



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

Monday, May 15, 2017, 6:00 p.m.
Council Chambers - Olde Town Hall

Accessibility of Documents:

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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 Section 34 of the Planning Act for proposed Zoning Amendments MacLean #D14-03-2017 and Volochkov #D14-04-2017.

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

Recommendation:

That South Huron Council approves the Agenda as presented.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Delegations

6. Minutes

6.1 Minutes of the Regular Council Meeting May 1, 2017

6.2 Minutes of the Committee of the Whole Meeting May 8, 2017

11

Recommendation:

That South Huron Council adopts the minutes of the Regular Council Meeting of May 1, 2017 and the Committee of the Whole minutes of May 8, 2017, as printed and circulated.

Recommendation:

That South Huron Council accepts the following recommendation of Committee of the Whole:

That South Huron Committee of the Whole recommends to Council that the CAO proceed with obtaining conceptual drawings for a new recreation centre/community hub with a single ice pad, with the option of a second ice pad being considered as a future phase.

Recommendation:

That South Huron Council accepts the following recommendation of Committee of the Whole:

That South Huron Committee of the Whole recommends to Council that the CAO proceed with obtaining conceptual drawings for the upgrades to the Exeter Swimming Pool; and

That changerooms be moved to the south side of the swimming pool, with accessibility addressed by a beach access ramp or an external lift; and

That resolution CW13-2017 is hereby rescinded.

7. Councillor Board and Committee Reports

7.1	BIA - Minutes April 10, 2017	15
7.2	Police Services Board - Minutes April 13, 2017	25
7.3	Grand Bend Area Joint Sewage Board - Agenda April 28 and Minutes February 3, 2017 - Full Meeting Package Sent to Council and Posted on Website	29

Recommendation:

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

- BIA Minutes April 10, 2017
- Police Services Board Minutes April 13, 2017
- Grand Bend Area Joint Sewage Board Minutes February 3, 2017.

8. Staff Reports

8.1 Financial Services

Recommendation:

8.1.1 Procurement of Goods and Services Policy Revision 34

Recommendation:

That South Huron Council receives the report from S. Becker, Financial Services Manager re: Procurement of Goods and Services Policy Revision; and

That South Huron Council approves the revised Procurement of Goods and Services Policy dated April 28, 2017; and

That South Huron Council authorizes the preparation of a by-law to adopt the revised Procurement of Goods and Services Policy.

8.1.2 2017 Capital Projects Status Report 79

Recommendation:

That South Huron Council receives the report from S. Becker, Financial Services Manager re: 2017 Capital Projects Status Report.

8.2 Environmental Services

8.2.1 2016 Annual Kirkton Landfill (Closed) Status Report 87

Recommendation:

That South Huron Council receives the report from D. Giberson, Environmental Services Director re: 2016 Annual Kirkton Landfill (Closed) Status Report.

8.2.2 2016 Annual South Huron Landfill Status Report 92

Recommendation:

That South Huron Council receives the report from D. Giberson, Environmental Services Director re: 2016 Annual South Huron Landfill Status Report.

8.2.3	Status of Automated Vehicle Location Telematics System Request for Proposals	99
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Recommendation:

That South Huron Council receives the report from D. Giberson, Environmental Services Director re: Status of Automated Vehicle Location Telematics System Request for Proposals.

8.3 Community Services

8.3.1	Victoria Park Washroom, Changeroom and Filter Room Update	103
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Recommendation:

That South Huron Council receives the report from J. Fields, Community Services Manager re: Victoria Park Washroom, Changeroom and Filter Room Update.

8.3.2	Exeter Rodeo - Noise By-Law 30-2006 Exemption	108
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Recommendation:

That South Huron Council receives the report from J. Fields, Community Services Manager re: Exeter Rodeo - Noise By-Law 30-2006 Exemption; and

That South Huron Council allows the Rodeo events on the evenings of August 11 and 12, 2017 to be exempt from Noise By-Law 30-2006.

8.3.3	Expression of Interest for Concession Operations in South Huron	111
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Recommendation:

That South Huron Council receives the report from J. Fields, Community Services Manager re: Expression of Interest for Concession Operations in South Huron; and

That staff proceed with preparing an Expression of Interest for sourcing out the concession operations at the South Huron and the Stephen Arena.

8.3.4	Cultural Collective Delegation Request - MacNaughton Park - Farmer's Market /Special Events	115
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Recommendation:

That South Huron Council receives the report from J. Fields, Community Services Manager re: Cultural Collective Delegation Request - MacNaughton Park - Farmer's Market /Special Events; and

That South Huron Council authorize staff to work with Cultural Collective members to execute their special events in a safe environment.

8.4 Corporate Services

8.4.1	South Huron Committees - Draft Terms of Reference	119
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Recommendation:

That South Huron Council receives the report from G. Scharback, Corporate Service Manager/Clerk re: South Huron Committees - Draft Terms of Reference.

8.4.2	2018 Election Service Provider	138
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Recommendation:

That South Huron Council receives the report from G. Scharback, Corporate Service Manager/Clerk re: 2018 Election Service Provider; and

That the Clerk is hereby authorized to enter into an agreement with Simply Voting for the provision of electronic/telephone election service in the 2018 municipal election.

- 9. Deferred Business
- 10. Notices of Motion
- 11. Mayor & Councillor Comments and Announcements
- 12. Communications

12.1	Ministry of Citizenship and Immigration - Lincoln M. Alexander Award	142
12.2	Office of CEO, National Capital Commission - Invitation to Communities in Bloom Symposium	144
12.3	International Plowing Match & Rural Expo - Request Support	147

12.4	John Stephens - Request Approval for Donation of Floating Fountain	148
12.5	Optimist Club - Request for Public Input Opportunities For Recreation Projects	149
12.6	Huron County Library - Request Support - Barn Quilt Project	150
12.7	ABCA - Shoreline Management Open Houses	151
12.8	Nextera - Notice of Change to Goshen Wind Energy Project - Bat Deterrent Devices	154
12.9	North Frontenac - Resolution Re: Hydro Reduction - Seasonal Residents	155
12.10	Richmond Hill - Resolution Re: Support Postal Banking	156
12.11	BIA - Vacant Unit Rebate	160
12.12	CAMA - Service Recognition Award to Dan Best	161

Recommendation:

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

13. Closed Session

Recommendation:

That South Huron Council proceeds in Closed Session at _____ for the purpose of addressing litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

14. Report From Closed Session

15. By-Laws

15.1	By-Law No. 28-2017 - Appoint Deputy Clerk	162
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Recommendation:

That the South Huron Council gives first, second and third and final reading to By-Law #xx-2017, being a by-law

15.2	By-Law No. 29-2017 - Zoning Amendment - MacLean	163
15.3	By-Law No. 30-2017 - Zoning Amendment - Volochkov	167

16. Confirming By-Law

16.1 By-Law No. 31-2017 – Confirming By-Law

172

Recommendation:

That the South Huron Council gives first, second and third and final reading to By-Law #31-2017, being a by-law to confirm matters addressed at the May 15, 2017 Council and Public meetings.

17. Adjournment

Recommendation:

That South Huron Council hereby adjourns at _____ p.m., to meet again on June 5, 2017 at 6:00 p.m. or at the Call of the Chair.



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

Monday, May 1, 2017, 6:00 p.m.
Olde Town Hall-Carling Room

Members Present: Maureen Cole - Mayor
 Dave Frayne - Deputy Mayor
 Tom Tomes - Councillor - Ward 1
 Marissa Vaughan - Councillor - Ward 1
 Wayne DeLuca - Councillor - Ward 2
 Craig Hebert - Councillor - Ward 2
 Ted Oke - Councillor - Ward 3

Staff Present: Dan Best, CAO
 Genevieve Scharback, Corporate Services Manager/Clerk
 Andrew Baird, Emergency Services Manager/Fire Chief
 Sandy Becker, Financial Services Manager/Treasurer
 Jo-Anne Fields, Community Services Manager
 Don Giberson, Environmental Services Director

1. Meeting Called To Order
 Mayor Cole called the meeting to order at 6:00 p.m.
2. Public Meeting
3. Amendments to the Agenda, as Distributed and Approved by Council

Motion: 161-2017

Moved: D. Frayne

Seconded: M. Vaughan

That South Huron Council approves the amendments to the Agenda as distributed and approved by Council, including the addition of item 7.6 - Grand Bend Sewage Treatment Plan and Committee of the Whole meeting of May 8, 2017 - review time of meeting.

Disposition: Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Delegations

5.1 Alec Moore and Aaron Neeb, Cultural Collective Youth Group - Use of MacNaughton Park Scenic Gardens

Mr. Neeb reviewed this presentation on behalf of the Farmers' Market and the Cultural Collective. They requested the following support from Council;

- permission to use MacNaughton Park Scenic Gardens on Thursday evenings in June to August;
- use of hydro in MacNaguhton Park during the weekly market;
- Municipal picnic tables and garbage cans be added to MacNaughton Park for use at weekly market;
- use of the port-a-john washroom facilities located at the Exeter outdoor pool during the market season.

They also noted they plan to host outdoor movie nights once per month in the park and have a cash bar in conjunction with events such as Canada Day, Bach Festival and the Exeter Rodeo.

5.2 Erin Dale, Alzheimer Society of Huron County - Walk for Alzheimers

Cathy Ritesma, Executive Director, joined by caregiver Larry Taylor, provided a power point presentation regarding the Alzheimer Society's work in South Huron.

She advised of the family education programs and professional education programs offered in South Huron including monthly family support groups, Circle of Friends group, counseling, monthly memory clinics, volunteer companion program and iPods for memories and behavior.

The Walk for Alzheimer's will be on Saturday May 13, 2017.

Larry Taylor shared comments on the role of the caregiver and the tremendous support from the Alzheimer's Society for both individuals with Alzheimer's and their caregivers.

Mayor Cole thanked Ms. Ritesma for all that the Alzheimer Society does.

6. Minutes

6.1 Regular Council Meeting of April 18, 2017

Motion: 162-2017

Moved: M. Vaughan

Seconded: C. Hebert

That South Huron Council adopts the minutes of the Regular Council meeting of April 18, 2017 and the Committee of the Whole meeting of April 24, 2017, as printed and circulated.

Disposition: Carried

7. Councillor Board and Committee Reports

Councillor Hebert clarified that a sponsorship package is provided to potential sponsors for the Rodeo, a copy of which will be provided to Council for information. He also noted that the Committee has discussed Terms of Reference.

Deputy Mayor Frayne noted there will be an Open House on June 3 in Zurich and June 17 in Thedford for the ABCA Shoreline Management Plan update. More information will be provided following the next ABCA May meeting.

Mayor Cole noted that Councillor Tomes is the Chair of the Grand Bend Sewage Treatment Plant Board and she and Councillor Vaughan also sit on that Board. A presentation was provided to the Board regarding the deficiency in the pipes.

Councillor Vaughan reviewed the issue with corrosion in the force main pipe. The Board approved last year to proceed with a condition assessment and preliminary review of the pipe. There has since been further failures along the pipe. The options provided to the Board are to deal with critical areas at an approximate cost of \$860,000 or replace whole pipe at an approximate cost of \$3million

GM Blue Plan advised the Board that eventually the pipe will need to be replaced.

The presentation will be in next package for Council's information.

Motion: 163-2017

Moved: C. Hebert

Seconded: T. Oke

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

- **Communities in Bloom Minutes – March 1, 2017**

- Exeter BIA Minutes – March 13, 2017
- ABCA – Meeting Minutes of March 23, 2017,
- Rodeo Committee Minutes - March 7, 2017- Draft
- Heritage Advisory Committee Minutes- February 16, 2017 and draft April 25, 2017;
- Verbal report re: Grand Bend Sewage Treatment Plan Board by Mayor Cole and Councillor Vaughan.

Disposition: Carried

8. Staff Reports

8.1 Financial Services

8.1.1 Canada 150 Events - Budget and Expenditures

Motion: 164-2017

Moved: C. Hebert

Seconded: T. Tomes

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: Canada 150 Events – Budget and Expenditures.

Disposition: Carried

Motion: 165-2017

Moved: C. Hebert

Seconded: W. DeLuca

That South Huron Council supports the following Canada 150 Events and requests for support;

- Canada Day Committee \$2,000

- Exeter Legion - flags, stickers, use of fences and construction horses etcetera \$250.00

- Huron Park South Huron Community Meal - food, flags, tattoos etcetera \$250.00

- Jamboree in the Park - travel for bands, flags, water etcetera \$250.00

- South Huron Community Fund Scavenger Hunt \$250.00,

For a total of \$3,000.00 to be funded from the Canada 150 fund.

Councillor DeLuca requested a recorded vote.

Recorded	For	Against	Abstain
M. Cole	X		
D. Frayne	X		
T. Tomes	X		
M. Vaughan	X		
W. DeLuca	X		
C. Hebert	X		
T. Oke	X		
Results	7	0	0
Disposition: Carried			

Motion: 166-2017

Moved: C. Hebert

Seconded: T. Oke

That South Huron Council supports the request to support Lisa Thompson's Canada 150 event by donating \$725.00 to offset the cost of the hall rental, to be funded from the discretionary Council donation fund.

Mayor Cole requested recorded vote.

Recorded	For	Against	Abstain
M. Cole	X		
D. Frayne	X		
T. Tomes		X	
M. Vaughan	X		
W. DeLuca		X	

C. Hebert X

T. Oke X

Results 5 2 0

Disposition: Carried

8.2 Corporate Services

8.2.1 MFIPPA

Motion: 167-2017

Moved: C. Hebert

Seconded: M. Vaughan

That South Huron Council receives the report from G. Scharback, Corporate Services Manager/Clerk re: Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for information.

Disposition: Carried

9. Deferred Business

10. Notices of Motion

11. Mayor & Councillor Comments and Announcements

Councillor Vaughan attended a workshop at the Crediton Recreation Centre with the Mayor regarding the Poverty to Prosperity initiative. Priorities identified for Huron Park include recreation for both youth and adults and childcare.

Councillor Hebert advised that he received a text thanking Council for supporting the Talk/Walk/Run event.

Mayor Cole attended the Huron County Chamber event on April 20, the Huron County Municipal Officers meeting, the Huron County Cultural Awards as well as the ribbon cutting at the Huron County Food Bank Distribution Centre. She will be attending the OSUM conference in Collingwood.

Deputy Mayor Frayne noted that the Dutch-Canadians request and the Cultural Collective request are outstanding items.

The second request of the Cultural Collective in the Communications will be brought forward as a Notice of Motion moved by Councillor Hebert.

11.1 Councillor Ted Oke - Stop the Great Lakes Nuclear Dump

Motion: 168-2017

Moved: T. Oke

Seconded: D. Frayne

That South Huron Council receives the report from Councillor Oke regarding the Stop the Great Lakes Nuclear dump be received; and

That the Council of South Huron supports and directs the Mayor to sign the Open Letter to Canada's Minister of Environment and Climate Change opposing Ontario Power Generation's proposed Deep Geologic Repository (DGR).

Disposition: Carried

11.2 Councillor Wayne DeLuca and Councillor Tom Tomes - Canada 150 Update - Past Council Event

Motion: 169-2017

Moved: C. Hebert

Seconded: T. Oke

That the memo of Councillor Wayne Deluca and Councillor Tom Tomes regarding the Canada 150 update be received; and

That Councillors Deluca and Tomes be authorized to proceed with the Past Council Event as outlined in this memo.

Disposition: Carried

Motion: 170-2017

Moved: C. Hebert

Seconded: W. DeLuca

That South Huron Council approves the request of the Cultural Collective as set out in the delegation to Council of May 1, 2017, copy attached; and

That a staff report on the request be brought forward to the May 15, 2017 Council meeting.

Disposition: Carried

Motion: 171-2017

Moved: D. Frayne

Seconded: W. DeLuca

That South Huron Council hereby authorizes a donation of \$760.00 to the Dutch-Canadians Remember as One garden to be funded from the discretionary Council grant fund.

Disposition: Defeated

Motion: 172-2017

Moved: C. Hebert

Seconded: M. Vaughan

That South Huron Council hereby authorizes a donation of \$500.00 to the Dutch-Canadians Remember as One garden to be funded from the discretionary Council grant fund.

Disposition: Carried

12. Communications

- 12.1 MPP Dufferin-Caledon, Sylvia Jones – Progressive Conservative Critic for Infrastructure
- 12.2 Minister Responsible for Seniors' Affairs, Dipika Damerla – June is the 33rd Anniversary of Seniors' Month in Ontario
- 12.3 Ministry of Citizenship and Immigration, Minister Laura Albanese – Nominations for Champion of Diversity Award
- 12.4 Forests Ontario, CEO, Rob Keen – Celebrating Ontario150 and Canada's sesquicentennial with new programs establishing future forests

Dave Frayne - send this info to Communities in Bloom and add contacts to website for residents interested in tree program.
- 12.5 John Yakapuski, MPP Renfrew-Nipissing-Pembroke – Opposing change to Building Code B08-09-03
- 12.6 Township of Perth East – Resolution Support – Proposed changes to Building Code B08-09-03

- 12.7 West Lincoln Township - Resolution Support – Requesting a re-write of the Pupil Accommodation Review Guideline (PARG)
- 12.8 Stop The Great Lakes Nuclear Dump – Open letter to Minister of Environment and Climate Change
- 12.9 The Cultural Collective - Request for support
- 12.10 Blue Water Recycling- 2016 Annual Report

Motion: 173-2017

Moved: C. Hebert

Seconded: T. Oke

That South Huron Council receives correspondence items not otherwise dealt with.

Disposition: Carried

13. Closed Session

Motion: 174-2017

Moved: C. Hebert

Seconded: D. Frayne

That South Huron Council proceeds in Closed Session at 8:19 p.m. for the purpose of addressing litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Disposition: Carried

14. Report From Closed Session

Council reconvened in open session at 8:46 p.m.

Mayor Cole reported that in Closed Session Council directed the CAO to seek out legal advice regarding a matter addressed pertaining to litigation, including matters before administrative tribunals affecting the municipality.

15. By-Laws

16. Confirming By-Law

16.1 By-Law No. 27-2017 – Confirming By-Law

Motion: 175-2017

Moved: C. Hebert

Seconded: W. DeLuca

That the South Huron Council gives first, second and third and final reading to By-Law #27-2017, being a by-law to confirm matters addressed at the May 1, 2017 Council meeting.

Disposition: Carried

17. Adjournment

Motion: 176-2017

Moved: D. Frayne

Seconded: C. Hebert

That South Huron Council hereby adjourns at 8:59 p.m., to meet again on May 15, 2017 at 6:00 p.m. or at the Call of the Chair.

Disposition: Carried

Maureen Cole, Mayor

Genevieve Scharback, Clerk



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

Monday, May 8, 2017, 10:00 a.m.
Olde Town Hall-Carling Room

Members Present: Maureen Cole - Mayor
 Dave Frayne - Deputy Mayor
 Tom Tomes - Councillor - Ward 1
 Marissa Vaughan - Councillor - Ward 1
 Wayne DeLuca - Councillor - Ward 2
 Craig Hebert - Councillor - Ward 2
 Ted Oke - Councillor - Ward 3

Staff Present: Dan Best, CAO
 Genevieve Scharback, Corporate Services Manager/Clerk
 Sandy Becker, Financial Services Manager/Treasurer
 Jo-Anne Fields, Community Services Manager
 Dwayne McNab, Development Services Manager/CBO

1. Meeting Called to Order

Mayor Cole called the meeting to order at 10:00 a.m.

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

Motion: CW21-2017

Moved: M. Cole

Seconded: T. Tomes

That South Huron Committee of the Whole approves the Agenda as amended by adding Mayor Cole's report, 4.3 - OSUM Report.

Disposition: Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

4. Reports

4.1 CAO D. Best - South Huron Recreation Centre and Exeter Pool Options Paper

4.2 CAO D. Best - Recreation Projects

4.2.1 Recreation Centre

CAO Best reviewed a power point presentation overview of this report. He noted that there will be further opportunities for input from the community following a decision on a basic plan to move forward. The full report is included in the meeting agenda package and posted on the municipal website.

The Committee of the Whole discussed options for the community centre and estimated costs, as provided in the report. CAO Best noted that a basic concept is required in order to present it to the public for input. He requested direction regarding project cost limits and a basic plan for use in creating conceptual drawings.

It was noted that fundraising by the community and seeking out funding from other levels of government will be key in funding a new recreation centre/community hub.

Motion: CW22-2017

Moved: W. DeLuca

Seconded: D. Frayne

That South Huron Committee of the Whole recommends to Council that the CAO proceed with obtaining conceptual drawings for a new recreation centre/community hub with a single ice pad, with the option of a second ice pad being considered as a future phase.

Disposition: Carried

4.2.2 Exeter Swimming Pool

A recess was called at 11:57 a.m. Committee of the Whole reconvened at 12:10 p.m.

CAO Best reviewed options for the Exeter Swimming Pool renovation.

Motion: CW23-2017

Moved: D. Frayne

Seconded: W. DeLuca

That South Huron Committee of the Whole hereby agrees to reconsider resolution CW13-2017 regarding upgrades to the Exeter Swimming Pool.

Disposition: Carried

Motion: CW24-2017

Moved: D. Frayne

Seconded: W. DeLuca

That South Huron Committee of the Whole recommends to Council that the CAO proceed with obtaining conceptual drawings for the upgrades to the Exeter Swimming Pool; and

That changerooms be moved to the south side of the swimming pool, with accessibility addressed by a beach access ramp or an external lift; and

That resolution CW13-2017 is hereby rescinded.

Disposition: Carried

4.3 Mayor Cole - OSUM Report

Mayor Cole provided an overview of the OSUM Conference sessions noting that a key message was that all levels of government need to work together for the health and well-being of residents. She advised that the Building Code requirements for the pumping of septic tanks has been removed. Energy and the rising cost of energy was also discussed, as well as infrastructure deficiencies and the need for funding and funding formulas.

Collaboration was the theme of the conference.

5. Adjournment

Motion: CW25-2017

Moved: D. Frayne

Seconded: C. Hebert

That South Huron Committee of the Whole does now adjourn at 12:54 p.m.

Disposition: Carried

Maureen Cole, Mayor

Genevieve Scharback, Clerk



EXETER BUSINESS IMPROVEMENT AREA – BOARD MEETING

Monday, April 10, 2017 at 6:30pm

South Huron Municipal Office, 322 Main St. S., Exeter, Ontario



EXECUTIVE MEMBERS – Chair Fred Godbolt, Vice Chair Janice Brock, Beautification Chair Mary Hulley

DIRECTORS – Directors Rose Glavin, James Eddington and Councillor Craig Hebert and BIA Manager Brittany Wise

ABSENT – Secretary / Treasurer Tejas Patel, Promotions Chair Lauryn Marion and Director Adrian Bakelaar

NON-DIRECTORS – Tira Wootton (incoming Director)

RECORDING SECRETARY – Brittany Wise, BIA Manager

MINUTES

1. Welcome and Call to Order

Mr. Godbolt welcomed everyone to the meeting at 6:32pm.

2. Changes to the Agenda and Approval of Minutes of March 13, 2017.

2.1 Approval of the Agenda

MOVED BY: Mary Hulley & SECONDED BY: James Eddington

“THAT the agenda be adopted as presented.”

MOTION: CARRIED

2.2 Approval of the Minutes of March 13, 2017.

Change Ms. to Mr. in section 3.3.

MOVED BY: Mary Hulley & SECONDED BY: Craig Hebert

“THAT the minutes of March 13, 2017 be adopted, as presented with the change noted above.”

MOTION: CARRIED

3. Chair's Message

3.1 BIA Annual General Meeting

Mr. Godbolt commented that he is excited to officially wrap-up the 2016 year with the AGM tonight. The Municipal budget has been approved, which means that Council has also approved the 2017 BIA budget. Grants were approved as applied for.

Mr. Godbolt also stated that the BIA Executive is in place for 2017. As previously announced, Ms. Brock will move into the Secretary / Treasurer position, taking a more active part in the Treasurer role. Ms. Glavin has also agreed to step into the Vice Chair role.

Additionally, Mr. Godbolt welcomed Tira Wootton to the BIA Board as a Director, taking effect today. We are still looking to add a few more directors to the board; discussions are ongoing and will continue into 2017. Suggestions are always welcome.

3.2 BIA Strategic Planning

Mr. Godbolt stated that we're now into April, so our strategic planning process will be starting soon. Although it doesn't sound like an exciting endeavor, the end result will be a roadmap for the next 3 - 5 years, and having that updated and in place is exciting.

3.3 Website – Next Steps

Mr. Godbolt noted that it seems that we are making progress on resolving issues with the website developer. Hopefully a direction can be agreed upon and finalized in April.

MOVED BY: James Eddington & SECONDED BY: Rose Glavin

"THAT the Chair's Report be adopted, as presented."

MOTION: CARRIED

4. Delegation Nil

5. Councillor's Report

Councillor Hebert stated that there was not much from the last meeting. He reported that since the last meeting, he followed up regarding the finance changes on the flower bill from the Municipality. He was told that everyone is charged a finance fee and that the BIA will not be given special priority over any other group.

He noted that Council passed the budget and the BIA received the grants as requested. Councillor Hebert also suggested that Council would be talking about committees and committees of Council in the future. He doesn't suspect that there will be any changes regarding the BIA.

MOVED BY: Mary Hulley & SECONDED BY: Janice Brock

"THAT the Councillor's report be adopted as presented."

MOTION: CARRIED

5. Discussion on Councillor's Report Nil

MOVED BY: Mary Hulley & SECONDED BY: Janice Brock

"THAT the Discussion on Councillor's Report be removed from the agenda."

MOTION:**CARRIED****6. Financial Report****6.1 Treasurer's Report – March**

In March, we received our first levy installment of \$33,292.00 and the Welcome Centre grant of \$6,000.00. Awards Gala event coordination payment of \$7,926.00 was also received from the Chamber of Commerce. Expenses included the BIA Manager salary for December, January and February; payroll deductions; website installments (October to January); OBIAA Conference Registration; digital sign repair fees and a few other miscellaneous expenses.

6.2 Treasurer's Report – April

In April, there is no anticipated revenue. Expenses will include the March BIA Manager salary; payroll deductions; rent for March and April; \$8,303.51 for the outstanding flower-related costs from 2016; radio advertising from the holiday campaign; hotel and travel expenses for the OBIAA Conference and a few other miscellaneous expenses.

6.3 HST Rebate

The BIA did not receive a HST rebate payment for 2015 – the paperwork was submitted but it was declined because it was not submitted in two installments, but we never received notification of this. We have now submitted for 2015 (\$9,151.97) and 2016 (\$6,653.14) for a total of \$15,805.11. We hope to receive this in April / May.

6.4 Website Payment

As was stated in an email from Mr. Godbolt to the BIA Board members last week, Ms. Wise and Mr. Godbolt had a very candid conversation with the head of Campus Creative pertaining to our dissatisfaction with the BIA website. The meeting was not at all productive on negotiating a reduced walk away price and it was made clear by Campus Creative that going this route was in contravention of the contract and would be challenged legally.

The Board was asked to review a series of options for moving forward previous to the BIA meeting. It was agreed that as much as there would be satisfaction in stopping payments and challenging Campus Creative to take us to court, this will most certainly be the least cost effective, win or lose.

Campus Creative would like to complete the website. The group agreed to support option 2B where the BIA will receive 88 hours of time at no additional cost to bring-up the quality of the website, spreading payments over 2017 & 2018 and then sever ties with Campus Creative.

Ms. Wise has developed a list of items to be completed by Campus Creative for Board review.

MOVED BY: Craig Hebert & SECONDED BY: James Eddington

“THAT the letter to Campus be adopted as modified and presented.”

