



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

Tuesday, July 3, 2018, 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. under Section 34 of the Planning Act for the purpose of consulting with the public about a Comprehensive Zoning By-law for the Municipality of South Huron.

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 of June 18, 2018

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**Recommendation:**

That South Huron Council adopts the minutes of the Regular Council Meeting of June 18, 2018, as printed and circulated.

6.2 Minutes of the Public Meeting of June 18, 2018.

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**Recommendation:**

That South Huron Council adopts the minutes of the Public Meeting of June 18, 2018, as printed and circulated.

- 6.3 Minutes of the Committee of the Whole of June 26, 2018

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**Recommendation:**

**That South Huron Council adopts the minutes of the Committee of the Whole of June 26, 2018, as printed and circulated.**

7. Councillor Board and Committee Reports

- 7.1 Minutes of the Exeter Community Development Fund Committee of October 13, 2016

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**Recommendation:**

**That South Huron Council receive the Exeter Community Development Fund Committee minutes of October 13, 2016.**

**Recommendation:**

**Whereas the Exeter Community Development Fund Committee wishes to assist Council in its decision making process related to recreation in the town of Exeter,**

**That South Huron Council accept the recommendation of the Exeter Community Development Fund Committee to place a moratorium on the distribution of funds from the Exeter Community Development Fund reserve fund to allow Council the time to develop and submit a more fulsome plan to the Committee for consideration.**

- 7.2 Minutes of the Exeter BIA of May 8, 2018

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- 7.3 Minutes of the South Huron Police Services Board of May 8, 2018

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- 7.4 Minutes of the May 22, 2018 Board of Directors for Upper Thames River Conservation Authority

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Agenda and Reports from the May 22, 2018 Board of Directors meeting for the Upper Thames River Conservation Authority at the following website:

<http://thamesriver.on.ca/wp-content/uploads//Publications/BOD-minutes-May22-2018.pdf>

- 7.5 Minutes of the Community Hub/Recreation Centre Project Steering Committee of June 12, 2018

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**Recommendation:**

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

- Exeter BIA Board Meeting minutes of May 8, 2018;
- South Huron Police Services Board minutes of May 8, 2018;
- Upper Thames River Conservation Authority minutes of May 22, 2018.
- Community Hub/Recreation Centre Project Steering Committee minutes of June 12, 2018.

8. Staff Reports

8.1 Planning

8.2 Financial Services

8.3 Environmental Services

- 8.3.1 D. Giberson, Director of Operations and Infrastructure - Tender Results for Surface Treatment of Mollard Line (County Road #81 to Crediton Road) and McTaggart Line (Rogerville Road to Line 17)

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**Recommendation:**

**That South Huron Council receive the report from D. Giberson, Director of Operations and Infrastructure RE: Tender Results for Surface Treatment of Mollard Line (County Road #81 to Crediton Road) and McTaggart Line (Rogerville Road to Line 17); and**

**That South Huron Council accept the tender received from the low bidder Norjohn Contracting and Paving Limited and authorize the award of a contract for Surface Treatment of Mollard Line (County Road #81 to Crediton Road) and McTaggart Line (Rogerville Road to Line 17) in the amount of 145,485.24 (including HST).**

8.3.2 D. Giberson, Director of Operations and Infrastructure - 2018  
Request for Proposals for Engineering Services

52

**Recommendation:**

That South Huron Council receive the report from D. Giberson, Director of Operations and Infrastructure Re: 2018 Request for Proposals for Engineering Services.

**Recommendation:**

That South Huron Council accepts the proposal received from BM Ross and Associates and authorizes the award of a professional services contract to BM Ross and Associates for the design, approvals and tender preparation for the following 2018 Capital Projects:

1. Waterloo Street Reconstruction (London Road South to GEXR railway) in the amount of \$30,142.00 plus HST
2. Huron Park Water Tower Re-chlorination System Upgrade in the amount of \$6,500.00 plus HST.

**Recommendation:**

That South Huron Council accepts the proposal received from BM Ross and Associates and authorizes the award of a professional services contract to BM Ross and Associates for tendering, contract administration and construction inspection for the following projects, subject to Council approval of a future Capital Budget:

- Waterloo Street Reconstruction (London Road South to GEXR railway) in the amount of \$71,727.00 plus HST

**Recommendation:**

That South Huron Council accepts the proposal received from GMBLuePlan Engineering Limited and authorizes the award of a professional services contract to GMBLuePlan Engineering Limited for the design, approvals and tender preparation for the following 2018 Capital Projects:

1. Shipka Line Watermain Replacement (Kirkton Rd to Dashwood Rd) in the amount of \$16,353.00 plus HST
2. Parr Line Watermain Replacement (north & south of Crediton) in the amount of \$16,353.00 plus HST
3. Huron Street Watermain Replacement (Corbett Line to west end) in the amount of \$11,664.00 plus HST

4. Replacement of Mollard Line Structure #1056 in the amount of \$18,240.00 plus HST.

**Recommendation:**

That South Huron Council accepts the proposal received from GMBLuePlan Engineering Limited and authorizes the award of a professional services contract to GMBLuePlan Engineering Limited for tendering, contract administration and construction inspection for the following projects, subject to Council approval of a future Capital Budget:

1. Shipka Line Watermain Replacement (Kirkton Rd to Dashwood Rd) in the amount of \$21,430.00 plus HST
2. Parr Line Watermain Replacement (north & south of Crediton) in the amount of \$21,430.00 plus HST
3. Huron Street Watermain Replacement (Corbett Line to west end) in the amount of \$11,190.00 plus HST
4. Replacement of Mollard Line Structure #1056 in the amount of \$20,750.00 plus HST.

#### 8.4 Administration

- 8.4.1 D. McNab, Chief Building Official - Limiting Distance Agreement - Tom Hayter, Hayter's Turkey Farm Ltd

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**Recommendation:**

That South Huron Council receive this report from D. McNab, Development Services Manager re: Limiting Distance Agreement between Tom Hayter, Hayter's Turkey Farm Ltd, and the Municipality of South Huron be received for information purposes.

- 8.4.2 D. Best, Chief Administrative Officer - Engagement Policy

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**Recommendation:**

That the report of D. Best, Chief Administrative Officer dated July 3, 2018 regarding the Engagement Policy be received; and

That South Huron Council approve the Engagement Policy as presented.

8.4.3	D. Best, Chief Administrative Officer - Memorandum of Understanding - Exeter BIA	111
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**Recommendation:**

**That the memo of D. Best, Chief Administrative Officer dated July 3, 2018 with respect to the Memorandum of Understanding (MOU) with the Exeter BIA be received.**

8.4.4	D. Best, Chief Administrative Officer - Parking By-law Update	121
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**Recommendation:**

**That the memo of D. Best, Chief Administrative Officer dated July 3, 2018 regarding the Parking By-law Update be received.**

9.	<u>Deferred Business</u>	
10.	<u>Notices of Motion</u>	
11.	<u>Mayor &amp; Councillor Comments and Announcements</u>	
12.	<u>Communications</u>	
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- 12.11 Town of Amherstburg - Support for Cannabis Grace Period Request 156

**Recommendation:**

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

13. Closed Session

14. Report From Closed Session

15. By-Laws

- 15.1 By-Law No. 64-2018- Appoint BIA & Rates 158

**Recommendation:**

**That the South Huron Council gives first, second and third and final reading to By-Law #64-2018, being a by-law to name members to the Exeter Business Association Board of Management and set 2018 tax rates for properties in the Exeter Business Improvement Area.**

- 15.2 By-Law No. 65-2018 - Limiting Distance Agreement - Hayter/Hayter's Turkey Farms Ltd. 162

**Recommendation:**

**That the South Huron Council gives first, second and third and final reading to By-Law #65-2018, being a by-law to authorize the execution of a Limiting Distance Agreement between the Municipality of South Huron, Hayter's Turkey Farm Ltd. and Tom Hayter in the Municipality of South Huron in the County of Huron**

16. Confirming By-Law

- 16.1 By-Law No. 66-2018 – Confirming By-Law 166

**Recommendation:**

**That the South Huron Council gives first, second and third and final reading to By-Law #66-2018, being a by-law to confirm matters addressed at the July 3, 2018 Council meeting.**

17. Adjournment

**Recommendation:**

**That South Huron Council hereby adjourns at \_\_\_\_\_ p.m., to meet again on July 16, 2018 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, June 18, 2018, 6:00 p.m.**

**Council Chambers - Olde Town Hall**

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  
Sandy Becker, Director of Financial Services  
Don Giberson, Director of Operations and Infrastructure  
Scott Currie, Communications and Strategic Initiatives Officer  
Sarah Smith, Huron County Planner  
Rebekah Msuya-Collison, Clerk  
Laurie Clapp, Administrative Assistant

1. Meeting Called To Order

Mayor Cole called the meeting to order at 6:00 p.m.

2. Public Meeting

**Motion:** 294-2018

**Moved:** D. Frayne

**Seconded:** T. Oke

**That South Huron Council adjourn at 6:02 p.m. for the purpose of a Public Meeting pursuant to the Planning Act for a proposed zoning amendment and Official Plan amendment.**

**Disposition: Carried**

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

The agenda was amended as follows:



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

Addition of 10.1 - Notice of Motion

Addition of 15.2, 15.3 - By-Laws

**Motion:** 295-2018

**Moved:** M. Vaughan

**Seconded:** T. Tomes

**That South Huron Council approves the Agenda as amended.**

**Disposition: Carried**

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Delegations

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

The purpose of this meeting is to discuss the technical aspects of the Neil Municipal Drain 2018 and the Carroll Municipal Drain 2018. Council entertains questions regarding the work proposed in the report and/or the total cost of the work. Petitioners are given an opportunity to withdraw their name from the petition and other owners that benefit from the drain are given an opportunity to add their name to the petition.

Chris Dietrich, Engineer, presented a summary of the reports to Council.

5.1.1 Neil Municipal Drain 2018

No withdrawal or addition was given to the Clerk by petitioners or benefiting owners.

5.1.2 Carroll Municipal Drain 2018

Engineer Dietrich advised that typical livestock provision is 48 hours' notice for pre-construction meeting but the landowner can be given more time if requested.

No withdrawal or addition was given to the Clerk by petitioners or benefiting owners.

**Motion:** 296-2018

**Moved:** W. DeLuca

**Seconded:** T. Tomes

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

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

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

**Disposition: Carried**

5.2 Upper Thames River Conservation Authority - 2018 Budget Presentation

Ian Wilcox, General Manager with Tony Jackson, Board Representative present in the gallery presented the Environmental Targets Strategic plan.

**Motion:** 297-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

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

**Disposition: Carried**

6. Minutes

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

**Motion:** 298-2018

**Moved:** C. Hebert

**Seconded:** M. Vaughan

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

**Disposition: Carried**

6.2 Minutes of the Public Meeting of June 4, 2018

**Motion:** 299-2018

**Moved:** W. DeLuca

**Seconded:** T. Oke

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

**Disposition: Carried**

6.3 Minutes of Committee of Adjustment of June 4, 2018

**Motion:** 300-2018

**Moved:** C. Hebert

**Seconded:** W. DeLuca

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

**Disposition: Carried**

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

**Motion:** 301-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

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

**Disposition: Carried**

7. Councillor Board and Committee Reports

7.1 Kirkton-Woodham Community Centre Board - Minutes of November 30, 2017

7.2 Kirkton-Woodham Community Centre Board - Motion brought forward from June 6, 2018 meeting

**Motion:** 302-2018

**Moved:** D. Frayne

**Seconded:** T. Oke

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

**Disposition: Carried**

7.3 Communities in Bloom - Minutes of May 2, 2018

7.3.1 Cathy Seip, Chair Correspondence

7.4 Community Hub/Recreation Project Steering Advisory Committee - Minutes of May 29, 2018

CAO Best responded to questions regarding the process and timeline for the hiring of the project manager and architect. The committee will make a recommendation and Council will make the final determination.

Councillor Hebert clarified to Council that correspondence 7.3.1 is not brought forward from the Communities in Bloom committee. Council discussed the correspondence and directed staff to send an acknowledgment letter.

Council discussed the process for advertising changes to requirements for Alcohol Risk Management Policy, if adopted.

**Motion:** 303-2018

**Moved:** T. Oke

**Seconded:** M. Vaughan

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

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

**That Correspondence item 7.3.1 be received.**

**Disposition: Carried**

8. Staff Reports

8.1 Planning

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

**Motion:** 304-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

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

**Disposition: Carried**

## 8.2 Financial Services

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

**Motion:** 305-2018

**Moved:** C. Hebert

**Seconded:** T. Oke

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

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

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

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

**Disposition: Carried**

## 8.3 Operations and Infrastructure

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

Council discussed deferral of the project and the development of an asset management plan for projects moving forward. Council discussed the tender and Director Giberson confirmed that the

shoulder will be part of the project but is not included in the tender as it was just for asphalt only. Council discussed the tendering process, including timing of release and competition for projects.

**Motion:** 306-2018

**Moved:** C. Hebert

**Seconded:** W. DeLuca

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

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

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

**Disposition: Carried**

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

**Motion:** 307-2018

**Moved:** W. DeLuca

**Seconded:** D. Frayne

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

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

**Disposition: Carried****8.3.3 D. Giberson, Director of Operations and Infrastructure - Water Meter Testing Policy**

Council discussed the policy and confirmed that owners are considered the customers for rental properties. Council determined that the Water Meter Testing Policy is an operational policy and not a governance policy. Council directed staff to send a response to the correspondence received from Clayton and Jane Hefley at the June 4, 2018 Regular Council meeting and include a copy of this report.

**Motion:** 308-2018

**Moved:** W. DeLuca

**Seconded:** M. Vaughan

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

**Disposition: Carried****8.4 Administration****8.4.1 S. Currie, Communications and Strategic Initiatives Officer - Municipality of South Huron Communication Policy**

Council discussed the South Huron Communication Policy and Strategy document in detail. Communications and Strategic Initiatives Officer Currie advised that there will be minor amendments to the policy header.

**Motion:** 309-2018

**Moved:** T. Oke

**Seconded:** D. Frayne

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

**That South Huron Council approve the Communication Policy as amended.**

**Disposition: Carried**

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

**Motion:** 310-2018

**Moved:** W. DeLuca

**Seconded:** M. Vaughan

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

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

**a) The appointment or removal from office of any officer of the municipality;**

**b) The hiring or dismissal of any employee of the municipality;**

**c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;**

**d) Making any expenditure or incurring any other liability which exceeds \$50,000; and**

**e) That the CAO will report to Council if the delegation of authority is exercised under the proposed by-law; and**

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

**Disposition: Carried**

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

**Motion:** 311-2018

**Moved:** D. Frayne

**Seconded:** C. Hebert



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

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

- **Councillor Tomes**
- **Councillor Hebert**
- **Councillor DeLuca**

**That Councillor Tomes be appointed Chair.**

**Disposition: Carried**

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

CAO Best presented the revised draft Special Events policy and advised modification may be needed depending on adoption of a municipal alcohol risk management policy. Mr. Best will make adjustments on policy header including annual review as this is a new policy. He advised that the municipal insurer reviewed the indemnification clause and suggested obtaining a Certificate of Insurance rather than full policy. Council discussed municipally significant events, formalizing the process and communication to community groups.

**Motion: 312-2018**

**Moved: T. Oke**

**Seconded: C. Hebert**

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

**That Council approve the Special Events Policy as amended; and**

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

**That Schedule “B” of By-Law 34-2015 be amended to include the following administration fees for Special Events:**

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

**Disposition: Carried**

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

Council reviewed the recommended changes to the draft policy. CAO Best advised that there will be additional amendments to policy header information, if approved.

**Motion:** 313-2018

**Moved:** C. Hebert

**Seconded:** M. Vaughan

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

**That Council approve the Alcohol Risk Management Policy as amended; and**

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

**Disposition: Carried**

**8.4.6 D. Best, Chief Administrative Officer - Revised Parking By-Law**

Council discussed the draft Parking By-Law in detail. CAO Best noted that the final document will be modified including mapping and formalizing accessibility parking in policy. CAO Best requested Council input on other areas of municipality and he will bring amended by-law to council at the July 16 meeting.

**Motion:** 314-2018

**Moved:** C. Hebert

**Seconded:** M. Vaughan

**That the memo of D. Best, Chief Administrative Officer dated June 18, 2018 regarding the proposed Parking By-Law be received for information purposes.**

**Disposition: Carried**

**8.4.7 D. Best, Chief Administrative Officer - Main Street Revitalization Update**

Councillor DeLuca commented that greening of the downtown is not currently added as a priority. Council discussed historic core, facades, improvements, public consultation, standards and parameters. CAO Best advised Council that the funds must be spent within two years.

**Motion:** 315-2018

**Moved:** W. DeLuca

**Seconded:** C. Hebert

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

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

- **Accessibility improvements for access to local businesses**
- **Streetscaping and landscape improvements including banners, lighting and greening initiatives.**
- **Wayfinding signage**

**Disposition: Carried**

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

Council deferred Engagement Policy to next meeting.

**9. Deferred Business**

**9.1 North Huron Invitation to Municipal Night - Blyth Festival**

Deputy Mayor Frayne accepted the tickets and the Clerk was directed to coordinate with North Huron.

**9.2 Huron County Health Unit Request**

Council discussed the Health Unit request in detail.

**Motion:** 317-2018

**Moved:** C. Hebert

**Seconded:** M. Vaughan

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

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

**Amendment**

**Motion:** 318-2018

**Moved:** W. DeLuca

**Seconded:** T. Oke

**That South Huron Council defer Resolution 317-2018 to the July 16, 2018 Regular Council meeting.**

**Disposition: Carried**

Council directed Administration provide a report on costs, possible locations for placement of disposal kiosk that includes input from other communities and OHS risk assessment on needle stick injuries.

10. Notices of Motion

10.1 Notice of Motion

**Motion:** 319-2018

**Moved:** C. Hebert

**Seconded:** W. DeLuca

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

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

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

**Disposition: Carried**

**Amendment**

**Motion: 320-2018**

**Moved: T. Oke**

**Seconded: W. DeLuca**

**That South Huron Council suspend the rules and allow debate and voting on Notice of Motion 10.1 at this meeting.**

**Disposition: Carried**

Deputy Mayor Frayne noted the time at 8:56 p.m.

**Motion: 321-2018**

**Moved: D. Frayne**

**Seconded: C. Hebert**

**That South Huron Council proceed beyond the hour of curfew.**

**Disposition: Carried**

11. Mayor & Councillor Comments and Announcements

Deputy Mayor Frayne advised he will attend Civic Night on Thursday at the Huron Country Playhouse.

Councillor Vaughan inquired when the most recent draft of the comprehensive Zoning By-Law will be on the municipal website. Councillor Vaughan advised she will be attending Thursday at the Huron County Playhouse. She updated

Council on the FCM conference sessions and commented that much of the conference focused on building sustainable municipalities for the future.

Councillor Hebert read paragraph 19 - Mayor and Councillor Comments and Announcements of the South Huron Procedural By-law.

Councillor Oke commented on the official opening of Jessica's house and congratulated the committee.

Councillor DeLuca noted that a common thread of the FCM conference was infrastructure money. He spoke about the greening up of Frederickton downtown, study tours, rural and remote infrastructure challenges and by-law enforcement.

Mayor Cole advised that she is meeting July 5<sup>th</sup> with local health care providers to help facilitate a Health Business Fair. She advised of upcoming FCM board of director meetings September 11<sup>th</sup> to 14<sup>th</sup> in Nova Scotia and November 20<sup>th</sup> to 23<sup>th</sup> in Ottawa.

Mayor Cole mentioned the Huron Park Fire Department barbeque and attendance at the Huron Natural Heritage open house, Jessica's House opening, Legion breakfast, Hospital board annual meeting and that will be attending Civic Night.

## 12. Communications

12.1 Ontario Provincial Police - OPP Municipal Policing Latest Initiatives

12.2 Huron County - Request for Support - Municipalities for Climate Change Staff Grant

12.3 Huron County Distribution Centre - Thank You

**Motion:** 322-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

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

**Disposition: Carried**

## 13. Closed Session

## 14. Report From Closed Session

15. By-Laws

15.1 By-Law No. 28-2018 - Khiva Municipal Drain

**Motion:** 323-2018

**Moved:** T. Tomes

**Seconded:** M. Vaughan

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

**Disposition: Carried**

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

**Motion:** 324-2018

**Moved:** T. Oke

**Seconded:** M. Vaughan

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

**Disposition: Carried**

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

**Motion:** 325-2018

**Moved:** M. Vaughan

**Seconded:** W. DeLuca

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

**Disposition: Carried**

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

**Motion:** 326-2018

**Moved:** T. Tomes

**Seconded:** D. Frayne

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

**Disposition: Carried**

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

**Motion:** 327-2018

**Moved:** T. Oke

**Seconded:** T. Tomes

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

**Disposition: Carried**

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

**Motion:** 328-2018

**Moved:** C. Hebert

**Seconded:** D. Frayne

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

**Disposition: Carried**

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

**Motion:** 329-2018

**Moved:** W. DeLuca

**Seconded:** M. Vaughan



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

**Disposition: Carried**

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

**Motion:** 330-2018

**Moved:** M. Vaughan

**Seconded:** T. Tomes

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

**Disposition: Carried**

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

**Motion:** 331-2018

**Moved:** C. Hebert

**Seconded:** D. Frayne

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

**Disposition: Carried**

16. Confirming By-Law

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

**Motion:** 332-2018

**Moved:** M. Vaughan

**Seconded:** T. Oke

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

**Disposition: Carried**

17. Adjournment

**Motion:** 333-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

**That South Huron Council hereby adjourns at 9:27 p.m., to meet again on July 3, 2018 at 6:00 p.m. or at the Call of the Chair.**

**Disposition: Carried**

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Maureen Cole, Mayor

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Rebekah Msuya-Collison, Clerk



## **Corporation of the Municipality of South Huron**

### **Minutes-Public Meeting**

**Monday, June 18, 2018, 6:00 p.m.**

**Council Chambers - Olde Town Hall**

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  
Sandy Becker, Financial Services Manager/Treasurer  
Don Giberson, Environmental Services Director  
Sarah Smith, Huron County Planner  
Scott Currie, Communications and Strategic Initiatives Officer  
Rebekah Msuya-Collison, Clerk

1. Call to Order

Mayor Cole called the meeting to order at 6:02 p.m.

2. Disclosure of Pecuniary Interest

None.

3. Purpose of Public Meeting

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

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

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

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

4. Application for Rezoning D14-Z13-2018 Brinke

4.1 Application

4.2 S. Smith, Huron County Planner - Report D14-Z13-2018 Brinke

Ms. Smith reviewed her report noting the purpose of the proposed Zoning By-law amendment is to change the zoning on the severed parcel from General Agriculture (AG1) to Agriculture Small Holding (AG4) to recognize a residential use in the agricultural area. The retained lands require a rezoning from General Agriculture (AG1) to General Agriculture Special Provisions (AG1-29) in order to prohibit construction of a new residence. This rezoning application will satisfy a condition of consent #B04/18.

**Motion:** PL#22

**Moved:** T. Oke

**Seconded:** C. Hebert

**That South Huron Council receives the report from S. Smith, Huron County Planner re: D14-Z13-2018 Brinke.**

**Disposition: Carried**

4.3 Written Comments Received

There were no written comments received.

4.4 Comments-Council; Public in Attendance

There were no comments from Council or Public in attendance.

5. Close Public Meeting

**Motion:** PL#23

**Moved:** C. Hebert

**Seconded:** M. Vaughan

**That South Huron Council now closes this Public Meeting at 6:07 p.m. and reconvenes the Regular Council meeting.**

**Disposition: Carried**

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Maureen Cole, Mayor

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Rebekah Msuya-Collison, Clerk



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

**Tuesday, June 26, 2018, 6:00 p.m.**  
**Olde Town Hall-Carling Room**

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

Member Regrets:     Craig Hebert - Member

Staff Present:         Dan Best, CAO  
                              Scott Currie, Communications and Strategic Initiatives Officer  
                              Rebekah Msuya-Collison, Clerk

1.     Meeting Called to Order

Mayor Cole called the meeting to order at 6:00 p.m.

2.     Appointment of Chair

**Motion:** CW#27-2018

**Moved:** D. Frayne

**Seconded:** M. Vaughan

**That Ted Oke is appointed as Chair for the June 26, 2018 Committee of the Whole meeting.**

**Disposition: Carried**

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

**Motion:** CW#28-2018

**Moved:** M. Cole

**Seconded:** M. Vaughan

**That South Huron Committee of the Whole approves the Agenda as presented.**

**Disposition: Carried**

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Reports

5.1 Community Improvement Plan (CIP)

CAO Best reviewed the current status of the Community Improvement Plan, the five defined CIP areas for Exeter and proposed next steps. He requested input on the incentive programs prior to the July 16 meeting as an information report will be coming forward to Council.

The Committee discussed the Community Improvement Plan in detail including public input, the background of the full document, urban design guidelines, plan relevance, affordability, terms of reference and validating the document.

CAO Best advised that he would send the previous documentation regarding the CIP to Council for review.

5.2 Age-Friendly Community Initiative

CAO Best presented on the Age-Friendly Community Initiative. Member Vaughan provided background to the plan. The Committee discussed establishing a steering committee to look at what can be done at the municipal level and to take recommendations to Council. CAO Best advised that a report will be taken to the July 16, 2018 Council meeting that includes steps that are needed to move forward and draft terms of reference for a committee.

5.3 Service Delivery Review Overview

CAO Best presented a Service Delivery Overview introduction and noted that the overall goal of the service delivery review is to better understand the services provided by the Municipality and to assist Council in making better informed, strategic choices regarding those services. The Committee discussed project timing and phases. CAO Best advised that a report will be coming to Council at the July 16, 2016 meeting.

6. Adjournment

**Motion:** CW#29-2018

**Moved:** M. Vaughan

**Seconded:** W. DeLuca

**That South Huron Committee of the Whole does now adjourn at 8:25 p.m.**

**Disposition: Carried**

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Ted Oke, Chair

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Rebekah Msuya-Collison, Clerk



The Corporation of the Municipality of South Huron

Minutes – Exeter Community Development Fund Committee  
Thursday, October 13, 2016 – 9:00 a.m.

Members Present:

Wayne Deluca, South Huron Councillor  
Craig Hebert, South Huron Councillor  
Lauryn Baynham, Public  
Maureen Cole, Mayor, Ex-officio

Staff:

Dan Best, CAO  
Sandy Becker, Treasurer/Recording Secretary  
Genevieve Scharback, Clerk

1. Meeting Called To Order

Wayne Deluca, Chair called the meeting to order at 9:01 a.m. in the Verity Room.

2. Agenda Update

None

3. Disclosure of Pecuniary Interest and the General Nature Thereof:

None

4. Minutes

Committee meeting minutes of April 13, 2016.

**Moved:** Craig Hebert  
**Seconded:** Wayne Deluca

**That the minutes of the April 13, 2016 meeting be adopted as presented.**

**Disposition:** Carried

5. Reports

5.1 2016 Activity Report

Sandy Becker, South Huron Treasurer reviewed the 2016 Activity report.

**Moved:** Lauryn Baynham  
**Seconded:** Craig Hebert

**That the Exeter Community Development Fund Committee receives the 2016 Activity Report as presented.**

**Disposition: Carried**

6. Fund Discussion and Update

The committee discussed options for the future use of the fund.

**Moved:** Craig Hebert  
**Seconded:** Lauryn Baynham

**Whereas the Exeter Community Development Fund Committee wishes to assist Council in its decision making process related to recreation in the town of Exeter,**

**The committee will place a moratorium on the distribution of funds from the Exeter Community Development Fund reserve fund to allow Council the time to develop and submit a more fulsome plan to the Committee for consideration.**

**Disposition: Carried**

7. Next Meeting

8. Adjournment

**Moved:** Craig Hebert  
**Seconded:** Lauryn Baynham

**That the Exeter Community Development Fund Committee hereby adjourns at 9:50 a.m. to meet again at the Call of the Chair.**

**Disposition: Carried.**

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Chair Wayne DeLuca

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Recording Secretary Sandy Becker



## EXETER BUSINESS IMPROVEMENT AREA – BOARD MEETING

Tuesday, May 8, 2018 at 6:30pm

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



**EXECUTIVE MEMBERS** – Chair Rose Glavin, Vice Chair Tira Wootton, and Secretary / Treasurer Janice Brock

**DIRECTORS** – Beautification Chair Mary Hulley, Directors Allen Plant and Fred Godbolt and BIA Manager Brittany Wise

**ABSENT** – Promotions Chair Lauryn Marion, Directors Adrian Bakelaar and James Eddington and Councillor Craig Hebert

**RECORDING SECRETARY** – Brittany Wise, BIA Manager

## MINUTES

### 1. Welcome and Call to Order

Ms. Wise welcomed everyone to the meeting at 6:31pm.

