	\$41,248
Total Assessment on Lands					\$80,700	\$30,001		\$110,701	\$36,525	\$20,150	\$54,026
Babylon Line		0.9	Municipality of South Huron		\$8,000	\$3,929	\$23,070	\$34,999			\$34,999
Total Assessment on Roads					\$8,000	\$3,929	\$23,070	\$34,999			\$34,999
Total Assessment on Lands and Roads, Neil Municipal Drain 2018 (Main Drain)											
					\$88,700	\$33,930	\$23,070	\$145,700	\$36,525	\$20,150	\$89,025

NOTES: 1. * Denotes lands not eligible for ADIP grants.
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.

SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Neil Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	(SEC. 22)	(SEC. 23)	TOTAL ASSESSMENT	LESS 1/3		NET
					BENEFIT	OUTLET LIABILITY		GOV'T GRANT	ALLOWANCES	
<u>Branch "A"</u>										
Pt. 12	9	0.4	G. Gielen	9-013-15		\$186		\$62		\$124
Pt. 12	9	4.7	P. & S. Schwab	9-014	\$1,000	\$2,156	\$3,156	\$1,052	\$500	\$1,604
13, N Pt. 12	9	3.9	Quality Produce (Exeter) Ltd.	9-015	\$13,500	\$1,758	\$15,258	\$5,086	\$3,560	\$6,612
Total Assessment on Lands					\$14,500	\$4,100	\$18,600	\$6,200	\$4,060	\$8,340
Total Assessment on Lands and Roads, Neil Municipal Drain 2018 (Branch "A")										
					\$14,500	\$4,100	\$18,600	\$6,200	\$4,060	\$8,340

NOTES: 1. All above lands are eligible for ADIP grants.
2. The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.

SCHEDULE OF NET ASSESSMENT FOR CONSTRUCTION
Neil Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)

LOT OR			ROLL NO.	LESS 1/3			NET ASSESSMENT		
PART	CON.	OWNER		TOTAL ASSESSMENT	GOV'T GRANT	LESS ALLOWANCES			
N Pt. 12	8	L. Finkbeiner	8-017	\$8,182		\$8,182	\$2,727	\$1,260	\$4,195
S Pt. 13	8	Quality Produce (Exeter) Ltd.	8-018	\$13,443		\$13,443	\$4,481	\$2,500	\$6,462
* N Pt. 13	8	K. Schwartzentruber	8-019	\$1,127		\$1,127			\$1,127
Pt. 12	9	G. Gielen	9-013-15	\$140	\$186	\$326	\$109		\$217
Pt. 12	9	P. & S. Schwab	9-014	\$1,352	\$3,156	\$4,508	\$1,503	\$500	\$2,505
13, N Pt. 12	9	Quality Produce (Exeter) Ltd.	9-015	\$86,457	\$15,258	\$101,715	\$33,905	\$19,950	\$47,860
Total Assessment on Lands				\$110,701	\$18,600	\$129,301	\$42,725	\$24,210	\$62,366
Babylon Line		Municipality of South Huron		\$34,999		\$34,999			\$34,999
Total Assessment on Roads				\$34,999		\$34,999			\$34,999
Total Assessment on Lands and Roads, Neil Municipal Drain 2018									
				\$145,700	\$18,600	\$164,300	\$42,725	\$24,210	\$97,365

SCHEDULE OF ASSESSMENT FOR MAINTENANCE
Neil Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	PORTION OF MAINTENANCE COST
<u>Main Drain</u>					
N Pt. 12	8	3.0	L. Finkbeiner	8-017	7.8%
S Pt. 13	8	4.3	Quality Produce (Exeter) Ltd.	8-018	11.3%
* N Pt. 13	8	0.6	K. Schwartzentruber	8-019	2.0%
Pt. 12	9	0.8	G. Gielen	9-013-15	1.1%
Pt. 12	9	6.4	P. & S. Schwab	9-014	8.4%
13, N Pt. 12	9	26.5	Quality Produce (Exeter) Ltd.	9-015	62.5%
Total Assessment on Lands					93.1%
Babylon Line					6.9%
Total Assessment on Roads					6.9%
Total Assessment on Lands and Roads, Neil Municipal Drain 2018 (Main Drain)					100.0%
<u>Branch "A"</u>					
Pt. 12	9	0.4	G. Gielen	9-013-15	3.1%
Pt. 12	9	4.7	P. & S. Schwab	9-014	36.5%
13, N Pt. 12	9	3.9	Quality Produce (Exeter) Ltd.	9-015	60.4%
Total Assessment on Lands					100.0%
Total Assessment on Lands and Roads, Neil Municipal Drain 2018 (Branch "A")					100.0%

NOTES: 1. * Denotes lands not eligible for the ADIP grant.

SPECIFICATIONS FOR THE CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS

DIVISION A – General Conditions

DIVISION C – Specification for Tile Drains

**DIVISION E – Specification for Drainage
Crossings by the Boring Method**

DIVISION H – Special Provisions

DIVISION A

GENERAL CONDITIONS

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DIVISION A

GENERAL CONDITIONS

A.1 SCOPE

The work to be done under this contract consists of supplying all labour, equipment and materials to construct the drainage work as outlined in the Scope of Work, Drawings, General Conditions and other Specifications.

A.2 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as instructed by the Municipality. The Scope of Work must be completed and submitted with the Form of Tender and Agreement. A certified cheque is required as Tender Security, payable to the Treasurer of the Municipality.

All certified cheques, except that of the bidder to whom the work is awarded will be returned within ten (10) days of the time the Contract is awarded. The certified cheque of the bidder to whom the work is awarded will be retained as Contract Security and returned when the Municipality receives a Completion Certificate for the work.

A certified cheque is not required if the Contractor provides an alternate form of Contract Security such as a Performance Bond for 100% of the amount of the Tender or other satisfactory security, if required/permitted by the Municipality. A Performance Bond may also be required to insure maintenance of the work for a period of one (1) year after the date of the Completion Certificate.

A.3 EXAMINATIONS OF SITE, DRAWINGS AND SPECIFICATIONS

The Tenderer must examine the premises and site to compare them with the Drawings and Specifications in order to satisfy himself of the existing conditions and extent of the work to be done before submission of his Tender. No allowance shall subsequently be made on behalf of the Contractor by reason of any error on his part. Any estimates of quantities shown or indicated on the Drawings, or elsewhere are provided for the convenience of the Tenderer. Any use made of these quantities by the Tenderer in calculating his Tender shall be done at his own risk. The Tenderer for his own protection should check these quantities for accuracy.

The standard specifications (Divisions B through G) shall be considered complementary and where a project is controlled under one of the Divisions, the remaining Divisions will apply for miscellaneous works.



In case of any inconsistency or conflict between the Drawings and Specifications, the following order of precedence shall apply:

- Direction of the Engineer
- Special Provisions (Division H)
- Scope of Work
- Contract Drawings
- Standard Specifications (Divisions B through G)
- General Conditions (Division A)

A.4 PAYMENT

Progress payments equal to 87±% of the value of work completed and materials incorporated in the work will be made to the Contractor monthly. An additional ten per cent (10±%) will be paid 45 days after the final acceptance by the Engineer, and three per cent (3±%) of the Contract price may be reserved by the Municipality as a maintenance holdback for a one (1) year period from the date of the Completion Certificate. A greater percentage of the Contract price may be reserved by the Municipality for the same one (1) year period if in the opinion of the Engineer, particular conditions of the Contract requires such greater holdback.

After the completion of the work, any part of this reserve may be used to correct defects developed within that time from faulty workmanship and materials, provided that notice shall first be given to the Contractor and that he may promptly make good such defects.

A.5 CONTRACTOR'S LIABILITY INSURANCE

Prior to commencement of any work, the Contractor shall file with the Municipality evidence of compliance with all Municipality insurance requirements (Liability Insurance, WSIB, etc.) for no less than the minimum amounts as stated in the Purchasing Procedures of the Municipality. All insurance coverage shall remain in force for the entire contract period including the warranty period which expires one year after the date of the Completion Certificate.

The following are to be named as co-insured: Successful Contractor
Sub-Contractor
Municipality
Dietrich Engineering Ltd.

A.6 LOSSES DUE TO ACTS OF NATURE, ETC.

All damage, loss, expense and delay incurred or experienced by the Contractor in the performance of the work, by reason of unanticipated difficulties, bad weather, strikes, acts of nature, or other mischances shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.



A.7 COMMENCEMENT AND COMPLETION OF WORK

The work must commence as specified in the Form of Tender and Agreement. If conditions are unsuitable due to poor weather, the Contractor may be required, at the discretion of the Engineer to postpone or halt work until conditions become acceptable and shall not be subject of a claim for additional compensation.

The Contractor shall give the Engineer a minimum of 48 hours notice before commencement of work. The Contractor shall then arrange a meeting to be held on the site with Contractor, Engineer, and affected Landowners to review in detail the construction scheduling and other details of the work.

If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Municipality a minimum of 24 hours notice prior to returning to the project. If any work is commenced without notice to the Engineer, the Contractor shall be fully responsible for all such work undertaken prior to such notification.

The work must proceed in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the Form of Tender and Agreement.

A.8 WORKING AREA AND ACCESS

Where any part of the drain is on a road allowance, the road allowance shall be the working area. For all other areas, the working area available to the Contractor to construct the drain is specified in the Special Provisions (Division H).

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately. Where the Contractor exceeds the specified working widths without authorization, he shall be held responsible for the costs of all additional damages.

If access off an adjacent road allowance is not possible, each Landowner on whose property the drainage works is to be constructed, shall designate access to and from the working area. The Contractor shall not enter any other lands without permission of the Landowner and he shall compensate the Landowner for damage caused by such entry.

A.9 SUB-CONTRACTORS

The Contractor shall not sublet the whole or part of this Contract without the approval of the Engineer.

A.10 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall obtain and pay for all necessary permits or licenses required for the execution of the work (but this shall not include MTO encroachment permits, County Road permits permanent easement or rights of servitude). The Contractor shall give all necessary notices and pay for all fees required by law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public's health and safety.



A.11 RAILWAYS, HIGHWAYS AND UTILITIES

A minimum of 72 hours' notice to the Railway or Highways, exclusive of Saturdays, Sundays, and Statutory Holidays, is required by the Contractor prior to any work activities on or affecting the applicable property. In the case of affected Utilities, a minimum of 48 hours' notice to the utility owner is required.

A.12 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. Any attempt by the Contractor to correct the error on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy the wrong decision on his part shall be borne by the Contractor. The Engineer shall make the alterations necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project.

The Contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

A.13 ALTERATIONS AND ADDITIONS

The Engineer shall have the power to make alterations in the work shown or described in the Drawings and Specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the Contract shall be increased or decreased as the case may require according to a fair and reasonable evaluation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Contractor and the Engineer, but in all cases the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render the Contract void. No claims for a variation or alteration in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and notice of such claims made in writing before commencement of such work. In no such case shall the Contractor commence work which he considers to be extra before receiving the Engineer's approval.

A.14 SUPERVISION

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

A.15 FIELD MEETINGS

At the discretion of the Engineer, a field meeting with the Contractor or his representative, the Engineer and with those others that the Engineer deems to be affected, shall be held at the location and time specified by the Engineer.



A.16 PERIODIC AND FINAL INSPECTIONS

Periodic inspections by the Engineer will be made during the performance of the work. If ordered by the Engineer, the Contractor shall expose the drain as needed to facilitate inspection by the Engineer.

Final inspection by the Engineer will be made within twenty (20) days after he has received notice from the Contractor that the work is complete.

A.17 ACCEPTANCE BY THE MUNICIPALITY

Before any work shall be accepted by the Municipality, the Contractor shall correct all deficiencies identified by the Engineer and the Contractor shall leave the site neat and presentable.

A.18 WARRANTY

The Contractor shall repair and make good any damages or faults in the drain that may appear within one (1) year after its completion (as dated on the Completion Certificate) as the result of the imperfect or defective work done or materials furnished if certified by the Engineer as being due to one or both of these causes; but nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done. Neither the Completion Certificate nor any payment there under, nor any provision in the Contract Documents shall relieve the Contractor from his responsibility.

A.19 TERMINATION OF CONTRACT BY THE MUNICIPALITY

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials to commence or complete the works, or if he should fail to make prompt payment to Sub-Contractors, or for material, or labour, or persistently disregards laws, ordinances, or the instruction of the Engineer, or otherwise be guilty of a substantial violation of the provisions of the Contract, then the Municipality, upon the certificate of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the Contractor written notice, terminate the employment of the Contractor and take possession of the premises, and of all materials, tools and appliances thereon, and may finish the work by whatever method the Engineer may deem expedient but without delay or expense. In such a case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price will exceed the expense of finishing the work including compensation to the Engineer for his additional services and including the other damages of every name and nature, such excess shall be paid by the Contractor. If such expense will exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer.



If the Contract is terminated by the Municipality due to the Contractor's failure to properly commence the works, the Contractor shall forfeit the certified cheque bid deposit and furthermore shall pay to the Municipality an amount to cover the increased costs, if any, associated with a new Tender for the Contract being terminated.

If any unpaid balance and the certified cheque do not match the monies owed by the Contractor upon termination of the Contract, the Municipality may also charge such expense against any money which may thereafter be due to the Contractor from the Municipality.

A.20 TESTS

The cost for the testing of materials supplied to the job by the Contractor shall be borne by the Contractor. The Engineer reserves the right to subject any lengths of any tile or pipe to a competent testing laboratory to ensure the adequacy of the tile or pipe. If any tile supplied by the Contractor is determined to be inadequate to meet the applicable A.S.T.M. standards, the Contractor shall bear full responsibility to remove and/or replace all such inadequate tile in the Contract with tile capable of meeting the A.S.T.M. Standards.

A.21 POLLUTION

The Contractor shall keep their equipment in good repair. The Contractor shall refuel or repair equipment away from open water.

If polluted material from construction materials or equipment is caused to flow into the drain, the Contractor shall immediately notify the Ministry of the Environment, and proceed with the Ministry's protocols in place to address the situation.

A.22 SPECIES AT RISK

If a Contractor encounters a known Species at Risk as designated by the MNR or DFO, the Contractor shall notify the Engineer immediately and follow the Ministry's guidelines to deal with the species.

A.23 ROAD CROSSINGS

This specification applies to all road crossings (Municipality, County, Regional, or Highway) where no specific detail is provided on the drawings or in the standard specifications. This specification in no way limits the Road Authority's regulations governing the construction of drains on their Road Allowance.

A.23.1 Road Occupancy Permit

Where applicable, the Contractor must submit an application for a road occupancy permit to the Road Authority and allow a minimum of five (5) working days for its review and issuance.



A.23.2 Road Closure Request and Construction Notification

The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority and the Engineer for review and approval a minimum of five (5) working days prior to proceeding with any work on the road allowance. The Contractor shall be responsible for notifying all applicable emergency services, schools, etc. of the road closure or construction taking place.

A.23.3 Traffic Control

The Contractor shall supply flagmen, and warning signs and ensure that detour routes are adequately signed in accordance with no less than the minimum standards as set out in the Ontario Traffic Manual's Book 7.

A.23.4 Weather

No construction shall take place during inclement weather or periods of poor visibility.

A.23.5 Equipment

No construction material and/or equipment is to be left within three (3) metres of the travelled portion of the road overnight or during periods of inclement weather.

If not stated on the drawings, the road crossing shall be constructed by open cut method. Backfill from the top of the cover material over the subsurface pipe or culvert to the under side of the road base shall be Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm. Granular road base materials shall be thoroughly compacted to 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing HL-8 Hot Mix Asphalt patch at a thickness of 50mm or of the same thickness as the existing pavement structure. The asphalt patch shall be flush with the existing roadway on each side and without overlap.

Excavated material from the trench beyond 1.25 metres from the travelled portion or beyond the outside edge of the gravel shoulder may be used as backfill in the trench in the case of covered drains. The material shall be compacted in lifts not exceeding 300mm.

A.24 LANEWAYS

All pipes crossing laneways shall be backfilled with material that is clean, free of foreign material or frozen particles and readily tamped or compacted in place unless otherwise specified. Laneway culverts on open ditch projects shall be backfilled with material that is not easily erodible. All backfill material shall be thoroughly compacted as directed by the Engineer.



Culverts shall be bedded with a minimum of 300mm of granular material. Granular material shall be placed simultaneously on each side of the culvert in lifts not exceeding 150mm in thickness and compacted to 95% Standard Proctor Density. Culverts shall be installed a minimum of 10% of the culvert diameter below design grade with a minimum of 450mm of cover over the pipe unless otherwise noted on the Drawings.

The backfill over culverts and subsurface pipes at all existing laneways that have granular surfaces on open ditch and closed drainage projects shall be surfaced with a minimum of 300mm of Granular "B" material and 150mm of Granular "A" material. All backfill shall be thoroughly compacted as directed by the Engineer. All granular material shall be placed to the full width of the travelled portion.

Any settling of backfilled material shall be repaired by or at the expense of the Contractor during the warranty period of the project and as soon as required.

A.25 FENCES

No earth is to be placed against fences and all fences removed by the Contractor shall be replaced by him in as good a condition as found. Where practical the Contractor shall take down existing fences in good condition at the nearest anchor post and roll it back rather than cutting the fence and attempting to patch it. The replacement of the fences shall be done to the satisfaction of the Engineer. Any fences found in such poor condition where the fence is not salvageable, shall be noted and verified with the Engineer prior to commencement of work.

Fences damaged beyond repair by the Contractor's negligence shall be replaced with new materials, similar to those materials of the existing fence, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the Landowner and the Engineer.

Any fences paralleling an open ditch that are not line fences that hinder the proper working of the excavating machinery, shall be removed and rebuilt by the Landowner at his own expense.

The Contractor shall not leave fences open when he is not at work in the immediate vicinity.

A.26 LIVESTOCK

The Contractor shall provide each landowner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the Landowner shall be responsible to keep all livestock clear of the construction areas until further notified. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock where the Contractor failed to notify the Landowner, or through negligence or carelessness on the part of the Contractor.



A.27 STANDING CROPS

The Contractor shall be responsible for damages to standing crops which are ready to be harvested or salvaged along the course of the drain and access routes if the Contractor has failed to notify the Landowners 48 hours prior to commencement of the work on that portion of the drain.

A.28 SURPLUS GRAVEL

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used, the Contractor shall haul away such surplus material.

A.29 IRON BARS

The Contractor is responsible for the cost of an Ontario Land Surveyor to replace any iron bars that are altered or destroyed during the course of the construction.

A.30 RIP-RAP

Rip-rap shall be quarry stone rip-rap material and shall be the sizes specified in the Special Provisions. Broken concrete shall not be used as rip-rap unless otherwise specified.

A.31 CLEARING, GRUBBING AND BRUSHING

This specification applies to all brushing where no specific detail is provided on the drawings or in the Special Provisions.

The Contractor shall clear, brush and stump trees from within the working area that interfere with the installation of the drainage system.

All trees, limbs and brush less than 150mm in diameter shall be mulched. Trees greater than 150mm in diameter shall be cut and neatly stacked in piles designated by the Landowners.

A.32 RESTORATION OF LAWNS

This specification applies to all lawn restoration where no specific detail is provided on the drawings or in the Special Provisions and no allowance for damages has been provided under Section 30 of the Drainage Act RSO 1990 to the affected property.

The Contractor shall supply "high quality grass seed" and the seed shall be broadcast by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of broadcast to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the supplier's recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the Landowner to maintain the area in a manner so as to promote growth.

DIVISION C

SPECIFICATIONS FOR TILE DRAINS

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DIVISION C

SPECIFICATIONS FOR TILE DRAINS

C.1 PIPE MATERIALS

C.1.1 Concrete Tile

Concrete drain tile shall conform to the requirements of the most recent A.S.T.M. specification for Heavy-Duty Extra Quality drain tile. All tile with diameters less than 600mm shall have a pipe strength of 1500D. All tile with diameters 600mm or larger shall have a pipe strength of 2000D.

All tile furnished shall be subject to the approval of the Engineer. All rejected tile are to be immediately removed from the site.

C.1.2 High Density Polyethylene (HDPE) Pipe

All HDPE pipe shall be dual-wall corrugated drainage pipe with a smooth inner wall. HDPE pipe shall have a minimum stiffness of 320 kPa at 5% deflection.

Unless otherwise noted, all sealed HDPE pipe shall have a water tight gasketed bell and spigot joining system meeting the minimum requirements of CSA B182.8. Perforated HDPE pipe shall have a soil tight joining system, and shall be enveloped in non-woven geotextile filter sock.

C.2 ALIGNMENT

The Contractor shall contact the Engineer to establish the course of the drain. Where an existing drain is to be removed and replaced by the new drain, or where the new drain is to be installed parallel to an existing drain, the Contractor shall locate the existing drain (including repairing damaged tile caused by locating) at intervals along the course of the drain. The costs of locating shall be included in the tender price.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other watercourses or at sharp corners, it shall run on a curve of at least 15 metres radius. The new tile drain shall be constructed at an offset from and parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water.

The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and existing tile act together to provide the necessary capacity. Where any such existing drain is disturbed or damaged, the Contractor shall perform the necessary repair at his expense.



C.3 PROFILE

Benchmarks have been established along the course of the drain which are to govern the elevations of the drain. The location and elevations of the benchmarks are shown on the drawings. Tile is to be installed to the elevation and grade shown on the profiles. Accurate grade control must be maintained by the Contractor at all times.

When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made.

C.4 EXCAVATION

C.4.1 Wheel machine

Unless otherwise specified, all trenching shall be carried out with a wheel machine approved by the Engineer. The wheel machine shall shape the bottom of the trench to conform to the outside diameter of the pipe. The minimum trench width shall be equal to the outside diameter of the pipe plus 100mm on each side of the pipe, unless otherwise specified. The maximum trench width shall be equal to the outside diameter of the pipe plus 300mm on each side of the pipe, unless otherwise specified.

C.4.2 Scalping

Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capability of the Contractor's wheel machine, he shall lower the surface grade in order that the wheel machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of the topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.

C.4.3 Excavator

Where the use of an excavator is used in-lieu of a wheel machine, the topsoil shall be stripped and replaced in accordance with Item C.4.2. All tile shall be installed on 19mm clear crushed stone bedding placed to a minimum depth of 150mm which has been shaped to conform to the bottom of the pipe. The Contractor shall include the costs of this work in his tender price.

C.5 INSTALLATION

C.5.1 Concrete Tile

The tile is to be laid with close joints and in regular grade and alignment in accordance with the drawings. The tiles are to be bevelled, if necessary to ensure close joints. The inside of the tile is to be kept clear when laid. The sides of the tile are to be supported by partial filling of the trench



(blinding) prior to inspection by the Engineer. No tile shall be backfilled until inspected by the Engineer unless otherwise permitted by the Engineer. The tile shall be backfilled such that a sufficient mound of backfill is placed over the trench to ensure that no depression remains after settling occurs in the backfill.

Where a tile connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a tile drain passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

The Contractor shall supply and wrap all concrete tile joints with Mirafi 160N geotextile filter material as part of this contract. The width of the filter material should be:

- 300mm wide for tile sizes 150mm diameter to 350mm diameter.
- 400mm wide for tile sizes 400mm diameter to 750mm diameter.
- 500mm wide for tile sizes larger than 750mm diameter.

The filter material shall completely cover the tile joint and shall have a minimum overlap of 300mm. The type of filter material shall be.

C.5.2 HDPE Pipe

HDPE pipe shall be installed using compacted Granular 'A' bedding or 19mm clear crushed stone bedding from 150mm below the pipe to 300mm above the pipe. All granular material shall be compacted using a suitable mechanical vibratory compactor. Granular bedding and backfill shall be placed in lifts not exceeding 300mm and compacted to at least 95% Standard Proctor Maximum Dry Density (SPMDD).

Where a pipe connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a pipe passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

As determined by the Engineer, unsuitable backfill material must be hauled off-site by the Contractor and Granular "B" shall be used as replacement backfill material.

C.6 TRENCH CROSSINGS

The Contractor shall not cross the backfilled trench with any construction equipment or vehicles, except by one designated crossing location on each property. The Contractor shall ensure that the bedding and backfill material at this designated crossing location is properly placed and compacted so as to adequately support the equipment and vehicles that may cross the trench.



The Contractor may undertake any other approved work to ensure the integrity of the tile at the crossing location. The Contractor shall ensure that no equipment or vehicles travel along the length of the trench. The Contractor shall be responsible for any damage to the new tile caused by the construction of the drain.

C.7 OUTLET PROTECTION

A tile drain outlet into a ditch shall be either HDPE pipe or corrugated steel pipe and shall include a hinged grate for rodent protection. The maximum spacing between bars on the rodent grate shall be 40mm. All corrugated steel outlet pipes shall be bevelled at the end to generally conform to the slope of the ditch bank.

Quarry stone rock rip-rap protection and geotextile filter material (Mirafi 160N), shall be installed around the outlet pipe and extended downstream a minimum distance of three metres, unless otherwise specified. The protection shall extend to the top of the backfilled trench and below the pipe to 300 mm under the streambed. The protection shall also extend 600mm into undisturbed soil on either side of the backfilled trench. In some locations, rip-rap may be required on the bank opposite the outlet.

Where the outlet occurs at the upper end of an open ditch, the rip-rap protection will extend all around the end of the ditch and to a point 800mm downstream on either side. Where heavy overflow is likely to occur, sufficient additional rip-rap and filter material shall be placed as directed by the Engineer to prevent the water cutting around the protection.

C.8 CATCH BASINS AND JUNCTION BOXES

Unless otherwise noted, catch basins shall be in accordance with OPSD 705.010 and 705.030. The catch basin grate shall be a "Birdcage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catch basin with bolts into the concrete. Spacing of bars on grates for use on 600mmX600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmX600mm shall be 90mm.

All catch basins shall be backfilled with compacted Granular 'A' or 19mm clear crushed stone placed to a minimum width of 300mm on all sides. If settling occurs after construction, the Contractor shall supply and place sufficient granular material to maintain the backfill level flush with adjacent ground. The riser sections of the catch basin shall be wrapped with filter cloth.

Quarry stone rip-rap protection shall be placed around all catch basins and shall extend a minimum distance of one (1) metre away from the outer edge of each side of the catch basin, and shall be placed so that the finished surface of the rip-rap is flush with the existing ground.

If there are no existing drains to be connected to the catch basin at the top end of the drain, a plugged tile shall be placed in the upstream wall with the same elevations as the outlet tile.

Junction boxes shall have a minimum cover over the lid of 450mm.



The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. The top of the spill way of the earth berm shall be the same elevation as the high wall of the ditch inlet catch basin. The earth berm shall be covered with 100mm depth of topsoil and seeded with an approved green seed mixture. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 metres each way from all catch basins.

The Contractor shall clean all catch basin sumps after completion of the drain installation. Catch basin markers shall be placed beside each catch basin.

C.9 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain is to be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary drains encountered are clean or reasonably clean, they shall be connected into the new drain in accordance with the typical tile drain connection detail. Tributary tile drain connections into the new drain shall be made using high density polyethylene agricultural drain tubing installed on and backfilled with 19mm clear crushed stone. All tile drain connections into the new drain shall be either a cored hole with an insert coupler or a manufactured tee.

Where the existing drains are full of sediment, the decision to connect the tributary drain to the new drain shall be left to the Engineer. The Contractor shall be paid for each tributary drain connection as outlined in the Form of Tender and Agreement.

The Contractor shall be responsible for all tributary tile connections for a period of one year from the date of the Completion Certificate. After construction, any missed tile connections required to be made into the new drain shall be paid at the same rate as defined in the Form of Tender and Agreement. The Contractor will have the option to make any subsequent tile connections or have the Municipality make the required connections and have the cost of which deducted from the holdback.

Where an open ditch is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain.

Where the Contractor is required to connect an existing tile which is not encountered in the course of the drain, the cost of such work shall constitute an extra to the contract.

C.10 CLEARING, GRUBBING AND MULCHING

The Contractor shall clear, brush and stump trees from within the working area.

All trees or limbs 150mm or larger, that is necessary to remove, shall be cut, trimmed and neatly stacked in the working width for the use or disposal by the Landowner. Brush and limbs less than 150mm in diameter shall be mulched.

Clearing, grubbing and mulching shall be carried out as a separate operation from installing the drain, and shall not be completed simultaneously at the same location.



C.11 ROADS AND LANEWAY SUB-SURFACE CROSSINGS

All roads and laneway crossings may be made with an open cut. The Contractor may use original ground as backfill to within 600mm of finished grade only if adequate compaction and if the use of the original ground backfill has been approved beforehand by the Engineer.

C.12 FILLING IN EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm equipment. If sufficient material is available on-site to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled waterway. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period.

C.13 CONSTRUCTION OF GRASSED WATERWAYS

Where the Contractor is required to construct a grassed waterway, the existing waterway shall be filled in, regraded, shaped and a seed bed prepared prior to applying the grass seed. The grass seed shall be fresh, clean and new crop seed, meeting the requirements of the MTO.

- 55% Creeping Red Fescue
- 15% Perennial Rye Grass
- 27% Kentucky Bluegrass
- 3% White Clover

Grass seed shall be applied at the rate of 100 kg/ha.

C.14 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer if unstable soil is encountered. The Engineer shall, after consultation with the Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

C.15 ROCKS

The Contractor shall immediately contact the Engineer if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a wheel machine. The Engineer shall determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

If only scattered large stone or boulders are removed on any project, the Contractor shall either excavate a hole to bury same adjacent to the drain, or he shall haul the stones or boulders to a location designated by the Landowner.



C.16 BROKEN OR DAMAGED TILE

The Contractor shall remove and dispose of all broken (existing or new), damaged or excess tile off site.

C.17 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEMS

Drainage Guide for Ontario, Ministry of Agriculture, Food and Rural Affairs, Publication 29 and its amendments, dealing with the construction of Subsurface Drainage Systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other Specifications of the Contract.

DIVISION E

SPECIFICATIONS FOR DRAINAGE CROSSINGS BY THE BORING METHOD

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DIVISION E

SPECIFICATIONS FOR DRAINAGE

CROSSINGS BY THE BORING METHOD

E.1 GENERAL REQUIREMENTS

When a drainage crossing of a Roadway, Railway, etc. is to be carried out by the Boring Method, the following Specifications for this work shall apply. The Authority having jurisdiction over the lands involved with the crossing will supply no labour, equipment or materials for the construction of the crossing unless otherwise specified.

The Contractor shall be fully responsible for availing himself of, and satisfying any further Specifications that may apply to borings affecting the Authority having jurisdiction over the lands involved with the crossing.

E.2 NOTIFICATION

The Contractor shall give the Authority responsible for the lands being crossed at least five (5) days notice before he commences any work on the crossing.

E.3 PIPE

The pipe or casing used in the crossing shall be smooth wall welded steel pipe with a minimum wall thickness as specified on the Plan and Profile. All pipe shall be new and manufactured from weldable steel having a minimum yield strength of 241 MPa. Pipe ends shall be bevel edged in the intrude to an angle of thirty (30) degrees for butt weld splicing. The name or trademark of the manufacturer and the heat number shall be clearly marked in the inside of the section of the pipe.

The pipe shall be of sufficient length so that during placement, no part of any excavation shall be closer than three (3) metres to the edge of a pavement and the slope of the excavation from the edge of shoulder, or other point as specified to the invert of the pipe shall be no less than one (1) metre vertical to one (1) metre horizontal (1:1) [See item E.5 "Auger Pit"].

E.4 INSTALLATION

The pipe or casing shall be placed by means of continuous flight augering inside the casing and simultaneous jacking to advance the casing immediately behind the tip of the auger. Complete augering of a tunnel slightly larger than the pipe and placing the entire length by pulling or jacking after completion of the tunnel will not be acceptable unless the method to be adopted is approved in advance by both the Engineer and the Authority responsible for the lands being crossed.



E.5 AUGER PIT

The pit excavated to accommodate the boring machine shall be so constructed so that the top edge of the pit shall not be closer than three (3) metres to the edge of the pavement. The slope of the pit from the top edge at the shoulder to the bottom of the pit shall not be steeper than one (1) metre vertical to one (1) metre horizontal (1:1). Shoring, sheeting, etc. shall be in accordance with the applicable and most recent Provincial Statutes.

The pit shall be left open for an absolute minimum of time, and if at all possible work shall be so scheduled so that excavation, placement of pipe and backfilling take place in one (1) working day. If this is not possible, every effort should be made to schedule the work so that the pit is not left open for more than one (1) day before and one (1) day after the boring operation.

E.6 CONSTRUCTION

During excavation, every effort should be made to place the top 300 mm of spoil (topsoil) in a separate pile for replacement on top on completion of the backfill operation. If this is not possible or practical, the Contractor shall import and place a minimum of 150 mm of good quality topsoil over the excavated and backfilled area. The finished work shall be left in a clean and orderly condition flush or slightly higher than the adjacent ground so that after settlement, it will conform to the surrounding ground. Excess earth (if any) shall be disposed of as directed by the Engineer and no additional payment will be allotted for such work.

The Contractor shall at his expense supply, erect and maintain suitable and adequate barricades, flashing lights, warning signs and/or flagmen to the satisfaction of the Engineer to adequately warn and protect the motoring public.

Any areas disturbed within the Right-of-Way of a County Road or King's Highway during construction, shall be covered with a minimum of 75 mm of topsoil, fertilized and seeded with an approved grass seed mixture.

E.7 ACCEPTANCE

All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

DIVISION H

SPECIAL PROVISIONS

Neil Municipal Drain 2018
Municipality of South Huron

Reference No. 1723

Special provisions means special directions containing requirements peculiar to the work not adequately provided for by the standard or supplemental Specifications. Special provisions shall take precedence and govern any standard or supplemental Specifications.

The following special provisions shall apply to this project:

1. The Contractor shall notify the Owners and the Engineer forty-eight (48) hours prior to construction.
2. The Contractor shall verify the location of the new tile drains with the Engineer and the Owners prior to construction. The Contractor shall locate the existing tile drains in several places before installing the new drains.
3. Working Area
The working area shall be a width of thirty (30) metres centered on the proposed tile drain; Main Drain (0+000 to Sta 0+344) and a width of twenty (20) metres centered on the proposed tile drain; Main Drain (Sta. 0+344 to Sta 1+158) and Branch 'A' (Sta 0+000 to Sta 0+185)
4. All utilities shall be located and uncovered in the affected areas by the Contractor prior to construction.
5. All catch basins shall be precast concrete catch basins (Coldstream Concrete Ltd. or approved equal). Knockouts shall be provided in the catch basins.
6. The catch basin grate elevations shall be set to the satisfaction of the Engineer.
7. Stone rip-rap protection and geo-textile material (Mirafi 180N) shall be placed around all catch basins as part of this contract.
8. All catch basin grates shall be birdcage grates (Coldstream Concrete Ltd. or approved equal). The grates shall be hot dipped galvanized.
9. All catch basin grates shall be fastened to the new catch basins.
10. All stone rip-rap material shall be quarry stone 150mm to 300mm dia. and placed to a depth of 400mm.
11. The Contractor shall supply all necessary materials to complete the connections of any existing drains to the new drain.
12. The Contractor shall be responsible for all trench settlement.
13. The Contractor shall supply and install catch basin markers beside all catch basins.
14. The concrete tile shall be Heavy-Duty Extra Quality Concrete Drain Tile: 1500D.

15. The Contractor shall supply and wrap all concrete tile joints with geotextile filter material as part of this contract.

The width of the filter material should be 400mm wide for all tile sizes

The filter material shall completely cover the tile joint and shall have a minimum overlap of 300mm. The type of filter material shall be Mirafi 140NC for clay or loam soil conditions and Mirafi 160N for sandy or silty soil conditions.

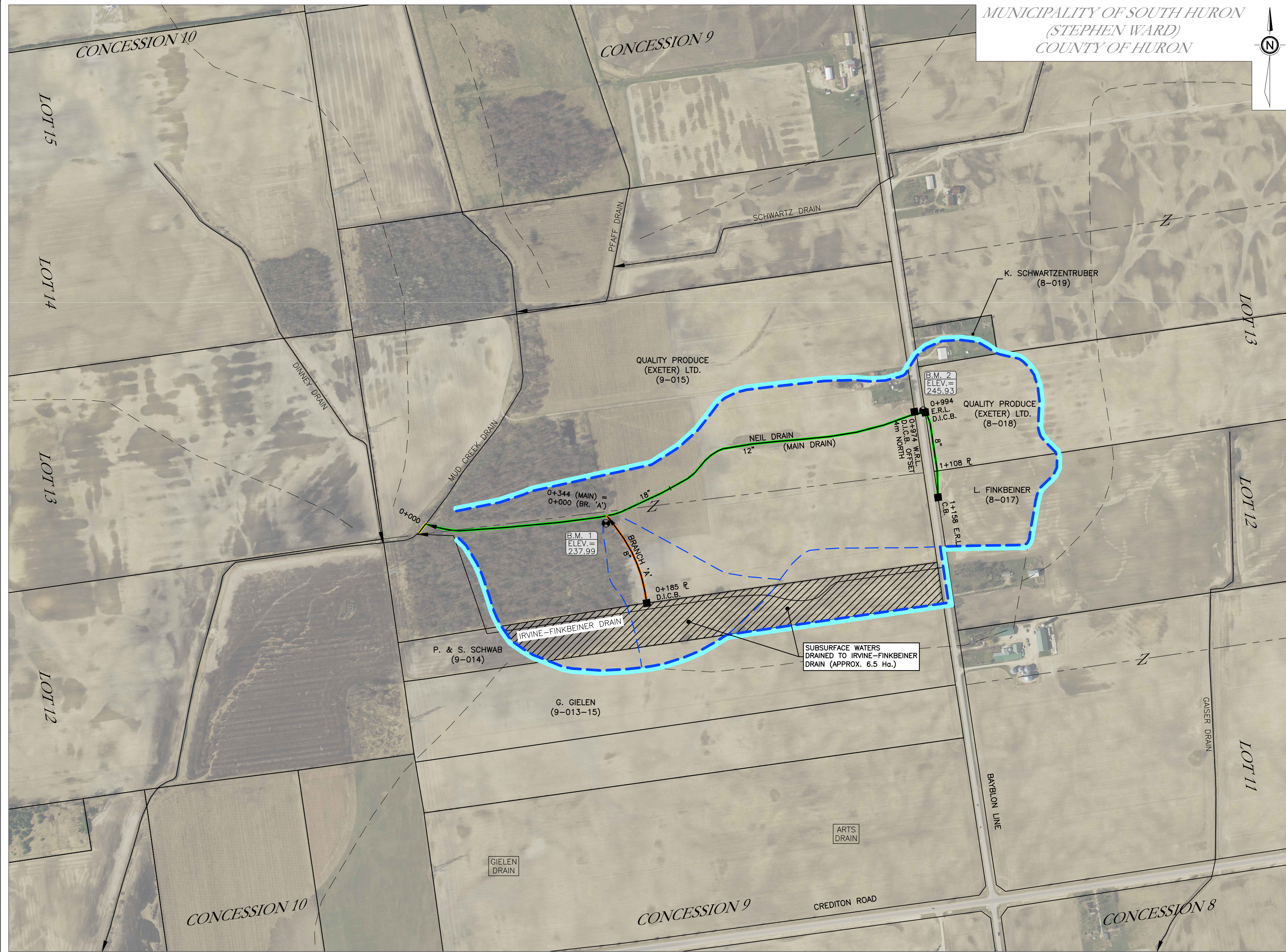
16. An approved ditching machine (wheel trencher) shall be used to install the concrete tile.
17. The Contractor shall strip the topsoil for a width of 4 metres centered on the drains before installing the tile drains. The Contractor shall strip the topsoil in the locations where the drain is being installed with an excavator for the full top width of the trench. The topsoil shall be later spread over the backfilled trench.
18. All HDPE pipe shall have a stiffness of 320kPa. All HDPE pipe shall be BOSS 2000 pipe (or equivalent). Bell and spigot complete with rubber gaskets.
19. Any areas disturbed within the Municipal Right-Of-Way during construction shall be top soiled and seeded with an approved grass seed mixture.
20. The roadside ditches shall be graded to the catch basins.
21. All existing catch basins removal shall be disposed of offsite.
22. Tile Connections

Existing private tile drains shall be connected at the catch basins where possible. Otherwise, connections shall be made into the municipal tile drain in accordance with the Typical Tile Connection Detail.

The Contractor shall be responsible for all tile connections for a period of one year after the issuance of the completion certificate. The tile connections required to be made within the warranty period shall be made at the same rate as defined on the Form of Tender and Agreement. After construction, the Contractor will be given the option to make any subsequent tile connections or have the Municipality make said connections and have the costs of which deducted from the Contractor's holdback.

The Contractor shall supply all necessary materials to complete the connections of the existing drains to the new drain. The type of materials used to make the tributary tile drain connections shall be verified by the Engineer.

23. The clearing width (Sta. 0+000 to Sta 0+344, Main Drain) shall be thirty (30) metres. The Contractor shall clear, brush and stump trees from within the working area. All trees, limbs and brush less than 150mm in diameter shall be mulched. Trees greater than 150mm in diameter shall be cut and placed in piles designated by the Landowners off of the working area. All stumps shall be placed in designated sites off of the working area.
24. The Contractor shall check and verify all dimensions and elevations and report any discrepancies to the Engineer prior to proceeding with the work.
25. All existing catch basins removal shall be disposed of offsite.



MUNICIPALITY OF SOUTH HURON
(STEPHEN WARD)
COUNTY OF HURON



- NOTES:
1. ALL SOLID HIGH DENSITY POLYETHYLENE PIPE SHALL BE BELL & SPIGOT CSA B182.8 UNLESS OTHERWISE NOTED.
 2. ALL PERFORATED HIGH DENSITY POLYETHYLENE PIPE SHALL BE EXTERNAL SPLIT COUPLER JOINING SYSTEMS UNLESS OTHERWISE NOTED.