MOTION:**CARRIED**

MOVED BY: Allen Plant & SECONDED BY: Mary Hulley

“THAT the financial report be adopted as presented.”

MOTION:

CARRIED

7. Promotions

7.1 Marketing Initiatives for 2017

Co-op Radio Advertising:

Ms. Wise reported that despite receiving feedback from members wanted the BIA to invest money into radio advertising, the response to our co-op radio advertising package was dismal. The radio package provided by BX93 was valued at \$7,500.00. The BIA planned to contribute \$3,500.00, but required 10 member businesses to pay \$400.00 each to make up the balance owing. We only had 2 businesses interested in radio advertising, which was not enough to move forward. It was also felt that investing \$3,500.00 into radio advertising in the London market was not going to be effective.

It was decided that money previously allocated to radio would be spent in a different, more effective marketing tool.

Promotional Videos:

With the \$3,500.00, the Promotions Committee is exploring the option of doing promotional videos for the town of Exeter to be featured on our social media accounts and website. The videos will be short videos (15-60 seconds in length) that will include both general business promotion as well as community assets to highlight Exeter as a good place to live, visit and do business. Currently, the committee is thinking that since these videos will feature generic content, the BIA will foot the bill versus charging our members a participation fee.

If we proceed with this concept, we may approach the Economic Development committee to see if they want to join in the promotion as it speaks directly to the marketing mandate in the Economic Development Strategic Plan.

Exeter 360 Campaign:

Currently, the BIA has 7 businesses interested in pursuing the 360 videos. Although we are ultimately looking for 10 participants, this program does not require all 10 businesses to participate because pricing is done per video versus a set price for all 10. We are still accepting businesses until late spring with videos being shot in the summer.

BIA Neighbourhood Gift Card:

Ms. Wise discovered the “Gift the Neighbourhood” program at the recent OBIAA Conference. The concept is simple – this multi-store gift card would allow consumers to use it at any participating member business.

The consumer and participating business are not charged any fees in the process, but the BIA is charged 8%. This means that if \$10,000.00 in gift cards were purchased, it would cost the BIA \$800.00. The sign-up process is simple and the company comes out to help businesses get involved.

The Promotions Committee is looking to tie this into holiday shopping campaign and sees this as a way to promote spending across businesses in Exeter – which is a great way to hit our mandate. In theory, consumers could use to buy groceries, gas, service on their vehicle, clothing, etc.

The Board brought up some concerns with the card including if there was a minimum or maximum that can be sold? Is there a flat fee versus the 8% fee? Do they provide promotional materials? Ms. Wise will provide more details following her call with the company.

7.2 Digital Mapping Initiative

Ms. Wise and Mr. Eddington recently presented to the Economic Development Advisory Committee about the digital mapping project. The presentation sparked a healthy discussion and committee members seemed interested in pursuing this with Municipal assets.

7.3 Marketing Workshops

Reminder that there is a Huron Small Business workshop called "Getting Online with Google and Shopify" on April 19 from 6-8pm at the Exeter Library. The cost to participate is \$20.00. To book, contact 519-524-8394 x 6 or acresswell@huroncounty.ca.

MOVED BY: Allen Plant & SECONDED BY: Mary Hulley

"THAT the promotions report be adopted as presented."

MOTION: CARRIED

8. Beautification

8.1 Bridge Flowers

The Municipal grant request for new bridge flower boxes was approved. Ms. Wise is in the process of working with potential manufacturers to develop the brackets, with the support of municipal staff to ensure success. The self-watering barrels are being ordered.

8.2 Banner Program

The banner program is being developed with decent interest. The package will be sent to members as soon as details are confirmed.

MOVED BY: James Eddington & SECONDED BY: Allen Plant

"THAT the beautification report be adopted as presented."

MOTION: CARRIED

9. Member Events Nil

9.1 Breakfast with the Mayor

Ms. Wise noted that sponsorships have come in – we currently have one less presenting sponsor than last year. We have 5 table sponsors and welcome more. We currently have at 34 tickets sold, but we have not started actively promoting the event yet. The Mayor has asked Andrew Kemp, Director of Economic Development for the County of Huron to speak with her at the event.

The group suggested that we ask specific questions on a comment card.

9.2 South Huron Excellence Awards Gala

Ms. Wise confirmed that the sponsorship package was sent out at the beginning of March, allowing us to start confirming sponsors for this year's event. There are no other updates at this point.

9.3 Ground Breaking Ceremony – Jessica's House

The Board agreed that Manage, Brittany Wise, should be in attendance at this event to show the BIA's support for this great community initiative.

MOVED BY: James Eddington & SECONDED BY: Mary Hulley

"THAT the member event report be adopted as presented."

MOTION: CARRIED

10. Economic Development

10.1 Ambassador Program

Mr. Plant noted that Councillor Vaughan presented on an Ambassador program – there was much discussion on the merits and non-merits of the program. In particular questions surrounding roles and expectations, who would be candidates, what are the qualifications, how many would we have, etc.

Councillor Vaughan presented on the ambassador program from Fredericton, New Brunswick, which has been in operation for years. The program has 720 ambassadors and is growing. Fredericton believes that the ambassador program has contributed immensely to the overall growth of their economic base in that community. Councillor Vaughan presented a "Newcomers Guide," and Mr. Plant provided a sample at the meeting. Vaughan also presented a "Community Profile" used as important information that all ambassadors would be given as a tool to promote their community at trade shows, etc.

In the end the Economic Development Advisory Committee voted to continue to investigate the merits of a similar program for Exeter.

10.2 Presentation from the BIA Re: Online Presence

Mr. Plant noted that there was a presentation from Brittany Wise of the BIA on the benefits of a wider approach to the online presence of Exeter and South Huron through active business participation that could be facilitated through the BIA and Chamber. This included businesses taking an active role in ownership of Google search information, as well as ownership of community assets linked to Exeter and South Huron.

The Economic Development Advisory Committee found the presentation to be very informative and enjoyed the presenter and information provided. This presentation resulted in spirited conversation and many questions, which lend themselves to an excited agreement among all members that this is an initiative we should get behind.

The BIA Board agreed that Ms. Wise should do the same presentation to the board or even the membership with a separate meeting because there will be lots of discussion.

10.2 South Huron Map and Guide

Following the presentation from the BIA, there was a brief discussion on a BIA "ask" to have a \$500 support of the South Huron Map and Guide, which is used to inform visitors about the community and its amenities. There were questions surrounding the initiative including "why a paper flyer" as it is something that has perhaps passed its usefulness. There were also concerns that the flyer is primarily about Exeter and the mandate of the Economic Development Advisory Committee is for South Huron.

The Acting Chair recommended that the Economic Development Advisory Committee support the initiative. The CAO said the flyer does not represent South Huron. There was a decision to "table" this request.

Councillor Hebert said that the committee's responsibility is to think on behalf of all of South Huron, so if we approach them again, we need to think from a South Huron lens, not just about Exeter. Mr. Eddington stated that although he understands that perspective, thinking needs to change to be about the target audience. For instance, with this project that is geared towards tourists, promoting the hub of Exeter and tourism assets surrounding Exeter, makes the most sense.

MOVED BY: Mary Hulley & SECONDED BY: Rose Glavin

"THAT the Economic Development Committee report be adopted as presented."

MOTION: CARRIED

11. Digital Sign Report

Mr. Godbolt noted that Consolidated Signs provided the BIA with a quote for a new digital sign. A new 12Mm LED installed is \$17,250.00 US dollars + HST is billed at Canadian conversion date of invoice (approximately \$23,000 US dollars). Consolidated will remove and dispose of existing sign and install new sign completely; a service they will provide a no additional charge. It was noted that this unit will never be cheaper than this. Consolidated Signs requested that we work out complimentary advertising for Consolidated Signs on the sign for the next few years.

Mr. Godbolt noted the options to proceed:

- a) Leave the sign as is – do not spend any additional money to repair.
- b) Replace the computer in the current sign – even though the sign is not the quality we want it to be. Ballpark price = \$1,500.00 to replace the computer.
- c) Purchase a new sign that is better quality.

Mr. Godbolt advised that before the board decided how to proceed, it would be best to collect feedback from members about their thoughts on the sign. Send out a survey monkey survey link to members, then target specific members about their thoughts.

If members are supportive, then the BIA will make a business plan for the sign. This could include farming out the sales to Barry Johnson who could sell ad space when he's out doing the Grand Bend Visitor Guide sales.

MOVED BY: Craig Hebert & SECONDED BY: James Eddington

"THAT the BIA to send out a survey to members to collect their feedback on the digital sign before making a decision regarding the future of the sign."

MOTION: CARRIED

MOVED BY: James Eddington & SECONDED BY: Mary Hulley

"THAT the Digital Sign report be adopted as presented."

MOTION: CARRIED

12. BIA Manager's Report

12.1 2017 OBIAA Conference

Ms. Wise shared key learnings with the BIA Board of Management from the OBIAA Conference held in Toronto on April 3 / 4, 2017.

OBIAA's Return on Investment (ROI) Report:

Ms. Wise stated that OBIAA recently completed a "Return on Investment (ROI) Report," which collected information from BIA's across Ontario to:

- Develop common performance indicators;
- Understand what's happening across BIA's in Ontario;
- Create tools and metrics for BIA's;
- Understand the information gap.

The report showed that most commonly, BIA's offer the following:

- Street appeal (physical and experiential);
- Economic development (jobs, tourism and revenue);
- Support for local businesses (impact, visitation and marketing);
- Community building (internal and external relationships).

The study also shows that BIA's are integral to municipal, provincial and federal growth and data collected is being used for investment attraction in other communities.

At the conference, there was discussion about how the mandate of BIA's are changing to be less about beautification and marketing and more about business retention / attraction and economic development. There was mention that the Municipal Act regarding BIA's needs to be reviewed to re-align with the current role of BIA's. There was also discussion about how BIA's need to be thinking more strategically. They should have a strategic plan with annual business plans to ensure deliverables are met.

Ms. Wise noted that unfortunately, rural BIA's were poorly represented in this report, likely because small BIA's with limited staff and financial resources do not have the capacity to collect the type of information being analyzed.

For more information on the report, BIA members can visit: <http://obiaa.com/return-on-investment-of-bias-study/>.

Vacancy Unit Rebate:

Next, Ms. Wise reported that the Vacancy Unit Rebate was discussed at the conference. Currently, under the provincial Municipal Act's Vacant Unit Rebate policy, if you own a commercial or industrial property that is partially or entirely vacant, you may be able to get a partial rebate of provincial land tax and education tax for the period of the vacancy. This system essentially provides an incentive to property owners to keep properties vacant instead of seeking positive investment.

Ontario's BIAs have continued to raise the Vacant Unit Rebate (Municipal Act 364) as a deterrent from their beautification and revitalization efforts. Vacant and deteriorating buildings can and do result in a decrease in the marketable lease rates or the overall 'lease-ability' of a BIA area.

The Province is undergoing a consultation process with Municipalities to consider changing the wording to allow Municipalities to opt in or out of the Vacant Unit Rebate. As of November 2016, the Ministry of Finance is allowing municipalities to tailor the vacant rebate and reduction programs to reflect

community needs and circumstances. Municipalities will be required to submit a response to a Ministry of Finance Checklist and a Council Resolution indicating how they will be implementing the changes to the Vacant Rebate and Reduction Programs. DEADLINE: July 1 is the last day for Municipalities to submit their responses.

OBIAA would like to see that the Vacant Unit Rebate be renamed and used as an Economic Development Tool. OBIAA is suggesting a new business classification of "Main Street Business" that would assist BIAs and Property Owners around the province to apply for an "Attraction Rebate". The OBIAA Board is suggesting the following timelines and guidelines:

MOVED BY: Allen Plant & SECONDED BY: James Eddington

"THAT the Vacant Unit Rebate information be shared with the Economic Development Advisory Committee and the Chamber of Commerce in order to recommend a position to Council on this matter."

MOTION: CARRIED

Digital Main Street Initiative:

Ms. Wise also reported that the City of Toronto has an initiative called "Digital Main Street" that helps get Toronto businesses on the digital map. They are investing in this project because 85% of people do research online before visiting a store in person. Consumers want a seamless personalized experience – and their experience with business is changing to increasingly include online impressions.

The "Digital Main Street" initiative includes the following tools that Exeter businesses can access:

Digital Assessment

- Exeter businesses can access a FREE Digital Assessment tool that will identify the right digital tools and technologies that can help their presence, tell their story and make money online.
- As part of the Digital Assessment, businesses receive a personalized to-do list with simple recommendations on how to reach their business goals.

DMS Academy

- Businesses can access free workshops and training on topics relevant to their learning needs.
- Organizers are happy to share content with any interested groups. Ms. Wise will reach out to the Huron Small Business Centre to see if they can provide the training locally.

Ms. Wise explained that when she approached the organizers for more information, they were surprised to learn that a small rural community is also working on enhancing the digital presence of their local business. It was re-assuring to hear that we are on the right track with our "Finding Exeter" project.

Overall Impressions:

Ms. Wise reported that overall, this conference is a great opportunity to network and learn. However, information is always skewed to urban areas. There was discussion amongst some of the smaller BIA's about the need for a rural BIA network that would allow BIA's to learn from each other directly.

12.2 JCP / Summer Student Positions

Ms. Wise stated that we still have not heard back about any of the positions, but are hopefully we will receive the funding. She stated that we have taken on a new 8-week placement (started as a volunteer, but Tine Buechlar was able to get funding for her). She is working on initial work for the Finding Exeter digital mapping project as well as other admin jobs in the office.

MOVED BY: Allen Plant & **SECONDED BY:** James Eddington

"THAT the BIA Manager report be adopted as presented."

MOTION: **CARRIED**

13. Non-Director Comments Nil

14. Upcoming Events

Next Regular Meeting: *Monday, May 8, 2017 at 6:30pm at the Town Hall**

Strategic Planning Facilitated Session #1: Wednesday, May 10, 2017 at 6:00pm at the Town Hall

15. Adjournment

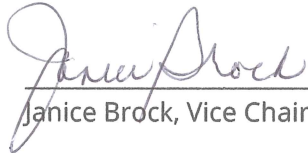
MOVED BY: Mary Hulley & **SECONDED BY:** James Eddington

"THAT the BIA meeting does now adjourn at 7:47pm."

MOTION: **CARRIED**



Fred Godbolt, Chair



Janice Brock, Vice Chair



Brittany Wise, Recording Secretary



SOUTH HURON POLICE SERVICES BOARD

South Huron Municipal Office – Verity Room
Thursday, April 13, 2017 – 4:05 pm

Members Present

Chair	Jim Dietrich
Vice Chair	Mark Hartman
OPP	Inspector Jason Younan
Administration	Jo-Anne Fields
Regrets	Member Maureen Cole

1. Call to Order & Welcome

Chair, Jim Dietrich extended a warm welcome to the members and thanked them for their commitment to policing in South Huron.

2. Conflict of Interest

No Conflict of Interest declared

3. Changes/Additions to the Agenda

- No changes/additions to the Agenda were identified

4. Approval of the Agenda

Motion – 13/04/17

Moved by: Hartman
Seconded by: Dietrich

“THAT the agenda be approved as circulated.”

Disposition: Carried

5. Approval of the Minutes

Motion – 14/04/17

Moved by: Hartman
Seconded by: Dietrich

“THAT the minutes of March 7, 2017 meeting be approved as circulated.”

Disposition: Carried

6. Business arising from the Minutes

- No business arising from the previous minutes

7. O.P.P. Report

- Detailed reports were distributed prior to the meeting for review and to allow for effective discussion at the Board meeting
- Reviewed the Crime and Traffic reports for the month of February
- Inspector Younan provided an overview and explanation of the reports with the Board
- Uneventful – nothing staggering to report
- Property crimes up slightly
- Recreation Centre was a target of property crime – due to good policing, one of the individuals has been arrested
- Carling Street Apartment – Police are setting up a meeting in May with the owners and video surveillance cameras will be suggested for the property
- Frauds – many scams are still in circulation
- Discussed South Huron Police Services Board hosting a seminar on scams
- Suggest hosting after the long weekend in May – Hartman to contact Secretary regarding dates that would be appropriate
- Drug crime – occurrence going up slightly which is a good news story – those involved are being held accountable for their actions
- Street Crimes Unit – 4 officer that target property crime occurrences – good results
- Inspector Younan noted that there were no impaired driving charges for the month of March
- Drug Education Forum – Going to host in South Huron in May – attendance at these functions with parents and youth is increasing
- Texting and driving continues to be an issue
- Calls for service billing report – summary – year to date hours down compared to last year – hopefully this trend continues
- Discussed the pressures in the community
- Proactive policing can have an impact on the contract – due diligence

- Inspector Younan explained how the costing is calculated for the contract
- Suggested hosting education/awareness sessions, marketing through table tents etc – this practice will assist in addressing the pressures such as property crimes (lock it or lose it), drug education, self-reporting
- Discussed strategies that could possibly reduce contract costing
- OPP meeting with the representatives of the Grand Bend Motorplex next week – this venue is definitely a pressure during the summer months in the community
- School resource officer – implementing positive ticketing – if a youth is identified as doing something good in the community, they will be given a voucher for a free ice cream cone at McDonalds – special thanks Rob Reid for his involvement in this initiative
- Inspector Younan received a message from the CAO requesting that speeding concerns in Centralia be addressed – enforcement – speed spy will be initiated in this area in the future
- Inspector Younan brought up the matter of the trailer that has appeared at Elliot Park – same issue as last summer – questioned if the Municipality will be updating the bylaw and signage to identify the parameters of park usage (maximum stay, cost per night)

Motion – 15/04/17

Moved by: Hartman
Seconded by: Dietrich

“THAT the O.P.P. Report be received as presented.”

Disposition: Carried

8. Correspondence

- Correspondence is forwarded to Board members as received

9. New Business

- No new business

10. Unfinished Business

- No unfinished business

11. Date of Next Meeting

- Next meeting regular will be held at the South Huron Municipal Office on Tuesday, May 9, 2017 at 4:05 pm or sooner at the call of the Chair.

12. Adjournment

Motion – 16/04/17

Moved by: Hartman

Seconded by: Dietrich

“THAT the meeting be adjourned at 5:35 pm.”

Disposition: Carried



The Municipality of **Lambton Shores**

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES
Grand Bend and Area Joint Sewage Board
AGENDA

Meeting #: 02-2017
 Date: Friday, April 28, 2017
 Time: 9:30 a.m.
 Location: South Huron Town Hall - Carling Room, Exeter

Pages

1. **Call to Order**
2. **Declaration of Pecuniary Interest**
3. **Agenda Approval**
4. **Minutes of Previous Meeting**
 - 4.1 **February 3, 2017 Minutes** 3 - 5
5. **Correspondence**
6. **Presentations**
 - 6.1 **Mollard Line Forcemain Assessment - Preliminary Design Study**
 GM BluePlan Engineering
 Brad Bunke, P. Eng
 Matthew Hartfiel, P. Eng.
7. **Staff Reports**
 - 7.1 **Report STB 01-2017 - Grand Bend Sewage Treatment Facility Open House** 6 - 7

RECOMMENDATION:

THAT Report STB 01-2017 regarding the "Grand Bend Sewage Treatment Facility Open House" be received

7.2 Report STB 02-2017 - 2017 First Quarter Operations Report

8 - 13

RECOMMENDATION:

THAT Report STB 02-2017 regarding the "2017 First Quarter Operations Report" be received; and

THAT the attached quarterly report format be adopted as a standard report to be presented to the Board on a quarterly basis.

7.3 Report STB 03-2017 - Grand Bend Area Joint Sewage Board Procedural By-law

14 - 76

RECOMMENDATION:

THAT Report STB 03-2017 regarding "Grand Bend Area Joint Sewage Board Procedural By-law" be received.

8. New Business

9. Adjournment



THE MUNICIPALITY OF
LAMBTON SHORES

Administration Office - 7883 Amtelecom Parkway, Forest, ON N0N 1J0
T: 519-786-2335 / 1-877-786-2335 F: 519-786-2135

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

Grand Bend and Area Joint Sewage Board

MINUTES

Friday, February 3, 2017 - 9:30 a.m.

Members Present: Chair, Tom Tomes, South Huron
Member Maureen Cole, South Huron
Member Marissa Vaughan, South Huron
Member Mayor Doug Cook, Lambton Shores
Member Dave Maguire, Lambton Shores
Member Gerry Rupke, Lambton Shores

Staff Present: Steve McAuley, Director of Community Services, Lambton Shores
Don Giberson, Environmental Services Director, South Huron
Jackie Mason, Administrative Assistant, Lambton Shores

1. Call to Order

Chair Tomes called the meeting to order at 9:30 p.m.

2. Declaration of Pecuniary Interest

The Chair asked members to declare any pecuniary interest that they might have with the business itemized on the agenda and none were declared.

3. Agenda Approval

17-0203-01 Moved By: Member Cook

Seconded By: Member Rupke

THAT the agenda for the February 3, 2017 meeting of the Grand Bend and Area Joint Sewage Board as presented be adopted.

Carried

4. Minutes of Previous Meeting

4.1 Grand Bend and Area Joint Sewage Board Meeting - November 4, 2016

17-0203-02

Moved By: Member Cook

Seconded By: Member Maguire

THAT the minutes of the Grand Bend and Area Joint Sewage Board meeting held the 4th day of November, 2017 as presented be adopted.

Carried

5. Correspondence

There was no correspondence received.

6. Staff Reports

6.1 Report DCS 05-2017 - 2016 Sewage Flows and Draft Year End

Steve McAuley, Director of Community Services for Lambton Shores spoke to this report, clarifying that the flow rates for Grand Cove Estates do not reflect actual outputs as the meter was dis-functional but has since been repaired.

Mr. McAuley also stated that currently, the treatment plant is running at half capacity.

17-0203-03

Moved By: Member Cook

Seconded By: Member Maguire

THAT Report DCS 05-2017 regarding "2016 Sewage Flows and Draft Year End" be received.

Carried

6.2 Report DCS 06-2017 - 2017 Board Meeting Dates

A discussion was held regarding the proposed meeting dates for the Board, with two dates being changed as follows:

Change May 5, 2017 to April 28, 2017

Change August 4, 2017 to July 28, 2017.

17-0203-04

Moved By: Member Maguire

Seconded By: Member Rupke

THAT Report DCS 06-2017 regarding "2017 Board Meeting Dates" be received and;

THAT the Joint Sewage Board meets on the following dates:

April 28, 2017

July 28, 2017

September 22, 2017

November 24, 2017.

Carried

17-0203-05

Moved By: Member Vaughan

Seconded By: Member Cook

THAT an Open House at the Grand Bend Sewage Treatment Plant be scheduled for Thursday, June 15, 2017; and

THAT staff report back to the Board regarding the inclusion of school tours on June 15, 2017.

Carried

6.3 Report DCS 07-2017 - Joint Sewage Board Agreement Review

A discussion was held regarding the actions to be taken by the Board to ensure compliance with the Joint Sewage Board Agreement.

Steve McAuley, Director of Community Services for Lambton Shores stated that draft copies of the following By-law and Policy will be circulated for review at the next meeting:

1. Procedural By-law
2. Quarterly Report

Policy

17-0203-06

Moved By: Member Maguire

Seconded By: Member Cook

THAT Report DCS 07-2017 regarding the "Joint Sewage Board Agreement Review" be received.

Carried

7. New Business

A response letter has been received regarding the compensation request for the Allen Line.

An engineer has been retained to prepare options to repair the forced main. Information will be reported to the Board once completed.

The Board Members requested that ECA reports and deficiency lists be presented to the Board on a quarterly basis.

8. Adjournment

17-0203-07

Moved By: Member Maguire

Seconded By: Member Cook

THAT the February 3, 2017 Grand Bend and Area Joint Sewage Board meeting adjourn at 10.46 a.m.

Carried



Staff Report

To: Dan Best, Chief Administrative Officer

From: Sandy Becker, Financial Services Manager/Treasurer

Date: May 15, 2017

Report: FIN.17.11

Subject: Procurement of Goods and Services Policy Revision

Recommendation:

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: Procurement of Goods and Services Policy Revision;

And that South Huron Council approves the revised procurement of goods and services policy dated April 28, 2017;

And that South Huron Council authorizes the preparation of a bylaw to adopt the revised procurement of goods and services policy dated April 28, 2017.

Purpose:

The purpose of this staff report is to provide Council with an overview of the revisions made to the municipal procurement policy.

Background and Analysis:

The Municipal Act, 2001, Part VI, Section 270, as amended, requires municipalities to adopt and maintain a policy with respect to the

Procurement of Goods and Services Policy Revision

procurement of goods and services. The municipality adopted Procurement Policy on December 20, 2014 (By-law #69-2004). The policy has since been revised in 2009 (By-law #46-2009) and 2013 (By-law 32-2013) respectively.

As part of the 2016 review, staff have incorporated a significant number of changes to include;

- compliance with various legislation (CETA, AODA, DWQMS),
- stronger and improved clarity on controls
- corporate wide consistency and purchasing process efficiencies

Summary of changes

Purchasing Authority

- only staff who have been delegated in writing by the Department Head and has received written approval of the Treasurer and the CAO may make any purchases
- purchases between \$10,000 and \$25,000 will now require a purchase requisition form to be completed and signed off by the CAO and Treasurer prior to the purchase
- Single Source Purchases and Sole Source Purchases includes the requirement of the completion and approval of justification form (appendix F) prior to purchase
- Appendix D provides a chart on purchasing methods, values, purchasing authority, and approval requirements per method

Trade Agreements

- Section 7 is included to ensure compliance with trade agreements such as CETA

Drinking Water Quality Management Standard (DWQMS)

- Section 8 is included as part of the DWQMS

Advertising and Bid Solicitations

- Section 9 has been broadened to ensure that there is consistent method of advertising corporate wide and to identify the corporate website as the official location for bids

Methods of purchasing has been expanded to include;

Procurement of Goods and Services Policy Revision

- clause in regards to Province of Ontario's Broader Public Sector procurement directive
- Request for Expressions of Interest (section 12)
- Sole Source purchasing method (section 18)
- Special Circumstances method (section 19) – was referred to as Emergency purchases in previous bylaw. Definition provides more detailed description of what is applicable under this purchase.
- Negotiation method (section 20) – clause provides clarification when negotiation method may be used
- Finance Leasing (section 23 and Appendix C) – clause provides the municipality the option of entering into leasing where there are economic advantages to the corporation to do so. Appendix C provides the parameters for evaluating the use of this method, including reporting requirements

Dispute Resolution

- Section 30 outlines process to suppliers who believe they have been treated unfairly in a bid solicitation process

Access to Information

- Section 32 provides information on the disclosure of information received relevant to bid solicitations or awards

Conflict of Interest

- Section 35 outlines conflicts of interest for elected officials, employees and their families in purchasing, bids and acceptance of gifts.

Policy Review

- Section 37 included to define when policy must be reviewed at a minimum

Enquiries

- Section 38 defines where enquiries related to the policy should be directed

Appendix B

- Table to clearly define actions to be taken in regards to bid irregularities

Procurement of Goods and Services Policy Revision

Operational Considerations:

As this report is being presented for information purposes only, no alternatives are presented.

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 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:

Municipal Act, 2001, Part VI, Section 270
By-Law 32-2013–Policy to Govern the Purchasing of Goods and Services

Consultation:

The Senior Management Team was consulted on the revisions to the policy.

Attachments:

Draft Procurement of Goods & Services Policy

Procurement of Goods and Services Policy Revision

Respectfully submitted,

Sandy Becker

Financial Services Manager/Treasurer

I concur with this report.