### 2. Changes to the Agenda and Approval of Minutes of April 10, 2018.

#### 2.1 Approval of the Agenda

**MOVED BY: Mary Hulley                      &                      SECONDED BY: Janice Brock**

**“THAT the agenda be adopted as presented.”**

**MOTION: CARRIED**

#### 2.2 Approval of the Minutes of April 10, 2018.

**MOVED BY: Allen Plant                      &                      SECONDED BY: Mary Hulley**

**“THAT the minutes of April 10, 2018 be adopted, as presented.”**

**MOTION: CARRIED**

### 3. Chair’s Message                      Nil

### 4. Delegation

Sarah Smith, a land use planner from the County of Huron / Municipality of South Huron presented the South Huron Comprehensive Zoning By-Law. She summarized the changes happening to update the by-law. After her presentation, the BIA board discussed that they support the proposed changes in the commercial areas of Exeter, as was already included in the recommendations in the Thames Road Corridor Study.

Additionally, they discussed that at the 2018 Ontario Business Improvement Area Association (OBIAA) Conference, there was much discussion on how downtowns across North America are increasingly becoming mixed-use spaces with more residential development. Providing opportunities for people to live in the downtown increases the number of potential customers for small businesses and allows downtowns to look like thriving neighbourhoods' with people on the street, encouraging passersby to stop and spend money locally.

Thus, the board thinks that the zoning by-law should allow the addition of 'residential use' to certain properties within the C4 commercial districts, specifically to address the old Canadian Tire and Dinney's properties that have sat vacant for years. However, the board felt very strongly that we cannot allow residential use to the ground-floor level on the properties between Anne and Victoria Streets, but South of Anne Street should be open for residential to encourage investment in those properties.

The board also discussed that currently the properties above are overpriced and that could be part of the reason they haven't been sold and redeveloped. They wondered if the removal of the 'vacant unit rebate tax' would result in the current property owners selling those properties at a reduced price from their current over-priced ask and if they could be redeveloped under the currently permitted commercial use.

Nonetheless, the board felt that being less restrictive in those areas would only help to attract investment to those properties in a quicker fashion.

Furthermore, the board also discussed that although this was a definite step forward, South Huron needs to take a more proactive in marketing the opportunities available to potential investors; simply adding residential use will not necessarily result in investment.

Ms. Wise to summarize the boards comments and submit for review.

**MOVED BY: Tira Wootton & SECONDED BY: Mary Hulley**

**"THAT the Delegation Report be adopted, as presented."**

**MOTION: CARRIED**

#### 5. Councillor's Report

Councillor Hebert was unable to attend the meeting, but he provided a report that stated that the steering committee for the Community Hub / Rec Centre is ready to send out an RFP for a market / feasibility study. He also noted that the outdoor pool is well on it's way to completion, hopefully opening to the public on July 1. He stated that the Municipality is looking at a comprehensive Zoning By-Law and the BIA should make comments as it effects future developments in the BIA area.

**MOVED BY: Allen Plant & SECONDED BY: Mary Hulley**

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

**MOTION: CARRIED**

#### 6. Financial Report

##### 6.1 Treasurer's Report – April 2018

In April, we will receive payment for a bus tour conducted in March; our HST rebate; and payment for 26 banners. Our expenses will include regular monthly expenses, as well as the starburst light fixture maintenance and light bulbs, our AGM ad, and miscellaneous office expenses. At the end of April, we had \$38,304.48 in the bank.

## 6.2 Treasurer's Report – May 2018

In May, we will receive payment for at least 26 banners; our share of the JCP rent money; and fees for Ladies Night Out. Our expenses will include regular monthly expenses, as well as the OBIAA hotel and travel expenses and our outstanding website design fees. At the end of May, we can expect to have approximately \$37,006.03 in the bank.

The board decided that they would continue hosting the website domain with Campus Creative.

**MOVED BY: Allen Plant & SECONDED BY: Janice Brock**

**“THAT the financial report be adopted as presented.”**

**MOTION: CARRIED**

## 7. Promotions

### 7.1 South Huron Map and Guide

Ms. Wise has been busy supporting the development of the new South Huron Map and Guide (editing, etc.), which is a 24-page booklet that is geared towards visitors and potential newcomers.

### 7.2 Digital Marketing Seminars

Ms. Wise reported that the BIA and Postmedia have held 3 of the 4 digital marketing sessions. They've all consistently had over 10 people participate each week. There have been return participants weekly, which shows the session have been well done. There have also been new faces each week.

### 7.3 Ladies Night Out

Ms. Wise reported that there are 25 businesses participating in Ladies Night Out this year. Promotion for the event will have started and will continue up until the event.

**MOVED BY: Mary Hulley & SECONDED BY: Janice Brock**

**“THAT the promotions report be adopted as presented.”**

**MOTION: CARRIED**

## 8. Beautification

### 8.1 Banner Program

Ms. Wise reported that the banner program is sold out. Ms. Wise informed the board that she has had some challenges with the sizing of the banners on some of the poles. She recently found out that the town was planning to replace the street poles from Victoria to Church street, but that they were not going to be the same as the heritage streetlights because of the distance the lights need to cover with only being on one side of the street in that area. Due to staff changes, the poles have not been researched and they cannot guarantee that they can make the banner arms the same as on the heritage poles.

The board agreed that since the BIA has sold all the banners, we need to proceed with putting banners up on the current poles and inform the Municipality of the size for the banner brackets on the new poles.

**MOVED BY: Mary Hulley                      &                      SECONDED BY: Allen Plant**

**“THAT the banner program proceed as planned on the poles currently installed on Main Street. The BIA to inform the Municipality of the banner arm requirements for the new poles and insist that if they cannot ensure that the banner arms on the new poles will work, that the Municipality cover the cost to purchase 19 replacement banners for those poles.”**

**MOTION:                      CARRIED**

Due to this issue, Ms. Wise had to put the project on hold until she receives confirmation about the sizing for the banners because it affects the design. She is hopeful that the working timeline is to have them up by mid-June.

#### 8.2 Starburst Light Decorations

Ms. Wise reported that the BIA recently replaced all the light bulbs in the starburst light decorations that stay up year-round. Courtesy Signs reported back that the starbursts are in pretty rough shape and says that we should have them replaced or refurbished. The other option would be to take them down all together.

Ms. Wise to Investigate the cost of replacing the light bursts replaced. Take them down one at a time, as required.

#### 8.3 Flowers

As far as Ms. Wise knows, the flowers are set to be installed the first part of June.

#### 8.4 Jessica's House Music Weekend

Ms. Hulley reported that Jessica's House has approached Council about making June "Jessica's House Month" in Exeter, for 2018 only to celebrate their grand opening. She noted that a group of volunteers will decorate Main Street and would like the BIA's support in encouraging business owners and residents to decorate their storefronts and homes with blue and yellow. Council has deferred the decision until the next meeting, Ms. Hulley will keep the BIA informed.

**MOVED BY: Janice Brock                      &                      SECONDED BY: Fred Godbolt**

**“THAT the beautification report be adopted as presented.”**

**MOTION:                      CARRIED**

#### 9. Member Events                      Nil

#### 10. Economic Development

There was an Economic Development Advisory Committee meeting held in April – it was the most well-attended meeting to date. There was a presentation from the County Economic Development Department about their recent activities, which was followed by a good discussion.

The committee plans to meet in May to develop an action-based economic development strategic plan, which will be more comprehensive than the current plan.

**MOVED BY: Mary Hulley & SECONDED BY: Janice Brock**

**"THAT the Ec Dev report be adopted as presented."**

**MOTION: CARRIED**

#### 11. Digital Sign Report

Ms. Wise reported that she hasn't had time to address the sign yet. Ms. Wise was directed to take the "Digital Sign Report" off the agenda and to include any updates in the Manager's Report moving forward.

**MOVED BY: Allen Plant & SECONDED BY: Rose Glavin**

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

**MOTION: CARRIED**

#### 12. BIA Manager's Report

##### 12.1 JCP Update

The BIA's JCP has officially ended her position. At this time, Ms. Wise is not actively seeking a replacement due to the time left on the project – it would be more work than it's worth.

##### 12.2 RED Funding Update

Ms. Wise is happy to report that we have received our RED grant in partnership with the Chamber and Municipality. We are planning to meet with the CAO to solidify our plans and release our marketing opportunities soon.

##### 12.3 Canada Summer Jobs

Ms. Wise reported that we were successful in receiving a summer student for July and August to help provide staffing support for the Welcome Centre in the summer months. We plan to post the job in May.

##### 12.4 OBIAA Conference

Ms. Wise attended the OBIAA Conference in April. Key learnings at the event included:

##### Mixed Uses Downtown

- Throughout the conference, there was much discussion on how downtowns across North America are increasingly becoming mixed-use spaces with more residential development.
- Providing opportunities for people to live in the downtown provides more customer opportunity for small businesses and allows downtowns to look like thriving neighbourhoods' with people on the street, encouraging passersby to stop and spend money locally.
- This information is timely because South Huron is doing a Comprehensive By-Law update and Ms. Wise believes it will state that we need to add residential zoning opportunities in the downtown area, specifically to increase the chances for re-development of vacant properties (namely the former Canadian Tire building and the former Dinney's locations).

##### Digital Main Street Program

- OMAFRA provided funding the Digital Main Street Program to expand services across Ontario (previously only offered in Toronto).

- Digital Main Street is an online platform and service for Main Street businesses that can help with the adoption of digital tools and/or technologies.
- Ms. Wise spoke with the OMAFRA rep responsible and expressed our interest in being a rural community partner because it aligns with our digital goals.
- They are still working on the details about how this program will be rolled out, but details will be announced through OBIAA.
- When details are announced, Ms. Wise will follow up.

#### 20 Ingredients of an Outstanding Downtown

##### Property Owners List:

1. They all begin with a plan.
2. They defined a strong brand and retail focus.
3. They orchestrated recruitment of “critical mass” or “clustering”
4. They have anchor tenants.
5. Lease agreements included defined operating hours and days.
6. People living and / or staying downtown.
7. Pioneers with patient money were convinced to invest.
8. They started with just one or two blocks – a “demonstration project.”

##### Public Sector List:

9. Solving the parking dilemma (no 2-hour parking limits).
10. Public washrooms.
11. Development of gathering spaces.
12. Creation of good first impressions – community gateways.
13. Design, fabrication and installation of a wayfinding system.

##### Merchants List:

14. A good first impression – downtown or district gateways.
15. 20/20 signage – retail signage rules and regulations.
16. Sidewalk cafes and intimate surroundings.
17. They invested heavily in retail beautification.
18. They provide activities and entertainment – bring downtown to life.
19. They gave downtowns a name.
20. The marketing is experiential – focused on activities, not buildings.

The full presentation can be found on the Google Drive or Ms. Wise can send it to those who want to read more.

Ms. Wise also attended sessions on social media, accessibility, how to create a tourist attraction in your town.

**MOVED BY: Mary Hulley                      &                      SECONDED BY: Fred Godbolt**

**“THAT the BIA Manager report be adopted as presented.”**

**MOTION:                      CARRIED**

13. Non-Director Comments                      Nil



14. Closed Session

In a closed session with no staff present, the BIA board made the following motion:

**MOVED BY: Allen Plant                      &                      SECONDED BY: Mary Hulley**

**"THAT the BIA Manager position is to become a permanent full-time position with the BIA."**

**MOTION: CARRIED**

Mr. Plant will make the necessary changes to the employment contract to suit the full-time position.

Next, the board discussed the temporary contract position that will replace Ms. Wise while she is on a maternity leave. They agreed that ideally they would hire a person for 61 weeks to allow overlap with staff, but realize that could be affected by the number and quality of applicants. They agreed to post the job early next week to have it posted as long as possible. The job will be posted on the BIA website and job sites and will be posted to social media. It will also be circulated to OBIAA. The board decided they'd do a small ad in the Times-Advocate that will direct people back to the website for details.

They formed a hiring subcommittee that will be chaired by Allen Plant, with members Rose Glavin and Tira Wootton. Ms. Wise will also sit on the subcommittee, but will not have any voting rights. Ms. Wise to work with the subcommittee to develop the job posting and job description.

15. Upcoming Events

**Next Regular Meeting: \*\*\*Tuesday, June 12, 2018 at 6:30pm at the Town Hall**

16. Adjournment

**MOVED BY: Allen Plant                      &                      SECONDED BY: Janice Brock**

**"THAT the BIA meeting does now adjourn at 8:23pm."**

**MOTION: CARRIED**



Rose Glavin, Chair



Tira Wootton, Vice-Chair



Brittany Wise, Recording Secretary



## **SOUTH HURON POLICE SERVICES BOARD**

South Huron Municipal Office – Verity Room  
Tuesday, May 8, 2018 – 4:05 pm

### **Members Present**

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

#### **1. Call to Order & Welcome**

Chair, Jim Dietrich welcomed the members to the meeting and thanked them for their commitment to policing in South Huron.

#### **2. Conflict of Interest and General Nature Thereof**

- No Conflict of Interest declared

#### **3. Changes/Additions to the Agenda**

- There are no changes/additions to the Agenda

#### **4. Approval of the Agenda**

#### **Motion – 19/05/18**

**Moved by:** Maureen Cole  
**Seconded by:** Jim Dietrich

**“THAT the Agenda be approved as circulated.”**

**Disposition:** Carried

## 5. Approval of the Minutes

### Motion – 20/05/18

Moved by: Maureen Cole  
 Seconded by: Jim Dietrich

“THAT the minutes of April 10, 2018 meeting be approved as circulated.”

Disposition: Carried

## 6. Business arising from the Minutes

- No business arising from the 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
- Sergeant Russ Nesbitt reviewed the Crime and Traffic reports for the month of April 2018
- Provided an overview of violent crime, property crime, drug crime, as well as the clearance rates
- Provided highlights of the Media releases
- Seat belt campaign was held over the Easter long weekend – educate the public and save lives through enforcement
- Shot gun stolen from an unlocked vehicle – Lock it or Lose it
- Huron County OPP was recognized earlier this year for their fundraising efforts at the Special Olympics Ontario annual awards ceremony in Niagara Falls. Huron OPP was honoured with the first place award for having the “Highest Percentage Increase in Gross Revenue”
- Off-duty Huron OPP members were once again out helping collect funds over the Easter weekend at the annual “road toll” fundraiser in Exeter at Hansen’s Independent Your Grocer store. Huron OPP Sergeant Russ Nesbitt was extremely pleased with the fundraiser stating, “I could not be more pleased with the results of our fundraiser. We had tremendous support from the community for this event in terms of their amazing generosity and eagerness to volunteer.” The total raised for raised for Ontario Special Olympics from this fundraiser was \$1,161. The total raised for raised for Ontario Special Olympics from this fundraiser was \$1,161
- The Huron County OPP Law Enforcement Torch Run Committee has recently announced the date for their Huron County Torch Run ... Tuesday, June 12, 2018
- Reviewed the Billing Summary
- Significant change from 2017 to 2018 – encourage people to lock vehicles – hope message is getting through
- Categories summarize variances

- Presentations have been effective – one example is the scam calls from the “CRA” – individuals are more aware that this is a scam and aren’t readily responding to their threats
- Transfer of Care Agreement – South Huron Hospital was the first to sign an Agreement
- Reduces police attendance at the Hospital – calls have doubled over the past year – Some individuals reject assistance, making it very difficult
- Homelessness is becoming an issue in our community – in many cases links to mental health
- Member Cole questioned if 211 calls are tracked and have inquiries increased through education and public awareness
- Huron OPP Police-Youth Advisory Council - A Police & Youth Initiative to Better the Community
- A brand new initiative led by the Huron County Ontario Provincial Police (OPP) Detachment known as the “Police-Youth Advisory Council” has a vision to build a strong police/youth partnership that will ultimately empower youth to better Huron County communities
- The inaugural meeting of the Huron OPP Police-Youth Advisory Council (YAC) took place and based on the exuberance and positive energy at the first meeting the Police-Youth Advisory Council got off to a great start
- Currently the Police-YAC is comprised of about a dozen grade 9 to grade 12 students from each of the five Huron County High Schools, with a total membership expected to be around 20 students. The council is co-chaired by a member from the Huron OPP Detachment and a student representative
- Inspector Younan stated ... “To say our first meeting was a success would be an understatement. It was very rewarding and inspiring to be part of the Police-Youth Advisory Council launch. I anticipate this council will not only provide varied opportunities for youth leadership & personal development, it will also help Huron OPP further connect and collaborate with our high school students. Strengthening and building trusting relationships with students will also help us identify and address any concerns and issues our youth may be experiencing”
- Some of the core responsibilities and objectives of the YAC are as follows:
  - o Enhance and develop student leaders through police leadership
  - o Empower youth to problem solve and develop creative strategies related to community issues
  - o Act as a liaison between police and youth
  - o Expose youth to varied aspects of policing through presentations and skill building exercises
  - o Gain valuable & rewarding volunteer experience
- The Huron OPP Police-YAC also has plans to host informative presentations and demonstrations on a regular basis including Canine, Emergency Response, Recruitment, Traffic Collision Investigation/Reconstruction, Community Mobilization Strategies, Community Partners, Media Relations, Drug Recognition Evaluation for Impaired Driving and more

- If you are a high school student that wants to grow and make a difference in your community this opportunity might be right for you. The Police-YAC is looking for members that can attend monthly meetings for a one year commitment
- Should you wish to apply, students are encouraged to contact their Principal or Vice-Principal for an application and further details
- Inspector Younan noted that it is very important for this group to be recognized as the Police-YAC and would like to purchase some swag to do so
- Inspector Younan requested that the Police Services Board consider financially supporting this group with a minimal donation
- Member Cole noted that the request to support this initiative must go through Council
- Inspector Younan will provide a letter to the Board and CAO surrounding this request
- Member Cole suggested that Inspector Younan approach all Councils in Huron County to seek financial support for the Police Youth Advisory Council
- Chair Jim Dietrich thanked Inspector Younan and Sergeant Nesbitt for the report

### **Motion – 21/05/18**

**Moved by: Maureen Cole**

**Seconded by: Jim 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**

- Questioned if the Board would take any time off during the summer months
- Member Cole presented a motion that the Secretary provide dates that were previously discussed pertaining to 2018 Board meetings. No seconder
- June agenda item

### **11. Date of Next Meeting**

- Next meeting regular will be held at the South Huron Municipal Office on Tuesday, June 12, 2018 at 4:05 pm or sooner at the call of the Chair.

**12. Adjournment**

**Motion – 22/05/18**

**Moved by: Jim Dietrich**  
**Seconded by: Maureen Cole**

**“THAT the meeting be adjourned at 4:30 pm.”**

**Disposition: Carried**

\_\_\_\_\_  
**Chair – J. Dietrich**

\_\_\_\_\_  
**Recording Secretary – J. Fields**

\_\_\_\_\_  
**Date**

MINUTES  
BOARD OF DIRECTORS' MEETING  
TUESDAY, MAY 22, 2018

Members Present:	M.Blackie M.Blosh R.Chowen S.Levin N.Manning S.McCall-Hanlon	A.Murray B.Petrie M.Ryan J.Salter G.Way
Regrets:	T.Birtch A.Hopkins	T.Jackson H.McDermid
Solicitor:	G.Inglis	
Staff:	T.Annett D.Charles C.Harrington T.Hollingsworth T.Tchir	M.Snowsell C.Tasker F.Brandon-Sutherland B.Mackie K.Winfield

1. Traditional Territory Statement Greeting

The Chair read the traditional territory statement greeting.

2. Approval of Agenda

The Chair proposed an amendment to move item 8d) London Dyke Environmental Assessment up to follow item four (4) on the agenda.

S.Levin moved – B.Petrie seconded:-

“RESOLVED that the UTRCA Board of Directors  
move item 8d) after item 4 on the agenda.”

CARRIED.

G.Way moved – M.Ryan seconded:-

“RESOLVED that the UTRCA Board of Directors  
approve the agenda as amended.”

CARRIED.

3. Declaration of Conflicts of Interest

The Chair inquired whether the members had any conflicts of interest to declare relating to the agenda. There were none.

4. Minutes of the Previous Meeting  
April 24, 2018

S.Levin moved – G.Way seconded:-

“RESOLVED that the UTRCA Board of Directors approve the Board of Directors’ minutes dated April 24, 2018 as posted on the Members’ web-site.”

CARRIED.

8d) London Dyke Environmental Assessments

F.Brandon-Sutherland gave a presentation on the current and future London Dyke Environmental Assessments. He will work with the project team to encourage increased communication with the consultants. F.Brandon-Sutherland clarified that while staff will be working with partners, the Upper Thames is the lead on this project and has final say on any plans for the dyke reconstruction.

F.Brandon-Sutherland explained that the chosen alternatives and availability of funding will dictate the timeline for the Earth Dykes projects, but it will be a minimum of three years before construction begins.

While Dykes are seen as passive flood control structures, they require significant cost and maintenance. Dyke improvements provide a higher level of flood protection for existing structures, they do not change the intensity of development permitted in the area.

Staff clarified that only the Municipalities that benefit from a flood control structure pay for it. They also explained that WECI is a limited pot of money for the whole Province. Major projects high on the list make it more difficult for lower ranking projects to get funding. UTRCA’s flood control structures, including dykes, typically rank very highly.

5. Business Arising from the Minutes

(a) Response St. Marys Council Concerns  
(Report circulated at meeting)

Board members voiced their concerns and disappointment in response to the comments from St. Marys. After discussion, the Board directed staff to write a letter responding to the questions in



a factual and brief manner. The Board felt education for both Council and the community was very important. T.Hollingsworth and I.Wilcox will work on a strategy on how best to get the information out to the public. The UTRCA has received funding through the Natural Disaster Mitigation program for Focus on Flooding education. Staff will use this opportunity to incorporate key messages and facts that arose from the letter from St. Marys Council in their programing. Board members suggested staff contact the local Chamber of Commerce for education opportunities within the business community of St. Marys. As per regular practice, I.Wilcox will give an orientation presentation to the new Council after the election.

S.Levin moved – R.Chowen seconded:-

“RESOLVED that the Board of Directors a) direct staff to work with the Chair to prepare a written response to St. Marys Town Council based on the key messages provided in this report and further, that the Chair and General Manager request delegation status before Council to speak to these concerns, and b) direct staff to investigate and present further information and education as appropriate to the St. Marys Community.”

CARRIED.

The letter will be circulated to the Board members before it is sent to St. Marys.

6. Business for Approval

(a) Audited Financial Statement  
(Report attached)

The Finance and Audit Committee met with PH&N to review the results of the Audit. S.Levin reviewed the report and the audited statements with the Board.

As a standard business practice, the Finance and Audit Committee will soon launch a tender for audit services for 2018.

B.Petrie moved – M.Ryan seconded:

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

(b) Revised Investment Policy  
(Report attached)

S.Levin reviewed the proposed changes made to the UTRCA investment policy. S.Levin highlighted the second page of the policy, and explained the change to the asset mix and risk

tolerance. The Finance and Audit Committee are very comfortable with the expertise of PH&N. PH&N will be reporting to the Committee on a regular basis, and in turn, the Committee will then report to the Board.

S.McHall-Hanlon moved – G.Way seconded:

“RESOLVED that the Board of Directors approve the recommendation as presented in the report.”

CARRIED.

- (c) 2019 Strategic Plan Implementation  
(Report attached)

I.Wilcox presented his report to the Board in anticipation of the draft levy rate request being presented to the Board in June. The Board supported the Strategic Plan’s phased-funding as originally planned, with the understanding that the draft levy rate will be brought to the Board in June for further discussion and approval. Board members requested to see the breakdown of additional funding coming from levy in dollars.

M.Ryan moved – B.Petrie seconded:

“RESOLVED that the Board of Directors approve option number one (1) as presented in the report.”

CARRIED.

7. Closed Session – In Camera

There was no business to discuss in Closed Session.

8. Business for Information

- (a) Administration and Enforcement – Section 28  
(Report attached)

B.Petrie moved – G.Way seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

- (b) Friends of Ellice and Gadshill Swamp  
(Report attached)

S.Levin moved – M.Ryan seconded:-

“RESOLVED that the Board of Directors receive the report as presented.”

CARRIED.

(c) The Thames River Shared Waters Approach to Water Quantity and Quality

T.Tchir presented the Thames River shared water approach to water quantity and quality to the Board.

9. May FYI  
(Attached)

The attached report was presented to the members for their information.

10. Other Business

T.Hollingsworth reported on the 2018 Oxford County Children’s Water Festival, which saw between 800-900 kids and 150 volunteers per day. For the first time a public event was held in the evening, 600 people attended.

The Board asked that high speed rail be put on a future agenda for discussion.

11. Adjournment

There being no further business, the meeting was adjourned at 11:31p.m on a motion by N.Manning.



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Ian Wilcox  
General Manager  
Att.



**Corporation of the Municipality of South Huron  
Community Hub/Recreation Project Steering Advisory Committee  
Minutes  
June 12, 2018  
6:00 PM – 8:00 PM  
Carling Room**

**Members:**

Chair, Dawn Rasenberg  
Vice Chair, Mike Ondrejicka  
Peter Hrudka  
Darlene McKaig

**Regrets:**

Robert Oud  
Councillor Craig Hebert  
Mayor Maureen Cole Ex-Officio  
Councillor Ted Oke  
Ron Mayer  
Craig Ivatts

**Staff:**

Dan Best, CAO  
Scott Currie, Recording Secretary  
Sean Dillon, YMCA

**1. Call To Order**

The chair called the meeting to order at 6:05 PM

**2. Agenda**

**Motion:** 36-2018

**Moved:** Hrudka

**Second:** McKaig

**Disposition:** Carried

**That the Agenda for June 12, 2018 be approved as presented.**

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

None

#### **4. Minutes**

**Motion:** 37-2018

**Moved:** Hrudka

**Second:** Ondrejicka

**Disposition:** Carried

**That the minutes of May 29, 2018 be adopted as presented.**

#### **5. Business Arising**

None

#### **6. Business to be Discussed**

##### **6.1 Community Hub/Recreation Project- Site Tours**

- The site tour for Wingham (North Huron Westcast Community Centre) has not yet been confirmed by Dillon.
- The site tour for Listowel (Steve Kerr Memorial Complex) has been confirmed for 2:00 PM on June 21, 2018.
- The site tour for Baden (Wilmot Recreation Complex) has been confirmed for 2:30 PM on June 27<sup>th</sup>, 2018.

##### **6.2 RFP Update**

Best provide an update on the successful bidder.

##### **6.3 Project Manager Update**

Best provide an update on Council's direction to hire a project manager if required in 2018.

#### **7. Work Plan Review**

#### **8. Committee Updates**

#### **9. Correspondence**

#### **10. Key Messages**

- Committee reviewed the observations from the first series of site tours
- Committee reviewed the work plan and confirmed that the project is on schedule

#### **11. Adjournment**

**Motion:** 38-2018

**Moved:** McKaig

**Second:** Hrudka

**Disposition:** Carried

**That the Community Hub/Recreation Project Steering Advisory Committee hereby adjourn at 7:48 pm to meet again on June 19 at 6:00 pm or at the Call of the Chair.**

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Dawn Rasenberg, Chair

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Scott Currie, Recording Secretary



## Staff Report

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**Report To:** Dan Best, Chief Administrative Officer

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

**Date:** July 3 2018

**Report:** ESD.18.31

**Subject:** Tender Results for Surface Treatment of Mollard Line (County Road #81 to Crediton Road) and McTaggart Line (Rogerville Road to Line 17)

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### Recommendations:

**That** South Huron Council receive the report from Don Giberson, Director of Operations and Infrastructure RE: Tender Results for Surface Treatment of Mollard Line (County Road #81 to Crediton Road) and McTaggart Line (Rogerville Road to Line 17) AND;

**That** South Huron Council accept the tender received from the low bidder Norjohn Contracting and Paving Limited and authorize the award of a contract for Surface Treatment of Mollard Line (County Road #81 to Crediton Road) and McTaggart Line (Rogerville Road to Line 17) in the amount of 145,485.24 (including HST).

### Purpose:

Approval

### Background and Analysis:

The tender for the Surface Treatment of Mollard Line (County Road #81 to Crediton Road) and McTaggart Line (Rogerville Road to Line 17) was advertised on the Bidding web site, in accordance with section 9(b) of the Procurement By-Law #33-2017 and was posted on Thursday, May 24, 2018.

Tenders closed on Friday, June 22, 2018 at 2:00pm and three (3) tenders were received by the Municipality. Tenders were opened in the presence of Deputy Mayor Dave Frayne, Sandy Becker Director of Financial Services, Dan Best CAO, Don Giberson, Director of Operations and Infrastructure and one contractor.