BENCHMARK No. 1 **ELEV.=237.99**
NAIL IN NORTH FACE OF 1000mm DIA. TREE 15 METRES SOUTH OF STA. 0+344

BENCHMARK No. 2 **ELEV.=245.93**
TOP CENTRE UPSTREAM END OF 300mm DIA. CULVERT 4m NORTH OF STA. 0+991

LEGEND:

	DRAIN NAME	EXISTING MUNICIPAL DRAIN
		INTERIOR/EXTERIOR WATERSHED BOUNDARY
		PROPERTY BOUNDARY
		LOT OR CONCESSION BOUNDARY
		TOWNSHIP BOUNDARY
		EXISTING CATCH BASIN OR JUNCTION BOX
		EXISTING MANHOLE
	DRAIN NAME	MUNICIPAL DRAIN (AREA OF WORK)
		WATERSHED BOUNDARY
		PROPOSED CATCH BASIN OR JUNCTION BOX
		PROPOSED MANHOLE
	BENCHMARK LOCATION	B.M. 1 ELEV.= 50.00 ← BENCHMARK No. ← BENCHMARK ELEVATION

3.	REPORT SUBMISSION	2018-04-23	DEL
2.	INFORMATION MEETING	2018-04-16	DEL
1.	ON-SITE MEETING	2017-11-14	DEL
No.	ISSUES AND REVISIONS	DATE	BY



PROJECT: **NEIL MUNICIPAL DRAIN 2018**

DRAWING:

Plan

DEL

DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

515 Dotzert Crt., Unit 8, Waterloo, ON, N2L 6A7

PROJ. MGR: W.J.D.	DESIGNED BY: G.C.	DRAWN BY: G.C.	CHECKED BY: W.J.D.
DRAWING SCALE: AS NOTED	DATE: APRIL 23, 2018	PROJECT No. 1723	DRAWING No. 1 of 2

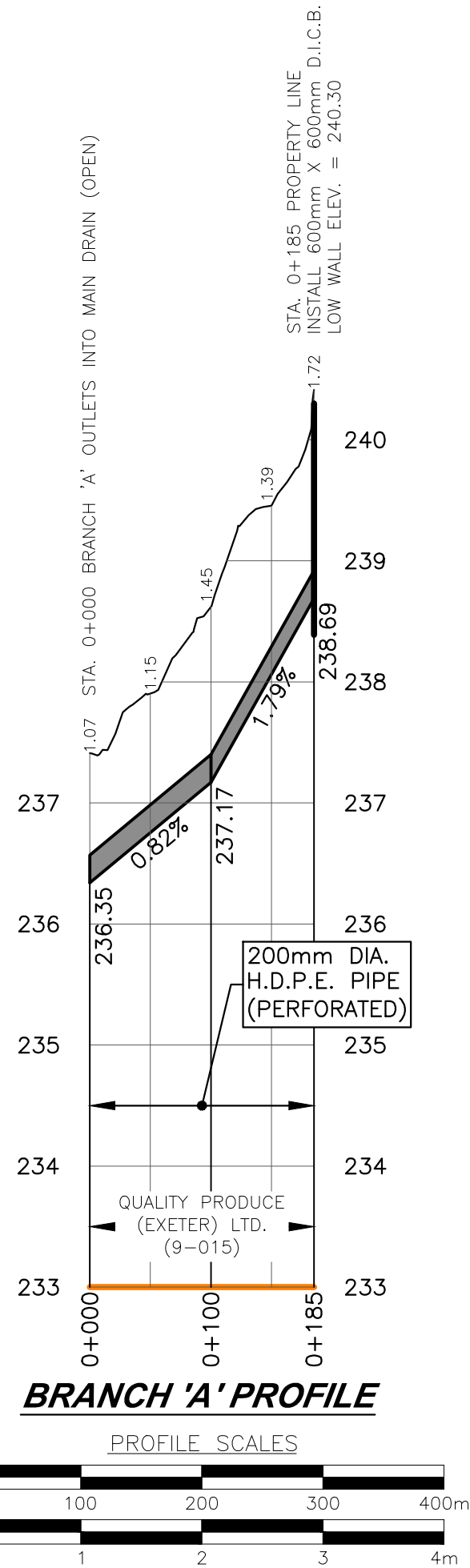
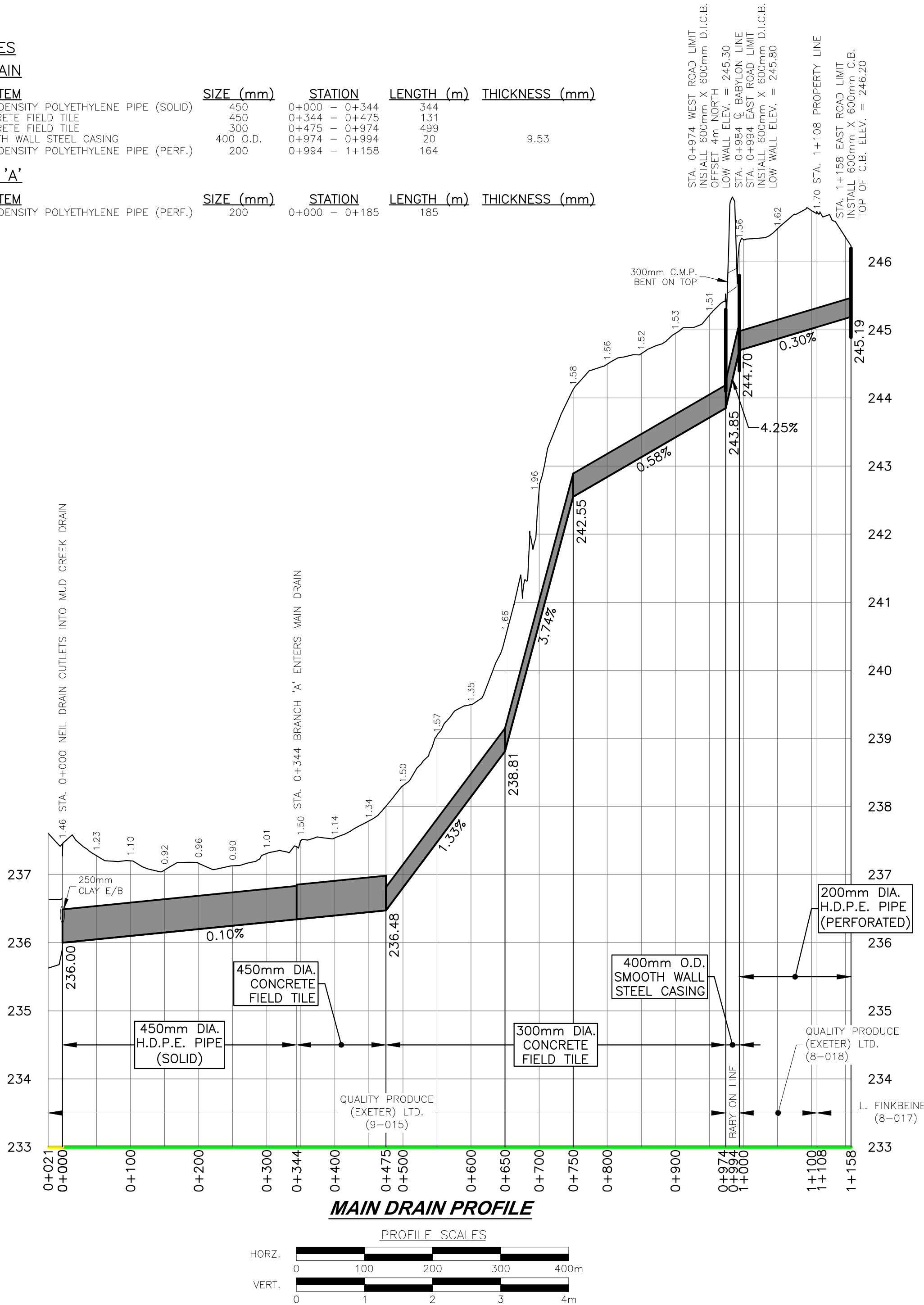
TILE SIZES

MAIN DRAIN

No.	ITEM	SIZE (mm)	STATION	LENGTH (m)	THICKNESS (mm)
1.	HIGH DENSITY POLYETHYLENE PIPE (SOLID)	450	0+000 - 0+344	344	
2.	CONCRETE FIELD TILE	450	0+344 - 0+475	131	
3.	CONCRETE FIELD TILE	300	0+475 - 0+974	499	
4.	SMOOTH WALL STEEL CASING	400 O.D.	0+974 - 0+994	20	9.53
5.	HIGH DENSITY POLYETHYLENE PIPE (PERF.)	200	0+994 - 1+158	164	

BRANCH 'A'

No.	ITEM	SIZE (mm)	STATION	LENGTH (m)	THICKNESS (mm)
1.	HIGH DENSITY POLYETHYLENE PIPE (PERF.)	200	0+000 - 0+185	185	




- NOTES:
- ALL SOLID HIGH DENSITY POLYETHYLENE PIPE SHALL BE BELL & SPIGOT CSA B182.8 UNLESS OTHERWISE NOTED.
 - ALL PERFORATED HIGH DENSITY POLYETHYLENE PIPE SHALL BE EXTERNAL SPLIT COUPLER JOINING SYSTEMS UNLESS OTHERWISE NOTED.

BENCHMARK No. 1 ELEV.=237.99
NAIL IN NORTH FACE OF 1000mm DIA. TREE 15 METRES SOUTH OF STA. 0+344

BENCHMARK No. 2 ELEV.=245.93
TOP CENTRE UPSTREAM END OF 300mm DIA. CULVERT 4m NORTH OF STA. 0+991

LEGEND:

3.	REPORT SUBMISSION	2018-04-23	DEL
2.	INFORMATION MEETING	2018-04-16	DEL
1.	ON-SITE MEETING	2017-11-14	DEL
No.	ISSUES AND REVISIONS	DATE	BY



PROJECT: NEIL MUNICIPAL DRAIN 2018

DRAWING:



DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

515 Dotzert Crt., Unit 8, Waterloo, ON, N2L 6A7

PROJ. MGR:	W.J.D.	DESIGNED BY:	G.C.	DRAWN BY:	G.C.	CHECKED BY:	W.J.D.
DRAWING SCALE:	AS NOTED	DATE:	APRIL 23, 2018	PROJECT No.	1723	DRAWING No.	2 of 2

**Carroll Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)**



DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

Reference No. 1369

May 10, 2018

Carroll Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)

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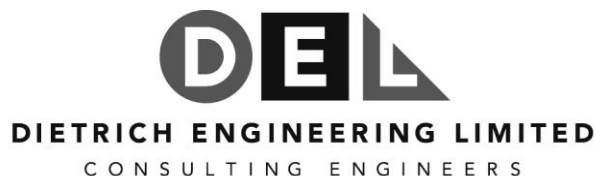
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Specifications for the Construction of Municipal Drainage Works

DIVISION A-General Conditions

DIVISION C-Specification for Tile Drains

DIVISION H-Special Provisions



515 Dotzert Crt., Unit 8, Waterloo, ON, N2L 6A7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

Waterloo, Ontario

May 10, 2018

**Carroll Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)**

**To the Mayor and Council
of the Municipality of South Huron**

Members of Council:

Introduction

We are pleased to present our report on the "Carroll Municipal Drain 2018", serving parts of Lots 20 and 21, Concessions 7 and 8 in the Municipality of South Huron, Stephen Ward, County of Huron.

Authority to prepare this report was obtained by a resolution of the Municipality of South Huron Council at its November 18, 2013 meeting to appoint Dietrich Engineering Limited to prepare an Engineer's Report.

In accordance with your instructions pursuant to a request received by Council under Section 78 of the Drainage Act, R.S.O. 1990, we have made an examination and survey of the affected area and submit herewith our Report which includes Plan, Profile and Specifications for this work.

The attached Plan and Profile, Drawing No's 1 and 2, Reference No. 1369, Specifications and the Instructions to Tenderers form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected

History

The existing Carroll Municipal Drain was originally constructed under the authority of a report prepared by James A. Howes, O.L.S. dated, February 6, 1957.

The outlet for this drain is the John F. Smith Municipal Drain.

On-Site Meeting

In accordance with Section 9(1) of the Drainage Act, R.S.O. 1990, an on-site meeting was held on December 12, 2013. The place of meeting was at the South Huron Municipal Office in Exeter. Persons in attendance were:

William Dietrich, P. Eng.	Dietrich Engineering Limited
Dwight Kinsman	Municipality of South Huron
Raymond Eisert	Landowner
Richard Eisert	Landowner
Greg Hendrick	Landowner

Information Meeting No. 1

An information meeting was held on October 5, 2015 at the Municipality of South Huron Office.

Persons in attendance were:

William Dietrich, P. Eng.	Dietrich Engineering Limited
Maureen Cole	Mayor, Municipality of South Huron
Richard Eisert	

The information provided proposed replacing the existing municipal tile drain with a new drainage system.

Information Meeting No. 2

An information meeting was held on April 16, 2018 at the Municipality of South Huron municipal office.

Persons in attendance were:

William Dietrich, P. Eng.	Dietrich Engineering Limited
Dwight Kinsmen	Municipality of South Huron
Richard Eisert	Landowner

The proposed work consists of a new municipal tile drainage system upgraded to today's standards of design. The lower section of this drainage system (693m) shall be installed in Lot 20, Concession 7 south of the Huron Street road allowance. A new road crossing will be constructed across Huron Street with the upper portion of the drain 257m located in Spt Lot 21, Concession 7, along the northerly side of Huron Street road allowance. The estimated costs are \$150,400.00.

Findings

We have made an examination of the drainage area and have found the following:

1. The existing Carroll Municipal Drain is in a poor state of repair and is neither of sufficient capacity nor depth to drain the surrounding and upstream lands within the watershed at today's standards of drainage.
2. The existing 600mm diameter water line located at the intersection of Huron Street and Parr Line conflicts with the elevation of the Carroll Municipal Drain.

Recommendations

It is our recommendation that:

1. A new tile drainage system be constructed from an outlet in the open portion of the Carroll Municipal Drain at the intersection of Huron Street and Parr Line in Lot 20, concession 7 upstream 964 meters to the upper end of the drain in S1.2, Lot 21, Concession 7.
2. This new tile drainage system consists of the installation of 1,239 metres of 400mm to 525mm diameter tile.
3. The existing tile drain constructed under the authority of the report prepared by James A. Howes, O.L.S., dated February 6, 1957, shall be abandoned.

4. The existing road crossing constructed in 2007 across Huron Street on the west side of the Parr Line that was incorporated under a report submitted by Dillon Consulting Limited, dated September 10, 2008 shall remain a Municipal Drain and be maintained in accordance with maintenance provisions in this report.
5. This new drainage system shall be known as the “Carroll Municipal Drain 2018”.
6. The drainage coefficient design standard used for this drain is 38mm of rainfall per 24 hours.
7. The open portion of the Carroll Municipal Drain and the John F. Smith Municipal Drain be cleaned out under the maintenance program.

Summary of Proposed Works

The proposed work consists of the installation of approximately 1,239 metres of 400mm to 525mm diameter concrete field tile and HDPE pipes, the installation of three (3) concrete catch basin and one (1) concrete junction box.

Working Area

The working area for construction purposes shall be a width of twenty-five (25) metres centered on the proposed tile drain (Sta. 0+000 to Sta. 0+275) and a width of twenty (20) metres centered on the proposed tile drain (Sta. 0+275 to Sta. 0+964). The working area for maintenance purposes shall be a width of ten (10) metres centered on the proposed tile drain. Each landowner on whose property the drainage work is to be constructed shall designate access to and from the working area.

Watershed Characteristics

The Drainage Area comprises approximately 30.1 hectares and 14.2 hectares subsurface drainage. Land use within the watershed is primarily agricultural.

Allowances

In accordance with Sections 29 and 30 of the Drainage Act, R.S.O. 1990, we determine the allowances payable to Owners entitled thereto as follows.

Lot or Part	Con.	Owner	Roll No.	Right-of-Way (Section 29)	Damages to Lands and Crops (Section 30)	Total Allowances
<u>Carroll Municipal Drain 2018</u>						
Pt 20	7	J.&M. Veri	7-025	\$7,800	\$6,620	\$14,420
Pt 21	7	R.M. & H. Eisert	7-026	\$2,850	\$3,000	\$5,850
Total Allowances				\$10,650	\$9,600	\$20,270

Total Allowances, under Sections 29 and 30 of the Drainage Act, R.S.O. 1990;
Carroll Municipal Drain 2018.

\$20,270

The land values used for calculating allowances for Right-of-Way was \$45,000/ha.

The allowances for Right-of-Way under Section 29 of the Drainage Act, R.S.O. 1990 were calculated based on 25% of the land value for a 10 metre Right-of-Way.

Allowances for Right-of-Way were not provided in the Carroll Municipal Drainage Report prepared by James A. Howes, O.L.S., dated February 6, 1957 which authorized the construction of the existing drain.

Estimated Construction Costs

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

Labour, Equipment, and Materials

1) Supply 602 metres of 400mm diameter concrete field tile	\$ 14,448
Installation	\$ 12,040
2) Supply 187 metres of 450mm diameter concrete field tile	\$ 5,423
Installation	\$ 4,488
3) Supply 418 metres of 525mm diameter concrete field tile	\$ 14,212
Installation	\$ 10,450
4) Supply 2- 6metre lengths of 450mm diameter mm thickness, HDPE outlet pipes complete with rodent grates	\$ 1,000
Installation of 2- 6metre lengths of 450mm diameter outlet pipes complete with quarry stone rip-rap protection and geotextile filter material (30 m ²)	\$ 3,000
5) Supply and install 1 standard 600mm x 600mm concrete catch basin at Sta. 0+964 (inline type)	\$ 2,000
6) Supply and install 2- 450mm x 250mm HDPE Y's at Sta 0+890	\$ 900
7) Supply and install 1 - 900mm x 1200mm concrete junction box at Sta. 0+275	\$ 2,500
8) Tile connections	\$ 1,489
Sub-Total	\$ 71,950
9) Work to be done on the Municipality of South Huron	
Road Allowance, Huron Street (Sta. 0+693 to Sta. 0+713)	
a) Supply 20 metres of 525mm diameter HDPE Pipe (BOSS 2000 or eq.)	\$ 1,700
Installation including granular base and back fill (open cut method)	\$ 8,000
b) Supply and install 2 standard 900mm x 1200mm concrete catch basins at Sta 0+693 and Sta 0+713	\$ 6,000
Sub-Total	\$ 15,700
TOTAL ESTIMATED CONSTRUCTION COSTS	87,650



Summary of Costs

Allowances under Sections 29 and 30 of the Drainage Act, R.S.O. 1990	\$ 20,270
Total Estimated Construction Costs	\$ 87,650
Meetings, survey, design, preparation of preliminary cost estimates and reports, preparation of final drainage report, consideration of report and court of revision	\$ 29,700
Preparation of contract documents, contract administration, supervision and inspection of construction	\$ 12,500
Contingencies, Interest, HYDRO Vac Watermain and net H.S.T.	\$ 6,180
TOTAL ESTIMATED COSTS	
CARROLL MUNICIPAL DRAIN 2018	\$ 156,300

The estimated cost of the work in the Municipality of South Huron is \$156,300.

Assessment

We assess the cost of this work against the lands and roads liable for assessment for benefit and outlet as shown on the annexed Schedule of Assessment. We have determined that there is no injuring liability assessment involved.

The existing Carroll Municipal Drain constructed under the report of James A. Howes, O.L.S. dated February 6, 1957 shall be abandoned and cease to be a municipal drain after the Carroll Municipal Drain 2018 is constructed. The ownership of the existing tile drain shall be reverted to the landowners for that portion of the drain which is situated on their respective properties.

Whether or not the Municipality of South Huron elects to do the work on their property, Sta. 0+693 to Sta. 0+713, they shall be assessed the actual increased costs to the drainage works due to the construction and operation of the road as a Special Assessment in addition to any benefit and outlet assessments. The Special Assessment shall be made up of the actual construction costs plus an allowance for administration costs.

The 600mm diameter waterline at the intersection of Huron Street and Parr Line interferes with the construction improvements to the Carroll Municipal Drain 2018. The drainage report prepared by Dillon Consulting Ltd., dated September 10, 2008 states that if the proposed drain repairs do not function to the satisfaction of the Municipality of South Huron, the Municipality may reinstate the Carroll Municipal Drain to its original condition and the costs will be borne by Lake Huron Primary Water Supply System (LHPWSS). In lieu of lowering the 600mm diameter water pipeline, the Carroll Municipal Drain will be relocated from the north side of Huron Street to the south side for a distance of 693 metres. The additional costs for crossing under the water pipeline on Huron Street and the reinstatement of the Carroll Municipal Drain to its original condition will be assessed as a Special Assessment under Section 26 of the Drainage Act to the Lake Huron Primary Water Supply System (LHPWSS) and the assessment to LHPWSS will be proratable.

Maintenance

After completion, this drain shall be maintained by the Municipality of South Huron at the expense of all the lands and roads assessed in the attached Schedule of Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Respectfully submitted,

DIETRICH ENGINEERING LIMITED



W. J. Dietrich, P.Eng.

WJD:ch



SCHEDULE OF ASSESSMENT FOR CONSTRUCTION
Carroll Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)

LOT OR PART	CON.	HECTARES AFFECTED	OWNER	ROLL NO.	(SEC. 22) BENEFIT	(SEC. 23) OUTLET LIABILITY	(SEC. 26) SPECIAL ASSESSMENT	TOTAL ASSESSMENT	LESS 1/3		NET
									GOV'T GRANT	ALLOWANCES LESS	
Pt. 20	7	2.4	J. & M. Veri	7-025	\$9,000	\$704		\$9,704	\$3,235	\$14,420	-\$7,951
* Pt. 20	7	1.0	T. Robinson	7-025-05		\$706		\$706			\$706
Pt. 21	7	9.3	R., M. & H. Eisert	7-026	\$18,800	\$5,540		\$24,340	\$8,113	\$5,850	\$10,377
* Pt. 21	7	0.3	D. Noakes	7-026-05		\$181		\$181			\$181
Npt. 21	7	0.8	G. & C. Geurts Farms Ltd.	7-027		\$241		\$241	\$80		\$161
Ept. 20	8	7.5	G. & C. Geurts Farms Ltd.	8-027		\$4,336		\$4,336	\$1,445		\$2,891
* Pt. 20	8	0.4	J. & A. Brand	8-027-15		\$257		\$257			\$257
Pt. 21	8	6.7	R., M. & H. Eisert	8-028	\$3,000	\$10,849		\$13,849	\$4,616		\$9,233
Total Assessment on Lands									\$17,489	\$20,270	\$15,855
Lake Huron Primary Water Supply Systems											\$68,500
Huron Street	1.6		Municipality of South Huron		\$10,000	\$3,386	\$68,500	\$34,186			\$34,186
Total Assessment on Roads											\$102,686
Total Assessment on Lands and Roads, Carroll Municipal Drain 2018									\$17,489	\$20,270	\$118,541

- NOTES:
- * Denotes lands not eligible for the ADIP grant.
 - The NET ASSESSMENT is the total estimated assessment less a one-third (1/3) Provincial grant, and allowances, if applicable.
 - The NET ASSESSMENT is provided for information purposes only.

SCHEDULE OF ASSESSMENT FOR MAINTENANCE
Carroll Municipal Drain 2018
Municipality of South Huron
(Stephen Ward)

LOT OR PART	CON.	APPROX. HECTARES AFFECTED	OWNER	ROLL NO.	PORTION OF MAINTENANCE COST
Pt. 20	7	2.4	J. & M. Veri	7-025	3.1%
* Pt. 20	7	1.0	T. Robinson	7-025-05	2.6%
Pt. 21	7	9.3	R., M. & H. Eisert	7-026	24.0%
* Pt. 21	7	0.3	D. Noakes	7-026-05	0.8%
Npt. 21	7	0.8	G. & C. Geurts Farms Ltd.	7-027	1.0%
Ept. 20	8	7.5	G. & C. Geurts Farms Ltd.	8-027	19.3%
* Pt. 20	8	0.4	J. & A. Brand	8-027-15	1.1%
Pt. 21	8	6.7	R., M. & H. Eisert	8-028	35.5%
Total Assessment on Lands					<u>87.4%</u>
Huron Street		1.6	Municipality of South Huron		<u>12.6%</u>
Total Assessment on Roads					<u>12.6%</u>
Total Assessment on Lands and Roads, Carroll Municipal Drain 2018					<u>100.0%</u>

NOTES: 1. * Denotes lands not eligible for the ADIP grant.

**SPECIFICATIONS FOR THE CONSTRUCTION OF
MUNICIPAL DRAINAGE WORKS**

DIVISION A – General Conditions

DIVISION C – Specification for Tile Drains

DIVISION H – Special Provisions

DIVISION A

GENERAL CONDITIONS

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DIVISION A

GENERAL CONDITIONS

A.1 SCOPE

The work to be done under this contract consists of supplying all labour, equipment and materials to construct the drainage work as outlined in the Scope of Work, Drawings, General Conditions and other Specifications.

A.2 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as instructed by the Municipality. The Scope of Work must be completed and submitted with the Form of Tender and Agreement. A certified cheque is required as Tender Security, payable to the Treasurer of the Municipality.

All certified cheques, except that of the bidder to whom the work is awarded will be returned within ten (10) days of the time the Contract is awarded. The certified cheque of the bidder to whom the work is awarded will be retained as Contract Security and returned when the Municipality receives a Completion Certificate for the work.

A certified cheque is not required if the Contractor provides an alternate form of Contract Security such as a Performance Bond for 100% of the amount of the Tender or other satisfactory security, if required/permitted by the Municipality. A Performance Bond may also be required to insure maintenance of the work for a period of one (1) year after the date of the Completion Certificate.

A.3 EXAMINATIONS OF SITE, DRAWINGS AND SPECIFICATIONS

The Tenderer must examine the premises and site to compare them with the Drawings and Specifications in order to satisfy himself of the existing conditions and extent of the work to be done before submission of his Tender. No allowance shall subsequently be made on behalf of the Contractor by reason of any error on his part. Any estimates of quantities shown or indicated on the Drawings, or elsewhere are provided for the convenience of the Tenderer. Any use made of these quantities by the Tenderer in calculating his Tender shall be done at his own risk. The Tenderer for his own protection should check these quantities for accuracy.

The standard specifications (Divisions B through G) shall be considered complementary and where a project is controlled under one of the Divisions, the remaining Divisions will apply for miscellaneous works.



In case of any inconsistency or conflict between the Drawings and Specifications, the following order of precedence shall apply:

- Direction of the Engineer
- Special Provisions (Division H)
- Scope of Work
- Contract Drawings
- Standard Specifications (Divisions B through G)
- General Conditions (Division A)

A.4 PAYMENT

Progress payments equal to 87±% of the value of work completed and materials incorporated in the work will be made to the Contractor monthly. An additional ten per cent (10±%) will be paid 45 days after the final acceptance by the Engineer, and three per cent (3±%) of the Contract price may be reserved by the Municipality as a maintenance holdback for a one (1) year period from the date of the Completion Certificate. A greater percentage of the Contract price may be reserved by the Municipality for the same one (1) year period if in the opinion of the Engineer, particular conditions of the Contract requires such greater holdback.

After the completion of the work, any part of this reserve may be used to correct defects developed within that time from faulty workmanship and materials, provided that notice shall first be given to the Contractor and that he may promptly make good such defects.

A.5 CONTRACTOR'S LIABILITY INSURANCE

Prior to commencement of any work, the Contractor shall file with the Municipality evidence of compliance with all Municipality insurance requirements (Liability Insurance, WSIB, etc.) for no less than the minimum amounts as stated in the Purchasing Procedures of the Municipality. All insurance coverage shall remain in force for the entire contract period including the warranty period which expires one year after the date of the Completion Certificate.

The following are to be named as co-insured: Successful Contractor
Sub-Contractor
Municipality
Dietrich Engineering Ltd.

A.6 LOSSES DUE TO ACTS OF NATURE, ETC.

All damage, loss, expense and delay incurred or experienced by the Contractor in the performance of the work, by reason of unanticipated difficulties, bad weather, strikes, acts of nature, or other mischances shall be borne by the Contractor and shall not be the subject of a claim for additional compensation.



A.7 COMMENCEMENT AND COMPLETION OF WORK

The work must commence as specified in the Form of Tender and Agreement. If conditions are unsuitable due to poor weather, the Contractor may be required, at the discretion of the Engineer to postpone or halt work until conditions become acceptable and shall not be subject of a claim for additional compensation.

The Contractor shall give the Engineer a minimum of 48 hours notice before commencement of work. The Contractor shall then arrange a meeting to be held on the site with Contractor, Engineer, and affected Landowners to review in detail the construction scheduling and other details of the work.

If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Municipality a minimum of 24 hours notice prior to returning to the project. If any work is commenced without notice to the Engineer, the Contractor shall be fully responsible for all such work undertaken prior to such notification.

The work must proceed in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the Form of Tender and Agreement.

A.8 WORKING AREA AND ACCESS

Where any part of the drain is on a road allowance, the road allowance shall be the working area. For all other areas, the working area available to the Contractor to construct the drain is specified in the Special Provisions (Division H).

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately. Where the Contractor exceeds the specified working widths without authorization, he shall be held responsible for the costs of all additional damages.

If access off an adjacent road allowance is not possible, each Landowner on whose property the drainage works is to be constructed, shall designate access to and from the working area. The Contractor shall not enter any other lands without permission of the Landowner and he shall compensate the Landowner for damage caused by such entry.

A.9 SUB-CONTRACTORS

The Contractor shall not sublet the whole or part of this Contract without the approval of the Engineer.

A.10 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall obtain and pay for all necessary permits or licenses required for the execution of the work (but this shall not include MTO encroachment permits, County Road permits permanent easement or rights of servitude). The Contractor shall give all necessary notices and pay for all fees required by law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public's health and safety.



A.11 RAILWAYS, HIGHWAYS AND UTILITIES

A minimum of 72 hours' notice to the Railway or Highways, exclusive of Saturdays, Sundays, and Statutory Holidays, is required by the Contractor prior to any work activities on or affecting the applicable property. In the case of affected Utilities, a minimum of 48 hours' notice to the utility owner is required.

A.12 ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. Any attempt by the Contractor to correct the error on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy the wrong decision on his part shall be borne by the Contractor. The Engineer shall make the alterations necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project.

The Contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

A.13 ALTERATIONS AND ADDITIONS

The Engineer shall have the power to make alterations in the work shown or described in the Drawings and Specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the Contract shall be increased or decreased as the case may require according to a fair and reasonable evaluation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Contractor and the Engineer, but in all cases the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render the Contract void. No claims for a variation or alteration in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and notice of such claims made in writing before commencement of such work. In no such case shall the Contractor commence work which he considers to be extra before receiving the Engineer's approval.

A.14 SUPERVISION

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

A.15 FIELD MEETINGS

At the discretion of the Engineer, a field meeting with the Contractor or his representative, the Engineer and with those others that the Engineer deems to be affected, shall be held at the location and time specified by the Engineer.



A.16 PERIODIC AND FINAL INSPECTIONS

Periodic inspections by the Engineer will be made during the performance of the work. If ordered by the Engineer, the Contractor shall expose the drain as needed to facilitate inspection by the Engineer.

Final inspection by the Engineer will be made within twenty (20) days after he has received notice from the Contractor that the work is complete.

A.17 ACCEPTANCE BY THE MUNICIPALITY

Before any work shall be accepted by the Municipality, the Contractor shall correct all deficiencies identified by the Engineer and the Contractor shall leave the site neat and presentable.

A.18 WARRANTY

The Contractor shall repair and make good any damages or faults in the drain that may appear within one (1) year after its completion (as dated on the Completion Certificate) as the result of the imperfect or defective work done or materials furnished if certified by the Engineer as being due to one or both of these causes; but nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done. Neither the Completion Certificate nor any payment there under, nor any provision in the Contract Documents shall relieve the Contractor from his responsibility.

A.19 TERMINATION OF CONTRACT BY THE MUNICIPALITY

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials to commence or complete the works, or if he should fail to make prompt payment to Sub-Contractors, or for material, or labour, or persistently disregards laws, ordinances, or the instruction of the Engineer, or otherwise be guilty of a substantial violation of the provisions of the Contract, then the Municipality, upon the certificate of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the Contractor written notice, terminate the employment of the Contractor and take possession of the premises, and of all materials, tools and appliances thereon, and may finish the work by whatever method the Engineer may deem expedient but without delay or expense. In such a case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price will exceed the expense of finishing the work including compensation to the Engineer for his additional services and including the other damages of every name and nature, such excess shall be paid by the Contractor. If such expense will exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer.



If the Contract is terminated by the Municipality due to the Contractor's failure to properly commence the works, the Contractor shall forfeit the certified cheque bid deposit and furthermore shall pay to the Municipality an amount to cover the increased costs, if any, associated with a new Tender for the Contract being terminated.

If any unpaid balance and the certified cheque do not match the monies owed by the Contractor upon termination of the Contract, the Municipality may also charge such expense against any money which may thereafter be due to the Contractor from the Municipality.

A.20 TESTS

The cost for the testing of materials supplied to the job by the Contractor shall be borne by the Contractor. The Engineer reserves the right to subject any lengths of any tile or pipe to a competent testing laboratory to ensure the adequacy of the tile or pipe. If any tile supplied by the Contractor is determined to be inadequate to meet the applicable A.S.T.M. standards, the Contractor shall bear full responsibility to remove and/or replace all such inadequate tile in the Contract with tile capable of meeting the A.S.T.M. Standards.

A.21 POLLUTION

The Contractor shall keep their equipment in good repair. The Contractor shall refuel or repair equipment away from open water.

If polluted material from construction materials or equipment is caused to flow into the drain, the Contractor shall immediately notify the Ministry of the Environment, and proceed with the Ministry's protocols in place to address the situation.

A.22 SPECIES AT RISK

If a Contractor encounters a known Species at Risk as designated by the MNR or DFO, the Contractor shall notify the Engineer immediately and follow the Ministry's guidelines to deal with the species.

A.23 ROAD CROSSINGS

This specification applies to all road crossings (Municipality, County, Regional, or Highway) where no specific detail is provided on the drawings or in the standard specifications. This specification in no way limits the Road Authority's regulations governing the construction of drains on their Road Allowance.

A.23.1 Road Occupancy Permit

Where applicable, the Contractor must submit an application for a road occupancy permit to the Road Authority and allow a minimum of five (5) working days for its review and issuance.



A.23.2 Road Closure Request and Construction Notification

The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority and the Engineer for review and approval a minimum of five (5) working days prior to proceeding with any work on the road allowance. The Contractor shall be responsible for notifying all applicable emergency services, schools, etc. of the road closure or construction taking place.

A.23.3 Traffic Control

The Contractor shall supply flagmen, and warning signs and ensure that detour routes are adequately signed in accordance with no less than the minimum standards as set out in the Ontario Traffic Manual's Book 7.

A.23.4 Weather

No construction shall take place during inclement weather or periods of poor visibility.

A.23.5 Equipment

No construction material and/or equipment is to be left within three (3) metres of the travelled portion of the road overnight or during periods of inclement weather.

If not stated on the drawings, the road crossing shall be constructed by open cut method. Backfill from the top of the cover material over the subsurface pipe or culvert to the under side of the road base shall be Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm. Granular road base materials shall be thoroughly compacted to 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing HL-8 Hot Mix Asphalt patch at a thickness of 50mm or of the same thickness as the existing pavement structure. The asphalt patch shall be flush with the existing roadway on each side and without overlap.

Excavated material from the trench beyond 1.25 metres from the travelled portion or beyond the outside edge of the gravel shoulder may be used as backfill in the trench in the case of covered drains. The material shall be compacted in lifts not exceeding 300mm.

A.24 LANEWAYS

All pipes crossing laneways shall be backfilled with material that is clean, free of foreign material or frozen particles and readily tamped or compacted in place unless otherwise specified. Laneway culverts on open ditch projects shall be backfilled with material that is not easily erodible. All backfill material shall be thoroughly compacted as directed by the Engineer.



Culverts shall be bedded with a minimum of 300mm of granular material. Granular material shall be placed simultaneously on each side of the culvert in lifts not exceeding 150mm in thickness and compacted to 95% Standard Proctor Density. Culverts shall be installed a minimum of 10% of the culvert diameter below design grade with a minimum of 450mm of cover over the pipe unless otherwise noted on the Drawings.

The backfill over culverts and subsurface pipes at all existing laneways that have granular surfaces on open ditch and closed drainage projects shall be surfaced with a minimum of 300mm of Granular "B" material and 150mm of Granular "A" material. All backfill shall be thoroughly compacted as directed by the Engineer. All granular material shall be placed to the full width of the travelled portion.

Any settling of backfilled material shall be repaired by or at the expense of the Contractor during the warranty period of the project and as soon as required.

A.25 FENCES

No earth is to be placed against fences and all fences removed by the Contractor shall be replaced by him in as good a condition as found. Where practical the Contractor shall take down existing fences in good condition at the nearest anchor post and roll it back rather than cutting the fence and attempting to patch it. The replacement of the fences shall be done to the satisfaction of the Engineer. Any fences found in such poor condition where the fence is not salvageable, shall be noted and verified with the Engineer prior to commencement of work.

Fences damaged beyond repair by the Contractor's negligence shall be replaced with new materials, similar to those materials of the existing fence, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the Landowner and the Engineer.

Any fences paralleling an open ditch that are not line fences that hinder the proper working of the excavating machinery, shall be removed and rebuilt by the Landowner at his own expense.

The Contractor shall not leave fences open when he is not at work in the immediate vicinity.

A.26 LIVESTOCK

The Contractor shall provide each landowner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the Landowner shall be responsible to keep all livestock clear of the construction areas until further notified. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock where the Contractor failed to notify the Landowner, or through negligence or carelessness on the part of the Contractor.



A.27 STANDING CROPS

The Contractor shall be responsible for damages to standing crops which are ready to be harvested or salvaged along the course of the drain and access routes if the Contractor has failed to notify the Landowners 48 hours prior to commencement of the work on that portion of the drain.

A.28 SURPLUS GRAVEL

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used, the Contractor shall haul away such surplus material.

A.29 IRON BARS

The Contractor is responsible for the cost of an Ontario Land Surveyor to replace any iron bars that are altered or destroyed during the course of the construction.

A.30 RIP-RAP

Rip-rap shall be quarry stone rip-rap material and shall be the sizes specified in the Special Provisions. Broken concrete shall not be used as rip-rap unless otherwise specified.

A.31 CLEARING, GRUBBING AND BRUSHING

This specification applies to all brushing where no specific detail is provided on the drawings or in the Special Provisions.

The Contractor shall clear, brush and stump trees from within the working area that interfere with the installation of the drainage system.

All trees, limbs and brush less than 150mm in diameter shall be mulched. Trees greater than 150mm in diameter shall be cut and neatly stacked in piles designated by the Landowners.

A.32 RESTORATION OF LAWNS

This specification applies to all lawn restoration where no specific detail is provided on the drawings or in the Special Provisions and no allowance for damages has been provided under Section 30 of the Drainage Act RSO 1990 to the affected property.

The Contractor shall supply "high quality grass seed" and the seed shall be broadcast by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of broadcast to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the supplier's recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the Landowner to maintain the area in a manner so as to promote growth.

DIVISION C

SPECIFICATIONS FOR TILE DRAINS

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DIVISION C

SPECIFICATIONS FOR TILE DRAINS

C.1 PIPE MATERIALS

C.1.1 Concrete Tile

Concrete drain tile shall conform to the requirements of the most recent A.S.T.M. specification for Heavy-Duty Extra Quality drain tile. All tile with diameters less than 600mm shall have a pipe strength of 1500D. All tile with diameters 600mm or larger shall have a pipe strength of 2000D.

All tile furnished shall be subject to the approval of the Engineer. All rejected tile are to be immediately removed from the site.

C.1.2 High Density Polyethylene (HDPE) Pipe

All HDPE pipe shall be dual-wall corrugated drainage pipe with a smooth inner wall. HDPE pipe shall have a minimum stiffness of 320 kPa at 5% deflection.

Unless otherwise noted, all sealed HDPE pipe shall have a water tight gasketed bell and spigot joining system meeting the minimum requirements of CSA B182.8. Perforated HDPE pipe shall have a soil tight joining system, and shall be enveloped in non-woven geotextile filter sock.

C.2 ALIGNMENT

The Contractor shall contact the Engineer to establish the course of the drain. Where an existing drain is to be removed and replaced by the new drain, or where the new drain is to be installed parallel to an existing drain, the Contractor shall locate the existing drain (including repairing damaged tile caused by locating) at intervals along the course of the drain. The costs of locating shall be included in the tender price.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other watercourses or at sharp corners, it shall run on a curve of at least 15 metres radius. The new tile drain shall be constructed at an offset from and parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water.

The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and existing tile act together to provide the necessary capacity. Where any such existing drain is disturbed or damaged, the Contractor shall perform the necessary repair at his expense.



C.3 PROFILE

Benchmarks have been established along the course of the drain which are to govern the elevations of the drain. The location and elevations of the benchmarks are shown on the drawings. Tile is to be installed to the elevation and grade shown on the profiles. Accurate grade control must be maintained by the Contractor at all times.

When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made.

C.4 EXCAVATION

C.4.1 Wheel machine

Unless otherwise specified, all trenching shall be carried out with a wheel machine approved by the Engineer. The wheel machine shall shape the bottom of the trench to conform to the outside diameter of the pipe. The minimum trench width shall be equal to the outside diameter of the pipe plus 100mm on each side of the pipe, unless otherwise specified. The maximum trench width shall be equal to the outside diameter of the pipe plus 300mm on each side of the pipe, unless otherwise specified.

C.4.2 Scalping

Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capability of the Contractor's wheel machine, he shall lower the surface grade in order that the wheel machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of the topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.