Dan Best MPA, BA

Chief Administrative Officer



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON
Schedule "A" to By-Law # XX-2017

Procurement of Goods & Services Policy

Policy Number: XX-2017

Effective Date: XXXXX XX, 2017

Prepared: April 28, 2017

Department: Financial Services

Applies To: Council, All Staff

DRAFT

INDEX

POLICY STATEMENT	4
LEGISLATIVE AUTHORITY	5
DEFINITIONS.....	5
APPLICATION.....	9
ACCESSIBILITY REQUIREMENTS	10
RESPONSIBILITIES AND AUTHORITIES.....	11
REQUIREMENT FOR APPROVED FUNDS.....	12
TRADE AGREEMENTS	12
DRINKING WATER QUALITY MANAGEMENT STANDARD.....	13
ADVERTISING AND BID SOLICITATIONS	13
PURCHASING DOCUMENTATION.....	14
METHODS OF PURCHASING.....	14
REQUEST FOR EXPRESSIONS OF INTEREST	15
DIRECT PURCHASE	15
QUOTATIONS	16
REQUEST FOR TENDER (RFT).....	16
REQUEST FOR PROPOSAL (RFP)	17
SINGLE SOURCE PURCHASES.....	18
SOLE SOURCE PURCHASES.....	19
SPECIAL CIRCUMSTANCE PURCHASES	20
NEGOTIATION	20
FORMAL BID PROCESS	21
CO-OPERATIVE PURCHASING.....	21
FINANCE LEASING	22
REPORTING PROCEDURES.....	22
PRESCRIBED COUNCIL APPROVAL.....	22
DOCUMENT EXECUTION AUTHORITY	23
FINANCIAL SECURITIES AND INSURANCE.....	23
BID IRREGULARITIES.....	24
FORM OF CONTRACT	24
DISPUTE RESOLUTION.....	24

LOBBYING RESTRICTIONS.....	25
ACCESS TO INFORMATION.....	26
COMPLIANCE.....	26
ENVIRONMENTALLY SOUND ACQUISITIONS	27
CONFLICT OF INTEREST	27
SEVERABILITY	28
POLICY REVIEW	28
ENQUIRIES.....	28
APPENDIX “A”	29
APPENDIX “B”	31
“APPENDIX C”	34
“APPENDIX D”	37
“APPENDIX E”	38
“APPENDIX F”	39

POLICY STATEMENT

1. The purpose, goals and objectives of this Policy and of each of the methods of Purchasing authorized herein are:
 - (a) To encourage competitive bidding;
 - (b) To ensure objectivity and integrity in the Purchasing process;
 - (c) To ensure fairness between bidders;
 - (d) To maximize savings for taxpayers;
 - (e) To offer a variety of purchasing methods, and to use the most appropriate method depending on the particular circumstances of the acquisition;
 - (f) To the extent possible, to ensure openness, accountability and transparency while protecting the best interests of the Municipality and the taxpayers therein;
 - (g) To obtain the best value for the Municipality when procuring Goods and/or services;
 - (h) To avoid real and perceived conflicts between the interests of the Municipality and those of the Municipal employees and elected officials and to ensure compliance with the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended;
 - (i) To encourage the purchase of goods and/or services with the due regard to the preservation of the natural environment;
 - (j) to promote, and incorporate wherever possible in purchasing activities of the Municipality, the requirements of the Ontarians with Disabilities Act, 2001, S.O. 2001, c.32, as amended;
 - (k) To ensure legislative compliance
 - (l) To maintain timely and relevant policies and procedures

LEGISLATIVE AUTHORITY

- 1.1 The Municipal Act, 2001, S.O., c.25, as amended, states:
 Section 270 (1) Adoption of policies - *A Municipality shall adopt and maintain policies with respect to the following matters:*
 3. *Its procurement of goods and services*

DEFINITIONS

- 2 (a) in this policy:

"Accessibility" is a general term used to describe the degree of ease that something (e.g. device, service, and environment) can be used and enjoyed by persons with a disability. The term implies conscious planning, design and/or effort to ensure it is barrier-free to persons with a disability, and by extension, highly usable and practical for the general population as well;

"Accessible" is that which can be easily reached or obtained; a facility than can be easily entered; posing no obstacles to persons with a disability;

"Award" means authorization to proceed with the Purchase, sale or Disposal of goods and/or services from or to a chosen Supplier;

"Bid" means an offer or submission from a Supplier in response to a request, tender or proposal which is subject to acceptance or rejection;

"Bid Approval Report" means a completed and authorized Purchase Requisition Form, or Council report which authorizes the purchase of goods and/or services and is executed by the Purchasing Authorities as set out in Appendix "D";

"Bid Solicitation" means a formal request for Bids including an Informal Quotation, Request for Quotation, Request for Tender, Request for Proposal or Request for Expression of Interest;

"Budget" means the budget or portion of the budget approved by Council;

"Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Corporation of the Municipality of South Huron, their Designate or any successor position thereto;

"Clerk" means the Manager of Corporate Services/Clerk for the Corporation of the Municipality of South Huron;

"Compliant Bid" means a Bid that meets the terms and conditions;

"Conflict of Interest" means a situation where a personal, business or other interest of an elected or appointed official, officer or employee of the Corporation is, or can be reasonably be perceived to be, in conflict with the interests of the Corporation, and includes, but is not limited to:

- (i) The giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any person or business that offers Goods and/or services to the Corporation;
- (ii) a direct or indirect interest in any business that provides Goods and/or services to the Corporation;
- (iii) a conflict of interest as defined in the *Municipal Conflict of Interest Act*; or

"Construction" means a construction, reconstruction, demolition, repair or renovation of a building, structure or other engineering or architectural work and includes site preparation, excavation, drilling, soil or seismic investigation, the supply of products and materials and the supply of equipment and machinery incidental to the construction, and the installation and repair of fixtures of a building, structure or other engineering or architectural work;

"Contract" means a binding agreement between two or more parties that creates an obligation to provide or sell goods or perform services;

"Corporation" means The Corporation of the Municipality of South Huron;

"Council" means The Council of the Corporation of the Municipality of South Huron;

"Department" means any Department of the Corporation including any division within a Department;

"Department Head" means the individual accountable for the department and services assigned to each section thereof;

“Department Representative” means a position authorized by the CAO or Department Head for the purchase of goods and/or services up to the value of their prescribed authority;

“Designate” means a person authorized by the Department Head to act on their behalf, for purposes of this policy;

“Formal Bid Process” means the process for receipt of Tenders, as outlined in Section 20;

“Goods” means, in relation to procurement, moveable property (including the costs of installing, operating, maintain or manufacturing such moveable property), including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract;

“Informal Quotation” means a request for bids for which the value is below the defined formal bid process threshold;

“Lobbying” means the advocacy of an interest that is affected, actually or potentially by the bid solicitation process or individuals involved in the Bid Solicitation process including seeking to influence the outcome of the Bid Solicitation process or subsequent Award;

“Lowest Compliant Bid” means the Compliant Bid that would provide the Corporation with the desired goods and/or services at the lowest cost;

“Professional Services” means those services requiring the skills of professionals for a defined service required including but not limited to:

- (i) architects, engineers, economic development, designers, surveyors, geoscientists, project managers, consultants, auditors, accountants, medical professionals and legal counsel/advisors;
- (ii) firms or individuals having specialized competence in environmental, planning or similar disciplines; and,
- (iii) software, graphic design and web-design consultants and any other persons providing similar services;

“Purchase” means to acquire goods and/or services by purchase, rental, lease or trade, including construction;

"Quotation" means a binding statement of price, terms of sale and description of goods and/or services offered by a Supplier;

"Request for Expression of Interest" or "RFEI" means a public request made by the Municipality seeking responses from potential Suppliers for the purposes of compiling a list of Suppliers who may be interested in providing Goods and/or Services to the Corporation from time to time. Receipt of an expression of interest by the Municipality does not create any obligation between the potential Supplier and the Corporation, but may be a precondition to qualifying for subsequent Bid Solicitations issued by the Municipality;

"Request for Proposal" or "RFP" means a public request for proposals by the Corporation made in accordance with Section 15 of this policy, seeking proposals to supply goods and/or services which may or may not result in an Award by the Corporation;

"Request for Tender" or "RFT" means a public request for tenders by the Corporation made in accordance with Section 14 of this policy;

"Services" means intangible products that do not have a physical presence and includes Professional Services. No transfer of possession or ownership takes place when services are sold, and they: (1) cannot be stored or transported; (2) are instantly perishable; and (3) come into existence at the time they are bought and consumed;

"Single Sourcing" means the non-competitive procurement process to acquire goods and/or services from a specific supplier even though there may be more than one Supplier capable of delivery of the same goods and/or services;

"Sole Source" means there is only one source of the goods and/or services that meets the requirements of the Corporation;

"Special Circumstance" means:

- (i) an event that is exceptional or could not be foreseen and is likely to pose a threat to the health, safety or welfare of the public;
- (ii) an event that, unless immediately addressed, is likely to cause significant loss or damage to property;
- (iii) an event that has disrupted any essential service that needs to be re-established without delay; or
- (iv) an emergency as defined in the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.8, as amended, or any successor legislation thereto;

“Supplier” means any individual or organization offering goods and/or services including but not limited to contractors, consultants, vendors and service organizations;

“Tender” means a written detailed offer from a supplier to supply goods and/or services to the Corporation;

“Treasurer” means the Manager of Financial Services/Treasurer of the Corporation of the Municipality of South Huron.

(b) Appendices “A – F” attached hereto form part of this Policy.

APPLICATION

- 3 (a) The policies and procedures outlined in this Policy, including all of the purposes, goals and objectives of Section 1 hereof, shall be followed for the purchase of all goods and/or services by the Corporation or any of its officers, agents, employees, Boards and committees.
- (b) The Methods of Purchasing set out in Sections 11 to 23, and the Reporting Procedures set out in Section 24, shall not apply to the purchase of those goods and/or services outlined in Appendix “A”.
- (c) The above provision provides authority for the purchase of goods and/or services outlined in Appendix “A” as long as the funding is available in the Budget.
- (d) Any contracts necessary to complete the purchase of goods and/or services outlined in Appendix “A” shall be signed by the appropriate Document Execution Authority as set out in Appendix “D”, up to the prescribed limits provided that:
 - (i) The contract has been prepared in a form satisfactory to the Clerk;
 - (ii) Any financial securities and insurance required under the contract are satisfactory to the Clerk and/or Treasurer; and
 - (iii) Funding is available in the budget.

(e) In determining the lowest responsible bidder, the Department Head shall consider the following in addition to price;

- 1) The ability, capacity and skill of the bidder to provide the quality of goods or services required,
- 2) The ability of the bidder to fulfill the contract or provide the service promptly at the specified time
- 3) The character, reputation integrity, experience and efficiency of the bidder,
- 4) The quality and performance of previous contracts, goods or services undertaken by the bidder,
- 5) The sufficiency of the bidder's financial resources with respect to fulfilling the contract or providing the goods and services,
- 6) The quality, availability and adaptability of the goods or services for the use required.
- 7) The ability of the bidder to provide future maintenance and service, and
- 8) The number and scope of conditions attached to the bid.

ACCESSIBILITY REQUIREMENTS

4. Contracts for the acquisition of goods and services shall include the following elements:

- (i) that the Vendor shall comply with the accessibility standards under the Accessibility for Ontarians With Disabilities Act, 2005 (AODA);
- (ii) That the Vendor shall ensure that its employees are trained on providing accessible customer services. Any training or training resources must conform to the legislated requirements under the Act; and
- (iii) That the Vendor shall maintain records of the training, including dates when training was provided, the number of employees who received training and individual training records. Where requested by the Municipality, the person, business or organization shall provide written proof, as well as any documentation regarding training policies, practices and procedures, to the Municipality.

RESPONSIBILITIES AND AUTHORITIES

- 5 (a) The Treasurer shall have all the necessary authority to administer this policy and to carry out their related duties on behalf of the Corporation.
- (b) Department Heads are responsible for and shall have the authority to:
- (i) acquire goods and/or services;
 - (ii) ensure open, fair and impartial purchasing processes for goods and/or services;
 - (iii) Ensure compliance with this policy and advise the Treasurer when there has been non-compliance. The Treasurer shall take appropriate action to address and correct any non-compliance;
 - (iv) identify accessibility requirements which should be part of the procurement process;
 - (v) consider and have regard to accessibility issues as they may reasonably pertain to such acquisitions of goods and services and comply with the requirements of the municipality's accessibility obligations;
 - (vi) promote the standardization of good and/or services, where such standardization demonstrates and supports the purposes, goals and objectives of this policy;
 - (vii) ensure that all contract terms and conditions comply with the Bid Solicitation;
 - (viii) prepare and approve all specifications and terms of reference;
 - (ix) manage contracts to ensure goods and/or services are received by the Corporation and comply with contract terms and conditions;
 - (x) monitor all contract expenditures and ensuring that all financial limitations have been complied with and that all accounts are paid within the times set out in the contract;
 - (xi) Ensure that all goods and/or services purchased have been received and invoices coded in a timely fashion.
- (c) The Department Head, with the written approval of the Treasurer and CAO, may delegate to an employee or employees, all or part of the authority in Subsection 5(b) above, which authority may be limited to a particular type of goods and/or services.

(d) The Treasurer, between the last regular Council meeting in any year and the adoption of estimates for the next year, shall have the authority to pay the accounts of any ordinary business transactions of the Corporation that are required to maintain services. This shall include the payment of accounts or previously approved capital items and projects.

REQUIREMENT FOR APPROVED FUNDS

- 6 (a) the exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the budget.
- (b) Where goods and/or services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to the following:
- (i) The identification and availability of sufficient funds in appropriate accounts for the current year within the Budget;
 - (ii) the goods and/or services will continue to be required in subsequent years and, in the opinion of the Department Head, or designate, the required funding can reasonably be expected to be made available; and
 - (iii) The contract includes a provision that the supply of goods and/or services in subsequent years is subject to the approval by Council of the Budget estimates to meet the proposed expenditures.

TRADE AGREEMENTS

- 7 (a) Purchasing by the Municipality may be subject to the provisions of trade agreements.
- (b) Where an applicable trade agreement supersedes and is in conflict with this Policy, the trade agreement shall take precedence.
- (c) Department Head and/or Treasurer shall advise the appropriate Department Representative when a purchase may not conform to an applicable trade agreement as early as possible in the Bid Solicitation process.

DRINKING WATER QUALITY MANAGEMENT STANDARD

- 8 (a) Vendors of supplies and services associated with the municipal drinking water system, shall comply with the Ontario Drinking water Water Quality Standard (DWQMS) and the Municipality's DWQMS Operational Plan. The quality of supplies and services shall be confirmed through documentation of applicable accreditation, licences and certifications.
- (b) Vendors, where applicable, shall meet AWWA, ANSI, CSA or any other applicable industry standards. Supplies shall be verified against the order requisition when received. Suppliers of process chemicals shall be required to verify the quality of each product through documented certification of chemical analysis.
- (c) Vendors of "essential" supplies and services shall provide after-hours contact information which will be included in the Municipality's Water Distribution System Contingency Plan. This information shall be updated by Venders when contact information changes or at least annually.

ADVERTISING AND BID SOLICITATIONS

- 9 Bids shall be advertised where in the opinion of the CAO are most effective or where necessary to comply with all existing statutory regulations and in accordance with the Municipality's Notice Bylaw.
- (a) Purchases less than \$25,000 for Goods and/or services may be advertised:
- (i) on the website for the Corporation and/or a website authorized by the CAO for posting bid calls, from the date that the Bid Solicitation is issued up to and including the date on which the Bid Solicitation closes; and/or
 - (ii) One time, at least seven (7) calendar days before Bid Solicitation closes, in a local newspaper that has circulation within the majority area of the geographic municipal boundaries
- (b) Purchases exceeding \$25,000 for goods and/or services shall, as a minimum, be advertised:

- (i) on the website for the Corporation and/or a website authorized by the CAO for posting bid calls, from the date that the Bid Solicitation is issued up to and including the date on which the Bid Solicitation closes; and/or
- (ii) One time, at least seven (7) calendar days before the Bid Solicitation closes, in a local newspaper that has circulation within the majority area of the geographic municipal boundaries.
- (c) The Corporations website is the official location for bid process documentation and results.

PURCHASING DOCUMENTATION

- 10 (a) the use of Standard Bid documents shall be approved by the CAO and Treasurer prior to being released.
- (b) A Bid Solicitation may specify a product or brand name to ensure consistency, to minimize risk to the Municipality, or for other valid purposes.
- (c) All changes to standard Bid Solicitations and Contracts may be reviewed by legal counsel as determined by the CAO.
- (d) Before issuance, all Bid Solicitations shall be reviewed by the respective Department Head and the Treasurer and CAO where applicable.

METHODS OF PURCHASING

- 11 (a) Any person purchasing goods and/or services on behalf of the Municipality shall do so using one of the following methods of purchasing set out in Sections 11 to 23 ("Methods of Purchasing"). The methods may be utilized individually or in combination with one another, as may be appropriate in the circumstances.
- (b) Any person purchasing goods and/or services on behalf of the Municipality is exempt from using one of the following methods of purchasing set out in Sections 11 to 23 ("Methods of Purchasing") if the purchase is with a Vendor of Record ("VOR"). The Ontario Government, through the Ministry of Government and Consumer Services which are accessible to public sector entities in Ontario. Through the VOR program,

the Ontario Government has undertaken the competitive process on behalf of public sector entities. VOR purchases shall still be subject to the responsibilities for the purchasing of goods and/or services and oversight up to the value of their prescribed authority and any contracts necessary to complete the purchase of goods and/or services shall be signed by the appropriate Document Execution Authority as set out in Appendix "D", up to the prescribed limits.

REQUEST FOR EXPRESSIONS OF INTEREST

- 12 Department Heads may conduct a Request for Expression of Interest (RFEOI) for the purpose of determining the availability of Suppliers and for the purpose of compiling a list of Suppliers and may be used as a specific pre-condition of any method of Purchasing utilized by the Municipality. The receipt of an expression of interest by the Municipality does not create any obligation between the potential Supplier and the Municipality

DIRECT PURCHASE (Low Value Purchases) (UP TO \$10,000 excluding taxes)

- 13 (a) Department Representatives are authorized to procure goods and/or services up to a total value of \$10,000, excluding taxes. All purchases must be approved by the Department Head. Only purchases that can be demonstrated to have been made at Fair Market Value shall be made. Department Representatives may procure goods and/or services through the following means:
 - (i) Direct invoice from the supplier approved and signed by the Department Head;
 - (ii) Petty cash from the department petty cash holder and approved by the Department Head.
- (b) Although low value purchases do not require an RFQ, RFP or RFT, obtaining competitive quotes is considered a good business practice and should be obtained where practicable.
- (c) Where the purchase is related to providing services, WSIB coverage must be verified prior to the commencement of the work.

QUOTATIONS

(PURCHASES GREATER THAN \$10,000 and NOT EXCEEDING \$25,000 excluding taxes)

- 14 (a) For purchases with a total value greater than \$10,000 and not exceeding \$25,000, excluding taxes, an Informal Quotation method shall be utilized. If possible, at least three (3) written Quotations shall be solicited, analyzed and the results tabulated by the Department Head and/or designate. All suppliers shall receive the same informal quotation written information. Quotations received shall be evaluated on price and the criteria outlined in the quotation request to determine the preferred Supplier.
- (b) The Purchase Requisition form - Appendix "E" shall be prepared for signature and approval by the Department Head, Treasurer and CAO prior to the purchase.
- (c) Where the purchase is related to providing services, WSIB Coverage must be verified prior to the commencement.
- (d) Any contracts necessary to complete the purchase of goods and/or services shall be signed by the appropriate Document Execution Authority as set out in Appendix "D", up to the prescribed limits.

REQUEST FOR TENDER (RFT)

(PURCHASES GREATER THAN \$25,000 excluding taxes)

- 15 (a) for purchases with a total value greater than \$25,000, excluding taxes, a Request for Tender shall be issued, provided that all of the following conditions apply:
- (i) Two (2) or more sources are considered capable of supplying the goods and/or services;
 - (ii) The goods and/or services are adequately defined to permit the evaluation of tenders against clearly defined criteria; and
 - (iii) It is intended that the lowest compliant bid will be accepted.

- (b) The Department Head shall create the relevant information such as

specifications, provisions, plans and supplemental general conditions for the purchase.

(c) All RFT's shall be conducted in accordance with Section 21.

(d) All RFT's shall be advertised in accordance with Section 9.

(e) Any Bid irregularities shall be dealt with in accordance with Appendix "B".

(f) The Bid Approval Report shall be prepared in accordance with Section 24.

(g) All purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

REQUEST FOR PROPOSAL (RFP)

(PURCHASES GREATER THAN \$10,000 excluding taxes)

16 (a) A Request for Proposal (RFP) shall be issued where the Method of Purchasing meets one or more of the following criteria:

(i) The purchase is required as a result of a particular problem, requirement or objective;

(ii) The selection of the supplier depends more upon the effectiveness of the proposed solution, rather than the price alone;

(iii) The precise goods and/or services, or the specifications therefore, are not known or are not definable and it is expected that suppliers will further define them.

(b) The Department Head shall provide the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.

(c) An RFP may be reviewed by Council before it is issued where, at the discretion of the CAO, the goods and/or services to be acquired meet one or more of the following criteria:

(i) Significant value (i.e. exceeding the CAO's execution authority)

- (ii) Significant public importance;
 - (iii) Significant complexity or specialization;
 - (iv) There are no bids in response to a Bid Solicitation;
- (d) RFP's may require suppliers to submit a Bid in firmly sealed separate envelopes which shall contain technical, financial and other information as prescribed in the Bid Solicitation.
- (e) All RFP's will be evaluated based on the evaluation criteria outlined in the Bid Solicitation by Department Heads and CAO where applicable.
- (f) RFP's may be issued by invitation, where in the opinion of the CAO there is an economical advantage to do so or advertised in accordance with Section 9 of this policy.
- (g) Any Bid irregularities shall be dealt with in accordance with Appendix "B"
- (h) The Bid Approval Report shall be prepared in accordance with Section 24.
- (i) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

SINGLE SOURCE PURCHASES

- 17 Single Source procurement may be conducted if the goods and/or services are available from more than one source, however there are valid and sufficient reasons for selecting one supplier in particular.
- (a) Bid solicitations are not required for Single Source Purchases, provided any of the following conditions apply:
- (i) Only one known supplier who can meet the technical specifications or has the required expertise/experience to provide the goods and/or service;
 - (ii) Same or existing equipment is in use and will utilize same spare parts inventory OR continuation of previous service;

- (iii) To provide flexibility with existing or like equipment, material and/or supplies;
 - (iv) Due to tight market conditions, only one supplier can provide the goods and/or service by the required on-site date;
 - (v) An unforeseeable situation of urgency exists and the goods and/or services cannot be obtained in time by means of open procurement procedures;
 - (vi) The Municipality has a rental contract with a purchase option and such purchase option is beneficial to the Municipality;
 - (vii) There are no bids in response to a Bid Solicitation;
 - (viii) It is advantageous to the municipality to acquire the goods and/or services from a supplier pursuant to the procurement process conducted by another public body;
- (b) The Sole-Single Source Justification Form shall be completed in its entirety and authorized by the CAO and Council prior to this method of procurement being used.
- (c) The Bid Approval Report shall be prepared in accordance with Section 24.
- (d) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

SOLE SOURCE PURCHASES

- 18 The procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of:
- (i) Statutory or market based monopoly;
 - (ii) Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, licence, technical secrets or controls of raw material;
or

- (iii) The complete item, service, or system is unique to one supplier and no alternative or substitute exists;
- (a) The Sole-Single Source Justification Form shall be completed in its entirety and authorized by the CAO and Council prior to this method of procurement being used.
- (b) The Bid Approval Report shall be prepared in accordance with Section 24.
- (c) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

SPECIAL CIRCUMSTANCE PURCHASES

- 19 (a) Purchases that are required to respond to Special Circumstances as defined in Section 2 of this policy, shall be authorized in accordance with Appendix "D". All such purchases are exempt from the processes outlined under the Methods of Purchasing, but such processes may be followed where practical to do so, and in all instances must be reported to the CAO.
- (b) Contracts required to effect Special Circumstance purchases shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".
- (c) Purchases under special circumstances shall be reported to Council identifying the event or emergency which resulted in the purchase and the proposed source of funding.

NEGOTIATION

- 20 (a) notwithstanding that Negotiation may be a component of another procurement process; Negotiation may be used for Purchases of Goods and/or services when any of the following criteria apply:
 - (i) A Sole Source is being recommended;
 - (ii) two (2) or more identical Bids are received;

- (iii) The lowest compliant bid received meeting all mandatory specifications exceeds the Budget amount;
 - (iv) The extension of an existing Contract would be more effective;
 - (v) Only one (1) Bid is received in response to a Bid Solicitation;
 - (vi) There is Council authorization to do so.
- (b) The Bid Approval Report shall be prepared in accordance with Section 24.
- (c) All purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

FORMAL BID PROCESS

- 21 (a) All Bids (with the exception of submissions in response to Direct Purchase and Informal Quotations) shall be received by the Department Head, in accordance with the instructions in the Bid Solicitation, and opened in public at the time and place stated in the Bid Solicitation.
- (b) Bids received shall be opened in the presence of the Department Head or designate, the Treasurer or designate and an Elected Official and the Suppliers named and the Bid amount(s) shall be read aloud and recorded unless the contents of a Bid envelope require validation in which case, the Bid will be reserved. If the reserved Bid is determined to be valid, a continuation of the Bid opening will be scheduled and the results of the Bid opening will be posted.
- (c) When only one (1) bid is received, only the Supplier's name shall be read aloud. The Bid amount shall not be read aloud.
- (d) Bid Irregularities shall be administered in accordance with Appendix "B".

CO-OPERATIVE PURCHASING

- 22 Each Department Head, in consultation with the CAO, is authorized to participate with other local governments, or their agencies, on co-

operative purchasing ventures or joint contracts, on the basis of the most acceptable overall tender, in keeping with the provisions of this policy.

The CAO may enter into arrangements with other local government bodies or their agencies on a co-operative or joint basis for purchases of goods and/or services where there are economic or other advantages in so doing and such purchases comply with this Policy.

FINANCE LEASING

- 23 General policies governing purchase of the goods and services shall also apply to lease and rental agreements.

Following the completion of the Request for Tender process, the respective Department Head shall follow the steps as defined in the Lease Financing Policy, attached to this policy as Appendix "C".

REPORTING PROCEDURES

- 24 Prior to any Award, a Bid Approval Report shall be prepared by the Department Head, signed and authorized in accordance with the Purchasing Authorities set out in Appendix "D".

PRESCRIBED COUNCIL APPROVAL

- 25 (a) notwithstanding any other provision of this Policy, the following Awards require Council approval:
- (i) The recommended Award exceeds the amount budgeted for the purchase;
 - (ii) The Authority to Award has not been expressly delegated to staff of the Municipality
 - (iii) The recommended Award is not the Lowest Compliant Bid.
- (b) Council may, by resolution, waive the provisions of this policy if it is in the best interest of the Corporation to do so.

DOCUMENT EXECUTION AUTHORITY

- 26 Employees or officers of the Municipality identified in Appendix "D" (Document Execution Authority) shall have the authority to execute Contracts and all other documents necessary to affect the Award of purchase of goods and/or services, up to the prescribed limits, provided that the documents have been prepared in a form satisfactory to the Clerk and that the award or purchase complies with this policy.