The following are the tender results:

	<b>Contractor</b>	<b>Price</b>	<b>HST</b>	<b>Total Cost</b>
		<b>(Excluding HST)</b>		<b>(Including HST)</b>
1	Norjohn Contracting and Paving Ltd	\$128,748.00	\$16,737.24	\$145,485.24
2	MSO Construction Limited	\$146,531.20	\$19,049.06	\$165,580.26
3	Shepley Road Maintenance Ltd	\$151,462.60	\$19,690.14	\$171,152.74

Tenders were checked; found to be complete and in conformance with the specifications.

### **Operational Considerations:**

There were no alternatives considered.

### **South Huron's Strategic Plan:**

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of the strategic planning process.

The recommendations and actions outlined in this report are reflective of the following strategic objectives:

Administrative Efficiency and Fiscal Responsibility

Increased Communications and Municipal Leadership

Transparent, Accountable and Collaborative Governance

Dedicated Economic Development Effort

### **Financial Impact:**

The cost associated with the Surface Treatment of Mollard Line (County Road #81 to Crediton Road) and McTaggart Line (Rogerville Road to Line 17) is included in the 2018 Capital Budget.



A financial analysis of the tender received from the low bidder was carried out and summarized as follows:

<b>FINANCIAL ANALYSIS SUMMARY</b>	
	<b>Total</b>
<b>Lowest tender price</b>	\$128,748.00
<b>13% HST</b>	\$16,737.24
<b>TOTAL</b>	<b>\$145,485.24</b>
<b>Project Cost (Prior to HST)</b>	\$128,748.00
<b>Non-recoverable HST</b>	\$2,265.96
<b>TOTAL</b>	<b>\$131,013.96</b>
<b><u>Approved 2018 Capital Budget</u></b>	
Mollard Line (County Rd #81 to Crediton Rd) and McTaggart Line (Rogerville Rd to Line 17)	\$142,632.00
<b>Subtotal</b>	<b>\$142,632.00</b>
<b>Net Difference Approved Budget vs Project Cost</b>	<b>\$11,618.04</b>

The total cost of this project, including non-recoverable HST, is within the amount in the approved 2018 Capital Budget.

### **Legal Impact:**

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

### **Staffing Impact:**

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

### **Policies/Legislation:**

1. Approved 2018 Road Capital Budget
2. South Huron Asset Management Plan

**Consultation:**

Director of Financial Services and Roads Foreman were consulted as part of the tender review and preparation of this report.

**Related Documents:**

None

Respectfully submitted,

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

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



## Staff Report

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**Report To:** Dan Best, Chief Administrative Officer

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

**Date:** July 3 2018

**Report:** ESD.18.32

**Subject:** 2018 Request for Proposals for Engineering Services

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### Recommendations:

**That** South Huron Council receive the report from Don Giberson, Director of Operations and Infrastructure Re: 2018 Request for Proposals for Engineering Services, AND;

**That** South Huron Council accepts the proposal received from BM Ross and Associates and authorizes the award of a professional services contract to BM Ross and Associates for the design, approvals and tender preparation for the following 2018 Capital Projects:

- a) Waterloo Street Reconstruction (London Road South to GEXR railway) in the amount of \$30,142.00 plus HST
- b) Huron Park Water Tower Re-chlorination System Upgrade in the amount of \$6,500.00 plus HST, AND;

**That** South Huron Council accepts the proposal received from BM Ross and Associates and authorizes the award of a professional services contract to BM Ross and Associates for tendering, contract administration and construction inspection for the following projects, subject to Council approval of a future Capital Budget:

- a) Waterloo Street Reconstruction (London Road South to GEXR railway) in the amount of \$71,727.00 plus HST

**That** South Huron Council accepts the proposal received from GMBLuePlan Engineering Limited and authorizes the award of a professional services contract to GMBLuePlan Engineering Limited for the design, approvals and tender preparation for the following 2018 Capital Projects:

- b) Shipka Line Watermain Replacement (Kirkton Rd to Dashwood Rd) in the amount of \$16,353.00 plus HST
- c) Parr Line Watermain Replacement (north & south of Crediton) in the amount of \$16,353.00 plus HST
- d) Huron Street Watermain Replacement (Corbett Line to west end) in the amount of \$11,664.00 plus HST
- e) Replacement of Mollard Line Structure #1056 in the amount of \$18,240.00 plus HST, AND;

**That** South Huron Council accepts the proposal received from GMBLuePlan Engineering Limited and authorizes the award of a professional services contract to GMBLuePlan Engineering Limited for tendering, contract administration and construction inspection for the following projects, subject to Council approval of a future Capital Budget:

- f) Shipka Line Watermain Replacement (Kirkton Rd to Dashwood Rd) in the amount of \$21,430.00 plus HST
- g) Parr Line Watermain Replacement (north & south of Crediton) in the amount of \$21,430.00 plus HST
- h) Huron Street Watermain Replacement (Corbett Line to west end) in the amount of \$11,190.00 plus HST
- i) Replacement of Mollard Line Structure #1056 in the amount of \$20,750.00 plus HST

**Purpose:**

To inform Council of the results of the Request for Proposals for Engineering Services for 2018 Capital Projects and the obtain approval to award a professional services contract to the successful proponents. In addition, to secure engineering services for the construction phase of these projects in the future, subject to Council approval of the capital budget in that future year.

## Background and Analysis:

Professional Engineering services are required for the following 2018 Capital Projects:

1. Waterloo Street Reconstruction (London Road South to GEXR railway)  
Design, prepare engineering drawings, prepare cost estimates, prepare tenders documents and obtain approvals for the complete reconstruction of all waterworks infrastructure, sanitary sewers, storm sewers, roadway, curbs and sidewalks. The construction phase of this project is proposed to be included in the 2020 Capital Budget.
2. Shipka Line Watermain Replacement (Kirkton Rd to Dashwood Rd)  
Design, prepare engineering drawings, prepare cost estimates, prepare tenders documents and obtain approvals for the complete reconstruction of all waterworks infrastructure. The construction phase of this project is proposed to be included in the 2019 Capital Budget.
3. Parr Line Watermain Replacement (north & south of Crediton)  
Design, prepare engineering drawings, prepare cost estimates, prepare tenders documents and obtain approvals for the complete reconstruction of all waterworks infrastructure. The construction phase of this project is proposed to be included in the 2019 Capital Budget.
4. Huron Street Watermain Replacement (Corbett Line to west end)  
Design, prepare engineering drawings, prepare cost estimates, prepare tenders documents and obtain approvals for the complete reconstruction of all waterworks infrastructure. The construction phase of this project is proposed to be included in the 2019 Capital Budget.
5. Huron Park Water Tower Re-chlorination System Upgrade  
Design, prepare engineering drawings, prepare cost estimates, prepare tenders documents, obtain necessary approvals and tender for the replacement of the existing chlorine gas disinfection system with a liquid sodium hypochlorite disinfection system in 2018.
6. Mollard Line Structure #1056  
Design and prepare engineering drawings for a cast-in-place and precast concrete alternatives. Prepare cost estimates, prepare tenders documents and obtain approvals for the complete replacement of the existing corrugated steel culvert structure. The construction phase of this project is proposed to be included in the 2019 Capital Budget.

The Request for Proposal for Engineering Services for 2018 Capital Projects was posted on the Biddingo web site to invited proponent on May 24, 2018. Advertising on Biddingo is in accordance with section 9(b) of the Procurement By-Law#33-2017.

The Request for Proposals closed on Friday, June 22, 2018 at 2:00pm and three proposals were received by the Municipality. This Request for Proposal was a two envelope process, with the technical submission in a separate envelope from the budget/fee structure for the cost of professional services.

The envelopes containing the technical portion of the proposal (Envelope#1) were opened by Deputy Mayor Dave Frayne, in the presence of Dan Best CAO, Sandy Becker, Director of Financial Services; Don Giberson, Director of Operations and Infrastructure. The second envelope containing the budget/fee structure for the cost of professional services (Envelope#2) remained unopened until after the technical portion of the proposal was reviewed and scored by the RFP Review Committee.

Proposals were received from BM Ross & Associates, GMBLuePlan Engineers and MTE Engineering. The first envelope with the technical proposals were evaluated and scored by a RFP Committee comprised of Sandy Becker, Dwight Kinsman and Don Giberson.

The RFP's were evaluated based on the criteria set out in the RFP and in accordance with to the Purchasing and Procurement By-Law#33-2017.

<b>Evaluation Criteria</b>	<b>Weighting</b>
Demonstrated performance of the firm for contracts of this size and nature for municipalities of similar size including but not limited to Firm Profile, References	25
Relevant experience and qualifications of key personnel identified to perform the work including but not limited to Audit Team Information, Project Experience.	15
Approach and methodology to meet the Municipality's requirements including but not limited to Understanding, Details, Action Plan	30
Advisory Services, additional value-added services	10
Cost	20
<b>Total</b>	<b>100</b>

All proposals were found to be in general conformance with the submission requirements and within the approved budget amounts. The technical portion of the proposals (Envelope#1) were evaluated and scored by the RFP Review Committee.

The envelopes containing the budget/fee structure for the cost of professional services (Envelope#2) were opened. The costing portion of the proposals (Envelope#2) were evaluated and scored by the RFP Review Committee. Based on a review of Envelope#1 and Envelope#2 the proposal submitted by the following proponents received the highest scores:

	Demonstrated performance	Relevant experience	Approach and methodology	Advisory Services	Technical Rank	Cost	Rank
<b>Project/proponents</b>	25%	15%	30%	10%		20%	100%
1. Waterloo Street Reconstruction							
BM Ross	1	1	1	1	1	2	<b>1</b>
GMBluePlan	1	1	1	2	2	3	<b>2</b>
MTE	1	1	2	3	3	1	<b>3</b>
2. Rural Watermain Replacements							
GMBluePlan	1	1	1	1	1	1	<b>1</b>
BM Ross	1	1	1	2	2	2	<b>2</b>
MTE	1	1	2	3	3	3	<b>3</b>
3. Huron Park Water Tower CL2							
BM Ross	1	1	1	1	1	1	<b>1</b>
GMBluePlan	1	1	1	2	2	2	<b>2</b>
MTE	2	2	2	3	3	3	<b>3</b>
4. Mollard Line Culvert #1056							
GMBluePlan	1	1	1	1	1	2	<b>1</b>
BM Ross	1	1	1	2	2	3	<b>2</b>
MTE	1	1	2	3	3	1	<b>3</b>

Discounts were offered by each Proponent for combining certain projects and this was considered in the evaluation. Each proposal included added value items and these were considered in the RFP evaluation.

Future costs for tendering, construction inspection and contract administration were also considered for all projects.

### **Operational Considerations:**

None were considered.

### **South Huron's Strategic Plan:**

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of the strategic planning process.

The recommendations and actions outlined in this report are reflective of the following strategic objectives:

#### Administrative Efficiency and Fiscal Responsibility

The 2018 Engineering RFP was a competitive process in accordance with the Procurement By-law. The construction of all projects will be through a public tendering procurement process to ensure fiscal responsibility.

#### Increased Communications and Municipal Leadership

Results of the 2018 Engineering RFP and future construction tenders will be communicated to Council and the public thorough reports to Council.

#### Transparent, Accountable and Collaborative Governance

Public reporting of the results of the 2018 Engineering RFP demonstrates commitment to transparent, accountable and collaborative governance.

#### Dedicated Economic Development Effort

Ensuring safe reliable drinking water, wastewater and transportation services is essential to maintaining public confidence; retention/attraction of businesses and economic development opportunities.

### **Financial Impact:**

The cost of all 2018 engineering work is within the amounts approved in the 2018 Budgets and the amounts for the 2019 or 2020 work will be included in the proposed budgets for those years and will be subject to Council approval.



A summary and breakdown of these costs are as follows:

2018 Engineering Services Proposal Costs					
		Total	Sanitary	Water	Roads
Waterloo Street Reconstruction (London Rd S to GEXR railway)	BMRoss	\$30,142.00	\$9,043.00	\$6,028.00	\$15,071.00
Shipka Line watermain replacement (Kirkton Rd to Dashwood Rd)	G&M	\$16,353.00	\$0.00	\$16,353.00	\$0.00
Parr Line watermain replacement (north & south of Crediton)	G&M	\$16,353.00	\$0.00	\$16,353.00	\$0.00
Huron Street watermain replacement (Corbett Line to west end)	G&M	\$11,664.00	\$0.00	\$11,664.00	\$0.00
Huron Park Water Tower Re-chlorination System Upgrade	BMRoss	\$6,500.00	\$0.00	\$6,500.00	\$0.00
Replacement of Mollard Line Structure #1056	G&M	\$18,240.00	\$0.00	\$0.00	\$18,240.00
	<b>Subtotal</b>	\$99,252.00	\$9,043.00	\$56,898.00	\$33,311.00
	<b>Non-recoverable HST</b>	\$1,746.84	\$159.15	\$1,001.37	\$586.25
	<b>TOTAL</b>	<b>\$100,998.84</b>	<b>\$9,202.15</b>	<b>\$57,899.37</b>	<b>\$33,897.25</b>
2018 Budget					
		Total	Sanitary	Water	Roads
Waterloo Street Reconstruction (London Rd S to GEXR railway)		\$190,000.00	\$60,000.00	\$70,000.00	\$60,000.00
Shipka Line watermain replacement (Kirkton Rd to Dashwood Rd)		\$25,000.00	\$0.00	\$25,000.00	\$0.00
Parr Line watermain replacement (north & south of Crediton)		\$25,000.00	\$0.00	\$25,000.00	\$0.00
Huron Street watermain replacement (Corbett Line to west end)		\$15,264.00	\$0.00	\$15,264.00	\$0.00
Huron Park Water Tower Re-chlorination System Upgrade		\$10,000.00	\$0.00	\$10,000.00	\$0.00
Replacement of Mollard Line Structure #1056		\$40,000.00	\$0.00	\$0.00	\$40,000.00
	<b>Subtotal</b>	\$305,264.00	\$60,000.00	\$145,264.00	\$100,000.00
	<b>Net Difference (savings)</b>	\$204,265.16	\$50,797.85	\$87,364.63	\$66,102.75
Proposed 2019 Engineering Services Costs					
		Total	Sanitary	Water	Roads
Waterloo Street Reconstruction (London Rd S to GEXR railway)	BMRoss	\$71,727.00	\$21,518.00	\$14,345.00	\$35,864.00
Shipka Line watermain replacement (Kirkton Rd to Dashwood Rd)	G&M	\$21,430.00	\$0.00	\$21,430.00	\$0.00
Parr Line watermain replacement (north & south of Crediton)	G&M	\$21,430.00	\$0.00	\$21,430.00	\$0.00
Huron Street watermain replacement (Corbett Line to west end)	G&M	\$11,190.00	\$0.00	\$11,190.00	\$0.00
Replacement of Mollard Line Structure #1056	G&M	\$20,750.00	\$0.00	\$0.00	\$20,750.00
	<b>Subtotal</b>	\$146,527.00	\$21,518.00	\$68,395.00	\$56,614.00
	<b>Non-recoverable HST</b>	\$2,578.79	\$378.70	\$1,203.71	\$996.37
	<b>TOTAL</b>	<b>\$149,105.79</b>	<b>\$21,896.70</b>	<b>\$69,598.71</b>	<b>\$57,610.37</b>

## Legal Impact:

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

## Staffing Impact:

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

## Policies/Legislation:

1. Approved 2018 Capital Budget

2. South Huron Asset Management Plan

3. Minimum Maintenance Standards, under the Highway Traffic Act

**Consultation:**

Director of Financial Services

**Related Documents:**

None

Respectfully submitted,

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

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



## Staff Report

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**Report To:** Dan Best, Chief Administrative Officer

**From:** **Dwayne McNab, Chief Building Official**

**Date:** June 25 2018

**Report:** CBO 2018.03

**Subject:** Limiting Distance Agreement between Tom Hayter, Hayter's Turkey Farm Ltd, and the Municipality of South Huron, pursuant to Section 3.2.3.1 of the 2012 Ontario Building Code Compendium

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### Recommendations:

**That** South Huron Council receive this report from D. McNab, Development Services Manager re: Limiting Distance Agreement between Tom Hayter, Hayter's Turkey Farm Ltd, and the Municipality of South Huron be received for information purposes.

### Purpose:

Information

### Background and Analysis:

A building permit application (#2018-095) was received for a 1,769m<sup>2</sup> cold storage facility. The subject lands are known municipally as 37451 Dashwood Rd, in the Stephen Ward. The lands are designated Agricultural under the South Huron Official Plan. The lands are zoned Restricted Agricultural – AG2 in the former Township of Stephen Zoning By-law #12-1984. On March 5, 2018 (File #B05-2018) a consent, along with a rezoning (By-Law 22-2018), was granted on the lands that will be the site for the construction of the cold storage facility structure.

During the prescreening review process, it was noted that, due to the proposed construction materials, a Limiting Distance Agreement would be required. The Agreement binds Tom Hayter and Hayter's Turkey Farm Ltd

the owner of the abutting lands, restricting Hayter's Turkey Farm Ltd from building any above-ground building or structure within predetermined distances from the proposed facility. As per the Agreement, Tom Hayter will not erect any building or structure on the Tom Hayter Lands that is located closer than 30 metres to an imaginary line from the eastern exposed building face of the Building and any future proposed building or structure on the Tom Hayter Lands.

The Agreement is proposed pursuant to Section 3.2.3.1.(11) of the 2012 Ontario Building Code Compendium and its approval is a condition of any subsequent building permit.

Further, it is a condition of the Code that the Agreement be registered against the title of the properties to which it applies. A by-law will be forwarded to Council as the mechanism for execution and registration of the Agreement.

### **Operational Considerations:**

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

### **South Huron's Strategic Plan:**

The recommendation(s) included in this Staff Report are not specifically related to the goals identified in the 2015-2019 Council Strategic Plan.

### **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:**

Consent File B05-2018  
By-Law 22-2018  
Township of Stephen Zoning By-Law #12-1984

**Related Documents:**

Limiting Distance Agreement between Tom Hayter, Hayter's Turkey Farm Ltd, and the Municipality of South Huron

Respectfully submitted,

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**Dwayne McNab, Chief Building Official**

**This Agreement** made in triplicate on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Between:

The Corporation of the Municipality of South Huron  
(hereinafter referred to as the “Municipality”)

Of the first part

- and –

Hayter’s Turkey Farm Ltd.  
(hereinafter referred to as “Hayter’s”)

Of the second part

- and –

Tom Hayter  
(hereinafter referred to as “Tom Hayter”)

Of the third part

Whereas Hayter’s is the owner of the lands and premises more particularly described as CON N BDY PT LOT 25 E PT LOT;26, Former Township of Stephen, Municipality of South Huron (the “Hayter’s Lands”);

And whereas Tom Hayter is the owner of the lands and premises more particularly described as (CON N BDY PT LOT 24 PLN 224; LOT 3 TO 6 LOT 10 TO 14 LOT;17 TO 26 LOT 34 TO 43 LOT 49; TO 60 ANN ST PT), Former Township of Stephen, Municipality of South Huron (the Tom Hayter’s Lands”);

And whereas Hayter’s has a made an application for a Building Permit having Permit No. 2018-095 (the “Permit”);

And whereas the *Ontario Building Code, 2012*, section 3.2.3.1. has certain regulations pertaining to structural fire resistance requirements (the “Requirements”);

And whereas, as per the Permit,Hayter’s intends to erect a 1,769 m<sup>2</sup> building in close proximity to the east lot line, shared by the Hayter’s Lands and Tom Hayter’s Lands (the “Building”);

And whereas, as a stipulation of the Permit and as per section 3.2.3.1.(11) of the *Ontario Building Code, 2012*, the Municipality has required Hayter's and Tom Hayter to enter into this Agreement;

Now therefore witnesseth that in consideration of the terms, covenants and provisions of this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The parties hereto covenant and agree that upon issuance of the Permit, Tom Hayter will not erect any building or structure on the Tom Hayter Lands that is located closer than 30 metres to an imaginary line from the eastern exposed building face of the Building and any future proposed building or structure on the Tom Hayter Lands.
2. Hayter's and Tom Hayter hereby agree to save harmless and keep indemnified the Municipality, and its successors and assigns, from and against all claims, demands, actions, suits, proceedings, losses, liabilities, costs, including reasonable legal costs, charges, damages and expenses which the Municipality, or its successors and assigns, may at any time or times hereafter bear, sustain, suffer, be put to or incurred directly or indirectly arising from the failure of Hayter's and/or Tom Hayter to comply with the terms, covenants and provisions of this Agreement.
3. The parties hereto covenant and agree that the provisions of this Agreement are intended to run with the Hayter's Lands and the Tom Hayter Lands, will be hereby transferable upon the sale of either the Hayter's Lands or the Tom Hayter Lands and except as may otherwise be specifically provided, shall bind and ensure to the benefit of the parties and their respective successors and assigns.
4. The parties hereby agree that this Agreement shall be registered on title to both the Hayter's Lands and the Tom Hayter Lands. The parties shall take such further actions and execute such further documents that may be required to effect such registration.
5. No waiver of any breach of any term or provision to this Agreement shall be effective or binding unless made in writing and signed by the other parties purporting to give the same and unless otherwise provided in writing, shall be limited to the specific breach waived.
6. This Agreement, including any schedules hereto, constitutes the entire agreement hereto. There are no, and shall not be any verbal statements, representations, warranties, undertakings or agreements between the parties and this Agreement may not be amended or modified in any respect except by written instrument signed by the parties hereto.
7. Hayter's hereby agrees to reimburse the Municipality for all legal fees and disbursements incurred by the Municipality for the preparation, negotiation and registration of this Agreement.

I have the authority to bind Tom Hayter.





## Staff Report

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<b>Report To:</b>	South Huron Council
<b>From:</b>	<b>Dan Best, Chief Administrative Officer/Deputy Clerk</b>
<b>Date:</b>	July 3 2018
<b>Report:</b>	CAO 15-2018
<b>Subject:</b>	Engagement Policy

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### Recommendations:

**THAT** the report of Dan Best, Chief Administrative Officer dated July 3, 2018 regarding the Engagement Policy be received; and

**THAT** South Huron Council approve the Engagement Policy as presented.

### Purpose:

Approval

### Background and Analysis:

Public engagement is a key component of open and transparent governance, ensuring that the interests of our residents and businesses are reflected in the programs and services delivered on their behalf by the Municipality.

To enable South Huron to achieve its mission, Council and staff require a range of flexible public engagement techniques - both in person and online - that can be used separately or in combination to engage the community in the activities and decision-making processes of the municipality.

The draft policy attached as an appendix to this report states the principles guiding how the Municipality engages with stakeholders.

**Operational Considerations:**

Once adopted by Council, training on the policy will be provided to municipal staff and Council.

**South Huron's Strategic Plan:**

The recommendation(s) included in this Staff Report support the following goals identified in the 2015-2019 Strategic Plan:

- ✓ Transparent, Accountable and Collaborative Governance

**Financial Impact:**

There are no financial impacts as a result of the actions outlined in this report.

**Legal Impact:**

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

**Staffing Impact:**

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

**Policies/Legislation:**

Draft Communications Policy  
Draft Communications Strategy

**Consultation:**

- Rebekah Msuya-Collison, Clerk
- Scott Currie, Communications and Strategic Initiatives Officer

**Related Documents:**

- South Huron Engagement Policy *draft*
- South Huron Engagement Guide *draft*

Respectfully submitted,

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**Dan Best, Chief Administrative Officer/Deputy Clerk**



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<b>Policy Name:</b>	<b>Engagement Policy</b>
<b>Policy Number:</b>	<b>A09-Media and Public Relations 002</b>
<b>Section:</b>	<b>Licences</b>
<b>Effective Date:</b>	<b>2018-07-03</b>
<b>By-law or Resolution:</b>	
<b>Supersedes:</b>	<b>n/a</b>
<b>Last Revision:</b>	<b>n/a</b>
<b>Schedule for Review:</b>	<b>2023-07-03</b>

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Purpose:

The Corporation of the Municipality of South Huron is committed to serving the best interests of our constituents.

Public engagement is a key component of open and transparent governance, ensuring that the interests of our residents and businesses are reflected in the programs and services delivered on their behalf by the Municipality.

To enable South Huron to achieve its mission, Council and staff require a range of flexible public engagement techniques - both in person and online - that can be used separately or in combination to engage the community in the activities and decision-making processes of the municipality.

This policy states the principles guiding how the Municipality engages with stakeholders.

Scope:

This policy will apply to all services and programs delivered by the Municipality on behalf of its constituents, including the work of South Huron Council, staff and contract employees, and third party vendors.

Policy Statement:

It is the policy of the Municipality of South Huron to:

- 1. Value inclusiveness — ensuring public notice and engagement is based on building trust and relationships that seek to involve all members of the community.

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<b>Policy Name:</b>	<b>Engagement Policy</b>
<b>Policy Number:</b>	<b>A09-Media and Public Relations 002</b>
<b>Section:</b>	<b>Licences</b>
<b>Effective Date:</b>	<b>2018-07-03</b>
<b>By-law or Resolution:</b>	
<b>Supersedes:</b>	<b>n/a</b>
<b>Last Revision:</b>	<b>n/a</b>
<b>Schedule for Review:</b>	<b>2023-07-03</b>

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2. Promote open, two-way communication — working with the community in a co-operative and collaborative way to share information and provide opportunities for open and constructive dialogue.
3. Provide timely information — ensuring information is available in a timely manner.
4. Provide clear and accessible information —using plain language in a wide variety of formats and channels of communication.
5. Be fiscally sustainable — ensuring methods and resources for public notice and engagement reflect the magnitude and complexity of the initiative.
6. Be transparent and accountable — sharing information and having open public engagement processes, final decisions and outcomes.
7. Be environmentally sustainable — ensuring environmentally-friendly public notice and engagement methods.
8. Strive for continuous improvement — seeking better ways of engaging the community and providing efficient and effective public notice and engagement processes.
9. Assess engagement needs at the beginning of all initiatives.

### Engagement Guide

The Municipality will develop an engagement guide that outlines the process of engagement planning to assist staff in the application of this policy to their work.

2018

# South Huron Public-Engagement-



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## Purpose

The Municipality of South Huron is a dynamic municipality that interacts with the public in multiple and various ways. For this reason, Council and Staff require a range of flexible public engagement techniques, both in person and online that can be used separately or in combination to engage the community in the activities and decision-making processes of the municipality.

The Municipality of South Huron Public Engagement Guide was developed to ensure open two-way communication with the community. Public engagement is a key component of open and transparent governance; it helps us to develop and deliver quality programs and services; and is important to South Huron achieving its mission and vision.

If you think you need to engage external stakeholders in the course of your work, such as if you are involved in the development of policies, programs or projects, then this guide is for you. It should be used for both short and long-term initiatives. The guide provides a practical step-by-step public engagement plan.

The guide should be used at the beginning of projects to ensure that the appropriate engagement tool or set of tools are being used. In addition to using the guide, staff should consider relevant legislation or other municipal public engagement policy requirements.

This guide will be kept evergreen. Comments are welcomed and suggestions for additional information or other tools required.

## What is public engagement and what are the benefits?

For some residents, engagement in municipal government means voting – and yes, voting is a form of public engagement called empowering, that is, when decision-making is placed in the hands of the community. But the municipality benefits immensely when it provides more active opportunities for public engagement than voting. Public engagement means regularly engaging the community through sharing information, through consulting, involving and collaborating on projects, development of municipal policies, strategies and plans for strategic investments. Public engagement includes any process that involves the public in problem-solving or decision-making and uses public input to help make decisions.

Our current engagement practices occur in two ways:

1. When engagement is mandated by legislation – such as the Planning Act, Environmental Assessment Act and Municipal Act

2. When engagement is not mandated by legislation – such as building new facilities or creating municipal budgets.

## Benefits

Public engagement can help the Municipality of South Huron do a better job. It provides a means for the municipality to share ideas, values and discover areas of mutual interest. It can also identify potential and existing concerns and areas of conflict before they escalate.

Ideally, the process brings together individuals and groups building cooperative working relationships and mutual understanding.

There are many benefits of engaging stakeholders, here's what public engagement can accomplish:

- Build cooperative working relationships
- Understand views, concerns, interests and expectations
- Leverage the wealth of talent in the community
- Collaboratively identify and/or develop recommendations and alternatives
- Bring attention to an important issue
- Reduce opposition and delays, prevent crises
- Achieve better decisions
- Create shared visions embraced by interests
- Help stakeholders understand the complexities of the issue
- Build stakeholder support and shared ownership in the decision, implementation and/or evaluation
- Help Council understand the needs and priorities of the community so they can make decisions with these needs and priorities in mind
- It is important to remember that benefits of public engagement are long-term.