C.4.3 Excavator

Where the use of an excavator is used in-lieu of a wheel machine, the topsoil shall be stripped and replaced in accordance with Item C.4.2. All tile shall be installed on 19mm clear crushed stone bedding placed to a minimum depth of 150mm which has been shaped to conform to the bottom of the pipe. The Contractor shall include the costs of this work in his tender price.

C.5 INSTALLATION

C.5.1 Concrete Tile

The tile is to be laid with close joints and in regular grade and alignment in accordance with the drawings. The tiles are to be bevelled, if necessary to ensure close joints. The inside of the tile is to be kept clear when laid. The sides of the tile are to be supported by partial filling of the trench



(blinding) prior to inspection by the Engineer. No tile shall be backfilled until inspected by the Engineer unless otherwise permitted by the Engineer. The tile shall be backfilled such that a sufficient mound of backfill is placed over the trench to ensure that no depression remains after settling occurs in the backfill.

Where a tile connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a tile drain passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

The Contractor shall supply and wrap all concrete tile joints with Mirafi 160N geotextile filter material as part of this contract. The width of the filter material should be:

- 300mm wide for tile sizes 150mm diameter to 350mm diameter.
- 400mm wide for tile sizes 400mm diameter to 750mm diameter.
- 500mm wide for tile sizes larger than 750mm diameter.

The filter material shall completely cover the tile joint and shall have a minimum overlap of 300mm. The type of filter material shall be.

C.5.2 HDPE Pipe

HDPE pipe shall be installed using compacted Granular 'A' bedding or 19mm clear crushed stone bedding from 150mm below the pipe to 300mm above the pipe. All granular material shall be compacted using a suitable mechanical vibratory compactor. Granular bedding and backfill shall be placed in lifts not exceeding 300mm and compacted to at least 95% Standard Proctor Maximum Dry Density (SPMDD).

Where a pipe connects to a catch basin or similar structure, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone under areas backfilled from the underside of the pipe to undisturbed soil. Where a pipe passes through a bore pit, the Contractor shall include in his tender price for the supply and placement of compacted Granular 'A' bedding or 19mm clear crushed stone from the underside of the pipe down to undisturbed soil with the limits of the bore pit.

As determined by the Engineer, unsuitable backfill material must be hauled off-site by the Contractor and Granular "B" shall be used as replacement backfill material.

C.6 TRENCH CROSSINGS

The Contractor shall not cross the backfilled trench with any construction equipment or vehicles, except by one designated crossing location on each property. The Contractor shall ensure that the bedding and backfill material at this designated crossing location is properly placed and compacted so as to adequately support the equipment and vehicles that may cross the trench.



The Contractor may undertake any other approved work to ensure the integrity of the tile at the crossing location. The Contractor shall ensure that no equipment or vehicles travel along the length of the trench. The Contractor shall be responsible for any damage to the new tile caused by the construction of the drain.

C.7 OUTLET PROTECTION

A tile drain outlet into a ditch shall be either HDPE pipe or corrugated steel pipe and shall include a hinged grate for rodent protection. The maximum spacing between bars on the rodent grate shall be 40mm. All corrugated steel outlet pipes shall be bevelled at the end to generally conform to the slope of the ditch bank.

Quarry stone rock rip-rap protection and geotextile filter material (Mirafi 160N), shall be installed around the outlet pipe and extended downstream a minimum distance of three metres, unless otherwise specified. The protection shall extend to the top of the backfilled trench and below the pipe to 300 mm under the streambed. The protection shall also extend 600mm into undisturbed soil on either side of the backfilled trench. In some locations, rip-rap may be required on the bank opposite the outlet.

Where the outlet occurs at the upper end of an open ditch, the rip-rap protection will extend all around the end of the ditch and to a point 800mm downstream on either side. Where heavy overflow is likely to occur, sufficient additional rip-rap and filter material shall be placed as directed by the Engineer to prevent the water cutting around the protection.

C.8 CATCH BASINS AND JUNCTION BOXES

Unless otherwise noted, catch basins shall be in accordance with OPSD 705.010 and 705.030. The catch basin grate shall be a "Birdcage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catch basin with bolts into the concrete. Spacing of bars on grates for use on 600mmX600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmX600mm shall be 90mm.

All catch basins shall be backfilled with compacted Granular 'A' or 19mm clear crushed stone placed to a minimum width of 300mm on all sides. If settling occurs after construction, the Contractor shall supply and place sufficient granular material to maintain the backfill level flush with adjacent ground. The riser sections of the catch basin shall be wrapped with filter cloth.

Quarry stone rip-rap protection shall be placed around all catch basins and shall extend a minimum distance of one (1) metre away from the outer edge of each side of the catch basin, and shall be placed so that the finished surface of the rip-rap is flush with the existing ground.

If there are no existing drains to be connected to the catch basin at the top end of the drain, a plugged tile shall be placed in the upstream wall with the same elevations as the outlet tile.

Junction boxes shall have a minimum cover over the lid of 450mm.



The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. The top of the spill way of the earth berm shall be the same elevation as the high wall of the ditch inlet catch basin. The earth berm shall be covered with 100mm depth of topsoil and seeded with an approved green seed mixture. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 metres each way from all catch basins.

The Contractor shall clean all catch basin sumps after completion of the drain installation. Catch basin markers shall be placed beside each catch basin.

C.9 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain is to be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary drains encountered are clean or reasonably clean, they shall be connected into the new drain in accordance with the typical tile drain connection detail. Tributary tile drain connections into the new drain shall be made using high density polyethylene agricultural drain tubing installed on and backfilled with 19mm clear crushed stone. All tile drain connections into the new drain shall be either a cored hole with an insert coupler or a manufactured tee.

Where the existing drains are full of sediment, the decision to connect the tributary drain to the new drain shall be left to the Engineer. The Contractor shall be paid for each tributary drain connection as outlined in the Form of Tender and Agreement.

The Contractor shall be responsible for all tributary tile connections for a period of one year from the date of the Completion Certificate. After construction, any missed tile connections required to be made into the new drain shall be paid at the same rate as defined in the Form of Tender and Agreement. The Contractor will have the option to make any subsequent tile connections or have the Municipality make the required connections and have the cost of which deducted from the holdback.

Where an open ditch is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain.

Where the Contractor is required to connect an existing tile which is not encountered in the course of the drain, the cost of such work shall constitute an extra to the contract.

C.10 CLEARING, GRUBBING AND MULCHING

The Contractor shall clear, brush and stump trees from within the working area.

All trees or limbs 150mm or larger, that is necessary to remove, shall be cut, trimmed and neatly stacked in the working width for the use or disposal by the Landowner. Brush and limbs less than 150mm in diameter shall be mulched.

Clearing, grubbing and mulching shall be carried out as a separate operation from installing the drain, and shall not be completed simultaneously at the same location.



C.11 ROADS AND LANEWAY SUB-SURFACE CROSSINGS

All roads and laneway crossings may be made with an open cut. The Contractor may use original ground as backfill to within 600mm of finished grade only if adequate compaction and if the use of the original ground backfill has been approved beforehand by the Engineer.

C.12 FILLING IN EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm equipment. If sufficient material is available on-site to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled waterway. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period.

C.13 CONSTRUCTION OF GRASSED WATERWAYS

Where the Contractor is required to construct a grassed waterway, the existing waterway shall be filled in, regraded, shaped and a seed bed prepared prior to applying the grass seed. The grass seed shall be fresh, clean and new crop seed, meeting the requirements of the MTO.

- 55% Creeping Red Fescue
- 15% Perennial Rye Grass
- 27% Kentucky Bluegrass
- 3% White Clover

Grass seed shall be applied at the rate of 100 kg/ha.

C.14 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer if unstable soil is encountered. The Engineer shall, after consultation with the Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

C.15 ROCKS

The Contractor shall immediately contact the Engineer if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a wheel machine. The Engineer shall determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation.

If only scattered large stone or boulders are removed on any project, the Contractor shall either excavate a hole to bury same adjacent to the drain, or he shall haul the stones or boulders to a location designated by the Landowner.



C.16 BROKEN OR DAMAGED TILE

The Contractor shall remove and dispose of all broken (existing or new), damaged or excess tile off site.

C.17 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEMS

Drainage Guide for Ontario, Ministry of Agriculture, Food and Rural Affairs, Publication 29 and its amendments, dealing with the construction of Subsurface Drainage Systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other Specifications of the Contract.

DIVISION H

SPECIAL PROVISIONS

Carroll Municipal Drain 2018
Municipality of South Huron

Reference No. 1369

Special provisions means special directions containing requirements peculiar to the work not adequately provided for by the standard or supplemental Specifications. Special provisions shall take precedence and govern any standard or supplemental Specifications.

The following special provisions shall apply to this project:

1. The Contractor shall notify the Owners and the Engineer forty-eight (48) hours prior to construction to arrange a pre-construction meeting.
2. The Contractor shall verify the location of the new tile drains with the Engineer and the Owners prior to construction. The Contractor shall locate the existing tile drains in several places before installing the new drains.
3. The working area shall be twenty-five (25) metres centered on the proposed tile drain (Sta. 0+000 to Sta 0+275) and a width of 20 metres centered on the tile drain (Sta. 0+275 to Sta 0+964). Each landowner on whose property the drainage works is to be constructed shall designate access to and from the working area.
4. All utilities shall be located and uncovered in the affected areas by the Contractor prior to construction.
5. All catch basins shall be precast concrete catch basins (Coldstream Concrete Ltd. or approved equal). Knockouts shall be provided in the catch basins.
6. The catch basin grate elevations shall be set to the satisfaction of the Engineer.
7. Stone rip-rap protection and geo-textile material (Mirafi 180N) shall be placed around all catch basins as part of this contract.
8. All catch basin grates shall be birdcage grates (Coldstream Concrete Ltd. or approved equal). The grates shall be hot dipped galvanized.
9. All catch basin grates shall be fastened to the new catch basins.
10. All stone rip-rap material shall be quarry stone 150mm to 300mm dia. and placed to a depth of 400mm.
11. The Contractor shall supply all necessary materials to complete the connections of any existing drains to the new drain.
12. The Contractor shall be responsible for all trench settlement.
13. The Contractor shall supply and install catch basin markers beside all catch basins.
14. All concrete tile shall be Heavy-Duty Extra Quality Concrete Drain Tile: 1500D.



15. The Contractor shall supply and wrap all concrete tile joints with geotextile filter material as part of this contract.

The width of the filter material should be:

300mm wide for tile sizes 150mm diameter to 350mm diameter.

400mm wide for tile sizes 400mm diameter to 750mm diameter.

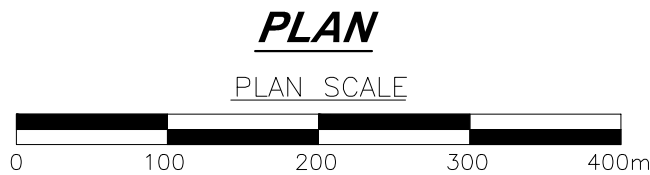
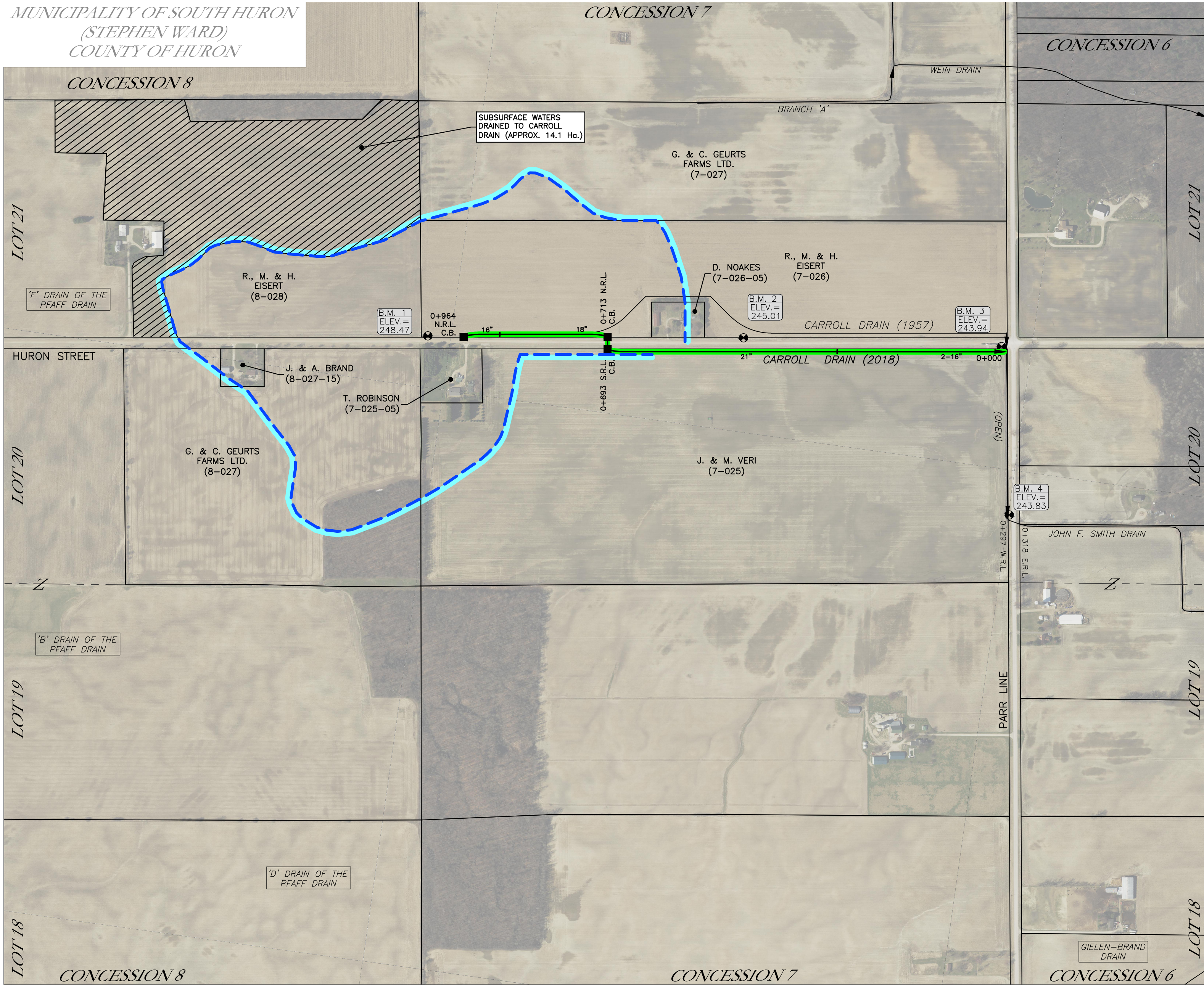
500mm wide for tile sizes larger than 750mm diameter.

The filter material shall completely cover the tile joint and shall have a minimum overlap of 300mm. The type of filter material shall be Mirafi 140NC for clay or loam soil conditions and Mirafi 160N for sandy or silty soil conditions.

16. An approved ditching machine (wheel trencher) shall be used to install the concrete tile.
17. The Contractor shall strip the topsoil for a width of 10 metres centered on the drain, Sta 0+000 to Sta 0+275 and 4 metres centered on the drain, Sta. 0+275 to Sta 0+964 before installing the tile drain. In deep cuts the Contractor shall strip the topsoil for the full width to allow the tile drain to be installed with a wheel trencher. The Contractor shall strip the topsoil in the locations where the drain is being installed with an excavator for the full top width of the trench. The topsoil shall be later spread over the backfilled trench.
18. All HDPE pipe shall have a stiffness of 320kPa. All HDPE pipe shall be BOSS 2000 pipe (or equivalent) bell and spigot complete with rubber gaskets.
19. Any areas disturbed within the Municipal Right-Of-Way during construction shall be top soiled and seeded with an approved grass seed mixture.
20. The roadside ditches shall be graded to the catch basins.
21. All existing catch basins removed shall be disposed of offsite.
22. Waterline Crossing

The Contractor shall locate and verify the elevation of the 600mm diameter watermain at Sta 0+700.

The Contractor shall contact Andrew Henry, P. Eng, Lake Huron and Elgin Water Supply Systems (519-930-3505 ext. 1355) before crossing the 600mm diameter watermain at Sta 0+700. The Contractor shall install extruded foam board insulation between the waterline and the 525mm diameter HDPE municipal drain. The 525mm diameter HDPE municipal drain will be bedded with 150mm of compacted MTO granular 'A' or 19mm clear crushed drainage stone and backfilled with non-shrinkable concrete to the top of the 525mm diameter HDPE pipe. The watermain shall be supported during the installation of the 525mm diameter municipal drain pipe.



BENCHMARK No. 1 ELEV.=248.47
NAIL IN EAST FACE OF HYDRO POLE 5 METRES SOUTH OF STA. 1+055

BENCHMARK No. 2 ELEV.=245.01
NAIL IN EAST FACE OF HYDRO POLE 30 METRES SOUTH OF STA. 0+490

BENCHMARK No. 3 ELEV.=243.94
NAIL IN EAST FACE OF HYDRO POLE 10 METRES WEST OF STA. 0+000

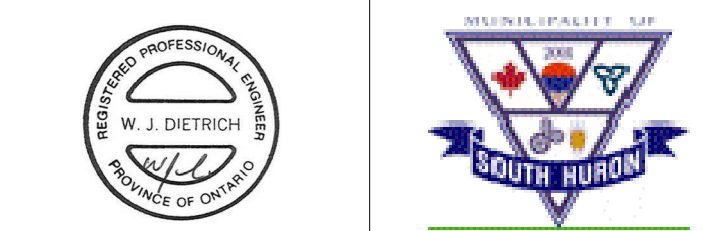
BENCHMARK No. 4 ELEV.=243.83
NAIL IN EAST FACE OF HYDRO POLE 4 METRES EAST OF STA. 0+288

LEGEND:

	DRAIN NAME	EXISTING MUNICIPAL DRAIN
		INTERIOR/EXTERIOR WATERSHED BOUNDARY
		PROPERTY BOUNDARY
		LOT OR CONCESSION BOUNDARY
		TOWNSHIP BOUNDARY
		EXISTING CATCH BASIN OR JUNCTION BOX
		EXISTING MANHOLE
	DRAIN NAME	MUNICIPAL DRAIN (AREA OF WORK)
		WATERSHED BOUNDARY
		PROPOSED CATCH BASIN OR JUNCTION BOX
		PROPOSED MANHOLE
	BENCHMARK LOCATION	BENCHMARK No. 1 ELEV.= 50.00
		BENCHMARK ELEVATION

4.	REPORT SUBMISSION	2018-05-10	DEL
3.	INFORMATION MEETING NO. 2	2018-04-16	DEL
2.	INFORMATION MEETING	2015-10-05	DEL
1.	ON-SITE MEETING	2013-12-12	DEL

No.	ISSUES AND REVISIONS	DATE	BY
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PROJECT: CARROLL MUNICIPAL DRAIN 2018

DRAWING:

Plan

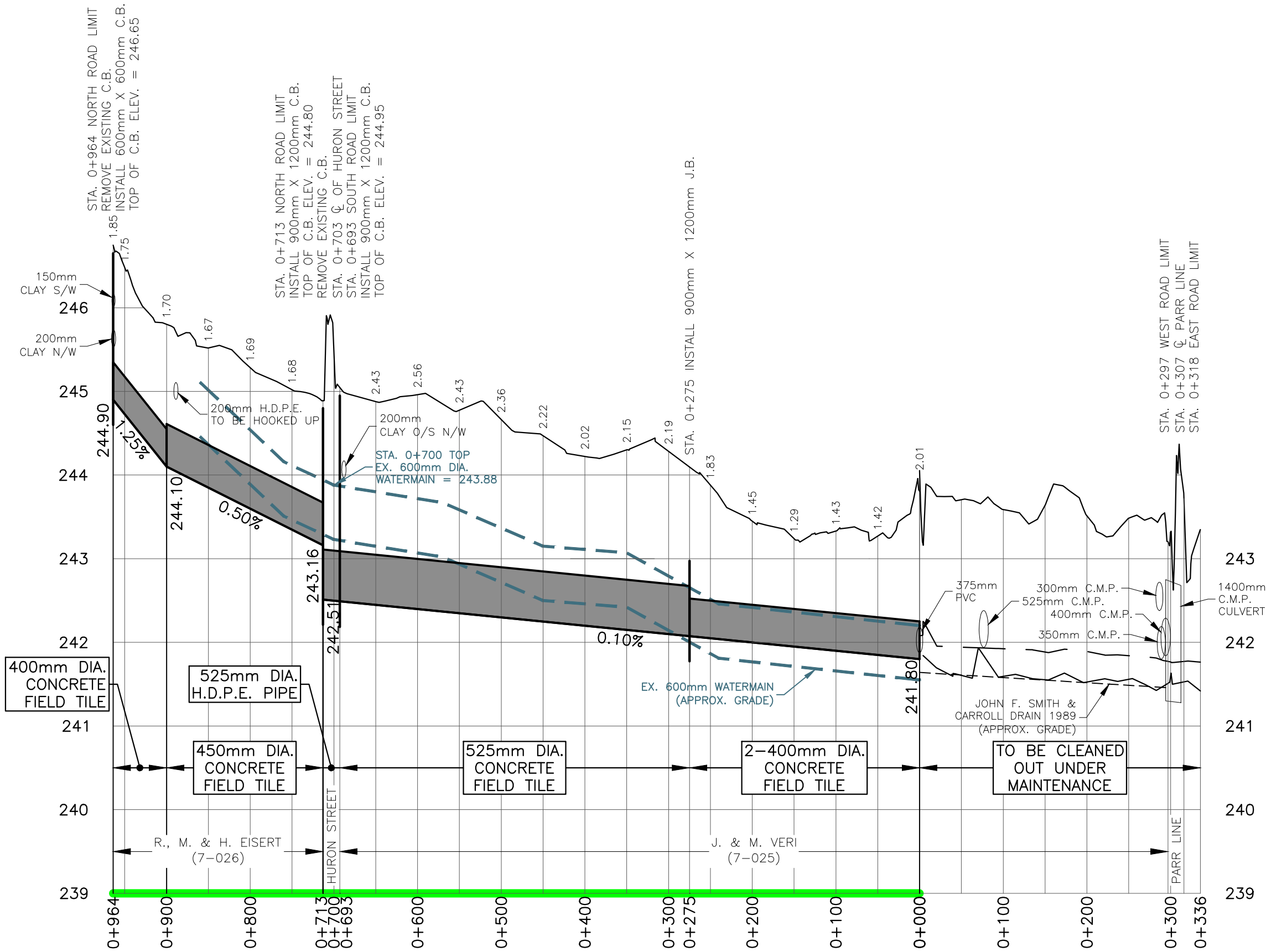
DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

515 Dotzert Crt., Unit 8, Waterloo, ON, N2L 6A7

PROJ. MGR: W.J.D.	DESIGNED BY: W.J.D.	DRAWN BY: G.C.	CHECKED BY: W.J.D.
DRAWING SCALE: AS NOTED	DATE: MAY 10, 2018	PROJECT No. 1369	DRAWING No. 1 of 2

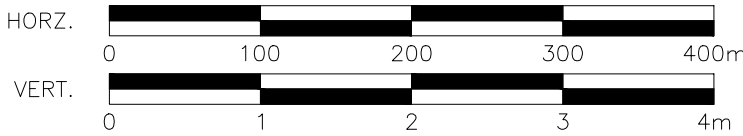
TILE SIZES

No.	ITEM	SIZE (mm)	STATION	LENGTH (m)
1.	HIGH DENSITY POLYETHYLENE OUTLET PIPES	2-450	0+000 - 0+006	12
2.	CONCRETE FIELD TILE	2-400	0+006 - 0+275	538
3.	CONCRETE FIELD TILE	525	0+275 - 0+693	418
4.	HIGH DENSITY POLYETHYLENE PIPE	525	0+693 - 0+713	20
5.	CONCRETE FIELD TILE	450	0+713 - 0+900	187
6.	CONCRETE FIELD TILE	400	0+900 - 0+964	64



PROFILE

PROFILE SCALES



NOTES:

1. ALL SEALED HIGH DENSITY POLYETHYLENE PIPE SHALL BE BELL & SPIGOT CSA B182.8 JOINING SYSTEMS UNLESS OTHERWISE NOTED.
2. ALL PERFORATED HIGH DENSITY POLYETHYLENE PIPE SHALL BE EXTERNAL SPLIT COUPLER JOINING SYSTEMS UNLESS OTHERWISE NOTED.

BENCHMARK No. 1 ELEV.=248.47
NAIL IN EAST FACE OF HYDRO POLE 5 METRES SOUTH OF STA. 1+055

BENCHMARK No. 2 ELEV.=245.01
NAIL IN EAST FACE OF HYDRO POLE 30 METRES SOUTH OF STA. 0+490

BENCHMARK No. 3 ELEV.=243.94
NAIL IN EAST FACE OF HYDRO POLE 10 METRES WEST OF STA. 0+000

BENCHMARK No. 4 ELEV.=243.83
NAIL IN EAST FACE OF HYDRO POLE 4 METRES EAST OF STA. 0+288

LEGEND:

4.	REPORT SUBMISSION	2018-05-10	DEL
3.	INFORMATION MEETING NO. 2	2018-04-16	DEL
2.	INFORMATION MEETING	2015-10-05	DEL
1.	ON-SITE MEETING	2013-12-12	DEL
No.	ISSUES AND REVISIONS	DATE	BY



PROJECT: CARROLL MUNICIPAL DRAIN 2018

DRAWING: Profile

Profile



DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

515 Dotzert Crt., Unit 8, Waterloo, ON, N2L 6A7

PROJ. MGR: W.J.D.	DESIGNED BY: W.J.D.	DRAWN BY: G.C.	CHECKED BY: W.J.D.
DRAWING SCALE: AS NOTED	DATE: MAY 10, 2018	PROJECT No. 1369	DRAWING No. 2 of 2



UPPER THAMES RIVER
CONSERVATION AUTHORITY

"Inspiring a Healthy Environment"

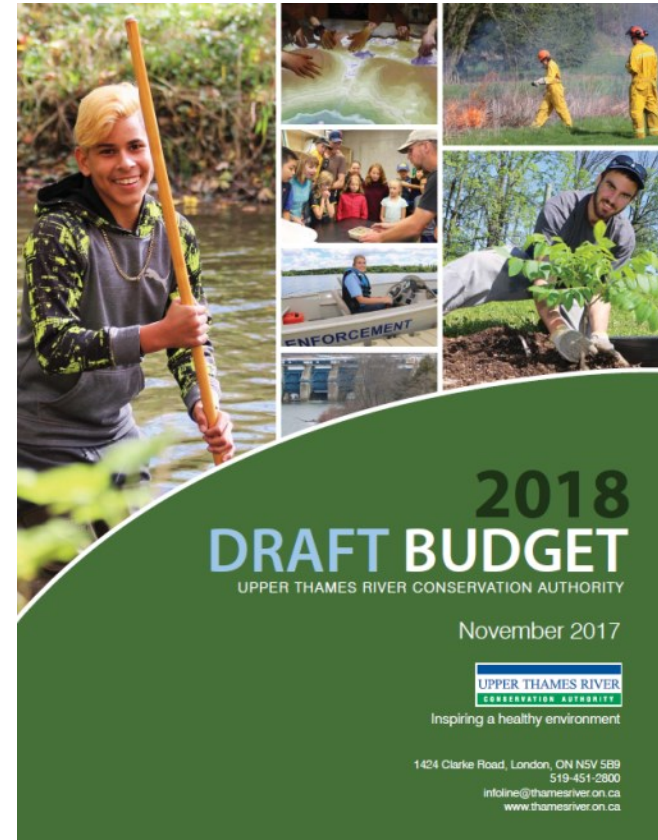
2018 Approved Budget

Topics:

1. Environmental Targets Strategic Plan
2. Other Budget Pressures/ Opportunities
3. 2018 South Huron Levy
4. Questions

Ian Wilcox, General Manager

Tony Jackson, Board Representative



2018 DRAFT BUDGET

UPPER THAMES RIVER CONSERVATION AUTHORITY

November 2017

UPPER THAMES RIVER
CONSERVATION AUTHORITY

Inspiring a healthy environment

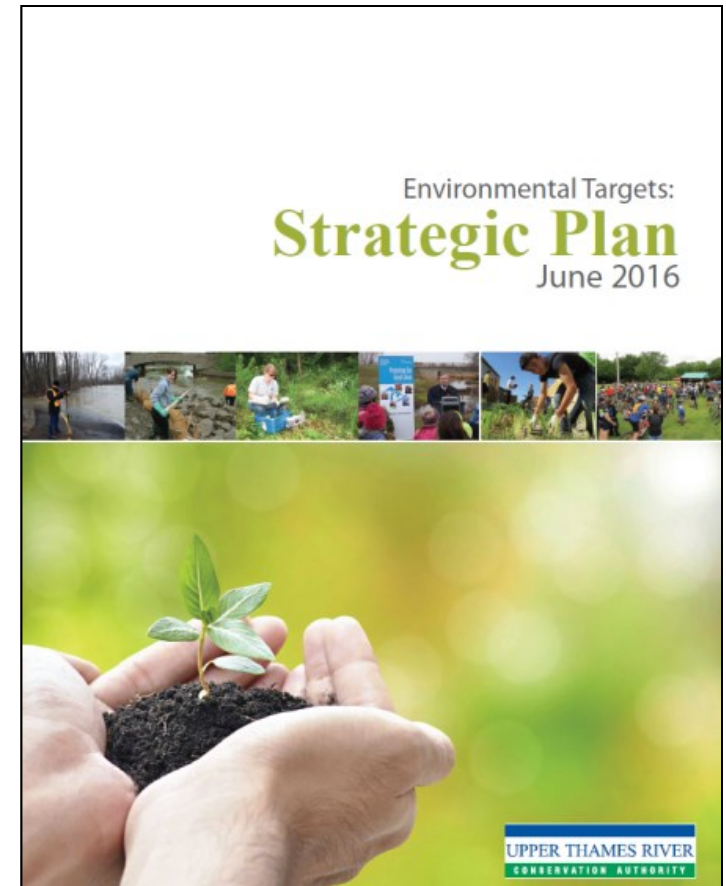
1424 Clarke Road, London, ON N5V 5B9
519-451-2800
info@thamesriver.on.ca
www.thamesriver.on.ca

Approved Budget= \$21.4 million

Environmental Targets Strategic Plan

The UTRCA's strategy for accelerating improvements in watershed health.

“Most significant and positive programming change in the UTRCA's 70 year history”



UTRCA's Existing Commitments

What we do:

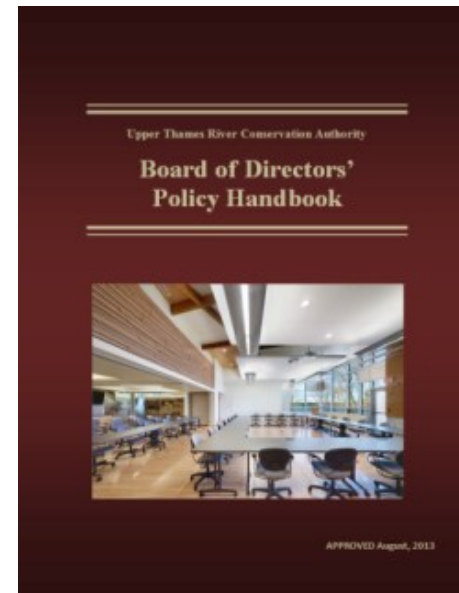
1. Protect people and property...
2. Protect and improve water quality...
3. Manage and expand natural areas....
4. Provide outdoor recreation/ education opportunities.....



Past Strategic Plans

What we SAY we're doing:

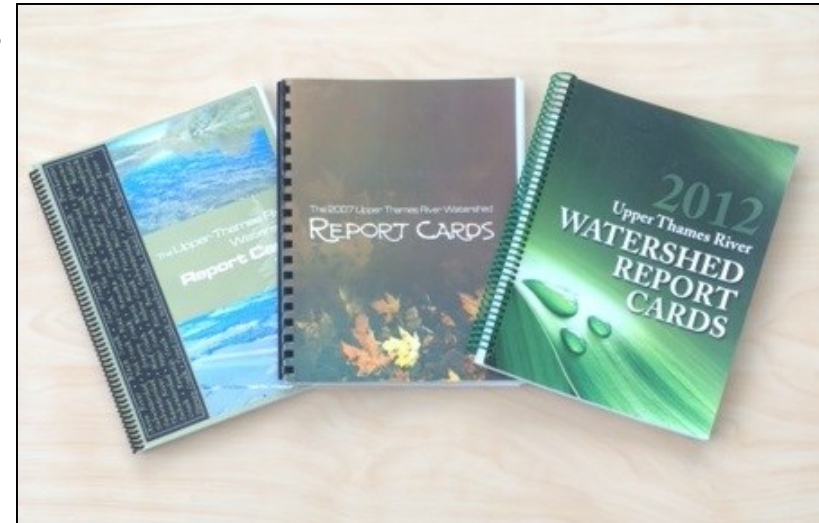
- Improve
- Expand
- Cleaner
- Safer



Board Policies

Actual Watershed Conditions:

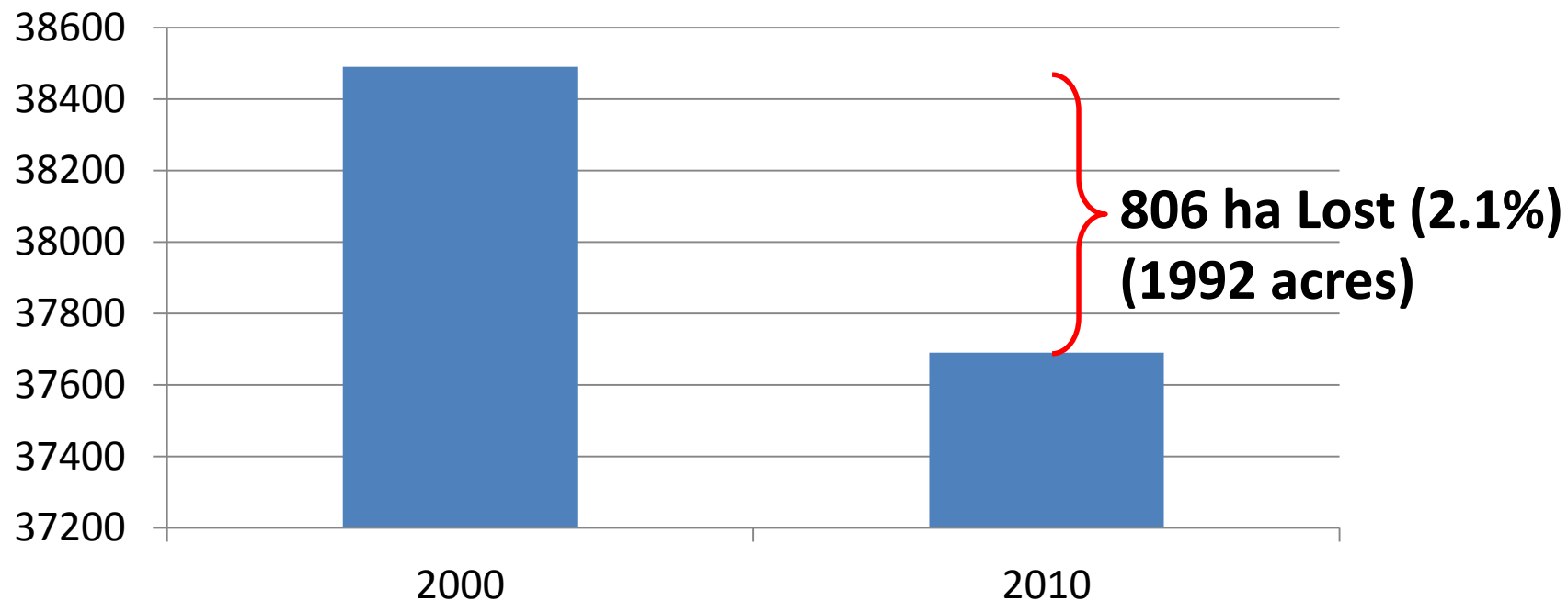
- Monitoring, Watershed Report Cards
- Despite incredible effort during the past 30 years by numerous groups and individuals, **watershed health has not improved significantly.**
- **Status quo, at best.**



- There is potential for our watershed to be so much better.

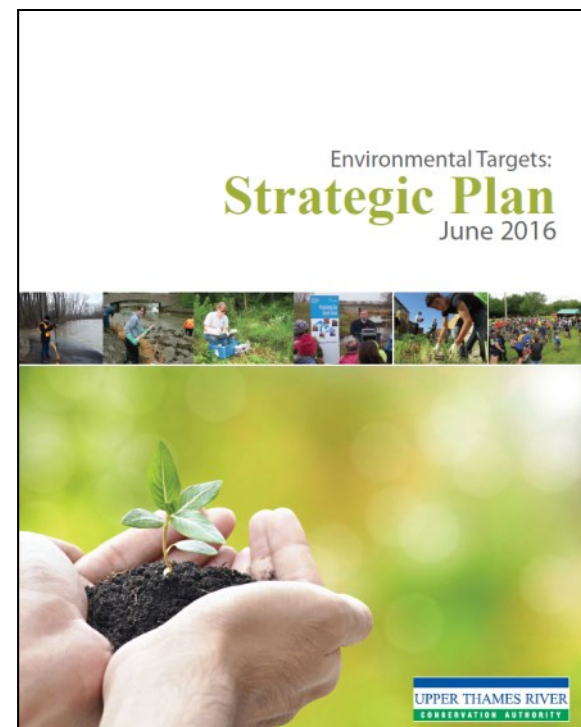
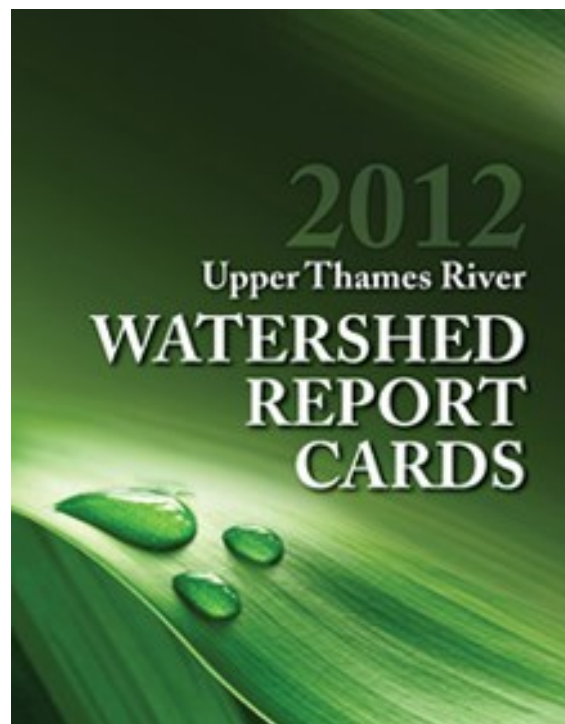
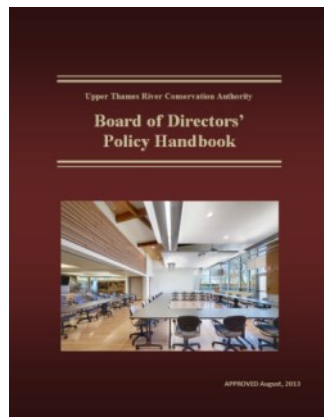
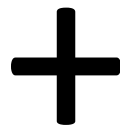
More effort is needed

UTRCA Forest Cover Loss (ha) 2000-2010



Notes:

- Loss is mitigated by 468ha planted during that time (future forests). Best case: 340ha net loss
- Loss/ replacement is far inferior to protection/ new planting.
- **South Huron loss was minimal: 1ha lost out of 174ha with 3ha of new planting**



What we SHOULD be doing:

- Improve
- Expand
- Cleaner
- Safer

How we ARE doing:

- So-so
- Status Quo, at best

**Plan to DO MORE.
(Double!!)**



Environmental Targets:
~~Strategic Plan~~
June 2016



“Strategic Doing”



Environmental Targets are a measure of how healthy we want the watershed to be, and a commitment from this organization to achieve that outcome by a specific date.

- Common sense
- Key element of Strategic Planning
- Focuses effort
- Stimulates program creativity
- Guides budgeting
- ***Results in improved watershed health***
- Rare in the public sector



1. To Manage and Expand Natural Areas.

Target: Establish and restore 1,500 hectares (3,700 acres) of natural vegetation cover, windbreaks and buffers by 2037.

About the target:

- Establish 1000 hectares of new natural vegetation cover (equivalent to twenty-five 100 acre farms).
- Restore 500 hectares of existing vegetation cover.
- **Double** the effort and impact of current planting and restoration programs.



2. Protect and Improve Water Quality

Target: Increase Each Subwatershed's Water Quality Score by one grade as measured by UTRCA Watershed Report Cards by 2037.

About the target:

- Current grades are exclusively Cs and Ds. There is room for improvement.
- **Double** scope of Rural Stewardship Programs (e.g., Clean Water Program)
- **New** Urban Stewardship Program (e.g., LID)



3. Provide Outdoor Recreation/ Education Opportunities

Target: By the year 2037, reach 1 million people annually with conservation messages through their access to UTRCA lands and through the demonstration of green infrastructure.

About the target:

- Expand from the current ~700,000 visits/yr, to 1,000,000 (equivalent of two visits/year for every watershed resident.)
- Demonstrate and showcase conservation messages and practices.



4. Protect Life and Property from Flooding and Erosion.

Target: 1) Update watershed flood models and regulatory mapping for the watershed by 2020.
2) Then integrate climate change scenarios into these updated models and develop adaptation strategies for all subwatersheds by 2030.

About the target:

- Work is underway.
- Legal and moral responsibility to use best available information.
- Earlier deadlines than other Targets.



Strategic Plan Cost

Target	New Permanent Funding Needed
1. Natural Areas	\$1.13 million
2. Water Quality	\$1.13 million
3. Outdoor Rec./ Education	\$857K
4. Hazard Management	\$902K
Total	\$4.03 million

Revenue Sources?