FINANCIAL SECURITIES AND INSURANCE

- 27 (a) The CAO or Department Head may require that a bid be accompanied by a Bid Deposit or other similar security to guarantee that the successful supplier enters into a contract with the Municipality.
- (b) In addition to the security referred to in Subsection 27(a), the successful supplier may also be required to provide:
- (i) A 100% Performance Bond to guarantee the performance of the Contract; and/or
 - (ii) A 100% Labour and Materials Payment Bond to guarantee the payment for labour and materials to be supplied in connection with a Contract
 - (iii) An irrevocable letter of credit or such further security as may be deemed appropriate in the circumstances
- (c) Prior to the commencement of work, the supplier shall provide to the Municipality, proof of insurance in accordance with the Bid Solicitation.
- (d) Failure to comply with all terms and conditions of a Bid Solicitation, including failure to provide proof of insurance as required, shall be just cause for cancellation of the award.
- (e) Prior to the Municipality issuing payment to a supplier, the supplier shall provide a Certificate of Clearance from the Workplace Safety and Insurance Board, if applicable, confirming all premiums or levies have been paid to the Board to date.

BID IRREGULARITIES

- 28 The process for administering irregularities contained in Bids pertaining to all Bid Solicitations shall be executed in accordance with Appendix "B".

FORM OF CONTRACT

- 29 (a) an award may require a formal written agreement.
- (b) An email award may be used when the resulting Contract is straightforward and will refer to the Municipality's standard terms and conditions outlined in the Bid Solicitation.
- (c) A formal written agreement satisfactory to the Clerk shall be used when the resulting Contract is complex.
- (d) It shall be the responsibility of the Department Head in consultation with the Clerk to determine if it is in the best interest of the Municipality to establish a formal written agreement with the Supplier.

DISPUTE RESOLUTION

- 30 (a) The Municipality encourages competitive bidding and an open, accountable and transparent process for the purchase of goods and/or services.
- (b) To maintain the integrity of the Bid Solicitation process, suppliers who believe they have been treated unfairly in a Bid Solicitation process may submit a substantive objection to the CAO providing sufficient detail regarding their complaint within:
- (i) seven (7) days from the conclusion of the Bid opening process for Request for Quotations or Request for Tenders; or
 - (ii) seven (7) days from the Supplier being notified of the results of a Request for Proposals.
- (c) The CAO will arrange a debriefing with the supplier to explain the Bid Solicitation process that led to the selection of the successful supplier.
- (d) The CAO will investigate the complaint and will make a recommendation to Council.

- (e) Should a supplier continue to have concerns respecting the award and the decision, the supplier may then request, in writing to the CAO, a mediator, to assist in resolving any outstanding issues between the supplier and the Municipality.
- (f) The recommended mediator will be approved by both the supplier and the Municipality.
- (g) The mediator shall make their best efforts to assist the parties to reach a mutually acceptable solution.
- (h) Costs for the mediator shall be equally shared by the supplier and the Municipality.
- (i) Any resolution reached through the mediation process shall remain confidential if requested by either of the parties.

LOBBYING RESTRICTIONS

- 31 (a) Suppliers, their staff members, or anyone involved in preparing a bid, shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the Bid Solicitation process or subsequent award. This restriction extends to all of the Municipality's staff and anyone involved in preparing a Bid Solicitation or participating in a bid evaluation process, and members of Council.
- (b) The Municipality may reject any bid by a supplier that engages in such lobbying, without further consideration, and may terminate that supplier's right to continue in the Bid Solicitation process.
- (c) During a Bid Solicitation process, all communications shall be made through the individual identified on the RFP, RFQ or RFT as the main contact for that particular purchase. No supplier or person acting on behalf of a supplier or group of suppliers, shall contact any elected official, consultant or any employee of the Municipality to attempt to seek information or to influence the award.
- (d) Elected officials shall refer any inquiries about a Bid Solicitation process to the CAO.

ACCESS TO INFORMATION

- 32 (a) The disclosure of information received relevant to Bid Solicitations or Awards shall be made by the appropriate officers in accordance with the provisions of all relevant privacy legislation including primarily the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.
- (b) All suppliers who contract with the Municipality shall adhere to or exceed the standards set in the Municipal Freedom of Information and Protection of Privacy Act or the Personal Health Information Protection Act, 2004, S.O. 2004, c.3, Sched. A, or other relevant Ontario or Federal privacy legislation or common law as may be passed or amended from time to time, as if they were agents of the Municipality as it relates to the confidential and secure treatment, including collection, use, disclosure or retention, of personal (health) information, other confidential information of the Municipality, and all records thereof which they come into contact with in the course of performing services or providing goods to the Municipality.

COMPLIANCE

- 33 (a) All persons involved in the purchase of goods and/or services provided for in this policy, shall act in a manner consistent with the requirements and objectives of this policy.
- (b) Purchases may not be divided into two (2) or more parts to avoid the requirements of this policy.
- (c) Any goods and/or services that are obtained in contravention of this policy will be subject to investigation by the Municipality, following which the Municipality will take the necessary corrective action.
- (d) Any employee of the Municipality who knowingly contravenes this policy is committing a serious act of misconduct and may be held personally liable for the full value of the purchase as well as disciplinary action up to and including termination.

ENVIRONMENTALLY SOUND ACQUISITIONS

- 34 Departments will endeavour to include specifications in Bid Solicitations that provide for energy efficient products, reusable products and products that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the product or service. It is recognized that cost analysis is required in order to ensure that the products are competitively priced.

CONFLICT OF INTEREST

- 35 (a) Personal purchases shall not be made for any elected or appointed officials, members of a board or committee, or for any municipal employee or their families.

(b) Every elected official, appointed officer, employee of the Municipality or a member of their family is expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any purchase order, contract is, or might be awarded, any rebate, gift or money, except:

(i) Gifts of a very small intrinsic value; or

(ii) Moderate hospitality during the normal course of business that would not significantly exceed what the Municipality, through the employee's expenses account, would likely provide in return and would not be perceived by others as influencing the making of a business decision.

(c) All elected officials, officers or employees of the Municipality shall declare any Conflicts of Interest to the CAO and shall have no involvement in a Bid Solicitation process where a real or perceived Conflict of Interest has been found or deemed to exist, including, but not limited to:

(i) Requesting the goods and/or services, setting the parameters of the purchase, evaluating bids or recommending, deciding or making awards;

(ii) Direct contact with those making the purchasing decisions and the user department.

(d) Suppliers shall not be allowed to submit a bid for any Bid Solicitation in which the supplier has participated in the preparation of the Bid Solicitation, and any such bid submitted shall be disqualified.

SEVERABILITY

- 36 If any section or sections of this policy or parts thereof are found by an adjudicator or court of competent jurisdiction to be invalid or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of the policy shall be deemed to be separate and independent there from and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

POLICY REVIEW

- 37 The Treasurer shall review the effectiveness of this policy at least every five (5) years and report to Council as necessary.

ENQUIRIES

- 38 Treasurer
Municipality of South Huron
322 Main St S
Exeter, Ontario N0M 1S6
Telephone: 519-235-0310 Ext 229
s.becker@southhuron.ca

**APPENDIX "A" to Procurement Policy
CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**

Goods and Services **exempt** from provisions of the Procurement Policy. These purchases shall be made in accordance with Section 3 of this policy.

Training and Education

- (a) Conferences, conventions, courses and seminars
- (b) Memberships
- (c) Magazines, subscriptions, books, periodicals
- (d) Staff development

Reimbursable Expenses

- (a) Meal allowances
- (b) Travel and Hotel Accommodations
- (c) Mileage
- (d) Parking expenses
- (e) Miscellaneous – non travel expenses

General Expenses

- (a) Payroll deduction remittances
- (b) Payment for employment
- (c) Medical
- (d) Licenses (vehicles, elevators, radios, etc.)
- (e) Debenture and loan payments
- (f) Insurance Premiums
- (g) Grants/donations to agencies
- (h) Petty cash replenishment
- (i) Damage claims
- (j) Legal and insurance settlements
- (k) Legal fees and other professional services related to a legal matter
- (l) Tax remittances
- (m) Postage

Utilities

- (a) Water and sewer charges
- (b) Hydro charges
- (c) Internet connectivity charges
- (d) Cable television charges
- (e) Natural or propane gas
- (f) Telephone/communication

Professional and Special Services

- (a) Committee fees
- (b) Advertising
- (c) Honorariums

- (d) Ongoing maintenance & software licensing agreements for equipment such as computer hardware and software, telecommunications equipment and elevators
- (e) Payments that are subject to Cost Sharing Agreements
- (f) Goods and/or services authorized under an agreement

All purchases of goods and/or services specifically authorized by resolution which waives the purchasing policy.

DRAFT

APPENDIX "B" to Procurement Policy

ACTIONS FOR IRREGULARITIES CONTAINED IN BIDS

IRREGULARITY		ACTION
	General	
1	Late bids	Automatic rejection. Return unopened to the bidder after date stamping, initial and witnessed.
2	Unsealed Envelopes	Automatic rejection.
3	Failure to attend mandatory site visit (if required)	Automatic rejection.
4	Any Company, or principal of a Company, who has an outstanding claim or commenced legal action against the Municipality.	Automatic rejection.
	Bid Document – Execution	
5	Bids completed in erasable medium	Automatic rejection.
6	Signature of representative authorized to bind the Supplier missing or incomplete on the prescribed form which is to be submitted in response to a Bid Solicitation.	Automatic rejection
7	Electronic signature of representative or absence of corporate seal authorized to bind the Supplier shown on the prescribed form which is to be submitted in response to a Bid Solicitation.	Two (2) working days* to obtain original signature, otherwise automatic rejection.
8	Form of Proposal missing or incomplete.	Two (2) working days* to correct to the satisfaction of the Department Head, otherwise automatic rejection.
9	Form of Quotation or Tender missing or incomplete.	Automatic rejection.
10	Signature of witness, if required, missing or incomplete.	Two (2) working days* to correct, otherwise automatic rejection.
11	Date of Bid missing or incomplete	Two (2) working days* to correct, otherwise automatic rejection or, if stated in the Bid Solicitation, automatic rejection.
	Insufficient Financial Security	

12	No Bid deposit, uncertified cheque, or financial security not an original (e.g. A photocopy or facsimile of a financial security)	Automatic rejection.
13	Amount of financial security is insufficient	Automatic rejection.
14	Amount of security is expressed as a percentage of the total bid sum.	Automatic rejection, unless in the opinion of the Department Head the insufficiency in the financial security is trivial or insignificant.
15	Amount of security is expressed only as a dollar figure.	Automatic rejection.
16	Name of signature of Supplier is missing or incomplete	Automatic rejection.
17	Seal of Supplier is missing or incomplete.	Two (2) working days* to obtain missing or incomplete items, otherwise automatic rejection
18	Name, signature, or seal of bonding company is missing or incomplete.	Automatic rejection.
19	Failure to provide a letter of agreement to bond (if required).	Automatic rejection.
	Other	
20	Incomplete illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting or strike outs (not initialed).	Two (2) working days* to correct to the satisfaction of the Department Head, otherwise automatic rejection.
21	Document, in which all necessary Addenda have not been acknowledged.	Two (2) working days* to confirm Bid to the satisfaction of the Department Head, if stated in the Bid Solicitation, automatic rejection.
22	Bid received on documents other than those provided in the Bid Solicitation.	Automatic rejection, unless allowed for in the Bid Solicitation.
23	Failure to insert the bidder's business name in the space provided in the Bid Solicitation form.	Automatic rejection, unless in the opinion of the Department Head, the incomplete nature is trivial or insignificant.
24	Mathematical errors	Two (2) working days* to initial the corrections as made by the Corporation. Unless otherwise stated in the Bid, the unit price shall prevail and the total Bid price shall be adjusted accordingly. The Corporation reserves the right to waive initialing and accept Bid as corrected.
25	Qualified Bids (Bids qualified or	Automatic rejection.

	restricted by an attached statement).	
26	Bids containing minor obvious clerical errors.	Two (2) working days* to confirm Bid to the satisfaction of the Department Head.
27	Any other irregularities.	CAO or designate shall have the authority to waive other irregularities or grant two (2) working days * to initial such other irregularities considered to be minor.
28	Alternate items bid in whole or in part.	Available for further consideration only if the request document invites alternative goods.

*Where "working day" is specified, this is from the hour the Bidder is notified by Corporation staff of the irregularity.

"APPENDIX C" TO PROCUREMENT POLICY

Lease Financing Policy

Introduction

In certain circumstances, it may be economically advisable for the Municipality to enter into a financing lease to acquire the rights to use capital property and equipment rather than an outright purchase. This policy establishes the procedures regarding the evaluation of potential financing lease agreements and the requirements for reporting the results of those procedures to Municipal Council as required under the Municipal Act, 2001, as amended, and Ontario Regulation 653/05, as amended.

Statement of Policy and Goals

In accordance with the Municipality's procurement policy, a procurement decision must always ensure that the prices paid for goods and services make optimum use of Municipality resources. When staff considers the option of a financing lease agreement, their evaluation of the option must ensure that this goal is achieved.

Adherence to the policies and procedures herein will result in a report presented to Municipal Council which clearly gives an opinion as follows;

- a) Whether or not the costs of the financing lease agreement are lower than other methods of financing available to the Municipality and
- b) Whether the risks associated with the financing lease are reasonable.

Definitions

Financing lease means a lease allowing for the provision of municipal capital facilities if the lease may or will require payment by the municipality beyond the term for which the municipal council was elected. Financing leases include both material leases and non-material leases.

Material lease means a financing lease which would result in a material impact for the municipality, which is hereinafter defined as an individual financing lease with annual payments in excess of \$10,000.

Non-material lease means a financing lease which would not result in a material impact or a combined impact for the municipality.

Material impact means costs or risks that significantly affect, or would reasonably be expected to have a significant effect on, the debt and financial obligation limit prescribed under regulations.

Combined material impact means the costs or risks of a proposed non-material lease which, when combined with all other non-material leases entered into or proposed to be entered into in a particular year by the municipality, would result in a material impact.

Municipal Capital facilities include land, works, equipment, machinery and related systems and infrastructures.

Payment Schedule

A financing lease agreement must include a schedule of all fixed amount of payment, if any, required under the lease and that may be required under any possible extensions or renewals of the lease.

Treasurer's Report

Before entering into a material lease, the Treasurer shall prepare a report to Council with recommendations, assessing, in the opinion of the Treasurer, the costs and financial and other risks associated with the proposed financing lease, including;

- A comparison between the fixed and estimated costs and the risks associated with the proposed lease and those associated with other methods of financing,
- A statement summarizing, as may be applicable, the effective rate or rates of financing for the lease, the ability for the lease payment amounts to vary, and the methods or calculations, including possible financing rate changes, that may be used to establish that variance under the lease,
- A statement summarizing any contingent payment obligations under the lease that in the opinion of the Treasurer would result in a material impact for the municipality, including lease termination provisions, equipment loss, equipment replacement options and guarantees and indemnities,
- A summary of the assumptions applicable to any possible variations in the lease payment and contingent payment obligations, and
- Any other matters the Treasurer or Council considers advisable including whether the scope of the financing lease warrants obtaining independent financial advice.

Legal Advice

The report may include legal advice on the provisions of the proposed financing lease agreement.

Change in Circumstances

At any time after a report regarding a potential financing lease agreement has been made, but before the agreement is entered into, if the Treasurer becomes of the opinion that a changed circumstance with respect to the proposed lease may result in a material impact for the municipality, the Treasurer shall as soon as is reasonably possible update the report and present the updated report to Council.

Annual Reporting

In accordance with Ontario Regulation 266/02, as amended, the Treasurer shall prepare an annual report and present to Council if the municipality has any financing leases subsisting in the fiscal year.

Exemptions – Non-material leases

A financing lease may be entered into without complying with this policy if the financing lease is deemed by the Treasurer not to materially impact the Municipality's debt and financial obligation repayment limit. The definition of material impact to be considered by the Treasurer in making this determination is included in the definitions section of this policy.

"APPENDIX D" to Procurement Policy**Execution Authority**

Purchasing Method	Value	Purchasing Authority*	Approval Required				Document Execution
			Dept. Head	Treasurer	CAO	Council	
Direct Purchase	up to \$10,000	Department Representative	Yes	No	No	No	Department Head
Quotation	\$10,001 - \$25,000	Department Head	Yes	Yes	Yes	No	Department Head and CAO, or Mayor and Clerk where applicable
Request for Proposal	> \$10,000	Department Head	Yes	Yes	Yes	Yes	Department Head, CAO or Mayor and Clerk where applicable
Request for Tender	> \$25,000	Department Head	Yes	Yes	Yes	Yes	Mayor and Clerk
Single Source & Sole Source Purchases	> \$10,000	Department Head	Yes	Yes	Yes	Yes	CAO or Mayor and Clerk where applicable
Negotiation	> \$10,000	Department Head	Yes	No	Yes	Yes	CAO or Mayor and Clerk where applicable
Special Circumstances	> \$10,000 - \$50,000	Department Head	Yes	No	Yes	No	CAO
Special Circumstances	> \$50,000	CAO	Yes	No	Yes	No	CAO

*"Purchasing Authority" means those positions listed, and includes any position which is higher in the Corporation's reporting structure.



Municipality of South Huron "APPENDIX E" TO PROCUREMENT POLICY

Purchase Requisition Form

This document must be completed and approved by the Department Manager, Treasurer and CAO prior to the purchase being made and may be used as supporting documentation in the case of a competitive dispute. All supporting documentation such as the information provided to the supplier and quotes received are to be attached to this form. This form and all supporting documentation will be maintained with the invoice documentation in Finance.

Detailed Description of Goods and / or Services (Attach document provided to supplier)

Organizations Invited to Submit Quotations

(Benefit may be gained by obtaining more than the minimum three quotations) – Include Company, Representative contact Method – attached additional pages as necessary

Have 3 quotations been obtained? ☐ Yes ☐ No

Reason(s) for not obtaining three quotation:

Is quotation accepted the lowest price? ☐ Yes ☐ No

Reasons for accepting quotation which is not the lowest price:

WSIB coverage has been confirmed (for services) ☐ Yes ☐ No

I, the approving officer, declare that I have no direct or indirect interest with the individual or organization that is being approved to provide the goods and/or services.

Date: _____ Department Head: _____

Date: _____ Treasurer: _____

Date: _____ CAO: _____



Municipality of South Huron

"APPENDIX F" TO PROCUREMENT POLICY

Sole – Single Source Purchasing -Justification Form

This document must be completed and approved by the appropriate document execution authority as set out in Appendix "D". A full report to Council must be completed and approved by Council prior to this method of procurement being used.

Department and Supplier Information

Department _____

Proposed Supplier: _____

Description of Product/Service: _____

Sole/Single Source Rationale –Check the appropriate box(es) to support the sole/single source purchase.

☐ Technical – only one known supplier who can meet the technical specifications or has the required expertise/experience to provide the goods and/or service. **Provide supporting evidence.**

☐ Standardization – Same as existing equipment and will utilize same spare parts inventory OR continuation of previous service. **Provide background on previous service or process used to set standard.** If a competitive bid process was utilized, please provide details.

☐ Interchangeability/compatibility – To provide flexibility with existing or like equipment, material and/or supplies. **Provide supporting evidence.**

☐ Market – due to tight market conditions, only one supplier can provide the goods and/or service by the required on-site date. **Provide background information.**

- ☐ Emergency – A critical situation has occurred. (A planning deficiency is not an acceptable reason.) **Provide background information.**
- ☐ Other (Be specific). (i.e. – application of an act or legislation or existing patents rights; rental contract with a purchase option and such purchase option is beneficial to the Municipality). **Provide detailed supporting evidence.**

Date: _____ Department Head*: _____

**I certify that to the best of my knowledge the following reasons, explanations and documentation justify that this requisition is a sole/single source purchase.*

Approval

Date: _____ Treasurer: _____

Date: _____ CAO: _____

Recommendation was approved by Council Resolution # _____ at a coun



Staff Report

To: Dan Best, Chief Administrative Officer

From: Sandy Becker, Financial Services Manager/Treasurer

Date: May 15, 2017

Report: FIN.17.12

Subject: 2017 Capital Projects Status Report

Recommendation:

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: 2017 Capital Projects Status Report completed as of April 30, 2017 for information only.

Purpose:

The purpose of this staff report is to provide Council with a summary of the status of the 2017 capital projects.

Background and Analysis:

Each department manager has provided a status update for each of their respective approved capital project. Due to the seasonality of many of the capital projects most are in the planning or tendering phase with construction to start in late spring/summer.

Operational Considerations:

As this report is being presented for information purposes only, no alternatives are presented.

2017 Capital Projects Status Report**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. Administrative Efficiency and Fiscal Responsibility
2. Transparent, Accountable and Collaborative Governance

The monthly capital project status report keeps Council and the public informed on the actual costs, budget project status, and explanations for delays or expected commencement for each project in the capital budget.

The report assists Council in keeping track of its approved priorities and expected delivery times for projects. It also serves to keep staff accountable for the budget priorities that they requested and are granted.

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:

By-law No. 20-2017 – By-Law to adopt 2017 Budget
Budget Development and Financial Reporting Policy and
Procedure

Consultation:

The following department managers provided an update on each of their respective projects;

Andrew Baird, Emergency Services Manager/Fire Chief
Jo-Anne Fields, Community Services Manager
Jason Parr, Transportation Services Manager

2017 Capital Projects Status Report

Don Giberson, Environmental Services Director

Attachments:

Appendix A- 2017 Capital Projects Status Report

Respectfully submitted,

Sandy Becker

Financial Services Manager/Treasurer

I concur with this report.

Dan Best MPA,BA

Chief Administrative Officer

Appendix "A"

Appendix A - Capital Project Status as of April 30, 2017

YTD Actuals and Budgeted figures are expressed in dollars (\$)

Job ID	Job Description	April 30, 2017 YTD	Budget	% of Completion ¹	Management Notes/ Comments
Emergency Services Capital Projects					
2017-F-01	Personal Protection Equipment	-	19,240	25%	6 sets of gear ordered
2017-F-03	Air Bag Lift System - Exeter	7,792	9,000	100%	Complete
		7,792	28,240		
Transportation Services Capital Projects					
20-3035	John St – Main to Albert	-	19,515	2%	Top coat as per Kurtis Smith Contract
20-3043	James St – Main to Edward	2,685	324,575	2%	Contract Awarded to Hanna & Hamilton
20-3048	Replace #11 1991 Ford Single Axle Plow	2,515	73,682	90%	Delivery late May 2017
20-3054	Simcoe St – Andrew to Main	44	160,750	25%	Contract Awarded to Lavis Construction
20-3055	William St – Anne to Huron	44	143,655	2%	Contract Awarded to Lavis Construction
20-3056	George St – Main to Orchard	1,246	215,705	2%	Contract Awarded to Lavis Construction

¹ Note: Any blanks in this column represent 0% complete.

2017 Capital Projects Status Report

Job ID	Job Description	April 30, 2017 YTD	Budget	% of Completion ₁	Management Notes/ Comments
20-3057	Bridge Repairs #3037 McTaggart Line	-	30,000		RFQ in progress
20-3058	Replace #25 2001 Western Star Tandem Plow	158,484	245,000	98%	Pickup May 5, 2017
20-3059	Bridge Repairs #3039 McTaggart Line	-	50,000		RFQ in progress
2017-TC-05	Huron St Recon - Edward-East	-	60,000	5%	Engineering RFP Issued
2017-TS-01	Replace Grader #027	-	388,000		Tendering late spring
2017-TS-03	Line 17 - Hern To Rogerville	-	180,000		Boundary agreement in progress
2017-TS-04	Gregus Crt. Overlay	-	30,000		Tendering summer
2017-TS-05	Marlborough St – Sanders to Wellington	-	30,000		Engineering RFP Underway
2017-TS-06	McTaggart Line Bridge #3038	-	65,000	5%	Engineering RFP Issued
2017-TS-08	GPS Fleet Tracking System	-	25,000	60%	Tender in Process
		165,017	2,040,882		
Streetlight Capital Projects					
20-8007	Upgrade Main St. Sanders to Victoria	64,098	135,134	80%	Installation complete with final items, such as concrete patching, underway
2017-TS-07	Phase 3 Downtown Decorative SL	-	160,000		Tendering late spring
		64,098	295,134		
Recreation Capital Projects					
20-7126	Port Blake Revitalization (Design)	-	248,500		Staff report forthcoming
20-7127	SHRC - Swimming Pool (Built In 1964)	6,736	2,500,000		Staff report forthcoming
20-7132	SHRC Upgrades - Engineering/Consultant	7,450	1,000,000		Staff report forthcoming

2017 Capital Projects Status Report

Job ID	Job Description	April 30, 2017 YTD	Budget	% of Completion ₁	Management Notes/ Comments
20-7133	Downtown Parkette	-	32,334		Staff reviewing options
2017-RS-01	Kw Hall Roof - Asphalt Shingle	-	21,000	15%	RFP Issued
2017-RS-05	Dashwood Community Centre Washrooms	-	120,000	10%	RFP document ready for review
2017-RS-06	Power Scrubber Repl. #E1130	-	10,000	8%	Preparing tender document
2017-RS-07	Seasonal Energy Controller	-	28,000	2%	Preparing tender document
2017-RS-08	Replace Mower Deck #99	-	30,000	2%	Reviewing equipment options
2017-RS-09	Truck #3 01 Chev Silverado	-	35,000	2%	Preparing tender document
2017-RS-10	MacNaughton Park Washrooms	-	70,000	10%	Discussing with Optimist Club
2017-RS-11	Victoria Park Washrooms	-	50,000	15%	Discussing with Lioness Club
2017-RS-12	Kw 4H Barn - New Structure	-	35,000	10%	Fundraising efforts underway
2017-RS-13	Kw Pool Accessible Lift	-	15,000	25%	Fundraising efforts underway
		14,186	4,194,834		
Sewer Services Capital Projects					
20-5618	John St-Main St To Albert	-	12,110	2%	Top coat as per Kurtis Smith Contract
20-5623	Engineering For William St Sanitary	-	1,425,030		On hold - pending OCIF grant application
20-5629	Simcoe St. - Andrew To Main	723	85,631	5%	Contract Awarded to Lavis Construction
2017-S-01	Upgrade Lagoon Aeration Exeter	-	1,215,000		On hold - Council direction required due to loss of grant
2017-SC-04	James St - Main To Edward	-	213,999	2%	Contract Awarded to Hanna & Hamilton
2017-SC-05	Huron St Recon - Edward-East	-	60,000	2%	Engineering RFP Issued

FIN.17.12 | 7

2017 Capital Projects Status Report

Job ID	Job Description	April 30, 2017 YTD	Budget	% of Completion ₁	Management Notes/ Comments
		723	3,011,770		
Water Services Capital Projects					
20-4125	John St-Main To Albert	-	8,060	2%	Top coat as per Kurtis Smith Contract
20-4140	Exeter Water Tower Upgrades	-	143,612		Draft tender prepared
20-4141	Simcoe St - Andrew To Main	526	101,899	1%	Contract awarded to Lavis Construction
20-4142	William St - Anne to Huron	44	166,991	5%	Contract awarded to Lavis Construction
20-4144	Dashwood Rd Watermain Replacement (Hwy 21 To Shipka)	-	250,000	2%	Draft tender prepared
2017-W-01	Water Meter Replacement	-	112,000	1%	Investigating AMR technology and change out program being developed
2017-W-03	Dashwood Rd - Shipka - Bronson	-	25,000	5%	Engineering RFP Issued
2017-W-04	Shipka Line - South R-Kirkton	-	25,000	5%	Engineering RFP Issued
2017-W-05	Watermain Repl. - Huron-Mctaggert	-	100,000	5%	Engineering RFP Issued
2017-W-06	Gore Rd Water Service Transfer	-	75,000	5%	Engineering RFP Issued
2017-W-07	Bulk Water Station 82 Nelson	-	50,000		Investigating technologies/products to prepare for tender
2017-W-08	Control Chamber – Exeter Water Tower	-	175,000		Engineering RFP being prepared
2017-W-09	Truck #101 07 Chev Silverado	-	35,000	1%	Draft tender prepared
2017-WC-04	James St Reconstruction Main - Edward	-	210,730	5%	Contract awarded to low bidder Hanna & Hamilton

2017 Capital Projects Status Report

Job ID	Job Description	April 30, 2017 YTD	Budget	% of Completion ₁	Management Notes/ Comments
					Contractors
2017-WC-05	Huron St Reconstruction - Edward-East	-	70,000	5%	Engineering RFP issued
		570	1,548,292		
Landfill Capital Projects					
20-9001	Landfill Expansion-Stage 3	-	75,000		Engineering RFP submitted by BM Ross
20-9006	Scale & Scale House	-	66,000	5%	Contract awarded to Armstrong Paving
20-9007	Site Security Fencing	3,053	200,000	5%	Obtaining quotes for tree removal; contract awarded to Elliott Fence
		3,053	341,000		
	Total Capital Projects	255,438	11,460,152		
	<i>as of April 30, 2017</i>				



Staff Report

To: Dan Best, Chief Administrative Officer

From: Don Giberson, Environmental Services Director

Date: May 15, 2017

Report: ESD.17.14

Subject: 2016 Annual Kirkton Landfill (Closed) Status Report

Recommendation:

That South Huron Council receive the report from Don Giberson, Environmental Services Director Re: 2016 Annual Kirkton Landfill (Closed) Status Report.