## What guides public engagement?

In every process, regardless of the scope, the following principles should guide all public engagement activities. The Provision to Provide Public Notice and this Engagement Policy sets out the Municipal commitment to public engagement, including the guiding principles. This policy and guiding principles are the foundation upon which the public engagement framework is built and are fundamental to all engagement activities.

1. Valuing inclusiveness — ensuring public notice and engagement is based on building trust and relationships that seek to involve all members of the community.



2. Promoting open two-way communication — working with the community in a co-operative and collaborative way to share information and provide opportunities for open and constructive dialogue.
3. Providing timely communication — ensuring information is available in a timely manner.
4. Providing clear and accessible communication — ensuring the use of plain language in a wide variety of formats and channels of communication.
5. Being fiscally sustainable — ensuring methods and resources for public notice and engagement reflect the magnitude and complexity of the initiative.
6. Being transparent and accountable — sharing information and having open public engagement processes, final decisions and outcomes.
7. Being environmentally sustainable — ensuring environmentally friendly public notice and engagement methods.
8. Striving for continuous improvement — seeking better ways of engaging the community and providing efficient and effective public notice and engagement processes.

Following the guiding principles is the most effective way to build trust and to demonstrate Municipal commitment to the community. The guiding principles must be consistently demonstrated by Staff and Council involved in engagement activities.

### Developing Your Plan

This guide provides a step-by-step process to help you develop an engagement plan. Here is what the plan looks like:



### Step 1 – Determine the goal of public engagement

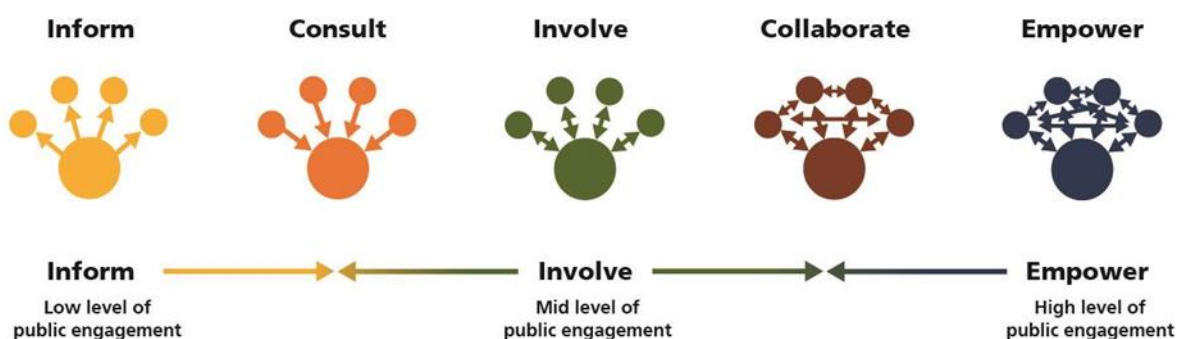
Sometimes it is difficult to determine if and when public engagement is necessary. As you begin to develop your project plan/work plan, you need to understand the results that are to be achieved by engaging the public. Start by asking yourself:

- In my project, which decisions can be influenced? Or is there an opportunity for people to influence the decision?
- If I engage, what is the public engagement objective (what am I looking to find out)?

Public engagement efforts should reflect the magnitude and complexity of the issue/project and the desired public engagement goal or outcome. If decisions cannot be influenced, then you will be providing the public with information or an education process. If decisions can be influenced or public engagement is appropriate for support for your project, creating an engagement plan is necessary. Begin with determining the goal and measurable outcomes of engaging the public.

The Municipality has adopted a framework (below) to help Staff, Council and the Community understand the various goals of public engagement. Each of the goals should not be seen as being isolated. Rather, each is a complimentary approach that can be used independently or in combination within a single project.

### Public Engagement Continuum



Public Engagement Goal	Promise to the Public
<i>Inform</i> - involves providing information to: <ul style="list-style-type: none"> <li>• Notify stakeholders of an issue/project/decision</li> </ul>	We will keep you informed

Public Engagement Goal	Promise to the Public
<ul style="list-style-type: none"> <li>• Assist stakeholders in understanding an issue/project – alternatives, opportunities, solutions</li> <li>• Prepare stakeholders for more intensive forms of engagement</li> </ul>	
<i>Consult</i> - allows stakeholders the opportunity to provide feedback - usually at one point in the project planning or implementation process	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision
<i>Involve</i> - allows stakeholders to work directly with the municipality throughout the process to ensure that aspirations are consistently understood and considered	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision
<i>Collaborate</i> - allows stakeholders to partner with the municipality in various aspects of the planning and decision-making process, usually including the development of alternatives and identification of the preferred solution	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible
<i>Empower</i> - final decision-making is placed in the hands of the community	We will implement what you decide

How much engagement do you need to reach your goal?

Less engagement is appropriate when:

- There is no decision to be made
- Issues are low priority, routine in nature
- Providing information to the public (one-way communication) is most effective
- Legislative requirements define how much public engagement is required

More engagement is appropriate when:

- There is a decision to be made that requires public feedback
- Issues are high priority, controversial or have a health and public safety impact
- Public comments can have an impact on the design and development of a project
- Public buy-in is important for the project to be successful

- It's important to build partnerships and strengthen relationships between the community and the municipality on a project
- Issues that place the final decision-making with citizens or other stakeholders
- Legislative requirements define how much public engagement is required

Remember that communicating the plan will be very important. Contact the Corporate Communications section (Office of the CAO) early in the process to inform them about the project and to obtain suggestions. By involving Corporate Communications early in the process, staff will be able to help you determine optimal times and techniques to get your message out. Also remember the municipality has corporate identity standards which should be followed at every stage of the public engagement process.

## Step 2 – Identify Stakeholders

Now that you have determined the goal of public engagement for your project (or goals depending on the complexity of your project), you need to identify the stakeholders.

It is important to remember that not all stakeholders will be impacted to the same extent or have the same level of interest in a project. Knowing your stakeholders will impact what engagement techniques to pursue (i.e. youth may want to communicate through social media outlets, to reach the silent majority you may want to consider using surveys or posting local signage in the community).

Remember that stakeholders do not have endless amounts of time to offer, so ensure their time is well spent by giving them the opportunity to have a meaningful impact on your project. Keep in mind that tokenism damages trust and buy-in so avoid involving a certain group simply to meet a quota or asking for input that cannot or will not be used or at least seriously considered.

The following is a list of potential stakeholders. The list is not meant to be exhaustive so make sure you identify any stakeholders who may not appear below.

- General Public
  - Those directly affected
  - Those indirectly affected
- Groups and Organizations
  - Residents associations
  - Businesses and business associations
  - Sport and recreation groups
  - Cultural groups and associations
  - Health organizations and associations
  - Professional associations

- Environmental groups
- Charities and service clubs
- Places of worship and religious organizations
- Not-for-profit organizations
- Government Institutions
  - municipal agencies, boards, commissions
  - Other municipalities
  - Provincial government
  - Federal government
  - School boards and local schools
- Council
- Municipal business units and departments

Anyone who is affected by a decision should be involved in some way in the decision.

*Remember* that depending on the scope and magnitude of your issue/project, interdepartmental communication is important. Other departments may help identify potential stakeholders.

### Step 3 – Assess the Level of Community Impact and Choose Techniques to Engage the Public

#### Assessment

Now that you have identified the goal of public engagement and who the stakeholders are, you will need to assess the “level of community impact” before choosing the appropriate engagement techniques. This means assessing the effect of an action or potential change in the community for which the Municipality of South Huron is responsible, or involved in. In other words, the degree (level one to five, below) to which people in South Huron would experience a change in lifestyle due to changes in service, a new development and/or issue.

#### Level of community impact

*Level one* – for issues or initiatives that are low priority, limited geographic area and/or community impact, limited target audience, routine in nature. Goal: to inform

*Level two* – for issues or initiatives that are low priority, broad geographic area and community impact, broad target audience, routine in nature. Goal: to inform

*Level three* – for issues or initiatives that are high priority, limited geographic area and/or community impact, limited target audience, controversial, health and public safety impact. Goal: to consult, involve or collaborate

*Level four* – for issues or initiatives that are high priority, broad geographic area and community impact, broad target audience, controversial, health and public safety impact. Goal: to consult, involve or collaborate

*Level five* – for issues that place decision-making with citizens or other stakeholders. Goal: to empower

### Engagement Techniques

You will need to select techniques at each step in a decision-making process. Depending on the scope of your project, your objective, timelines and budget, there are a number of ways to engage the public both online and in person. The chart below provides techniques to engage the public but there are many other ways, be innovative and remember to keep accessibility of the participants, location and materials in mind. Be cognizant of Notice Requirements in accordance with Policy.

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<i>Information on website</i> Use the municipal website to reach out and provide information.	Inform	Level: all	Time and resource/expertise are required to create and maintain content	Use plain language Websites can make information accessible and available to people who have vision loss, learning disabilities or difficulty getting to public meetings

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<i>Posters</i> <i>Use to provide information/promote event, project, program, service.</i>	Inform	Level: all	Printing costs; design expertise Medium time	Use plain language Graphic depictions work well. Use colour contrast where appropriate to improve accessibility
<i>Digital screens</i> <i>Used to advertise a meeting, event, survey, program or service.</i> <i>Located at the municipal offices, libraries and community centres.</i>	Inform	Level: 1-5	Costs to prepare are minimal; however time and resource/expertise are required	Reaches those who attend municipal facilities in-person Corporate Communications designs digital screens, involve them early in the process Use plain language
<i>Newspaper advertisements</i> <i>Use to provide information/promote event, project, program, service.</i>	Inform	Level: 2-5	Medium cost Medium time	Use plain language
<i>Television/Radio</i> <i>Use media such as radio and community channel to present information (and elicit response) to a broad audience.</i>	Inform	Level: 3-4 Many people will take the time to watch/listen rather than read	Can be expensive if you are buying the time Medium time	Develop tools to measure impact on audience

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<i>Mobile (road) signs Signs placed by the road to advertise a meeting, event.</i>	Inform	Level: 3-4	Signs must be placed in accordance with the municipality's Sign By-law	Reach those who travel by the sign Information must be easily conveyed
<i>News Releases Use to inform media of an issue, project or event, municipal positions/statements, progress on projects or in response to events that have occurred that require a municipal response.</i>	Inform	Level: 3-5	Skill and expertise is needed to prepare this properly	Corporate Communications issues news releases for the municipality, involve them early in the process
<i>Open Houses Materials, plans and exhibits are displayed in a station format and the public is invited to tour through. Use to share information. Can be used in combination with other strategies to gather public perception/comment such as using comment cards.</i>	Inform	Level: 2-4 Excellent opportunity to educate Fosters small group or one-on-one communication Builds credibility	Preparation of materials, handouts, speakers and displays could be costly Usually more staff intensive than a public meeting	Information materials should be in plain language and available in accessible formats The location should be set up with several information stations, each addressing a separate issue. Venue should be accessible



<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
				May be difficult to document public input One perspective can dominate discussion
<i>Tours and Field Trips – guided and self-guided Allows group(s) of stakeholders to tour specific site or sites. Opportunity for stakeholders to acquire greater knowledge about an issue or project.</i>	Inform Can be used to consult, involve or collaborate by providing an opportunity for people to discuss issues	Level: 3-4 Opportunity to build rapport	Costs of transportation must be considered Intensive planning and organization needed by staff	Be aware of accessibility needs such as accessible venues, materials in accessible formats and dietary considerations if food is provided
<i>Fact Sheets/FAQ's Provide information about a particular issue or project, usually one page on municipal website or print out.</i>	Inform	Level: all Opportunity to clarify information that is easy to read and reduces public concern	Minimal cost, depending on distribution Low to medium amount of staff time to gather information and prepare this effectively	Materials should be in plain language and available in accessible formats Consider using question and answer style
<i>Email Use to contact stakeholders and solicit input.</i>	Inform Consult	Level: all	No cost Medium to high amounts of time are needed to read, respond and direct input	Ensure you develop a way to analyze responses to make the data useful

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<i>Interviews</i> <i>A one-on-one meeting or a small group focused discussion designed for a specific objective, such as learning about issues and publics for next phase of the engagement process.</i>	Inform Consult	Level: 3-4	Costs can increase if providing food and travel. Need to book a room/ space Time needed to develop effective questions and approaches upfront	Be on time, polite, neutral Know your objectives for the interview Interview room/ location should be accessible Provide the interviewee with information beforehand Helps build rapport
<i>Information Kiosks</i> <i>A station where project information is available. Can use to solicit input.</i>	Inform Consult	Level: 3-5	Can be minimal cost if materials are already prepared Staff resources needed to maintain and monitor	Can be permanent or temporary Can use technology to make the kiosk interactive and to gather comments
<i>Fairs and Events</i> <i>Use to build awareness or provide and share information about issues through exhibits and interactive activities.</i>	Inform Consult	Level: 3-4 Opportunity to highlight a project/ initiative and share information to a targeted and/or large audience	May be expensive with high degree of organization Usually one or two days at or hosting fair/event. Conducive to media attention	Be prepared for crowds if advertised widely Consider accessibility of venue Weather could play a factor if outdoors

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<i>Telephone Hotlines</i> <i>Use to take calls from the public to gather information about issues or gauge concerns. Also used to provide information.</i>	Inform Consult	Level: 3-4 Provide updates on project activities so people don't get "the run around" when they call	If telephony is in place, costs are minimal Medium amount of staff time to create effective message and information	Need designated contact prepared for prompt and accurate responses Controls information flow Conveys image of accessibility
<i>Municipal Offices/Public Meetings – in-person, online</i> <i>An organized large group meeting usually used to make a presentation and give the public an opportunity to ask questions and give comments. Public meetings are open to the public at large.</i>	Inform Consult	Level: 3-4 Participants hear relevant information and have an open opportunity to ask questions and make comment People learn by hearing others' questions and comments	Costs usually minimal Staff resources usually minimal, depending on issue	Facilitators need to establish open and neutral environment for all views to be shared Emotions can be high and one perspective can dominate See planning a public meeting checklist (including accessibility considerations) attached
<i>Public Information Meeting (PIM)</i> <i>Use to provide information and receive public feedback on development applications. Typically, this meeting is held before recommendations to Planning and</i>	Inform Consult	Level: non-statutory meeting held prior to legislated Planning and Development Council meeting	Costs minimal Staff resources needed to attend meeting, provide information and answers questions as needed	Planner makes a brief presentation Usually a workshop setting Venue should be accessible

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<i>Development Council.</i>				
<i>Public Information Centre (PIC) Use to provide information and receive public feedback on road/engineering projects from traffic calming to road design.</i>	Inform Consult	Level: 1-4 Non-statutory unless chosen as public engagement type for class Environmental Assessments Fosters one-on-one communications	Costs associated with creating visuals Staff resources needed to attend, provide information and answer questions as needed	Consultant usually present to answer questions Drop-in event Visuals (story boards) provided Venue should be accessible Comment sheets are provided and should be available in accessible formats
<i>Twitter Social media messaging tool where brief messages can be shared with followers (could be a large audience). Can be used to inform of issues (such as service disruptions), upcoming meetings, events, programs.</i>	Inform Consult	Level: all	Costs to prepare are minimal; however time and resource/expertise are required Time needed to monitor and respond	Messages are brief, must be under 140 characters Followers may re-tweet your message so the potential audience reach is significant Social media may offer a platform for discussion/feedback to

Technique Description	Engagement Goal	When to use the technique – level of community impact	Cost and Time (level of effort)	Tips and Accessibility Considerations
<i>Facebook Social media platform where meetings, events, photos, programs, services can be shared with followers.</i>	Inform Consult	Level: all	Costs to prepare are minimal; however time and resource/expertise are required Time needed to monitor and respond	people with disabilities who find it difficult or cannot attend meetings. But remember that many popular social media platforms are not yet fully accessible Corporate communications drafts and shares tweets for the municipality Followers may share your message so the potential audience reach is significant Social media may offer a platform for discussion/feedback to people with disabilities who find it difficult or cannot attend meetings. But remember that many popular social media platforms are not yet fully accessible Corporate communications

Technique Description	Engagement Goal	When to use the technique – level of community impact	Cost and Time (level of effort)	Tips and Accessibility Considerations
				drafts and shares information for the municipality
<i>South Huron Citizen Engagement Tool (crowd sourcing) where participants share their opinions and ideas and vote or comment on others.</i>	Consult	Level: 3-4	Costs to prepare are minimal; however time and resource/expertise are required Time needed to monitor and respond	A question is posed to gauge community ideas and opinion. Residents can vote on ideas posted by others. Set a duration of time for keeping the forum active Social media may offer a platform for discussion/feedback to people with disabilities who find it difficult or cannot attend meetings. But remember that many popular social media platforms are not yet fully accessible

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<i>Symposium A meeting or conference to discuss a particular topic. This may involve multiple speakers and multiple aspects of the topic.</i>	Inform Consult	Level: 3-4	Can be costly to bring in speakers Facilitator is necessary	Intended to expose participants to multiple aspects/ views on one topic Venue should be accessible
<i>Advisory Group/Committees A group of stakeholders or representatives of stakeholder groups that provide input on a project or initiative. Group can also be ongoing.</i>	Consult Involve Collaborate	Level: 3-4	Costs of staff time to support and resource the committee is substantial Volunteers must dedicate substantial time	Define the terms of engagement up front One perspective can dominate discussion Venue should be accessible Materials should be in plain language and available in accessible formats See Establishing an Advisory Group Guide attached
<i>Surveys – online, telephone, mail, in-person, hand-out Use to obtain data on issues, satisfaction levels, opinions and concerns.</i>	Consult	Level: 3-4 Works well for needs assessments and satisfaction levels for a representative number of people within the municipality, a particular group or the	Can be costly It takes time to develop a valid and reliable survey	Determine whether the issue requires statistically valid data or qualitative input Questions should be worded carefully so as not to influence an outcome and

Technique Description	Engagement Goal	When to use the technique – level of community impact	Cost and Time (level of effort)	Tips and Accessibility Considerations
		entire community		written in plain language
<p><i>Comment Forms/Cards</i> A form given to people to complete and return.</p>	Consult	Level: 3-4	Costs are minimal Effective questions take time to create, ensure they solicit information that is useful for decision-making	Results may not be representative of larger population Plan to accept feedback in a variety of ways. For example, some people with low vision may prefer to give verbal rather than written feedback
<p><i>Focus Groups</i> Small selected group that are formed to test ideas, messages and gauge public opinion.</p>	Consult	Level: 3-4 Opportunity to test key messages prior to implementing program	Facilitator is necessary	Be clear about the objective when inviting participants Allow for insights, perspectives, opinions, ideas and suggestions If in-person meeting, venue should be accessible



<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<p><i>Voting pads (also called clickers or audience response technology)</i></p> <p><i>Interactive tool which allows participants to weigh-in real time during meetings, events, etc. anonymously.</i></p>	Consult	Level: 1-4	Facilitator is necessary	<p>Be clear about the objective of using voting pads</p> <p>Provides instant feedback from participants to help guide a conversation/ gauge participants understanding or feelings on an issue/identify priorities</p>
<p><i>Dot stickers</i></p> <p><i>Use stickers to allow participants to weigh-in real time during meetings, events, etc.</i></p> <p><i>Used in the same way as voting pads but participation is not completely anonymous.</i></p>	Consult	Level: 1-4	<p>Facilitator is necessary</p> <p>Cost is minimal</p>	<p>Venue should be accessible</p> <p>Be clear about the objective of using stickers</p> <p>Provides immediate feedback from participants to help guide a conversation/ gauge participants understanding or feelings on an issue/identify priorities</p> <p>Venue should be accessible</p>

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<p><i>Task Force</i>  A small group of stakeholders or experts formed to develop a product within a limited time, such as a set of recommendations, policy or proposal. The product is passed through to official decision makers.</p>	Involve	<p>Level: 3-4  Findings of a task force of independent or diverse interests will have greater credibility</p>	<p>Costs will increase if a facilitator is required  Staff support/prep time is intensive</p>	<p>Be prepared to work through to compromise  Venue should be accessible</p>
<p><i>Workshops</i>  Involves a group of people who meet to work through an issue and/or develop solutions. To make workshops more interactive, discussions and dialogues typically involve the larger group as well as smaller group exercises.</p>	Involve Collaborate	<p>Level: 3-4  Excellent for discussions on criteria or analysis of alternatives  Fosters small group communication  Ability to draw on other team members to answer difficult questions  Fosters public ownership in solving the problem</p>	<p>Costs can be minimal  Several small group facilitators are necessary</p>	<p>Hostile participants may use a “divide and conquer” strategy of breaking into smaller groups  Venue should be accessible  Materials and presentations should be in plain language and available in accessible formats</p>

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<p><i>Public Hearings</i>  <i>Formal meetings where individuals or groups are invited to make presentations. May be formal or quasi-judicial meeting with legislated requirements. Typically used to satisfy regulatory requirements. Dialogue is time-limited. Comments are recorded. Examples include: Ontario Municipal Board (OMB) and Licensing Appeal Committee.</i></p>	<p>Involve Collaborate</p>	<p>Level: legislated</p>	<p>Costly Staff experts needed to attend and speak to issues, can be time intensive to prepare for hearing</p>	<p>Designed around one specific issue Feelings of conflict may accompany this type of activity, ensure neutral environment</p>
<p><i>Charrettes</i>  <i>Mostly used with planning issues, the charrette is an intense problem-solving session where a facilitator leads a group to alternative solutions.</i></p>	<p>Involve Collaborate</p>	<p>Level: 3-4 Promotes joint problem solving and creative thinking</p>	<p>Facilitator is necessary</p>	<p>Be clear on the promise to stakeholders about how their input will be used Use of visual techniques in designing issues can be helpful Venue should be accessible</p>

<b>Technique Description</b>	<b>Engagement Goal</b>	<b>When to use the technique – level of community impact</b>	<b>Cost and Time (level of effort)</b>	<b>Tips and Accessibility Considerations</b>
<p><i>World Cafes</i> A meeting process featuring a series of simultaneous conversations in response to predetermined questions. Participants change tables during the process and focus on identifying common ground in response to each question.</p>	Involve Collaborate	Level: 3-4	Costs usually minimal Time needed to prepare effective questions. Staff may be needed as facilitators/note takers at each table	Room set-up is important. The room should feel conducive to a conversation and not as formal as the standard meeting format. Venue should be accessible Think through how to bring closure to the series of conversations
<p><i>Citizen Panels</i> A process that gathers a randomly selected and demographically representative panel of citizens to carefully examine an issue. A panel is usually tasked to provide recommendations or undertake research in support of a pending decision.</p>	Collaborate	Level: 3-4	Costs medium-high Time and resource intensive	Involves citizens providing feedback on a public problem or issue A panel may provide feedback on more than one issue or on one issue more than one time
<p><i>Citizen Juries</i> A process that gathers a randomly selected and demographically representative panel of citizens for three to five days</p>	Collaborate Empower	Level: 3-4	Costs very high Time and resource intensive	Involves citizens in developing a thoughtful, well-informed solution to a public problem or issue Venue should be accessible

Technique Description	Engagement Goal	When to use the technique – level of community impact	Cost and Time (level of effort)	Tips and Accessibility Considerations
<i>to carefully examine an issue. As the word "jury" suggests this group is usually empowered to make the decision on behalf of the decision-maker and a consensus decision is usually required.</i> <i>Voting Casting one's ballot, the democratic voice of the people.</i>	Empower	Level: 5	Substantial cost to ensure voting process is valid Intensive staff resources	Materials should be in plain language and available in accessible formats A jury is disbanded once the decision is made  Encouraging the public to vote is important Voting process should be accessible

#### Step 4 – Communicating the plan

Communicating the plan is an important element to the success of the public engagement process. With the Corporate Communications section, communication objectives should be set within overall public engagement objectives. Different communication strategies may be needed for different types of engagement. By involving Corporate Communications in step 1, you should now be ready to get your message out.

#### Step 5 – Implementing the plan

This is where all the pieces come together. Keep in mind that public engagement work includes many variables so it is important that you closely monitor, and where appropriate, modify your approach. For example, the goal of engagement may need to change if the scope or magnitude of the issue changes; i.e. if an issue that was considered to be low impact becomes higher impact, the level of engagement should increase or vary accordingly.

Are you ready to implement the plan?

Be sure you have completed the following:

- Reviewed the guiding principles
- Identified public engagement goal and measurable outcome(s)
- Identified stakeholders
- Assessed the level of community impact
- Selected effective techniques to engage stakeholders
- Worked with Corporate Communications for how best to communicate your plan

### Step 6 – Reporting and follow-up

Reporting and giving feedback is an important step in the process – it ensures those involved see their input was received, understood and valued.

Be sure to:

- Acknowledge the participants who gave generously of their time, energy and expertise
- Advise participants when an outcome is expected
- Provide a record of the engagement process and how the final decisions were reached

Depending on your project, reporting to Council may be necessary. Remember that it means providing complete and unbiased results of the engagement process, supplying background information on the objectives of the engagement, defining the process used and the follow-up action taken and providing an outline of next steps or the decision.

### Step 7 – Evaluating the public engagement process

The final stage of the plan is evaluating the effectiveness of your public engagement process. It is important to understand what was done well and what could be improved upon in the future. It may also identify future needs within the same project as well as gather valuable information that may help with future projects that are similar. Evaluation should include internal and external considerations.

Key questions to ask during the evaluation include:

- Did the process reach the right people and ask the right questions?
- Did the people who got involved feel they were heard?
- Did the answers tell you what you needed to know?
- Did the process stay within the allocated time, budget and resources?

There are a number of techniques that can be used to evaluate the process. These can include informal discussions, interviews, questionnaires and evaluation forms.

One of the questions you might struggle with is how many people you need to engage in the evaluation. Of course it is ideal to involve as many people as possible but bigger isn't necessarily better. The scale and scope of an evaluation should consider scale and scope of the public engagement process itself, as well as the purpose and audience for evaluation.

**Measures** - measuring the expected outcomes is important to discovering whether you have achieved your goals and should be included in the evaluation. As you identified measurable outcomes in step 1, you will now be able to demonstrate the results of your plan. Opportunities should be provided to involve stakeholders in expressing their level of satisfaction with the progress made in achieving the objectives/outcomes. An outcome may indicate:

- satisfaction with the process
- success with the conclusion of the work
- approval of the recommendations/resolution of the issue

There is an evaluation questionnaire in the appendix to help you complete this final step.

Congratulations! You have completed the public engagement plan.

## Tools and Worksheets (attached)

Establishing an advisory group guide

Planning a public meeting checklist (including accessibility considerations)

Accessibility statements for public meetings, feedback, accessible  
formats/communication supports

Evaluation questionnaire

Example of how many techniques might be used in one project



## Establishing an Advisory Group Guide

What is an advisory group? A group of stakeholders or representatives of stakeholder groups that provide input on a project or initiative. Group can also be ongoing.

When to use them:

- When required by legislation, such as the County's accessibility advisory committee
- When there are high priority issues either municipality-wide or area specific and it is important to solicit information from diverse perspectives
- To solicit input on complex topics
- Some advisory groups are convened to provide advice over time, irrespective of a specific decision process, others are convened to support only one decision
- In either case, an advisory group can be used at any single step in the decision-making process or throughout the entire decision process

Why we use ongoing advisory groups:

- To build partnerships in the community
- To inform Council and/or staff of key community perspectives
- To provide a forum for constructively resolving issues
- To facilitate an effective information exchange
- To leverage expertise in the community

Key tips

- Advisory groups are useful when there is a high volume of decisions to be made that require some level of public engagement and the public is worn out
- Advisory groups may be helpful when the municipality can't really move forward because controversy will result in criticism, whatever it decides
- Advisory groups should talk at the level of strategies, not tactics

Keep in mind

- An advisory group's true purpose is to reflect public perspectives
- Ongoing advisory groups cannot substitute for broader public engagement
- Recommendations from advisory groups are not binding

## Components of advisory groups

Terms of reference must be developed that includes:

Establish the group's objective

- Advisory groups need to understand why they have been convened and to have a clear sense of purpose and the scope or topic on which their advice will be sought

- They can advise or recommend depending on their authority
- They can comment on reports and products
- Develop a specific product, like a plan, that will take a lot of effort over an extended period of time
- Provide input into the development of the public engagement plan
- Their mandate should be signed off by senior staff

#### Determine membership

- Can range in size but 8-10 is ideal
- Membership should reflect the breadth of relevant interests or perspectives around the issue to be addressed
- It may be appropriate for stakeholder groups (such as environmental groups and resident associations) to select a representative for the advisory group
- Depending on the issue, age, gender, disability or other demographic categories may need to be represented. One person can represent several categories
- Substitutes or alternates may be considered, particularly if the group is made up of representatives from specific organizations

#### Establish roles and responsibilities

- Members will be provided orientation to their responsibilities, at minimum members should:
  - Attend meetings regularly
  - Maintain an open mind regarding other views
  - Work as a team member
  - Focus on "the big picture"
  - Participate collaboratively in group decision making
- Determine if a chair will be selected by the membership or by Council
- The chairperson should be able to oversee meetings effectively and lead efforts to build consensus among different points of view
- Chairpersons should not see their role as helping the group function; they should not to push the group toward a particular outcome

#### Establish the operations

- Establish ground rules for behavior and process
  - Rzone, critique issues not people
- Advisory groups should be held as often as is necessary
  - On a long-term project with a volume of issues, meetings may be held at regular intervals such as monthly or quarterly
  - Groups that advise on a specific project may decide to schedule their meetings to coincide with decision points or important milestones
- Determine documentation that will be provided/compiled, could include attendance, agenda, summary of meeting
- Determine how the group's input is going to be communicated to the decision maker (Council/staff)

## Checklist Planning a Public Meeting – Tasks and Timelines

Timelines and tasks are ideal but should be modified as needed.