Budget Revenue Allocations (\$)	Water Quality	Natural Areas	Hazard Management	Outdoor Recreation/ Education	Total	Percent of New \$
Total Investment Needed	\$1,133,188	\$1,133,188.00	\$902,388	\$857,188	\$4,025,952	
Proposed Revenue Sources						
Provincial/ Federal Transfer Payment	\$453,275	\$0	\$586,552	\$85,719	\$1,125,546	28.0%
Municipal Levy	\$339,956	\$339,956	\$270,716	\$171,438	\$1,122,067	27.9%
Contracts	\$113,319	\$226,638	\$45,119	\$171,438	\$556,513	13.8%
User Fees	\$226,638	\$566,594	\$0	\$428,594	\$1,221,826	30.3%

Notes:
Contracts and Provincial/ Federal Transfer Payment are somewhat interchangeable.
Restores 50/50 ratio between levy and senior government funding.

- Based on where funding **SHOULD** come from...
- Proposed Four Year Phase-In (2017-2020)



Other Budget Pressures and Opportunities:

1. Minimum Wage- already included
2. Cost of Living- 1.9%
3. National Disaster Mitigation Program
4. Great Lakes Phosphorus Target



Fanshawe Dam



LID- Ingersoll



2018 South Huron Municipal Levy

Draft UTRCA Levy: Perth East	2017	2018	\$ Change
Operating and Capital Budget:	\$7,970	\$8,698	\$728
- General Levy			
- Dam and Flood Control Levy			

Notes:

- Total UTRCA Budget= \$21 Million
- Municipal Levy = 35% of revenue



UPPER THAMES RIVER
CONSERVATION AUTHORITY

"Inspiring a Healthy Environment"

2018 Approved Budget

Questions?

**2018
DRAFT BUDGET**
UPPER THAMES RIVER CONSERVATION AUTHORITY

November 2017

UPPER THAMES RIVER
CONSERVATION AUTHORITY
Inspiring a healthy environment

1424 Clarke Road, London, ON N5V 5B9
519-451-2800
info@thamesriver.on.ca
www.thamesriver.on.ca



Corporation of the Municipality of South Huron
Minutes for the Regular Council Meeting

Monday, June 4, 2018, 6:00 p.m.
Council Chambers - Olde Town Hall

Members Present: Maureen Cole - Mayor
Dave Frayne - Deputy Mayor
Craig Hebert - Councillor - Ward 2
Ted Oke - Councillor - Ward 3

Member Regrets: Tom Tomes - Councillor - Ward 1
Marissa Vaughan - Councillor - Ward 1
Wayne DeLuca - Councillor - Ward 2

Staff Present: Dan Best, CAO/Deputy Clerk
Jo-Anne Fields, Community Services Manager
Don Giberson, Environmental Services Director
Sarah Smith, Huron County Planner
Sue Johnson, Administrative Assistant
Laurie Clapp, Recording Secretary

1. Meeting Called To Order

Mayor Cole called the meeting to order at 6:01 p.m.

2. Public Meeting

Motion: 266-2018

Moved: D. Frayne

Seconded: T. Oke

That South Huron Council adjourn at 6:03 p.m. for the purpose of a Public Meeting pursuant to the Planning Act for a proposed zoning amendment and Official Plan amendment.

Disposition: Carried

3. Amendments to the Agenda, as Distributed and Approved by Council

Items 8.4.2 and 8.4.5 amended to be for information only.

Item 15.4 to be deferred.

Motion: 267-2018

Moved: T. Oke

Seconded: C. Hebert

That South Huron Council approves the Agenda as amended.

Disposition: Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None at this time. Councillor Hebert declared a pecuniary interest at item 8.1.1.

5. Delegations

5.1 Jenni Boles, Huron County Library Branch Manager

J. Boles, shared a power point presentation providing an overview of what is happening at the Exeter branch of the Huron County Library.

Motion: 268-2018

Moved: D. Frayne

Seconded: C. Hebert

That South Huron Council receives the delegation as presented from the Huron County Library by Jenni Boles, Huron County Library Branch Manager.

Disposition: Carried

5.2 Tanya Sangster, Huron County Health Unit and Michelle Carter, Public Health Nurse

T. Sangster and M. Carter provided a power point presentation regarding harm reduction in South Huron.

As part of the presentation, the delegation was looking for Council approval to accept a large disposal kiosk from the Huron County Health Unit to place on Municipal Property for the safe disposal of sharps and for South Huron to secure an ongoing contract with a provider for the disposal of hazardous sharps.

This request will be forwarded to the next meeting for consideration.

Motion: 269-2018

Moved: C. Hebert

Seconded: T. Oke

That South Huron Council receives the delegation as presented from the Huron County Health Unit by Tanya Sangster, Public Health Manager and Michelle Carter, Public Health Nurse.

Disposition: Carried

6. Minutes

6.1 Minutes of the Regular Council Meeting of May 22, 2018

Council requested that the minutes note that there has been no discussion with this Council regarding closure of the South Huron OPP site.

Motion: 270-2018

Moved: C. Hebert

Seconded: D. Frayne

That South Huron Council adopts the minutes of the Regular Council Meeting of May 22, 2018, as amended.

Disposition: Carried

6.2 Minutes of Public Meeting of May 22, 2018

Motion: 271-2018

Moved: C. Hebert

Seconded: T. Oke

That South Huron Council adopts the minutes of the Public Meeting of May 22, 2018, as printed and circulated.

Disposition: Carried

6.3 Minutes of the Committee Of the Whole Meeting of May 17, 2018

Motion: 272-2018

Moved: C. Hebert

Seconded: T. Oke

That South Huron Council adopts the minutes of the Committee of the Whole Meeting of May 17, 2018, as printed and circulated.

Disposition: Carried

7. Councillor Board and Committee Reports

7.1 Kirkton Woodham Swim Pool Committee - Minutes of January 24, 2018

7.2 Upper Thames River CA - Minutes of April 24, 2018

7.3 Community Hub/Recreation Project Steering Advisory Committee - Minutes of May 8, 2018

Motion: 273-2018

Moved: T. Oke

Seconded: D. Frayne

That the minutes of the following committees and/or boards be received as presented to Council:

- **Kirkton Woodham Community Pool Committee minutes of January 24, 2018;**
- **Upper Thames River Conservation Authority minutes of April 24, 2018**
- **Community Hub/Recreation Project Steering Advisory Committee minutes of May 8, 2018.**

Disposition: Carried

7.4 Community Hub Recreation Steering Committee - Motions brought forward from May 29, 2018 meeting

Council had a discussion regarding clarity respecting the recruitment and appointment of a project manager in 2018. Council was advised that if the position was acquired in 2018, the financial impact would be minimal and could be accommodated within the 2018 budget. Greater demand will occur in 2019.

Motion: 274-2018

Moved: C. Hebert

Seconded: T. Oke

That South Huron Council accept the recommendation of the Community Hub/Recreation Project Steering Committee and approve the Draft Communications Strategy as presented.

Disposition: Carried

Motion: 275-2018

Moved: D. Frayne

Seconded: T. Oke

That South Huron Council accept the recommendation of the Community Hub/Recreation Project Steering Committee to recruit/appoint a project manager in 2018 and if required to be funded from the 2018 budget.

Disposition: Carried

- 7.5 Exeter Rodeo Committee - Motion brought forward from May 12, 2018 meeting

J. Fields, Manager of Community Services provided clarity regarding the revenue from the Rodeo event.

Motion: 276-2018

Moved: C. Hebert

Seconded: T. Oke

That South Huron Council accept the recommendation from the Exeter Rodeo Committee to permit beverage service under the auspices of an extension to the South Huron Recreation Centre permanent liquor licence.

Disposition: Carried

8. Staff Reports

8.1 Planning

- 8.1.1 S. Smith, Huron County Planner - Consent (C30-2018)
Application Hensall District Co-operative (Monteith Brown)

Councillor Hebert declared a pecuniary interest as Hensall Co-Op is his employer.

Motion: 277-2018

Moved: T. Oke

Seconded: D. Frayne

That South Huron Council recommends to Huron County Council that Consent for file C30/2018 be granted with conditions as set out in the Planner's report dated May 28, 2018.

Disposition: Carried

8.2 Financial Services

- 8.2.1 S. Becker, Director of Financial Services - 2018 Capital Progress Report – May

Motion: 278-2018

Moved: T. Oke

Seconded: C. Hebert

That South Huron Council receives the report from S. Becker, Director of Financial Services re: 2018 Capital Progress Report – May completed as of May 23, 2018 for information only.

Disposition: Carried

8.3 Operations and Infrastructure

- 8.3.1 D. Giberson, Director of Operations and Infrastructure - 2017 Annual Closed Stephen Landfill Status Report

Motion: 279-2018

Moved: D. Frayne

Seconded: T. Oke

That South Huron Council receive the report from D. Giberson, Director of Operations and Infrastructure Re: 2017 Annual Closed Stephen Landfill Status Report.

Disposition: Carried

8.4 Administration

- 8.4.1 J. Fields, Community Services Manager - YMCA Summer Camp at Huron Park Proposal

Council discussed the proposal and what the costs would be to the Municipality. This would be difficult to quantify based on the fact

that the use of the lobby would be for inclement weather days and that would cost \$50 per day.

It was noted that a subsidy will be available for those families participating in the program, should they qualify.

Motion: 280-2018

Moved: C. Hebert

Seconded: D. Frayne

That South Huron Council receives the report from J. Fields, Community Services Manager re: YMCA Summer Camp Proposal for Huron Park; and

That the South Huron contribution to the delivery of the YMCA Summer Camp Program at Huron Park be the use of the Stephen Arena facilities with the associated fees being waived.

Disposition: Carried

8.4.2 D. Best, Chief Administrative Officer - Special Events Policy

Motion: 281-2018

Moved: T. Oke

Seconded: C. Hebert

That the report of D. Best, Chief Administrative Officer dated June 4, 2018 regarding the Special Events Policy be received.

Disposition: Carried

8.4.3 D. Best, Chief Administrative Officer - Market and Feasibility Study
Community Hub/Recreation Centre RFP Results

Motion: 282-2018

Moved: C. Hebert

Seconded: T. Oke

That the report of D. Best, Chief Administrative Officer dated June 4, 2018 regarding the Market and Feasibility Study Community Hub/Recreation Centre Request for Proposal (RFP) results be received; and

That Council authorize the award of RFP-005-2018 to LeisurePlan International in the amount of \$34,600 plus HST to proceed with the Market and Feasibility Study for the Community Hub/Recreation Centre.

Disposition: Carried

8.4.4 D. Best, Chief Administrative Officer - Main Street Revitalization Initiative

Administration advised Council that the BIA were consulted about the proposed use of funds and a subsequent report will be brought to council for consideration.

Motion: 283-2018

Moved: D. Frayne

Seconded: T. Oke

That the report from D. Best, Chief Administrative Officer dated June 4, 2018 regarding the Main Street Revitalization Initiative be received; and

That Council authorize staff to proceed with grant funding application.

Disposition: Carried

8.4.5 D. Best, Chief Administrative Officer - Alcohol Risk Management Policy

Council had a discussion regarding compliance with AGCO for service and the application process. It should be noted that implementation would occur in September 2018. Existing bookings would be grandfathered and new bookings as of September 2018 would fall under the new policy.

Motion: 284-2018

Moved: D. Frayne

Seconded: C. Hebert

That the memo of D. Best, Chief Administrative Officer dated June 4, 2018 regarding the Alcohol Risk Management Policy be received.

Disposition: Carried

9. Deferred Business

Staff to follow-up on amount of discretionary grant funding left, however it is estimated at approximately \$2,200.00.

Motion: 285-2018

Moved: T. Oke

Seconded: D. Frayne

That South Huron Council take from the table motion 256-2018 regarding Jessica's House in-kind donation request.

Disposition: Carried

Motion: 256-2018

Moved: T. Oke

Seconded: D. Frayne

That South Huron Council support an in-kind donation for up to 2 thousand dollars to Jessica's house.

Disposition: Carried

10. Notices of Motion

11. Mayor & Councillor Comments and Announcements

Mayor Cole provided an overview of FCM conference and highlighted the commitment FCM is making for strong communities and sustainability. She advised that she was appointed to the board of the FCM.

On June 28, Mayor Cole attended a teleconference on drug misuse. She highlighted upcoming events such as the June 11th Committee of the Whole meeting, June 12th and June 19th Recreation Centre/Hub Committee meetings and the June 14th Kings & Queens of Country civic event at the Huron Country Playhouse.

Deputy Mayor Frayne advised he attended the AGM for Bellamere Winery and the event was well attended. He also advised that Jessica's House volunteers meeting will be Wednesday June 13 at 5:30 p.m.

Councillor Oke attended the South Huron Hospital Association Gala and noted that Chris Hadfield was well received. The Gala was a success and Dr. O'Connor was honoured for 47 years of service.

12. Communications

12.1 Minister of Seniors Affairs - June is Senior's Month

12.2 Municipality of Bluewater - Notice of Public Open House and Public Meeting

12.3 Bluewater Recycling Association - Meeting Highlights May 17, 2018

12.4 Huron County Distribution Centre - "Better Together" Gala Invitation

12.5 North Huron Invitation to Municipal Night - Blyth Festival

Council requested that this be added to next council meeting.

12.6 Exeter Legion - Request for extension of Liquor Licence - Canada Day

Council directed staff to send a letter of extension.

12.7 Clayton and Jane Hefley - Water Billing Request for Relief

There was discussion regarding the request for relief.

Motion: 286-2018

Moved: C. Hebert

Seconded: T. Oke

Staff will prepare a report outlining procedure regarding meter reading concerns and frequency of discrepancies and bring it back to Council.

Disposition: Carried

12.8 City of Quinte West - Resolution - Cannabis Grace Period Request

12.9 Lake Huron and Elgin Area Water Supply Systems - Invitation - Information Sessions

- 12.10 Paul Spriet - Request for extension of Liquor Licence - Mopar Canadian Superbike Championship

Motion: 287-2018

Moved: C. Hebert

Seconded: D. Frayne

That South Huron Council receive communication items not otherwise dealt with.

Disposition: Carried

13. Closed Session

14. Report From Closed Session

15. By-Laws

- 15.1 By-Law No. 49-2018 - Farm Land Lease Agreement - Becker

Motion: 288-2018

Moved: C. Hebert

Seconded: D. Frayne

That the South Huron Council gives first, second and third and final reading to By-Law #49-2018, being a by-law authorizing entering into a land lease agreement between the Municipality of South Huron and Michael Becker to rent municipal lands within the site located adjacent to the South Huron Landfill Site, 71230 Ausable Line, Municipality of South Huron (Stephen Ward).

Disposition: Carried

- 15.2 By-Law No. 50-2018 - Official Plan Amendment No. 13 - 2326767 Ontario Inc.(Watson)

Motion: 289-2018

Moved: T. Oke

Seconded: C. Hebert

That the South Huron Council gives first, second and third and final reading to By-Law No. 50-2018 being a By-law to amend the South Huron Official Plan on the lands described as Con LRE W Part Gore

Lot 7 as RP22R4348 Part 1, Stephen Ward, Municipality of South Huron.

Disposition: Carried

- 15.3 By-Law No. 51-2018 - Rezoning By-Law - 2326767 Ontario Inc. (Watson)

Motion: 290-2018

Moved: C. Hebert

Seconded: D. Frayne

That the South Huron Council gives first and second reading to By-Law 51-2018, being a By-law to amend By-Law #12-84, being the Zoning By-Law for the former Township of Stephen for lands known as CON LRE W PT GORE Lot 7 AS RP 22R4348 PART 1, Stephen Ward, Municipality of South Huron.

Disposition: Carried

- 15.4 By-Law No. 52-2018 - Special Events By-Law

Item 15.4 By-Law 52-2018 was deferred to the next meeting.

- 15.5 By-Law No. 54-2018 - Main Street Revitalization

Motion: 291-2018

Moved: D. Frayne

Seconded: T. Oke

That South Huron Council gives first, second, third and final reading to By-Law #54-2018, being a by-law to authorize an Agreement with The Association of Municipalities of Ontario for the Ontario's Main Street Revitalization Initiative Transfer Payment Agreement.

Disposition: Carried

16. Confirming By-Law

- 16.1 By-Law No. 55-2018 – Confirming By-Law

Motion: 292-2018

Moved: C. Hebert

Seconded: T. Oke

That the South Huron Council gives first, second and third and final reading to By-Law #55-2018, being a by-law to confirm matters addressed at the June 4, 2018 Council meetings.

Disposition: Carried

17. Adjournment

Motion: 293-2018

Moved: D. Frayne

Seconded: T. Oke

That South Huron Council hereby adjourns at 8:10 p.m., to meet again on June 18, 2018 at 6:00 p.m. or at the Call of the Chair.

Disposition: Carried

Maureen Cole, Mayor

Rebekah Msuya-Collison, Clerk



Corporation of the Municipality of South Huron

Minutes-Public Meeting

**Monday, June 4, 2018, 6:00 p.m.
Council Chambers - Olde Town Hall**

Members Present: Maureen Cole - Mayor
Dave Frayne - Deputy Mayor
Craig Hebert - Councillor - Ward 2
Ted Oke - Councillor - Ward 3

Member Regrets: Tom Tomes - Councillor - Ward 1
Marissa Vaughan - Councillor - Ward 1
Wayne DeLuca - Councillor - Ward 2

Staff Present: Dan Best, CAO/Deputy Clerk
Don Giberson, Environmental Services Director
Jo-Anne Fields, Community Services Manager
Sarah Smith, Huron County Planner
Sue Johnson, Administrative Assistant

Others Present: Laurie Clapp, Recording Secretary

1. Call to Order

Mayor Cole called the meeting to order at 6:03 p.m.

2. Disclosure of Pecuniary Interest

None.

3. Purpose of Public Meeting

The Deputy Clerk advised that the purpose of this Public Meeting is to review applications for a proposed Zoning By-law amendment and Official Plan amendment and to allow interested members of the public the opportunity to ask questions or offer comments with regard to the applications.

It was noted that Council will not make a decision at this meeting. Based on recommendations and information received at this meeting amending by-laws will be presented for approval at the regular Council meeting.

A Public Registry is available, if any member of the public would like to be notified in writing of the decision on either of the applications, they are required to

provide their name and mailing address on the applicable registry. A person or public body may appeal the decision if they have made an oral submission at this Public Meeting or a written submission to Council prior to the passing of the by-law.

4. Application for Official Plan Amendment - D09-OPA 13 and Rezoning D14-Z05/2018 2326767 Ontario Inc. (Watson)

4.1 Application

4.2 S.Smith, Huron County Planner - Report D09-OPA13 and D14-Z05/2018

Ms. Smith reviewed her report noting the purpose of the proposed Official Plan and Zoning By-law amendment is to permit the development of a future commercial site by permitting Highway Commercial uses, and recognizing other specific Highway Commercial Uses through a site specific zoning. She noted that the proposed Official Plan and Zoning By-law Amendments are consistent with the Provincial Policy Statement and conform to the Huron County Official Plan as well as meeting objectives for Highway Commercial uses in the South Huron Official Plan.

Motion: PL#20-2018

Moved: D. Frayne

Seconded: C. Hebert

That South Huron Council receives the report from S. Smith, Huron County Planner re: D09-OPA 13 and D14-Z05/2018 2326767 Ontario Inc. (Watson)

Disposition: Carried

4.3 Written Comments Received

4.3.1 Ausable Bayfield Conservation Authority

Comments from Ausable Bayfield Conservation Authority were reviewed.

4.4 Comments-Council; Public in Attendance

Planner Smith clarified that in her report, the referenced row of trees are on the east not the west.

Ron Davidson, Planner for the Applicant advised that the drawing submitted with the application is conceptual and may not be exactly as presented. He confirmed that the property is in a protected zone.

Allen Davis, Architect for the Applicant described what each building would be and the location of the accessible washrooms.

5. Close Public Meeting

Motion: PL#21-2018

Moved: T. Oke

Seconded: C. Hebert

That South Huron Council now closes this Public Meeting at 6:16 p.m. and reconvenes the Regular Council meeting.

Disposition: Carried

Maureen Cole, Mayor

Dan Best, Deputy Clerk



Corporation of the Municipality of South Huron

Minutes-Committee of Adjustment

Monday, June 4, 2018, 5:00 p.m.

Olde Town Hall-Carling Room

Members Present: Maureen Cole - Chair
Dave Frayne - Member
Craig Hebert -Member
Ted Oke - Member

Member Regrets: Tom Tomes - Member
Marissa Vaughan - Member
Wayne DeLuca - Member

Staff Present: Dan Best, CAO/Deputy Clerk, Secretary Treasurer
Sarah Smith, Huron County Planner
Sue Johnson, Administrative Assistant
Laurie Clapp, Recording Secretary

1. Call to Order

Motion: CA10-2018

Moved: C. Hebert

Seconded: T. Oke

That South Huron Committee of Adjustment hereby convenes at 5:00 p.m. to consider an application for Minor Variance D13-MV05-2018 for lands owned by Doug and Cathy Prout, known as Conc 5 PT Lot 11, RP 22R2234 Parts 4 & 5, Usborne Township (40872 Kirkton Road).

Disposition:Carried

2. Purpose of Meeting

The Deputy Clerk acting as Secretary Treasurer advised that the purpose of this meeting is to allow the presentation of an application for Minor Variance and to allow interested members of the public the opportunity to ask questions or offer comments with regard to the application. A registry was provided for any member of the public that would like to be notified in writing of the decision, or advised of a Local Planning Appeal Tribunal hearing if the decision is appealed.

Notice of this meeting was sent for Minor Variance D13-MV05-2018 on May 17, 2018.

3. Disclosure of Pecuniary Interest and General Nature Thereof

None.

4. Minor Variance #D13-MV05-2018 - Prout

4.1 Application

4.2 S. Smith, Huron County Planner Report: D13-MV05-2018

4.3 Written Comments Received

4.3.1 Ausable Bayfield Conservation Authority

Correspondence from Ausable Bayfield Conservation Authority was received prior to preparation of the agenda package and provided in the agenda.

Correspondence from Beverly Prout and correspondence from Bob and Sharon Pavkeje was received after the agenda was published and provided to the Committee prior to the meeting.

4.4 Comments - Committee - Public in Attendance

Beverly Prout asked about the suitability of the area and Planner Smith confirmed that the area is existing with no trees so it is deemed appropriate for a future build. Chair Cole asked about proximity to neighbour and Planner Smith confirmed that setback requirements are met.

5. Decision

Motion: CA11-2018

Moved: T. Oke

Seconded: C. Hebert

That Minor Variance D13-MV05-2018 (Prout) be approved as per the attached decision sheet.

Disposition: Carried

6. Adjournment

Motion: CA12-2018

Moved: D. Frayne

Seconded: T. Oke

That South Huron Committee of Adjustment hereby adjourns at 5:22p.m.

Disposition:Carried

Maureen Cole, Chair

Dan Best, Secretary-Treasurer



Corporation of the Municipality of South Huron
Committee of the Whole
Minutes

Monday, June 11, 2018, 6:00 p.m.
Olde Town Hall-Carling Room

Members Present: Maureen Cole - Member
 Dave Frayne - Member
 Tom Tomes - Member
 Marissa Vaughan - Member
 Wayne DeLuca - Chair
 Craig Hebert - Member

Member Regrets: Ted Oke - Member

Staff Present: Dan Best, CAO
 Sarah Smith, Huron County Planner
 Rebekah Msuya-Collison, Clerk

1. Meeting Called to Order

Mayor Cole called the meeting to order at 6 p.m.

2. Appointment of Chair

Motion: CW#25-2018

Moved: C. Hebert

Seconded: D. Frayne

That Wayne DeLuca is appointed as Chair for the June 11, 2018 Committee of the Whole meeting.

Disposition: Carried

3. Amendments to the Agenda, as Distributed and Approved by Council

There were no amendments to the agenda.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Reports

5.1 Planning - Municipality of South Huron Comprehensive Zoning By-Law

5.1.1 Review Zoning By-Law Changes

CAO Best presented the framework for the Comprehensive Zoning By-Law changes noting that the revised document changes are highlighted in blue. Planner Smith went through the changes in the document section by section.

The Committee requested clarification of Loading Space Requirements and Planner Smith confirmed that existing commercial will be grandfathered in but she will look into average square footage in the municipality.

The Committee requested clarification on which zones allow storage containers. Planner Smith confirmed that a brewing establishment includes beer, wine and/or cider in the definition under the Commercial Zone. The Committee requested adding "crematorium" to permitted uses in the Commercial Zone.

The Committee confirmed certain residential specific zones will have interior side yard minimums of 1.8 metres rather than the 1.5 metres in the draft and 7.5 metres front yard rather than the 5 metres in the draft.

5.1.2 Checklist of Decisions - Talking Points

The Committee reviewed the checklist of decisions provided in the agenda.

Item	Description	Planning Recommendation	Committee Decision
3.30.4	Exceptions to Keeping Livestock Allows keeping of livestock at a dwelling for maximum 2 horses for primary transportation.	Remove general provision. South Huron not horse drawn dominate.	Approved recommendation
8.2	Natural Environment Zone 1 (NE1) Permitted Structured	Perhaps add provision to cap at 100 square metre maximum ground floor area. To control built structures in natural environment areas i.e. “accessory buildings and structures (100 square metre maximum ground floor size) for the maintenance of the permitted uses as well as . . .	Approved recommendation

14.4.6	Setback for extractive building In draft 1 was 300m separation distance from dwelling on same lot or separate lot.	Recommend 90 metres to dwelling on same lot, retain 300m distance to separate lot.	Approved recommendation
15.5	Lakefront Front Yard in LR1 zone Historically able to choose between frontage. Can cause issues for building permit and interpretation if constant flip/flop	Recommend define lakefront properties with Lake Huron as frontage. Matches lakeshore communities throughout Huron County. Doesn't cause issue with location of accessory garage for example.	Approved recommendation
19.8	Yards in Huron Park Properties fronting municipal street, front yard has been defined as between dwelling and parkland, and rear yard between residential unit and street.	Planning recommendation to remove requirement or determination of yard. Let the road be determined the yard as standard throughout By-law.	Approved recommendation but requested follow-up with property owner

24.5	Highway Commercial Maximum Number of Uses Draft By-law stated maximum 2 main uses per lot in C3 zone	Planning recommendation to remove requirement. Let parking and site provisions prevail. There are existing cases of multiple uses per lot.	Approved recommendation
24.11.1 27.5.1	Automobile Storage Area Currently minimum 5 parking space for service bay and 10 parking space for in sequence for automatic car wash	5 spaces and 10 spaces respectively are recommended. Does Council feel higher minimum space requirement is warranted?	Approved recommendation
24.11.1 27.5.2	Location of Car Wash Draft By-law had provision of minimum 10m separation to residential, park, place of worship, community centre, funeral home, convalescent home, home for aged, nursing home, or hospital	Remove requirement for minimum setback as not required. Zones determine location and permitted uses.	Approved recommendation

Throughout	Added Permitted Uses	Planning recommendation for additional uses noted in blue be added to respective zones.	Approved recommendation
Throughout	Increased height provisions	Height provisions increased in appropriate zones to reflect change from height measured to mid peak versus new measure to top of roof. Recommended increased heights be adopted.	Approved recommendation

5.1.3 Commercial/Industrial Zone in Exeter

CAO Best noted that the amended By-Law must conform to the South Huron Official Plan, the Huron County Official Plan and the Provincial Policy Statement. CAO Best will prepare a report to Council for the June 18, 2018 meeting outlining steps for commercial development for the Thames Road Corridor.

5.1.4 Cannabis

The Committee discussed key challenges such as odour and lighting and updates brought forward through AMO and ROMA.

5.1.5 Estate Winery

The Committee discussed the definition of Estate Winery to be added to the By-Law.

CAO Best discussed next steps and advised that staff will make another revision with these changes and this will be the document that will be taken back to Council.

6. Adjournment

Moved: D. Frayne

Seconded: M. Vaughan

That South Huron Committee of the Whole does now adjourn at 8:46 p.m.

Disposition: Carried

Wayne DeLuca, Chair

Rebekah Msuya-Collison, Clerk

Approved Minutes of Kirkton-Woodham Community Centre Board

November 30, 2017

Meeting called to order at 7:08 PM

- 1) Approval of agenda – moved by B. Denham, seconded by M. Zurbrigg – carried
- 2) Approval of minutes of April 10, 2017 – motion by D. Frayne, seconded by B. Denham – with amendments made – carried
- 3) Businesses from meeting – Climb guards were installed on ball lights standards, to be painted in 2018 to prevent rusting.
- 4) Financial report – Bank balance as of November 30th - \$6315.89 with approximately \$800.00 outstanding. Last year at this time balance was \$11943.00. Could have problems this year. Move to accept made by T. Shute, seconded by C. Weernink – carried
- 5) Rental report – Have two weddings booked in August 2018 and current groups have regular meetings planned and some Christmas parties being held.
- 6) Website Hall booking – this is being used and Kelly has access to same. Would like MOSH to amend site and delete concession stand and include two pavilions available for rent with one having washrooms. The hall total capacity is 470, main hall 350 and small room 120. Should be included on website.
- 7) Outside reports – New water and power lines installed to new pavilion. All water lines have been winterized. A storage room to be completed for new pavilion and a Grand Opening will be held in 2018, with the Mayors of South Huron and Perth South to be invited. A note to be sent to the Horticultural Society thanking them for their work on flower beds.

- 8) Hall and facilities – The chair to ask three local contractors for a price to install matching metal roofing on the two South side entrances to hall. Motion by B. Denham, seconded by M. Hymus – carried. M. Hymus to look at connecting water UV system to another power source to aid in reducing the number of call outs for resetting. Coffee urns when plugged into small room tend to pop circuit breakers.
- 9) Custodian report – Quilters guild to install their own lock on their cupboard. The stage should be recovered, to be looked at in 2018 if funds available. MOSH will supplying Wet Floors signs and Safety Salt this winter. The ice machine is not working and after spending \$260.00 for inspection, will not be replaced. MOSH will be asked to sell the hall ice as required with a minimum of 4 bags to be on hand. After contacting MOSH, they said they could supply additional chairs and spoons, knives and forks for larger rentals in order to maximize our rentals.
- 10) T. Oke gave notice that MOSH has included \$10,000.00 for support in 2018 and that the parking lot is being placed under the Capital Budget for 2019.
- 11) Rental rates for 2019 were discussed and amended as follows:
 - Main Hall Friday - \$560.00
 - Main Hall Saturday - \$675.00
 - Main Hall weekday Commercial including Funerals \$265.00
 - Small Hall weekday Commercial - \$130.00
 - Large Hall Family Reunion, includes kitchen - \$180.00
 - Small Hall Family Reunion, includes kitchen - \$110.00

Weekday Community Groups – Large Hall - \$95.00

Weekday Community Groups – Small Hall - \$40.00

Fundraiser Community Groups - \$350.00

Reserving Hall space prior to event if available -\$110.00

Misc. charges

Use of Kitchen with hall rental for luncheon - \$75.00

Use of Kitchen for hot meals using plates and silverware -\$75.00 plus
.25 per person

Use of Bar – Flat fee of \$100.00. KWCC does not provide bartenders

All Buck and Does must use MOSH license and staff.

Outdoor Pavilions, to reserve - \$50.00

Auctions sales for local auctioneers - \$360.00

Liquidators –up to 2 days - \$1000.00

Check MOSH website for availability – moved by C. Weernink, seconded
by T. Oke – carried

12) Snow removal for 2017-2018 – Dave McCurdy to do for the
same rate as in 2016-2017

13) Election of officers- The Chair, R. Morley called for the
elections of officers. Nominations were called and the following
were acclaimed:

Chair – C. Weernink

Vice chair – M. Hymus

Treasurer – T. Shute

Secretary – D. Frayne

- 14) Adjournment was made at 9:33 by T. Shute, seconded by
T. Oke - carried



**Corporation of the Municipality of South Huron
Kirkton-Woodham Community Centre Board
Meeting of June 6, 2018**

Motion brought forward from draft minutes:

Moved: M. Hymus

Second: D. Frayne

Disposition: Carried

That the Kirkton-Woodham Community Centre Board recommends to Council that Ken Toews be appointed as a member of the Kirkton-Woodham Community Centre Board.



South Huron Communities in Bloom Committee Minutes

Wednesday, May 2, 2018 – 6:30 p.m.
Verity Room, Olde Town Hall

Members Present:

Cathy Seip, Chair
Dorothy Henderson, Vice Chair
Glen Nicholson
Beth Cooper
Craig Hebert, South Huron Councillor
George Wilson
Debbie Mountenay

Staff:

Dave Atthill

1. Meeting Called to Order

Cathy Seip, Chair called the meeting to order at 6:33 p.m. in the Verity Room at the Olde Town Hall.

2. Agenda Update

None.

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

4. Approval of Minutes

4.1 Minutes of the South Huron Communities in Bloom Committee Meeting of April 4, 2018.

Motion: 11-2018
Moved: D. Mountenay
Seconded: G. Wilson

That the minutes of the April 4, 2018 meeting are hereby approved as presented.

Disposition: Carried

5. Discussion

5.1 **Home and Leisure Show**

It was cold outside that day which caused numbers to be down this year. Next year we will do our own advertising to ensure that it is put in the newspaper. 75 spider plants were planted and overall went really well.

5.2 **Pumpkin Contest**

Seeds were given out at the Home and Leisure Show. 10 packages of pumpkin seeds were given to each of the libraries.

5.3 **Memorial Garden at Huron Village**

Cathy presented the landscape plan to the committee. Debbie will write a letter to the Legion executive about Communities in Bloom offering help for the Legions outdoor responsibilities.

5.4 **Profile Book/Judges**

The judges will be here to visit on Tuesday, July 24th and Wednesday, July 25th. Cathy has booked rooms for the judges at the Gregory Bed and Breakfast in Exeter. The pavilion needs to be pressure washed and we need to figure out how to get water to the pavilion. We will use volunteers to clean up South Huron and areas along the route before the judges arrive.

What do we want for pictures in the profile book?

5.5 **Back Yard Oasis Landscape Area**

We should have a press release or put advertisements in the paper. July 1st is the deadline for the photo entry into the back yard oasis program.

5.6 **Tree Video**

13 people attended. The video was very interesting. Slow, very thoughtful, a little long, but excellent! The video described the importance of the trees in the environment. If every person planted 6 trees climate change would be reversed. The home version of video will be donated to the library for everyone to borrow.

5.7 **Barn Quilt Update**

There are currently 40 barn quilts up in South Huron. We can only submit 4x8 photos to the Ontario Barn Quilt website.

5.8 **Downtown Parkette**

A total of \$200 was donated from the Earth Day BBQ. Even though it was cold out that day, the event went well.

5.9 Garden of the Week

Dave is in charge of counting the number of signs. Cathy will have the details ready for the next meeting. We will check to see if new signs need to be ordered for this year.

5.10 Tree Sale

The weather was not good, so we did not sell a lot of trees. We may move the tree sale to the Cemetery next year instead of having it at the Town Shed. We are planning to have a second tree sale on May 12 from 9 a.m. to 12 p.m. The advertisement is in the paper and on the Municipality's website.

6. Communications

Motion: 12-2018
Moved: D. Mountenay
Seconded: B. Cooper

That Cathy Seip is the Chair for this year, and the nomination of Dorothy Henderson to stay as Vice Chair.

Disposition: Carried

7. New Business

1. The itinerary for the judges will involve less time driving to locations in South Huron and more time set aside for discussion and information sharing. Megan Goss will organize judge's visit with the Municipality of South Huron management team. There will be more interaction with Municipal staff and visits with key partners will be planned during the judging July 24th to July 26th.
2. The creation of a book with all of the Exeter landscapes has been discussed. A tour to take pictures in the spring and late fall will assist in maintenance and the up-keep of the landscaping. It was suggested that George, Dave and Bonnie Sitter look after this task.

3. Dave will review the budget to see if we can send Debbie to nationals.

8. Adjournment

Motion: 13-2018
Moved: D. Henderson
Seconded: G. Nicholson

That the South Huron Communities in Bloom Committee hereby adjourns at 7:48 p.m., to meet again on June 6, 2018 at 6:30 p.m. in the Verity Room, Olde Town Hall or at the Call of the Chair.

Disposition: Carried

Cathy Seip, Chair

David Atthill, Recording Secretary

Rebekah Msuya-Collison

From: Cathy Seip <cathyseip@hotmail.com>
Sent: Saturday, June 09, 2018 2:19 PM
To: Dan Best; Councillor Oke; Councillor DeLuca; Councillor Tomes; Mayor Cole; Councillor Vaughan; Councillor Hebert; Deputy Mayor Frayne; Rebekah Msuya-Collison
Cc: Debbie M; Dorothy Henderson; Dave Atthill; Glen Nicholson; George Wilson; Beth Cooper
Subject: Dear Council
Attachments: image4.jpeg; ATT00001.txt; image3.jpeg; ATT00002.txt; image2.jpeg; ATT00003.txt; image5.jpeg; ATT00004.txt; image7.jpeg; image6.jpeg; image1.jpeg

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Dear Council

“Communities in Bloom is a non profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on the promotion and importance of green spaces in community settings.”

I implemented South Huron Communities in Bloom 10 years ago, with a great team of volunteers and council support. In the beginning we did a lot of great things with staff, Community groups and volunteers. (ie Town Office Gardens, helping with Thames Road Elimville Community Park, Exeter Public School) It was fun and rewarding and great to see more colourful gardens throughout the Municipality.

In the last few years the committee has struggled with council’s negativity and the cutbacks in green infrastructure. Today with my husband we added perennials to the gardens at the Town Hall. The newly planted commemorative garden, it is beautiful. Then I see around the garden, weeds, gravel no grass. The parking lot is full of winter gravel. I see dying shrubs and dead tulips. (Sending pictures) South Huron Communities in Bloom never intended on costing the Municipality more money! We were there in finding ways of keeping our Municipality looking colourful and green with no added expense. The plants that were added today were dug by our committee members from a person that was downsizing their garden. At the cemetery some perennials have been planted and donated by another South Huron resident downsizing their garden. We as a committee were always ready to help staff and to find volunteers to make South Huron Municipal gardens and asset with no or very little cost to the residents of South Huron.

After looking at the Town Office today I am disappointed! The National Judges will be arriving July 24th, one from the United States and the other from Newfoundland. For the last three years South Huron Communities in Bloom has won National recognition for the Municipality of South Huron.

We need your help in making this another successful year.

Cathy Seip
 Chair of South Huron Communities in Bloom.





**Corporation of the Municipality of South Huron
Community Hub/Recreation Project Steering Advisory Committee
Minutes
May 29, 2018
6:00 PM – 8:00 PM
Carling Room**

Members:

Chair, Dawn Rasenberg
Vice Chair, Mike Ondrejicka
Councillor Craig Hebert
Councillor Ted Oke
Mayor Maureen Cole Ex-Officio
Robert Oud
Peter Hrudka
Ron Mayer
Craig Ivatts
Darlene McKaig

Staff:

Dan Best, CAO
Scott Currie, Communications & Strategic Initiatives Officer
Megan Goss, Recording Secretary
Sean Dillon, YMCA

1. Call To Order

The chair called the meeting to order at 6:01 PM

2. Agenda

Motion: 31-2018

Moved: Hrudka

Second: Ondrejicka

Disposition: Carried

That the agenda for May 29, 2018 be approved as presented.

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None

4. Minutes

Motion: 32-2018

Moved: Cole

Second: Ondrejicka

Disposition: Carried

Recommendation:

That the minutes of May 8, 2018 be adopted as presented.

5. Business Arising

Council has discussed committees sending their draft minutes to Council in order to keep council up to date with the most current information.

Member Ivatts arrived at 6:15 PM.

6. Business to be Discussed

6.1 Community Hub/Recreation Project- Site Tours

6.1.1 Recreation Facility Tours Evaluation

Add the following questions to the facility tour evaluation document:

- a. What grants were used?
- b. What was the fundraising model used? Was it successful?
- c. What is your market area?
- d. How impactful has your facility been?

Staff will send out the questionnaire ahead of time to facilities.

A tentative date of June 13th has been set to see the Goderich and Wingham sites.

6.2 Project Manager Selection

Discussion around when a project manager should be hired.

Motion: 33-2018

Moved: Hrudka

Second: Ondrejicka

Disposition: Carried

That the Community Hub/Recreation Project Steering Committee recommends to Council that a project manager be recruited in 2018.

6.3 Communications Process/Strategy

Include potential funders, and neighboring residents in the target audience.

The committee's primary tool for information sharing is the website.

Motion: 34-2018

Moved: Hebert

Second: McKaig

Disposition: Carried

That the Community Hub/Recreation Project Steering Committee approve the Draft Communications Strategy for Council approval.

6.4 RFP Update

A report will go to council for approval on Monday June 4th to award the RFP for a market feasibility study. Two bids were received. One was holistic community engagement approach, and the other was more evidence based. Once the RFP is awarded the committee will have a meeting with the successful consultant to fine tune expectations and deliverables.

6.5 Summer Meeting Schedule

The committee will cancel their June 5th meeting.

The committee will meet on June 12th to debrief on the June 7th tour.

The committee will meet on June 19th as per their regular meeting schedule. Aim to have the market feasibility study consultant available for this meeting.

Still aiming to have site tours completed in June.

Member McKaig will gather tour information and write a report for the committee's review at the June 12th meeting. She will require comments to be sent to her no later than the 10th of June.

7. Work Plan Review

8. Committee Updates

9. Correspondence

None

10. Key Messages

- I. Recommendation for the hiring of a project manager in 2018.
- II. Finalized the questionnaire for the site tours.
- III. Finalized communication strategy.

11. Adjournment

Motion: 35-2018

Moved: Ivatts

Second: Ondrejicka

Disposition: Carried

That the Community Hub/Recreation Project Steering Advisory Committee hereby adjourn at 8:01 pm to meet again on June 12 at 6:00 pm or at the Call of the Chair.