Background and Analysis:

The purpose of this report is to notify Council of regulatory compliance with respect to the Kirkton Landfill Site and to ensure all Members of Council are fully informed.

It is a condition of the Kirkton Landfill MOE Certificate of Approval that the Municipality prepare an annual status report and submit a copy to the Ministry of the Environment by March 31st of each year. A report was prepared by Spriet Associates Engineers and submitted to the Ministry of the Environment and Climate Change, Owen Sound District Office on March 21, 2017, prior to the regulatory deadline.

The Annual Kirkton Landfill Site report is a comprehensive document that includes a Description of the site; Site History; Post Closure Maintenance & Operations; Water Resource Monitoring; Control and Contingency Implementation; Conclusions; and Recommendations. A complete copy of

2016 Annual Kirkton Landfill (Closed) Status Report

the Report is available in the Environmental Services Department for viewing by any Member of Council.

The landfill site was closed in September 2006 and the final clay cover, topsoil/seed was placed in the fall of 2006. Post closure maintenance & operations is carried out in accordance with the MOE approved Closure Plan. There is currently no activity taking place at this site other than ground water monitoring and perpetual care maintenance.

Wilson Associates Limited Hydrogeologists summarized their findings in a Water Quality Monitoring Program Status Report and the following is a summary of their comments:

- 1) For 2016 the overall quality of groundwater at downgradient monitoring wells at the Kirkton Landfill remained relatively stable in comparison to historical trends.
- 2) Reasonable Use Criteria continued to be exceeded for a number of chemical parameters in the groundwater from most downgradient monitoring wells. However, there are no users of ground water within the leachate plume and no off-site users of ground water could conceivably be impacted by the landfill.
- 3) The overall water quality in Fish Creek in 2016 remained generally stable between the three monitoring stations. The phosphorus content of the Creek was the highest recorded since the start of monitoring in 1992, continuing to increase first in 2014; however this condition is not attributable to the landfill.
- 4) Based on the continuing relatively stable level of impact to the end of 2016, the once per year monitoring program should continue for 2017.

The Report contained the following recommendation:

"Surface water monitoring was undertaken on a once-yearly basis from 1999 to 2015 and twice-yearly prior to 1999. The 2010 Technical Guidance Document recommends that surface water monitoring occur three times yearly (Spring, Summer and Fall) and three samplings were undertaken in 2016 to establish conditions under the 2010 Technical Guidance Document. As noted the outcome of the three samplings in 2016 was consistent with all previous samplings since 1992 (ie. little to no measurable impact from the landfill) and it is recommended that the sampling for 2017 return to once per year."

2016 Annual Kirkton Landfill (Closed) Status Report

Operational Considerations:

As this report is being presented for information purposes only, no alternatives are presented.

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

Informing Council of regulatory compliance, reduces liability and results in efficient use of time/resources.

Increased Communications and Municipal Leadership

Communicating information to Council related to the closed Kirkton Landfill Site and associated monitoring, keeps Council and the public informed.

Transparent, Accountable and Collaborative Governance

Public reporting of the 2016 Annual Kirkton Landfill (Closed) Status Report, demonstrates commitment to transparent, accountable and collaborative governance.

Dedicated Economic Development Effort

Informing Council of regulatory compliance, results in increased public confidence; retention/attraction of businesses and economic development opportunities.

Financial Impact:

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

2016 Annual Kirkton Landfill (Closed) Status 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:

1. Environmental Protection Act, R.S.O. 1990, c. E.19
2. Ontario Regulation 347 – General Waste Management
3. Ontario Regulation 232/98 – Landfilling Sites
4. Kirkton Landfill Site MOE Certificate of Approval A162401
5. MOECC Technical Support for Ontario Drinking Water Standards, Objectives and Guidelines
6. MOECC Reasonable Use Concept into MOE Groundwater Management Activities
7. MOECC Water Management Policies, Guidelines, Provincial Water Quality Objectives

Consultation:

Chris Lierman, P.Eng. - Spriet Engineering London Limited, was consulted regarding the content of the Engineers Report. Ken Bettles, Director of Public Works for the Township of Perth South was consulted regarding report recommendations and filing with the Ministry, as there is a cost sharing Agreement with the Township of Perth South for the Kirkton Landfill.

File or Reference

E05

2016 Annual Kirkton Landfill (Closed) Status Report

Attachments:

None

Respectfully submitted,

A handwritten signature in black ink, consisting of a large, loopy 'D' followed by several vertical strokes and a long horizontal flourish at the bottom.

Don Giberson
Environmental Services Director

I concur with this report.

Dan Best MPA, BA
Chief Administrative Officer



Staff Report

To: Dan Best, Chief Administrative Officer

From: Don Giberson, Environmental Services Director

Date: May 15, 2017

Report: ESD.17.15

Subject: 2016 Annual South Huron Landfill Status Report

Recommendation:

That South Huron Council receive the report from Don Giberson, Environmental Services Director Re: 2016 Annual South Huron Landfill Status Report.

Background and Analysis:

The purpose of this report is to notify Council of regulatory compliance with respect to the South Huron Landfill Site and to ensure all Members of Council are fully informed.

A requirement of the Environmental Compliance Approval (ECA) for the South Huron Landfill Site is to prepare and submit a report to the Ministry of the Environment by April 30th of each year. This report to Council is to confirm that BM Ross Engineers prepared and submitted the 2016 report to the Ministry prior to the prescribed deadline.

The report is exhaustive and covers the Site History; Approvals; Site Development and Operations; Water Resource Monitoring; Control and Contingency Implementation; and Recommendations. A complete copy of the Report is available in the Environmental Services Department for viewing by any Member of Council.

2016 Annual South Huron Landfill Status Report

The following is a brief summary of the report. The landfill site is being operated in accordance with the approved Operations Manual and Environmental Compliance Approval. Waste reduction and recycling initiatives continue with the diversion of asphalt roofing shingles and Construction & Demolition Waste. Methane gas monitoring confirms that methane gas migration from the landfill site is not a concern.

The remaining air space available for waste disposal activities at the South Huron Landfill is estimated to be 240,290 m³ (end of 2016). Based on the current three year average landfilling rate, the remaining volume should provide for approximately **15 more years** of capacity for the existing serviced area. However, if the Mid-Huron Group commences taking waste to this landfill, the site life will be significantly reduced.

Site security remains a concern, but there has been less evidence of trespassing than in previous years. Increased security measures in 2016 involved the installation of security cameras and increased vigilance during daily site inspections. The OPP monitors the landfill site for break-ins during routine patrols in the vicinity of the landfill site. The MNR monitors the landfill site for trespassing by off road vehicles and monitors hunters on lands adjacent to and on the landfill site.

Ground water monitoring and surface water monitoring confirms that landfill operations are not a concern to the surrounding surface or groundwater resources. Leachate sampling confirms relatively low strength municipal leachate and indicates that landfill natural attenuation is functioning as designed.

An expansion of the Contamination Attenuation Zone (CAZ) beyond the limits of our property has been abandoned. The adjacent landowner (Ausable Bayfield Conservation Authority) has advised that they will not enter into a CAZ zone agreement or allow their property to potentially be contaminated. Staff will pursue an alternative solution to an expansion of the CAZ zone if required. This may involve the installation of a leachate interceptor drain and pumping station to pump leachate to the Exeter sewage lagoon for treatment.

Engineers Report Recommendations:

The report includes a comprehensive list of 28 recommendations. The following is a summary of the key recommendations:

2016 Annual South Huron Landfill Status Report

- Complete a capacity survey and an updated survey of site areas in October 2018 or 2019. Update the capacity calculations and the site plan based on the survey results.
- Continue to operate and maintain the landfill site in accordance with the Operations Manual and Environmental Compliance Approval.
- Plans should be made to relocate the C&D, shingles, tires, and scrap metal area to the proposed Residential Drop Off area in order to free up this landfill mound area for landfiling purposes. Plans should also be made to relocate the burn pile to outside the landfill mound area.
- Identify sources of approved low permeability soil for final cover of closed areas, including sampling and stockpiling for future use.
- Maintain and improve site security to prevent unauthorized entry to the site by completing the perimeter fencing and continued surveillance of the site.
- Litter should continue to be routinely cleared from affected areas, in particular along the perimeter of the landfill mound, and this waste material landfilled within the approved area. The amount of wind-blown litter should trigger a comprehensive cleanup.
- Burning of segregated wood waste material should continue in accordance with MOE Guidelines. Burning of clean kiln dried lumber, such as wood pallets has been eliminated and is being diverted to C&D pile for recycling.
- Landfill Staff should continue to inspect the landfill mound for leachate seepage and have the contractor immediately cover any affected areas.
- If permitted by the ABCA, the beaver lodge near tile drain outlet at the Ausable River should be removed, so that sampling at this tile can resume.
- Prior to submitting to the MOE an application for Stage 3 approvals for this site, the installation of several additional test wells and additional ground water monitoring should be considered.
- Planning work for the possible use of the site by the Mid-Huron Group should commence in 2017 to determine when Stage 3 study, design and technical approvals work should be initiated.

2016 Annual South Huron Landfill Status Report

- The Municipality should consider replacing some of the gas monitoring wells that have been destroyed or abandoned in the vicinity of the proposed residential drop-off area.
- Landfill site staff and contractor should become familiar with the conclusions and recommendations of the annual report, as well as the requirements of the Design & Operations Report and Certificate of Approval.
- The Operations Manual should be prepared and submitted to the MOE at least six months prior to implementing landfill site service area changes (i.e. Mid-Huron Group's use of this site).
- Two copies of this Status Report (Volume I) and the Report's Figures & Appendices (Volume II) should be forwarded to the attention of the District Manager of the MOECC office in Owen Sound.

Operational Considerations:

As this report is being presented for information purposes only, no alternatives are presented.

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

Informing Council of regulatory compliance, reduces liability and results in efficient use of time/resources.

Increased Communications and Municipal Leadership

Communicating information to Council related the South Huron Landfill Site and associated monitoring, keeps Council and the public informed.

Transparent, Accountable and Collaborative Governance

2016 Annual South Huron Landfill Status Report

Public reporting of the 2016 Annual South Huron) Status Report, demonstrates commitment to transparent, accountable and collaborative governance.

Dedicated Economic Development Effort

Informing Council of regulatory compliance, results in increased public confidence; retention/attraction of businesses and economic development opportunities.

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. Environmental Protection Act, R.S.O. 1990, c. E.19
2. Ontario Regulation 347 – General Waste Management
3. Ontario Regulation 232/98 – Landfilling Sites
4. South Huron Landfill Site MOECC Environmental Compliance Approval A161501
5. MOECC Technical Support for Ontario Drinking Water Standards, Objectives and Guidelines

2016 Annual South Huron Landfill Status Report

6. MOECC Reasonable Use Concept into MOE Groundwater Management Activities
7. MOECC Water Management Policies, Guidelines, Provincial Water Quality Objectives

Consultation:

Ryan Davies, P.Eng. – B.M. Ross and Associates Limited, was consulted regarding the content of the Engineers Report. Jason Parr, Transportation Services Manager and Shawn Young, Water/Sewer Foreman provided information for the annual report.

File or Reference

E05

Attachments:

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Don Giberson', enclosed within a large, loopy oval shape.

Don Giberson
Environmental Services Director

I concur with this report.

2016 Annual South Huron Landfill Status Report

Dan Best MPA, BA
Chief Administrative Officer



Staff Report

To: Dan Best, Chief Administrative Officer

From: Don Giberson, Environmental Services Director

Date: May 15, 2017

Report: ESD.17.16

Subject: Status of Automated Vehicle Location Telematics System Request for Proposals

Recommendation:

That South Huron Council receive the report from Don Giberson, Environmental Services Director Re: Status of Automated Vehicle Location Telematics System Request for Proposals.

Background and Analysis:

The purpose of this report is to notify Council of the status of the Automated Vehicle Location Telematics System (AVL/GPS) Request for Proposals.

A Global Positioning (GPS) fleet tracking system was approved in the 2017 Transportation Services Capital Budget. AVL/GPS systems track and document vehicles carrying out winter maintenance activities to ensure minimum maintenance standards are achieved, customer service is improved and municipal liability is reduced.

The project involves the supply, installation and management of a real time Automated Vehicle Location Telematics System (AVL/GPS), including GPS hardware and system operating software which allows real time vehicle location tracking, sensor inputs, vehicle information, and various winter control equipment activity tracking.

Status of AVL/GPS Request for Proposals

After approval of the 2017 budget, Municipal Staff became aware of a similar AVL/GPS project by the Huron County Highway Department. An opportunity to partner with the County became available and Municipal Staff agreed to participate in this shared services Request for Proposal.

The Huron County AVL/GPS Request for Proposal includes all South Huron fleet tracking system requirements. There are opportunities for financial savings due the scale of economy by participating in a larger project with the County. However, if it is not financially viable or the project is over budget, the RFP has an opt-out clause for South Huron.

The RFP closes on May 23, 2017 at the Huron County Treasury Department. Municipal Staff will report back to Council on the results of the RFP, as this relates to South Huron, the associated costs and seek approval (if appropriate) to enter into an agreement with the successful proponent.

Operational Considerations:

As this report is being presented for information purposes only, no alternatives are presented.

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

Participating in a shared services RFP can potentially reduce our costs, demonstrating fiscal responsibility.

Increased Communications and Municipal Leadership

Communicating information to Council related to this shared services RFP, keeps Council and the public informed.

Transparent, Accountable and Collaborative Governance

Public reporting of this shared services RFP, demonstrates commitment to transparent, accountable and collaborative governance.

Status of AVL/GPS Request for Proposals

Dedicated Economic Development Effort

Informing Council of potential cost saving opportunities, results in increased public confidence; retention/attraction of businesses and economic development opportunities.

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. Highway Traffic Act – Minimum Maintenance Standards
2. Approved 2017 Transportation Capital Budget
3. Procurement By-law #32-2013

Consultation:

Jason Parr, Transportation Services Manager participated in the development of the RFP specifications. Sandy Becker, Financial Services Manager, was consulted regarding the procurement process.

File or Reference

E05

Attachments:

None

Respectfully submitted,

A handwritten signature in black ink, consisting of a large, loopy 'D' followed by several vertical strokes and a horizontal line at the bottom.

Don Giberson
Environmental Services Director

I concur with this report.

Dan Best MPA, BA
Chief Administrative Officer



Staff Report

To: Dan Best, Chief Administrative Officer

From: Jo-Anne Fields, Community Services Manager

Date: May 15, 2017

Report: CSD.17.04

Subject: Victoria Park Washroom, Change Room and Filter Room Update

Recommendation:

That South Huron Council receives the report from Jo-Anne Fields, Community Services Manager re: Victoria Park Washroom, Change Room and Filter Room Update;

Background and Analysis:

For many years, the Exeter Lioness Club has partnered with the Municipality to develop leisure opportunities, walkways and facilities at Victoria Park in Exeter. In an attempt to continue enhancing this park space, the Lioness Club has requested Councils authorization to spearhead the design and construction of an accessible washroom, change room and filter room.

Engineering drawings have been received, reviewed and approved by the South Huron Building Department. As Victoria Park is zoned as open space, the project can proceed without any re-zoning.

Victoria Park Washroom, Change Room and Filter Room Update

The project will include a universal washroom and a locked chemical storage room for the wading pool contained within one building envelope (8 x 16), with a foundation below the frost line. The project will involve the removal of the existing pump house and re-location of the pool equipment into the new building. The structure will have a wood frame, steel roof and will be located in the existing pump house area.

The washroom facility will be open from mid-May until Thanksgiving, consistent with other washroom facilities in park spaces.

All accessibility requirements have been addressed, including:

- 1700 mm turning radius
- Power door operators
- Emergency call system
- Lockable door hardware from the inside which can be released from the outside in an emergency
- The typical 'L' shaped grab bars, coat hook, mirror tilt, transfer space, mounting heights for dryers, soap and disposal
- Accessibility from the roadway or driveway to the building

The existing water service off Huron Street will be reused and new sewer service will be installed off Carling Street.

Three parking spaces will be provided along the roadway of Carling Street. One space will be designated as accessible. A concrete/paved walkway will lead to the washroom facility from the accessible parking space. Proper signage will be affixed to the parking space.

Upon final completion of the budget for the project (including in-kind services), a subsequent report will be forwarded to Council seeking authorization to proceed with the project.

Operational Considerations:

With the addition of this facility, a portable washroom facility will no longer be required to accommodate park user needs. This facility will allow wading pool users an area to change after their swim and provide adequate accessibility for all abilities. The space will be clean and easily maintained.

Victoria Park Washroom, Change Room and Filter Room Update

Working together encourages community groups to partner with the municipality to enhance facilities, parks, programs and leisure spaces and activities.

South Huron's Strategic Plan:

7.2.1 Strategic Objective: Improved Recreation and Community Wellbeing

Key Priorities – Improve and enhance the quality of recreation facilities

7.2.3 Strategic Objective: Increased Communications and Municipal Leadership:

- Increased knowledge and ability to secure grants and support for municipality
- Identify creative approaches to securing funding for community building

Financial Impact:

This project was approved in the 2017 capital budget in the amount of \$50,000.00 and was identified as a community funded project by the Exeter Lioness Club. Through the budget process, Council committed \$10,000.00 from the levy for this project.

The portable washroom facility that was rented in the past, for patron use, was an enhanced wheel chair accessible model and cost \$135.00/month from May until October. The proposed interior of the new facility will be composed of an acrylic material that is easier to clean/maintain resulting in reduced maintenance costs. This material is a high quality, low maintenance product and is ideal for use in damp, wet environments, with long life expectancy. Utilities, cleaning and paper products should be very similar to that of the previous operation. As this will be a new facility, repairs and maintenance costs should be minimal.

Legal Impact:

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

Victoria Park Washroom, Change Room and Filter Room Update

Staffing Impact:

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

Policies/Legislation:

Public Fundraising for Future Municipal Assets Policy

Consultation:

Chief Administrative Officer – Consulted with the CAO to discuss moving forward with this project

Financial Services Manager/Treasurer – Consulted with the Financial Services Manager/Treasurer regarding this capital project

Chief Building Official/ Development Services Manager – Consulted with the CBO to discuss project and ensure compliance

Environmental Services Director – Consulted with the Environmental Services Director regarding water/sewer servicing

Transportation Services Manager – Consulted with the Transportation Services Manager to discuss accessibility to the washroom facility, signage and parking

Huron County Accessibility Advisory Committee – No comments received

Exeter Lioness Club – Communication to fully discuss project details

Attachments:

- Conceptual drawing identifying accessible parking space
- Engineer Stamped Design Plans

Respectfully submitted,



Jo-Anne Fields
Community Services Manager

Victoria Park Washroom, Change Room and Filter Room Update

I concur with this report.

Dan Best MPA, BA
Chief Administrative Officer



Staff Report

To: Dan Best, Chief Administrative Officer

From: Jo-Anne Fields, Community Services Manager

Date: May 15, 2017

Report: CSD.17.05

Subject: Exeter Rodeo – Noise By-law 30-2006 Exemption

Recommendation:

That South Huron Council receives the report from Jo-Anne Fields, Community Services Manager re: Exeter Rodeo – Noise By-law 30-2006 Exemption;

And that South Huron Council allows the Rodeo events on the evenings of August 11 & 12, 2017 to be exempt from Noise By-law 30-2006

Background and Analysis:

The Exeter Rodeo is held annually the weekend following the civic holiday. This year marks the 21st year of Rodeo in Exeter.

Kick off to Rodeo weekend, the Exeter Saddle Club will host Rebekah Stevens, a country/pop singer-songwriter on Friday night in the Ag Building. As well as being a 2013 Boots & Hearts Top 8 Emerging Artist Finalist, Rebekah has shared the stage with Aaron Prtichett & Wes Mack. This is an age of majority event and is scheduled from 9:00 pm – 1:00 am in the Agricultural Building.

Exeter Rodeo – Noise By-law 30-2006 Exemption

Gates open at 2 pm on Saturday with the twilight show starting at 4 pm. Saturday events begin with a tailgate party where Jason Maxwell will entertain the crowd from 2:00 – 3:30 pm and again from 6:30 – 8:30 pm.

Emerging young country Artist Chelsea Crites will be performing in the tent on Saturday evening from 9:00 – 11:30 pm. Chelsea has been busy in Southern Ontario since 2009 performing weekly. She's toured Canada, opened for everyone from Rascal Flatts to Tim Hicks at numerous festivals and fairs, has 3 national radio releases, performed several CCMA showcases from 2013-2016 and has a single and video set for release this summer.

The Rodeo Committee requests that events on Friday, August 11, 2017 and Saturday, August 12, 2017 be exempt from Noise By-law 30-2006 to allow for the 21st Anniversary celebration.

South Huron's Strategic Plan:**6.1.1.1 Strategic Vision Goals:**

- Increasing visitors to the community to enjoy local commercials and entertainment amenities

6.2.1 Key Priority Areas and Strategic Directions:

- Communications, promotion and marketing of our municipality, including internal and external communications

7.2.5 Strategic Objective: Dedicated Economic Development Effort:

- Key Priorities:
 - Economic development a priority
 - Communications, promotion and marketing of our municipality

Financial Impact:

N/A

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:

By-law 30-2006 relates to this report.

Consultation:

Chief Administrative Officer – Consulted with the CAO to discuss the entertainment surrounding this request

Corporate Manager/Clerk – Consulted with the Corporate Manager/Clerk to discuss the entertainment surrounding this request

Chief Building Official/Development Services Manager – Consulted with the CBO to discuss the event and how it impacts the Noise By-law

Attachments:

- Noise By-law 30-2006

Respectfully submitted,



Jo-Anne Fields
Community Services Manager

I concur with this report.

Dan Best MPA, BA
Chief Administrative Officer



Staff Report

To: Dan Best, Chief Administrative Officer

From: Jo-Anne Fields, Community Services Manager

Date: May 15, 2017

Report: CSD.17.06

Subject: Expression of Interest for Concession Operations in South Huron

Recommendation:

That South Huron Council receives the report from Jo-Anne Fields, Community Services Manager re: Expression of Interest for Concession Operations in South Huron;

And that staff proceed with preparing an Expression of Interest for sourcing out the concession operations at the South Huron and the Stephen Arena.

Background and Analysis:

Concession operations and service delivery have been sourced out and provided independently through a Partnership Agreement since the fall of 2011. A RFP was prepared and released in June 2011 with no respondents. Council directed staff to seek out an interested party. Since that time, we have had two independent groups operate the concession.

The most recent proponent operating the concessions provided written notice at the end of the 2016/2017 ice season that they are no longer available to provide this service.

Expression of Interest for Concession operations in South Huron

Staff are requesting authorization from Council to proceed with preparing an Expression of Interest for the provision of concession operations at both arena facilities for a period of two (2) years subject to approval by both parties. Agreement will be null and void if either party's provide sixty (60) days written notice.

Through the signed Agreement, the Proponent will:

- Accept full responsibility for the service delivery of the concession services for both facilities as set forth by the Community Services Manager.
- Be responsible for all administrative aspects of the operation, including setting of hours as dictated by facility events and rentals, hiring staff, product inventory, cleanliness and appearance.
- Will provide the Municipality with proof of liability insurance and WSIB
- Agrees to follow the Municipality of South Huron's Health and Safety Policies.
- Will ensure that new equipment brought on site meet safety requirements and be approved by Management.

Municipal staff:

- Will communicate regularly regarding schedule requirements to provide effective customer service in concession operations.
- Will provide regular inspections of booth operations and assist with maintenance issues as required.
- Will allow proponent to use existing equipment for concession operations.

Operational Considerations:

A number of options can be considered as compensation for the privilege of operating the concessions in South Huron including;

Expression of Interest for Concession operations in South Huron

- Provide space, utilities and equipment to the proponent at no charge, as in the past
- Charge a nominal fee
- Accept a donation
- Council provide direction to staff

South Huron's Strategic Plan:

7.2.2 Strategic Objective: Administrative Efficiency and Fiscal Responsibility:

- Demonstrate Commitment to service excellence:
 - Continue to implement corporate wide customer service training at all levels of the organization

Financial Impact:

In past Agreements, the Municipality has provided utilities and equipment for concession operations. Equipment that is presently not operational would be the responsibility of the proponent to replace if required. Utility costs are not broken down to a level of detail to provide adequate costing.

Legal Impact:

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

Staffing Impact:

Staff will work closely, and communicate regularly, with the successful proponent to ensure effective and adequate service delivery. Staff will ensure the proponent is aware of ice rental schedule of special events requiring coverage.

Policies/Legislation:

The proponent will comply with all health codes and regulations for the delivery of food and beverage services.

Consultation:

Chief Administrative Officer – Consulted with the CAO to discuss moving forward with securing a suitable proponent to provide effective

Expression of Interest for Concession operations in South Huron

concession operation at the South Huron Recreation Centre and the Stephen Arena.

Corporate Manager/Clerk – Consulted with the Corporate Manager/Clerk to discuss continuing operations in a safe and responsible manner.

Financial Services Manager/Treasurer – Consulted with the Financial Services Manager/Treasurer for review purposes and to discuss the Expression of Interest document to source out concession operations.

Attachments:

- N/A

Respectfully submitted,



Jo-Anne Fields
Community Services Manager

I concur with this report.

Dan Best MPA, BA
Chief Administrative Officer



Staff Report

To: Dan Best, Chief Administrative Officer

From: Jo-Anne Fields, Community Services Manager

Date: May 15, 2017

Report: CSD.17.07

Subject: Cultural Collective Delegation Request –
MacNaughton Park – Farmer’s Market/Special Events

Recommendation:

That South Huron Council receives the report from Jo-Anne Fields, Community Services Manager re: Cultural Collective Delegation Request – MacNaughton Park – Farmer’s Market/Special Events;

And that Council authorize staff to work with Cultural Collective members to execute their special events in a safe environment.

Background and Analysis:

Cultural Collective is a South Huron youth-led cultural organization with experience in music, visual arts, drama, filmography and more. The group has hosted a number of special events in Exeter over the past two years.

At a delegation to Council on May 1, 2017, Cultural Collective announced that the Farmer’s Market has become a sub-committee of the organization, and they will work together to successfully continue to operate this event at MacNaughton Park.

Cultural Collective Delegation Request – MacNaughton Park – Farmer’s Market/Special Events

Transportation and Community Services Managers met at MacNaughton Park on Tuesday, May 2, 2017 to review the site requests for the Farmer’s Markets and the proposed special events.