### **Eight weeks prior to meeting**

- Know purpose and goal of meeting
- Define stakeholders
- Determine timeframe (date, time)
- Establish budget
- Delegate tasks within core group (may be more/less than three individuals)
- Meeting coordinator – book venue, determine set-up, manage finances, book refreshments/food, book equipment and gather supplies
- Meeting promoter – produce printed materials, invite public, organize volunteers, market/promote meeting
- Meeting facilitator/spokesperson – create agenda, design presentation, facilitate meeting, answer questions and concerns

### **Six weeks prior to meeting**

- Book date, time, duration, location, equipment (laptop, projector, tables, chairs, flip charts, lectern, easels)
  - Ensure location and room layout is accessible, see *planning accessible meetings checklist* attached
  - Know room occupancy for fire regulations. If a large crowd is anticipated book a larger room or an overflow area
- Ensure sufficient parking
- Order supplies – clipboards, pens, markers, tape, notebooks, scissors, stickies, contact list with phone numbers, extension cords
- Schedule speakers, experts
- Discuss promotion of meeting with Corporate Communications – i.e. posters, flyers, handouts, media relations, advertisements
- Determine notification requirements

### **Four weeks prior to meeting**

- Create agenda
- Send invitations – include information about accessibility of location, find out if there are particular accessibility needs (i.e. listening/viewing devices) and if there will be food/ refreshments, ask if there are any dietary considerations. Include RSVP if applicable.
- Notify stakeholders/whole community
- Finalize promotion materials with Corporate Communications
- Recruit volunteers to assist (other staff, community members, students). Provide meeting purpose and details
- Order refreshments/food – ensure dietary considerations are addressed

- Ensure contingency plans are in place (e.g. snow date)

### **Two weeks prior to meeting**

- Send final notice to stakeholders
- Distribute promotional materials in community
- Finalize print and display material – fact sheets, sign-up sheets, questionnaires

### **Two days prior to meeting**

- Confirm meeting details – venue, room set-up, equipment, speakers, accessible needs (seating, listening/viewing devices)
- Confirm refreshments/food order
- Test presentation

### **Meeting day - *Items to bring***

- Print and displayed materials (fact sheets, sign-up sheets, questionnaires)
- Business cards, name tags
- Clipboards, pens, markers, tape, notebooks, scissors, stickies, contact list with phone numbers, extension cords
- Direction signs and arrows

### **Meeting day**

- Ensure room set-up is accurate and all equipment is present and working (*if meeting is on weekend, ensure this is done on last business day before meeting*)
- Make sure there are garbage/recycling receptacles (*if meeting is on weekend, ensure this is done on last business day before meeting*)
- All items (above) are at meeting
- Speakers and volunteers arrive at least one hour early to set-up and have briefing
- Greet participants as they arrive, hand out literature, collect names on sign-up sheets

### ***Tips for a successful meeting:***

- Begin with a welcome, clarify the purpose of the meeting, set expectations, ground rules (Rzone) and authority of the chair
- During the meeting, be an active listener - sincerely hear and understand what is being said
- Manage set expectations (ex. not everyone's perspective will be accommodated)
- Ensure technical staff have duties during the meeting (versus sitting together in the back corner of the room)

- If participants bring other issues to the table, ensure you visibly acknowledge and “park” them, giving your personal commitment to get back to them
- Know your public, if there is a participant(s) who will roadblock the meeting, involve them, don’t marginalize them
- Ensure that you have a skilled and appropriate facilitator
- Stay calm if a situation becomes emotionally charged, ensure appropriate person (facilitator, chair, senior staff person) addresses the situation
- Allow for questions and answers
- When closing, summarize the meeting, include identification of next steps and timing, how participants can stay in touch with the process, thank participants for attending

### **After meeting**

- Return meeting location to original condition
- Provide summary of engagement process and feedback, could be online, emailed to participants, report to Council. *See accessibility statements with examples in the following section to help you*
- Thank staff, volunteers
- Debrief with staff, volunteers to evaluate the process and garner any additional insights (either right after meeting or within days)
- Return equipment

## **Checklist for an Accessible Meeting**

### **Pre Planning**

- Assign staff member to ensure meeting is accessible.
- Before confirming the date, find out if other accessibility-related events are taking place in the area during the same time frame. This may have an impact on your event and availability of service providers.
- Is there any renovation or construction work scheduled during the time of your meeting? (this may affect accessibility)
- As part of pre-event planning, ask if participants require accessibility accommodations. *See accessibility statements with examples in the following section to help you*
- Ensure that the invitation or notice of meeting includes information about the accessibility of the event.
- Check that there are visual fire alarms. If not, inquire about the facility’s evacuation plan or create your own.

### **Refreshments and Dietary Arrangements**

- Are you giving participants an opportunity to indicate any dietary needs ahead of time (i.e.: when registering for the event)?

- When beverages are being served, are bendable straws and lightweight cups available within easy reach of people using wheelchairs and scooters?
- Are sugar-free beverages, juices and water available for people with dietary concerns such as diabetes?
- If food is provided buffet-style, will someone be on hand to help serve people with visual and physical disabilities?
- If pastries and cookies are on the menu, will you also have fresh fruits and vegetables for people with dietary concerns?

## ***Exterior Access***

### **Parking**

- Are there barrier free designated parking spaces available for estimated number of attendees with disabilities? If not, can you arrange for more designated parking spaces close to the building during the event? Is there accessible metered parking or public parking lots with accessible spaces close by?
- Is there level access or a curb cut from the parking area to the main entrance?
- If it is winter, are parking areas clear of snow and ice?

### **Sidewalk/Path of Travel**

- Is there barrier free path of travel from parking lot or drop off area to meeting entrance? (Path to be free of stairs and obstructions. If there is level change, ramp to be maximum 1:12 rise with handrails both sides)
- If winter, are walkways clear of snow and ice?
- For safety, are sidewalks separated from road and driveway?
- Are event personnel aware of stair free pathways to the event?
- Is there an area suitable for guide dogs to relieve themselves and water bowls for guide dogs?

### **Signage**

- Are signs for street address and building name clearly visible from street?
- Is signage well-lit at night (for evening events)?
- Are large letters and plain language used on signs directing people to specific areas?
- Are signs free of glare?
- Are additional signs specific to the event in large print?

## ***Interior Access***

### **Entrances and Lobbies**

- Are all entrance doors wide enough for barrier free access (minimum 32" clear)?
- If main entrance is not accessible, are there signs directing people to accessible entrance?

- Are entrances well lit?
- Are doors easy to open (with a lever handle or an automatic door opener)?
- Are large letters and plain language used on signs directing people to specific areas? Signs mounted at approximately 60" from floor for people in wheelchairs or with low vision.
- Is additional staff required at doorways to direct and assist?
- Are there telephones with auditory adjustments and TTY availability?
- Is there at least one telephone that can be used by someone seated?
- Are customer service areas low enough for wheelchair and scooter users to see over and across?

## **Elevators**

- Are elevators located close to meeting and large enough to hold power wheelchair and/or scooter users?
- Are there Braille buttons and raised numerals?
- Are elevator controls mounted at comfortable height?
- Do elevators have auditory signals for persons with low vision or who are blind?
- Do elevators have visual cue systems for persons who are deaf or hard of hearing?

## **Washrooms**

- Are there accessible washrooms near to meeting location?
- Does door signage have raised tactile male or female sign or Braille lettering?
- Do event planners know the location of accessible washrooms?
- Does washroom door have power operator?

## **Hallways & Corridors**

- Is there a clear path of travel to meeting area, washroom facilities, elevators and exits (width of 72" for persons in wheelchairs to pass one another)?
- Are floors slip resistant, glare free with low pile carpeting, hardwood flooring or tile?
- Are interior doors minimum 32" clear width?

## **Meeting Rooms**

- Is meeting room large enough to provide circulation and seating for anticipated number of participants who use wheelchairs, scooters, guide dogs etc.?
- Is accessible seating available throughout?
- Can a companion sit beside person with the disability?
- Is reception or refreshment area in a location with a clear path of travel?

- Are stage and speaking areas, including lectern or podium, clear of obstruction and accessible to wheelchair or scooter users?
- Check that noise levels (ventilation systems, noise from adjacent rooms) are not distracting.
- Does meeting room have drapes/blinds to provide reduction in glare or light from windows?
- Are cables, wires and microphones well secured (no loose cables) and not blocking path of travel?

### **Accessible Formats and Communication Systems**

- Provide materials in alternate formats and provide contact information on how to obtain these formats (per Corporate Identity Standards).
- Sign language interpreter for people who are deaf, deafened or hard of hearing.
- Real-Time Captioning (CART) – uses simultaneous speech to text translation for people who are deaf, deafened or hard of hearing.
- Computerized Note Takers – use laptop computer with a standard keyboard and overhead screen or monitor.
- Assistive Listening Systems – receives feed from the audio system found in meeting room.
- Interveners – may guide people who are deaf-blind.
- Communication Support Attendants – help people with disabilities access information.



## Accessibility statements and scenarios for:

Public events, feedback, accessible formats and communication supports

### **1. Statement for accessibility needs for public meetings, events, etc.**

#### **Statement template (whether or not an RSVP is required):**

If you have any accessibility needs, please let us know one week before the event by contacting STAFF NAME/or POSITION by phone [phone number, incl. TTY], email [email address] or by filling out the accessible online feedback form on [greyhighlands.ca](http://greyhighlands.ca).

#### **Scenario:**

Transportation is hosting a public open house on January 21, 2017, at the Municipal Office.

#### ***Statement used in the public notice and any promotions:***

If you have any accessibility needs, please let us know by January 21 by contacting the XXXXX by phone at 519-235-0310 ext. XXX, by email at [xx@southhuron.ca](mailto:xx@southhuron.ca) or by filling out the accessible online feedback form on [southhuron.ca](http://southhuron.ca)

### **2. Statement for providing or receiving feedback from the public in an accessible format or with communications supports**

#### **Statement template:**

We welcome your feedback. In addition to this [type of document] you can also provide comments by phone [phone number], email [email address] or fill out the accessible online feedback form on [southhuron.ca](http://southhuron.ca)

#### **Scenario 1:**

Administration is hosting an information meeting and is handing out a comment card to participants as a way to collect feedback on a new planning study.

***Statement placed on comment card:*** We welcome your feedback. In addition to this comment card, you can also provide comments to Administration by phone at (insert number), ext. (insert extension), by email at (insert email) or by filling out the accessible online feedback form on [southhuron.ca](http://southhuron.ca)

## Evaluation Questionnaire

Project name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's name and position: \_\_\_\_\_.

	No	Partially	Yes
1. The public engagement guiding principles were followed.	1	2	3
2. The objectives of engagement were clearly defined before starting.	1	2	3
3. The engagement goal reflected the magnitude and complexity of the project.	1	2	3
4. The level of community impact chosen was appropriate.	1	2	3
5. Attempts were made to reach and involve those directly and indirectly affected.	1	2	3
6. The engagement techniques chosen were appropriate.	1	2	3
7. Project results were communicated to stakeholders.	1	2	3
8. Measures were identified and achieved.	1	2	3
9. The process stayed within allocated time, budget and resources.	1	2	3
10. What went well?			

11. What can be improved for next time?

**For office use**

Calculate the average and check it against the performance ranges below.

From 1.0 – 1.5 Poor

From 1.6 – 2.0 Fair

From 2.1 – 2.5 Good

From 2.6 – 3.0 Excellent



## Example of How Many Techniques Might Be Used in One Project

*Project:* Build a new community centre and twin pad arena

*Stakeholders:* South Huron Community, sports and recreation groups, cultural groups, residents in the ward

*Level of Community Impact:* 4

Steps/Stages of the Project	Engage the public?	Public Engagement Goal	Technique
Announce funding and beginning of project	Yes	Inform – share information to prepare for involvement and generate interest	Information on website News release Letter to stakeholder groups
Determine what services and programs to provide	Yes	Consult and Involve – obtain ideas and suggestions from the community and other stakeholders	Online survey Comment cards Workshop World café Focus group
Complete preliminary design and site plan concepts	Yes	Consult - stakeholders will have the opportunity to provide feedback on user needs	Public meeting Focus group
Complete design details of building	No	n/a	n/a
Issue and complete a request for quotations	No	n/a	n/a
Construct building – ground breaking	Yes	Inform – keep public engaged and reduce concerns/questions	Information on website News release

Steps/Stages of the Project	Engage the public?	Public Engagement Goal	Technique
Evaluate building and move in	No	n/a	Email invite to targeted stakeholders n/a
Hold a grand opening ceremony	Yes	Inform – invite the public to attend a ribbon cutting ceremony and activities	Information on website News release Email invite to targeted stakeholders



## Staff Memo

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**Report To:** South Huron Council  
**From:** **Dan Best, Chief Administrative Officer/Deputy Clerk**  
**Date:** July 3 2018  
**Report:** CAO 10-2018  
**Subject:** Memorandum of Understanding - Exeter BIA

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### Recommendations:

**THAT** the memo of Dan Best, Chief Administrative Officer dated July 3, 2018 2013 with respect to the Memorandum of Understanding (MOU) with the Exeter BIA be received;

### Purpose:

Information

### Background and Analysis:

Further to the priority setting sessions with Council and the resulting workplan, the attached Memorandum of Understanding (MOU) with the Exeter BIA is presented to Council for consideration.

The purpose of the MOU is to formalize the collaborative partnership with Exeter BIA and outline a working framework that identifies key responsibilities of both partners.

Should Council wish to proceed, the intent would be to bring forward a final report and by-law for Council's consideration on July 16, 2018. It should be noted that it is anticipated that the Exeter BIA staff will be presenting to the Board of Management on July 10, 2018.

**Financial Impact:**

There are no financial implications as a result of the actions outlined in this memo

**Legal Impact:**

There are no legal implications as a result of the actions outlined in this memo

**Staffing Impact:**

There are no staffing implications as a result of the actions outlined in this memo

Respectfully submitted,

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**Dan Best, Chief Administrative Officer/Deputy Clerk**

## MEMORANDUM OF UNDERSTANDING

- Between -

**The Municipality of South Huron**  
[“The Municipality”]

And

**Exeter Business Improvement Area**  
[“Exeter BIA”]

### DEFINITIONS:

**“BIA”** means the Exeter Business Improvement Area and the geographic area it represents.

**“The Municipality”** means the Municipality of South Huron.

**“BOARD OF MANAGEMENT”** is a corporate body and shall consist of six (6) to twelve (12) members. The Board of Management of the Exeter BIA (hereinafter referred to as the “BIA”) shall be composed of one (1) Director (member of Council) appointed directly by the Municipality; and the remaining Directors selected by a vote of the BIA Membership and appointed by the Municipality. Following the appointment of the Board of Management, the Board shall select a Chairperson, Vice-Chairperson, Secretary and Treasurer.

**“Meeting”** means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where;

- (a) A quorum of members is present, and
- (b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

### WHEREAS:

- A. The Exeter BIA is a designated improvement area, established under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Municipal Act”) and governed by a board of management appointed by the South Huron Council, being a local board of the Municipality for all purposes.
- B. The Municipality is a corporation that annually raises the amount required for the activities of the BIA through the establishment of special charge to be levied upon rateable properties in the improvement area.
- C. The Exeter BIA carries out its purposes, to support the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area and to promote the area as a business, shopping and service area.
- D. There is a joint interest by the Municipality and the Exeter BIA to deliver municipal services and infrastructure that promotes and facilitates commercial activity within the area.



- E. The Municipality and the Exeter BIA agree to work collaboratively on items outlined in this agreement and consider it desirable and in the public interest to enter into this written agreement to identify their respective roles and responsibilities in relation to improvement and promotion of the commercial districts of Exeter.

## **1.0 GUIDING PRINCIPLES**

The following guiding principles will direct the discussions of the Municipality and the Exeter BIA in achieving the goal of creating a vibrant commercial district in Exeter, the business, shopping and service hub in the Municipality of South Huron.

- 1.1 Promote and raise the profile of Exeter and the Municipality of South Huron as the place to visit, live, work, shop, do business and invest;
- 1.2 Collaborative approach to support the retention, attraction and expansion of businesses in the Municipality of South Huron;
- 1.3 Collaborative approach respecting improvement projects that will enhance the profile of Exeter's commercial districts;
- 1.4 Support and promote the partnership between the BIA Board of Management and the Council of the Municipality of South Huron.

## **2.0 GENERAL AGREEMENT**

- 2.1 Exeter BIA agrees to support beautification efforts and promotion of the business improvement area, through advertising, marketing and special events.
- 2.2 The Municipality may provide additional support to the Exeter BIA as negotiated by the parties, which may require approval of South Huron Council.
- 2.3 The parties agree to meet regularly as required to discuss areas of mutual interest.
- 2.4 In accordance with the Municipal Act, South Huron Council shall appoint all directors of the Board of Management of the Exeter BIA.

## **3.0 SERVICES PROVIDED BY THE BIA**

- 3.1 The operating procedures of the Exeter BIA are outlined in its procedural by-law and in the Municipal Act. The Exeter BIA is a local board with authority set out in the Municipal Act and Municipal policies which would include Transparency and Accountability, Code of Conduct per Bill 130, Municipal Conflict of Interest Act – registry/declaration required Section 6(1) Bill 68. In addition, the hiring of employees and the sale and disposition of land.
- 3.2 The Exeter BIA is entrusted, subject to the limitations of its procedural by-law and the Municipal Act, to the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense

of the Municipality generally, and to promote the district as a business, shopping and service area.

3.3 The activities of the Exeter BIA may include:

- 3.3.1 Beautification programs, marketing initiatives, educational seminars, promotional and special events;
- 3.3.2 Visitor and new resident information services through the South Huron Welcome Centre and tourism marketing support for the Municipality;
- 3.3.3 Complementary marketing activities between the Municipality and other groups as agreed on;
- 3.3.4 Cooperation with other business improvement areas and agencies on promotion events and activities that benefit the town of Exeter;
- 3.3.5 Representation on South Huron Committees or ad hoc Committees as requested by the Municipality of South Huron;
- 3.3.6 Participation in Municipal initiatives as appropriate and/or requested.

3.4 In support of ongoing marketing and beautification efforts in Exeter, the BIA will provide the following at the BIA's expense:

- 3.4.1 Support for the purchase of flowers, watering and care of flowers within the BIA area – up to a maximum of \$8000 (subject to BIA budget approval on an annual basis);
- 3.4.2 Purchase of bulbs to maintain decorative lighting displays (including seasonal displays);
- 3.4.3 Installation, removal and maintenance of decorative lighting displays (excluding seasonal lighting displays);
- 3.4.4 Management of the promotional space at the north end entrance sign at the corner of Main and Thames Road.

3.5 The Exeter BIA may provide technical assistance and advisory services to Municipal staff regarding beautification, promotion and economic development items;

- 3.5.1 Provide feedback on any by-law (newly developed or a under review) that affects the BIA membership, including, but not limited to: parking, property standards, signage, etc.

3.6 The Exeter BIA shall provide the minutes of its management board meetings to Municipal Council and staff on a regular basis.

## **4.0 SERVICES PROVIDED BY THE MUNICIPALITY**

### **ADMINISTRATION SERVICES:**

- 4.1 In support of the ongoing operation of the Exeter BIA, the Municipality shall provide the following services to the Exeter BIA:
  - 4.1.1 CAO/Clerk/Finance/Human Resources advice, guidance and training as needed, including attending BIA Board of Management meetings to discuss municipal matters of interest to the BIA;
  - 4.1.2 Accounting advice and support, including budgeting, variance reporting, payroll and taxation within the confines of the Exeter BIA's independent financial system;
  - 4.1.3 Support and preparation of financial statements for the year-end external audit, in compliance with all generally accepted accounting principles and Public Sector Accounting Board requirements. The costs of the audit through the Municipality are recovered from the BIA.
  - 4.1.4 Billing, collecting and providing special levy funding transfers to the BIA, mid-March; mid-June; mid-September and mid-December each year. Any advance funding will be within the jurisdiction of the Director of Finance;
  - 4.1.5 Printing and production services of the Municipality's internal print / copy centre. Any materials beyond meeting materials may be subject to a small fee to be set on a case-by-case basis;
  - 4.1.6 Use of municipally owned meeting spaces for Board of Management and subcommittee meetings;
  - 4.1.7 Use of municipally owned facilities for large membership-based events, such as the South Huron Business and Community Excellence Awards Gala; free of charge;
  - 4.1.8 The Municipality of South Huron will also contribute a minimum of the equivalent of one third of the rent of the South Huron Welcome Centre to support operational costs of this visitor and resident information centre.

### **INFRASTRUCTURE AND OPERATIONS:**

- 4.2 In support of the ongoing operation of the Exeter BIA, the Municipality shall provide the following services on municipally-owned lands (to municipal standards) at the expense of the Municipality as approved through the annual budget process:
  - 4.2.1 All road related infrastructure maintenance and capital renewal including road pavements, drainage features, curbs, sidewalks, boulevard surfaces, streetlights, traffic control and roadway safety devices, street name signs, directional, regulatory and non-regulatory signs;

- 4.2.2 All park related infrastructure (municipally-owned and managed parks, but not BIA beautification initiatives), including light fixtures and power supply;
  - 4.2.3 All municipal parking infrastructure maintenance and capital renewal, systems and enforcement operations;
  - 4.2.4 Municipal garbage and recycling receptacles
    - 4.2.4.1 From April – November a supply of a minimum of 20 units, with a maintenance and collection schedule of 2 times per week;
    - 4.2.4.2 From December – March, a supply of a minimum of 4 units, with a maintenance and collection schedule of 1 time per week;
  - 4.2.5 Street sweeping services once per month including one major spring cleanup from April to November
  - 4.2.6 Sidewalk sweeping services of one major spring cleanup. From April to November; sweeping is a responsibility of business owners;
  - 4.2.7 Roadside debris / litter pick-up – as needed
  - 4.2.8 Winter maintenance services for roads, sidewalks and boulevards on municipal rights of way, including salting, snow plowing and snow removal operations (as per Council approved service levels); daily winter maintenance of sidewalks is also a responsibility of business owners; and
  - 4.2.9 Winter maintenance services for stairs, walkways and municipal parking lots including salting, plowing and snow removal (as necessary); and
  - 4.2.10 Installation, removal and maintenance of seasonal lighting displays (the bulbs replaced at the BIA's expense); and
  - 4.2.11 Installation and removal of streetlight pole banners; and
  - 4.2.12 Installation and removal of BIA hanging baskets and bridge flowers; and
  - 4.2.13 Storage of flower planters during the winter season; and
  - 4.2.14 Weed spraying of sidewalks on Main Street once per year.
- 4.3 In support of the ongoing operation of the Exeter BIA, but subject to Municipal approval, the Municipality shall provide the following services funded by the BIA (fees to be agreed on annually):
- 4.3.1 Installation of special event banners above bridge on Hwy 4;

**COMMUNITY SERVICES:**

- 4.4 In support of the ongoing operation of the Exeter BIA, but subject to the agreement of both the Municipality and the BIA on an annual basis, the following beautification services may be provided:
- 4.4.1 Through a combined effort, the Community Services Department will order the flowers for the Exeter Cemetery, Communities in Bloom and the BIA;
  - 4.4.2 Tree and shrub maintenance within the business improvement area;
  - 4.4.3 Installation and removal of flower barrels in the BIA area;
  - 4.4.4 Management of flower watering services (staffing, equipment and water) to maintain flowers on an annual basis;
  - 4.4.5 Maintenance of all Exeter entrance signage (North, East, South and West) and the landscaping around the signs. North sign promotional space managed by the BIA.

**EXCLUSIONS FROM THIS AGREEMENT:**

- 4.5 The following services shall be excluded from this Agreement:
- 4.5.1 Levels of service for commercial / residential waste and recycling collections provided by the Municipality; and
  - 4.5.2 Services related to BIA promotional events not specifically identified in this Agreement.

Where the Exeter BIA desires Municipal assistance with respect to a BIA promotional event not specifically outlined in this Agreement, the services to be provided by the Municipality and Exeter BIA in relations to the BIA promotional events shall require the following:

- Written request of the BIA with resolution forwarded to Council for approval. This does not include Ladies Night, Sidewalk Sales, and Moonlight Madness.

Special Events such as the Santa Claus Parade and the South Huron Business and Community Excellence Awards Gala are subject to the Municipal Special Events policy.

**5.0 FINANCIAL ACCOUNTABILITY**

- 5.1 In keeping with the role and relationship of a local board, the Exeter BIA agrees that it shall do the following:
- 5.1.1 Keep and maintain all proper books, records, accounts, documents and vouchers necessary to record all financial transactions and as required by law in connection with operating a business improvement area;

- 5.1.2 Adopt all financial control policies as detailed by the Municipality including the procurement of goods and services;
- 5.1.3 Prepare an annual budget (on or before the 28<sup>th</sup> day of February), which will be reviewed by the Director of Finance or a designate approved by its membership and sent to Council for approval and inclusion in the BIA tax levy by-law;
- 5.1.4 Make all financial disclosures required by this Agreement in a timely manner so as to comply with all municipal deadlines for monthly and year-end reporting and budget deadlines;
- 5.1.5 Follow provincial and federal regulations as it relates to employment, taxation, remittances and standards;
- 5.1.6 Bring forward any major increases to the in-year budget to the Director of Finance. Significant changes are subject to approval by Council;
- 5.1.7 Present its unaudited financial statements to its Annual General Meeting for approval (the BIA does not receive audited statements until late spring, after AGM);
- 5.1.8 Use the Municipality's external auditors and ensure that an annual report for the preceding fiscal year is submitted to the Municipality, including a complete financial statement of its affairs for auditing (on or before the twenty-eighth day of February each year);
- 5.1.9 Use its best efforts to obtain as much government and public support for the Exeter BIA as possible. It will, with reasonable diligence, pursue applications for available government funding at the federal, provincial, and regional levels, and in addition, will continue its fundraising activities;
- 5.1.10 Identify all grants requested of all other governmental and quasi-governmental authorities, together with a statement of projected cash flows from such additional funding sources including fundraising targets within the confines of its by-laws and policies; and
- 5.1.11 Comply with all applicable requirements of the Municipal Act and its regulations;
- 5.1.12 Should the BIA be in a position to invest surplus funds, the Municipality's investment policy and investment restrictions must be followed.

## **6.0 INSURANCE**

- 6.1 The Exeter BIA is considered to be a Board of Council and as a Board of Council the Exeter BIA, their employees and volunteers while acting on behalf of and under the supervision of the Exeter BIA, are considered to be insureds under the Municipality's municipal insurance program.

## **7.0 TERM**

- 7.1 This Agreement shall remain in full force and effect for an unlimited term (the "Term") until terminated in accordance with section 8.1. Annually, the parties will consider whether there is a need to amend any of the terms of this Agreement.

## **8.0 TERMINATION**

- 8.1 Either party may terminate this Agreement upon 90 days' notice to the other party in writing.

Exeter Business Improvement Area

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Rose Glavin, Chair

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Janice Brock, Secretary-Treasurer

The Corporation of the  
Municipality of South Huron

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Maureen Cole, Mayor

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Rebekah Msuya-Collison, Municipal Clerk



## Staff Memo

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**Report To:** South Huron Council  
**From:** **Dan Best, Chief Administrative Officer/Deputy Clerk**  
**Date:** July 3 2018  
**Report:** CAO 9-2018  
**Subject:** Parking By-law Update

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### Recommendations:

**That** the memo of Dan Best, Chief Administrative Officer dated July 3, 2018 regarding the Parking By-law Update be received;

### Purpose:

Information

### Background and Analysis:

Further to the direction of Council on June 18 and CAO Memo 8-2018, Administration has collated the feedback from the meeting and have received the following input for Council members regarding parking concerns:

- Dashwood - There are no parking signs on the south side of the street (SH side) stretching through the whole town. This provides challenges for some of the local businesses, residents or visitors.
- Can the simplicity of the recommendations from Huron Park be added to areas of Dashwood, Crediton and Centralia. This establishes consistency in the communities.