Dawn Rasenberg, Chair

Megan Goss, Recording Secretary



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 **Fax:** 519.524.5677 **Toll Free:** 1.888.524.8394 Ext. 3

www.huroncounty.ca

Consent Application Report – File # C34/2018

Owner: Larry Ballantyne (1058481 Ontario Inc.)	Date: June 8, 2018
Applicant: Terrance and Janice Cox	
Property Address: Conc 5 PT Lot 18	
Property Description <i>Parcel to be retained</i> - Conc 5 Pt Lot 18 <i>Parcel to be severed</i> - Conc 5 Pt Lot 18 <i>Parcel to which severed will be added</i> - Conc 5 PT Lot 18 AS RP 22R215; Part 1 (71030 McTaggart Line)	

Recommendation:

That provisional consent be:

- √ **granted with conditions (attached)**
deferred (for ...)
- denied (referred to the Committee of the Whole, for a decision)

Purpose:

- √ enlarge abutting lot
- create new lot
- surplus farm dwelling
- right-of-way / easement
- other:

Area:	Official Plan Designation	Zoning
Severed: 1 acre (0.4ha)	Agriculture	NE1
Retained: 97.69 acres (39.54 ha)	Agriculture and Watercourse	AG1 and NE1

Review: This application:

- √ Is consistent with the Provincial Policy Statement (s. 3(5) Planning Act);
- √ Does not require a plan of subdivision for the proper and orderly development of the municipality (s. 53(1) Planning Act);
- √ Conforms with section 51(24) of the Planning Act;
- √ Conforms with the Huron County Official Plan;
- √ Conforms with the South Huron Official Plan;
- √ Complies with the municipal Zoning By-law (or will comply subject to a standard condition of rezoning or minor variance);
- n/a Has been recommended for approval by the local municipality; and
- √ Has no unresolved objections/concerns raised (to date) from agencies or the public.

(Applications that do not meet all of the foregoing criteria will be referred to the Committee of the Whole for a decision)

Agency/Public Comments:

	Not Received or N/A	No Concerns	Comments/Conditions
Conservation Authority (ABCA)		√	ABCA made comment that it does not have any natural hazard or natural heritage concerns with the requested severance for the purpose of a lot addition.
Neighbours/Public	√		None received.
Huron County Highways	N/A		
Huron County Health Unit	N/A		Through discussions with the Health Unit they indicated they did not require to be circulated for comment on this application.
South Huron Staff			See conditions.

Figure 1: Aerial of subject property. Retained parcel identified in yellow. Severed parcel identified in red. To be added to lands to west, being an existing Agricultural Small Holding.



Figure 2: Aerial view of severed parcel and lands severed parcel will be added to.



Figure 3 and 4. Photos of lands proposed to be severed, facing east. Approximate severed parcel shown for illustration purposes only.



Figure 5. Applicant sketch indicating proposed severance

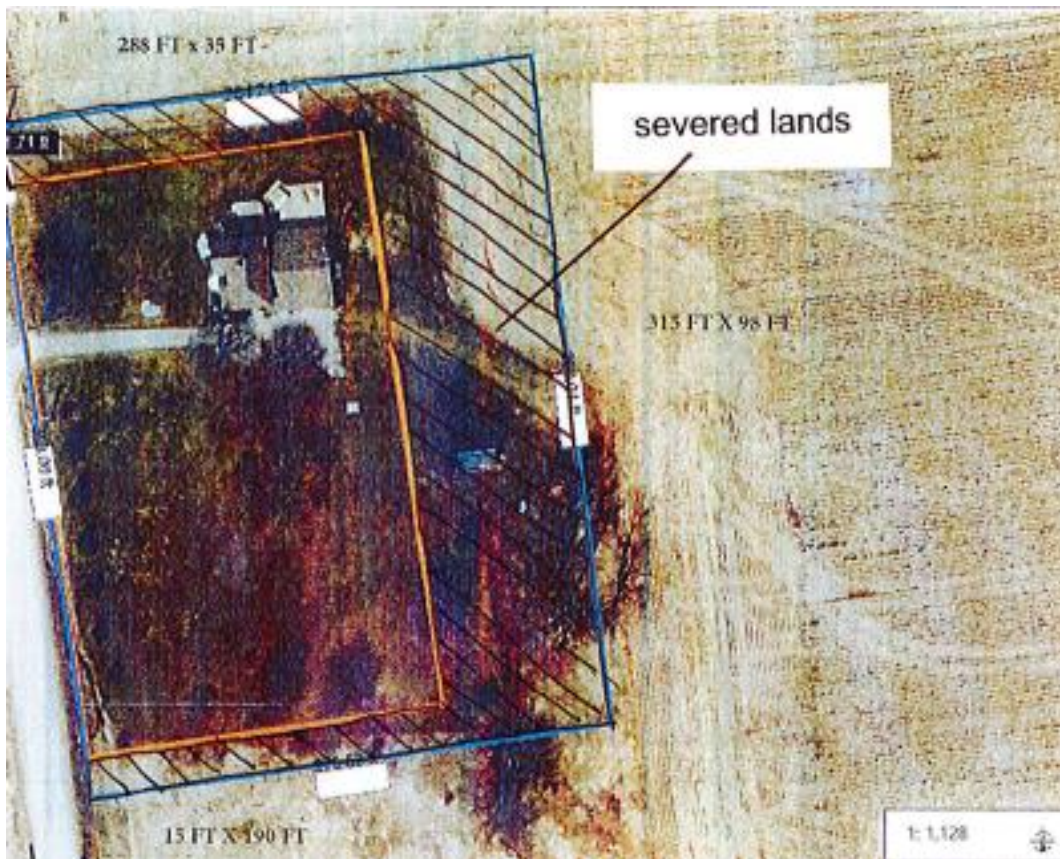


Image for illustrative purposes only. A survey is required condition of consent.

Purpose

The purpose of this application is to enlarge 71030 McTaggart Line, an existing Agricultural Small Holding parcel in the Township Usborne Agricultural Area. The land to be severed is approximately 0.4ha (1ac) and contains a shed, agricultural and bush land. It is proposed to add this parcel of land to the lands at 71030 McTaggart Line for servicing purposes. The land to be retained is approximately 39.54 ha (97.69 ac) and is currently vacant agricultural land. The retained land will continue to be used for agricultural crop production.

Review

South Huron Official Plan

The South Huron Official Plan designation for the subject parcel (including severed and retained lands) is Agriculture and Watercourse, the area under the proposed severance includes Agricultural designated lands. Under the South Huron Official Plan consents are permitted in Agricultural areas where the land being conveyed is to be added to an abutting, existing farm or non-farm use, consents may be granted provided that a minimum amount of

productive agricultural land is involved and the conveyance is for convenience or servicing purposes.

It is understood from the applicant they have requested the boundary adjustment to provide additional land for their existing agricultural residential parcel for purposes of a future septic tank and contingency bed due to the current limited size of the parcel. A letter submitted with the application also notes that the area proposed to be severed includes an old shed, remains of an old bank barn, and areas of existing grassland and tree cover.

The proposed severed parcel is limited in size, and due to the existing features on this parcel of land, does not remove a large area of agricultural land from farm production. Therefore the request meets the policies for severance for servicing purpose and is in compliance with the South Huron Official Plan.

Township of Usborne Zoning By-law 13-1984

The proposed severed parcel is zoned General Agriculture (AG1) and Natural Environment (NE1) and will be added to an existing Agricultural Small Holding (AG4) parcel. The existing AG4 parcel meets minimum zone provisions, and with the additional land proposed under consent, will continue to meet zone provisions while also providing additional lands for servicing of an existing parcel. The portion of severed lands zoned Natural Environment (NE1) and will remain under this zone. The lands to be retained are currently zoned General Agriculture (AG1) and Natural Environment (NE1), and will remain under this zone. Following the severance, the retained parcel will still maintain the minimum 38 hectare farm size stipulated in the Zoning By-law. Following consent both the retained parcel, and lands the severed parcel are to be added will continue to meet zone provisions. The provisions of the Township of Usborne Zoning By-law are met through this consent.

Additional Comments:

This application has been circulated to agencies and public. No formal public comments were received from the public at time of writing this report. No further comments were received at the time of writing this report.

Summary:

As this application represents a boundary adjustment for an addition to a lot in the Agricultural area for servicing purposes and meetings the intent of the South Huron Official Plan and Township of Usborne Zoning By-law it is recommended it **be approved**.

Sincerely,

'Original signed by'

Sarah Smith

June 8, 2018

Date

Should Council choose to recommend this application for approval by the County of Huron, the conditions below are recommended. The application would be approved, on the condition that:

Expiry Period

1. Conditions imposed must be met within one year of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within one year, the application shall be deemed to be refused. Provided the conditions are fulfilled within one year, the application is valid for two years from the date of notice of decision.

Municipal Requirements

2. Any and all monies owed to the Municipality must be paid in full, which may include but are not limited to servicing connections, cash-in-lieu of park dedication, property maintenance, water and wastewater charges, garbage and recycling charges, property taxes, compliance with zoning by-law provisions for structures etc.
3. 911 addressing for the subject lands be dealt with to the satisfaction of the Municipality.

Survey/Reference Plan or Registerable Description

4. Provide to the satisfaction of the County and the Municipality:
 - a) a survey showing the lot lines of the severed parcel and the location of any buildings thereon, and
 - b) a reference plan based on the approved survey;

Zoning

5. Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.

Merging

6. The severed land merge on title with the abutting property to the west (71030 McTaggart Line, Township of Osborne, currently in the ownership of Janice Cox and Terrance Cox) upon issuance of the certificate under Section 53(42) of the Planning Act, RSO 1990, as amended.
7. A firm undertaking is to be provided from the solicitor acting for the parties indicating that the severed land and the abutting property to the west (71030 McTaggart Line) be consolidated into one P.I.N. under the Land Titles system. Note: in the case where a title search has been completed and it has been determined that the severed/retained lands are registered in two different systems (e.g. the Registry or Land Titles system) and a consolidation is not possible then notice will be required to be registered in both systems indicating that the parcels have merged with one another and is considered to be one parcel with respect to Section 50 (3) or (5) of the Planning Act, R.S.O. 1990, C P.13 as amended.
8. Section 50(3) of the Planning Act, RSO 1990, as amended, applies to any subsequent conveyance or transaction of the retained land.



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Sandy Becker, Director of Financial Services**
Date: June 18 2018
Report: FIN.18.12
Subject: FCM – Municipal Asset Management Program Grant

Recommendations:

That South Huron Council receives the report from S. Becker, Director of Finance re: FCM – Municipal Asset Management Program Grant dated June 18, 2018.

That Council authorize Staff to prepare and apply for the Federation of Canadian Municipalities' Municipal Asset Management Program grant for Asset Management Program, and

That the Municipality commits to conduct the following activities: Identify and fill any data gaps within the core assets and undertake condition assessments for the linear infrastructure.

That the Municipality commits \$200,000 as included in the 2018 budget toward the costs of this initiative.

Purpose:

The purpose of this report is to provide information regarding the grants currently available for asset management and to receive Council's authorization to apply for the FCM Municipal asset management program grant.

Background and Analysis:

O.Reg. 588/17 was filed in December 2017 and includes robust asset management framework and requirements over the course of July 1, 2019 to July 1, 2024. It includes all asset classes, lifecycle management costing rather than the full cost replacement assumptions, current and proposed

levels of service and a comprehensive long-term financing strategy. A summary table on the timeline and components of the new legislation as well as the plan to address the requirements can be found in *Appendix A*.

Staff have created an Asset Management Working Group to ensure our policies and strategies align with the Provincial objectives of the regulation and the core values of the Municipality. The working group will ensure key deadlines are met as well as coordinate the data and processes to ensure an efficient and effective asset management strategy.

Currently there are some information data gaps that need to be addressed to ensure more detailed information is feeding into the plan. Updated condition data is required as well to ensure appropriate lifecycle management. All of these are critical in ensuring municipal infrastructure will be well maintained and provide the current levels of service for our residents.

FCM Grant – Eligibility

FCM's Municipal Asset Management Program (MAMP) grant funding is available to Canadian municipalities to help fund strategies to develop sound asset management practices. The grant can be used to fund 80% of eligible expenditures up to a maximum of \$50,000.

Eligible expenditures include the following:

- Condition data for assets
- Direct cost of staff time spent engaged in eligible activities
- Lifecycle costing activities including data modelling
- Policy implementation to integrate asset management practices into daily routines
- Training elected officials and staff on asset management approaches
- Software related to asset management

FCM Grant – Application Process

The following are the components of the application:

- Application form
- Completed workplan and budget including up to 3 activities required to achieve asset management goals
- Resolution from Council
- AM Self Assessment using the Asset Management Readiness Scale

The review can take up to 2 months after submitting the application.

Operational Considerations:

The funds from FCM are required to be used on the identified activities within 11 months of receipt. The following activities have been identified as the most critical in order to meet the specified timelines:

1. Identify and Fill Data Gaps – this will be completed for the core assets and ensure accurate, complete data in order to develop an effective asset management plan.
2. Undertake Condition Assessments for Linear Infrastructure – these assessments will assist staff in determining the priority or risks associated with the current state of the infrastructure. From these assessments it will make it possible to model lifecycle events and strategies to maximize the useful lives of the assets.

South Huron's Strategic Plan:

Section 6.2.1 identifies Strategic Directions for the Municipality that all require adequate infrastructure.

Section 6.2.2 includes strategic objectives that recommend initiatives reflecting the collective perspectives of the strategic planning process. Asset Management supports the following objectives:

- Improved recreation and community wellbeing through infrastructure and facilities
- Administrative Efficiency and Fiscal Responsibility by ensuring the right amount is invested in the right assets at the right time to optimize their useful lives and reduce annual replacement costs.
- Increased communications through more frequent reporting, as per the new legislation.
- Transparent, Accountable, and Collaborative Governance through the use of data analysis to remove the subjectivity of the operational and capital budgeting processes.

Financial Impact:

The current 2018 budget includes a municipal financial commitment of \$200,000. (overall expenses of \$250,000 net of FCM grant of \$50,000.)

The cost of the proposed activities for 2018 are as follows:

- | | |
|--------------------------------|-----------|
| 1. Identify and Fill Data Gaps | \$140,000 |
| 2. Condition Assessments | \$110,000 |

Therefore, the anticipated cost for this phase of the asset management program is expected to be within the budgeted amount.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

Staff resources will be used to assist in reviewing data, identifying gaps and updating our asset database. Staff will work with consultant(s) to prioritize and coordinate condition assessments ensuring data acquired is compiled in a format which can be uploaded to existing database. The compilation of this data will assist in developing lifecycle events and strategies to maximize the useful lives of our assets and assist in providing data for prioritizing infrastructure needs.

Policies/Legislation:

O.Reg.588/17: Asset Management Planning for Municipal Infrastructure

Consultation:

This report was based on working plans set forth by the Asset Management Working Group consisting of:

- Dan Best, CAO
- Don Giberson, Director of Infrastructure and Operations
- Sandy Becker, Director of Finance/Treasurer
- Angela Shipway, Financial Services Supervisor

Related Documents:

Appendix A – Asset Management Regulation and Proposed Workplan

Angela Shipway, Financial Services Supervisor

Sandy Becker, Director of Financial Services

Appendix A – Asset Management Regulation and Proposed Workplan

Deadline	O.Reg. 588/17	Workplan
July 1, 2019	<p>Strategic Asset Management Policy</p> <ul style="list-style-type: none"> • Outlines how it will be incorporated into the daily operations of the Municipality including plans for continuous management and updating 	<p>MFOA releasing a toolkit for policy development</p> <p>Consultation with other Municipalities</p> <p>Internal policy development</p>
July 1, 2021	<p>Asset Management Plan – Core Assets</p> <ul style="list-style-type: none"> • Includes inventory and condition data for roads, water, sewer, storm and bridges/culverts • Current levels of service identified and costed • Growth Assumptions • Lifecycle Activities to Maintain current levels of service 	<p>Verification of current data to determine any missing assets</p> <p>Condition assessments for Water, Sewer and Storm assets (Road Needs Study and OSIM Bridge completed)</p> <p>Staff will analyze and determine current levels of service and associated costs</p>

		Determine a condition assessment strategy
July 1, 2023	<p>Asset Management Plan – All Assets</p> <ul style="list-style-type: none"> • Same as above with the addition of all other asset classes (ex. Facilities, parks, etc.) 	<p>Obtain condition data on remaining asset classes</p> <p>Define current levels of service for those asset classes and the costs associated</p> <p>Determine a condition assessment strategy</p>
July 1, 2024	<p>Proposed Levels of Service</p> <ul style="list-style-type: none"> • Proposed levels of service for the following 10 years including energy/operating efficiencies <p>Financing Strategy</p> <ul style="list-style-type: none"> • Detailed financing strategy for funding the lifecycle activities and the capital replacement costs 	<p>Through a service delivery review the Municipality will have a starting point for determining which levels of service are sufficient and which need to increase or decrease</p> <p>Once the lifecycle activities are costed and included Staff will be able to determine a financial strategy to manage the assets effectively and efficiently</p>

Ongoing/ Reporting Requirements	Update the plan every 5 years Annual AMP review and reporting (not yet defined) Endorsed by Council and executed by Staff	Continual review by those charged with the task
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Staff Report

Report To: Dan Best, Chief Administrative Officer

From: **Don Giberson, Director of Operations and Infrastructure**

Date: June 18 2018

Report: ESD.18.28

Subject: Tender Results for the joint Whalen Line Reconstruction Project (Highway #4 to McTaggart Line)

Recommendations:

That South Huron Council receive the report from Don Giberson, ESD Director RE: Tender Results for the joint Whalen Line Reconstruction Project (Highway #4 to McTaggart Line), AND;

That South Huron Council authorize 50% funding of the joint Whalen Line Reconstruction Project (Highway #4 to McTaggart Line) with Township of Lucan Biddulph in the amount of \$329,091.56 including non-recoverable HST, AND;

That South Huron Council authorize the deferral of the Gregus Court Overlay and the Marlborough Street surface treatment projects and use savings realized from the Huron Street East Reconstruction Project to fund a the budget shortfall for the joint Whalen Line Reconstruction Project.

Purpose:

The purpose of this report is to notify Council of the results of the tender for the joint Whalen line Reconstruction project (Highway #4 to McTaggart Line) and to obtain authorization for South Huron's share of the total project costs.

Background and Analysis:

This is a joint project with the Township of Lucan Biddulph and subject to the terms and conditions of the Boundary Road Agreement. Lucan Biddulph is the lead on this project; accordingly, Lucan Biddulph Staff prepared the tender and arranged to advertise the tender in local newspapers and on their municipal website. The tender closed at the Lucan Biddulph Municipal Office on Thursday, May 31, 2018 and the following are the tender results:

Whalen Line Reconstruction (Highway #4 to McTaggart Line)				
	Contractor	Price	HST	Total Cost
		(Excluding HST)		(Including HST)
1	Lavis Contracting Co. Ltd.	\$567,799.45	\$73,813.93	\$641,613.38
2	Coco Paving Inc.	\$697,400.00	\$90,662.00	\$788,062.00
3	Dufferin Construction	\$743,578.30	\$96,665.18	\$840,243.48

At the Lucan Biddulph Council Meeting of June 4, 2018, Township of Lucan Biddulph Council accepted the tender from the low bidder, Lavis Contracting Co. Ltd, for the joint Whalen Line Reconstruction project and authorized their 50% of the expenditure, with the remaining 50% proposed to be funded by the Municipality of South Huron in accordance with the Boundary Road Agreement.

The project also includes subdrain and gravel shouldering work that is not included in the above tender.

Operational Considerations:

There were no alternatives considered.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of the strategic planning process.

The recommendations and actions outlined in this report are reflective of the following strategic objectives:

Administrative Efficiency and Fiscal Responsibility

Increased Communications and Municipal Leadership

Transparent, Accountable and Collaborative Governance

Dedicated Economic Development Effort

Financial Impact:

The cost associated with the joint Whalen Line Reconstruction project is included in the 2018 Capital Budget; however, the total project cost is not within the approved budget amount. Please note that this is Federal Gas Tax funded project.

The total cost for cold-in-place and hot mix asphalt tender from the low bidder is \$567,799.45 plus HST. This is a joint project with Lucan Biddulph and Lucan Biddulph will be responsible for 50% of the costs. Subject to South Huron approval of funding of our share of the total project costs, Lucan Biddulph will enter into a contact with Lavis Contracting Co. Ltd. and will invoice South Huron for our 50% share of the total project costs upon completion of the work.

The installation of subdrains and gravel shouldering are not included in the above tender. Subdrains are estimated at \$41,000.00 plus HST and gravel shouldering is estimated at \$38,000 plus HST.

FINANCIAL ANALYSIS SUMMARY	
	Total
Part 1 - Cold-in-place recycling and asphalt overlay	\$567,799.45
Part 2 - Subdrains	\$41,000.00
Part 3 -Gravel Shouldering	<u>\$38,000.00</u>
Subtotal (Construction Costs)	\$646,799.45
Non-recoverable HST	<u>\$11,383.67</u>
Total	\$658,183.12
South Huron's 50% share	\$329,091.56
Approved Budget	<u>\$250,525.00</u>
Net Difference Approved Budget vs Tender Cost	-\$78,566.56

In order make up the \$78,566.56 funding short fall, staff recommend the following 2018 Capital Projects be deferred and the balance of the funding

shortfall be from the savings realized on the Huron Street East Reconstruction project.

- Gregus Court Overlay in the amount of \$30,000
- Marlborough Street surface treatment, in the amount of \$30,000
- Savings from the Huron Street East Reconstruction project in the amount of \$18,566.56

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

Policies/Legislation:

1. Approved 2018 Capital Budget
2. South Huron Asset Management Plan
3. Minimum Maintenance Standards, under the Highway Traffic Act

Consultation:

Director of Financial Services

Related Documents:

None

Respectfully submitted,

A handwritten signature in black ink, consisting of a large, loopy initial 'D' followed by several vertical strokes and a long, sweeping horizontal line at the bottom.

Don Giberson, Director of Operations and Infrastructure



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Don Giberson, Director of Operations and Infrastructure**
Date: June 18 2018
Report: ESD.18.29
Subject: Tender Results for the joint Line 17 Project (Hern Line to Rodgerville Road)

Recommendations:

That South Huron Council receive the report from Don Giberson, Director of Operations and Infrastructure RE: Tender Results for the joint Line 17 Project (Hern Line to Rodgerville Road) AND;

That South Huron Council authorize 50% funding of the joint Line 17 Project (Hern Line to Rodgerville Road) with the Municipality of West Perth in the amount of \$85,812.12 plus HST.

Purpose:

The purpose of this report is to notify Council of the results of the tender for the joint Line 17 Project (Hern Line to Rodgerville Road) and to obtain authorization for South Huron's share of the total project costs.

Background and Analysis:

This is a joint project with the Municipality of West Perth and subject to the terms and conditions of a Boundary Road Agreement. Municipality of West Perth is the lead on this project. Accordingly, West Perth tendered the work

required on this project as part of their 2018 Rural Asphalt tender and have awarded a contract to the low bidder Lavis Contracting Co. Ltd.

We have jointly assessed the condition of the roadway and determined that the road surface has deteriorated to the point that it simply cannot be overlaid with another layer of surface treatment. In order to rehabilitate the roadway it is recommended to pulverize the worst section (Road 180 to 181) and overlay it with 50mm of HL4 at an approximate cost of **\$171,624.24** plus HST. This amount would be split 50% - 50% between West Perth and South Huron.

The salvable section of roadway (Road 181 to Road 183) is recommended to be deferred until next year, then pad and overlay it with 30mm of HL2 at an approximate cost of **\$230,000** plus HST. This amount would be split 50% - 50% between West Perth and South Huron and is recommended to be considered in the proposed 2019 Capital Budget.

West Perth has authorized the work between Line 180 and Road 181 to proceed, subject to approval from the Municipality of South Huron to fund our 50% share of the proposed 2018 works in accordance with the Boundary Road Agreement.

Operational Considerations:

There were no alternatives considered.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of the strategic planning process.

The recommendations and actions outlined in this report are reflective of the following strategic objectives:

Administrative Efficiency and Fiscal Responsibility

Increased Communications and Municipal Leadership

Transparent, Accountable and Collaborative Governance

Dedicated Economic Development Effort

Financial Impact:

The cost associated with the joint Line 17 Reconstruction project is included in the 2018 Capital Budget; however, the total project cost is not within the approved budget amount of \$180,000 split 50% - 50% between West Perth and South Huron.

By amending the project limits and deferring the section between Road 181 and Road 183 until 2019, the cost of the proposed 2018 work is estimated at \$171,624.24 plus HST and is within the approved 2018 budget of \$180,000 split 50% - 50% between West Perth and South Huron.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

Policies/Legislation:

1. Approved 2018 Capital Budget
2. South Huron Asset Management Plan
3. Minimum Maintenance Standards, under the Highway Traffic Act

Consultation:

Director of Financial Services

Related Documents:

None

Respectfully submitted,

A handwritten signature in black ink, enclosed within a large, loopy oval. The signature itself consists of several vertical, wavy lines, possibly representing the letters 'G' and 'I', followed by a horizontal stroke and a long, sweeping underline.

Don Giberson, Director of Operations and Infrastructure



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Don Giberson, Director of Operations and Infrastructure**
Date: June 18 2018
Report: ESD.18.30
Subject: Water Meter Testing Policy

Recommendations:

That South Huron Council receive the report from Don Giberson, Director of Operations and Infrastructure RE: Water Meter Testing Policy.

Purpose:

The purpose of this report is to advise Council of the existing policy regarding water meter testing, when requested by the customer.

Background and Analysis:

Our customer service response to any property owner who receives an unusually high water bill is to immediately assist by providing information on potential sources of leaks that the customer can easily check and quickly remedy. We offer a service call for one of our Water/Sewer Operators to check the customers' property, especially if the customer requires additional assistance. If an obvious source of the leak is not determined, we recommend that the customer hire a plumber to check their plumbing and plumbing devices. In the majority of high water bill situations, the source of the leakage is confirmed and corrected by the customer.

During this process it is not uncommon for a customer to question the accuracy of the water meter. We explain that the meters are factory tested and certified to be manufactured in accordance with an industry standard AWWA specification. Once a water meter has been installed, it is not technologically possible for the meter to suddenly over-register. Water meters either, fail completely and register no consumption, or they gradually wear down and under register consumption. In either case this would result in a lower consumption on the water bill.

However, if any customer wishes to have the water meter installed at their premises tested for accuracy, this can be done. All conditions of customer requested meter testing are set out in Section 6.18 of the Water By-law #56-2014. Customers are required to post a deposit, based on meter size, in the amount set out in the Fees and Charges By-law #34-2015. Upon receipt of a deposit, the meter is removed and sent to an independent third party certified testing company to be bench tested/checked against the industry standard AWWA specification.

If the meter is found to be over registering in excess of three per cent (3%), the customers deposit is returned, their consumption is adjusted and the municipality pays all associated costs. If the meter is found to register correctly, or under-registering, the customer's deposit is forfeited towards the cost of the third party testing and the customer is further responsible for the cost of removing/reinstalling the meter.

Our Municipal policy of "customer requested meter testing" is a balanced/fair approach and common policy in the drinking water industry. It also eliminates many frivolous meter testing requests.

Operational Considerations:

There were no alternatives considered.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of the strategic planning process.

The recommendations and actions outlined in this report are reflective of the following strategic objectives:

Administrative Efficiency and Fiscal Responsibility

Increased Communications and Municipal Leadership

Transparent, Accountable and Collaborative Governance

Dedicated Economic Development Effort

Financial Impact:

There are no financial implications for the Corporation resulting from the proposed recommendation.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

Policies/Legislation:

1. By-law #56-2014
2. By-law #34-2015

Consultation:

Director of Financial Services

Related Documents:

None

Respectfully submitted,

A handwritten signature in black ink, enclosed within a large, loopy oval. The signature itself consists of several vertical, slightly wavy lines, followed by a horizontal stroke and a long, sweeping underline that extends to the right.

Don Giberson, Director of Operations and Infrastructure



Staff Report

Report To:	Dan Best, Chief Administrative Officer
From:	Scott Currie, Communications and Strategic Initiatives Officer
Date:	June 18 2018
Report:	Communications 1-2018
Subject:	Municipality of South Huron Communication Policy

Recommendations:

THAT South Huron Council receives the report from S. Currie, entitled "Municipality of South Huron Communication Policy," and,

THAT South Huron Council approve the Communication Policy as presented.

Purpose:

Approval

Background and Analysis:

As cited in section 224 of the Municipal Act, 2001 "it is the role of Council to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management". Furthermore, in its Strategic Plan, South Huron Council has affirmed a commitment to providing exceptional public service to the community through enhanced communication with stakeholders.

The purpose of this policy is to establish guidelines that ensure communication with stakeholders of the Municipality is open, efficient, effective and timely.

Operational Considerations:

Once adopted by Council, training on the policy will be provided to municipal staff and Council, as outlined in the South Huron Communication Strategy.

South Huron's Strategic Plan:

The recommendation(s) included in this Staff Report support the following goals identified in the 2015-2019 Strategic Plan:

1. Transparent, Accountable and Collaborative Governance

Financial Impact:

There are no financial impacts as a result of the actions outlined in this report.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

Policies/Legislation:

Municipal Act, 2001

South Huron Procedural By-law (#42-2016)

Consultation:

- Dan Best, CAO
- Rebekah Msuya-Collison, Clerk

Related Documents:

- South Huron Communication Policy
- South Huron Communication Strategy

Respectfully submitted,

Scott Currie, Communications and Strategic Initiatives Officer

Municipality of South Huron Policy

Policy Name:	Communication Policy
Policy Number:	A09-COR-01-2018
Corporate Services	
Effective Date:	2018-18-2018
Supersedes:	
Last Modified:	

Purpose:

As cited in the Municipal Act, 2001 “it is the role of Council to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management¹”. Furthermore, in its Strategic Plan, South Huron Council has affirmed a commitment to providing exceptional public service to the community through enhanced communication with stakeholders².

The purpose of this policy is to establish guidelines that ensure communication with stakeholders of the Municipality is open, efficient, effective and timely.

Scope:

The Municipality’s success in meeting its mandate and mission depends on creating a culture of communication within the organization and with the community. The Municipality of South Huron will adopt a proactive mindset with respect to communication planning, respond to the information needs of stakeholders and focus on two-way communication with the community.

This policy will apply to all internal and external communications issued by the Municipality of South Huron on all platforms.

Policy Statement:

It is the policy of the Municipality of South Huron to:

1. Provide citizens with accurate, objective, clear, complete and timely information about policies, programs, services and initiatives of the Municipality;

¹ Municipal Act, 2001 s. 224 (d.1)

² Communication is an important theme in the 2015-2019 Strategic Plan, and both the Phase 1 (Policy) and Phase 2 (Implementation Plan) provide the core of an overall communications strategy.

2. Use a variety of communication means to accommodate diverse communication needs;
3. Ensure Municipal information, both online and in print, is accessible, identifiable and responsive to the needs of our community;
4. Ensure stakeholders know where to find information about their local government and are able to complete routine business transactions with the Municipality in a timely manner;
5. Ensure citizens are able to attend and participate in public meetings; and,
6. Provide citizens with opportunities to participate and impact local decision making.

Corporate Identity and Visibility:

A clear and consistent visual identity assists the public in recognizing and understanding the work of the Municipality. The Municipal logo will be used on municipal vehicles, on letterheads, on agendas, on municipal publications, on the website and on signage when appropriate.

External use of the corporate logo must receive prior approval from the CAO.

Corporate Spokesperson

News media play an important role in disseminating information to the public. All media inquiries will be directed to the CAO for response or delegation.

The CAO will direct all appropriate inquiries regarding Council matters to the Mayor, who is the Municipality's chief spokesperson regarding policies, priorities, and decisions.

While it is recognized that Council members are able to speak to the media in their capacity as individual councillors, members will be honest and respectful of each other in their communications, and will communicate accurately with the media regarding municipal business.

Municipal Website

The website southhuron.ca is the Municipality's primary repository of public information. It will be maintained with current information, archive agendas and minutes of official meetings, and include a calendar of municipal meetings and events open to the public.

The website will redirect comments from the public to appropriate collection methods to ensure they are received and reviewed by staff.

The website will contain the e-mail contact information of municipal officials to promote effective two-way communication.

Online municipal services will be expanded where appropriate, as resources allow, to enhance customer service.

Press Releases and Communication Products

The Municipality of South Huron will issue press releases regarding municipal issues and activities. Press releases will be issued by the CAO regarding administrative, operational and procedural matters. For press releases regarding Council business, the Mayor is the signatory.

Advertising

The purpose of advertising is to help the Municipality achieve its objectives in serving the public interest. The Municipality will place advertisements in any medium deemed appropriate to inform residents about their rights, responsibilities, municipal policies, programs, services, initiatives, upcoming meeting, dangers or risks to public safety.

The Municipality does not purchase ads for general promotion of the Municipality.

Citizens Communicating with Council

Citizens requesting action from the Municipality or wishing to ensure their communication is addressed formally by all of Council must send their communication in writing to the Municipal Clerk's office and be addressed to all of Council.

Any communication in writing addressed to all members of Council will be added to a Council agenda, subject to the Municipality's Procedural By-law³, so that Council can formally deal with the matter. Formal written responses will be sent to all communications listed on a Council agenda.

Citizens communicating verbally with any member of Council is considered to be general in nature and will not receive a formal response.

Citizens communicating with any single member of Council in writing is considered to be general in nature and will not receive a formal municipal response unless specifically requested in writing addressed to the Clerk, or

³ Section 6 of the Procedural By-law details procedures for handling Council communications, delegations and petitions.

unless the member of Council puts the matter before Council on a Council meeting agenda.

Citizens Attending Meetings

The current Council meeting chamber is not always large enough to accommodate the public in attendance. When large numbers of attendees are anticipated, meetings will be moved to a suitable Municipal facility to provide appropriate seating for the public.

Except as required by section 239 of the Municipal Act, all Municipal Council meetings will provide an opportunity for members of the public to speak through a listed delegation procedure as outlined in the Municipal Procedural Bylaw.

Members of the public will be provided an opportunity to delegate/present matters to Council according to the Municipal Procedural Bylaw.

Social Media use by Council and Committee Members

The Municipality recognizes the importance of social media as an additional communication tool for the purpose of sharing information and encouraging dialogue with the public. Council and committee members engaging in social media should follow the same principles and guidelines as engaging in traditional forms of communication - by using sound judgment, common sense and by adhering to the Municipality's Code of Conduct (Schedule "A" to By-law #42-2016).

Council and Committee Members will also abide by the following guidelines when using social media:

- a. Voice of Council
 - i. Since Council Members are perceived to represent the will and opinions of Council when speaking in any public forum, Council members are strongly encouraged not to submit posts to social media that are not reflective of, or that contradict, the will or position of Council on a given matter.
- b. Maintain Confidentiality & Privacy
 - i. Council Members will not post information discussed during closed or in-camera sessions of Council, private or confidential information about members of Council or Municipal employees, or information or situations involving named or pictured individuals without their permission.
- c. Ensure Accuracy

- i. Members have an obligation to ensure their posts are accurate and not misleading.
 - ii. Members should refrain from cutting and pasting emails from staff or others into posts without clear context and permissions as these are written for a specific audience for a specific purpose.
- d. Self-Monitoring for Personal Sites
- i. It is recommended that Members with personal web or social media sites maintain them with current information. Static sites quickly fall into disuse and pose a risk of confusing the public with outdated information.
 - ii. It is recommended that Members post “Terms of Use” on personal sites that reflect how a Member will deal with abusive, hateful, defamatory, anonymous, profane or otherwise inappropriate comments or content, including information that may jeopardize the privacy of others or harm or jeopardize the reputation of the Municipality, Council, or Administration.
- e. Official Municipal Websites
- i. No Member will create, operate or manage any website or social media site on behalf of the Municipality.

Internal Communication

Open communication within the organization – between Council and Administration and staff – is vital to the effective operation of the Municipality.

- a. Council and Administration:
- i. Requests for decision and information packages are the formal means of communication between Administration and Council. Clear, concise, relevant reports provide Members of Council with the information they need to make decisions on policies, programs, services, and initiatives.
 - ii. Public Announcements will be distributed concurrently to Members of Council, except in urgent situations affecting public health, safety, or danger to persons or property, where every attempt will be made to distribute as soon as possible after distribution to the Media.
- b. Inquiries Made by Members of Council:
- i. The CAO is the contact for all Councillor inquiries.
 - ii. Formal inquiries are directed to the CAO.

- iii. Informal inquiries may be delegated by the CAO to individual staff members who are knowledgeable in the specified area of inquiry.
 - iv. Where a response is required to an inquiry that is expected to attract media attention, the response will be provided to all members of Council and the CAO.
 - v. At no time will a member of Council direct operations or employees of the Municipality.
- c. Foremen, Managers, or Supervisors and Employees:
- i. Effective internal communication is a shared administrative responsibility, led by the CAO and senior administrators.
 - ii. Foremen, Managers, and Supervisors must communicate with employees openly, often, and before information is made public, whenever possible.
 - iii. The communication needs of all employees will be considered including any employees who may not have access to electronic information.
 - iv. Staff will incorporate communication planning into all operations and special projects.

Last updated: June 5, 2018
Location: TBD



South Huron Communication Strategy - final.docx

Municipality of South Huron Draft Communication Plan

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Introduction

The Municipality of South Huron Communication Strategy (the Strategy) provides a framework for the organization to enhance its two-way communication, improve stakeholder relationships, and encourage public participation in the municipal process.

The Strategy is designed to influence all communication activities within the organization, and outlines positive and achievable practices that will help the Municipality achieve its organizational goals.

All employees have a role to play to ensure the success of the Strategy. By working collaboratively across departments to ensure communication efforts are well-co-ordinated and responsive to the needs of stakeholders, we will achieve a more informed and engaged workforce, community and Council. This is an evolving strategy for the entire organization and will help build our communications capacity.

Vision

An informed and engaged community working with responsive employees to openly share ideas and collaboratively shape the future of South Huron.

Municipality of South Huron Draft Communication Plan

Mission

To provide a framework to enhance the Municipality of South Huron two-way communication capacity, improve stakeholder relationships, and deliver effective communications programs that help achieve organizational goals.

Guiding Principles

- Consider the information needs of stakeholders during planning and implementation of the Municipality's programs, services and special projects.
- Work collaboratively across the organization to provide information that is accurate, objective, clear, complete and timely.
- Consider the range of communication tools at our disposal and use those most appropriate to address the needs associated with each circumstance.
- Respect the access to information and privacy rights of citizens and employees.
- Support opportunities for engagement to inform public policy.
- Strive to achieve a culture of two-way communication and "communications excellence" practices.

Goals of the Communication Strategy

1. To demonstrate the relevancy of the Municipality to our stakeholders, building the organization's brand as a reliable service provider and trusted business partner.
2. To improve internal information flow and communication performance within the organization.
3. To proactively identify and respond to issues in a timely manner.
4. To foster and support an engaged community in the municipal policy process.

Implementation Plan

The implementation plan provides a map establishing objectives and tactics within the framework of the four strategic goals. The following outlines the Implementation Plan:

Municipality of South Huron Draft Communication Plan

GOAL 1: TO DEMONSTRATE THE RELEVANCY OF THE MUNICIPALITY TO OUR STAKEHOLDERS, BUILDING THE ORGANIZATION'S BRAND AS A RELIABLE SERVICE PROVIDER AND TRUSTED BUSINESS PARTNER.

OBJECTIVE	TACTICS	TIMELINE	SUCCESS MEASURE
Maintain high-quality, consistent information on all Municipality platforms	Develop and deliver staff training to build internal communication capacity that includes website information standards, social media content guidelines, how to make documents accessible as required by AODA standards.	September, 2018	100% of published information on website is current (assessed for R.O.T. ¹) and accessible.
Improve customer service with a redesigned website	Develop a new site for southhuron.ca (migrate onto a content management system) with enhanced online functionality.	September, 2018	New website is launched on time with staff training supports provided in advance.
Work with local media partners to publish Municipal information	Ensure inquiries from the media are given a high priority and responded to as quickly and efficiently as possible.	Ongoing	Local media request are responded to within two business days.
	Provide media training to equip our organization's spokespeople with message delivery skills.	January – March, 2019	%100 of senior managers and council receive training.

GOAL 2: TO IMPROVE INTERNAL INFORMATION FLOW AND COMMUNICATION PERFORMANCE WITHIN THE ORGANIZATION

OBJECTIVE	TACTICS	TIMELINE	SUCCESS MEASURE
Employees consider themselves well-informed about programs, issues and initiatives.	Host quarterly information sessions for employees to keep them informed about MOSH priorities, initiatives, financial position (budget), etc.	Quarterly	Through a bi-annual survey, 80% of staff report they feel informed (<i>Not informed, Somewhat informed,</i>

¹ Redundant, obsolete, trivial information

Municipality of South Huron Draft Communication Plan

			<i>Informed, Very informed).</i>
	Develop a new employee/ councillor orientation that provides an overview of the organizational structure and department services.	October – November, 2018	%100 of employees and councillors receive the orientation.
Increase communication skills and enhance the communications capacity of the organization as a whole.	Develop and distribute a communication plan template for departmental use to guide staff. The template will include a recommended workflow process describing the internal approval process for information to be published.	July – August, 2018	100% of municipal programs, services and projects have an associated communication plan before 2019.
	Seek out professional development opportunities and resources for employees to improve communication skills.	Ongoing	By November, 2018, identify organizational needs as part of performance monitoring of this strategy.

GOAL 3: PROACTIVELY IDENTIFY AND RESPOND TO ISSUES IN A TIMELY MANNER.