Within a two block radius, there are approximately 90 parking spaces available for visitors to MacNaughton Park. This should be adequate for the Farmer’s Market, special events, trail users, pool patrons, families enjoying a picnic at the pavilion, and frequenters of the splash pad and playground area.

Overflow traffic can park at Elliott Park and/or along Church Street. Staff will monitor traffic flow and parking and address any concerns accordingly.

Vendors can unload in the angle parking spaces or directly behind the swimming pool.

Garbage/recycling containers will be within the immediate area of the Farmer’s Market and special events. Staff will work with Cultural Collective should these units not be adequate.

For special events, beverage service can be provided by Cultural Collective obtaining a special occasion permit (SOP) or through a catering endorsement of the South Huron Recreation Centre permanent liquor license. Staff will discuss options to move forward. Cultural Collective must comply with all rules and regulations of the Alcohol and Gaming Commission of Ontario (AGCO), as well as the South Huron Municipal Alcohol Policy (MAP). Staff will coordinate with the group to ensure policies are followed, the area is properly fenced and adequate signage is posted.

MacNaughton Park is a destination of choice and we believe that the Farmer’s Market and the special events proposed for MacNaughton Park will be a great opportunity for South Huron to showcase this beautiful amenity.

South Huron’s Strategic Plan:

6.1.1.1 Strategic Vision Goals:

- Increasing visitors to the community to enjoy local commercials and entertainment amenities

Cultural Collective Delegation Request – MacNaughton Park – Farmer’s Market/Special Events

6.2.1 Key Priority Areas and Strategic Directions:

- Communications, promotion and marketing of our municipality, including internal and external communications

7.2.5 Strategic Objective: Dedicated Economic Development Effort:

- Key Priorities:
 - Economic development a priority
 - Communications, promotion and marketing of our municipality

Financial Impact:

At this time, we believe that staff time dedicated to the proposed events will be minimal, however this would not be determined until after one season of operation. Staff will monitor and track over the 2017 season.

Cultural Collective representatives have investigated insurance needs and coverage and are awaiting a response. The Municipal insurer has been notified regarding the Farmer’s Market and proposed special events taking place at MacNaughton Park and do not anticipate an impact on Municipal insurance costs. Please note that the Collective will be required to provide a Certificate of Insurance naming the Municipality as an additional insured and providing indemnification to the Municipality prior to the event(s) moving forward.

At this time, only one vendor providing musical entertainment uses hydro for the Farmer’s Market. Utility costs are not broken down to a level of detail to provide adequate costing for the proposed events and would be difficult to determine.

Legal Impact:

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

Staffing Impact:

Staff will organize job functions such as grass cutting and trimming to reflect events organized in this park space. Cultural Collective members will be responsible for moving picnic tables, event fencing,

Cultural Collective Delegation Request – MacNaughton Park – Farmer's
Market/Special Events

garbage and recycling cans to this site when required. Benches are in the park for visitors to enjoy.

Policies/Legislation:

No policies, by-laws and or legislation associated with this report.

Consultation:

Chief Administrative Officer – Consulted with the CAO to discuss this report and the special events that have been requested for MacNaughton Park.

Transportation Services Manager – Consulted and met on site with the Transportation Services Manager to discuss the logistics of these events, safety concerns, parking and ensuring adequate signage is in place.

Corporate Manager/Clerk – Consulted with the Corporate Manager/Clerk regarding insurance.

Financial Services Manager/Treasurer – Consulted with the Financial Services Manager/Treasurer to review and comment on report.

Cultural Collective – Consulted the Cultural Collective representatives to discuss coordination and moving forward with these special events.

Attachments:

- N/A

Respectfully submitted,



Jo-Anne Fields
Community Services Manager

I concur with this report.

Dan Best MPA, BA
Chief Administrative Officer



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: Genevieve Scharback, Corporate Services
Manager/Clerk
Date: May 9, 2017
Report: 08-2016
Subject: South Huron Committees - Draft Terms of Reference

Recommendations:

That South Huron Council receives the report from G. Scharback, Corporate Services Manager/Clerk re: South Huron Committees - Draft Terms of Reference.

Purpose:

To provide Council with draft Terms of Reference for Committees of Council, as directed.

Background and Analysis:

Committee of the Whole directed that draft Terms of Reference and a revised appointment by-law be brought forward for Council's consideration.

Please find attached the following draft Terms of Reference for existing Committees of Council:

- Dashwood Community Development Fund Committee, 2017;
- Social & Volunteer Appreciation Committee, 2015;
- Exeter Rodeo Committee, revised 2017.

The Age Friendly Committee was discussed in 2015 and draft Terms of Reference were prepared, copy attached; however, the Committee was not appointed at that time.

I respectfully request Council's direction regarding the attached draft Terms of Reference and the draft 2017 Appointment By-Law in order to prepare a final by-law for Council's consideration at a future meeting.

Operational Considerations:

N/A

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies transparent, accountable and collaborative governance as a strategic objective.

Financial Impact:

N/A

Legal Impact:

N/A

Staffing Impact:

N/A

Policies/Legislation:

Municipal Act

Municipal Conflict of Interest Act

Consultation:

S. Becker, Treasurer

Related Documents:

Draft Terms of Reference, attached.

Draft 2017 Appointment By-Law, attached.

Respectfully submitted,



Genevieve Scharback
Corporate Services Manager/Clerk

I concur with this report.

Dan Best MPA, BA
Chief Administrative Officer



South Huron Dashwood Community Development Fund Committee Terms of Reference

Purpose of the Committee

The purpose of the South Huron Dashwood Community Fund Committee is to provide Council with recommendations on matters relating to management of the proceeds of the sale of the Dashwood Hydro Electric Utility. Proceeds of the sale were vested in South Huron to be held in a Reserve Fund, established and administered by the Municipality of South Huron, known as the Dashwood Community Development Fund (DCDF).

Committee Objectives or General Activities:

The primary objective of the committee is to bring forward proposals for Council approval for the use of the Dashwood Community Development Fund.

The Committee shall finalize the selection of community development projects, allocate investment moneys for selected current or future projects and submit those project selections, allocations and plans to the Council of the Corporation of the Municipality of South Huron for confirmation.

Eligibility Criteria For Project Selection

Projects considered by the Committee may be any capital or capital replacement project, any recreation or cultural project or any economic development project within or primarily benefitting the former Village of Dashwood.

Membership Composition and Responsibilities

The Committee will be composed of three (3) voting members, including one South Huron Council representative and two South Huron community members representing the Dashwood area community.

A quorum shall be two (2).

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Staff Support

The Committee's primary staff contact will be the Treasurer of the Municipality of South Huron.

Meeting Roles and Requirements

The Committee is accountable to Council. The appointed member of Council shall act as a liaison between the Committee and Council.



**South Huron
Dashwood Community Development Fund Committee
Terms of Reference**

The Committee Chair shall call a meeting upon receipt of a proposal for use of the fund.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. The minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the DCDF Committee Chair and/or Vice Chair, assisted by the South Huron Treasurer, and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order. The Chair shall endorse each Committee Report/Minutes prior to its presentation to Council.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.



South Huron Social & Volunteer Appreciation Committee *Established by Resolution #067-2015* Terms of Reference

Purpose of the Committee

The purpose of South Huron Social & Volunteer Appreciation Committee is to plan various social events, as directed by Council, and the Volunteer Appreciation Event.

The Committee will actively assist Council by:

- Foster support and appreciation of the many volunteers serving the Municipality of South Huron;
- Planning various social events throughout the year on behalf of Council;
- Provide recommendations to Council regarding the Volunteer Appreciation Event and various social functions that may be hosted by Council.

Committee Objectives or General Activities:

The primary objectives of the committee are to:

- Plan and carry out all tasks associated with the Volunteer Appreciation Event, to be held in 2015 and every second year thereafter.
- Promote South Huron Volunteerism and foster the appreciation of South Huron volunteers.
- Provide advice and recommendations to Council regarding Volunteer Appreciation and social events hosted by Council;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.

Membership Composition and Responsibilities

The Social and Volunteer Appreciation Committee will be composed of two (2) voting members.

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Staff Support

The Committee's primary staff contact will be the Program and Events Coordinator, who will act as a conduit to share information and work with the Committee to achieve the goals and objectives outlined in the Terms of Reference.

The Committee is accountable to Council.

Meeting Roles and Requirements

The Committee shall meet a minimum of [] times per annum on the [] (e.g. last Thursday of the month) at [] p.m. Additional meetings can be scheduled at the call of the Chair.

Each committee member is expected to attend a minimum of [] meetings per year and shall not miss more than [] consecutive meetings. Special circumstances shall be addressed on an individual basis.

The expenditure of any municipal funds is to be approved by the Chief Administrative Officer and/or Council in accordance with the Municipality's procurement policy and current budget.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the Committee Chair and/or Vice Chair and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

CONFLICT OF INTEREST

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.



South Huron Exeter Rodeo Committee Terms of Reference

Purpose of the Committee

The mandate of the Exeter Rodeo Committee is to provide an annual community rodeo event. This event is an avenue to showcase South Huron as a great place to live, work and play.

Proceeds from the Exeter Rodeo Event shall be used to maintain a Reserve for the next year's Rodeo and for recreation projects in South Huron, with recommendations from the Committee.

The Committee will actively assist Council by fostering and promoting:

- Volunteerism in the community
- Attracting visitors in support of economic development
- Partnerships within the community
- Community engagement

Committee Objectives or General Activities:

The primary objectives of the committee are to:

- Organize an annual rodeo event;
- Provide Rodeo contract for Council's consideration and approval;
- Promote the event;
- Book and all prepare facilities and grounds for the event;
- Secure vendors for the event;
- Secure sponsors;
- Investigate and book special events throughout the weekend;
- Foster volunteerism through community participation;
- Foster civic pride;
- Engage citizens of all ages with family friendly events;
- Assist staff and Council with developing and implementing plans for the current and future year rodeo events;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.
- Investigate and apply for applicable funding opportunities

Membership Composition and Responsibilities

The Exeter Rodeo Committee will be composed of five (5) voting members.

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Council authorizes the Committee to call upon members of the community, from time to time, in order to establish a working group to carry out or assist with specific projects. These community members



**South Huron
Exeter Rodeo Committee
Terms of Reference**

shall be recognized as sub-committee members that may submit items of concern; however do not receive a vote.

Staff Support

The Committee's primary staff contact will be a member of the Community Services Department, as delegated by the Community Services Manager. The staff member shall provide advice on matters of governance, legislation and operational policies and procedures, and shall act as the lead to coordinate the activities of the group for specific projects.

Meeting Roles and Requirements

The Committee is accountable to Council. The appointed member of Council shall act as a liaison between the Committee and Council, providing input and guidance from Council to the Committee.

The Committee shall meet a minimum of six (6) times per annum on dates to be determined by the Committee, at 7:00 p.m., at the South Huron Recreation Centre. Additional meetings can be scheduled at the call of the Chair.

Annually, the committee shall elect a Chair and Vice-Chair from the appointees.

Each committee member is expected to attend a minimum of four (4) meetings per year and shall not miss more than two (2) consecutive meetings. Special circumstances shall be addressed on an individual basis.

The expenditure of any municipal funds shall be in accordance with the Municipality's procurement policy and current budget.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the Committee Recording Secretary and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by the Committee.

Amendments to the Terms of Reference must be approved by Council.



**South Huron
Exeter Rodeo Committee
Terms of Reference**

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

DRAFT



South Huron Age Friendly Committee Terms of Reference

Purpose of the Committee

The purpose of South Huron Age Friendly Committee is to provide Council with recommendations on matters regarding policies, services and structures related to the physical and social environments are designed to support and enable older people to live in a secure environment, enjoy good health and continue to participate fully in the community.

The Committee will actively assist Council by fostering and promoting the Age Friendly Community Plan to achieve the vision of:

- An inclusive and caring community that respects and values seniors
- A full range of services and facilities that meet the needs of seniors and all members of the community
- Seniors enjoying a balanced, active and engaged lifestyle in South Huron.

Committee Objectives or General Activities:

The primary objectives of the Committee are to implement the Age Friendly Community Plan by following the guiding principles established for the development of the Plan and its implementation. The five guiding principles are:

1. Respect and support of all individuals
2. Access and inclusion
3. Openness and transparency
4. Community engagement in plan development and decision making
5. Accountability for actions and follow-up.

The Committee will:

- Increase seniors involvement in all aspects of community life;
- Develop and recommend an annual budget for Age Friendly Community Plan implementation for Council consideration during budget deliberations;
- Undertake other projects as requested by Council that are within the Age Friendly Committee Terms of Reference;
- Assist staff and Council with developing and implementing plans to raise knowledge, awareness and uptake of available services and activities for seniors in the community;
- Provide advice and recommendations to Council on policy matters regarding senior's issues;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.

Membership Composition and Responsibilities

The Committee will be composed of seven (7) voting members, consisting of:



South Huron Age Friendly Committee Terms of Reference



- **Five (5)** members of the public representing stakeholders in the community to be appointed by South Huron Council. Solicitation for public members and the appointment of members to the Committee shall be advertised in a similar manner to all other Council appointed advisory committees in the Municipality.
- **Two (2)** municipal council members appointed by Council and

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Staff Support

The Committee's primary staff contact will be a member of the Community Services Department, as delegated by the Community Services Manager. The staff member shall provide advice on matters of governance, legislation and operational policies and procedures, and shall act as the lead to coordinate the activities of the group for specific projects.

Meeting Roles and Requirements

The Committee is accountable to Council. The appointed members of Council shall act as liaisons between the Committee and Council, providing input and guidance from Council to the Committee.

The Committee shall meet a minimum of six (6) times per annum on the first Wednesday of the month at 6:30 p.m., at the Old Town Hall, Exeter. Additional meetings can be scheduled at the call of the Chair.

Annually, the committee shall elect a Chair and Vice-Chair from the appointees.

Each committee member is expected to attend a minimum of **four (4)** meetings per year and shall not miss more than four (4) consecutive meetings. Special circumstances shall be addressed on an individual basis.

The expenditure of any municipal funds is to be approved by the Chief Administrative Officer and/or Council in accordance with the Municipality's procurement policy and current budget.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. The Minutes, when adopted, will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the Committee Chair and/or Vice Chair and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.



**South Huron
Age Friendly Committee
Terms of Reference**



Amendments to the Terms of Reference can only be made by Council.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order. The Chair shall endorse each Committee Report/Minutes prior to its presentation to Council.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.



The Corporation Of The Municipality Of South Huron

By-Law #XX-2017

Being a by-law to appoint members to the various Boards, Committees and Authorities in the Municipality of South Huron

Whereas the *Municipal Act 2001*, as amended, Section 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

Whereas the Council of the Municipality of South Huron deems it expedient to appoint persons to provide for and assist in the administration, protection and management of the Municipality; and

That the appointment set out herein shall coincide with the term of Council unless otherwise specified;

Now Therefore Be It Resolved That the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. Application

- 1.1 In the event of conflict with provincial legislation, the provisions of the provincial legislation shall prevail.
- 1.2 This by-law does not apply to a Compliance Audit Committee established by Council under the provisions of the Municipal Elections Act, 1996, as amended.
- 1.3 The Clerk is responsible for establishing and updating from time to time any forms which may be required by this by-law.

2. Definitions

- a) "Ad Hoc Committee" means a Committee established by Council to review a specific matter and once the Committee has reported to Council with respect to its findings and recommendations, the Committee is automatically dissolved;
- b) "CAO" means the Chief Administrative Officer appointed by Council, or his or her designate;
- c) "Clerk" means the Municipal Clerk, or his or her designate;
- d) "Council" means the Council of The Corporation of the Municipality of South Huron;
- e) "Council Member" means the Mayor or a Councillor;
- f) "Member" means a person, including a Council Member, appointed to serve on a Board or Committee established under this by-law;
- g) "Procedural By-Law" means the Municipality of South Huron Procedural By-Law 79-2015, as amended, and any successor procedural by-law adopted by Council;

- h) "Statutory Board or Committee" means a committee or local board that Council is required by provincial legislative to establish; and
- i) "Standing Committee" means a committee established by Council and consisting solely of Members of Council.

3. Creation and Disposition of Committees

3.1 Ad Hoc Committees

Council may from time to time, by resolution, establish such Ad Hoc Committees as it deems appropriate to provide recommendations to Council on a specific initiative or matter. Ad Hoc Committees shall be discontinued by Council resolution when their mandate has been completed.

3.2 Advisory Committees

Council may from time to time, by resolution, establish such Advisory Committees as it deems appropriate to provide recommendations to Council on a specific matter.

3.3 Local Boards

Council may from time to time, by by-law, establish such Local Boards as it deems appropriate to carry out those functions which Council may lawfully authorize such Local Boards to preform, pursuant to the statue authorizing the creation of the Local Boards.

3.4 Standing Committee

Council may from time to time, by by-law, establish such Standing Committees as it deems appropriate to address matters.

4. Terms of Reference

- 4.1 Whenever possible, the Terms of Reference for a committee shall be established by Council concurrent with the creation of the Ad Hoc or Advisory Committee. In circumstances where to do so is not possible as a prelude to undertaking any other action, staff may be directed to prepare a proposed Terms of Reference for approval concurrent with the recruitment and first meeting(s) of the Committee.

5. Terms of Office

5.1 Resignation, Withdrawal or Removal from Office

Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the Clerk. Normally resignations are tabled for the information of Council at a subsequent meeting.

5.2 Continuation Where a Member is Retired

It is intended that all Local Boards and Committees shall have the membership as set forth in the Terms of Reference for that entity. Where a Member resigns or is removed

from office, Council shall determine within two (2) months whether to select a new Member or amend the Terms of Reference respecting the membership of that entity.

5.3 Attendance

Members are expected to attend all Meetings. Should an appointee engage in a course of absenteeism, as reflected in the minutes of the Local Boards and Committees, Council may, with or without a recommendation from the Local Boards and Committees, resolve to remove said Member from office.

6. Membership

- 6.1 The Mayor shall be an ex-officio Member of all Committees and Local Boards as may be established from time to time. Ex-officio Member may take part in Committee discussions and may take part in the vote, but is not counted in order to form a quorum.
- 6.2 The Members for each Local Board shall be appointed from time to time by by-law or resolution until such time as the by-law is amended.
- 6.3 All vacancies for Local Boards and Committees shall be advertised in the local media and any manner determined by the Clerk.
- 6.4 All applications shall be submitted on a form established by the Clerk. Such applications shall be considered public documents. All applications received shall be kept by the Clerk until the end of the term of the current Council.
- 6.5 The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council may, at its discretion, review applications for office in a Closed Session Meetings prior to confirming appointments at an open Council Meeting.
- 6.6 All Members of Local Boards and Committees must at all times during their term of office be a resident within the municipality, or an owner of land within the municipality, or a tenant for the purposes of business tax as shown on the last revised Assessment Rolls for the municipality.
- 6.7 Upon selection by Council and prior to undertaking any activity associated with the Local Boards and Committees, all appointees shall complete a Committee Declaration of Appointed Office and Authorization Form to Release Personal Information approved by the Clerk. The format of the Committee Declaration of Appointed Office and Authorization Form to Release Personal Information shall be approved by the Clerk.

7. Administrative Support

- 7.1 The duties of the Secretary to each Committee shall be carried out by staff as directed by the CAO. Where the staff person appointed by the CAO is unavailable, the Committee or Local Board Members shall appoint a person as Secretary for the purposes of that Meeting.

- 7.2 The Secretary shall prepare an Agenda and attachments at the direction of the appropriate Chair and shall make such materials available to all Council Members, to the Committee Members, to the CAO and the Clerk.
- 7.3 The Secretary shall provide Notice of the Meeting to the public in accordance with the provisions in the current or Procedural By-Law applicable provincial legislation.

8. Open Meetings and Notice of Meetings

- 8.1 All Meetings of Ad Hoc and Advisory Committees and Local Boards shall be open to the public, except as provided for in the Municipal Act, and Committee/Board Members shall observe all provisions respecting Closed Session Meetings.

9. Procedures and Rules of Debate

- 9.1 Procedures and rules of debate as set out in the Procedural By-law shall apply in the conduct of all Committee Meetings.
- 9.2 It is intended that the conduct of all Local Board Meetings shall be formal, and the Meeting shall incorporate all statutory requirements in relation to that Local Board.
- 9.3 The order of business shall include disclosures of pecuniary interest and the general nature thereof.

10. Enactment

- 10.1 That By-Law #63-2015 is hereby repealed.
- 10.2
- 10.3 That Schedule "A" being a listing of Council appointments, attached hereto, is hereby adopted and forms and integral part of the by-law.
- 10.4 That this By-Law shall take effect and come into force on the third and final reading thereof.

Read a first and second time this ____ day of _____, 2017.

Read a third time and passed this ____ day of _____, 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk

Schedule "A" to By-Law #xx-2017

1. Appointments to Committees Of Council

1.1 South Huron Heritage Advisory Committee

- Councillor Wayne DeLuca
- Marion Creery
- Laurie Dykstra
- June Hodgson
- Alec Moore

1.2 Exeter Community Development Fund Committee

- Councillor Wayne DeLuca
- Councillor Craig Hebert
- Lauryn Marion

1.3 Rodeo Committee

- Councillor Craig Hebert
- Steve Clarke
- Dennis Gower
- Gus Guerts
- Dave Marshall
- Brenda McCarter
- Brittany McCarter
- Tanner Merner
- Bob Parsons
- Brittany Wise

1.5 Dashwood Community Development Fund Committee

- Councillor Tom Tomes
- Councillor Marissa Vaughan
- Ken Rader

1.6 Dashwood Community Centre Advisory Committee - Joint with Bluewater

- Councillor Tom Tomes
- John Becker
- Kathy Hayter
- Rob Hoffman
- Ted Hoffman
- Don Weigand
- Justin Hayter

1.7 South Huron Communities In Bloom Committee

- Councillor Craig Hebert
- Beth Cooper
- Dorothy Henderson
- Glen Nicholson
- Bev Prout
- Cathy Seip

- 1.8 Social And Volunteer Appreciation Committee
 - Councillor Tom Tomes
 - Councillor Wayne DeLuca
- 1.9 South Huron Economic Development Advisory Committee
 - Councillor Wayne DeLuca
 - Councillor Marissa Vaughan
 - Leanne Comeau, South Huron Chamber Representative, alternate
 - Jon Gaiser, South Huron Chamber Representative
 - Yegor Kubrak
 - Pat O'Rourke
 - Allen Plant, Exeter BIA Representative
 - Larry Taylor
- 1.10 Kirkton-Woodham Community Centre Board - Joint with Municipality of Perth South
 - Councillor Ted Oke
 - Melinda Zurbrigg, Perth South Council Representative
 - Bill Denham
 - Dave Frayne
 - Matt Froud
 - Martin Hymus
 - Rob Morley
 - Tim Shute
 - Chris Weernink
- 1.11 Kirkton-Woodham Swim Pool Committee- Joint with Municipality of Perth South
 - Councillor Ted Oke
 - Melinda Zuribrigg, Perth South Council Representative
 - Lori Bearss
 - Jenna Becker
 - Pam Benoit
 - Megan Berg
 - Sara Dietrich
 - Jodi Froud
 - Sonya Henderson
 - Sheri Van Bolhuis

2. Council Representatives Appointed To External Committees

- 2.1 South Huron Chamber Of Commerce
 - Councillor Wayne DeLuca
- 2.2 South Huron Farmers Market
 - Councillor Craig Hebert
- 2.3 Bach Festival Committee
 - Deputy Mayor Dave Frayne

3. Appointments to Local Boards:

- 3.1 Exeter Business Improvement Association
 - Councillor Craig Hebert
- 3.2 South Huron Police Services Board
 - Council Representative Mayor Maureen Cole
 - Community Representative Mark Hartman
 - Provincial Representative Jim Dietrich
- 3.3 Ausable Bayfield Conservation Authority Board
 - Deputy Mayor Dave Frayne
- 3.4 Bluewater Recycling Association
 - Councillor Tom Tomes
- 3.5 Joint Operating Board - Lake Huron Primary Water Board
 - Mayor Maureen Cole
 - Councillor Marissa Vaughan, alternate
- 3.6 Upper Thames River Conservation Authority
 - Tony Jackson, Council Representative
- 3.7 Grand Bend Area Sewage Plant Board
 - Mayor Cole
 - Councillor Marissa Vaughan
 - Councillor Tom Tomes
 - Deputy Mayor Dave Frayne, alternate

4. Appointment of Authorities

- 4.1 Drainage Engineer – Wm. J. Dietrich, P. Eng., Pursuant to the Drainage Act
- 4.2 Dog Control Officer – Rena Oag and Bill Weiss, Pursuant to the Current South Huron Animal Control By-Law
- 4.3 Dog Pound – South Huron Veterinary Clinic, Pursuant to the Current South Huron Animal Control By-Law
- 4.4 Solicitors' – Little Masson & Reid and Lerner LLP
- 4.5 South Huron Landfill Site Engineer & Closed Stephen Landfill Site Engineer – BM Ross and Associates Limited
- 4.6 Closed Kirkton Landfill Site Engineer – Spriet Associates



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: Genevieve Scharback, Corporate Services
Manager/Clerk
Date: May 9, 2017
Report: 09-2016
Subject: 2018 Election Service Provider

Recommendations:

That South Huron Council receives the report from G. Scharback, Corporate Services Manager/Clerk re: 2018 Election Service Provider; and

That the Clerk is hereby authorized to enter into an agreement with Simply Voting for the provision of electronic/telephone election service in the 2018 municipal election.

Purpose:

To provide Council with information regarding the election service provider review process and proceed with engaging the services of a service provider for the electronic/telephone municipal election.

Background and Analysis:

All lower tier municipalities in Huron County have adopted by-laws to use the alternate voting methods of electronic and telephone voting. South Huron resolution #630-2016 directed staff to participate in a County-wide elections working group to establish policies and procedures and investigate potential group pricing for internet and telephone based voting.

The Clerks of the nine lower tier municipalities have formed a working group in order to effectively and efficiently prepare for the 2018 municipal election.

The Elections Working Group has investigated group pricing through proposals and presentations by vendors providing the required internet and telephone election services.

The working group was in agreement that Simply Voting is the vendor of choice based on proposed price, level of service and support prior to and during the election. Simply Voting has agreed to reduce the price per elector for the three municipalities with the least electors in order to have their proposal acceptable to all nine lower tier municipalities.

The proposal includes a discount in the amount of 5% if all nine municipalities accept the proposal, and we collaborate as much as possible on combined training sessions.

The proposal was prepared for and received by the group; however each municipality must enter into their own agreement with the service provider. Each Clerk in the Elections Working Group is recommending to their respective Council to proceed with engaging the services of Simply Voting for the 2018 municipal election.

I respectfully request Council's approval to proceed with engaging the services of Simply Voting for the 2018 municipal election.

Operational Considerations:

N/A

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies transparent, accountable and collaborative governance as a strategic objective.

Financial Impact:

The summary of the proposals received is attached for Council's information. Simply Voting's cost for South Huron is \$1.47 per elector plus base fee, for a total of \$19,238.88. The 5% discount will reduce South Huron's cost to \$18,683.51.

The proposed cost includes the mail out of election information and PINs to all electors. Other election costs such as the contract with DataFix for Voter's List management, public education and advertising are not included in the cost of the electronic/telephone vote service provider.

Legal Impact:

N/A

Staffing Impact:

N/A

Policies/Legislation:

Municipal Act

Municipal Conflict of Interest Act

Consultation:

Elections Working Group

Related Documents:

Proposal Summary, attached.

Respectfully submitted,



Genevieve Scharback
Corporate Services Manager/Clerk

I concur with this report.