- Can parking on one side of the street be a design standard for future subdivision development?
- How should the boulevard areas be addressed?
- Some residents may feel we are only examining Huron Park. Is there a plan for all of the other areas?
- Overnight parking outside of the winter season should be considered.
- Formalizing accessibility parking in the policy and by-law will need to be finalized. Enforcement and accessibility needs to be incorporated in the policy.
- Do we consider special parking areas?
- Can anything be done at Canada Avenue by the arena as there is limited parking available.
- Communication and engagement process.

With respect to moving forward with the Parking By-law changes, the intent was to proceed with changes at Huron Park as a starting point. It is recommended that the Parking By-law should be seen as a “living document” with a scheduled work plan to review all of the areas in the Municipality to be completed no later than July 1, 2019.

Some areas such as Dashwood, Crediton and Centralia could be examined with recommendations back prior to the end of September, 2018. Others will require greater examination prior to making recommended changes to the by-law.

It should be noted that amendments to the schedule of the by-law could be incorporated as we move forward. The following schedule is proposed moving forward:

AREA	Completion	By-law Schedule Amendment
Huron Park	Completed	July 2018
Dashwood, Centralia, Crediton	September 2018	October 2018

Exeter	March 2019	April 2019
All other areas and final validation	May 2019	June 2019

Throughout this period, a communication and engagement strategy will be critical to the successful implementation of the plan. As such, the approved communication plan and proposed engagement strategy will be utilized in order to ensure understanding and awareness for our community.

As a result, should Council agree with the intent and spirit of the revised by-law and the proposed schedule for Huron Park, it would be recommended to move forward with those changes at this time and present a new by-law for consideration at the July 16, 2018 meeting.

**Financial Impact:**

There are no financial implications as a result of the actions outlined in this report.

**Legal Impact:**

There are no legal implications as a result of the actions outlined in this report.

**Staffing Impact:**

There are no staffing implications as a result of the actions outlined in this report.

Respectfully submitted,

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**Dan Best, Chief Administrative Officer/Deputy Clerk**

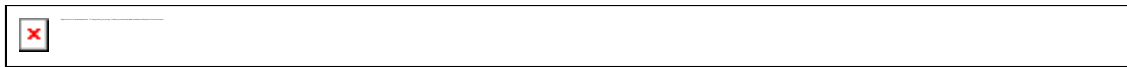
**Rebekah Msuya-Collison**

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**From:** Ombudsman Ontario <thewatchdog=ombudsman.on.ca@mail62.atl71.mcdlv.net> on behalf of Ombudsman Ontario <thewatchdog@ombudsman.on.ca>  
**Sent:** Wednesday, June 27, 2018 12:36 PM  
**To:** Genevieve Scharback  
**Subject:** Ombudsman Annual Report / Rapport annuel de l'Ombudsman

Ombudsman releases 2017-2018 annual report  
L'Ombudsman rend public son rapport annuel 2017-2018

[View this email in your browser](#)



## Annual Report 2017-2018 Rapport annuel

I am pleased to inform you that my latest Annual Report has been published and is available now on our website. This report covers the 2017-2018 fiscal year and significant developments in recent months.

J'ai le plaisir de vous informer que mon tout dernier Rapport annuel a été publié et se trouve maintenant sur notre site Web. Ce rapport couvre l'année financière 2017-2018 ainsi que les évolutions majeures des derniers mois.

[Read the report / Lire le rapport](#)

This is our Office's third annual report since our jurisdiction was expanded to include municipalities, universities and school boards, in addition to provincial government organizations. As a stakeholder in one of these areas of jurisdiction, I hope you will find the information in this report of interest.

You can find the entire report, media materials and backgrounders, and statistics [on our](#)



Ministry of Natural Resources and Forestry

Wildlife Research and Monitoring Section  
2140 East Bank Drive  
DNA Building, c/o Trent University  
Peterborough, ON K9L 0G2

Ministère des Richesses naturelles et des Forêts

Phone: 705-755-5016  
Fax: 705-755-1559  
Email: rabies@ontario.ca

June 28, 2018

The Ministry of Natural Resources and Forestry will be conducting oral rabies vaccine (ORV) bait distribution in the summer and fall of 2018. Baiting operations will begin early July and continue until the end of October.

Please see the attached information package for:

- 1) Map of planned baiting area for 2018
- 2) Rabies Vaccine Bait Information Sheet

Per the attached map, MNRF's bait distribution will be conducted in rural areas with MNRF aircraft flying low-level and by hand in urban areas by MNRF wildlife technicians. The following provides details of MNRF bait distribution in 2018:

- Yellow shaded areas will be completed with a combination of Twin Otter airplane and Eurocopter EC130 helicopter. Twin Otter flights will begin August 20 through August 31, with Eurocopter EC130 flights occurring August 13-17 and September 10-14. These dates are subject to change depending on weather conditions.
- The beige shaded area will be completed by Twin Otter from September 17-21.
- Urban hand baiting, including the use of temporary feeding stations, will occur in the pink areas starting in July and continue through to the end of October.
- Preventative baiting of the purple shaded areas in eastern Ontario will take place in mid-August and will take one day to complete.

In addition to the activities mentioned above, MNRF may conduct localized rapid response baiting measures which will only take place in the event of a raccoon or fox strain rabies case outside of the planned baiting area.

The ministry is committed to the research, surveillance, control and eradication of this recent outbreak of rabies in southwestern Ontario, in order to prevent the disease from spreading. Since the rabies outbreak in 2015, the first of its kind in over a decade, MNRF has taken quick action to protect communities, distributing over 3 million vaccine baits by air and ground.

Any warm-blooded animal can contract rabies. If a person contracts rabies and does not receive treatment, the disease is fatal.

The khaki-green coloured bait being distributed by hand and by aircraft is made of wax-fat with an attractant flavour (vanilla-sugar). A label with a toll-free telephone number (1-888-

574-6656) and “Do not eat” are located on the exterior of the bait and a plastic package containing the liquid rabies vaccine is embedded in the centre. If found, the bait should not be touched, but left for raccoons, skunks and foxes to consume. (See attached bait identification hand out for detailed description).

Ontario’s rabies control program is a joint effort that receives important input and contributions from a variety of partners across the province. Provincial ministries, federal agencies, regional health units, municipalities, wildlife rehabilitators, licensed trappers, wildlife control agents and Indigenous communities are all key to the continued success of Ontario’s world-renowned rabies control program.

For further information about rabies in Ontario, please visit [Ontario.ca/rabies](https://ontario.ca/rabies) or contact MNRF’s rabies information line at 1-888-574-6656.







Report of the  
Secretary-Treasurer  
On Nominations to the  
2018 – 2020  
AMO Board of Directors

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June 27, 2018



June 27, 2018

To: Member Municipalities

It is my pleasure to submit a copy of my report on the candidates standing for election for the 2018 – 2020 AMO Board of Directors, as confirmed by the Returning Officer. The Returning Officer has confirmed candidates against the nomination requirements and processes.

**Elections will be held on:** Monday, August 20, 2018, 12:00 – 5:30 p.m., and Tuesday, August 21, 2018, 8:00 a.m. – 12:00 p.m.

**Location:** Parliament Foyer, Shaw Centre

All elected officials from member municipalities in good standing with the Association are eligible to vote in the Caucus for which the individual has registered.

Please note that the Heads of the following municipal groups are automatically appointed to the appropriate Caucus of the AMO Board:

- L'Association française des municipalités de l'Ontario (AFMO)
- Eastern Ontario Wardens' Caucus (EOWC)
- Federation of Northern Ontario Municipalities (FONOM)
- Northern Ontario Municipal Association (NOMA)
- Large Urban Mayors' Caucus of Ontario (LUMCO)
- Mayors & Regional Chairs of Ontario of Single Cities and Regions (MARCO)
- Ontario Small Urban Municipalities (OSUM)
- Rural Ontario Municipal Association (ROMA)
- Western Ontario Wardens Caucus (WOWC)

Summary:

1. The positions of President and Secretary-Treasurer have been acclaimed.
2. Elections of representatives for a two-year term will be held for the following positions, subject to any withdrawals by Candidates:
  - County Caucus (3 elected official positions)
  - Northern Caucus, N.E. (2 elected official positions)
  - Rural Caucus (4 elected official positions)

Respectfully submitted,

Trevor Wilcox

AMO Secretary-Treasurer

General Manager of Corporate Performance, County of Simcoe

## President:

### *Elected Official Nomination for one position – Acclaimed:*

Jamie McGarvey, Mayor, Town of Parry Sound

## Secretary-Treasurer:

### *Staff Official Nomination for one position – Acclaimed:*

Michelle Smibert, CAO, Municipality of Middlesex Centre

## County Caucus:

### *Elected Officials Nominations for three positions – Election Required:*

Aina DeViet, Councillor, County of Middlesex  
 Peter Emon, Councillor, County of Renfrew  
 Gary McNamara, Mayor, Town of Tecumseh  
 Paul McQueen, Councillor, County of Grey

### *Staff Official Nomination for one position – Vacant*

*Staff vacancy to be filled by the 2018 – 2020 AMO Board of Directors, as directed by AMO Bylaw No. 2.*

## Large Urban Caucus:

### *Elected Officials Nominations for five positions – Acclaimed:*

Cathy Downer, Councillor, City of Guelph  
 Chris Friel, Mayor, City of Brantford  
 Chris Holt, Councillor, City of Windsor  
 Anna Hopkins, Councillor, City of London  
 Lou Turco, Councillor, City of Sault Ste. Marie

### *Staff Official Nomination for one position – Acclaimed:*

Neil Garbe, CAO, Town of Richmond Hill

## Northern Caucus:

### *Elected Officials Nominations for two North East Positions – Election Required:*

Mac Bain, Councillor, City of North Bay (N.E.)  
 Steve Black, Mayor, City of Timmins (N.E.)  
 Roger Sigouin, Mayor, Town of Hearst (N.E.)

### *Elected Officials Nominations for two North West Positions – Acclaimed:*

Dave Canfield, Mayor, Town of Kenora (N.W.)  
 Doug Lawrance, Mayor, Municipality of Sioux Lookout (N.W.)

## Regional and Single Tier Caucus:

### *Elected Officials Nominations for six positions – Acclaimed:*

Colin Best, Councillor, Region of Halton  
 Riley Brockington, Councillor, City of Ottawa  
 Naomi Davison, Councillor, Region of York  
 Paul Grenier, Councillor, Region of Niagara  
 Gerri Lynn O'Connor, Regional Chair, Region of Durham  
 Allan Thompson, Councillor, Region of Peel

## Rural Caucus:

### *Elected Officials Nominations for four positions – Election Required:*

Ronald Holman, Councillor, The United Counties of Leeds and Grenville  
 Robin Jones, Mayor, Village of Westport  
 Bill Vrebosch, Mayor, Municipality of East Ferris  
 Mark Wales, Councillor, Township of Malahide  
 Chris White, Mayor, Township of Guelph/Eramosa

### *Staff Official Nominations for one position – Acclaimed:*

Chris Wray, CAO/Clerk-Treasurer, Municipality of Wawa

## Small Urban Caucus:

### *Elected Official Nominations for four positions – Acclaimed:*

Mason Ainsworth, Councillor, City of Orillia  
 Gail Ardiel, Deputy Mayor, Town of The Blue Mountains  
 Bob Kwapis, Councillor, Town of Newmarket  
 John D. Paterson, Mayor, Municipality of Leamington

### *Staff Official Nomination for one position – Acclaimed:*

Larry McCabe, CAO, Town of Goderich

**Board of Directors Meeting Highlights  
Held on June 21, 2018 at 9:00 AM  
at the MRF Board Room**



**Update on China Waste Import Restrictions and Impacts on Provincial and Local Recycling Programs**

Now that China has implemented waste import restrictions and recycling programs and operations are being affected in many parts of the country, SWANA is providing an update so you can be informed about the latest developments and participate in upcoming events that will help you and recycling stakeholders in your state respond to the situation.

In January 2018, China's ban on 24 categories of scrap and recyclables took effect, and in March 2018, the 0.5 percent contamination ("carried waste") standard was implemented. These actions have caused a dramatic decline in the amount of scrap and recyclables exported from Canada to China.

As a result, other countries, primarily in Asia, have increased their import of these materials from Canada and other countries. In recent months, several of these countries, particularly Vietnam and Indonesia, have announced measures to reduce the flow of recyclables into their ports. In May, Vietnam advised that it would not accept imported containers of plastic from other ports from June 25 to October 15, due to the overwhelming volume of material being received. Indonesia recently announced that it has started pre-shipment inspection of all fiber imports. These actions have significantly disrupted commodity markets and the international movement of scrap and recyclables.

SWANA has taken aggressive steps to respond to these disruptions. Earlier this year, SWANA established a Recycling Task Force (RTF) consisting of industry and municipal leaders from the United States and Canada to help guide our response. The RTF, which has held several conference calls, has prioritized: (1) identifying best practices for reducing contamination of curbside recyclables; (2) creating demand for recycled content; and (3) calling on the U.S. Congress to include support for recycling in the Infrastructure bill.

SWANA is working with other recycling stakeholders to amplify our messages and concerns. A group of associations and organizations met this Spring to collaborate on improving the quality of the recycling stream and address the challenges posed by China's waste import restrictions, and a follow-up meeting will occur at WASTECON® in Nashville, Tennessee. A similar group, whose membership overlaps somewhat with the group identified above, submitted a letter in April 2018 to the congressional leadership in the U.S. urging inclusion of recycling-related funding in the Infrastructure bill. SWANA is a leading and active participant in both groups.

SWANA is also providing education on the impact of the Chinese waste import restrictions at online and in-person events. This subject was included in numerous SWANA chapter conferences and events earlier this Spring, and SWANA will be holding a webinar on June 28th at 1:45pm EDT exploring how the recycling landscape has changed and what provincial and local officials need to do to maintain sustainable recycling programs.

We are also holding a MRF Summit at WASTECON in Nashville, Tennessee on August 22-23. We are partnering with the Institute of Scrap Recycling Industries (ISRI) to develop this event, which is intended to bring together provincial/local government officials, recycling industry leaders, consumer brand owners, and others to review the changing market for recyclables and potential solutions to current challenges. The MRF Summit provides a unique opportunity for all recycling stakeholders to gather to discuss these issues and establish productive working relationships for the future.

## York University Study Finds Recycling Bags Better Than Carts At Reducing Contamination And Program Costs

Recycling bags could be key to righting Canada's recycling woes, reducing contamination, and capturing lost revenue, according to a new study by researchers at York University.

The York study "Thinking Beyond the Box" – an examination of collection mediums for printed paper and packaging waste using publicly available information and surveys with stakeholders – comes at a time when municipalities are grappling with meeting increasingly stringent standards from China, which buys around two-thirds of North America's recycling.

Cities across Canada have depended on the sales of these items to China – in some cases, they offset over 20% of the costs of the city's overall program – which is why it's critical that a solution be found.

Under its National Sword policy, China is refusing to accept recyclables with more than 0.5 per cent contaminated materials. Contamination includes food residue, non-recyclable materials, or products ending up in the wrong stream (i.e. plastic with paper).

To put it in contrast, cities like Toronto, Edmonton and Halifax, have reported upwards of 20 per cent contamination.

Peel Region is a prime example of the potential cost of contamination. After China turned away 13,000 tonnes of product from the region's paper recycler Canada Fiber, Peel Region will likely be saddled with a \$1.7 million bill for the loss.

And the trend towards cart-based, automation systems could be exacerbating the problem, says Dr. Calvin Lakhani, co-investigator of the "Waste Wiki" project at York University, and the corresponding author of the report.

"From a municipal perspective, the contamination rate more than doubled if not tripled after switching to a cart-based collection system," he says. As a result, revenue from post-recyclable materials – the same revenue expected to offset the cost of these programs – has fallen.

The York study found that contamination was eight per cent lower in bag-based, or bag and box-based systems when contrasted with cart or box-based systems.

"To date, we've very narrow-mindedly focused on two solutions... it's very obvious that a third and if not preferable solution exists," says Lakhani. He points out that urban centres like Halifax and Edmonton already include bags as part of their recycling programs.

Recyclable bags restrict contamination to the individual bag rather than the entire recycling cart's contents, giving collectors an additional opportunity to screen the product for things like food residues or non-recyclable materials, improving recovery rates. They also offer households and businesses a chance to add-on capacity as needed.

"Under the current system, municipalities using only cart-based systems aren't getting the returns they should be," says Mike Pilato, general manager for Clorox Canada, (which sponsored the study but gave researchers "complete discretion and latitude" to conduct it as they saw fit). "Recycling bags give communities an opportunity to improve their existing system, while amortizing their current investment."

Lakhani's "Thinking Beyond the Box" study makes a compelling case for bringing recyclable bags into the equation as municipalities look to update their current systems to meet the changing demands from places like China. There is both a performance and cost advantage of using bags versus cart or bin-based programs.

"The title of the study captures it – municipalities haven't had this information to make educated choices," says Pilato. "As they're struggling with this new reality, recycling bags are an attractive option that allows them to make progress with their existing system while they think about another way to do things."

## A&W Canada Takes The Lead On Eliminating Plastic Straws

A&W Food Services of Canada Inc. is marking World Oceans Day by eliminating all plastic straws from all restaurants by the end of this year. It will be the first quick service restaurant chain in North America to make this commitment.

“Reducing waste from landfills is a top priority for A&W and this is one big way that we can make a difference,” says Susan Senecal, A&W Canada’s president and CEO.

“We are proud to make this change, which has been driven by the wishes of our guests, franchisees, and staff.”

A&W will provide guests with the option of a paper straw. The paper straws are 100 percent biodegradable, compostable and are sustainably sourced. They last two to three hours in a drink without breaking down, but naturally biodegrade in three to six months in the environment. This switch to paper will keep 82 million plastic straws out of landfills every year.

“Introducing packaging innovations that reduce waste is key to A&W’s environmental strategy,” explains Tyler Pronyk, A&W Canada’s director of distribution, equipment and packaging.

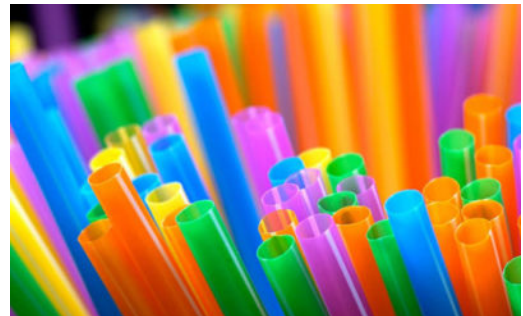
“By using compostable packaging, real mugs, plates and cutlery, we are diverting millions of single-use packaging from landfills every year.”

“Eliminating plastic straws is another big step for us. As we learn more about new tools and sustainable practices, we look forward to more improvements ahead,” he adds.

## NYC Councilman Proposes a Ban on All Plastic Straws in NYC

Plastic straws may soon be on the chopping block. An NYC councilman is introducing a bill today hoping to ban the use of plastic straws in restaurants, bars, and cafes across the city — joining a growing national movement to mitigate the environmental impact of the utensil.

Councilman Rafael Espinal, who represents portions of Bushwick, Bed-Stuy, Brownsville, Crown Heights, Cypress Hills, and East New York, is putting forth the bill today. He tells the Times that it’s an urgent environmental issue, pointing to an incident in April where a whale washed to the shore of Spain with more than 60 pounds of trash inside of it.



Unlike other forms of plastic, plastic straws cannot be recycled, according to the Wildlife Conservation Society advocacy campaign Give a Sip — making them a top 10 type of debris that end up in the ocean.

If the bill passes, no food service business would be able to offer single-use plastic straws or coffee stirrers, and people who disobey the law will be fined, with the penalty starting at \$100.

Though Espinal points to the whale incident as what prompted him, in fact, the no-straw movement has gained a lot of traction in the press in the last couple months. In January, a Southern California official suggested eliminating a customary straw at full-service restaurants, meaning people only got one if they requested it. Shortly after, Malibu officially banned plastic straws, and Portland restaurants and bars started a big movement, too.

In New York, dozens of restaurants and bars have said that they, too, are ditching plastic straws. Last week, Danny Meyer announced that Union Square Hospitality Group would also be replacing plastic straws with a “biodegradable alternative.”

Espinal says he doesn’t “believe there any huge obstacles,” saying it’s not a necessity for most people. But like with the proposed plastic bag ban and the styrofoam ban, it will likely still face resistance from New Yorkers and from the small business owners who make up a huge number of people impacted.



## Nespresso And Canada Post Partner For Capsule Recycling

As of June 11, consumers living in Alberta, Saskatchewan, Manitoba, Ontario, all of the territories and all of Atlantic Canada will be able to recycle their used aluminum Nespresso capsules by simply sending them back through the mail, at no additional cost.

“The Red Bag solution aims to increase the collection capacity of used aluminum Nespresso capsules by making it as easy as possible for our customers to participate,” says Jean-Luc Valleix, Nespresso Canada president.

“We have always set ourselves apart, as evidenced by our decision to develop capsules with aluminum, a material that not only preserves the freshness of coffee grounds but is also infinitely recyclable. Nespresso has been committed to ensuring sustainability for more than 25 years, taking an active stance in working with local partners and governments and investing in tailored recycling solutions across Canada and around the world.”

From now on, customers can simply place their used Nespresso aluminum capsules in a fully recyclable Red Bag provided for free by Nespresso Canada when coffee capsules are purchased. Then they just drop off the sealed capsule-filled bag at a Canada Post outlet or in a red Canada Post mailbox, at no extra cost.

“We are delighted to partner with Nespresso Canada and to help it achieve its goals,” says Rod Hart, Canada Post’s vice-president, parcels and international business.

“We take great pride in helping Canadian businesses grow, and in offering more convenience to busy Canadians.”

Nespresso offers the only complete and fully recyclable solution, repurposing both the capsule and the coffee grounds, and preventing the soiling of other recyclable materials. The used aluminum capsules are shipped to a local partner where they undergo a process, the first of its kind in Canada, which mechanically separates the coffee grounds from the capsule. The aluminum, an infinitely recyclable material, is repurposed and the coffee grounds are transformed into quality compost, used by farms. The recycling process is entirely supported and paid for by Nespresso at no extra cost to consumers.

Nespresso is currently launching, or has launched, recycling solutions in all provinces and territories with the goal to continue expansion until there is full coverage in every municipality in Canada, tailored to local realities. An example of a local solution is Nespresso’s Green Bag recycling program that was recently launched as a pilot in the City of Vancouver, Anmore and Coquitlam in British Columbia and that is currently available in more than 300 municipalities in the province of Quebec. Residents can simply put their used capsules in a fully recyclable Green Bag and place the sealed capsule-filled bag in their household’s recycling bin.

Nespresso also continues to offer its Black Bag recycling solution where consumers can place their used Nespresso aluminum capsules in a fully recyclable Black Bag and bring to one of the 52 drop-off locations across Canada, including Nespresso boutiques and retail partner stores.

The Red Bag, Green Bag and Black Bag recycling solutions are part of the global Nespresso program, The Positive Cup, which focuses on three areas, namely providing 100 per cent sustainably sourced coffee, making use of 100 per cent responsibly managed aluminum and achieving its goal of a 100 percent carbon neutral footprint by 2020.





## Moving Canada Toward Zero Plastic Waste

Plastics are part of the everyday lives of most Canadians. Globally, since the 1950s, plastics production has increased more than any other manufactured material, thanks to their low cost, durability and utility. But the amount of plastic designed to be used once and then thrown away leads to a significant waste of resources and energy—and the litter can pollute our environment and pile up in our landfills.

Around the world, people and companies throw away between \$100 and \$150 billion worth of plastic packaging each year. Plastic waste and marine litter, including microplastics (particles of plastic that are smaller than 5 mm), pose a serious threat to the health of our oceans, waterways and well-being.

Marine litter is a global problem: it's also found on all of Canada's coasts and in freshwater areas, including the Great Lakes.

It's time to take action – together, we can eliminate plastic waste and reduce marine litter in Canada.

Did you know

- Most marine litter (about 80%) enters the water from land
- Each year, globally, about 8 million tonnes of plastic waste enter the oceans
- This is like dumping the content of one garbage truck full of plastic into the ocean every minute
- At this rate, plastics could outweigh fish in the oceans by 2050
- More than 600 marine species are harmed by marine litter and at least 15% of those are endangered
- It's estimated that less than 11% of plastics are recycled in Canada – similar to the global rate of about 9%
- Worldwide, roughly 90% of new plastic products are made from fossil fuels
- Recycling 1 tonne of plastics prevents up to 2 tonnes of carbon pollution
- In 2010, Canada released about 8,000 tonnes of plastic waste into waterways – that's as heavy as 75 Blue Whales
- Since 1994, 700,000 volunteers have collected over 1.2 million kg of waste from shorelines across Canada while participating in the Great Canadian Shoreline Cleanup

Individuals can make a big difference by reducing the amount of single-use plastic products they use (like disposable coffee cup lids, straws and packaging) – but we also need to take action as a country.

That's why the federal government, through Environment and Climate Change Canada, is asking Canadians to share their ideas and suggestions, through email, mail and PlaceSpeak, an online engagement platform. Your feedback will help develop a federal-provincial-territorial approach to manage plastic waste and reduce marine litter.

## Recycle BC Phasing in Collection of Other Flexible Plastic Packaging

As of Friday, June 1, stand-up pouches, crinkly potato chip bags and net bags for produce – just a few examples of items that fall under the umbrella category of Other Flexible Plastic Packaging – will be collected by 116 depots throughout the province as part of a research and development project led by Recycle BC. This material is accepted at participating depots only, it is not accepted in curbside or multi-family recycling.

The project will determine how best to recycle materials in this category, which is one of the fastest growing packaging types on the market, and one of the largest categories of packaging not previously collected under the residential recycling program. The not-for-profit has partnered with Merlin Plastics to research a solution to recycle this type of packaging, which presents challenges due to the combined

materials involved. Any packaging collected during the project that can't be recycled will be recovered and produced into engineered fuel. The project will also be supported by Green by Nature, Recycle BC's post-collection partner.

The program expansion is being rolled out in three phases, with the first round of depots beginning collection June 1, followed by additional depots voluntarily beginning collection September 1. As of January 1, 2019, all Recycle BC depots in the province are expected to collect this type of packaging.

Examples of materials that are accepted as part of Other Flexible Plastic Packaging:

- Stand-up and Zipper Lock Pouches
- Zipper lock pouches for frozen foods like prawns, berries and prepared food
- Zipper lock bags for fresh foods like grapes, berries and deli meat
- Stand-up pouches for baby food and hand soap refills
- Stand-up and zipper lock pouches for items like dried fruits, granola, sugar, oatmeal, quinoa, dish detergent pods and grated cheese
- Crinkly Wrappers and Bags
- Bags for potato chips, candy, dried pasta, coffee and cereal
- Cellophane for flowers and gift baskets
- Wrappers for cheese slices, snack bars and instant noodles
- Flexible Packaging with Plastic Seal
- Packaging for fresh pasta, pre-packaged deli meats and pre-packaged cheese
- Woven and Net Plastic Bags
- Net bags for avocados, onions, oranges, lemons and limes
- Woven plastic bags for rice
- Non-food Protective Packaging
- Padded protective plastic like plastic shipping envelopes, plastic air packets and bubble wrap
- Examples of materials that will not be part of the expanded program:
- Plastic Squeeze Tubes
- Plastic-lined Paper
- Paper-lined Plastic
- Plastic Strapping
- 6-pack Rings
- Biodegradable or Oxo Plastic
- PVC/Vinyl

To learn more about the Other Flexible Plastic Packaging program and to view a list of depots, please visit [RecycleBC.ca/FlexiblePackaging](https://RecycleBC.ca/FlexiblePackaging).

### Quebec Study Defends Plastic Shopping Bags As Not Single-Use

Conducted by the Government of Quebec, the Life Cycle Analysis (LCA) found that no replacement option has an environmental advantage in the event of a ban on plastic shopping bags.

A Life Cycle Analysis (LCA) is a cradle-to-grave analysis that assesses the environmental impacts associated with all stages of a product's life from raw material extraction through manufacture, usage and how it is managed at end of life.

The Quebec Government wanted to provide decision-makers with an impartial, trustworthy, third-party scientific analysis of plastic shopping bags using Canadian and North American data so policymakers can make informed decisions on which bag is the best for the environment.

“Governments across Canada now have home-grown science they can trust to guide decision-making on bags,” says Joe Hruska, Vice President of Sustainability at the Canadian Plastics Industry Association (CPIA). “As an industry, we welcome the Quebec Government LCA findings. They are completely in line with a Government of Denmark LCA which was just made public and at 2011 U.K. Government LCA. All LCAs show scientifically that a ban on plastic shopping bags will actually harm the environment.” <https://www2.mst.dk/Udgiv/publications/2018/02/978-87-93614-73-4.pdf>



The most interesting study finding is that the conventional, thin plastic shopping bag is not a single-use bag because it has a very high reuse rate at 77%. The most common reuse is to manage household waste. Banning of the conventional plastic bag, according to the LCA scientists, will lead to the consumption of even more plastic and the manufacture of garbage bags; kitchen-catcher type bags which are 76% percent thicker.

“This LCA shows that bag bans are not needed in Canada because plastic bags are well-managed by consumers and retailer,” says CPIA’s Hruska. “Canadians are deeply committed to responsible use and the 3R’s. Ironically, reusable bags, the replacement option advocated by some to replace conventional bags, have a much larger carbon footprint and global warming potential.

## Environmental Performance Among the Five Disposable Bags studied.

	Human Health	Quality of ecosystem	Use of fossil resource	Abandonment of the environment
<b>Conventional Plastics</b>	Low impact	Low impact	Low impact	High impact
<b>Oxodegradable</b>	Low impact	Low impact	Low impact	High impact
<b>Bioplastics</b>	High impact	High impact	Medium impact	Low impact
<b>Thick Plastics</b>	Medium impact	Medium impact	High impact	High impact
<b>Paper</b>	High impact	High impact	High impact	Low impact

■ Low impact   
 ■ Medium impact   
 ■ High impact

The industry which also makes reusable bags points out that people are not aware that reusables bags are not recyclable in North America and at the end of their life, they end up in landfill as garbage while thin plastic shopping bags are highly recyclable. As the Quebec LCA proves the conventional bag is a multi-use, multi-purpose bag while the reusable bag is a single-purpose bag. The LCA report also shows that because reusable bags are very resource-intensive, they must be reused multiple times to equal the environmental impact of the plastic shopping bag used just once.

Hruska adds, “The bag industry believes that every decision made in the name of the environment should be based on science and fact. Too often decisions on bags are made because it sounds good. All too often decision-makers do not assess or decide to ignore the negative unintended consequences which end up causing environmental harm.”

## IKEA Phasing Out Single-Use Plastics

IKEA will eliminate all single-use plastic products from its home furnishing range globally by January 1, 2020. This includes straws, plates, cups, freezer bags, garbage bags and plastic-coated paper plates and cups.

IKEA Group will also phase out single-use plastic items offered in customer and co-worker restaurants, bistros, and cafes, including straws, cups, cutlery, plates and beverage stirrers. These changes will also take effect by the end of 2019 across its 29 retail markets, including all IKEA Canada locations.

IKEA is on a journey to become circular in all aspects: from product development, sourcing materials, developing the supply chain, and logistics, to how and where it meets its customers. As part of this commitment, IKEA is finding new and innovative ways to work with renewable and recycled materials and prolonging the life of products and materials.

Revealed at Democratic Design days in Älmhult, Sweden, this announcement is consistent with IKEA's direction to become a circular business, and one of a range of commitments announced as part of the launch of the new IKEA People and Planet Positive strategy. Additional commitments include:

- Designing all new products from the very beginning to be repurposed, repaired, reused, resold, and recycled, generating as little waste as possible – using circular design principles
- Aiming for all IKEA products and packing materials to be based on renewable and/or recycled materials by 2030
- Phasing out virgin fossil plastic from products by 2030
- Offering services that make it easier for people to bring home, care for and pass on products

“Our ambition is to become people and planet positive by 2030 while growing the IKEA business,” says Inter IKEA Group CEO, Torbjörn Lööf.

“Through our size and reach we have the opportunity to inspire and enable more than one billion people to live better lives, within the limits of the planet.”

The IKEA People & Planet Positive strategy sets the direction for IKEA and covers three focus areas: Healthy & Sustainable living, Circular & Climate Positive, and Fair and Equal.

## Bringing 3D Printing Back To Polymer Level

Thermosetting photopolymers represent almost 50% of the worldwide 3D printing market. Once the material has been used to create a certain product, however, the shape is permanent and cannot be remoulded or recycled. At least, that was the case before researchers from the Singapore University of Technology and Design (SUTD) took on this modern-day challenge.

A ‘simple’ two-step polymerisation strategy could be the answer to the already impressive waste build-up of 3D printing materials, according to SUTD assistant professor Kavin Kowsari. He urges that the ‘unprocessable nature’ of 3D printed products in combination with the ‘explosion’ of 3D printing has ‘serious’ environmental implications.

A laboratory project conducted by the university group demonstrates that both broken and completely intact 3D printed objects can, in fact, be fixed or melted and made into other products via a process called thermal self-healing.

Kowsari explains that thermal treatments were conducted by placing UV cured samples in a universal heating oven at 180°C for four hours. The star of the first lab test was a 3D-printed rabbit. The sculpture was missing both its ears – but they were easily restored thanks to increased levels of malleability achieved by the process.



The repaired sample recovered around 100% of the stiffness, and 93% of material strength. This indicates that the healing progress ‘robustly bonds’ the separate parts and restores the material’s mechanical performance.

Depending on the shape and size of the material, the 3D printed objects were subjected to thermal treatment for half an hour or less, one hour, 2 hours, 3 hours and four hours.

The researchers found that recycling is now also an option; they successfully managed to grind samples into ‘fine powders’, which were pressed in between foil-coated metal plates.

‘We can exploit this process to combine 3D printing with traditional manufacturing methods, such as molding, pressing, and thermoforming, to increase manufacturing capabilities and decrease manufacturing time,’ the Singapore specialists point out.

### **London Mulls \$4.4M Landfill Expansion**

The City of London’s Managing Director of Environmental and Engineering Services is recommending a new 6.2 hectare cell for the city’s W12A Landfill worth approximately \$4.4 million under a new tender.



In a report headed to London’s Civic Works Committee next week, City Engineer Kelly Scherr states that the currently active waste disposal area (Cell 8) has approximately 12 months of disposal capacity remaining. The new cell will create approximately 1,100,000 m<sup>3</sup> of usable disposal capacity, the report states, which will accommodate approximately 3.5 years of waste disposal operation at current landfilling rates.

The construction schedule identifies a tentative start month of June, 2018 and 85 working days to complete the project.

The report states that operating costs are expected to increase approximately \$40,000 per year to treat the additional leachate that will be generated, once Cell 9 is constructed.

The report recommends awarding the \$4.4 million contract to Ron Murphy Contracting Co. Ltd.

## Will Electric Trucks Come to Fruition in the Industry? How Far Off Are We?

If an electric refuse truck can be created to introduce more pros than cons, I believe someone will corner the market and create a truck that is both reliable, more efficiently/self-powered and better for the world we live in. Time will tell.

I believe there is an opportunity in the waste refuse market for an electric powered truck. With that said, there are many obstacles that the technology will need to overcome when it is faced with the realization and the demands the waste industry will challenge the technology to overcome. In the past decade, we have introduced increased emission compliance for diesel engines. This has changed the efficiency, power, range and reliability of the diesel motors post-2007. Due to other factors like fuel, labour, and oil, operating and maintenance cost of collection, trucks post-2007 are higher than they used to be.

The tradeoff of these new diesel trucks carries a general consensus no matter who you speak to—increased operating and maintenance cost with lower reliability and longevity of powertrain components. Ask any hauler who wants to spend \$200,000 to \$350,000 for a diesel truck that is more expensive, unreliable, but yet still picks up the same amount of waste as a truck from the 1980s but it is 3x more expensive to purchase. The answer will be that none of us enjoy swallowing that asset cost. It is even harder when new trucks are not reliable due to failed sensors/new emission components. This increased asset cost comes for a number of manufacturing and economic reasons. The first challenge an electric refuse truck will face will be its come-to-market asset cost. The manufacturer will need to come in at a price point that can be justified.

It is no secret that refuse trucks need horsepower and torque. The electric truck should have no problem creating on-demand electric power. The question becomes what the range will equal to go along with it. Refuse trucks are generally stop and go, all day long. The range will be a challenge. The last thing an operator needs is a truck out of charge, away from the yard or charging station. I would imagine, as a start, the electric truck would need to start as a hybrid form. Instead of a diesel motor, have a generator/turbine of some sort that could create power via diesel or natural gas and extend the range. Wrightspeed Powertrains of Alameda, CA has technology based around this concept ([www.wrightspeed.com](http://www.wrightspeed.com)).

Eventually, I would like to see the range extended solely by brake heat or solar power, backed up by larger ranged batteries and a nightly home charging station. Electric refuse trucks would be a welcome idea if their operating cost was consistent, maintenance was reduced, range extended, and ease of operation was favourable compared to diesel and natural gas motors of today.

Increased technology in diesel motors has added a sensor for just about everything. Sensors to read oil, coolant and soot levels is just a start. The problem with all of these sensors is that they fail prematurely or give false readings leading the ECM to shut down a perfectly oiled or lubed engine or transmission. When all sensors are working, new diesel motors exhaust cleaner emissions into our atmosphere. In my opinion, that is all the good that has come out from it though. They are less efficient from a fuel standpoint, have an increased maintenance cost, have more downtime and are proving to be lower in longevity over the life of the asset. If an electric refuse truck can be created to combat all of these struggles and introduce more pros than cons, I believe someone will corner the market and create a truck that is both reliable, more efficiently/self-powered and better for the world we live in. Time will tell. I support the idea greatly. If you do not believe in electric cars or trucks, go take a ride in a Tesla. One stomp of the throttle will have you laughing at the power created from solely electricity. It has been from that point forward (four years ago); I have wanted someone to move this technology to our industry.

## Canadian Legislation To Legalize Marijuana For Recreational Use Is Expected This Summer.

The Canadian Trucking Alliance (CTA) is repeating its call for rules to guide random drug testing, following research that shows an increase in positive marijuana tests in U.S. jurisdictions that have legalized the drug.

Since 2016, the number of safety-sensitive workers who tested positive for marijuana increased 39% in Nevada, 20% in California, and 11% in Massachusetts, Quest Diagnostics found in a review of 10 million drug tests conducted in the U.S.

“These increases are similar to the increases we observed after recreational marijuana use statutes were passed in Washington and Colorado,” said Barry Sample, senior director – science and technology.

“CTA has maintained that if risk is to be downloaded to employers as a result of legalization, then we need the necessary tools to help mitigate that risk,” says Jonathon Blackham, the alliance’s director of policy and public affairs.

## What Is The Future For Aerosol Cans In America?

Aerosol cans account for nearly half of the materials in the US retail sector covered by the Resource Conservation and Recovery Act. ‘Re-harvesting them can be undertaken in an environmentally protective manner,’ says Scott Fulton, president of the Environmental Law Institute (ELI) which has published a report ‘Considering the Fate of Consumer Aerosol Cans’.

Three-quarters of aerosol containers are made of steel, the rest from aluminium, and ELI calculates that the estimated 3.5 billion steel cans are produced from around 437 500 tons of raw material. If expressed in current prices for recycled steel, this tonnage would have a market value of US\$ 131 million. Approximately 30% of this metal is recycled and only 0.25% remains in the recycle stream after five cycles.

More than 60% of the US population is believed to have access to aerosol can recycling. Roughly 52% of these such schemes accept aluminium cans and 51% accept steel cans. Another 20% of the population has only a drop-off option.

Although most Americans do have access to these recycling programmes, ELI maintains there is not enough information available to determine how many aerosol cans enter the recycling stream. Besides, not all household recycling programs accept aerosol cans: many require householders to dispose of them in hazardous waste collection locations or at particular times.

In California, for example, empty cans may be recycled through curbside pick-up schemes, while full or partially-full containers must be disposed of at local household hazardous waste collection sites.

According to Fulton, an important question to ask in the near future is whether or not the Resource Conservation and Recovery Act should be revised to focus more on resource conservation and recovery. He highlights the importance of minimizing waste generation, boosting reuse and recycling, as well as the recapture of materials.

‘If material is treated as hazardous waste, its fate is certain – the vast majority is incinerated,’ he points out. Apart from the ‘enormous’ cost of this approach, Fulton calls this practice a ‘sustainability tragedy’. Instead of burning materials labelled “hazardous waste”, he advocates finding a better path for waste streams such as aerosols, adding: ‘To me, that sounds like a smart reform, anchored by the sustainability ideal.’

On a positive note, the US Environmental Protection Agency recently proposed a rule to classify at least some aerosols as “universal waste.” This rule, for which consultation closed on May 15, would allow discarded but intact cans to be stored for longer periods and sent to a wider array of destination facilities for disposal or recycling.



## New European Targets Set

The Council of the European Union has adopted a waste package which sets out new rules for waste management and establishes legally binding targets for recycling.

Member states will have to meet the following targets as they increase the reuse and recycling of municipal waste:

	By 2025	By 2030	By 2035
Municipal waste	55%	60%	65%

Member states will set up, by 1 January 2025, separate collections of textiles and hazardous waste from households. In addition, they will ensure that by 31 December 2023, bio-waste is either collected separately or recycled at source (e. g. home composting). This is in addition to the separate collection which already exists for paper and cardboard, glass, metals and plastic.

The legislation defines specific recycling targets for packaging:

	By 2025	By 2030
All packaging	65%	70%
Plastic	50%	55%
Wood	25%	30%
Ferrous metals	70%	80%
Aluminium	50%	60%
Glass	70%	75%
Paper and cardboard	75%	85%

The legislation contains a landfill reduction target, and sets minimum requirements for all extended producer responsibility schemes. Producers of products covered by these schemes must take responsibility for the management of the waste stage of their products, and will be required to contribute financially.

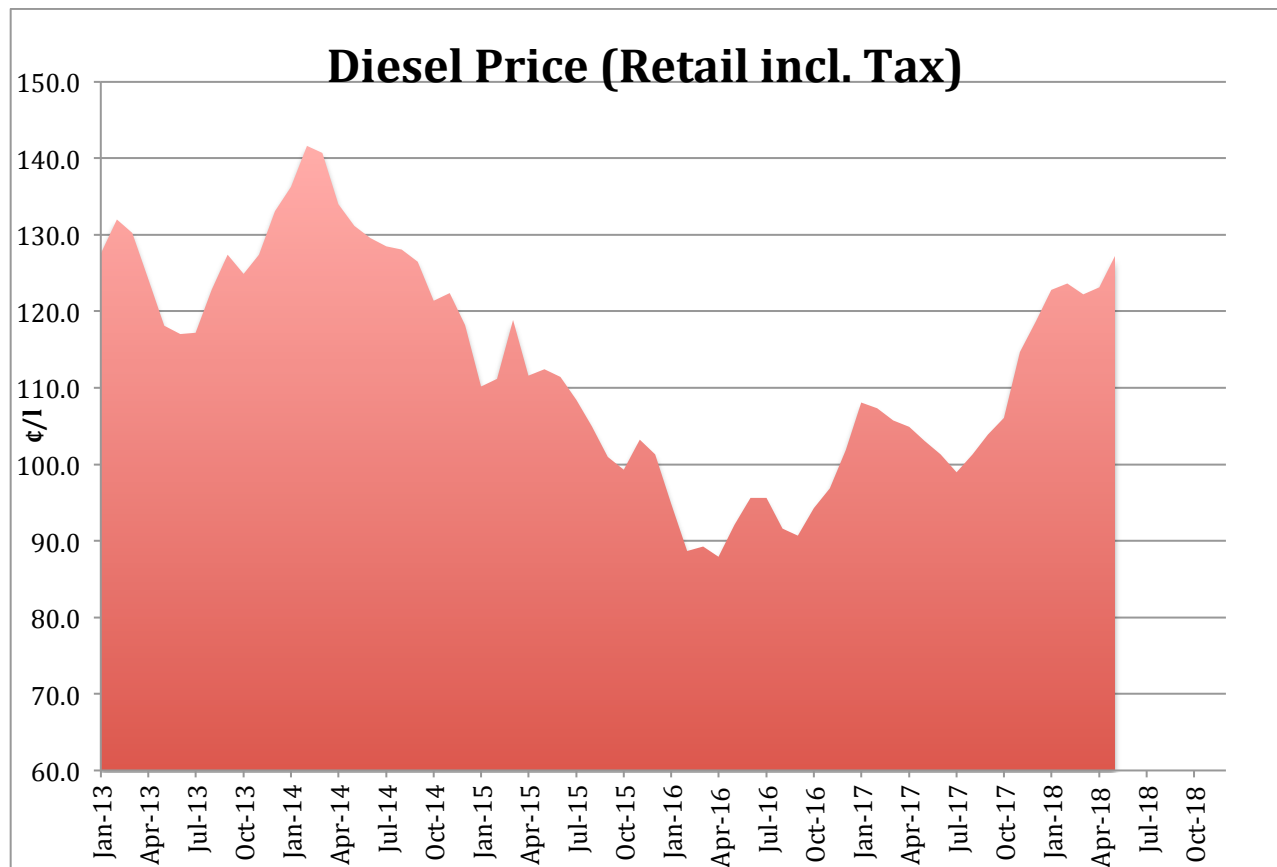
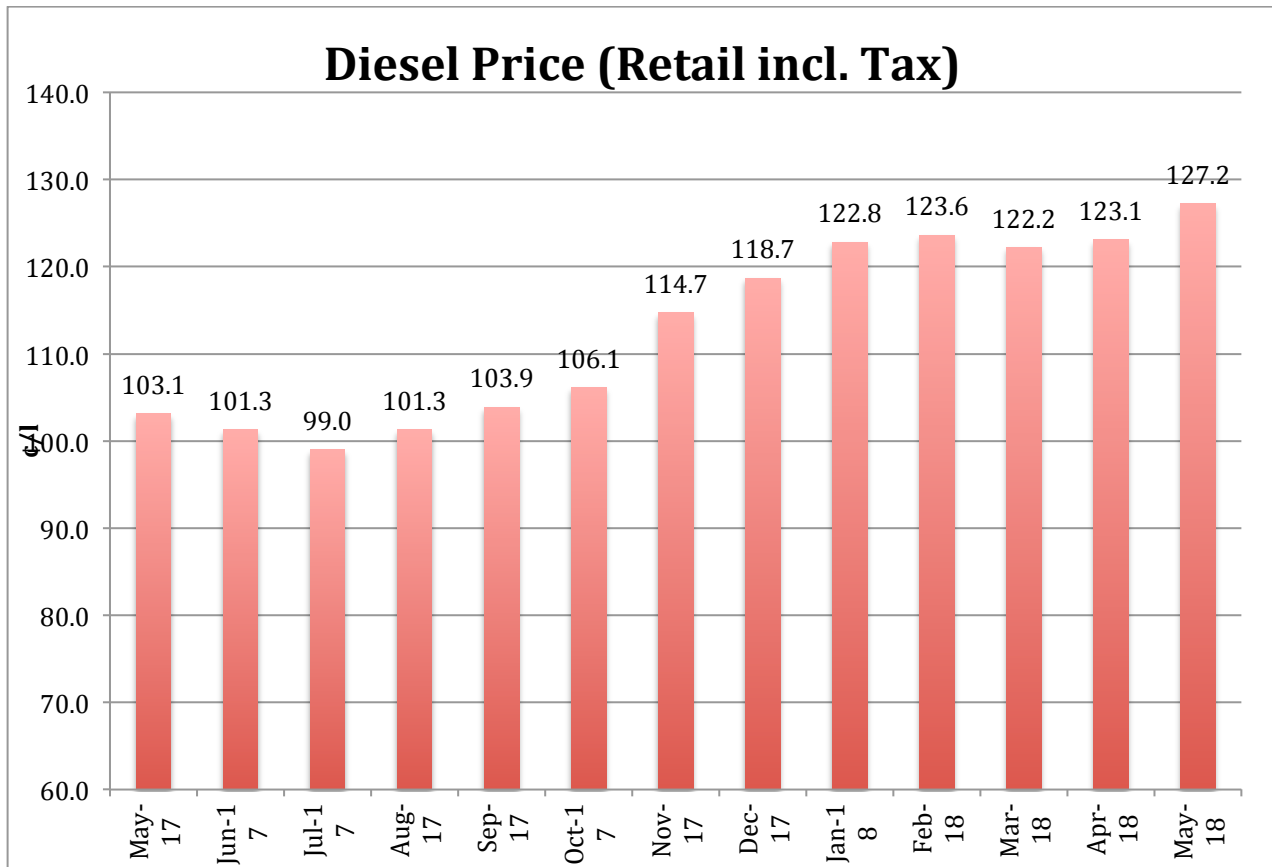
Mandatory extended producer responsibility schemes for all packaging have also been introduced. Member states shall endeavour to ensure that as of 2030, all waste suitable for recycling or other recovery, in particular in municipal waste, shall not be accepted in a landfill.

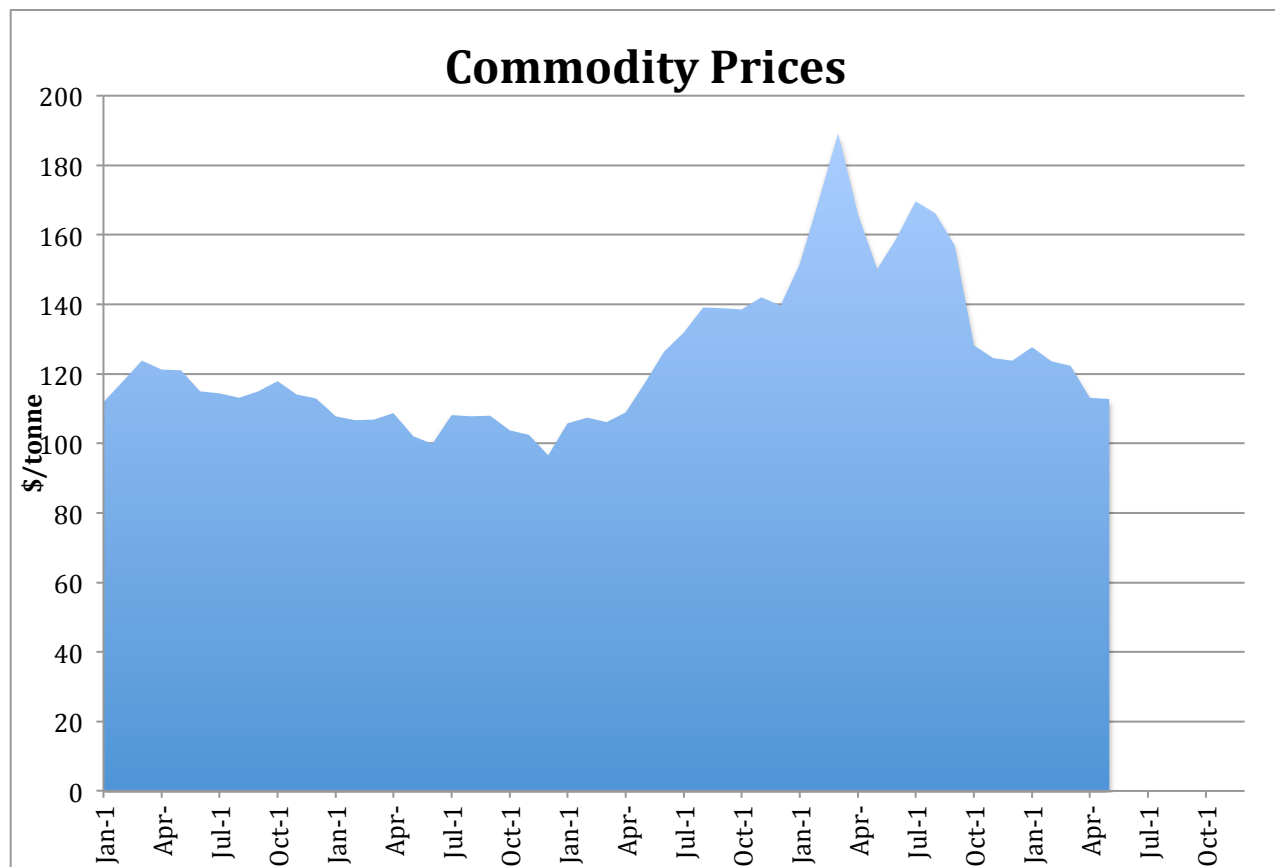
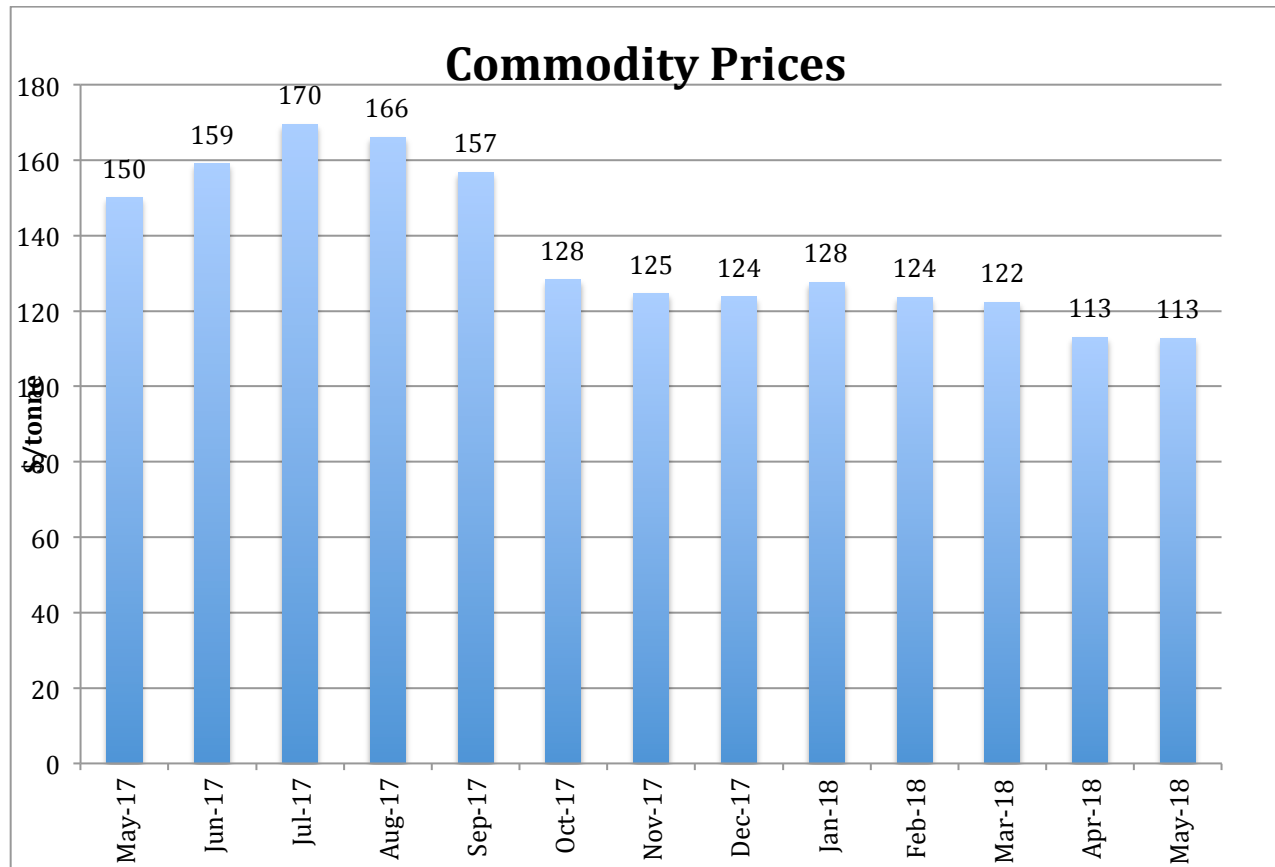
The waste package is intended to lead to more recycling of waste and contribute to the creation of a circular economy. It will encourage the use of recyclable packaging and reusable packaging and will improve the way waste is managed.

The European Commission presented a revised circular economy package on 3 December 2015, including the so-called waste package which consists of four legislative proposals. It addresses environmental problems with transnational implications covering the impact of inappropriate waste management on greenhouse gas emissions, air pollution and littering, including in the marine environment. It ensures that valuable material embedded in waste is effectively re-used, recycled and re-injected into the European economy, and thereby helps to move towards a circular economy and to reduce the EU's dependence on the import of raw materials by promoting the prudent, efficient and rational use of natural resources.

On 19 May 2017, EU ambassadors agreed a mandate on the package, paving the way for trilogues, which kicked off on 30 May 2017. After several rounds of negotiations, a provisional agreement between the Estonian presidency and the European Parliament was reached on 18 December, and EU ambassadors endorsed the agreement on 23 February.

Now that the Council has adopted the legislation, it will enter into force 20 days after its publication in the Official Journal.





# May 2018

## Huron County Needle Syringe Program

Providing free injection drug use equipment. No judgements.

### Goderich

**Tuesdays and Thursdays 6-8 p.m.**

Choices for Change *(Nasal Spray Only)*  
52 Newgate St., Goderich  
1.877.218.0077

### Clinton

**Wednesdays and Fridays 12-4 p.m.**

Huron County Health Unit  
77722B London Rd., Clinton  
1.877.837.6143  
*(Side Entrance Under Bridge)*

### Wingham

**Mondays-Fridays 8:30 a.m.-5:30 p.m.**

Royal Oaks Remedy's Rx  
131 John St. E., Wingham  
519.912.2222

## Needle Syringe Disposal Locations

Please put Sharps in a rigid container with a lid (like a bucket, bleach bottle). Return Sharps containers to Needle Syringe Program sites or pharmacies.

### Clinton

**Mondays-Fridays 8 a.m.-3:45 p.m.  
or Saturdays 8 a.m.-11:45 p.m.**

Mid-Huron Landfill Site  
37506 Huron Rd., Clinton  
519.482.7668

## Huron County Agencies Distributing Naloxone

### Bayfield

Michael's PharmaSave *(Nasal Spray & Injection)*  
2 Main St. S., Bayfield 519.565.4454

### Brussels

Brussels Pharmacy Inc. *(Injection Only)*  
453 Turnberry St., Brussels 226.889.4152

### Clinton

Huron County Health Unit *(Nasal Spray Only)*  
77722B London Rd., Clinton 1.877.837.6143

### Exeter

Guardian Pharmacy *(Injection Only)*  
44 Thames Rd. E., Exeter 519.235.1570

Hansen's DRUGStore Pharmacy *(Nasal Spray Only)*  
62 Thames Rd. E., Exeter 519.235.6131

Huron Apothecary *(Nasal Spray & Injection)*  
440 Main St. S., Exeter 519.235.1982

### Goderich

IDA Pharmacy *(Injection Only)*  
112 Courthouse Sq., Goderich 519.524.7228

Michael's PharmaSave *(Nasal Spray & Injection)*  
181 Cambria Rd. N., Goderich 519.524.2242

Rexall Pharma Plus *(Nasal Spray & Injection)*  
67 Kingston St., Goderich 519.524.8121

Walmart Pharmacy *(Nasal Spray & Injection)*  
35400 Huron Rd., Goderich 519.524.7839

Zehrs DRUGStore Pharmacy *(Injection Only)*  
35400D Huron Rd., Goderich 519.524.2227

### Hensall

Hensall Pharmacy *(Injection Only)*  
121 King St., Hensall 519.262.3337

### Seaforth

Keating's Pharmacy *(Nasal Spray & Injection)*  
67 Main St. S., Seaforth 519.527.1990

### Wingham

PharmaSave *(Nasal Spray & Injection)*  
198 Josephine St., Wingham 519.357.1629

Royal Oaks Remedy's Rx *(Nasal Spray & Injection)*  
131 John St. E., Wingham 519.912.2222

### Zurich

Zurich Pharmacy *(Nasal Spray & Injection)*  
11 Goshen St. N., Zurich 519.236.7577



71108 Morrison Line • RR 3 Exeter, Ontario N0M 1S5  
 • 519.235.2610 • info@abca.on.ca • www.abca.on.ca

June 22, 2018

Municipality of South Huron Council  
 Attn: Rebekah Msuya-Collison, Clerk  
 322 Main St, S. Box 759  
 Exeter, ON  
 N0M 1S6

CHAIRMAN  
 Bob Radtke

DIRECTORS:  
 Gerry Cook

Dave Crockett

Peter Darbishire

David McClure

Anne Melady

Robert Norris

Roger Lewington

Tom Prout

SECRETARY:  
 Judith Parker

TREASURER:  
 Bev Brown

Dear Mayor and Members of Council:

On behalf of the Ausable Bayfield Conservation Foundation, we appreciate the support of Council in providing funding through the South Huron Community Grant for purchase of the new South Huron Trailmobile.

As followup to the original grant request, we were unable to purchase a six-passenger electric cart as the new style would not allow adequate manoeuvrability on the trail and pedestrian bridges. Subsequently a four-passenger electric cart was purchased.

We wanted to acknowledge that the expenditure was less than expressed in our budget. We anticipated a project cost of \$13,500.00 for procuring a six-passenger cart and ultimately spent \$8,562.00 for the four-passenger trailmobile. Your grant contribution was approved at \$6000 and the Ausable Bayfield Conservation Foundation contributed \$2500 from their fundraising efforts.

The South Huron Trailmobile is now in operation with our volunteer drivers, Jerry Mathers and Norm Eckel, providing rides for those who would not otherwise be able to experience the beautiful South Huron Trail. It is our hope that Council will still approve the \$6000 contribution, even though it is a greater portion than originally anticipated for this worthwhile community asset.

Sincerely,

AUSABLE BAYFIELD CONSERVATION FOUNDATION

Judith Parker  
 Secretary

---

**From:** Lori & Brent [<mailto:realclarkefamily@rogers.com>]

**Sent:** Thursday, June 14, 2018 8:16 AM

**To:** Dan Best <[cao@southhuron.ca](mailto:cao@southhuron.ca)>

**Subject:** ELLIOTT PARK.pdf

I am writing this letter on behalf of the Elliott family. We are hoping that the municipality would assist us in purchasing a newer, updated sign for Elliott Park in Exeter.

This park is enjoyed by many area residents as a peaceful spot for lunch or for campers who have visited our town.

The sign was originally purchased by Jennie (Elliott) Rowe and the family has continued to maintain the garden around it. There have also been memorial trees for Alva (Elliott) Heywood and Lila (Elliott) Smith who were both raised there.

The reason why we are so involved with this particular park is that it is where our parents were raised by Jack and Mary Elliott. They were the only family to ever live on this piece of property. They purchased the land from Jack's mother, Eliza Jane (Ford) Elliott who lived across the street. They dug a foundation and then Jack and Mary each purchased a building that they moved unto the site and melded together to form their home. A tool shed and barn were later added to the property. Avid gardeners, they grew raspberries, gooseberries and vegetables abound as well as raising livestock which made them very self sufficient and able to raise their family of 6 children during the depression. They remained on the property for over 60 years, watching their family grow to include grandchildren who were able to experience what life was like in simpler times. On a sad note, Jack and Mary lost their youngest child, Freddie, when he was struck by a truck on the very bridge that spanned the river that flowed beside their property.

The property was sold to the town of Exeter in 1977 after Jack passed away and Mary had to be moved to assisted care.

Our proposal would be to work together with the municipality to have a new sign purchased and erected where the old sign now stands. Changing the garden below with easy care stones and shrubbery would add to the new look for the sign.

We are also hoping to add a brief history of the park on a separate plaque that would be attached to the sign or on a separate podium.

I have spoken to Mike Britnell, who has made many signs in the area and he has quoted a double sided sign with posts would be approximately \$2500.00. Installation of the signs and the gardens would be another approximate \$500.00. We would ask for the assistance of the town works department for removal of the old sign and to help install the new one.

Please see the attached photos of the proposed sign. The bottom picture shows the area that a plaque could be mounted if we chose to go that way.

I hope that the council feels that moving ahead with this project will highlight Elliott Park as an interesting piece of Exeter's history.

Thank you for your time,

Lori Clarke ( granddaughter of Jack and Mary)

Sent from my iPad



# The Royal Canadian Legion

*R E Pooley Branch 167*

316 WILLIAM STREET, SOUTH

PO BOX 638

EXETER ON N0M 1S6

TEL/FAX: 519.235.2962

E-mail: [legionbr167@outlook.com](mailto:legionbr167@outlook.com)

ON Command Web Page: <http://on.legion.ca>

Dominion Command Web Page: <http://legion.ca>



WE  
WILL  
**REMEMBER**  
THEM

## 12<sup>th</sup> Annual Golf Day

**Saturday, July 28<sup>th</sup>, 2018**

1:00 PM Shotgun start at the Exeter Golf Course  
(Scramble Format)

Once again, the Exeter Legion, Branch 167, will be hosting our annual Golf Day at the Exeter Golf Club. As always, we know that all of the businesses in South Huron are inundated with requests for donations, but I hope that you will consider a donation of \$100 for a hole sponsorship, or possibly the donation of a door prize or an item for our Silent Auction. All of the money we raise will remain in the South Huron area and we are proud to support Youth, Senior and Veteran's programs year round. Your sponsorship will allow us to continue in our proud Tradition. If you are unable to donate at that level, we completely understand, and anything that you are able to donate will be welcomed by our Committee. We appreciate all of the support we receive.

If you would like to discuss our request further, please email me with a phone number at [daveholtz@hotmail.com](mailto:daveholtz@hotmail.com) and I will call you at my earliest convenience.

Dave Holtzmann – Tournament Chairman

Please make any cheques out to **The Royal Canadian Legion, Branch 167.**

**A receipt will be mailed to you, so please include your complete address:**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*"They served till death!" Why not we?*





MUNICIPALITY OF  
SOUTH HURON

JUN 25 2018

Page 154

PER

**Lisa Thompson, MPP**  
Huron-Bruce

**Constituency Offices:**

49-50 Albert St.

P.O. Box 1794

Clinton, ON N0M 1L0

Tel. (519) 482-5630

322 Lambton Street

Kincardine, ON N2Z 1Y9

Tel. (519) 396-3007

E-Mail: [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)

June 13, 2018

Mayor Maureen Cole  
Municipality of South Huron  
322 Main Street South  
PO Box 759  
Exeter, ON N0M 1S6

Hi Maureen;

I just wanted to drop you a note to congratulate you on your election to the board of directors at the Federation of Canadian Municipalities.

I think it is extremely important to have representation from rural Ontario at this national level and I can think of no one better to represent us than you!

I know you will work hard to help your municipality and others access federal funds and bring rural issues to the forefront.

If I can be of assistance in any way, please do not hesitate to contact me.

Again congratulations and good luck!

Sincerely;

Lisa Thompson  
MPP Elect  
Huron-Bruce



---

**From:** Laurie Dykstra [<mailto:lauriedykstra@outlook.com>]

**Sent:** Monday, June 25, 2018 10:43 AM

**To:** Maureen cole <[m.cole@hay.net](mailto:m.cole@hay.net)>; Rebekah Msuya-Collison <[clerk@southhuron.ca](mailto:clerk@southhuron.ca)>; wayne deluca <[waynedeluca@hotmail.com](mailto:waynedeluca@hotmail.com)>; Craig Hebert <[jayjoel@golden.net](mailto:jayjoel@golden.net)>; Dan Best <[cao@southhuron.ca](mailto:cao@southhuron.ca)>

**Subject:** Exeter Swimming Pool

Hi All - I am very concerned as to the manner on how the Exeter Swimming pool is being landscaped at the front - facing north. The surrounding pool area should be maintenance free. The chips that have been placed should be removed and cement or interlocking bricks should be placed down and also in the area where the dirt is (where the bushes were located to the north east front area. The whole area should be maintenance free. The chips will only have weeds grow up in them and the chips will end up in the swimming pool. The cedar tree to the west and ivy should be ripped out right now, while you have the machinery there and make the sidewalk from south and north connect and put down interlocking brick or cement in that area also. No grass to cut at all. Little areas of grass are hard to cut. The 3 evergreen trees to the south of the swimming pool should be removed and that area be as easy to maintain as possible, due to the accessibility area.

The front grass area, flagpole area and lilac flower bed should all be removed and create a parking lot for about 10 cars. There is no need for grass in this area. YOU NEED PARKING FOR Swimming Pool and Splash Pad!!!!!! Do not take down the trees to the east, but make the parking lot off of Andrew St. keeping the angle parking on the east side of the trees for shade. This should all be down now when the pool will not be ready until July 15th, so that you have a finished product and have everything ripped up at once, and not doing it next year and not have it ready for the swimming season in 2019.

Thank you for your consideration.

Laurie Dykstra.



# The Corporation of The Town of Amherstburg

June 18, 2018

VIA EMAIL

Ms. Lynn Dollin, President  
Association of Municipalities of Ontario  
200 University Ave., Suite 801  
Toronto, ON M5H-3C6  
Email: [amopresident@amo.on.ca](mailto:amopresident@amo.on.ca)

**RE: Resolution – Cannabis Grace Period Request**

Dear: Ms. Lynn Dollin,

At its meeting of June 11<sup>th</sup>, 2018, Amherstburg Town Council passed the following resolution:

***“That a letter BE SENT in support of the City of Quinte West’s resolution regarding their request that a 6 month grace period be enacted once the cannabis legislation passes to ensure that municipal law enforcement officers and the OPP are adequately trained to enforce the legislation.”***

Sincerely,

Tammy Fowkes - Deputy Clerk, Town of Amherstburg

cc: Taras Natyshak – MPP, Essex  
Tracey Ramsey – MP, Essex  
Ontario Municipalities

encl: City of Quinte West Resolution re: Cannabis Grace Period Request

**CITY OF QUINTE WEST**

*Office of the Mayor  
Jim Harrison*



**P.O. Box 490  
Trenton, Ontario, K8V 5R6**

**TEL: (613) 392-2841  
FAX: (613) 392-5608**

May 28, 2018

Ms. Lynn Dollin, President  
Association of Municipalities of Ontario  
200 University Ave, Suite 801  
Toronto, ON M5H 3C6

**RE: Resolution – Cannabis Grace Period Request**

Dear: Ms. Lynn Dollin,

This letter will serve to advise that at a meeting of City of Quinte West Council held on May 22, 2018 Council passed the following resolution:

"That the Council of the City of Quinte West requests that once the cannabis legislation is passed that a six month grace period be enacted to ensure that municipal law enforcement officers and the Ontario Provincial Police are adequately trained to enforce the said legislation;

And further that this resolution be circulated to the local MP, MPP, AMO, and other municipalities. **Carried**"

We trust that you will give favourable consideration to this request.

Sincerely,

CITY OF QUINTE WEST

A handwritten signature in black ink that reads "Jim Harrison".

Jim Harrison  
Mayor

cc: MP Neil Ellis, Bay of Quinte  
cc: MPP Lou Rinaldi, Northumberland-Quinte West



## **The Corporation Of The Municipality Of South Huron**

### **By-Law #64-2018**

#### **Being a By-Law to name members to the Exeter Business Association Board of Management and set 2018 tax rates for properties in the Exeter Business Improvement Area**

Whereas By-law #67-1989 as amended by By-law #28-1999 of the former Town of Exeter established the Exeter Business Improvement Area and subsequently established the Exeter Business Association (EBA); and

Whereas the Municipal Act, S.O. 2001, Section 204 provides that a Board of Management established for the EBA is a corporation consisting of the number of directors established by the Municipality and shall be composed of one or more directors appointed directly by the municipality; and the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality. Members of an improvement area consist of persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property. The term of the directors of a board of management is the same as the term of the council that appointed them but continues until their successors are appointed; and

Whereas the Municipal Act, S.O. 2001 Section 205 provides that a Board of Management shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it; and

Whereas the Municipal Act, S.O. 2001 Section 208 provides that the municipality shall annually raise the amount required for the purposes of a board of management, including any interest payable by the municipality on money borrowed by it for the purposes of the board of management and may establish a special charge for the amount to be raised by means of a levy upon rateable property in the improvement area that is in a prescribed business property class; and that, in council's opinion, derives special benefit from the improvement area, which levy may be calculated using different percentages of the assessment for one or more separately assessed properties or categories of separately assessed properties in the prescribed class if the resulting levy is equitable in accordance with the benefits that, in council's opinion, accrue to the properties from the activities related to the improvement area; and

Whereas the Municipal Act, S.O. 2001 Section 208 provides that the municipality may establish a minimum or maximum charge or both, expressed for one or more separately assessed properties or categories of separately assessed properties in a prescribed class as (a) percentages of the assessed value of rateable property in the improvement area that is in a prescribed business property class; (b) dollar amounts; or (c) percentages of the board of management's annual budget and the amount of a charge levied in a year shall not, when

2

calculated for the individual property in the prescribed class to which it applies, be less than or greater than the amount of the applicable minimum and maximum charge for the property; and

Whereas the Board of Management of the Exeter Business Association consists of the number of directors specified under the Constitution of the Board of Management for the Exeter Central Business District Improvement Area 1979, also known as the Exeter Business Association; and

Whereas the Constitution of the Exeter Business Association provides for an election process as well as the make up and general powers of the Board;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That the Exeter Business Association Board of Management members, as provided by the Exeter Business Association Board of Management, and as listed below are appointed for a 4-year term or less, so as to coincide with the term of council;

Rose Glavin	Chair
Tira Wootton	Vice-Chair
Janice Brock	Secretary-Treasurer
Mary Hulley	Director and Beautification Committee Chair
Lauryn Marion	Director and Promotion Committee Chair
Fred Godbolt	Director
James Eddington	Director
Adrian Bakelaar	Director
Allen Plant	Director
Craig Hebert	Council Representative
Wayne DeLuca	Alternate Council Representative
Brittany Wise	Recording Secretary, BIA Manager

2. That the Exeter Business Association 2018 Budget requirement of \$68,685 is hereby approved.
3. That subject to a minimum charge of \$75 and a maximum charge of \$600 the following rates sufficient to raise the \$68,685 EBA requirement, and as calculated on the basis of weighted assessment, shall be levied on all commercial and industrial classes and subclasses of assessment in the Exeter Business Improvement Area according to the last revised assessment roll:

<b><u>TAX CODES</u></b>	<b><u>EBA TAX RATE</u></b>
CT, IT, LT, ST, XT	.002120
CU, IU, LU, SU, XU	.001484
CX, SX, IX, LX	.001484

3

4. That the area of Ward 2 (Exeter) along with the expansion areas in Wards 1 and 3 (Stephen and Usborne) as set out in Schedule 'A' attached hereto are hereby designated as the Exeter Business Improvement Area and forms an integral part of this by-law.
5. That this By-Law shall come into force and takes effect upon final passing.

Read a first and second time this 3<sup>rd</sup> day of July, 2018.

Read a third time and finally passed this 3<sup>rd</sup> day of July, 2018.

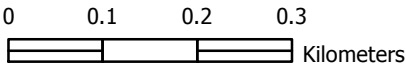
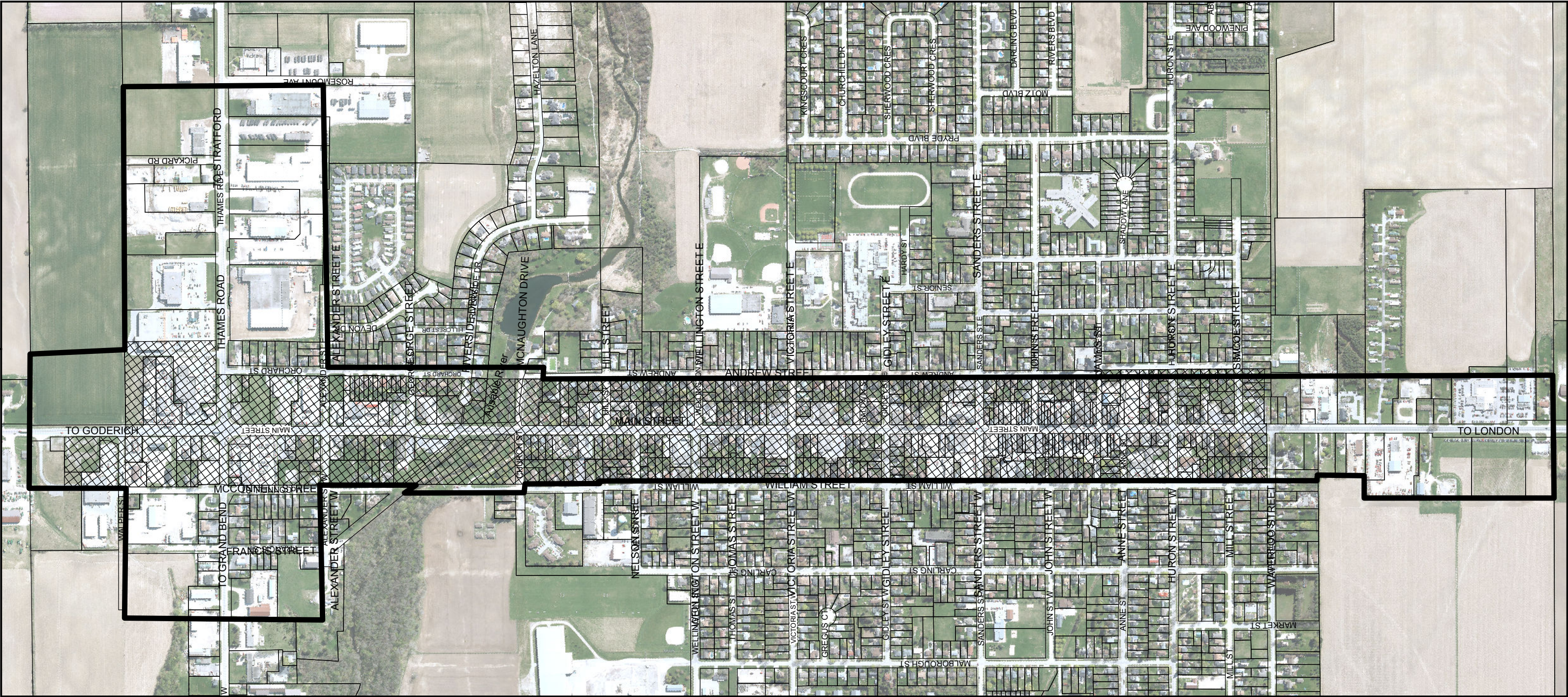
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Maureen Cole, Mayor

---



Rebekah Msuya-Collison, Clerk





**1:8,000**



-  Existing Exeter Business Improvement Area
-  Expanded Exeter Business Improvement Area



Produced by the County of Huron Planning and Development  
Department GIS Services with Data supplied under Licence by  
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This map is illustrative only. Do not rely on it as a precise  
indicator of routes, feature locations, nor as a guide to navigation.  
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January 2003.





## The Corporation of the Municipality of South Huron

### By-Law #65-2018

#### **Being a By-Law to authorize the execution of a Limiting Distance Agreement between the Municipality of South Huron, Hayter's Turkey Farm Ltd. and Tom Hayter in the Municipality of South Huron in the County of Huron**

Whereas Section 5 of the *Municipal Act 2001, S.O. 2001*, as amended, provides that a municipal power shall be exercised by by-law unless the Municipality is specifically authorized to do otherwise; and

Whereas Section 9 of the *Municipal Act 2001, S.O. 2001*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

Whereas the Ontario Building Code, 2012 has certain stipulations for issuance of a building permit; and

Whereas Council of The Corporation of the Municipality of South Huron deems it expedient to enter into an Agreement with Hayter's Turkey Farm Ltd. and Tom Hayter;

Now therefore it be resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That the Limiting Distance Agreement between the Municipality of South Huron, Hayter's Turkey Farm Ltd. and Tom Hayter identified as Schedule "A" and attached hereto, is hereby adopted and forms an integral part of this by-law.
2. That the Mayor and Clerk are hereby authorized to sign the Limiting Distance Agreement on behalf of the Municipality of South Huron.
3. That this By-law takes effect upon the date of final passing.

Read a first and second time this 3<sup>rd</sup> day of July, 2018.

Read a third time and passed this 3<sup>rd</sup> day of July, 2018.

---

Maureen Cole, Mayor

---

Rebekah Msuya-Collison, Clerk

**This Agreement** made in triplicate on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Between:

The Corporation of the Municipality of South Huron  
(hereinafter referred to as the "Municipality")

Of the first part

- and –

Hayter's Turkey Farm Ltd.  
(hereinafter referred to as "Hayter's")

Of the second part

- and –

Tom Hayter  
(hereinafter referred to as "Tom Hayter")

Of the third part

Whereas Hayter's is the owner of the lands and premises more particularly described as CON N BDY PT LOT 25 E PT LOT;26, Former Township of Stephen, Municipality of South Huron (the "Hayter's Lands");

And whereas Tom Hayter is the owner of the lands and premises more particularly described as (CON N BDY PT LOT 24 PLN 224; LOT 3 TO 6 LOT 10 TO 14 LOT;17 TO 26 LOT 34 TO 43 LOT 49; TO 60 ANN ST PT), Former Township of Stephen, Municipality of South Huron (the Tom Hayter's Lands");

And whereas Hayter's has a made an application for a Building Permit having Permit No. 2018-095 (the "Permit");

And whereas the *Ontario Building Code, 2012*, section 3.2.3.1. has certain regulations pertaining to structural fire resistance requirements (the "Requirements");

And whereas, as per the Permit,Hayter's intends to erect a 1,769 m<sup>2</sup> building in close proximity to the east lot line, shared by the Hayter's Lands and Tom Hayter's Lands (the "Building");

And whereas, as a stipulation of the Permit and as per section 3.2.3.1.(11) of the *Ontario Building Code, 2012*, the Municipality has required Hayter's and Tom Hayter to enter into this Agreement;

Now therefore witnesseth that in consideration of the terms, covenants and provisions of this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The parties hereto covenant and agree that upon issuance of the Permit, Tom Hayter will not erect any building or structure on the Tom Hayter Lands that is located closer than 30 metres to an imaginary line from the eastern exposed building face of the Building and any future proposed building or structure on the Tom Hayter Lands.
2. Hayter's and Tom Hayter hereby agree to save harmless and keep indemnified the Municipality, and its successors and assigns, from and against all claims, demands, actions, suits, proceedings, losses, liabilities, costs, including reasonable legal costs, charges, damages and expenses which the Municipality, or its successors and assigns, may at any time or times hereafter bear, sustain, suffer, be put to or incurred directly or indirectly arising from the failure of Hayter's and/or Tom Hayter to comply with the terms, covenants and provisions of this Agreement.
3. The parties hereto covenant and agree that the provisions of this Agreement are intended to run with the Hayter's Lands and the Tom Hayter Lands, will be hereby transferable upon the sale of either the Hayter's Lands or the Tom Hayter Lands and except as may otherwise be specifically provided, shall bind and ensure to the benefit of the parties and their respective successors and assigns.
4. The parties hereby agree that this Agreement shall be registered on title to both the Hayter's Lands and the Tom Hayter Lands. The parties shall take such further actions and execute such further documents that may be required to effect such registration.
5. No waiver of any breach of any term or provision to this Agreement shall be effective or binding unless made in writing and signed by the other parties purporting to give the same and unless otherwise provided in writing, shall be limited to the specific breach waived.
6. This Agreement, including any schedules hereto, constitutes the entire agreement hereto. There are no, and shall not be any verbal statements, representations, warranties, undertakings or agreements between the parties and this Agreement may not be amended or modified in any respect except by written instrument signed by the parties hereto.
7. Hayter's hereby agrees to reimburse the Municipality for all legal fees and disbursements incurred by the Municipality for the preparation, negotiation and registration of this Agreement.

In witness whereof this indenture is executed as of the day and year first written above.

We have authority to bind the Corporation.

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) Tom Hayter  
President

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) I have the authority to bind Hayter's.

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) Tom Hayter  
Owner

)

) I have the authority to bind Tom Hayt



## The Corporation of The Municipality of South Huron

### By-Law # 66 -2018

### Confirming By-Law

#### Being a by-law to adopt, confirm and ratify matters dealt with by the Council of the Corporation of the Municipality of South Huron.

Whereas Section 8 of the *Municipal Act, 2001*, as amended, provides that the powers of a Municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the Municipality's ability to respond to municipal issues; and

Whereas Section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas the Council of The Corporation of the Municipality of South Huron deems it expedient to adopt, confirm and ratify matters dealt with at all meetings of Council;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That the proceedings and actions taken by Council and municipal officers of the Corporation of the Municipality of South Huron at the July 3, 2018 Public Meeting and Regular Council Meeting in respect of each report, motion, recommendation, by-law and any other business conducted are, except where the prior approval of the Ontario Municipal Board or other authority is required by law, hereby adopted, ratified and confirmed and shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
2. That the Mayor and Members of Council of the Corporation of the Municipality of South Huron are hereby authorized and directed to do all things necessary to give effect to the said actions of Council of the Corporation of the Municipality of South Huron or to obtain approvals where required.
3. That on behalf of The Corporation of the Municipality of South Huron, the Mayor, or the Presiding Officer of Council, and the Clerk or the Chief Administrative Officer, where instructed to do so, are hereby authorized and directed to execute all necessary documents and to affix thereto the Corporate Seal.
4. That this By-Law shall not be amendable or debatable.

Read a first and second time this 3<sup>rd</sup> day of July, 2018

Read a third time and passed this 3<sup>rd</sup> day of July, 2018

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Maureen Cole, Mayor

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Rebekah Msuya-Collison, Clerk