OBJECTIVE	TACTICS	TIMELINE	SUCCESS MEASURE
Improve the organization's ability to anticipate and respond to issues	Conduct environmental scanning (news media, social media, community correspondence); review on a regular basis to identify emerging issues, top issues, etc.	Ongoing	Communication staff complete an environmental scan each day and report issues to SMT.
	With the involvement of the Senior Management Team, develop an issues management protocol to effectively identify, monitor and respond to issues.	September - October, 2018	100% of issues are monitored and responded to in 2019 using the protocol.
	Enhance the issues and emergency communication capacity of senior staff through professional development opportunities	February – April, 2018	Organize one professional workshop in the first quarter of 2019 with the CEMC.

Municipality of South Huron Draft Communication Plan

GOAL 4: TO FOSTER AND SUPPORT AN ENGAGED COMMUNITY IN THE MUNICIPAL POLICY PROCESS.

OBJECTIVE	TACTICS	TIMELINE	SUCCESS MEASURE
Promote the importance of public participation in the Municipality's work	Develop a public engagement strategy to guide the public consultation process and create consistency across the organization. Ensure that the process for receiving and responding to feedback from the public is accessible and compliant with the AODA	Strategy adopted by September, 2018	By October 2018, %100 of Municipality's communication plans consider the techniques outlined in the engagement strategy.
	Increase awareness of existing opportunities for public engagement and dialogue	Ongoing	100% of public engagement opportunities are promoted on the website and through social media.



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Rebekah Msuya-Collison, Municipal Clerk**
Date: June 18 2018
Report: 15-2018
Subject: 2018 Restricted Acts of Council ("Lame Duck" period)

Recommendations:

That South Huron Council receives the report by Clerk Rebekah Msuya-Collison re: 2018 Delegation of Powers during "Lame Duck" Council for information; and

That Council authorizes the Clerk to prepare the necessary by-law prior to Nomination Day (July 27, 2018), delegating authority from July 27, 2018 to December 3, 2018 as outlined:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- d) Making any expenditure or incurring any other liability which exceeds \$50,000; and and
- e) That the CAO will report to Council if the delegation of authority is exercised under the proposed by-law; and

Further that the by-law shall come into force and effect only in the event that less than 75% percent of the current members of Council will be returning to sit on the new Council after Nomination Day of the 2018 Municipal Election as determined by the Clerk.

Purpose:

The purpose of this report is to delegate certain powers to the Chief Administrative Officer between July 27, 2018 and the inaugural meeting of Council scheduled for December 3rd, 2018, if the provisions of the Restricted Acts After Nomination Day are in effect.

Background and Analysis:

Changes to the *Municipal Elections Act* through Bill 181 (the *Municipal Elections Modernization Act*, 2016) may impact the Municipality as it relates to lame duck periods due to the change in the nomination date for candidates for the 2018 municipal election. Nominations were able to be filed on May 1, 2018 and the Nomination Day (deadline) is now July 27, 2018. If Council was to go into "lame duck" at the close of Nomination Day, it could be in this restricted period for as long as four months.

Section 275 of the Municipal Act, S.O. 2001, c.25 sets out the restricted acts that a Council shall not take after Nomination Day (July 27, 2018) and after Voting Day (October 22, 2018) if the Council is in a lame duck position. A municipal council can be in a lame duck situation if it is determined there is the potential or certainty that less than three-quarters (75%) of the existing council members will not be returning to office.

The Municipality of South Huron has a 7 member Council. When we apply the 75% calculation the result is 5.25 which is rounded up to 6 members. Lame duck position can occur twice during the municipal election process:

- a) Between July 27, 2018 and October 22, 2018 – If less than 6 of the 7 existing members are not running for Council, the restrictions set out in the Act will apply;
- b) Between October 22, 2018 to November 30, 2018 – If less than 6 of the 7 of the incumbent Councillors are returning to Council, the restrictions set out in the Act will apply.

The Clerk will advise Council at the first meeting in August, 2018 after Nomination Day as to whether Council is in a lame duck position. At the November 5, 2018 Council Meeting, the Clerk will report on the Election results to determine if Council is in a lame duck position. At the December 3, 2018 Inaugural Meeting the by-law delegating the authority to the Chief Administrative Officer would expire as the newly elected Council will be sworn in for the Municipality of South Huron.

To ensure Council is informed, a memorandum would be submitted by the Chief Administrative Officer to Council advising of the exercise of the delegated authority. This was done in 2014 via By-law 66-2014 when Council delegated authority to the Chief Administrative Officer to take action, where necessary on certain restrictions listed in the Municipal Act between Nomination Day and December 1, 2014.

Operational Considerations:

Council can also maintain status quo but this option is not recommended as during the "lame duck" period Council is restricted from the following actions pursuant to Section 275(3) of the Municipal Act:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;
- c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) making any expenditures or incurring any other liability which exceeds \$50,000.

The restrictions on the actions identified in section 275(3)(c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by Council before Nomination Day.

Land Matters - With respect to Section 275(3)(c) (land matters), a municipality can close a real estate transaction during the lame duck period only if the council passed a by-law approving the execution of the agreement of purchase and sale in advance of the lame duck period.

Expenditures - A contract could be awarded by a lame duck council which is in excess of \$50,000 so long as the amount was approved in the 2018 budget. However, the lame duck council is not able to award a contract, if the amount of the tenders or bids exceeds the amount included in the approved budget.

Emergencies – The Act provides at Section 275(4.1) that nothing in this section prevents a municipality taking any action in the event of an emergency.

Delegation of Authority - Section 275(6) provides that Council maintains the authority to delegate these certain powers to a person or body if the delegation is made prior to Nomination Day (July 27, 2018). Delegating this

authority pursuant to Section 275 of the *Municipal Act*, 2001 is typically provided to ensure the efficient management of the municipal Corporation continues and provides for the ability to respond to issues in a timely fashion.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Increased Communications and Municipal Leadership
- ✓ Transparent, Accountable, and Collaborative Governance

Financial Impact:

There are no Financial/Budget implications as a result of this report

Legal Impact:

Legal implications as outlined in this report.

Staffing Impact:

There are no staffing implications as a result of the actions outlined in this report

Policies/Legislation:

Municipal Act

Municipal Elections Act

Modernizing Ontario's Municipal Legislation Act

Consultation:

Related Documents:

Draft Delegation By-law

Respectfully submitted,

Rebekah Msuya-Collison, Municipal Clerk

Report To: Dan Best, Chief Administrative Officer
From: **Rebekah Msuya-Collison, Municipal Clerk**
Date: June 18 2018
Report: 16-2018
Subject: Appoint Members to Court of Revision

That South Huron Council receives the report from R. Msuya-Collison, Clerk, re: Appoint Members to Court of Revision for the the Carroll Municipal Drain 2018 and the Neil Municipal Drain 2018; and

That South Huron Council hereby appoints the following members to the Court of Revision for above Municipal Drains to be held on July 16, 2018 at 5:00 p.m., prior to the regularly scheduled Council meeting:

The Drainage Act, R.S.O. 1990, requires a Court of Revision be held for the purpose of receiving appeals to the assessments for drainage work, as set out in the engineer's report. The Court may have three (3) or five (5) members, and must be held at least twenty (20) days after but not more than thirty (30) days after mailing the notice.

A provisional By-law is provided in the By-Law portion of the agenda for first and second readings to adopt the Engineer's Report, as presented by Mr. Chris Dietrich, Engineer for the Carroll Municipal Drain 2018 and Neil Municipal Drain 2018. A copy of each of the provisional By-laws and the Notices of the Court of Revision must be sent to other municipalities affected and the owners of lands assessed or given compensation or allowances in the report.

Operational Considerations:

There are no other operational considerations as a result of the actions outlined in this report.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Transparent, Accountable, and Collaborative Governance

Financial Impact:

There are no financial implications as a result of the actions outlined in this report.

Legal Impact:

There are no legal implications as a result of the actions outlined in this report.

Staffing Impact:

There are no staffing implications as a result of the actions outlined in this report.

Policies/Legislation:

Drainage Act

Consultation:

Dietrich Engineering Limited

Related Documents:

Carroll Municipal Drain 2018, Dietrich Engineering Limited Report

Neil Municipal Drain 2018, Dietrich Engineering Limited Report

Respectfully submitted,

Rebekah Msuya-Collison, Municipal Clerk



Staff Memo

Report To: South Huron Council

From: **Dan Best, Chief Administrative Officer/Deputy Clerk**

Date: June 18 2018

Report: CAO 6-2018

Subject: Special Events Policy

Recommendations:

That the memo of Dan Best, Chief Administrative Officer dated June 18, 2018 regarding the Special Events Policy be received; and

That Council approve the Special Events Policy as presented; and

That the necessary By-law be forwarded to Council for the required three readings; and

That Schedule "B" of By-law 34-2015 be amended to include the following administration fees for Special Events:

Size of Event	Amount
Administration Fee (non refundable and cannot be waived)	\$50.00
Moderate Event (50-999)	\$50.00
Major Event (over 1000)	\$500.00

Purpose:

Approval

Background and Analysis:

Further to CAO Memo 4-2018, comments received at the Council meeting of June 4, 2018 and a review of the policy by our insurance carrier, the revised

draft Special Events policy is presented to Council for approval and the required by-law. The annotated version of the policy is attached as an appendix to this report.

Financial Impact:

There are no financial impacts as a result of the actions outlined in this memo.

Legal Impact:

There are no legal impacts as a result of the actions outlined in this memo.

Staffing Impact:

The staffing impacts as a result of the actions outlined in this memo are undetermined at this time.

Policies/Legislation:

- Municipal Alcohol Risk Management Policy
- Fees and Charges By-law
- Noise By-law
- Hawkers, Peddlers and Refreshment Vehicles By-law
- Lottery Licensing requirements of the Province of Ontario
- Statutes under the Alcohol and Gaming Commission of Ontario

Consultation:

Municipal Clerk
JLT Insurance

Related Documents:

Special Events Policy *draft*
Municipal Alcohol Risk Management Policy *draft*

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk

Municipality of South Huron Policy



Policy Name:	Special Events Policy
Policy Number:	A09-Protection and Enforcement Services-001
Section:	Licences
Effective Date:	2018-06-04
By-law or Resolution:	
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-06-03

Purpose:

The purpose of this Special Events Policy is to ensure public safety, control noise, traffic, odour and nuisance, mitigate any negative impact on the community and to ensure that the Municipality is able to prepare and respond where necessary.

Scope:

This policy will apply to all persons, services and programs who wish to deliver a Special Event within the geographic boundaries of South Huron as prescribed in By-law 52-2018.

Policy Statement:

It is the policy of the Municipality of South Huron to conduct the following with respect to Special Events in the geographic boundary of South Huron.

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1. DEFINITIONS

For the purpose of this By-law:

“**AGCO**” means the Alcohol and Gaming Commission of Ontario.

“**Application**” means an Application for Special Event License.

“**Building Department**” means Building Services for the Municipality of SOUTH HURON.

“**Certificate of Insurance**” means a document issued by an insurance company that certifies than an insurance policy has been purchased for the Special Event, or which applies to the property on which the Special Event shall

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occur, and which provides an abstract of the liability provisions of the insurance contract.

“**Charitable Organization**” means an organization that provides for the Relief of Poverty, the Advancement of Education, the Advancement of Religion, or other charitable purposes beneficial to the community which do not fall under the previous three classifications.

“**Clerk**” means the Municipal Clerk or designate for the Corporation of The Municipality of SOUTH HURON.

“**Community Event**” means an event which is held for or which benefits the residents or local area within SOUTH HURON.

“**Council**” means the Council of the Corporation of The Municipality of SOUTH HURON.

“**Emergency Medical Services**” means Huron County Emergency Medical Services (EMS).

“**Fees**” means an application fee or processing fee paid by the applicant of a Special Event License, as outlined in the Fees and Charges By-law.

“**Fire Department**” means SOUTH HURON Fire and Emergency Services.

“**Health Unit**” means the Huron County Health Unit.

“**In Kind Contribution**” means use of municipality owned facilities, equipment or materials at a reduced or waived fee, and/or municipal staff support or expertise for an event at reduced or waived wages.

“**License**” means a license issued by the Municipality in accordance with a By-law of the Municipality or under a provincial statute.

“**Liquor License**” means a license issued by the Province of Ontario in the form of a Special Occasion Permit or a Liquor License for the purpose of serving alcohol.

“**Major Event**” means an exhibition, concert, festival or other organized event, held for profit or otherwise, with more than 1,000 people in attendance.

“**Municipality**” means the Corporation of The Municipality of SOUTH HURON.

“**Not-for-Profit**” means an event or activity of a community group or not-for-profit organization that is held without monetary gain.

“**Officer**” means a Police Officer, Municipal Law Enforcement Officer, or other Officer appointed by the Municipality.

“**OPP**” means the Ontario Provincial Police.

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"Person" shall include an individual, corporation, business entity, group or association.

"Special Event" means an exhibition, concert, festival, parade, bicycle race, or other event organized for the purpose of entertainment or amusement and to which more than 50 people attend held for profit or otherwise.

"Municipal Facility" means any land owned or leased by the Municipality of SOUTH HURON which is accessed by or provided for public use, including but not limited to an arena, community hall, park or green space, parking lot, public library, office, opened and unopened road allowances, and those under agreement through a Memorandum of Understanding.

2. SCOPE

2.1 This By-law has been enacted to ensure public safety, to control noise, traffic, odour and nuisance, to mitigate any negative impact on the community, and to ensure that the Municipality is able to prepare and respond where necessary.

3. REGULATIONS

- 3.1 No person shall hold or permit to be held any of the following events or activities on Municipal property, other public facilities or within the Municipality of SOUTH HURON unless the Municipality has granted a License for such event or activity:
- a) Parades, processions, marathons, bicycle races and other events utilizing the sidewalks or vehicular travel portion of Municipal streets, highways, parking lots or properties including facilities operated by the Municipality;
 - b) Carnivals, bazaars and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concession or live entertainment.
 - c) Outdoor festivals offering live or recorded music or entertainment for public or private audiences.
 - d) Organized scheduled contests and exhibitions.
 - e) Marine events, including any pre-scheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature.
 - f) Scheduled races, exhibitions or other events involving the operation of motorized vehicles of any type.

4. APPLICATION FEES AND PROCESSING

4.1 A Special Event application may be obtained from the Clerk’s Office or from the Municipal website and shall be submitted to the Clerk’s Office upon completion.

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- 4.2 The application fee is outlined in the current Fees and Charges By-law.
- 4.3 An application for a Special Event shall be submitted with all required documentation no less than sixty (60) days before the proposed event.
- 4.4 Written approval may be required from outside agencies such AGCO, OPP, Huron County EMS, and the Huron County Health Unit or other approval authorities. It is the responsibility of the applicant to obtain these documents and attach them to the application for License, where applicable.
- 4.5 If the Special Event is to be held on lands owned by other than the applicant, written approval of the property owner shall be submitted with the application.
- 4.6 The applicant may be required to meet with staff from the Clerk’s Office and other Municipal Departments. The Clerk shall forward the completed application to other departments as needed for comment.
- 4.7 If approval for an event is denied, such decision will be provided in writing setting forth the reasons for denial. Such decision may be appealed to Council.

5. LICENSE APPROVAL PROCESS

- 5.1 A Special Event License may be issued upon receipt and review of an application if, in the opinion of the Clerk, the following conditions have been met:
 - a) There is a demonstrated benefit to the community, residents and businesses by holding the event;
 - b) The proposed event or activity is compatible with the surrounding area or neighbourhood, giving consideration to acceptable increases in noise, traffic, crowd control and other municipal concerns;
 - c) Any proposed use of public property, rights of way or facilities will not unreasonably interfere with the normal use of the property, rights of way or facilities by the Municipality or the general public;
 - d) ~~The applicant shall provide written proof of Commercial General Liability (CGL) and Liquor Liability (if alcohol is being sold or served) Insurance in relation to the event in an amount consistent with the recommendation of the Municipality’s insurance broker of record. The policy must name the Municipality of SOUTH HURON as an additional named insured. The policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of SOUTH HURON with thirty (30) days written notice of cancellation or material change that would diminish coverage~~
 - e) ~~The Certificate of Insurance shall be submitted to the Municipality with the application clearly stating the address of the insured location or event; see~~ **new section 12. Insurance**
 - f) Municipal resources, if applicable, to support the proposed activity are available;

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- g) All comments or recommendations from Municipal Departments and related agencies have been received and are favourable;
- h) Any concerns noted shall require reconciliation before approval is granted.

6. LICENSE REQUIREMENTS

- 6.1 Further conditions or requirements may be imposed to ensure health, safety, welfare and nuisance control. Such conditions may include, but are not limited to:
- a) The payment of a reasonable fee for the use or allocation of Municipal property and equipment, and the posting of a performance bond, a letter of credit irrevocable up to ninety (90) days after the conclusion of the event, or other surety securing payment of such fee;
 - b) The provision of adequate crowd control and traffic control, security, fire protection, food handling, waste and refuse disposal, and noise restrictions;
 - c) Inspections conducted by the Municipal Law Enforcement Officer, Building Services or Fire Department, and the local Health Unit may be required based on the size, location and nature of the event.

7. EXEMPTIONS

- 7.1 This By-law shall not apply to Special Events organized by the Municipality.
- 7.2 At the discretion of the Clerk in consultation with the Community Services Manager, the requirement for a Special Event License for the community arenas, any community hall, or those properties as listed under the Parks audit may be waived.
- 7.3 Events held at locations which are properly zoned and designated for the event shall not require a License, however the Municipality must be notified of all such events.

8. ADMINISTRATION

- 8.1 The Clerk’s Division shall be the main contact for Special Events in the Municipality. Administration of this By-law may be conducted through By-law Enforcement, Fire and Emergency Services, Building Services, or Community Services.

9. OTHER REQUIREMENTS

- 9.1 Any Special Event License issued to a person, group or business under this By-law shall adhere and comply with other Municipal by-laws, policies, rules and regulations, and those of other governmental agencies.



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- 9.2 A Major Event, whether for profit or not-for-profit, where more than 1,000 people will be in attendance, shall require the approval of Council.
- 9.3 Municipal by-laws, policies, rules and regulations noted in Section 9.1 may include, but are not limited to the most recent version of the following:
- a) SOUTH HURON Municipal Alcohol Risk Management Policy
 - b) User Fees for Facility Rentals
 - c) Noise By-law
 - d) Refreshment Vehicles
 - e) Lottery Licensing requirements of the Province of Ontario
 - f) Statutes under the Alcohol and Gaming Commission of Ontario
- 9.4 Other proposed events or uses that have not otherwise been identified in existing Municipal by-laws or policy documents may be regulated by the Special Events By-law in order to minimize any conflict that may result from the use.
- 9.5 Should an applicant fail to comply with any of the provisions of this By-law, and any provisions of the Special Event License or any other by-laws of the Municipality, the Clerk may, at any time, revoke or suspend the Special Event License without notice.
- 9.6 Should an application for a Special Event License under this By-law be denied or revoked, the application may be reconsidered at a subsequent occasion upon the applicant addressing, to the satisfaction of the Clerk, the reasons given for the initial denial of the application
- 9.7 An Officer of the Municipality may enter onto private property at any reasonable time for the purpose of carrying out an inspection to determine compliance with:
- a) This and any other Municipal by-law;
 - b) A direction or order of the Municipality made under the *Municipal Act*, the *Ontario Building Code Act*, or under a Municipal by-law;
 - c) A condition of a license issued under this or any other Municipal by-law.

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10. OFFENCES

- 10.1 No person shall permit or hold a Special Event as defined herein without first obtaining a Special Event License issued under this By-law.
- 10.2 No person shall hold or permit to be held a Special Event except in accordance with the terms and conditions set out in the License.

11. PENALTIES

- 11.1 Every person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the *Municipal Act*.
- 11.2 Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable:
 - a) on a first conviction, to a fine of not more than \$10,000.00; and
 - b) on any subsequent conviction, to a fine of not more than \$25,000.00.
- 11.3 Any corporation which contravenes any provision of this By-Law is guilty of an offence and upon conviction is liable:
 - a) on a first conviction, to a fine of not more than \$50,000.00; and
 - b) on any subsequent conviction, to a fine of not more than \$100,000.00.

12. INSURANCE

12.1 INSURANCE

- 1. The Permit Holder **will be required to** obtain and provide written proof of:
 - 1.1 For Higher Risk Activities such as amusement rides including inflatable apparatuses, events involving horses, fireworks and any other activity which the Municipality considers to be a higher risk.

Commercial General Liability (CGL) in an amount not less than \$5,000,000 per occurrence. The policy shall include but not limited to Bodily Injury, Property Damage, non-owned automobile, contractual liability and shall contain a cross liability, severability of insured clause. Insurance in relation to

Municipality of South Huron Policy



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~~the event in an amount consistent with the recommendation of the Municipality’s insurance broker of record. The policy must name the Municipality of SOUTH HURON as an additional named insured. The policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of SOUTH HURON with thirty (30) days written notice of cancellation or material change that would diminish coverage.~~

1.2 For Activities including the serving of Alcohol:

Commercial General Liability (CGL) **in an amount not less than \$5,000,000 per occurrence. The policy shall include but not limited to Bodily Injury, Property Damage, non-owned automobile, contractual liability, host liquor liability up to the full policy limits and shall contain a cross liability, severability of insured clause.** ~~Insurance in relation to the event in an amount consistent with the recommendation of the Municipality’s insurance broker of record. The policy must name the Municipality of SOUTH HURON as an additional named insured. The policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of SOUTH HURON with thirty (30) days written notice of cancellation or material change that would diminish coverage~~

1.3 For Activities that do not fall under the category of 12. 1.1 and 1.2:

Commercial General Liability (CGL) **in an amount not less than \$2,000,000 per occurrence. The policy shall include but not limited to Bodily Injury, Property Damage, non-owned automobile, contractual liability and shall contain a cross liability, severability of insured clause.** ~~Insurance in relation to the event in an amount consistent with the recommendation of the Municipality’s insurance broker of record. The policy must name the Municipality of SOUTH HURON as an additional named insured. The policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of SOUTH HURON with thirty (30) days written notice of cancellation or material change that would diminish coverage~~

2. Certificate of Insurance

2.1 The Certificate of Insurance shall be submitted to the Municipality with the application clearly stating the address of the insured location or event. **A copy of this Policy will be**

Municipality of South Huron Policy



Policy Name:	Special Events Policy
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provided to the Municipality no later than 2 weeks prior to the event. (it is not normal practice to request the policy, it is normal practice to collect a certificate)

- 2.2 The Municipality shall not accept a certificate of insurance that states the Insurer for the Permit Holder will endeavor to provide notice of cancellation. It must clearly state that the Insurer for the Permit Holder will provide notice of cancellation.
- 2.3 The successful Proponent shall indemnify and hold the Corporation of the Municipality of South Huron harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other persons for whom the Proponent is legally responsible.



Staff Memo

Report To: South Huron Council

From: **Dan Best, Chief Administrative Officer/Deputy Clerk**

Date: June 18 2018

Report: CAO 7-2018

Subject: Municipal Alcohol Risk Management Policy

Recommendations:

That the memo of Dan Best, Chief Administrative Officer dated June 18, 2018 regarding the Alcohol Risk Management Policy be received; and

That Council approve the Alcohol Risk Management Policy as presented; and

That the necessary By-law be forwarded to Council for the required three readings.

Purpose:

Approval

Background and Analysis:

The proposed policy is intended to ensure that all Special Occasion Permits (SOP) obtained and operated within Municipal properties of the Municipality of south Huron are managed effectively and properly and it is also intended to promote a safe, enjoyable environment for those who use these facilities.

The Municipal Alcohol Risk Management Policy provides a framework on events involving alcohol.

It is intended that Staff will review the policy on an annual basis and should changes be required, recommendations will be made to Council. The policy itself will require a fulsome review Council minimally every five years.

Further to CAO Memo 5-2018, comments received at the Council meeting of June 4, 2018 and a review of the policy by our insurance carrier, the revised draft Special Events policy is presented to Council for approval and the required by-law. The annotated version of the policy is attached as an appendix to this report

Financial Impact:

It is anticipated that there will be some reduction in revenue as a result moving towards the requirement of Special Occasion Permits for all events where alcohol service and consumption occurs. At this time, that figure is not quantifiable. However, the elimination of the revenue sharing on gross sales that currently exists may initiate more rental activity from community organizations and groups that would now be able to retain 100% of their revenue sales as opposed to 85% under the current structure.

Legal Impact:

Risk to the Municipality will be reduced by moving towards all events requiring a Special Occasion Permit and eliminating the South Huron liquor license and catering endorsement.

Staffing Impact:

There should be no staffing implications as a result of the actions outlined in this report

Policies/Legislation:

Liquor Licence Act
Noise By-law
Smoke Free Ontario Act
Proposed Special Events Policy

Consultation:

Municipal Clerk
JLT Insurance Brokers

Related Documents:

Alcohol Risk Management Policy

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk

Policy Name:	Municipal Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
Section:	Licences
Effective Date:	2018-06-18
By-law or Resolution:	53-2018
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-06-03

Purpose:

The Municipality of South Huron (the "Municipality") owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Municipality has developed an Alcohol Risk Management Policy (the "Policy") to promote a safe, enjoyable environment for those who use these facilities.

Scope:

A range of problems can arise from alcohol consumption. These problems can affect not only the individuals consuming alcohol but other people who use the facilities. These problems include:

- vandalism and destruction of municipal property
- police being called to municipal property
- injuries to drinkers or other individuals
- liability arising from alcohol related injuries or deaths
- increased insurance rates as a result of alcohol related incidents
- loss of insurance coverage should the insurer's risk assessment escalate
- charges under the Province's Liquor Licence Act against the Municipality and/or the Special Occasion Permit Holders
- suspension or loss of alcohol permit privileges by the Liquor Licence Board of Ontario
- loss of enjoyment by non-drinking and moderate drinkers
- complaints lodged by offended parties
- decreased use of facilities by people concerned about alcohol consumption
- loss of revenue as a result of decreased use of Municipality facilities
- increased public concern about alcohol consumption
- adverse publicity with respect to alcohol consumption

In many instances, these problems will not be attributable to moderate drinkers or those who respect the rules regarding alcohol consumption. The majority of these problems will arise from drinkers who engage in unacceptable drinking practices. These are:

- (a) Drinking to intoxication;
- (b) Drinking and driving;
- (c) Underage drinking; and
- (d) Drinking in prohibited areas.

To the extent that these unacceptable drinking practices can be reduced, the likelihood of alcohol related problems will accordingly diminish. For those who do

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not engage in these targeted drinking practices, the Policy will be minimally intrusive. The Policy is not intended to prevent legal and safe drinking.

Policy Statement:

The Municipality of South Huron wishes to ensure the following with respect to the Alcohol Risk Management Policy:

- to protect the municipality, residents, its staff, community organizations, volunteers and participants;
- to ensure there are effective management practices at social events held in Municipally owned facilities where alcohol use is permitted;
- to comply with the Provincial Liquor Licence Act;
- to designate facilities and areas where alcohol use is permitted;
- to provide operational procedures for those holding events in Municipally owned facilities where alcohol is permitted;
- to ensure that events where alcohol use is permitted are properly supervised and operated;
- to equip staff and volunteers with the skills they need to manage events and enforce the policy

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AREAS DESIGNATED FOR THE CONDITIONAL USE OF ALCOHOL

- South Huron Recreation Centre Banquet Hall – 510
- South Huron Recreation Centre Common Room – 25
- South Huron Recreation Centre Foyer – 250 South Huron Recreation Centre Arena Floor – 1,399
- South Huron Recreation Centre Warmroom – 56
- South Huron Recreation Centre Section of Top deck – 125
- South Huron Recreation Centre Agricultural Building – 363 South/272 North
- Kirkton-Woodham Community Centre – 450
- Dashwood Community Centre – 180
- Crediton Community Centre – 150
- Centralia Community Centre – 150
- MacNaughton Park
- Port Blake Day Park

AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED

The Liquor Licence Act of Ontario prohibits the consumption of alcohol in public places unless a licence or a Special Occasion Permit has been used. However, *Council may approve the designation of any site at its discretion.*

1. Municipal Parks – Municipal parks are locations where many family events occur. These parks are open parks absent of enclosures and controls and are not suitable for alcohol consumption, except for those park areas listed in 2.0.

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2. Arena Dressing Rooms – The arena change rooms shall be clearly designated as areas not suitable for drinking alcohol before, during or after sporting events.
3. Swimming Pool facilities – Alcohol is not permitted in this area due to safety concerns.
4. Operations and Infrastructure Facilities
5. All Fire Service Facilities
6. Municipality of South Huron Council Chambers, Administration Offices and Library

CONDITIONS UNDER WHICH ALCOHOL USE IS PERMITTED

I.E. SPECIAL OCCASION PERMIT

1. Anyone who wishes to serve alcohol at a designated site must complete the Special Occasion Permit Agreement that stipulates the conditions under which alcohol may be served. In addition, the person responsible must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) obtained at the local LCBO and show proof of the approved permit to the Municipal Representative at least five days prior to the event.
2. Anyone who wishes to serve alcohol at any other Municipal location other than the above designated locations must complete an application to be presented to Council 60 days prior to the event with all relevant details. Acceptance of any such applications by Council shall be conditional upon the applicant completing the Special Occasion Permit Agreement and obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario, as required above.
3. The Special Occasion Permit Holder must ensure that all conditions imposed by the Liquor Licence Act and the Municipality are adhered to at the event. The Municipality reserves the right to refuse any applicant permission to run a licensed event on its property and to impose whatever restrictions it deems appropriate.
4. All Special Occasion Permit Holders are required to adhere to the following conditions imposed by Law or Regulation:
 - The Permit Holder will accept only a photo driver's licence, photo Health

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- Card or a passport as identification for alcohol purchase or consumption.
- The Permit Holder shall provide the Municipality with a list and a copy of his/her/its/their certificates of Smart Serve Program trained bartenders, as well as the number of monitors working at the event, two weeks prior to the scheduled event. Any amendments to this list will be submitted to the Municipality.
 - The Permit Holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.
 - Door monitors, if required, must be present at all times during the event.
 - The monitors, bartenders and alcohol servers will not consume alcohol at the event during their scheduled shift of duty, nor will they be under the influence of any alcohol consumed prior to the event.
 - Public Events are open to the general public and may involve the sale and consumption of alcohol. Examples include, but are not limited to, community festivals, sporting and outdoor events, etc.

RATIO OF WORKERS FOR PRIVATE/PUBLIC EVENTS

The following chart represents the suggested number of workers required for each type of event. Private events are events attended by invitation only (i.e. weddings, business meetings) and public events are those open to the public, including events where tickets are purchased by the general public (i.e. stag and does, community festivals, etc.) The requirements of the event will be assessed individually by the Community Services Manager and the event organizer. The nature of the event will determine the number of security officers or police officers to be present.

RATIO OF WORKERS FOR PRIVATE EVENTS (Municipal Facilities)

Attendance	# of Bartenders	# of Floor Monitors
0 - 50	1 trained	(required if patrons are not visible to bartenders during the event)
50 - 100	1 trained	1 trained 1 untrained — only if allowing participants under the age of majority

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101 - 300	2 trained	1 trained 2 untrained — only if allowing participants under the age of majority
301 and over	At the discretion of the Municipality in consultation with OPP	At the discretion of the Municipality in consultation with OPP

RATIO OF WORKERS FOR PUBLIC EVENTS (Municipal Facilities)

Attendance	# of Bartenders	# of Floor Monitors	# of Door Monitors	# of Uniformed Police
Up to 100	1 trained	Optional	1 trained	Optional
101 - 300	2 trained 1 untrained	1 trained 1 untrained	1 trained	Optional
301 - 500	3 trained 1 untrained	1 trained 2 untrained	1 trained 1 untrained	At the discretion of Municipality in consultation with OPP
501 - 700	4 trained 2 untrained	2 trained 2 untrained	2 trained for Main Entrance 2 untrained per additional exit	At the discretion of Municipality in consultation with OPP
701 +	6 trained 3 untrained	3 trained 3 untrained	4 trained for Main Entrance 2 untrained per additional exit	2 O.P.P. Officers minimum

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VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

Permit Holder

Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event.

Event Sponsor

She or he must attend the event, ensure that adequate server-trained staff are available, co-ordinate and help staff, ask for help from security if necessary.

Bartenders

Accept tickets for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer no-alcohol substitutes. Must be 19 years of age or over.

Floor Monitor

Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated person, suggest safe transportation alternatives. Must be 19 years of age or over.

Door Monitor

Checks identification and signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options, and arranges for coat checking. Must be 19 years of age or over.

Ticket Seller

Sells alcohol tickets, monitors for intoxication, refuses sale to patrons at or near intoxication, may refund tickets on request. Must be 19 years of age or over.

Special Security

Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances. Must be 19 years of age or over.

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SALE OF ALCOHOL

1. Sale of tickets shall be monitored by personnel who has completed SmartServe training for excessive consumption by any one person.
2. A sign will be provided by the Municipality and must be posted at the bar and the entrance(s) to all events outlining the rules on the serving of alcohol. The sign will contain the following information:

"The Municipality of South Huron strives to provide recreation facilities for the enjoyment of all members of the community.
Our servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication."
3. You must be 19 years of age or older to purchase or consume alcohol beverages and provide Photo I.D. only.
4. Permit Holder may refund any unused tickets at any time during the event until the bar closes. We reserve the right to refuse service."
5. A Sign approved by the Municipality of South Huron must be posted, stating the name of the Special Occasion Permit holder and the telephone number of the facility operator and the Alcohol and Gaming Commission of Ontario.
 - Name of Permit Holder & Rental Group
 - Huron County OPP #
 - Alcohol and Gaming Commission of Ontario #
 - Municipality of South Huron #
 - South Huron Community Services #
6. A sign must be posted in all facilities eligible for alcohol, thanking designated drivers for their contribution to the health and safety of their friends and the community at large.

"We appreciate our Designated Drivers and thank them for their contribution to the health and safety of their friends and the community. In recognition of your contribution, we are pleased to offer free coffee and/or soft drinks."

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7. The Permit Holder will ensure that the sale of "high alcohol" beer is prohibited. "High alcohol" beer is defined as beer with an alcohol content of more than 5%.
8. The Permit Holder will ensure that non-alcoholic beverages are available.

ACCOUNTABILITY-INSURANCE

1. The Permit Holder will obtain and provide written proof of Commercial General Liability (CGL) in an amount not less than \$5,000,000 per occurrence. The policy shall include but not limited to Bodily Injury, Property Damage, non-owned automobile, contractual liability and Host Liquor Liability up to the full policy limits and shall contain a cross liability, severability of insured clause. Insurance in relation to the event in an amount consistent with the recommendation of the Municipality's insurance broker of record. The policy must name the Municipality of SOUTH HURON as an additional named insured. The policy must include coverage for cross liability and shall contain an endorsement to provide the Municipality of SOUTH HURON with thirty (30) days written notice of cancellation or material change that would diminish coverage
2. The Certificate of Insurance shall be submitted to the Municipality with the application clearly stating the address of the insured location or event. A copy of this Policy will be provided to the Municipality no later than 2 weeks prior to the event. (it is not normal practice to request the policy, it is normal practice to collect a certificate)

The Municipality will not accept a certificate of insurance that states the Insurer for the permit holder will endeavor to provide notice of cancellation. It must clearly state that the Insurer for the permit holder will provide notice of cancellation.

3. The successful Proponent shall indemnify and hold the Corporation of the Municipality of South Huron harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the Proponent, its agents,

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officers, employees or other persons for whom the Proponent is legally responsible.

4.

SECURITY DEPOSIT

A security deposit as per the Municipal Fees By-law, in either cash or certified cheque, shall be provided to the Municipality no later than one week prior to the event. The cost to repair any damages to the facility or area, which occurred during the event, shall be taken from this deposit. In the event that the amount of the security deposit is insufficient to cover the cost to repair, the Municipality reserves the right to pursue the shortfall from the Permit Holder including any expenses incurred by the Municipality in recovering the shortfall.

SAFE TRANSPORTATION

The Permit Holder is responsible for promoting safe transportation options for all alcohol-consuming participants. Examples of safe transportation options are:

- a designated driver selected from non-drinking participants at the event;
- a designated driver may be provided by the sponsoring group;
- paid transportation eg. taxi.

OTHER

The Municipality reserves the right to introduce other conditions, from time to time, at its discretion.

The Municipality in the interest of public safety, may direct termination of a Special Occasion Event at its option. The Municipality shall not be liable to the Permit Holder or anyone claiming under the Permit Holder for any fees, costs, damages expenses or loss of profit whatsoever for terminating the event.

ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

AREAS WHERE ALCOHOL IS PROHIBITED

- A violation of this Policy occurs when individuals consume alcohol in a Municipal facility or area where alcohol is prohibited. Intervention can be initiated by a member of the group using the facility, management of the Municipality or a member of the O.P.P.

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- A group member may intervene by informing the offending individual(s) that Municipality Policy prohibits alcohol consumption and demand that it cease. Group organizers should feel encouraged to intervene in this way, as intervention at other levels will result in a loss of privileges.
- When a member(s) or organized groups have violated the Municipal Policy, the group will be sent a registered letter advising of the violation, and indicating that no further violations will be permitted.
- Should members of an organized group/team violate the Policy within one year of receiving notice of their first violation, the group will be suspended from using the Municipality facility or area for a period of one (1) year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to Municipal Council.
- An Officer of the O.P.P. may intervene in a violation of this Policy on his or her initiative or in response to a request either from the Municipality or a member of the general public. The Officer may ask that the alcohol consumption stop, or order the individuals or organized group to leave the facility or area. In addition, the Officer may, at his or her discretion, lay charges against the offending individuals under the Liquor Licence Act of Ontario or any other relevant legislation.

AREAS WHERE ALCOHOL IS PERMITTED

- A violation of this Policy occurs when the Special Occasion Permit Holders fail to comply with the conditions of the Liquor Licence Act of Ontario or the Terms of the Municipal Alcohol Risk Management Policy. Intervention can be initiated by any participant at the event, management of the Municipality, an O.P.P. Officer or an Inspector of the Liquor Licence Board of Ontario.
- A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the Policy violation and demand that it ceases. Group members and monitors should feel encouraged to intervene in this way as intervention at other levels could result in a loss of privileges and the laying of charges by the O.P.P.

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- Where the Special Occasion Permit Holders have violated the Municipal Policy, a registered letter advising of the violation and indicating that no further violations will be tolerated will be forwarded to the Permit Holder(s). A copy of the letter will be forwarded to the O.P.P. for their information.
- Should the Special Occasion Permit Holders violate the Policy within one year of receiving notice of their first violation, the organizers will be suspended from using the Municipal facility or area for a period of one (1) year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to the Municipal Council.
- An Officer of the O.P.P. or an Inspector from the Liquor Licence Board of Ontario or a member of management may intervene on a violation of this Policy on his or her initiative. Depending on the severity of the infraction, charges may be laid under the Liquor Licence Act of Ontario or any other relevant legislation.



Staff Memo

Report To: South Huron Council
From: **Dan Best, Chief Administrative Officer/Deputy Clerk**
Date: June 18 2018
Report: CAO 8-2018
Subject: Revised Parking By-law

Recommendations:

That the memo of Dan Best, Chief Administrative Officer dated June 4, 2018 regarding the proposed Parking By-Law be received for information purposes.

Purpose:

Information

Background and Analysis:

Further to previous discussions with Council and concerns raised in the Huron Park area, a review of the current Parking By-law was undertaken (47-2001). In an effort to promote ease of use, consistency throughout South Huron and the ability to enforce, a more simplified draft by-law is being proposed.

At this time, there are no changes proposed for any other area other than Huron Park to allow parking on one side of the street. The proposed by-law, map proposing the locations in Huron Park and draft wording are attached as appendices to this report for Council's consideration.

Financial Impact:

There are no financial implications as a result of the actions outlined in this report.

Legal Impact:

There are no legal implications as a result of the actions outlined in this report.