Dan Best MPA, BA
Chief Administrative Officer

Huron County Municipal Election Working Group - Summary of Proposals Received

Municipality	Electors	Scyt// elector	w/Letter	Simply Voting /elector	w/Letter	Dominion/ elector	w/Letter	Intellivote/ elector	w/Letter
ACW	5859	\$ 1.55	\$ 15,499.04	\$ 1.70	\$ 16,377.89	\$ 1.70	\$ 16,377.89	\$ 1.50	\$ 16,112.25
Bluewater	8551	\$ 1.55	\$ 22,390.56	\$ 1.41	\$ 21,193.42	\$ 1.70	\$ 23,673.21	\$ 1.50	\$ 23,515.25
Central Huron	7272	\$ 1.55	\$ 19,116.32	\$ 1.50	\$ 18,752.72	\$ 1.70	\$ 20,207.12	\$ 1.50	\$ 19,998.00
Goderich	6662	\$ 1.55	\$ 17,554.72	\$ 1.55	\$ 17,554.72	\$ 1.70	\$ 18,554.02	\$ 1.50	\$ 18,320.50
Howick	2846	\$ 2.63	\$ 10,874.46	\$ 3.50	\$ 13,335.46	\$ 2.00	\$ 9,066.46	\$ 2.00	\$ 9,249.50
Huron East	6762	\$ 1.55	\$ 17,810.72	\$ 1.54	\$ 17,743.10	\$ 1.70	\$ 18,825.02	\$ 1.50	\$ 18,595.50
Morris-Turnberry	2901	\$ 2.58	\$ 10,930.01	\$ 3.44	\$ 13,409.45	\$ 2.00	\$ 9,232.01	\$ 2.00	\$ 9,428.25
North Huron	3771	\$ 1.98	\$ 11,808.71	\$ 2.65	\$ 14,301.86	\$ 2.00	\$ 11,850.71	\$ 1.70	\$ 11,124.45
South Huron	7556	\$ 1.55	\$ 19,843.36	\$ 1.47	\$ 19,238.88	\$ 1.70	\$ 20,976.76	\$ 1.50	\$ 20,779.00
	52180								
				Discount					
				9 municipalities - 5%					
				6 municipalities - 3%					
				South Huron:					
				\$ 18,683.51					

**Ministry of Citizenship
and Immigration**

Minister
6th Floor
400 University Avenue
Toronto ON M7A 2R9
Tel.: (416) 325-6200
Fax: (416) 325-6195

**Ministère des Affaires civiles et
de l'Immigration**

Ministre
6^e étage
400, avenue University
Toronto ON M7A 2R9
Tél.: (416) 325-6200
Téléc.: (416) 325-6195



April 2017

Dear Friends,

It is my pleasure to invite you to submit a nomination for the **Lincoln M. Alexander Award**.

Established in 1993, the Lincoln M. Alexander Award recognizes up to three young Ontarians who have demonstrated exemplary leadership in contributing to the elimination of racial discrimination in Ontario. Recipients will be celebrated at a special ceremony, and receive a cash prize of \$5,000 and a framed certificate.

To submit a nomination for this award:

1. Visit ontario.ca/honoursandawards.
2. Select the category based on award type.
3. Click on **Lincoln M. Alexander Award**.
4. Download the PDF form.
5. Read the eligibility criteria and instructions carefully.
6. Fill out the form and submit it **no later than May 31, 2017**. Instructions for submitting your nomination package can be found on the website.

If you have questions, please call 416-314-7526, toll free 1-877-832-8622 or TTY 416-327-2391, or email ontariohonoursandawards@ontario.ca.

I hope you will take this opportunity to acknowledge a young person from your school or community who has made an important contribution to eliminating racial discrimination in Ontario.

Thank you for your attention to this important recognition program.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Laura Albanese', written in a cursive style.

Laura Albanese
Minister

**Ministry of Citizenship
and Immigration**

Minister
6th Floor
400 University Avenue
Toronto ON M7A 2R9
Tel.: (416) 325-6200
Fax: (416) 325-6195

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Téléc.: (416) 325-6195



Avril 2017

Madame, Monsieur,

J'ai le plaisir de vous inviter à présenter une candidature au **Prix Lincoln M. Alexander**.

Établi en 1993, ce programme rend hommage à trois jeunes Ontariennes ou Ontariens qui ont fait preuve de leadership exemplaire dans leurs efforts visant l'éradication de la discrimination raciale en Ontario. Les récipiendaires seront célébrés lors d'une cérémonie spéciale et recevront un prix de 5 000 \$ ainsi qu'un certificat encadré.

Pour présenter une candidature pour ce prix :

1. Visitez la page ontario.ca/distinctionsetprix.
 2. Sélectionnez la catégorie selon le type de prix.
 3. Cliquez sur **Prix Lincoln M. Alexander**.
 4. Téléchargez le formulaire PDF.
 5. Lisez attentivement les critères d'admissibilité et les instructions.
 6. Remplissez le formulaire et **présentez-le au plus tard le 31 mai 2017**.
- Les instructions pour la présentation de la candidature se trouvent sur le site Web.

Si vous avez des questions, veuillez appeler au 416 314 7526, sans frais au 1 877 832 8622 ou ATS 416 327 2391, ou écrire à l'adresse ontariohonoursandawards@ontario.ca.

J'espère que vous profiterez de cette occasion pour reconnaître une ou un jeune de votre école ou de votre collectivité qui a fait une contribution importante à l'éradication de la discrimination raciale en Ontario.

Merci de l'attention que vous portez à cet important programme de reconnaissance.

Veuillez agréer, Madame, Monsieur, l'expression de mes sentiments les meilleurs.

La ministre,

A handwritten signature in black ink, which appears to read 'Laura Albanese'.

Laura Albanese



Canada

Office of the Chief Executive Officer Bureau du premier dirigeant

May 1, 2017

Mayor Maureen Cole
Municipality of South Huron
P.O. Box 759
322 Main Street South
Exeter ON N0M 1S6

Dear Mayor Cole:

On behalf of the National Capital Commission (NCC), it is my pleasure to invite your community to participate in the 23rd edition of the Communities in Bloom Symposium and Awards in Canada's Capital next September 13th to 16th, 2017.

This is an exceptional time to be in the Capital as we celebrate the 150th anniversary of Confederation. Delegates at the Symposium will be able to enjoy the Capital's distinctive settings of parks and natural areas, green spaces, recreational venues, pathway network, trails and, most importantly, the floral displays in full bloom. We look forward to your stay in the Capital and have arranged a number of site visits for delegates.

The NCC continues to build a dynamic and inspiring Capital that is a source of pride for all Canadians. During your visit, you will be able to discover our Confederation Pavilions as well as the must see MosaïCanada 150 / Gatineau 2017 exhibition in Jacques-Cartier Park.

Sincerely,

Dr. Mark Kristmanson
Chief Executive Officer



SCHEDULE AT A GLANCE | APERÇU DU PROGRAMME

All sessions and events will take place at the | Toutes les conférences et banquets auront lieu au
Delta Ottawa City Centre Hotel

Unless noted otherwise below | Sauf indication contraire ci-dessous

WEDNESDAY | MERCREDI - SEPTEMBER 13 SEPTEMBRE

11:00 am – 4:30 pm 11h00 – 16h30	Registration, Set-up Community Exhibits & Silent Auction <i>Inscription, installation des kiosques et encan silencieux</i>
12:30 – 4:30 pm 12h30 – 16h30	Pre-event Tours <i>Activités pré-congrès</i>
5:30 – 7:00 pm 17h30 – 19h00	Welcome Reception <i>Réception d'accueil</i>
7:00 pm 19h00	Taste of the City (free evening) <i>Soirée « Découvertes culinaires » (Soirée libre)</i>

THURSDAY | JEUDI - SEPTEMBER 14 SEPTEMBRE

8:00 am – 5:00 pm 08h00 – 17h00	Registration, Community Exhibits & Silent Auction <i>Inscription, Exposition des collectivités et encan silencieux</i>
8:00 – 11:45 am 08h00 – 11h45	Symposium Opening Breakfast with Keynote Speaker and Symposium Sessions <i>Petit déjeuner d'ouverture avec conférencier d'honneur et sessions du symposium</i>
Noon – 12:45 pm Midi – 12h45	Symposium Buffet Lunch <i>Déjeuner buffet du symposium</i>
1:00 – 5:00 pm 13h00 – 17h00	Symposium Technical Visits (details to follow in the program) <i>Visites techniques du symposium (détails à suivre dans le programme)</i>
5:00 pm – 17h00	Free evening to enjoy the City of Ottawa <i>Soirée libre pour visiter la Ville d'Ottawa</i>
9:00 – 11:00 pm 21h00 – 23h00	Networking Activities hosted by Strathcona County, Yarmouth and Wood Buffalo <i>Activités de réseautage présentées par Strathcona County, Yarmouth et Wood Buffalo</i>



FRIDAY | VENDREDI - SEPTEMBER 15 SEPTEMBRE

8:00 am – 3:00 pm 08h00 – 15h00	Registration, Community Exhibits & Silent Auction <i>Inscription, Exposition des collectivités et encan silencieux</i>
8:00 – 10:15 am 08h00 – 10h15	Symposium Closing Breakfast with Keynote Speaker and Symposium Sessions <i>Petit déjeuner de clôture du symposium avec conférencier d'honneur et sessions du symposium</i>
10:30 am – 4:00 pm 10h30 – 16h00	Technical Visits (details in the program) with BBQ lunch at the Museum of Nature <i>Visites techniques (détails dans le programme) avec déjeuner BBQ au Musée de la nature</i>
5:30 – 9:30 pm 17h30 – 21h30	Cocktail, Dinner and Community Showcase in partnership with Strathcona County, host of the 2018 National Symposium & Awards Ceremonies <i>Cocktail, dîner et célébration des collectivités présentés en partenariat avec Strathcona County, AB, hôte du Symposium national et Cérémonies de remise des prix 2018</i>



SATURDAY | SAMEDI - SEPTEMBER 16 SEPTEMBRE

8:00 am – Noon 08h00 – Midi	Registration, Community Exhibits & Silent Auction <i>Inscription, Exposition des collectivités et encan silencieux</i>
8:30 – 9:00 am 08h30 – 09h00	Coffee Station with croissants, muffins <i>Coin café avec croissants, muffins</i>
9:00 – 11:30 am 09h00 – 11h30	Town Hall Meeting with Mark Cullen along with exchange between International and Canadian Communities <i>Forum de discussion avec Mark Cullen et échanges entre les villes internationales et canadiennes</i>
11:30 am – 3:00 pm 11h30 – 15h00	At leisure to enjoy the City of Ottawa and its surroundings <i>Libre pour visiter la Ville d'Ottawa et ses environs</i>
3:30 – 9:00 pm 15h30 – 21h00	National and International Awards Ceremonies, Flag Exchange and Gala Dinner, Canadian Museum of History <i>Cérémonies de remise des prix nationaux et internationaux, échange de drapeaux et dîner gala – Musée canadien de l'histoire</i>



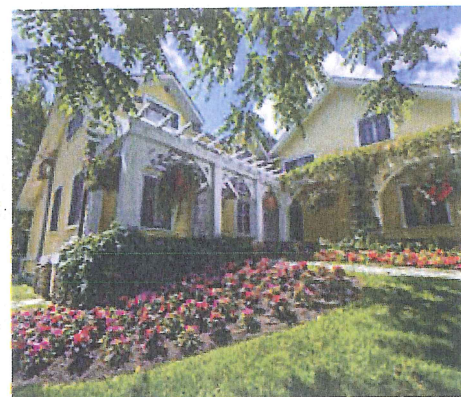
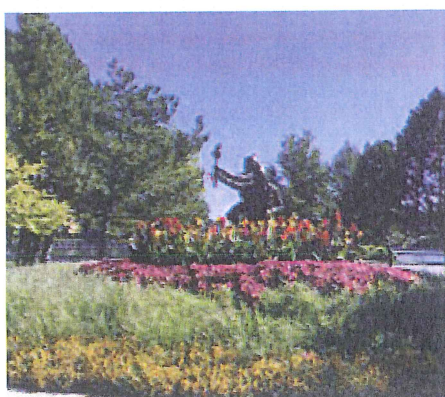


COMMUNITIES AND GREEN SPACES
...CELEBRATING CANADA 150

COLLECTIVITÉS ET ESPACES VERTS
...CELÉBRANT CANADA 150

OTTAWA-GATINEAU

National Capital Region | Région de la capitale nationale
September 13 to 16 - 2017 - 13 au 16 Septembre



To register: <http://www.communitiesinbloom.ca/symposium-awards/2017-2>
Pour vous inscrire : www.collectivitesenfleurs.ca/symposium-et-remise-des-prix-nationaux/2017-2

HOTEL ACCOMMODATIONS | HÉBERGEMENT

Delta Hotels Ottawa City Centre, 101 Lyon Street North, Ottawa, Ontario K1R 5T9 Canada
Tel: 1-888-890-3222 or | ou 613-237-3600

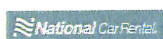
Code: *Communities in Bloom 2017 Symposium for group rate* (Cut-off date: Aug 14th, 2017)
Code : *Communities in Bloom 2017 Symposium pour le tarif de groupe* (Date limite : 14 août 2017)



Official Airline - Transporteur aérien officiel
Code: AV7W4WC1 - www.aircanada.com | 1-800-247-2262



Official Ground Transportation - Transporteur terrestre officiel
Code: 13084 - www.viarail.ca | 1-888-842-7245



Official car rental - Location d'auto officiel
www.nationalcar.ca | 1-844-307-8014 | www.enterprise.ca | 1 844 307-8008
Contract ID / Contrat : XVC7200

112 Terry Fox, Kirkland (Québec) H9H 4M3 Tel: (514) 694-8871

www.facebook.com/communitiesinbloom | [@cibcef](https://twitter.com/cibcef)

bloom@cib-cef.com | www.communitiesinbloom.ca | www.collectivitesenfleurs.ca



May 1, 2017

Dan Best
Chief Administrative Officer
Municipality of South Huron
322 Main Street, South,
PO Box 759
Exeter, Ontario
N0M 1S6

IPM 2017 c/o Lynne Godkin
71369 Hern Line RR 1 Kirkton, ON N0K 1K0

Re: Waiving of Rental Fees for South Huron Recreation Centre

Dear Mayor Cole & Members of South Huron Council:

I am writing to request South Huron Council's support for our event Mother's Day fundraising event for the 2017 International Plowing Match & Rural Expo (IPM 2017) taking place on May 14, 2017 at the South Huron Recreation Centre.

The "Mother of all IPM Events" is a fundraiser put on by the IPM 2017 Entertainment Committee to help offset entertainment costs for the six stages that will feature both local and national performers during the five days of the Match, September 19-23, 2017. We are respectfully requesting that Council consider waiving the rental fees for the South Huron Recreational Centre for this event. The total cash value of the waived rental fees would be \$515.00.

The value of the waived rental fees would be treated the same as an in-kind sponsorship to IPM 2017 the Municipality of South Huron and as such would be entitled to the following sponsorship benefits:

MATCH FAN

Designation

- Designated as a Match Fan Partner for the duration of this agreement, and lawn sign for recognition of contribution

On-Site Signage

- Name on Primary Corporate Partners' Recognition Sign

Event Tickets

- 2 Corporate Partner Daily Admission Passes
- 1 "Green" Vehicle Parking Passes (parking adjacent to Tented City)

Thank you for your consideration of our request. We look forward to sharing our plans for IPM 2017 at our event on May 14 and starting to build some excitement about IPM 2017 in the community that did such a beautiful job of hosting IPM 1999 in Dashwood, Huron County.

Sincerely,

Jacquie Bishop
Chair
2017 International Plowing Match & Rural Expo

lynngodk@quadro.net

plough2017@gmail.com

www.plowingmatch.org

April 27, 2017

South Huron Council
322 Main Street south
Exeter, ON
N0M 1S6

Mayor and Members of South Huron Council,

As a member of the community I am bringing forward a request to Council that a resident (who wishes to remain anonymous at this time) would like to donate a floating fountain to the Municipality to be placed in McNaughton Park.

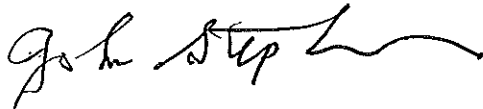
In order to move forward with the project, confirmation from Council is needed for the following:

- Council approval to proceed
- Council will cover the hydro costs
- Staff be able to take in and out the fountain in the spring and fall.

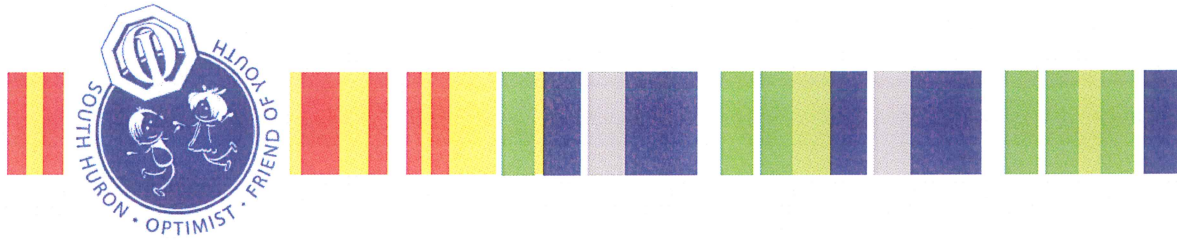
I have already spoken to the conservation authority and they do not have an issue and advise that the decision is up to the Municipality.

Please consider this request.

Respectfully,

A handwritten signature in black ink, appearing to read "John Stephens", with a long horizontal flourish extending to the right.

John Stephens
19 Riverside Drive
Exeter, ON
N0M 1S3



May 3rd, 2017

To Mayor Cole, Members of Council and Staff,

On behalf of the South Huron Optimist Club, we encourage council and staff to continue to seek public input as you go through the planning process of the pool and arena projects. We believe that hearing the voice of many stakeholders is important when working towards a goal that will have an impact on the whole community. During the process of building the splash pad, one of the effective methods that was used in order to include public input was to have a project steering committee that included members of council, staff, Optimist and Lions Club members, and other members of the general public. We believe that it would be ideal for council and staff to hear ideas from representatives of various community groups, service clubs, and of different ages and points of view as you create your plan for the pool and arena. We encourage you to allow the general public to have an opportunity to have their voice heard, at a time during the day when it is convenient for many, such as an open house in the evening, or by inviting members of the public to serve on a steering committee. We look forward to putting forth our ideas and continuing our partnership with the municipality on future projects. If you have questions, please do not hesitate to contact us.

Sincerely,

Nicole Glavin
President ~ South Huron Optimist Club
nglavin@hpcdsb.ca
519-235-3883

Rachel Skillen
Past President ~ South Huron Optimist Club
rachel_skillen@hotmail.com
519-235-0046



Exeter Branch Library
330 Main Street, Box 609
Exeter ON
N0M 1S6

May 10, 2017

Dear Mayor Cole and South Huron Council Members,

The Exeter Library is currently partnering with South Huron Communities in Bloom to help provide community support for barn quilts in our area. This includes coordinating with the IPM's initiative to do the same throughout Huron County. The library has already held a barn quilt information night and is helping to provide information for those interested in creating their own quilts.

Because this is the year of celebrating Canada's 150th, we would like to create a community barn quilt here in the library with a pattern that uses the colours and shapes from the official logo. Building and painting the quilt in the library will allow for conversations and questions about them in our area, the significance of the 150th colours, and the upcoming IPM. Once the quilt is built, we are hoping that it could be proudly displayed somewhere on the outside of the library or town hall. Exeter is the southern entry point to Huron County with Hwy 4 being a major corridor route. Having a quilt on display at the center of town will draw the attention of tourists and residents alike and alert them that the library and town hall have maps and information about other quilts located throughout the area.

We are asking for \$200-\$500 of earmarked 150th municipal funds to help us cover the costs of boards and paint. The library will provide staff support and logistics, and Communities in Bloom has agreed to help with technical assistance and volunteers. The monetary range allows for the possibility of a second quilt being built which could potentially be displayed on another municipal property such as the Kirkton-Woodham Community Centre or Port Blake.

Thank you for considering this request. The library is excited at the possibility of partnering with the municipality and Communities in Bloom in order to create something truly unique for our community that residents of South Huron can be proud of and enjoy.

Sincerely,

Jenni Boles,
Branch Manager
Kirkton and Exeter Libraries

Cc: Dan Best
Genevieve Scharback

[Subscribe](#)[Past Issues](#)[Trans](#)

This newsletter is to let you know about two public information open houses taking place in June of 2017 - one on June 3 at Zurich Arena and the other on June 17 in Thedford at Legacy Recreation Centre. Thank you.

[View this email in your browser](#)

Public invited to information open houses on shoreline management

- Open Houses from 9 a.m. to 12 p.m. noon
- Presentations begin at 10:30 a.m.
- June 3, 2017 at Zurich Arena, 15 East Street, Zurich
- June 17, 2017 at Legacy Recreation Centre Hall, 16 Allen Street, Thedford

Saturday open houses, presentations to take place June 2017 in Zurich, Thedford

People interested in shoreline management in Ausable Bayfield watersheds are invited to attend public information open houses to be held on two Saturdays in June of 2017. Ausable Bayfield Conservation Authority (ABCA) is hosting the two events.

The first open house takes place on June 3 in Zurich. The second open house takes place on June 17 in Thedford. The open houses run from 9 a.m. to 12 p.m. noon.

There are scheduled presentations on shoreline management topics, during the open houses. The presentations begin at 10:30 a.m. Topics include coastal processes, shoreline recession, shoreline protection, and climate change impacts on the Great Lakes. Planned presentations are by Dr. Robin Davidson-Arnott, Professor Emeritus, University of Guelph, and by Fiona Duckett, M.Sc., P. Eng. of W. F. Baird and Associates Coastal Engineers Ltd.

The open house in Thedford is at the Legacy Recreation Centre Hall, 16 Allen

Street. The open house in Zurich is at the Zurich Arena, 15 East Street.

"We invite shoreline residents and other interested people to attend the open houses in June," said Geoffrey Cade, ABCA Water and Planning Supervisor. "These events are a chance to find about the progress of technical studies related to shoreline management and to learn about existing policies as well."

Attendees can learn from experts in their fields, meet staff members and share with them any questions or comments they have on the technical work, and share their local knowledge about what they are finding along their shoreline, according to the ABCA.

ABCA's Shoreline Management Plan (SMP), which was last updated in 2000, identifies shoreline hazards for flooding, erosion, and dynamic beaches and their impact on shoreline development. A copy of the SMP 2000 is online at abca.on.ca. The Conservation Authority started a process in 2015 to begin updating technical information to support updates to the 2000 SMP document. The 2017 open houses are to provide information on the existing plan and current policies as well as an update on the progress of technical work for future updates. (The review of local development policies contained in the SMP 2000 is not expected until 2018, according to ABCA.)

Updates to the Shoreline Management Plan will provide a consistent and up-to-date guide for development and municipal land use planning along the shoreline, according to the ABCA. Updates will provide newer information on shoreline recession rates, ensure that local policies and application of the Regulation conform to Province of Ontario policy, and keep policies current in light of emerging land use trends.

To learn more about shoreline management in the watershed visit the Shoreline Management Plan Update page online at abca.on.ca at this link: [Shoreline Management Page](#).

Coastal processes expert speaks to ABCA Board of Directors

Video of April 20 presentation to be available online at abca.on.ca

Dr. Robin Davidson-Arnott, Professor Emeritus, University of Guelph prepared two local discussion papers released in 2016.

The first was *Erosion of Cohesive Bluff Shorelines – A discussion paper on processes controlling erosion and recession of cohesive shorelines with particular reference to the Ausable Bayfield Conservation Authority (ABCA) shoreline north of Grand Bend.*

The second was *Climate Change Impacts on the Great Lakes – A discussion paper on the potential implications for coastal processes affecting the Southeast shoreline of Lake Huron within the jurisdiction of the Ausable Bayfield Conservation Authority.*

Dr. Davidson-Arnott presented, on the topics of shoreline processes, climate change impacts on the Great Lakes, and shoreline protection, to the ABCA Board of Directors, at the regular board meeting held on April 20, 2017.

The presentation was videotaped professionally and a link to that video is to be posted as early as next week (last week of April) at abca.on.ca on the [Shoreline Management Page](#).

This is the ninth edition of this electronic newsletter about the 2015-2018 Update of the Shoreline Management Plan (2000). More than 300 people have subscribed so far. If you are already a subscriber, thank you. If you have not subscribed but would like to receive updates through this electronic newsletter you are welcome to subscribe at this link: [Subscribe to Newsletter - Shoreline Management Plan Update](#). You are also welcome to unsubscribe at any time.

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NOTICE OF PROPOSED CHANGE TO AN APPROVED RENEWABLE ENERGY PROJECT

Project Name: Goshen Wind Energy Centre
OPA Reference Number: F-002174-WIN-130-601
Dated at Huron County on April 27, 2017

Project Location: The project is located in the Municipality of Bluewater and Municipality of South Huron, Huron County, Ontario, as shown in the Figure below.

Project Description and Proposed Change: Goshen Wind, LP (Goshen) constructed a wind energy project in the vicinity of the Municipality of Bluewater and Municipality of South Huron, Huron County, Ontario (Project). This proposal to change the Project and the Project itself is subject to the provisions of the *Environmental Protection Act* (Act) Part V.0.1 and Ontario Regulation 359/09 (Regulation). The Project received a Renewable Energy Approval (REA) from the Ministry of the Environment and Climate Change (MOECC) on April 22, 2013 (Approval #7483-94DPRF).

An application has been made to the MOECC to change the project. This notice is being distributed to make the public aware of the following proposed change to the Project:

- Amending the REA to allow for the installation of acoustic bat deterrent devices on nine (9) different turbines to be located on the nacelles of each turbine as an additional mitigation strategy to reduce risk of bat collisions with the wind turbines.

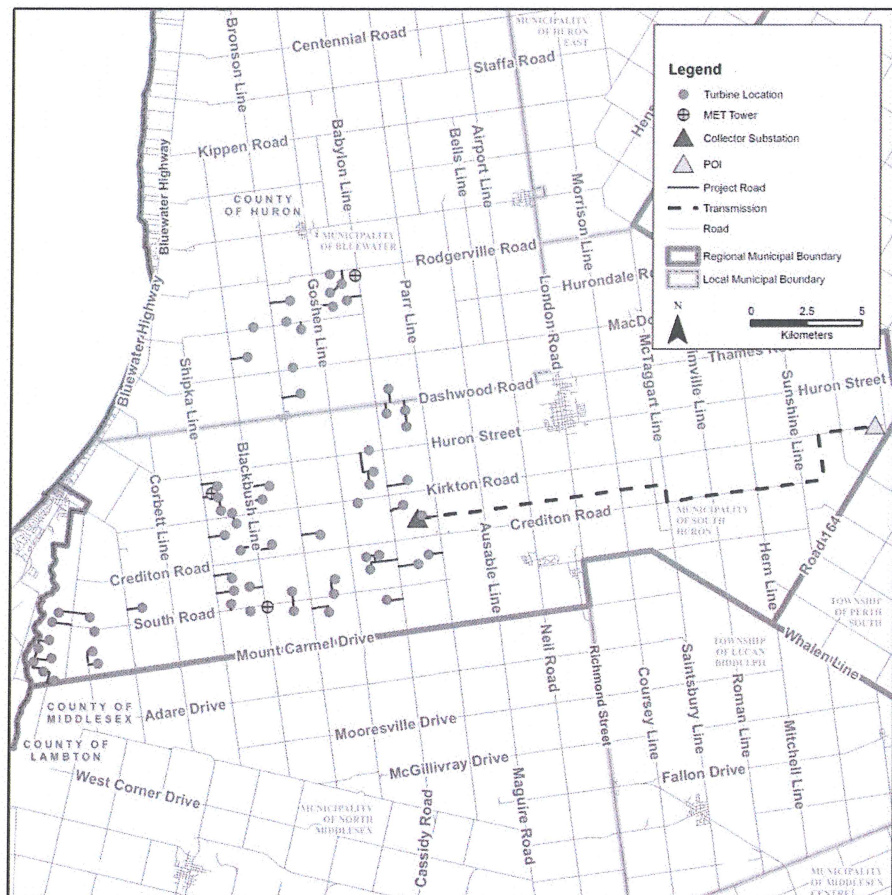
A Project Modification Report is available for public inspection on the Project Website (<http://www.nexteraenergycanada.com/projects/goshen.shtml>).