Staffing Impact:

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk

MUNICIPALITY OF SOUTH HURON

SCHEDULE 'XX'

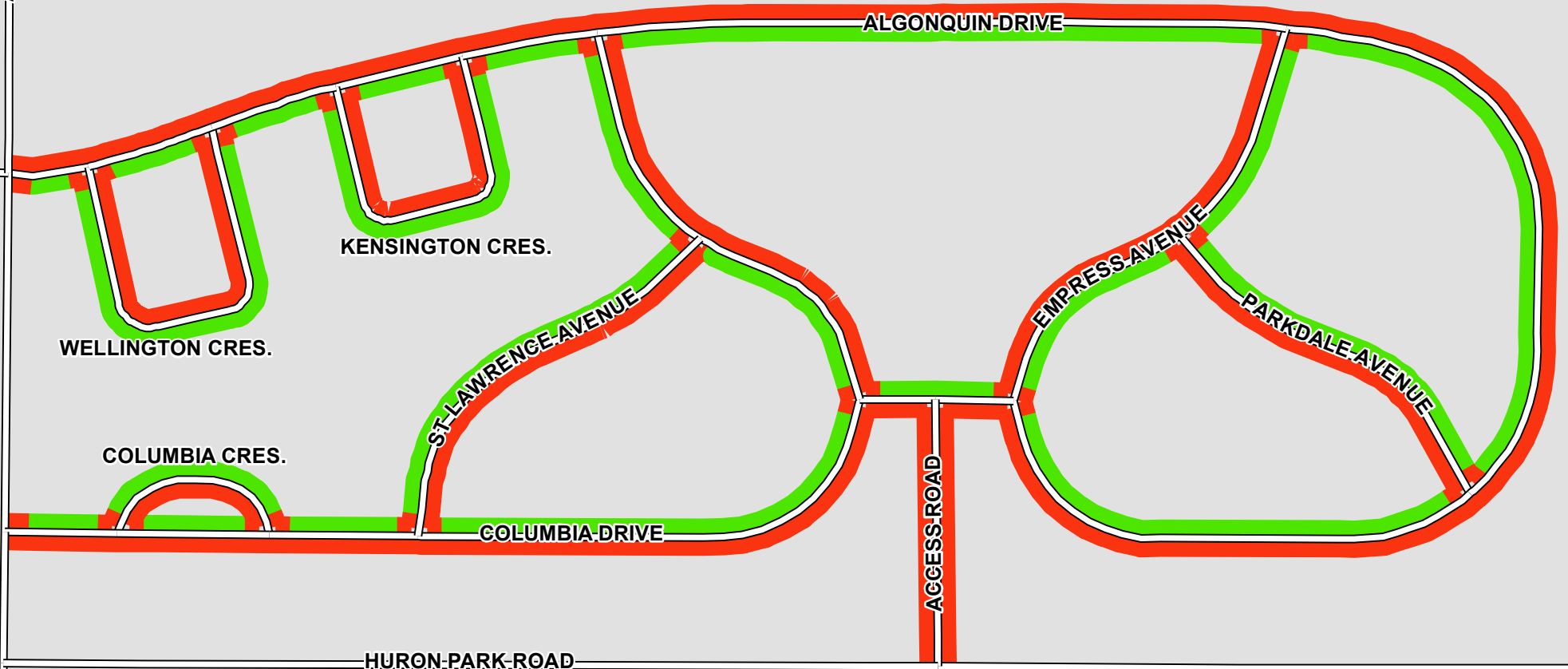
REGULATED HURON PARK PARKING BY-LAW NO. XX-2018

STREET/SIDE	FROM/TO	PERIOD
Access Road/West Side	FROM the intersection of Huron Park Road TO the intersection of Columbia Drive.	No Parking anytime
Access Road/East Side	FROM the intersection of Huron Park Road TO the intersection of Empress Avenue.	No Parking anytime
Algonquin Drive/North Side	FROM the intersection of Airport Line TO the intersection of Empress Avenue	No Parking anytime
Algonquin Drive/South Side	FROM the intersection of Airport Line TO the intersection of Empress Avenue	At all Times
Algonquin Drive/West Side	FROM the north intersection of Empress Line TO the south intersection of Empress Avenue	At all Times
Algonquin Drive/East Side	FROM the north intersection of Empress Line TO the south intersection of Empress Avenue	No Parking anytime
Columbia Crescent/Outer Side	FROM the western intersection of Columbia Drive to the eastern intersection of Columbia Drive.	At all Times
Columbia Crescent/Inner Side	FROM the western intersection of Columbia Drive TO the eastern intersection of Columbia Drive.	No Parking anytime
Columbia Drive/West Side	FROM the intersection of Airport Line TO the intersection of Algonquin Drive	At all Times
Columbia Drive/East Side	FROM the intersection of Airport Line TO the intersection of Algonquin Drive	No Parking anytime
Empress Avenue/West Side	FROM the north intersection of Algonquin Drive TO the south intersection of Algonquin Drive	No Parking anytime
Empress Avenue/East Side	FROM the north intersection of Algonquin Drive TO the south intersection of Algonquin Drive	At all Times
Kensington Crescent/Outer Side	FROM the western intersection of Algonquin Drive TO the	At all Times

	eastern intersection of Algonquin Drive.	
Kensington Crescent/Inner Side	FROM the western intersection of Algonquin Drive TO the eastern intersection of Algonquin Drive.	No Parking anytime
Parkdale Avenue/North Side	FROM the intersection of Empress Avenue TO the intersection of Algonquin Drive	At all Times
Parkdale Avenue/South Side	FROM the intersection of Empress Avenue TO the intersection of Algonquin Drive	No Parking anytime
St Lawrence Avenue/West Side	FROM the south intersection of Columbia Drive TO the north intersection of Columbia Drive	At all Times
St Lawrence Avenue/East Side	FROM the south intersection of Columbia Drive TO the north intersection of Columbia Drive	No Parking anytime
Wellington Crescent/Outer Side	FROM the western intersection of Algonquin Drive TO the eastern intersection of Algonquin Drive.	At all Times
Wellington Crescent/Inner Side	FROM the western intersection of Algonquin Drive TO the eastern intersection of Algonquin Drive.	No Parking anytime

Huron Park: Proposed Parking By-Law

AIRPORT-LINE





The Corporation of the Municipality of South Huron

By-Law # XX-2018 Parking on Municipal Roads

BEING A BY-LAW REGULATING PARKING ON MUNICIPAL ROADS WITHIN THE MUNICIPALITY OF SOUTH HURON.

WHEREAS the Municipal Act, S.O. 2001, c.25 Sec. 11(2) 3 states where a sphere or part of a sphere of jurisdiction is assigned to an upper tier municipality non-exclusively by the Table, its lower tier municipalities have the power to pass by-laws under that sphere or part;

AND WHEREAS the whole sphere is assigned to all upper tier municipalities non-exclusively, highways, including parking and traffic on highways;

NOW THEREFORE the Council of the Corporation of the Municipality of South Huron enacts as follows:

PART "A"

1. DEFINITIONS:

For the purposes of this by-law:

"Appropriate Sign" means any sign or device placed or erected on a highway under the authority of this By-law and the Public Works Manager, for the purpose of regulating, warning or guiding traffic

"Boulevard" shall be construed to mean that portion of every highway within the limits of the Municipality, which is not used as a sidewalk, road shoulder or a traveled roadway.

"Bylaw Enforcement Officer" means a person duly appointed by the Municipality of South Huron for enforcing the provisions of this by-law and who shall have the powers as set out in the Provincial Offences Act, R.S.O., 1990. Chapter P. 33 as amended.

"Police Officer" means a member of the Ontario Provincial Police.

"Council" means the Council of the Municipality of South Huron.

"Curb line" means, where the curb is constructed, the line thereof; where no curb is constructed "curb line" shall be construed as meaning the edge of the travelled portion of the highway

“Designated Parking Space” means a designated parking space or parking area for physically disabled persons, with appropriate signs erected and on display.

“Disabled Person Parking Permit” means a disabled person parking permit issued under the Highway Traffic Act or a permit, number plate or other marker or device issued by another jurisdiction and recognized under the Highway Traffic Act.

“Intersection” means the areas embraced within the prolongation or connection of the lateral curb lines or, if none then of the lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other.

“Loading Zone” means the part of a highway set apart for the exclusive purpose of parking a vehicle to load or unload the same.

“Municipality” means the Municipality of South Huron

“Overnight Parking Permit” means a permit issued by the Municipality of South Huron for the purpose of allowing a vehicle to park for a limited time on a street within the jurisdiction of the municipality.

“Park or Parking” when prohibited, means the standing of a vehicle whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.

“Physically Disabled Person” means a person who is physically disabled in such a way that his/her mobility is seriously restricted and includes a person who uses a wheelchair, crutches, braces or other mobility assisting devices.

“Director of Operations and Infrastructure” means a person duly appointed but the Municipality of South Huron who is responsible for the design, construction and maintenance of the municipal road system, sewers, waterlines, and landfill operations.

“School Bus Loading Zones” means a designated area for the dropping off and picking up of children by a school bus.

“School Drop Off/ Pickup Zone” means a designated area for the dropping off and picking up of children by vehicles other than a school bus.

“Stand of Standing” when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except for the purpose of and while actually engaged in receiving or discharging passengers.

“Stop or Stopping” when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or a traffic control sign or signal.

“Traffic Control Signal” means any device, manually, electrically or mechanically operated for the regulation or control of traffic.

“Street or Highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

“Roadway” includes the surface portion of the highway designed and intended for the travel of vehicles.

“Vehicle” includes a motor vehicle, trailer, traction engine, farm tractor, road building machine, and any vehicle drawn, propelled or driven by any kind of power including muscular power, but does not include a motorized snow vehicle or the cars of electric or steam railways running upon rails.

“Time” means where any expression of time occurs or where an hour or other period of time is stated, the time referred to shall be Eastern Standard Time except in periods when daylight saving time is in effect, in which periods, it shall refer to daylight saving time.

2. **DISTANCES**

- a) Where a distance is used in this By-law as part of a prohibition of parking or stopping within a specified distance of an object, structure, land or a part of a highway, such distance shall be measured;
 - i) From the projection of the nearest curb line or edge or roadway in the direction stated unless it is specifically stated otherwise, and
 - ii) Along the curb or edge of the roadway to a point in such curb or edge of roadway opposite such object, structure, land or part of a highway, unless the context otherwise requires, and
 - iii) From such object, structure, land, or part of highway in all directions
- b) All distances/dimensions are measured in the metric measurement of metres or as otherwise indicated.

PART “B”

REGULATED PARKING

3. **GENERAL PARKING REGULATIONS:**

- a) No Person shall stop or park a vehicle:
 - i) On or over a sidewalk, crosswalk or boulevard;
 - ii) In front of or within 2 metres of any lane, driveways or alley entrance;
 - iii) Except at points where parking is otherwise designated, with the right hand wheels of the vehicle at a greater distance from the curb line than 0.3 of a

- metre, or in winter as nearly within such distance as the conditions of the highway permit;
- iv) On the roadway side of a vehicle stopped or parked at the edge or curb of a highway;
- v) At the edge of curb on the left side of the roadway having regard to the direction such vehicle was proceeding except when parking is permitted on the left hand side of the roadway of a highway designated for one way traffic;
- vi) In such a position as to obstruct traffic;
- vii) On any bridge, or any approach thereto;
- viii) Within 3 metres of the point of the curb line which is nearest any fire hydrant;
- ix) Within 2 metres of the space on the same side of the highway directly in front of the entrance to church, hospital, hotel, theatre, hall or other public building where large numbers of people assemble, except while actually taking on or discharging passengers when any such stop or stand has been officially designated and appropriately signed.
- x) Within 9 metres of an intersection;
- xi) Within 9 metres of any level crossing of a railway;
- xii) In a position or place that prevents or is likely to prevent removal of any vehicle previously parked;
- xiii) On any roadway where parking is prohibited as indicated by the appropriate sign.

4. PARKING SPACES FOR PHYSICALLY DISABLED PERSONS:

- a) Council may by resolution designate certain areas on streets in the Municipality of South Huron as parking areas for physically disabled persons.
- b) Each private disabled person parking space in respect of which an agreement within the Municipality of South Huron is entered into by the owner of the disabled person parking space, and where authorized signs are erected, is hereby designated as a Disabled Person parking space as required under Section 4.
- c) When appropriate signs have been erected and are on display no person shall stand or park a vehicle in such areas designated as parking for physically disabled persons except:
 - i) Where the operator of the vehicle is a physically disabled person and a permit or sticker as described in Section 4 is displayed on the vehicle, such person may stand or park the vehicle in such area; and
 - ii) Where the operator of the vehicle is in the process of discharging or picking up a physically disabled person, such person may stand or park the vehicle in such area;
 - iii) A motor vehicle that is identified by an identifying permit.
- d) A permit or sticker issued by the Ministry of Transportation shall be displayed on:
 - i) Inner surface of the windshield, as close as practicable to the lower left hand corner and as close as practicable to the left hand side of the motor vehicle; or
 - ii) Outer surface of the sun visor on the left hand side of the motor vehicle so as to be visible through the windshield from the exterior of the car, when the sun visor is in a lowered position.

5. OVERNIGHT PARKING ON MUNICIPAL STREETS:

- a) Where appropriate signs are erected and are on display no person shall park or allow a vehicle to stand upon any part of any street between the hours of 2:00 a.m. and 6:00 a.m. local time on the highways or parts of highways as designated by the signs.
- b) The owner of a vehicle which is parked or standing in contravention of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in Section 61 of the Provincial Offences Act, R.S.O., 1990, Chapter P33 and Set Fine as attached.
- c) Section 5(2) shall not apply to vehicles if the owner of such vehicle has obtained an Overnight Parking Permit from the Municipality of South Huron, and has the same affixed to the inside of the left rear window of said vehicle.

6. EXEMPTION OF MUNICIPAL VEHICLES

- a) Sections 3 to 5 of this By-law do not apply to vehicles of the Municipality or vehicles contracted by the municipality where such vehicles are actually engaged in the performance of cleaning, maintenance repair, construction, snow removal or other work on any highway within the municipality.
- b) Sections 3 to 5 of this By-law do not apply to emergency vehicles engaged in carrying out their normal services within the municipality.

7. REMOVAL OF VEHICLES IN CONTRAVENTION OF BY-LAW:

- a) In addition to any other penalty provided for in this By-law, a Police Officer, Officer or By-law Enforcement Officer appointed for the carrying out of the provisions of The Highway Traffic Act, may cause a motor vehicle that is parked in contravention of this By-law to be removed and taken to be stored in a safe place.
- b) Where a motor vehicle is removed and stored pursuant to Section 7(1) all costs and charges for the removal, care, and storage of the motor vehicle which may be enforced in the same manner as provided for in the Repair and Storage Liens Act, and are the responsibility of the vehicle owner, and the vehicle owner is liable for all related costs.

8. OWNER LIABILITY:

Where a motor vehicle has been left parked, stopped or left standing in contravention of this By-law, the owner of the vehicle, notwithstanding that he was not the driver of the motor vehicle at the time of the contravention of this By-law, is guilty of an offence, and is liable to the fine prescribed for the offence in the by-law, unless, at the time of the offence, the vehicle was in possession of some person other than the owner without the owner's consent.

9. PARKING INFRACTION NOTICE:

- a) Where a vehicle is found parked in contravention of the provisions of this By-law, a Police Officer, Officer or the Municipal By-law Enforcement Officer so finding a vehicle may complete a parking infraction notice in the form of a serially numbered notice stating:
 - i) The license number of the vehicle, concise description of vehicle and the expiry date of the sticker;
 - ii) A description of the offence;

- iii) The date, time and location of the alleged offence;
 - iv) The signature of the issuing officer;
 - v) The set fine for the alleged offence;
 - vi) That the owner or driver thereof may make a voluntary early payment in the amount and manner set forth in Section 12 or pay the set fine as indicated on the parking infraction notice prior to the 15th day set out in the Provincial Offences Act, Part II.
- b) The Officer shall prepare the Parking Ticket in triplicate and shall attach one copy of the parking infraction notice to the vehicle or give the copy to the driver of the vehicle and deliver two copies to the office of the Treasurer of the Municipality of South Huron.

TRAFFIC REGULATIONS

10. PARKING ON MUNICIPAL PARKING LOTS:

No person shall park a vehicle in any parking area owned or leased by the Municipality for public parking purposes for any period in excess of 24 hours.

PART "C"

GENERAL PROVISIONS:

11. PENALTIES:

- a) Any person who contravenes any provisions of this By-Law is guilty of an offence and on conviction is liable to a fine as provided for in Section 61 of the Provincial Offences Act, R.S.O., 1990, Chap.P.33, and Set Fine Schedule "A" attached.
- b) A person served with a parking infraction notice may report to the office of the Treasurer of the Municipality of South Huron to make a voluntary early payment as indicated on the notice. Such payment must be received by the Treasurer or his/her designate, within fourteen days of the date on which the notice was issued, inclusive of Saturdays, Sundays, and holidays.

12. AUTHORITY TO ENFORCE THIS BYLAW:

A Police Officer, Officer or By-law Enforcement Officer of the Municipal Corporation designated pursuant to the Provincial Offences Act, as a Provincial Offences Officer shall enforce the provisions of the Parking By-law.

13. SCHEDULES ADOPTED:

The Schedules referred to in this By-law shall form part of this By-law and each entry in a column of such a Schedule shall be read in conjunction with the entry or entries across there from, and not otherwise.

- 14. All previous By-laws inconsistent with this By-law are hereby repealed.
- 15. This By-law shall become effective when approved by the Ministry of Transportation and the Ministry of the Attorney General.
- 16. Any particular provisions hereof shall become effective when appropriate signs applicable to such particular provision has/have been erected and is/are on display.

17. In the event of conflict between the provisions of this by-law and The Highway Traffic Act, the provisions of the Act will prevail.

READ a first and second time this 3rd day of July, 2018.

READ a third time and finally passed this 3rd day of July, 2018.

Maureen Cole, Mayor

Rebekah Msuya-Collison, Clerk

SET FINE**SCHEDULE "A"****BY-LAW XX-2018****PARKING ON MUNICIPAL ROADS**

Recoverable under the
Provincial Offences Act
R.S.O., 1990, Chap.P.33

THE MUNICIPALITY OF SOUTH HURON
SCHEDULE "A" OF BY-LAW 2016-???
PART II PROVINCIAL OFFENCES ACT

ITEM	COLUMN 1	COLUMN 2	COLUMN 4
	Short Form Wording	Provision Creating or Defining Offence	Set Fines
1	Stop or park vehicle on/over sidewalk/crosswalk/boulevard	3.1.i.)	\$35.00
2	Stop or park vehicle in front of or within 2 metres of a laneway	3.1.ii.)	\$35.00
3	Stop or park more than 0.3 metres from curb	3.1.iii.)	\$35.00
4	Stop or park adjacent to parked car on highway	3.1.iv.)	\$35.00
5	Stop or park vehicle in wrong direction	3.1.v.)	\$35.00
6	Stop or park obstructing traffic	3.1.vi.)	\$45.00
7	Stop or park on bridge or approach of a bridge	3.1.vii.)	\$35.00
8	Stop or park within 3 metres of a fire hydrant	3.1.viii.)	\$65.00
9	Stop or park within 2 metres of entrance to public building	3.1.ix.)	\$35.00
10	Stop or park within 9 metres of an intersection	3.1.x.)	\$35.00
11	Stop or park within 9 metres of railway crossing	3.1.xi.)	\$35.00
12	Stop or park preventing removal of another vehicle	3.1.xii.)	\$35.00
13	Park in signed area where prohibited	3.1.xiii.)	\$35.00
14	Park on municipal land	3.2	\$35.00
15	Park for the purposes of displaying a vehicle for sale	3.3	\$75.00
16	Park on boulevard	3.4	\$50.00

17	Park in area designated for physically disabled person	4.3	\$300.00
18	Park on street between the hours of 2 a.m. to 6 a.m.	5.1	\$45.00
19	Park on municipal parking lot more than 24 hours	10	\$45.00

NOTE: the general penalty provision for the offences listed above is section 11 of By-law XX-2018, a certified copy of which has been filed.



Staff Memo

Report To: South Huron Council
From: **Dan Best, Chief Administrative Officer/Deputy Clerk**
Date: June 18 2018
Report: CAO 9-2018
Subject: Main Street Revitalization Update

Recommendations:

That the memo from Dan Best, Chief Administrative Officer dated June 11, 2018 regarding the Main Street Revitalization Initiative be received; and

That Council authorize the following projects to be approved as part of the Main Street Revitalization in Exeter as follows:

- Accessibility improvements for access to local businesses
- Streetscaping including banners and lighting
- Wayfinding signage

Purpose:

Approval

Background and Analysis:

Further to the CAO Report 14-2018, Staff met with the BIA Staff to review opportunities that may be considered for the Main Street Revitalization Grant Funding.

Based on the discussions, it was determined that the three key areas to be considered were the following:

- Accessibility improvements for access to local businesses
- Streetscaping including banners and lighting
- Wayfinding signage

For accessibility, Staff have initiated discussions with a the Stop Gap Foundation to explore the potential of implementing a community ramp project. From the literature, the Stop Gap Foundation outlines the program as follows:

"The Community Ramp Project has been successful at highlighting how a simple ramp can make life easier for everyone. Participants have shared that a ramped storefront is more inviting. Parents pushing strollers, couriers using carts to handle heavy packages and people using mobility aides all benefit from a barrier free storefront.

The project has also proved that business owners are able to increase their customer base by providing a storefront that everyone can enter and exit. Supporters of the initiative hope that through these types of projects communities will create barrier removing legislation of their own instead of waiting until the projected due date outlined in the AODA (Accessibility for Ontarians with Disabilities Act) – that being 2025.

The temporary ramps are to be presented to businesses with a single step with the intent that business owners offer the use of the ramp to customers whenever there is a need. Municipal encroachment by-laws prevent temporary access ramps from living in front of a storefront on a regular basis therefore business owners are encouraged to display the "Access Ramp Available Upon Request" sign in a highly visible location in their storefront window such that customers can be easily informed about the availability of a ramp".

The streetscaping aspect would be implemented to address the aged lighting that is currently on street poles and potentially look at the viability of seasonal lighting.

The wayfinding signage will be explored further based on the work already underway with the County of Huron and RT04.

Financial Impact:

There are no financial implications as a result of the actions outlined in this report.

Legal Impact:

There are no legal implications as a result of the actions outlined in this report as the elements of the agreement are the signing of a Transfer Payment Agreement (TPA) and the commitment to follow the elements of the agreement.

Staffing Impact:

There are no staffing implications as a result of the actions outline din this report.

Policies/Legislation:

None

Consultation:

Director of Financial Services
BIA Staff

Related Documents:

None

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk



Staff Report

Report To:	South Huron Council
From:	Dan Best, Chief Administrative Officer/Deputy Clerk
Date:	June 18 2018
Report:	CAO 15-2018
Subject:	Engagement Policy

Recommendations:

THAT the report of Dan Best, Chief Administrative Officer dated June 18, 2018 regarding the Engagement Policy be received; and

THAT South Huron Council approve the Engagement Policy as presented.

Purpose:

Approval

Background and Analysis:

Public engagement is a key component of open and transparent governance, ensuring that the interests of our residents and businesses are reflected in the programs and services delivered on their behalf by the Municipality.

To enable South Huron to achieve its mission, Council and staff require a range of flexible public engagement techniques - both in person and online - that can be used separately or in combination to engage the community in the activities and decision-making processes of the municipality.

The draft policy attached as an appendix to this report states the principles guiding how the Municipality engages with stakeholders.

Operational Considerations:

Once adopted by Council, training on the policy will be provided to municipal staff and Council.

South Huron's Strategic Plan:

The recommendation(s) included in this Staff Report support the following goals identified in the 2015-2019 Strategic Plan:

- ✓ Transparent, Accountable and Collaborative Governance

Financial Impact:

There are no financial impacts as a result of the actions outlined in this report.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

Policies/Legislation:

Draft Communications Policy
Draft Communications Strategy

Consultation:

- Rebekah Msuya-Collison, Clerk
- Scott Currie, Communications and Strategic Initiatives Officer

Related Documents:

- South Huron Engagement Policy *draft*
- South Huron Engagement Guide *draft*

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk



Canadian Theatre
BLYTH
FESTIVAL

You're Invited

to MUNICIPAL NIGHT at the BLYTH FESTIVAL

Thursday, July 19, 2018

Reception in the Lower Hall at 7pm

THE NEW CANADIAN CURLING CLUB at 8pm

By Mark Crawford | Directed by Miles Potter

This is a hilarious new comedy with a rich heart and fast brooms. Essentially, it's about a small town in rural Southwestern Ontario with an ice rink, a refugee resettlement program, and a Learn to Curl class. The Blyth Festival in partnership with the Township of North Huron, is pleased to make available two complimentary tickets to each municipality. Additional tickets may be purchased at the special sponsor rate of \$30 each.

Please share this invitation with your Council and municipal staff and RSVP by July 10 to

Barb Black, Administrative Assistant

519-357-3550 x121 or bblack@northhuron.ca



Image by Gemma James Smith

MOVING FORWARD

- RECOMMENDATIONS
- THAT SOUTH HURON ACCEPT A LARGE DISPOSAL KIOSK FROM THE HURON COUNTY HEALTH UNIT TO PLACE ON MUNICIPAL PROPERTY FOR THE SAFE DISPOSAL OF SHARPS.
- THAT SOUTH HURON SECURE AN ONGOING CONTRACT WITH A PROVIDER FOR DISPOSAL OF HAZARDOUS SHARPS.

**Ontario
Provincial
Police**

**Police
provinciale
de l'Ontario**



**Municipal Policing Bureau
Bureau des services policiers des municipalités**

**777 Memorial Ave.
Orillia ON L3V 7V3**

**777, ave Memorial
Orillia (ON) L3V 7V3**

Tel: (705) 329-6200

Fax: (705) 330-4191

File number/Référence: 612-20

June 8, 2018

Mayor/Reeve and Clerk/CAO,

As one of my primary goals is to keep you informed of the latest initiatives relevant to OPP municipal policing.

Please note that:

- The Safer Ontario Act, 2018, which creates, among other legislations, a new Police Services Act, 2018 (PSA 2018), received Royal Assent on March 8, 2018. Before the legislation becomes law, a collection of supporting regulations must be developed, so the Act can be ready for proclamation by the Lieutenant Governor. Until the PSA 2018 is proclaimed by the Lieutenant Governor, the existing PSA 1990 continues to apply.
- As of July 1st, 2018, Motor Vehicle Accident Reports (MVAR) to third party requestors (such as Insurance Services Bureau Canada) are to be directed to the Ministry of Transportation (MTO). The traffic reports are MTO documents that MTO is responsible to provide to third party requestors; the OPP is just assisting with completing them. As such, when the OPP created our internal collision reporting system the decision was made to return the responsibility for providing the requests to third party requestors back to MTO. As a result, the OPP Detachment administrative staff will resume fulfilling their main responsibilities of assisting officers, municipalities and civilian governance structures. This change in process will result in a reduction of the total revenue collected by the detachments on behalf of municipalities as these requests will no longer be processed by the OPP. Paper MVAR unit 4 and 5 provided basic information for the driver, which is now the "driver's " portion of the report. It can either be printed or emailed on eCRS to drivers involved in collisions at their request. Please direct further questions on this initiative to Inspector Luis Mendoza by phone at 416-553-7601 or by email at luis.mendoza@opp.ca

The OPP continues to promote community policing model, where the focus is on community needs and public trust. Recent initiatives such as Fraud prevention month and OPP Gun Amnesty combined with our ongoing community mobilization situation tables showcase the proactive form of law enforcement based on education and community effort adopted to improve community relationships and prevent crime before it happens. Implementation of these recent projects and initiatives demonstrates once again our commitment to decreasing crime through reducing the number of calls for services and making our communities safer.

Between now and the end of this year our bureau will continue develop innovative solutions designed to further streamline our operations and enhance municipal policing services

offered to all OPP-policed municipalities. In fact, I believe that our ongoing efforts to continuously improve our services will be a never-ending quest.

In addition to the ongoing and organic growth of our current projects, the OPP Municipal Policing Bureau recently sought your input on a quick survey which will help us assess your communication needs moving forward. We had some great input and suggestions from survey respondents. We plan on implementing some of them right away and look at others for medium-term implementation. Thank you once again for your time responding to the survey.

Please visit our website at www.OPP.ca/billingmodel Resource section to review the 2018 OPP municipal policing costs, documents on the current billing model and property counts. We update our website regularly with information that may be of assistance to you.

As usual, our Bureau will have a booth at the upcoming Association of Municipalities of Ontario (AMO) Conference, which will be held August 19-22 in Ottawa. Drop in at our booth and speak to our analysts directly or should you like to have a more formal discussion during the conference, please contact us directly at opp.municipalpolicing@opp.ca and we will set up a time to meet you the day following the Minister's delegation meetings.

Thanks for your and your community's help as we continue to make steady and encouraging progress towards our community safety target.

Thank you again.

Sincerely,



M.M. (Marc) Bedard
Superintendent
Commander,
Municipal Policing Bureau

Email OPP.MunicipalPolicing@opp.ca

Twitter [@OPP_Mun_Pol](https://twitter.com/OPP_Mun_Pol)

/nv



May 30, 2018

Via Email

To All Municipalities within Huron County

Dear Sirs/Madames:

Re: Huron County Letter of Support for the Municipalities for Climate Innovation Program (MCIP): Climate Change Staff Grant.

The County of Huron is preparing a grant application to the Federation of Canadian Municipalities for the MCIP Climate Change staff grant. This grant will provide up to \$125,000 to supplement the salary of a new or existing municipal employee who will work on initiatives to improve adaptation to local climate change impacts.

If this grant is received, a climate change advisory committee will be created or an existing committee will be used, a climate change adaptation plan will be designed and some of the plan will be implemented. Municipalities will benefit from this opportunity through a variety of initiatives including community consultation and a best practices guide.

The County of Huron requests that each municipality in Huron County submit a letter supporting the application to the MCIP Climate Change Staff Grant. It is requested that all letters be received back by June 15, 2018. A template of the letter of support is attached for your convenience.

Please send letters of support to:

Jayne Koskamp

Housing Programs Coordinator

jkoskamp@huroncounty.ca

77722D London Rd

R.R. #5 Clinton

N0M 1L0

Working together to make hunger
non-existent in our communities



May 2018

South Huron Council:

On behalf of the Board of Directors of HCFBDC and myself I want to say a huge thank to South Huron Council for your support to the Feed the People Concert!!

The \$1000.00 donation for space at the Rec Centre to hold the event helped to raise \$6000.00 through proceeds from the concert. From set up and throughout the event two of your staff members, Brady and Dennis went above and beyond to make sure we had everything we needed. Their support was amazing. They were so accommodating to our requests and helped to make the evening a huge success. Thank you Brady and Dennis!!

Mayor Cole thank you for your support in so many ways. You are someone who I came to with questions and you were always there to help.

To CAO Dan, a huge thank you for helping with all the details in putting this event together.

To Joanne, thank you for helping to get things set up for us and answer my questions. You all played such a vital part in making the event a success.

A huge thank you as well to the volunteer bar tenders. They all did an amazing job!! Thank you for your support!

It was truly an evening where all involved were working together for a common cause.

I would also like to acknowledge to council the outstanding support of Canadian Tire of Exeter. This event would not have happened without Allen Plants generous support. We are truly grateful to have business owners like Allen in our municipality who care so deeply about the community.

To all the volunteers who gave of their time at the event, thank you from the bottom of my heart. Huron County really does have the best volunteers around!!!

Mary Ellen Zielman

Mary Ellen Zielman
Huron County Food Bank Distribution Centre
39978 Crediton Road, Box 266
Centralia ON N0M 1K0
519-913-2362
519-719-8054

39978 Crediton Road, Box 266 Centralia, Ontario N0M 1K0 | Tel: 519 913 2362

zielman@huroncountyfoodbank.org | www.huroncountyfoodbank.org



Ministry of Agriculture,
Food and Rural Affairs

**By-law for Municipalities Not Within a Regional
Municipality, the County of Oxford or The
District Municipality of Muskoka – Form 5**
Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)

Drainage By-law Number 28-2018

A by-law to provide for a drainage works in the Municipality of South Huron
in the County of Huron.

Whereas the council of the Municipality of South Huron has procured a
report under section 4 and 78 of the *Drainage Act* for the construction and improvement
of the Khiva Municipal Drain drain;

And whereas the report dated 2018/02/20 has been authored by W. J. Dietrich P. Eng.
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$163,000.00;

And whereas \$163,000.00 is the amount to be contributed by the Municipality
of South Huron for the drainage works;

And whereas *(Complete this clause only if other municipalities are being assessed a share of the cost of the project.)*;

<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>
<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>
<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>
<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Municipality of South Huron
pursuant to the *Drainage Act* enacts as follows:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Municipality of South Huron
may borrow on the credit of the Corporation the amount of \$163,000.00 being the amount necessary for
the construction and improvement of the drainage works.

This project will NOT be debentured.

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the

" Khiva Municipal Drain 2018 _____ by-law".

First reading 2018/03/19

Second reading 2018/03/19

Provisionally adopted this 19 day of March, 2018

Name of Head of Council (Last, First Name)
Cole, Maureen

Signature

Maureen Cole

Name of Clerk (Last, First Name)
Msuya-Collison, Rebekah

Signature

R. Collison

Third reading _____

Enacted this _____ day of _____, 2018

Name of Head of Council (Last, First Name)
Cole, Maureen

Signature

Name of Clerk (Last, First Name)
Msuya-Collison, Rebekah

Signature

Corporate Seal

I, Rebekah Msuya-Collison

clerk of the Corporation of the Municipality of South Huron

certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name)
Msuya-Collison, Rebekah

Signature

Corporate Seal



The Corporation of the Municipality Of South Huron

By-Law Number # 52-2018

Being a By-law to Regulate and Govern the Holding of Special Events in the Municipality of South Huron, and to Establish a License System for Special Events

Whereas Sections 8 through 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, confers broad authority on a municipality to govern its affairs as it considers appropriate, and to pass by-laws to regulate or prohibit matters within its jurisdiction; and

Whereas the *Municipal Act, 2001*, provides that “business” means any business wholly or partly carried on within a municipality even if the business is being carried on from a location outside the municipality; and

Whereas the *Municipal Act, 2001*, provides that municipalities may provide for a system of licenses, and has the power to suspend or revoke such license, and to limit or impose conditions on such licenses as it deems necessary to ensure the health, safety and enjoyment of property; and

Whereas the Council of the Corporation of the Municipality of South Huron desires to support special events in the Municipality of South Huron and will assist, where possible, in facilitating Special Events at public and private locations within the jurisdiction of the Municipality;

Now Therefore the Council of The Corporation of The Municipality of South Huron enacts as follows:

1. That the Municipal Alcohol Risk Management Policy for the Corporation of the Municipality of South Huron hereto attached as Schedule “A” is hereby adopted.

2. Should any section, subsection, clause, paragraph or provision of this By-law, including any part of the schedules to this By-law, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part, other than the provision or part of the schedule declared invalid.
3. That this By-Law shall come into force and effect upon final passing.
4. Schedule "A" attached hereto and forming part of this By-law shall be called the "Special Event Policy".

Read a first and second time this 18th day of June, 2018

Read a third time and passed this 18th day of June, 2018

Maureen Cole, Mayor

Rebekah Msuya-Collison, Clerk



Schedule “A” to By-Law 52-2018

Municipality of South Huron Policy

Policy Name:	Special Events Policy
Policy Number:	A09-Protection and Enforcement Services-001
Section:	Licences
Effective Date:	2018-06-18
By-law or Resolution:	52-2018
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-06-18

Purpose:

The purpose of this Special Events Policy is to ensure public safety, control noise, traffic, odour and nuisance, mitigate any negative impact on the community and to ensure that the Municipality is able to prepare and respond where necessary.

Scope:

This policy will apply to all persons, services and programs who wish to deliver a Special Event within the geographic boundaries of South Huron as prescribed in By-law 52-2018.

Policy Statement:

It is the policy of the Municipality of South Huron to conduct the following with respect to Special Events in the geographic boundary of South Huron.

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1. Definitions

For the purpose of this By-law:

“**AGCO**” means the Alcohol and Gaming Commission of Ontario.

“**Application**” means an Application for Special Event License.

“**Building Department**” means Building Services for the Municipality of South Huron.



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“**Certificate of Insurance**” means a document issued by an insurance company that certifies than an insurance policy has been purchased for the Special Event, or which applies to the property on which the Special Event shall occur, and which provides an abstract of the liability provisions of the insurance contract.

“**Charitable Organization**” means an organization that provides for the Relief of Poverty, the Advancement of Education, the Advancement of Religion, or other charitable purposes beneficial to the community which do not fall under the previous three classifications.

“**Clerk**” means the Municipal Clerk or designate for the Corporation of The Municipality of South Huron.

“**Community Event**” means an event which is held for or which benefits the residents or local area within South Huron.

“**Council**” means the Council of the Corporation of The Municipality of South Huron.

“**Emergency Medical Services**” means Huron County Emergency Medical Services (EMS).

“**Fees**” means an application fee or processing fee paid by the applicant of a Special Event License, as outlined in the Fees and Charges By-law.

“**Fire Department**” means South Huron Fire and Emergency Services.

“**Health Unit**” means the Huron County Health Unit.

“**In Kind Contribution**” means use of municipality owned facilities, equipment or materials at a reduced or waived fee, and/or municipal staff support or expertise for an event at reduced or waived wages.

“**Licence**” means a licence issued by the Municipality in accordance with a By-law of the Municipality or under a provincial statute.

“**Liquor Licence**” means a licence issued by the Province of Ontario in the form of a Special Occasion Permit or a Liquor License for the purpose of serving alcohol.

“**Major Event**” means an exhibition, concert, festival or other organized event, held for profit or otherwise, with more than 1,000 people in attendance.

“**Municipality**” means the Corporation of The Municipality of South Huron.



Schedule “A” to By-Law 52-2018

Municipality of South Huron Policy

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“**Not-for-Profit**” means an event or activity of a community group or not-for-profit organization that is held without monetary gain.

“**Officer**” means a Police Officer, Municipal Law Enforcement Officer, or other Officer appointed by the Municipality.

“**OPP**” means the Ontario Provincial Police.

“**Person**” shall include an individual, corporation, business entity, group or association.

“**Special Event**” means an exhibition, concert, festival, parade, bicycle race, or other event organized for the purpose of entertainment or amusement and to which more than 50 people attend held for profit or otherwise.

“**Municipal Facility**” means any land owned or leased by the Municipality of South Huron which is accessed by or provided for public use, including but not limited to an arena, community hall, park or green space, parking lot, public library, office, opened and unopened road allowances, and those under agreement through a Memorandum of Understanding.

2. Scope

2.1 This By-law has been enacted to ensure public safety, to control noise, traffic, odour and nuisance, to mitigate any negative impact on the community, and to ensure that the Municipality is able to prepare and respond where necessary.

3. Regulations

3.1 No person shall hold or permit to be held any of the following events or activities on Municipal property, other public facilities or within the Municipality of South Huron unless the Municipality has granted a License for such event or activity:

- a) Parades, processions, marathons, bicycle races and other events utilizing the sidewalks or vehicular travel portion of Municipal streets, highways, parking lots or properties including facilities operated by the Municipality;
- b) Carnivals, bazaars and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concession or live entertainment.
- c) Outdoor festivals offering live or recorded music or entertainment for public or private audiences.



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- d) Organized scheduled contests and exhibitions.
- e) Marine events, including any pre-scheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature.
- f) Scheduled races, exhibitions or other events involving the operation of motorized vehicles of any type.

4. Application Fees and Processing

- 4.1 A Special Event application may be obtained from the Clerk’s Office or from the Municipal website and shall be submitted to the Clerk’s Office upon completion.
- 4.2 The application fee is outlined in the current Fees and Charges By-law.
- 4.3 An application for a Special Event shall be submitted with all required documentation no less than sixty (60) days before the proposed event.
- 4.4 Written approval may be required from outside agencies such AGCO, OPP, Huron County EMS, and the Huron County Health Unit or other approval authorities. It is the responsibility of the applicant to obtain these documents and attach them to the application for License, where applicable.
- 4.5 If the Special Event is to be held on lands owned by other than the applicant, written approval of the property owner shall be submitted with the application.
- 4.6 The applicant may be required to meet with staff from the Clerk’s Office and other Municipal Departments. The Clerk shall forward the completed application to other departments as needed for comment.
- 4.7 If approval for an event is denied, such decision will be provided in writing setting forth the reasons for denial. Such decision may be appealed to Council.

5. Licence Approval Process

- 5.1 A Special Event Licence may be issued upon receipt and review of an application if, in the opinion of the Clerk, the following conditions have been met:



Schedule “A” to By-Law 52-2018

Municipality of South Huron Policy

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- a) There is a demonstrated benefit to the community, residents and businesses by holding the event;
- b) The proposed event or activity is compatible with the surrounding area or neighbourhood, giving consideration to acceptable increases in noise, traffic, crowd control and other municipal concerns;
- c) Any proposed use of public property, rights of way or facilities will not unreasonably interfere with the normal use of the property, rights of way or facilities by the Municipality or the general public;
- d) Municipal resources, if applicable, to support the proposed activity are available;
- e) All comments or recommendations from Municipal Departments and related agencies have been received and are favourable;
- f) Any concerns noted shall require reconciliation before approval is granted.

6. Licence Requirements

- 6.1 Further conditions or requirements may be imposed to ensure health, safety, welfare and nuisance control. Such conditions may include, but are not limited to:
 - a) The payment of a reasonable fee for the use or allocation of Municipal property and equipment, and the posting of a performance bond, a letter of credit irrevocable up to ninety (90) days after the conclusion of the event, or other surety securing payment of such fee;
 - b) The provision of adequate crowd control and traffic control, security, fire protection, food handling, waste and refuse disposal, and noise restrictions;
 - c) Inspections conducted by the Municipal Law Enforcement Officer, Building Services or Fire Department, and the local Health Unit may be required based on the size, location and nature of the event.

7. Exemptions

- 7.1 This By-law shall not apply to Special Events organized by the Municipality.
- 7.2 At the discretion of the Clerk in consultation with the Community Services Manager, the requirement for a Special Event Licence for the community arenas, any community hall, or those properties as listed under the Parks audit may be waived.



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Municipality of South Huron Policy

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7.3 Events held at locations which are properly zoned and designated for the event shall not require a Licence, however the Municipality must be notified of all such events.

8. Administration

8.1 The Clerk’s Division shall be the main contact for Special Events in the Municipality. Administration of this By-law may be conducted through By-law Enforcement, Fire and Emergency Services, Building Services, or Community Services.

9. Other Requirements

- 9.1 Any Special Event License issued to a person, group or business under this By-law shall adhere and comply with other Municipal by-laws, policies, rules and regulations, and those of other governmental agencies.
- 9.2 A Major Event, whether for profit or not-for-profit, where more than 1,000 people will be in attendance, shall require the approval of Council.
- 9.3 Municipal by-laws, policies, rules and regulations noted in Section 9.1 may include, but are not limited to the most recent version of the following:
- a) South Huron Municipal Alcohol Risk Management Policy
 - b) User Fees for Facility Rentals
 - c) Noise By-Law
 - d) Refreshment Vehicles
 - e) Lottery Licensing requirements of the Province of Ontario
 - f) Statutes under the Alcohol and Gaming Commission of Ontario
- 9.4 Other proposed events or uses that have not otherwise been identified in existing Municipal by-laws or policy documents may be regulated by the Special Events By-Law in order to minimize any conflict that may result from the use.
- 9.5 Should an applicant fail to comply with any of the provisions of this by-law, and any provisions of the Special Event Licence or any



Schedule "A" to By-Law 52-2018

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other by-laws of the Municipality, the Clerk may, at any time, revoke or suspend the Special Event Licence without notice.

- 9.6 Should an application for a Special Event Licence under this by-law be denied or revoked, the application may be reconsidered at a subsequent occasion upon the applicant addressing, to the satisfaction of the Clerk, the reasons given for the initial denial of the application
- 9.7 An Officer of the Municipality may enter onto private property at any reasonable time for the purpose of carrying out an inspection to determine compliance with:
- a) This and any other Municipal by-law;
 - b) A direction or order of the Municipality made under the *Municipal Act*, the *Ontario Building Code Act*, or under a Municipal by-law;
 - c) A condition of a license issued under this or any other Municipal by-law.

10. Offences

- 10.1 No person shall permit or hold a Special Event as defined herein without first obtaining a Special Event Licence issued under this by-law.
- 10.2 No person shall hold or permit to be held a Special Event except in accordance with the terms and conditions set out in the Licence.

11. Penalties

- 11.1 Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction, is liable to a fine as provided for in the *Municipal Act*.
- 11.2 Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable:
- a) on a first conviction, to a fine of not more than \$10,000.00; and
 - b) on any subsequent conviction, to a fine of not more than \$25,000.00.



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11.3 Any corporation which contravenes any provision of this by-law is guilty of an offence and upon conviction is liable:

- a) on a first conviction, to a fine of not more than \$50,000.00; and
- b) on any subsequent conviction, to a fine of not more than \$100,000.00.

12. Insurance

12.1 Insurance

1. The Permit Holder will be required to obtain and provide written proof of:

1.1 For Higher Risk Activities such as amusement rides including inflatable apparatuses, events involving horses, fireworks and any other activity which the Municipality considers to be a higher risk.

Commercial General Liability (CGL) in an amount not less than \$5,000,000 per occurrence. The policy shall include but not limited to Bodily Injury, Property Damage, non-owned automobile, contractual liability and shall contain a cross liability, severability of insured clause. The policy must name the Municipality of South Huron as an additional insured and shall contain an endorsement to provide the Municipality of South Huron with thirty (30) days written notice of cancellation or material change that would diminish coverage.

1.2 For Activities including the serving of Alcohol:

Commercial General Liability (CGL) in an amount not less than \$5,000,000 per occurrence. The policy shall include but not limited to Bodily Injury, Property Damage, non-owned automobile, contractual liability, host liquor liability up to the full policy limits and shall contain a cross liability, severability of insured clause. The policy must name the Municipality of South Huron as an additional insured and shall contain an endorsement to provide the Municipality of South Huron with thirty (30) days written notice of cancellation or material change that would diminish coverage

1.3 For Activities that do not fall under the category of 12. 1.1 and 1.2:



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Commercial General Liability (CGL) in an amount not less than \$2,000,000 per occurrence. The policy shall include but not limited to Bodily Injury, Property Damage, non-owned automobile, contractual liability and shall contain a cross liability, severability of insured clause. The policy must name the Municipality of South Huron as an additional insured-and shall contain an endorsement to provide the Municipality of South Huron with thirty (30) days written notice of cancellation or material change that would diminish coverage

- 2. Certificate of Insurance
 - 2.1 The Certificate of Insurance shall be submitted to the Municipality with the application clearly stating the address of the insured location or event.
 - 2.2 The Municipality shall not accept a certificate of insurance that states the Insurer for the Permit Holder will endeavor to provide notice of cancellation. It must clearly state that the Insurer for the Permit Holder will provide notice of cancellation.
 - 2.3 The successful Proponent shall indemnify and hold the Corporation of the Municipality of South Huron harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other persons for whom the Proponent is legally responsible.



The Corporation of The Municipality Of South Huron

By-Law #53-2018

Being a By-Law to establish a Municipal Alcohol Risk Management Policy for the Corporation of the Municipality of South Huron

Whereas Sections 8 through 11 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, confers broad authority on a municipality to govern its affairs as it considers appropriate, and to pass by-laws to regulate or prohibit matters within its jurisdiction; and

Whereas the *Municipal Act*, 2001, as amended, provides municipalities with jurisdictional authority respecting health, safety and well-being of persons; and

Whereas the Municipality of South Huron has developed and wants to establish an Alcohol Risk Management Policy for the Corporation of the Municipality of South Huron; and

Whereas the Municipality of South Huron wishes to promote a safe, enjoyable environment; ensure the health and safety of participants, staff and community and reduce alcohol related problems which arise from alcohol consumption on municipal property;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That the Municipal Alcohol Risk Management Policy for the Corporation of the Municipality of South Huron hereto attached as Schedule "A" is hereby adopted.
2. Should any section, subsection, clause, paragraph or provision of this By-law, including any part of the schedules to this By-law, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part, other than the provision or part of the schedule declared invalid.
3. That this By-Law shall come into force and effect on September 1, 2018.
4. That any By-Laws that have been previously enacted related to a Municipal Alcohol Policy are hereby repealed.

5. Schedule "A" attached hereto and forming part of this By-law shall be called the "Municipal Alcohol Risk Management Policy".

Read a first and second time this 18th day of June, 2018.

Read a third and final time this 18th day of June, 2018.

Maureen Cole, Mayor

Rebekah Msuya-Collison, Clerk

Policy Name:	Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
Section:	Licences
Effective Date:	2018-09-01
By-law or Resolution:	53-2018
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-09-01

Purpose:

The Municipality of South Huron (the "Municipality") owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Municipality has developed an Alcohol Risk Management Policy (the "Policy") to promote a safe, enjoyable environment for those who use these facilities.

Scope:

A range of problems can arise from alcohol consumption. These problems can affect not only the individuals consuming alcohol but other people who use the facilities. These problems include:

- vandalism and destruction of municipal property
- police being called to municipal property
- injuries to drinkers or other individuals
- liability arising from alcohol related injuries or deaths
- increased insurance rates as a result of alcohol related incidents
- loss of insurance coverage should the insurer's risk assessment escalate
- charges under the Province's Liquor Licence Act against the Municipality and/or the Special Occasion Permit Holders
- suspension or loss of alcohol permit privileges by the Liquor Licence Board of Ontario
- loss of enjoyment by non-drinking and moderate drinkers
- complaints lodged by offended parties
- decreased use of facilities by people concerned about alcohol consumption
- loss of revenue as a result of decreased use of Municipal facilities
- increased public concern about alcohol consumption
- adverse publicity with respect to alcohol consumption

In many instances, these problems will not be attributable to moderate drinkers or those who respect the rules regarding alcohol consumption. The majority of these problems will arise from drinkers who engage in unacceptable drinking practices. These are:

- (a) Drinking to intoxication;
- (b) Drinking and driving;
- (c) Underage drinking; and
- (d) Drinking in prohibited areas.

Policy Name:	Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
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To the extent that these unacceptable drinking practices can be reduced, the likelihood of alcohol related problems will accordingly diminish. For those who do not engage in these targeted drinking practices, the Policy will be minimally intrusive. The Policy is not intended to prevent legal and safe drinking.

Policy Statement:

The Municipality of South Huron wishes to ensure the following with respect to the Alcohol Risk Management Policy:

- to protect the municipality, residents, its staff, community organizations, volunteers and participants;
- to ensure there are effective management practices at social events held in Municipally owned facilities where alcohol use is permitted;
- to comply with the Provincial Liquor Licence Act;
- to designate facilities and areas where alcohol use is permitted;
- to provide operational procedures for those holding events in Municipally owned facilities where alcohol is permitted;
- to ensure that events where alcohol use is permitted are properly supervised and operated;
- to equip staff and volunteers with the skills they need to manage events and enforce the policy

Policy Name:	Alcohol Risk Management Policy
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Areas Designated for the Conditional Use of Alcohol

- South Huron Recreation Centre Banquet Hall – 510
- South Huron Recreation Centre Common Room – 25
- South Huron Recreation Centre Foyer – 250 South Huron Recreation Centre Arena Floor – 1,399
- South Huron Recreation Centre Warmroom – 56
- South Huron Recreation Centre Section of Top Deck – 125
- South Huron Recreation Centre Agricultural Building – 363 South/272 North
- Kirkton-Woodham Community Centre – 450
- Dashwood Community Centre – 180
- Crediton Community Centre – 150
- Centralia Community Centre – 150
- MacNaughton Park
- Port Blake Day Park

Areas Designated Where Alcohol Use Is Prohibited

The Liquor Licence Act of Ontario prohibits the consumption of alcohol in public places unless a licence or a Special Occasion Permit has been used. However, *Council may approve the designation of any site at its discretion.*

1. Municipal Parks – Municipal parks are locations where many family events occur. These parks are open parks absent of enclosures and controls and are not suitable for alcohol consumption, except for those park areas listed in 2.0.
2. Arena Dressing Rooms – The arena change rooms shall be clearly designated as areas not suitable for drinking alcohol before, during or after sporting events.
3. Swimming Pool facilities – Alcohol is not permitted in this area due to safety concerns.
4. Operations and Infrastructure Facilities
5. All Fire Service Facilities
6. Municipality of South Huron Council Chambers, Administration Offices and Library

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Conditions Under Which Alcohol Use Is Permitted
i.e. Special Occasion Permit

1. Anyone who wishes to serve alcohol at a designated site must complete the Special Occasion Permit Agreement that stipulates the conditions under which alcohol may be served. In addition, the person responsible must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) obtained at the local LCBO and show proof of the approved permit to the Municipal Representative at least five days prior to the event.
2. Anyone who wishes to serve alcohol at any other Municipal location other than the above designated locations must complete an application to be presented to Council 60 days prior to the event with all relevant details. Acceptance of any such applications by Council shall be conditional upon the applicant completing the Special Occasion Permit Agreement and obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario, as required above.
3. The Special Occasion Permit Holder must ensure that all conditions imposed by the Liquor Licence Act and the Municipality are adhered to at the event. The Municipality reserves the right to refuse any applicant permission to run a licensed event on its property and to impose whatever restrictions it deems appropriate.
4. All Special Occasion Permit Holders are required to adhere to the following conditions imposed by Law or Regulation:
 - The Permit Holder will accept only a photo driver's licence, photo Health Card or a passport as identification for alcohol purchase or consumption.
 - The Permit Holder shall provide the Municipality with a list and a copy of their certificates of Smart Serve Program trained bartenders, as well as the number of monitors working at the event, two weeks prior to the scheduled event. Any amendments to this list will be submitted to the Municipality.
 - The Permit Holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.
 - Door monitors, if required, must be present at all times during the event.

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- The monitors, bartenders and alcohol servers will not consume alcohol at the event during their scheduled shift of duty, nor will they be under the influence of any alcohol consumed prior to the event.
- Public Events are open to the general public and may involve the sale and consumption of alcohol. Examples include, but are not limited to, community festivals, sporting and outdoor events, etc.

Ratio of Workers for Private/Public Events

The following chart represents the suggested number of workers required for each type of event. Private events are events attended by invitation only (i.e. weddings, business meetings) and public events are those open to the public, including events where tickets are purchased by the general public (i.e. stag and does, community festivals, etc.) The requirements of the event will be assessed individually by the Community Services Manager and the event organizer. The nature of the event will determine the number of security officers or police officers to be present.

Ratio of Workers for Private Events (Municipal Facilities)

Attendance	# of Bartenders	# of Floor Monitors
0 - 50	1 trained	(required if patrons are not visible to bartenders during the event)
50 - 100	1 trained	1 trained
101 - 300	2 trained	1 trained
301 and over	At the discretion of the Municipality in consultation with OPP	At the discretion of the Municipality in consultation with OPP

Policy Name:	Alcohol Risk Management Policy
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Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-09-01

Ratio of Workers for Public Events (Municipal Facilities)

Attendance	# of Bartenders	# of Floor Monitors	# of Door Monitors	# of Uniformed Police
Up to 100	1 trained	Optional	1 trained	Optional
101 - 300	2 trained	1 trained	1 trained	Optional
301 - 500	3 trained	1 trained	1 trained	At the discretion of Municipality in consultation with OPP
501 - 700	4 trained	2 trained	2 trained	At the discretion of Municipality in consultation with OPP
701 +	6 trained	3 trained	4 trained	2 O.P.P. Officers minimum

Volunteer Job Descriptions and Responsibilities

Permit Holder

Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event.

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Schedule for Review:	2023-09-01

Event Sponsor

She or he must attend the event, ensure that adequate server-trained staff are available, co-ordinate and help staff, ask for help from security if necessary.

Bartenders

Accept tickets for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer no-alcohol substitutes. Must be 19 years of age or over.

Floor Monitor

Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated person, suggest safe transportation alternatives. Must be 19 years of age or over.

Door Monitor

Checks identification and signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options, and arranges for coat checking. Must be 19 years of age or over.

Ticket Seller

Sells alcohol tickets, monitors for intoxication, refuses sale to patrons at or near intoxication, may refund tickets on request. Must be 19 years of age or over.

Special Security

Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances. Must be 19 years of age or over.

Sale of Alcohol

1. Sale of tickets shall be monitored by personnel who has completed SmartServe training for excessive consumption by any one person.

Policy Name:	Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
Section:	Licences
Effective Date:	2018-09-01
By-law or Resolution:	53-2018
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-09-01

2. A sign will be provided by the Municipality and must be posted at the bar and the entrance(s) to all events outlining the rules on the serving of alcohol. The sign will contain the following information:

"The Municipality of South Huron strives to provide recreation facilities for the enjoyment of all members of the community.
Our servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication."

3. You must be 19 years of age or older to purchase or consume alcohol beverages and provide Photo I.D. only.
4. Permit Holder may refund any unused tickets at any time during the event until the bar closes. We reserve the right to refuse service."
5. A Sign approved by the Municipality of South Huron must be posted, stating the name of the Special Occasion Permit holder and the telephone number of the facility operator and the Alcohol and Gaming Commission of Ontario.
- Name of Permit Holder & Rental Group
 - Huron County OPP #
 - Alcohol and Gaming Commission of Ontario #
 - Municipality of South Huron #
 - South Huron Community Services #
6. A sign must be posted in all facilities eligible for alcohol, thanking designated drivers for their contribution to the health and safety of their friends and the community at large.

"We appreciate our Designated Drivers and thank them for their contribution to the health and safety of their friends and the community. In recognition of your contribution, we are pleased to offer free coffee and/or soft drinks."

7. The Permit Holder will ensure that the sale of "high alcohol" beer is prohibited. "High alcohol" beer is defined as beer with an alcohol content of more than 5%.

Policy Name:	Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
Section:	Licences
Effective Date:	2018-09-01
By-law or Resolution:	53-2018
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-09-01

8. The Permit Holder will ensure that non-alcoholic beverages are available.

Insurance

1. The Permit Holder will obtain and provide written proof of Commercial General Liability (CGL) in an amount not less than \$5,000,000 per occurrence. The policy shall include but not limited to Bodily Injury, Property Damage, non-owned automobile, contractual liability and Host Liquor Liability up to the full policy limits and shall contain a cross liability, severability of insured clause. The policy must name the Municipality of South Huron as an additional insured and shall contain an endorsement to provide the Municipality of South Huron with thirty (30) days written notice of cancellation or material change that would diminish coverage
2. The Certificate of Insurance shall be submitted to the Municipality with the application clearly stating the address of the insured location or event.

The Municipality will not accept a certificate of insurance that states the Insurer for the permit holder will endeavor to provide notice of cancellation. It must clearly state that the Insurer for the permit holder will provide notice of cancellation.

3. The successful Proponent shall indemnify and hold the Corporation of the Municipality of South Huron harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, its agents, officers, employees or other persons for whom the Proponent is legally responsible.

Security Deposit

A security deposit as per the Municipal Fees By-law, in either cash or certified cheque, shall be provided to the Municipality no later than one week prior to the event. The cost to repair any damages to the facility or area, which occurred during the event, shall be taken from this deposit. In the event that the amount of the security deposit is insufficient to cover the cost to repair, the Municipality

Policy Name:	Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
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Last Revision:	n/a
Schedule for Review:	2023-09-01

reserves the right to pursue the shortfall from the Permit Holder including any expenses incurred by the Municipality in recovering the shortfall.

Safe Transportation

The Permit Holder is responsible for promoting safe transportation options for all alcohol-consuming participants. Examples of safe transportation options are:

- a designated driver selected from non-drinking participants at the event;
- a designated driver may be provided by the sponsoring group;
- paid transportation eg. taxi.

Other

The Municipality reserves the right to introduce other conditions, from time to time, at its discretion.

The Municipality in the interest of public safety, may direct termination of a Special Occasion Event at its option. The Municipality shall not be liable to the Permit Holder or anyone claiming under the Permit Holder for any fees, costs, damages expenses or loss of profit whatsoever for terminating the event.

Enforcement Procedures for Policy Violation

Areas Where Alcohol Is Prohibited

- A violation of this Policy occurs when individuals consume alcohol in a Municipal facility or area where alcohol is prohibited. Intervention can be initiated by a member of the group using the facility, management of the Municipality or a member of the O.P.P.
- A group member may intervene by informing the offending individual(s) that Municipality Policy prohibits alcohol consumption and demand that it cease. Group organizers should feel encouraged to intervene in this way, as intervention at other levels will result in a loss of privileges.
- When a member(s) or organized groups have violated the Municipal Policy, the group will be sent a registered letter advising of the violation, and indicating that no further violations will be permitted.

Policy Name:	Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
Section:	Licences
Effective Date:	2018-09-01
By-law or Resolution:	53-2018
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-09-01

- Should members of an organized group/team violate the Policy within one year of receiving notice of their first violation, the group will be suspended from using the Municipality facility or area for a period of one (1) year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to Municipal Council.
- An Officer of the O.P.P. may intervene in a violation of this Policy on his or her initiative or in response to a request either from the Municipality or a member of the general public. The Officer may ask that the alcohol consumption stop, or order the individuals or organized group to leave the facility or area. In addition, the Officer may, at his or her discretion, lay charges against the offending individuals under the Liquor Licence Act of Ontario or any other relevant legislation.

Areas Where Alcohol Is Permitted

- A violation of this Policy occurs when the Special Occasion Permit Holders fail to comply with the conditions of the Liquor Licence Act of Ontario or the Terms of the Municipal Alcohol Risk Management Policy. Intervention can be initiated by any participant at the event, management of the Municipality, an O.P.P. Officer or an Inspector of the Liquor Licence Board of Ontario.
- A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the Policy violation and demand that it ceases. Group members and monitors should feel encouraged to intervene in this way as intervention at other levels could result in a loss of privileges and the laying of charges by the O.P.P.
- Where the Special Occasion Permit Holders have violated the Municipal Policy, a registered letter advising of the violation and indicating that no further violations will be tolerated will be forwarded to the Permit Holder(s). A copy of the letter will be forwarded to the O.P.P. for their information.
- Should the Special Occasion Permit Holders violate the Policy within one year of receiving notice of their first violation, the organizers will be

Policy Name:	Alcohol Risk Management Policy
Policy Number:	A09-Protection and Enforcement Services-002
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By-law or Resolution:	53-2018
Supersedes:	n/a
Last Revision:	n/a
Schedule for Review:	2023-09-01

suspended from using the Municipal facility or area for a period of one (1) year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to the Municipal Council.

- An Officer of the O.P.P. or an Inspector from the Liquor Licence Board of Ontario or a member of management may intervene on a violation of this Policy on his or her initiative. Depending on the severity of the infraction, charges may be laid under the Liquor Licence Act of Ontario or any other relevant legislation.



The Corporation Of The Municipality Of South Huron

By-Law #57-2018

Being a By-Law to authorize an Agreement with Chasen Bridge and Amanda Bridge in the Municipality of South Huron

Whereas the *Municipal Act, S.O. 2001* provides under Section 5(1) that the powers of a Municipality shall be exercised by its Council and under Section 5(3) provides that a municipal power shall be exercised by By-Law; and

Whereas Chasen Bridge and Amanda Bridge are the registered owners of the lands and premises legally described as Lot 539, Plan 376 in the Municipality of South Huron in the County of Huron; and

Whereas Chasen Bridge and Amanda Bridge purchased the property on June 1, 2018 and the property contained two (2) separate dwelling units; and

Whereas the property now contains one (1) separate dwelling unit; and

Whereas the Council of The Corporation of the Municipality of South Huron deems it expedient to enter into an Agreement with Chasen Bridge and Amanda Bridge to have the water rates charged to the Property amended to reflect the change from two (2) to one (1) dwelling unit;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That the Agreement between the Municipality of South Huron and Chasen Bridge and Amanda Bridge, identified as Schedule "A" and attached hereto, forms an integral part of this by-law and is hereby adopted.
2. That the Mayor and Clerk are hereby authorized to sign the Agreement on behalf of the Municipality of South Huron.
3. THAT this By-Law takes effect upon the date of final passing.

Read a first and second time this 18th day of June, 2018.

Read a third and final time this 18th day of June, 2018.

Dave Frayne, Deputy Mayor

Rebekah Msuya-Collison, Clerk

THIS AGREEMENT made as of the 4th day of June 2018.

B E T W E E N:

THE CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

(hereinafter referred to as "South Huron")

OF THE FIRST PART

- and -

CHASEN BRIDGE and AMANDA BRIDGE

(hereinafter referred to as the "REGISTERED OWNERS")

OF THE SECOND PART

WHEREAS CHASEN BRIDGE and AMANDA BRIDGE are the registered owners of the lands and premises located at 157 Main Street South, Exeter, legally described as Lot 539, Plan 376, Municipality of South Huron (formerly Town of Exeter), in the County of Huron, being the whole of P.I.N.#412410033 (the "Property");

AND WHEREAS when **CHASEN BRIDGE and AMANDA BRIDGE** purchased the Property on June 1, 2018 it contained two (2) separate dwelling units (ie. one apartment on the upper floor and one retail store on the main floor) according to Municipal records;

AND WHEREAS the Property now contains one (1) separate dwelling unit;

AND WHEREAS CHASEN BRIDGE and AMANDA BRIDGE have requested to have the water and sewer rates charged to the Property amended to reflect the change to one (1) separate dwelling unit;

NOW THEREFORE WITNESSETH THAT in consideration of the terms, covenants and provisions herein, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **CHASEN BRIDGE and AMANDA BRIDGE** hereby agree that the Property shall not be used for more than one (1) dwelling unit without complying with the terms herein.
2. Upon conversion or use of the Property for more than one (1) dwelling unit, **CHASEN BRIDGE and AMANDA BRIDGE** shall provide written notice to South Huron forthwith. The said written notice shall confirm the number of dwelling units that will be used at the Property. South Huron shall have the right to inspect the Property to confirm the use of the Property and **CHASEN BRIDGE and AMANDA BRIDGE** consent to the said inspection.
3. If the Property is used for more than one (1) dwelling unit, South Huron shall have the right to adjust the water billings for the Property from the date the Property was converted back to more than one (1) dwelling unit.
4. **CHASEN BRIDGE and AMANDA BRIDGE** further agree that if they breach the terms of this Agreement, South Huron has the right to adjust the water billings for the Property from the date the Property was converted back to more than one (1) dwelling unit.

- 
Chasen Bridge



The Corporation Of The Municipality Of South Huron

By-Law #58- 2018

To amend By-Law #13-84, being the Zoning By-Law for the former Township of Usborne for lands known as Part Lot 20, South East Boundary, Usborne Ward, Municipality of South Huron.

Whereas the Council of The Corporation of the Municipality of South Huron considers it advisable to amend Zoning By-Law #13-84, of the former Township of Usborne, Corporation of the Municipality of South Huron;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That this By-Law shall apply to Part Lot 20, South East Boundary, Usborne Ward, Municipality of South Huron.
2. That By-Law #13-84 is hereby amended by changing the zone symbol from General Agriculture (AG1) to General Agriculture-Special Provisions (AG1-29) and Agricultural Small Holding (AG4) on the lands designated 'zone change' on Key Maps, identified as Schedule "C", attached hereto and forming an integral part of this by-law.
3. That By-law #13-1984 is hereby amended by adding section 4.10.28:

4.10.28 AG1-29

No new residential dwelling will be permitted on the part of the property that is described as the remainder of Part Lot 20, South East Boundary, Usborne Ward, Municipality of South Huron.

Notwithstanding the provisions of Section 4.4.1 to the contrary, the minimum lot area of the lands zoned AG1-29 shall not be less than 36 hectares (88 acres).

4. That the purpose and effect of this amendment, identified as Schedule "A", attached hereto, forms an integral part of this by-law.
5. That the Township of Usborne Location Map, identified as Schedule "B", attached hereto, forms an integral part of this by-law.

6. That this By-Law shall come into effect upon final passing, pursuant to Section 34(21) of the *Planning Act, 1990*.

Read a first and second time this 18th day of June, 2018.

Read a third time and finally passed this 18th day of June, 2018.

Maureen Cole, Mayor

Rebekah Msuya-Collison, Clerk

Schedule “A” to By-Law #58-2018**Corporation Of The Municipality Of South Huron**

By-Law #58-2018 has the following purpose and effect:

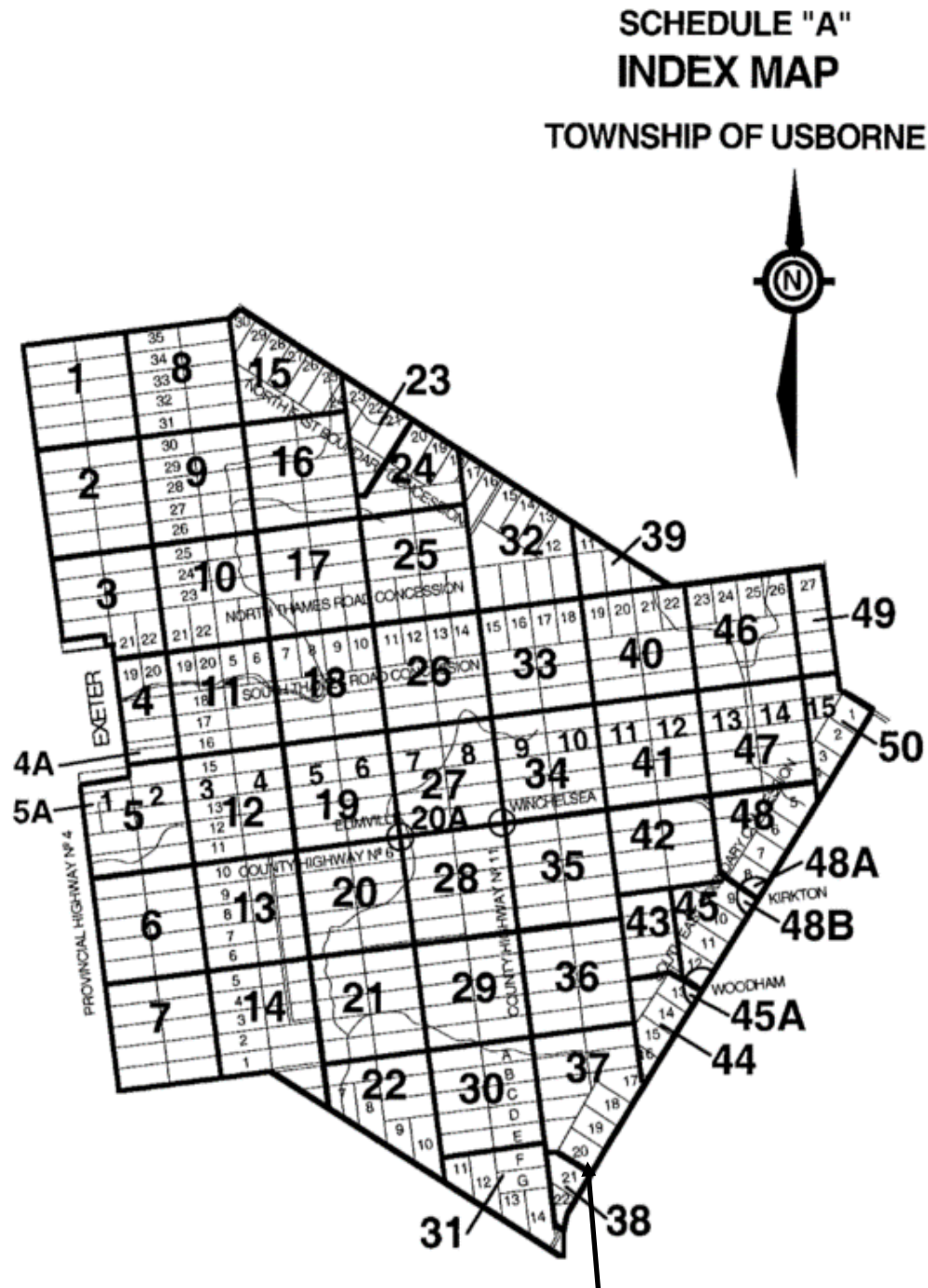
This By-law affects the property known municipally as 69285 Road 164, and legally as Part Lot 20, South East Boundary, Usborne Ward. Huron County approved an application to sever a surplus dwelling on this property (B04-2018); the severed and retained lots must be rezoned as a condition of this approval.

The area proposed to be severed is approximately 5 acres (2.02 ha) and contains a house and accessory structures. This By-law changes the zoning on the severed parcel from General Agriculture (AG1) to Agriculture Small Holding (AG4) to recognize a residential use in the agricultural area.

The retained lands require a rezoning from General Agriculture (AG1) to General Agriculture Special Provisions (AG1-29) in order to prohibit construction of a new residence as required by the Provincial Policy Statement and the South Huron Official Plan. The retained lands will continue to be used for agricultural purposes. The special zone provision also recognizes a minimum lot area as a result of severance.

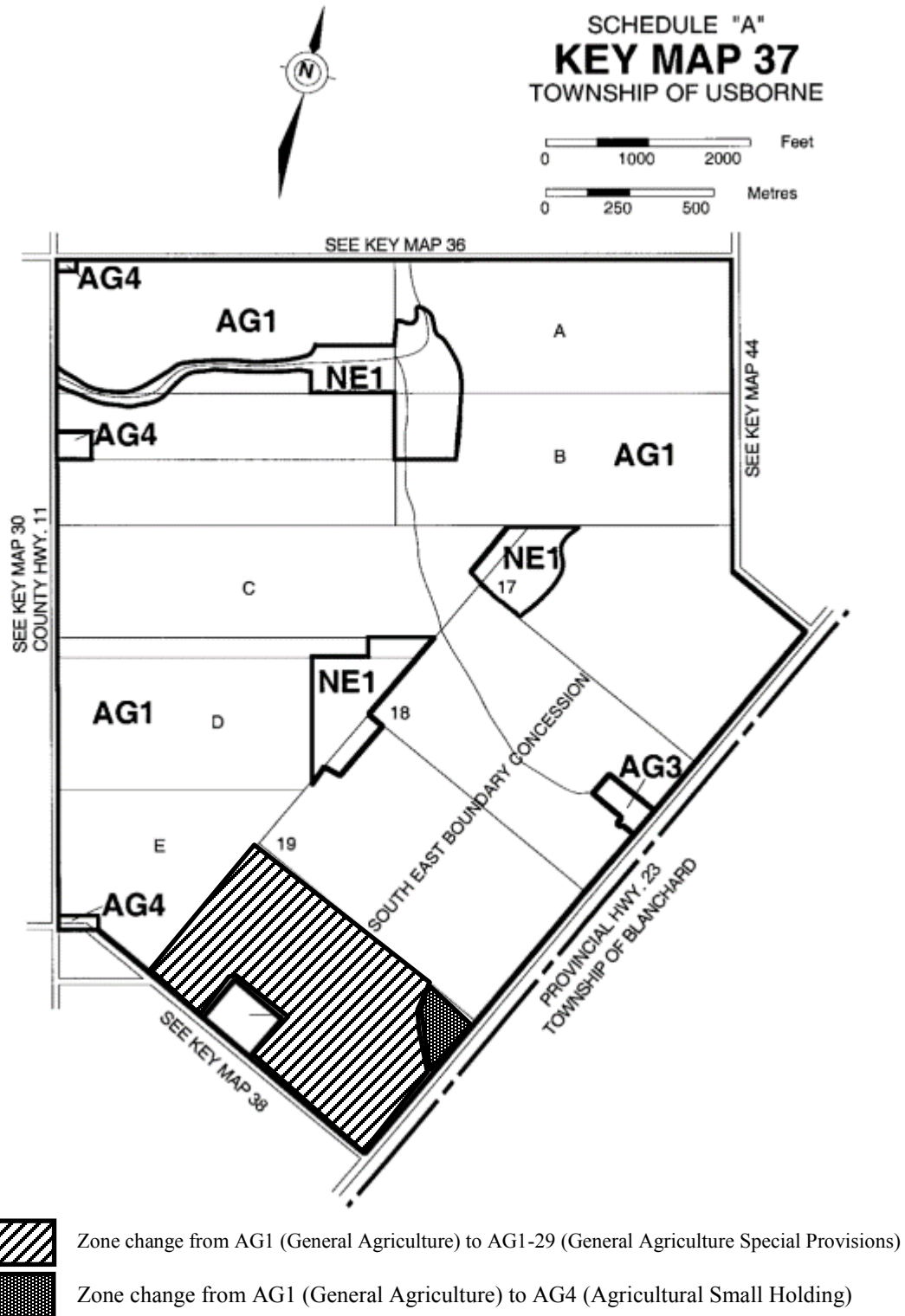
This By-law amends Zoning By-law #13-1984 of the former Township of Usborne. Maps showing the general location of the lands to which this proposed zoning by-law amendment applies are shown on the following pages.

**Schedule "B" to By-Law #58- 2018
Corporation Of The Municipality Of South Huron**



Subject lands to which this Zoning By-law Amendment Applies.

**Schedule "C" – Showing the Area Subject to the Amendment
Corporation Of The Municipality Of South Huron
By-Law #58-2018**





The Corporation of the Municipality of South Huron

By-Law #59- 2018

Being a By-Law to Appoint a Building Inspector for the Corporation of the Municipality of South Huron

Whereas section 3(1) of the Building Code Act, S.O. 1992, as amended, stipulates that the Council of each municipality is responsible for the enforcement of this Act in the municipality, except where otherwise provided by this Act; and

Whereas section 3(2) of the Building Code Act, S.O. 1992, as amended, requires the Council of each municipality to appoint such inspectors as are necessary for the purposes of enforcement of the Building Code Act in the areas in which the municipality has jurisdiction; and

Whereas the Council of the Corporation of the Municipality of South Huron deems it expedient to appoint a Municipal Building Inspector to assist the appointed Chief Building Official in carrying out his duties as assigned;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That Jeff Bibby is hereby appointed Building Inspector for the Corporation of the Municipality of South Huron.
2. That this By-Law shall come into force and effect on the date of passing.

Read a first and second time this 18th day of June, 2018.

Read a third and final time this 18th day of June, 2018.

Maureen Cole, Mayor

Rebekah Msuya-Collison, Clerk



Ministry of Agriculture,
Food and Rural Affairs

**By-law for Municipalities Not Within a Regional
Municipality, the County of Oxford or The
District Municipality of Muskoka – Form 5**
Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)

Drainage By-law Number 60-2018

A by-law to provide for a drainage works in the Municipality of South Huron
in the County of Huron.

Whereas the council of the Municipality of South Huron has procured a
report under section 4 of the *Drainage Act* for the construction
of the Neil Municipal Drain 2018 drain;

And whereas the report dated 2018/04/23 has been authored by W.J. Dietrich, P. Eng, Dietrich Engineering
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$164,300.00 ;

And whereas \$164,300.00 is the amount to be contributed by the Municipality
of South Huron for the drainage works;

And whereas *(Complete this clause only if other municipalities are being assessed a share of the cost of the project.);*

<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>
<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>
<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>
<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Municipality of South Huron
pursuant to the *Drainage Act* enacts as follows:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Municipality of South Huron
may borrow on the credit of the Corporation the amount of \$164,300.00 being the amount necessary for
the construction of the drainage works.

This project will NOT be debentured.

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the
 "Neil Municipal Drain 2018 _____ by-law".

First reading 2018/06/18

Second reading 2018/06/18

Provisionally adopted this 18 day of June, 2018

Name of Head of Council (Last, First Name)

Cole, Maureen

Signature

Name of Clerk (Last, First Name)

Msuya-Collison, Rebekah

Signature

Third reading _____

Enacted this _____ day of _____, 2018

Name of Head of Council (Last, First Name)

Cole, Maureen

Signature

Name of Clerk (Last, First Name)

Msuya-Collison, Rebekah

Signature

Corporate Seal

I, _____
 clerk of the Corporation of the Municipality of South Huron,
 certify that the above by-law was duly passed by the council of the Corporation and is a true copy
 thereof.

Name of Clerk (Last, First Name)

Signature

Corporate Seal



Ministry of Agriculture,
Food and Rural Affairs

**By-law for Municipalities Not Within a Regional
Municipality, the County of Oxford or The
District Municipality of Muskoka – Form 5**
Drainage Act, R.S.O. 1990, c. D.17, subs. 45(1)

Drainage By-law Number 61-2018

A by-law to provide for a drainage works in the Municipality of South Huron
in the County of Huron.

Whereas the council of the Municipality of South Huron has procured a
report under section 78 of the *Drainage Act* for the improvement
of the Carroll Municipal Drain 2018 drain;

And whereas the report dated 2018/05/10 has been authored by W.J. Dietrich, P. Eng, Dietrich Engineering
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$156,300.00 ;

And whereas \$156,300.00 is the amount to be contributed by the Municipality
of South Huron for the drainage works;

And whereas *(Complete this clause only if other municipalities are being assessed a share of the cost of the project.)*;

<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>
<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>
<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>
<u> </u>	is being assessed in the	<u> </u>	of	<u> </u>

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Municipality of South Huron
pursuant to the *Drainage Act* enacts as follows:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Municipality of South Huron
may borrow on the credit of the Corporation the amount of \$156,300.00 being the amount necessary for
the improvement of the drainage works.

This project will NOT be debentured.

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the

"Carroll Municipal Drain 2018 _____ by-law".

First reading 2018/06/18

Second reading 2018/06/18

Provisionally adopted this 18 day of June, 2018

Name of Head of Council (Last, First Name)	Signature
Cole, Maureen	

Name of Clerk (Last, First Name)	Signature
Msuya-Collison, Rebekah	

Third reading _____

Enacted this _____ day of _____, 2018

Name of Head of Council (Last, First Name)	Signature
Cole, Maureen	

Name of Clerk (Last, First Name)	Signature
Msuya-Collison, Rebekah	

I, _____
 clerk of the Corporation of the Municipality of South Huron,
 certify that the above by-law was duly passed by the council of the Corporation and is a true copy
 thereof.

Name of Clerk (Last, First Name)	Signature

Corporate Seal

Corporate Seal



The Corporation of the Municipality Of South Huron

By-Law #62-2018

Being a By-Law to Delegate Authority to the Chief Administrative Officer for Certain Acts During a “Lame Duck” Period for the Corporation of the Municipality of South Huron

Whereas Section 23.1 of the *Municipal Act* S.O. 2001, c 25 states that Council is authorized to delegate certain powers and duties; and

Whereas Section 5 of the *Municipal Act* S.O. 2001, c 25 provides that a municipality's power shall be exercised by by-law; and

Whereas Section 275 of the *Municipal Act* S.O. 2001, c 25, as amended, restricts the actions described in subsection (3) after the first day during the election period for a new Council; and

Whereas, Section 275 (3) of the *Municipal Act*, 2001, c. 25 as amended, restricts Council from taking the following action:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a
- d) value exceeding \$50,000 at the time of disposal; and
- e) Making any expenditure or incurring any other liability which exceeds \$50,000; and

Whereas Section 275 (6) of the *Municipal Act* S.O. 2001, c. 25 states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new Council; and

Whereas Council deems it expedient to delegate authority to the Chief Administrative Officer to take action, where necessary, on certain acts during the “Lame Duck” period of July 27, 2018 to December 3, 2018;

Now Therefore the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That the Chief Administrative Officer is hereby delegated authority as the financial signing authority for expenditures outside the current approved budgets exceeding \$50,000.
2. That the Chief Administrative Officer is hereby delegated authority, including authority to execute the agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.
3. That the Chief Administrative Officer is hereby delegated the authority to appoint or remove from office any officer of the municipality, and to hire or dismiss any employee of the municipality.
4. That should any authority delegated under this by-law be exercised the sitting Council shall be informed by way of an information report at the next regularly scheduled or special Council meeting.
5. This by-law shall come into effect upon final passage thereof.
6. That this By-law is in effect for the 2018 Municipal Elections and will expire on December 3rd, 2018 (commencement of Council Term).
7. This By-Law may be cited as the “Lame Duck Delegation of Authority By-Law”.

Read a first and second time this 18th day of June, 2018.

Read a third and final time this 18th day of June, 2018.

Maureen Cole, Mayor

Rebekah Msuya-Collison, Clerk



The Corporation of The Municipality of South Huron

By-Law # 63 -2018

Confirming By-Law

Being a by-law to adopt, confirm and ratify matters dealt with by the Council of the Corporation of the Municipality of South Huron.

Whereas Section 8 of the *Municipal Act, 2001*, as amended, provides that the powers of a Municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the Municipality's ability to respond to municipal issues; and

Whereas Section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas the Council of The Corporation of the Municipality of South Huron deems it expedient to adopt, confirm and ratify matters dealt with at all meetings of Council;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That the proceedings and actions taken by Council and municipal officers of the Corporation of the Municipality of South Huron at the June 18, 2018 Public Meeting and Regular Council Meeting in respect of each report, motion, recommendation, by-law and any other business conducted are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed and 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.
2. That the Mayor and Members of Council of the Corporation of the Municipality of South Huron are hereby authorized and directed to do all things necessary to give effect to the said actions of Council of the Corporation of the Municipality of South Huron or to obtain approvals where required.
3. That on behalf of The Corporation of the Municipality of South Huron, the Mayor, or the Presiding Officer of Council, and the Clerk or the Chief Administrative Officer, where instructed to do so, are hereby authorized and directed to execute all necessary documents and to affix thereto the Corporate Seal.
4. That this By-Law shall not be amendable or debatable.

Read a first and second time this 18th day of June, 2018

Read a third time and passed this 18th day of June, 2018

Maureen Cole, Mayor

Rebekah Msuya-Collison, Clerk