Project Contact and Information: To learn more about the Project or to communicate concerns, please contact:

Derek Dudek, MCIP, RPP
 PGD Senior Technical Services Specialist
 Varna Wind, LP
 390 Bay Street, Suite 1720
 Toronto, ON, M5H 2Y2
 Toll-free Project Line:
 1-877-257-7330

Email:
goshen.wind@nexteraenergy.com

Website:
www.NextEraEnergyCanada.com





May 1, 2017

Via Email: premier@ontario.ca

Honourable Kathleen Wynne, President, Lake Sustainability Planning Committee
Legislative Assembly of Ontario
Queen's Park
Room 281, 111 Wellesley Street West
Toronto, ON
M7A 1A1

Dear Ms. Wynne:

RE: Hydro Reduction of 25% Not Applicable to Seasonal Residents

Please be advised that the Council of the Corporation of North Frontenac passed the following Motion at their meeting on April 28, 2017:

Moved by Councillor Good, Seconded by Deputy Mayor Perry #222-17

WHEREAS Council passed Resolution #180-17 approving Councillor Hermer's Notice of Motion be brought forward at the April 28, 2017 Council Meeting regarding Hydro Rates including the 25% reduction not being applicable to seasonal residents, delivery charges etc.;

AND WHEREAS the government has reduced Hydro One consumers' delivery charges by 17% with an additional 8% HST to Ontario Residents;

AND WHEREAS due to unreasonable requirements for reduction most seasonal residents do not qualify for the reduction;

AND WHEREAS all consumers residing within a native reserve are exempt from the delivery charges;

THEREFORE BE IT RESOLVED THAT in the name of fairness and equality the Council of the Township of North Frontenac requests these charges be removed from all Hydro One customers billing;

AND THAT a copy of this resolution be provided to the Premier of Ontario; the Minister of Energy; all Municipalities within the Province; and Randy Hillier, MPP.

Carried

Yours truly,



Tara Miekse
Clerk/Planning Manager
TM/jd

cc: Ontario Minister of Energy
Randy Hillier, MPP
All Municipalities within the Province of Ontario



December 9, 2016

Sent via email

To: Ontario Municipalities

Re: Richmond Hill Resolution - A Bank for Everyone – Support Postal Banking

Richmond Hill Town Council, at its meeting held on November 28, 2016, adopted the following resolution:

- a) That the Town of Richmond Hill encourages the Federal Government to review the Banking Act to allow postal banking at Canada Post;
- b) That the Town of Richmond Hill encourages the Federal Government to amend the Canada Post Act of 1981 to allow postal banking at Canada Post;
- c) That the Town of Richmond Hill encourages the Federal Government to instruct Canada Post to add postal banking as a service, with a mandate for financial inclusion either as a stand-alone bank or in cooperation with other financial organizations which may include the Business Development Bank of Canada (BDC);
- d) That the Town of Richmond Hill call on the federal government to instruct Canada Post to add postal banking, with a mandate for financial inclusion;
- e) That Council direct staff to forward this resolution to other local governments in Canada for whom contact information is readily available, requesting favourable consideration of this resolution to the Federation of Canadian Municipalities;
- f) And further, that Council direct staff to forward this resolution to:
 - 1. Leona Alleslev, Member of Parliament, Richmond Hill, Ontario 12820 Yonge Street, Suite 202, Richmond Hill, Ontario L4E 4H1, Canada;
 - 2. Majid Jowhari, Member of Parliament (Richmond Hill) 9140 Leslie Street, Unit 407 Richmond Hill, Ontario L4B 0A9, Canada;
 - 3. Clark Somerville, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3;
 - 4. Other local governments in Canada for whom contact information is readily available;

.../2

December 9, 2016

Page 2

5. The Federation of Canadian Municipalities;
6. Judy Foote, Minister of Public Services and Procurement, Rm 18A1,
11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5;
7. Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank
Street, Ottawa, Ontario, K2P 1Y3.

In accordance with Council's directive, please find attached a copy of the Council endorsed member motion.

If you have any questions, please contact the Office of the Clerk, at 905-771-8800.

Yours sincerely,



Stephen M.A. Huycke
Director of Council Support Services/Town Clerk

Attachment

cc: Leona Alleslev, Member of Parliament - Richmond Hill
Majid Jowhari, Member of Parliament- Richmond Hill
Clark Somerville, President, Federation of Canadian Municipalities
Judy Foote, Minister of Public Services and Procurement
Mike Palecek, President, Canadian Union of Postal Workers



MEMBER MOTION

Section 5.4.4(b) of Procedure By-law

Meeting: Committee of the Whole ☐ Council **X**

Meeting Date: November 28, 2016

Subject/Title: A bank for everyone – Support postal banking

Submitted by: Councillor Muench

Whereas the Federal Government's Canada Post Review will conclude, in the spring of 2017, with the government announcing decisions on the future of Canada Post, including whether or not to create a new service and revenue stream through postal banking;

Whereas there is an urgent need for this service because thousands of rural towns and villages do not have a bank;

Whereas nearly two million Canadians desperately need alternatives to high interest charging payday lenders including our residents in Richmond Hill;

Whereas postal banking helps keep post offices viable and financial services accessible in many parts of the world;

Whereas postal banking has the support of over 600 municipalities and close to two-thirds of Canadians (Stratcom poll, 2013);

Whereas residents and businesses of Richmond Hill rely on mail service and see postal banking as an opportunity to improve the financial position of Canada Post while allowing the organization to continue its important service to Canadians including Richmond Hill without subsidy;

Whereas small business in Richmond Hill and throughout Canada require more and different forms of banking services to assist in venture capital growth as well as other financial needs currently not being serviced;

Whereas the Federal Government has prioritized, communicated, promoted, encouraged and challenged Canadians to be innovative, postal banking will allow customers of Canada Post to have access to banking services that will enhance productivity and quality of life for all stakeholders;

Therefore Be It Resolved:

- a) That the Town of Richmond Hill encourages the Federal Government to review the Banking Act to allow postal banking at Canada Post;

.../2

- b) That the Town of Richmond Hill encourages the Federal Government to amend the Canada Post Act of 1981 to allow postal banking at Canada Post;
- c) That the Town of Richmond Hill encourages the Federal Government to instruct Canada Post to add postal banking as a service, with a mandate for financial inclusion either as a stand-alone bank or in cooperation with other financial organizations which may include the Business Development Bank of Canada (BDC);
- d) That the Town of Richmond Hill call on the federal government to instruct Canada Post to add postal banking, with a mandate for financial inclusion;
- e) That Council direct staff to forward this resolution to other local governments in Canada for whom contact information is readily available, requesting favourable consideration of this resolution to the Federation of Canadian Municipalities;
- f) And further, that Council direct staff to forward this resolution to:
 - i) Leona Alleslev, Member of Parliament, Richmond Hill, Ontario
12820 Yonge Street, Suite 202, Richmond Hill, Ontario L4E 4H1, Canada;
 - ii) Majid Jowhari, Member of Parliament (Richmond Hill) 9140 Leslie Street, Unit 407 Richmond Hill, Ontario L4B 0A9, Canada;
 - iii) Clark Somerville, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3;
 - iv) Other local governments in Canada for whom contact information is readily available;
 - v) The Federation of Canadian Municipalities;
 - vi) Judy Foote, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5;
 - vii) Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3.

Moved by: Councillor Muench

Seconded by:



MUNICIPALITY OF SOUTH HURON
322 Main Street South, Exeter, ON N0M 1S6

RE: Vacant Unit Rebate

April 2017

Dear South Huron Council,

The Exeter BIA recently attended the Ontario Business Improvement Area Association (OBIAA) annual conference and learned about an issue that we would like to bring forward to Council.

Currently, under the provincial Municipal Act's Vacant Unit Rebate policy, if you own a commercial or industrial property that is partially or entirely vacant, you may be able to receive a partial rebate of provincial land tax and education tax for the period of the vacancy. This policy unintentionally provides an incentive for property owners to keep properties vacant instead of seeking positive investment.

Ontario's BIA's have continued to raise the Vacant Unit Rebate (Municipal Act 364) as a deterrent to their beautification and revitalization efforts. Vacant and deteriorating buildings can and do result in a decrease in the marketable lease rates or the overall 'lease-ability' of a BIA area.

As of November 2016, the Ministry of Finance is allowing municipalities to tailor the vacant rebate and reduction programs to reflect community needs and circumstances. Municipalities will be required to submit a response to a Ministry of Finance indicating how they will be implementing the changes to the Vacant Rebate and Reduction Programs. **The deadline for municipalities to submit their responses is July 1, 2017.**

OBIAA would like to see that the Vacant Unit Rebate be renamed and used as an Economic Development Tool. They are suggesting a new business classification of "Main Street Business" that would assist BIA's and Property Owners around the province to apply for an "Attraction Rebate." The Vacant Unit Rebate would be applied to newly occupied businesses and prorated over a 4-year period providing an incentive to occupancy.

Attraction Rebate for Main Street Class	Attraction Guidelines for Main Street Class
(Non-Office Towers) <ul style="list-style-type: none"> • Year One - 100% of the 30% or 35% • Year Two - 50 % of the 30% or 35% • Year Three - 25 % of the 30% or 35% • Year Four - 0% of the 30% or 35% 	(Non-Office Towers) <ul style="list-style-type: none"> • Property Standards as set by the Municipalities. Validation of state of the building(s) • Market Value Rental Value as set by the local marketplace • Education of local Economic Development Tools stimulus, as provided by the Municipalities (CIPs, Heritage etc.). • Pop Up vs Incubator – to allow a property owner to have either of these without losing the Vacant Unit Rebate.

The Exeter BIA supports the changes suggested by OBIAA and is encouraging the Municipality of South Huron to consider implementing the above noted "Attraction Rebate" as an Economic Development Tool that could make our community stronger.

We understand that Exeter currently does not have a high vacancy rate, but we feel strongly that South Huron needs to address this while we have the opportunity. We sincerely hope that the Municipality of South Huron will take action.

Sincerely,

Fred Godbolt, Chair of the Exeter BIA



Canadian Association of Municipal Administrators ♦ L'Association canadienne des administrateurs municipaux

Marie-Hélène Lajoie
President / Présidente

Janice Baker
First Vice-President /
Première vice-présidente

Marc Landry
Second Vice-President /
Deuxième vice-président

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Director / Administrateur

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Christy Arseneau
Director / Administratrice

Jack Benzaquen
Director / Administrateur

Jake Rudolph
Director / Administrateur

Rodney Cumby
Director / Administrateur

Jennifer Goodine
Executive Director/
directrice générale

CAMA
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Fredericton, NB
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E-Mail:
admin@camacam.ca

www.camacam.ca

April 14, 2017

Mayor Maureen Cole
Municipality of South Huron
322 Main Street South
Exter, ON
N0M 1S6

Dear Mayor Cole:

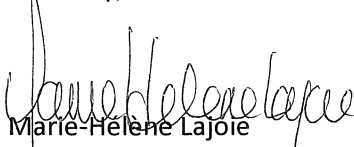
The Canadian Association of Municipal Administrators' (CAMA) Long Service Recognition Awards Program recognizes and celebrates the dedication to public service and municipal management of our members, which is a significant priority for our Association. These awards are based on the number of years of full-time, paid employment in municipal government in a management capacity (a Chief Administrative Officer or reporting directly to a Chief Administrative Officer). They are granted at ten years and given in five year increments.

This year in your municipality we acknowledged the commitment of your Chief Administrative Officer, Mr. Dan Best, for his fifteen years of municipal service in a management capacity. His recognition pin has been mailed to him directly.

We ask you to assist us in recognizing Mr. Best (by perhaps making a special presentation to him at City Council) for his ongoing support of the municipal profession and for the part that he continues to play in helping to make CAMA the leading organization in fostering and sustaining municipal excellence.

Our sincere gratitude to you for your continued support of this valued CAMA member and dedicated employee of your organization. We trust that your municipality has tremendously benefited from his membership in CAMA and we are confident that it will continue to do so.

Sincerely,


Marie-Hélène Lajoie
CAMA President

cc Mr. Dan Best, Chief Administrative Officer, Municipality of South Huron



The Corporation Of The Municipality Of South Huron

By-Law #28 - 2017

**Being a By-Law to Appoint a Deputy Clerk
for the Corporation of the Municipality of South Huron**

Whereas pursuant to Section 228 of the *Municipal Act 2001*, S.O. 2001, c25, as amended, provides that a municipality may appoint a Deputy Clerk who has all the powers and duties of the Clerk under this or any other Act;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That Rebekah Msuya-Collison is hereby appointed Deputy Clerk for the Corporation of the Municipality of South Huron.
2. That By-Law #41-2014 is hereby rescinded.
3. That this By-Law shall take on May 29, 2017.

Read a first and second time this 15th day of May, 2017.

Read a third and final time this 15th day of May, 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk



The Corporation Of The Municipality Of South Huron

By-Law #29- 2017

To amend By-Law #30-78, being the Zoning By-Law for the former Town of Exeter for the lands known as Plan 376 Lots 804 & 805 and Plan 376 Lots 806 & 807, Exeter 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 #30-78, of the former Town of Exeter, 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 Plan 376 Lots 804 & 805 and Plan 376 Lots 806 & 807, Exeter Ward, Municipality of South Huron.
2. That By-Law #30-78 is hereby amended by changing the zone symbol from Highway Commercial (C5) to Highway Commercial Special Provisions (C5-13) 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 #30-78 is hereby amended by adding Section 5.3.20.
 5.3.20 C5-13
 5.3.20.1 Notwithstanding the provisions of Section 5.3.1 to the contrary, a financial institutional shall be a permitted use.
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 Town of Exeter 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 15th day of May, 2017.

Read a third time and finally passed this 15th day of May, 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk

**Schedule "A" to By-Law #29-2017
Corporation Of The Municipality Of South Huron**

By-Law #29-2017 has the following purpose and effect:

This By-law affects the properties known municipally as 83 and 91 Main Street North, Exeter. The legal description of the subject lands is Plan 376 Lots 804 & 805 and Plan 376 Lots 806 & 807, Exeter Ward, Municipality of South Huron.

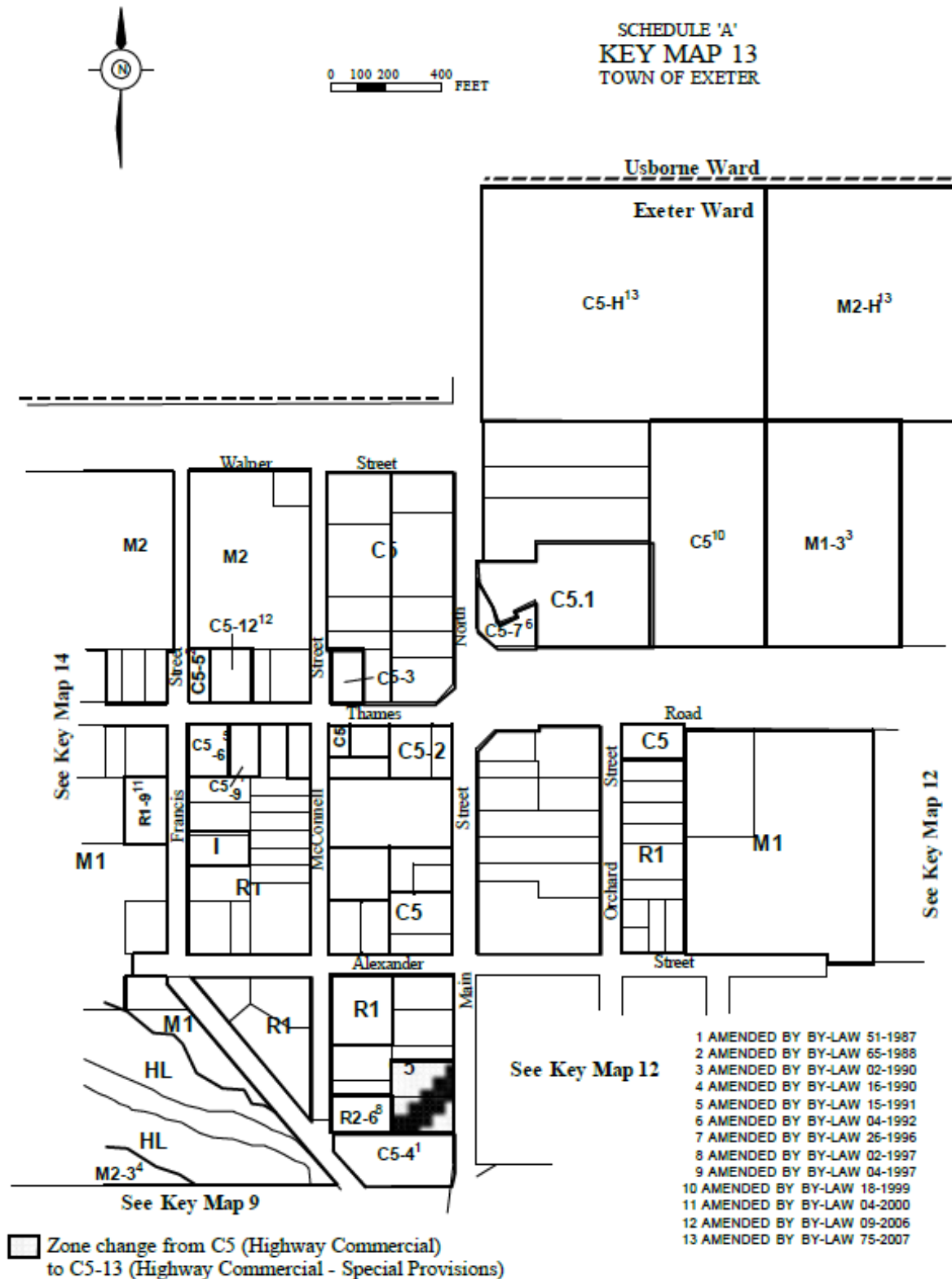
The properties each contain a residential dwelling. The property is currently zoned C5 (Highway Commercial) which permits a range of commercial uses.

This rezoning changes the zone on the subject lands from C5 (Highway Commercial) to C5-13 (Highway Commercial Special Provisions) to add a financial institution as a permitted use on the subject parcels.

This By-law amends zoning by-law #30-1978, of the former Town of Exeter. Maps showing the general location of the lands to which this zoning by-law amendment applies are shown on the following pages.

The map displays a grid of streets and lots. Key streets include Broadway St, K St, L St, M St, N St, O St, P St, Q St, R St, S St, T St, U St, V St, W St, X St, Y St, Z St, AA St, AB St, AC St, AD St, AE St, AF St, AG St, AH St, AI St, AJ St, AK St, AL St, AM St, AN St, AO St, AP St, AQ St, AR St, AS St, AT St, AU St, AV St, AW St, AX St, AY St, AZ St, BA St, BB St, BC St, BD St, BE St, BF St, BG St, BH St, BI St, BJ St, BK St, BL St, BM St, BN St, BO St, BP St, BQ St, BR St, BS St, BT St, BU St, BV St, BW St, BX St, BY St, and BZ St. The map also shows various landmarks such as the San Diego River, San Diego Bay, and the San Diego International Airport.

**Schedule "C" – Showing the Area Subject to the Amendment
Corporation Of The Municipality Of South Huron
By-Law #29-2017**





The Corporation Of The Municipality Of South Huron

By-Law #30- 2017

To amend By-Law #012-84, being the Zoning By-Law for the former Township of Stephen for the lands known as Plan 221 Lot 11 Lot 12, Stephen 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 #12-84, of the former Township of Stephen, 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 Plan 221 Lot 11 Lot 12, Stephen Ward, Municipality of South Huron.
2. That By-Law #12-84 is hereby amended by changing the zone symbol from Village Commercial (VC1) to Village Commercial Special Provisions (VC1-5) 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 #12-84 is hereby amended by adding Section 21.7.5
21.7.5 VC1-5
21.7.5.1 Notwithstanding the provisions of Section 21.1 to the contrary, a low density residential use shall be a permitted use subject to the provisions of Section 14 Village Residential Low Density.
21.7.5.2 Notwithstanding the provisions of Section 21 to the contrary, no parking of transport trucks will be permitted on the property.
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 Stephen 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 15th day of May, 2017.

Read a third time and finally passed this 15th day of May, 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk

**Schedule "A" to By-Law #30-2017
Corporation Of The Municipality Of South Huron**

By-Law #30-2017 has the following purpose and effect:

This By-law affects the property known municipally as 145 Centre Street, Dashwood. The legal description of the subject lands is Plan 221 Lot 11 Lot 12, Stephen Ward, Municipality of South Huron.

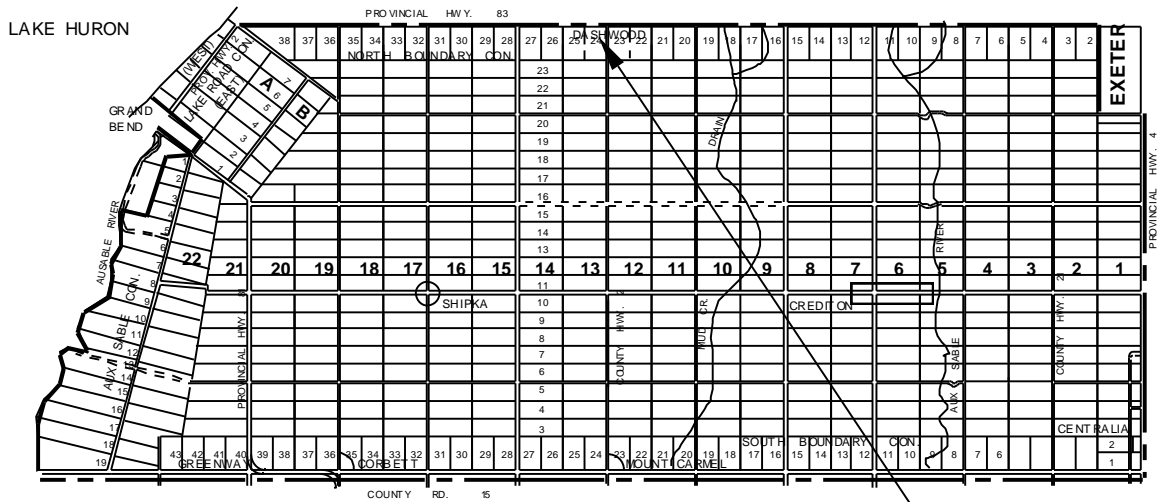
The property contains a building which was previously used as a medical clinic and an office. The property is currently zoned VC1 (Village Commercial) which permits a range of commercial uses.

This rezoning changes the zone on the subject lands from VC1 (Village Commercial) to VC1-5 (Village Commercial Special Provisions) to add low density residential uses as a permitted use on the subject parcel. The zoning by-law amendment also restricts the parking of transport trucks on the subject property.

This By-law amends zoning by-law #12-1984, of the former Township of Stephen. Maps showing the general location of the lands to which this zoning by-law amendment applies are shown on the following pages.

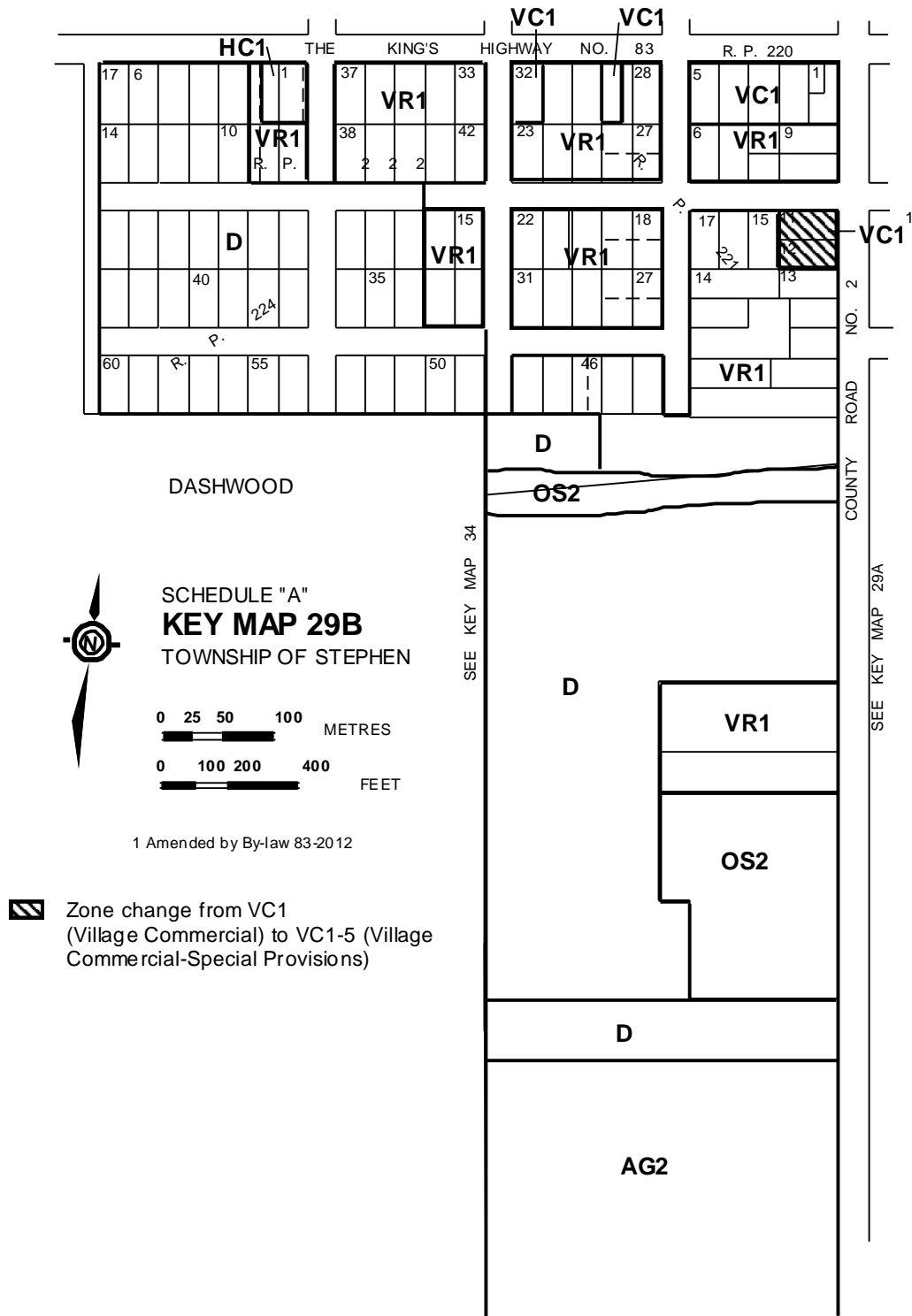
**Schedule "B" to By-Law #30- 2017
Corporation Of The Municipality Of South Huron**

**Schedule 'A'
STEPHEN WARD
Location Map**



Property 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 #30-2017**





The Corporation Of The Municipality Of South Huron

By-Law #31-2017

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 May 15, 2017 Regular Council Meeting and Public 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 15th day May, 2017.

Read a third time and passed this 15th day of May, 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk