



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

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

Accessibility of Documents:

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

Pages

1. Meeting Called to Order
2. Amendments to the Agenda, as Distributed and Approved by Council

Recommendation:

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

3. Disclosure of Pecuniary Interest and the General Nature Thereof
4. Reports

4.1	Cat Control - Follow Up	1
4.2	Review of Council Priorities - Updated Workplan	8
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4.5	Recreation Update	

5. Adjournment

Recommendation:

That South Huron Committee of the Whole does now adjourn at _____ p.m.



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Genevieve Scharback, Corporate Services
Manager/Clerk**
Date: February 5 2018
Report: 2-2018
Subject: Cat Control

Recommendations:

**That South Huron Council receives the report from G. Scharback.
Corporate Services Manager/Clerk re Cat Control.**

Purpose:

To provide information, as directed by Resolution #484-2017, regarding a pilot project to assist residents in sterilizing cats and to provide a draft amended Animal Control By-law for Council's consideration that limits the number of cats permitted per household and creates an offence for feeding wild animals.

Background and Analysis:

South Huron Council passed resolution #484-2017, dated November 20, 2017, directing staff to further investigate the idea of a pilot project to assist residents in sterilizing cats and to review the animal control by-law and prepare amendments to limit the number of cats per household, add a fine for feeding wild animals and to report back to Council.

The Municipality received 10 calls with concerns over stray cats in South Huron. Report to Council 20-2017 outlined a variety of approaches that have been used by other municipalities, including public education campaigns, trap-neuter-release programs, and voucher programs.

Operational Considerations:

Trap, Neuter and Release Program (TNR)

The Municipality would either supply trapping or allow residents to trap feral cats and amend a by-law to allow for trapping of feral cats. The trapped cat would be taken to a veterinarian for surgery and an ear tip (so they can be identified later). Cats are returned to original colony by caretakers after recovering from surgery (usually 24 to 48 hours). Caretakers monitor and sometimes feed the colonies depending on the program. There are many views on how to address cat over population and free roaming cats. Some believe that the best method is to trap, neuter and release (TNR) feral cats while others believe in euthanizing all stray cats.

Considerations:

- Colony registration with municipality;
- A caretaker or municipal staff – paid or volunteer;
- Training – trapping, care of colonies, health and safety etc.;
- Caretaker/staff feed and monitor the colony;
- Establishment of colony – location, geographical size, location of release following surgery, etcetera;
- Equipment – shelter, trapping, transporting;
- Financial impact – dependant on scope of program, size of colony.

Voucher Program

The municipality will allocate funding for a pilot project to provide spay/neuter vouchers to qualifying individuals. Council will decide whether the full amount of the surgery will be paid or a portion of the cost. Any costs related to the procedure over and above this amount are payable to the veterinarian by the applicant.

Council shall decide the qualifications: whether the program is open to all cat owners, low income family cat owners and/or for a registered feral cat colony program.

Generally programs provide that in order to qualify for a voucher, applicants must submit an application form for the vouchers. The vouchers will expire after ninety days and will be handed out on a first come, first served basis to those who qualify.

When an applicant receives a spay or neuter voucher(s) the applicant must take the voucher(s) to the veterinarian listed on the voucher along with the cat requiring spaying or neutering. The veterinarian will complete the procedure and keep the voucher. Within ninety (90) days the veterinarian must submit an invoice to the Municipality for each spay or neuter procedure and include the corresponding voucher(s) with the invoice. The veterinarian will then be reimbursed the amount provided for in the voucher by the Municipality.

Council would approve a Spay and Neuter Voucher Program Policy setting out the definitions and criteria for administration of the program. The draft policy is attached to this report for Council's consideration.

By-Law Amendments

Suggested amendments as set out in the attached draft are red-line version. The next steps would include bringing the final version to the next council meeting for adoption, sending the short form wording for approval and an education campaign.

No fines will be enforceable on the Animal Control By-law until such time as the short form wording for the amended By-law has been approved by the Ministry of the Attorney General.

South Huron's Strategic Plan:

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

Financial Impact:

South Huron Vet Clinic has advised that they could provide services needed like spaying, neutering, vaccinating or euthanizing. The cost of these procedures per cat are as follows:

- Spay: \$315.00;
- Neuter: \$195.00;
- Full vaccines: \$89.75;
- Boarding: \$22.00/day;
- Euthanasia: \$120.00.

South Huron Vet Clinic has advised that the boarding would have to be further discussed as they are limited to the number of cages that can be used for stray cats.

The actual number of feral cats within the Municipality of South Huron cannot be accurately estimated for budget estimates. Council could consider a budget for the cat spay and neuter voucher program. A budget of \$10,000 could allow the Municipality to issue approximately 125 vouchers worth \$75.00 each or full payment for 30 spay or 50 neuters, with the remainder of the funds budgeted used for promotion of the program and postage.

The financial impact of the program outlined in this report is based on residents of South Huron trapping and delivering the cats and taking them directly to the veterinarian. Changes to the Animal Control by-law associated with implementing a cat control program would require additional funding of the program.

The average cost of a cat control program and enforcement is difficult to determine as South Huron relies on voluntary compliance and responds only to cat control issues on a complaint basis. Feral cats may not be healthy and may be required to be euthanized as determined by the veterinarian. Staff cannot advise on numbers or percentages that would be required to be euthanized.

Legal Impact:

There is a high risk of bites and scratches from feral cats, even with proper personal protective equipment, some risk is associated with handling feral cats.

Staffing Impact:

Significant staff time may be required to implement a cat licensing and control program as well as contracted services.

Policies/Legislation:**Consultation:**

Huron County Animal Centre Goderich, South Huron Veterinary Clinic, Municipality of Leamington

Related Documents:

1. Draft South Huron Spay and Neuter Voucher Program Policy
Application for Spay or Neuter Voucher
Spay or Neuter Voucher
2. Draft Animal Control By-law

Respectfully submitted,

Genevieve Scharback, Corporate Services Manager/Clerk

South Huron Spay and Neuter Voucher Program Policy

**Subject**

Spay and Neuter Voucher Program for Feral Cats and Low Income Families caring for cats.

Purpose

The purpose of this policy is to provide the circumstances by which Spay or Neuter Vouchers may be distributed to low income families and to persons caring for feral cats.

Scope

This policy applies to all residents of the Municipality of South Huron.

Definitions

- a) For the purposes of this policy only:
- b) "Applicant" means a person who submits an application for a Spay or Neuter Voucher for Low Income Families and/or an application for a Spay or Neuter Voucher for Feral Cats.
- c) "Application" means the form of Application for Spay or Neuter Vouchers established by the Municipality of South Huron from time to time.
- d) "Director" means the Corporate Services Manager/Clerk or his or her delegate.
- e) "Funds" means the amount which may be allocated to the Spay or Neuter Vouchers in the Municipality of South Huron's annual budget.
- f) "Family" means the Applicant alone or with one or more persons who reside together and are related to each other by blood, marriage, common-law or adoption.
- g) "Feral Cat" means a cat that is not accustomed to contact with people and is too fearful or wild to be handled and which may never adapt to living in close contact with people or is not an Owned Cat.

South Huron Spay and Neuter Voucher Program Policy

- h) Low Income Cut-Offs Before Tax ("LICO") means the income level as established by Statistics Canada from time to time at which a Family may be in strained circumstances because it has to spend a greater proportion of its income on necessities than the average family of similar size.
- i) "Owned Cat" means a cat that resides with and receives food, shelter and care from a Family.
- j) "Spay or Neuter Voucher for Feral Cats" means a voucher issued to an Applicant who is eligible in accordance with this Policy and who wishes to spay or neuter a Feral Cat.
- k) "Spay or Neuter Voucher for Low Income Families" means a voucher issued to an Applicant who is eligible in accordance with this Policy and who wishes to spay or neuter an Owned Cat.

Procedures

The Director may issue Vouchers based upon the criteria as set out in this Policy.

Criteria for Issuing Vouchers

1. An Applicant is eligible to receive Spay or Neuter Vouchers for Low Income Families if:
 - a) he or she submits a completed and signed Application;
 - b) he or she is 18 years of age or older;
 - c) he or she has resided in the Municipality of South Huron for one year or more; and
 - d) the annual before-tax income of the Family is no greater than the LICO.

2. An Applicant is eligible to receive Spay or Neuter Vouchers for Feral Cats if:
 - a) he or she submits a completed and signed Application;
 - b) he or she is 18 years of age or older; and
 - c) he or she has resided in the Municipality of South Huron for one year or more;

South Huron Spay and Neuter Voucher Program Policy

3. A Spay or Neuter Voucher for Low Income Families may be issued:
 - a) to only one Applicant per Family;
 - b) to a maximum of 3 per Applicant; and/or
 - c) to an Applicant who is also in receipt of Spay or Neuter Vouchers for Feral Cats.

4. A Spay or Neuter Voucher for Feral Cats may be issued:
 - a) to only one Applicant per Family
 - b) to a maximum of 3 per Applicant; and/or
 - c) to an Applicant who is also in receipt of Spay or Neuter Vouchers for Low Income Families.

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
HIGH	Community Hub/Recreation Centre Project	ON TRACK	Governance	Improved Recreation and Community Well-being	10/3/2016	6/30/2021
HIGH	Outdoor Pool Project	ON TRACK	Governance	Improved Recreation and Community Well-being	10/3/2016	6/1/2018
HIGH	Port Blake	ON TRACK	Governance	Improved Recreation and Community Well-being	10/3/2016	6/1/2018
HIGH	Parking Bylaw	DELAYED	Governance	Improved Recreation and Community Well-being		8/31/2017
HIGH	Economic Development	ONGOING	Governance	Dedicated Economic Development Effort	10/3/2016	12/31/2018
HIGH	CIP Review and Implementation	DELAYED	Governance	Dedicated Economic Development Effort	10/3/2016	6/30/2017
HIGH	Tree Policy Review	DELAYED	Governance	Improved Recreation and Community Well-being	10/3/2016	7/31/2017
HIGH	Service Delivery Review	ON TRACK	Administration	Administrative Efficiency and Fiscal Responsibility	9/1/2017	3/31/2019
HIGH	Personnel	ON TRACK	Administration	Administrative Efficiency and Fiscal Responsibility	9/1/2017	12/31/2018
HIGH	Sponsorship/Community Grants	NOT STARTED	Governance	Transparent, Accountable and Collaborative Governance	TBD	8/31/2017
HIGH	Grand Bend Utilities Cost Recovery	COMPLETE	Governance	Transparent, Accountable and Collaborative Governance	3/1/2017	9/30/2017
HIGH	Communication	ONGOING	Governance	Increased Communications and Municipal Leadership	ONGOING	ONGOING
HIGH	Website	ON TRACK	Administration	Increased Communications and Municipal Leadership	7/1/2017	3/31/2018

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
HIGH	Federal/Provincial Advocacy and Relations	ONGOING	Governance	Transparent, Accountable and Collaborative Governance	ONGOING	ONGOING
HIGH	Feasibility Study and Master Plan	ON TRACK	Governance	Improved Recreation and Community Well-being	1/1/2018	6/30/2018
HIGH	Engagement Policy	ON TRACK	Governance	Increased Communications and Municipal Leadership	10/3/2016	8/31/2017
HIGH	Debt Policy/Investment/Reserves	NOT STARTED	Administration	Administrative Efficiency and Fiscal Responsibility	TBD	TBD
MEDIUM	Role Clarity - Council/Staff Relations	ON TRACK	Joint Collaboration	Administrative Efficiency and Fiscal Responsibility	10/3/2016	TBD
MEDIUM	Procurement Policy Review	COMPLETE	Administration	Administrative Efficiency and Fiscal Responsibility	1/31/2017	5/31/2017
MEDIUM	Insurance RFP	ON TRACK	Administration	Administrative Efficiency and Fiscal Responsibility	6/1/2017	1/31/2018
MEDIUM	Partner Municipalities	ONGOING	Joint Collaboration	Transparent, Accountable and Collaborative Governance	ONGOING	ONGOING
MEDIUM	Records Management	ON TRACK	Administration	Administrative Efficiency and Fiscal Responsibility	12/1/2016	12/31/2017
MEDIUM	Emergency Management	COMPLETE	Administration	Increased Communications and Municipal Leadership	10/3/2016	6/30/2017
MEDIUM	Traffic Calming	NOT STARTED	Administration	Improved Recreation and Community Well-being	TBD	3/31/2018
MEDIUM	Community Groups	ONGOING	Joint Collaboration	Improved Recreation and Community Well-being	ONGOING	ONGOING
MEDIUM	Design Standards	DELAYED	Administration	Increased Communications and Municipal Leadership	7/1/2017	11/30/2017
MEDIUM	Procedural Bylaw Review	NOT STARTED	Governance	Transparent, Accountable and Collaborative Governance	TBD	TBD

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
MEDIUM	Notice of Trespass Policy	NOT STARTED	Administration	Increased Communications and Municipal Leadership	TBD	TBD
MEDIUM	Animals at Large/Owner Responsibility Policy	ON TRACK	Governance	Improved Recreation and Community Well-being		3/31/2018
MEDIUM	Monthly Reporting Framework - Updates etc.	ON TRACK	Administration	Increased Communications and Municipal Leadership	9/1/2017	3/31/2018
LOW	County Relations/Collaboration	ONGOING	Joint Collaboration	Transparent, Accountable and Collaborative Governance	ONGOING	ONGOING
LOW	Liquor Policy and Bylaw Review	NOT STARTED	Governance	Administrative Efficiency and Fiscal Responsibility	TBD	TBD
LOW	Health and Safety Policies Review and Update	NOT STARTED	Administration	Administrative Efficiency and Fiscal Responsibility	TBD	TBD
LOW	Park Use Policy and Bylaw Implementation	NOT STARTED	Governance	Improved Recreation and Community Well-being	TBD	TBD
LOW	Special Events Policy and Bylaw Implementation	NOT STARTED	Governance	Administrative Efficiency and Fiscal Responsibility	TBD	TBD
LOW	Property Standards Policy and Bylaw Review	NOT STARTED	Governance	Improved Recreation and Community Well-being	TBD	TBD
LOW	Notice Policy Review and Implementation	NOT STARTED	Governance	Administrative Efficiency and Fiscal Responsibility	TBD	TBD
LOW	Legal RFP	NOT STARTED	Administration	Administrative Efficiency and Fiscal Responsibility	TBD	TBD
LOW	BIA/Chamber of Commerce Collaboration/Relations	ONGOING	Joint Collaboration	Transparent, Accountable and Collaborative Governance	TBD	TBD
LOW	Transient Traders Policy and Bylaw Review	ONGOING	Governance	Administrative Efficiency and Fiscal Responsibility	2/21/2018	3/31/2018
LOW	Committees, Review, Terms of Reference	NOT STARTED	Governance	Administrative Efficiency and Fiscal Responsibility	TBD	TBD

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
LOW	Delegation Policy and Bylaw Review	NOT STARTED	Governance	Administrative Efficiency and Fiscal Responsibility	TBD	TBD
LOW	Social Media/Internet/Email Use Policy Implementation	NOT STARTED	Administration	Administrative Efficiency and Fiscal Responsibility	TBD	TBD
LOW	Room Rental Policy Review	NOT STARTED	Administration	Administrative Efficiency and Fiscal Responsibility	TBD	TBD

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
LOW	Evaluation Framework - TBL	NOT STARTED	Governance	Administrative Efficiency and Fiscal Responsibility	TBD	TBD

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
HIGH	Community Hub/Recreation Centre Project	ON TRACK	Governance	Improved Recreation and Community Well-being	10/3/2016	6/30/2021
HIGH	Outdoor Pool Project	ON TRACK	Governance	Improved Recreation and Community Well-being	10/3/2016	6/1/2018
HIGH	Port Blake	ON TRACK	Governance	Improved Recreation and Community Well-being	10/3/2016	6/1/2018 Phase 1 only
HIGH	Parking Bylaw	DELAYED	Governance	Improved Recreation and Community Well-being	TBD	8/31/2017
HIGH	Tree Policy Review	DELAYED	Governance	Improved Recreation and Community Well-being	10/3/2016	7/31/2017
HIGH	Feasibility Study and Master Plan	ON TRACK	Governance	Improved Recreation and Community Well-being	1/1/2018	6/30/2018
MEDIUM	Traffic Calming	ON TRACK	Administration	Improved Recreation and Community Well-being	TBD	3/31/2018
MEDIUM	Community Groups	ONGOING	Joint Collaboration	Improved Recreation and Community Well-being	ONGOING	ONGOING
MEDIUM	Animals at Large/Owner Responsibility Policy inc. feral cats	ON TRACK	Governance	Improved Recreation and Community Well-being	1/1/2017	3/31/2018
LOW	Park Use Policy and Bylaw Implementation - Elliot Park	NOT STARTED	Governance	Improved Recreation and Community Well-being	TBD	TBD
NEW	Seniors Strategy	NOT STARTED	Governance	Improved Recreation and Community Well-being	TBD	TBD
NEW	Youth Strategy	NOT STARTED	Governance	Improved Recreation and Community Well-being	TBD	TBD
NEW	Community Transportation	NOT STARTED	Governance	Improved Recreation and Community Well-being	TBD	TBD

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
LOW	Evaluation Framework - TBL	NOT STARTED	Governance	Administrative Efficiency and Fiscal Responsibility	TBD	TBD
NEW	Bill 148 Implementation of Fair Workplaces	ON TRACK	Administration	Administrative Efficiency and Fiscal Responsibility	12/12/2017	1/1/2019
NEW	Bill 6 - Asset Management Planning	ON TRACK	Administration	Administrative Efficiency and Fiscal Responsibility	1/1/2017	7/1/2024
NEW	Bill 68 - Municipal Legislation Reform	ON TRACK	Administration	Administrative Efficiency and Fiscal Responsibility	3/1/2017	3/1/2019

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
HIGH	Communication Policy	DELAYED	Governance	Increased Communications and Municipal Leadership	9/1/2017	12/31/2017
HIGH	Website Re-design	COMPLETE	Administration	Increased Communications and Municipal Leadership	7/1/2017	3/31/2018 RFP Phase
HIGH	Federal/Provincial Advocacy and Relations	ONGOING	Governance	Increased Communications and Municipal Leadership	ONGOING	ONGOING
HIGH	Engagement Policy	DELAYED	Governance	Increased Communications and Municipal Leadership	10/3/2016	8/31/2017
MEDIUM	Emergency Management	COMPLETE	Administration	Increased Communications and Municipal Leadership	10/3/2016	6/30/2017
MEDIUM	Monthly Reporting Framework - Updates etc.	ON TRACK	Administration	Increased Communications and Municipal Leadership	9/1/2017	3/31/2018
LOW	Social Media/Internet/Email Use Policy Implementation	NOT STARTED	Administration	Increased Communications and Municipal Leadership	TBD	TBD

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
HIGH	Grand Bend Utilities Cost Recovery	COMPLETE	Governance	Transparent, Accountable and Collaborative Governance	3/1/2017	9/30/2017
MEDIUM	Partner Municipalities	ONGOING	Joint Collaboration	Transparent, Accountable and Collaborative Governance	ONGOING	ONGOING
MEDIUM	Procedural Bylaw Review	NOT STARTED	Governance	Transparent, Accountable and Collaborative Governance	TBD	TBD
MEDIUM	Notice of Trespass Policy	NOT STARTED	Administration	Transparent, Accountable and Collaborative Governance	TBD	TBD
LOW	County Relations/Collaboration	ONGOING	Joint Collaboration	Transparent, Accountable and Collaborative Governance	ONGOING	ONGOING
LOW	Special Events Policy and Bylaw Implementation	NOT STARTED	Governance	Transparent, Accountable and Collaborative Governance	TBD	TBD
LOW	Property Standards Policy and Bylaw Review	NOT STARTED	Governance	Transparent, Accountable and Collaborative Governance	TBD	TBD
LOW	BIA/Chamber of Commerce Collaboration/Relations	ONGOING	Joint Collaboration	Transparent, Accountable and Collaborative Governance	TBD	TBD

LEVEL	PRIORITY	STATUS	TYPE	STRATEGIC PLAN LINK	START DATE	END DATE
HIGH	Economic Development	ONGOING	Governance	Dedicated Economic Development Effort	10/3/2016	12/31/2018
HIGH	CIP Review and Implementation	DELAYED	Governance	Dedicated Economic Development Effort	10/3/2016	6/30/2017
MEDIUM	Design Standards - Roads etc.	ON TRACK	Governance	Dedicated Economic Development Effort	7/1/2017	6/1/2018
NEW	Ambassador Program	ON TRACK	Governance	Dedicated Economic Development Effort	3/1/2017	12/31/2018
NEW	Community Profile	ON TRACK	Administration	Dedicated Economic Development Effort	3/1/2017	6/1/2018
NEW	Economic Development Strategic Plan Update	ON TRACK	Governance	Dedicated Economic Development Effort	1/1/2018	6/30/2018

Municipality of South Huron “Draft” Communication Plan

10/20/17

Municipality of South Huron Draft Communication Plan

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Municipality of South Huron Draft Communication Plan

Introduction

The Municipality of South Huron Communications Plan provides a framework for the organization to enhance its two-way communication, improve stakeholder relationships, and encourage public participation in the municipal process.

The Plan is designed to influence all activities that relate to communications within the organization, and outlines positive and achievable practices that will help the Municipality achieve its organizational goals.

All employees have a role to play to ensure the success of the Plan. By working collaboratively across departments to ensure communication efforts are well-co-ordinated and responsive to the needs of stakeholders, we will achieve a more informed and engaged workforce, community and Council.

This is an evolving strategy for the entire organization. The Plan will help build our communications capacity and allow us to develop trustworthy relationships and effective public policy.

Vision

An aware and involved community and engaged and responsive employees, capable of listening, sharing ideas openly and working collaboratively to shape the future of South Huron.

Mission

To provide a framework to enhance the Municipality of South Huron two-way communications capacity, improve stakeholder relationships, and deliver effective communications programs that help achieve organizational goals.

Guiding Principles

- Provide information that is timely, accurate, clear, accessible and responsive.
- Consider the range of communication tools at our disposal and use those most appropriate to address the needs associated with each circumstance.
- Work collaboratively across the organization to ensure that information is thorough, factual and timely.
- Respect the access to information and privacy rights of citizens and employees.

Municipality of South Huron Draft Communication Plan

- Support opportunities for engagement to inform public policy.
- Strive to achieve a culture of two-way communication and “communications excellence” practices

Goals of the Communication Plan

1. To Improve the Quality of Internal Communications
2. To Proactively Identify Issues and Respond to Them in A Timely Manner, Reducing The Likelihood of Escalation
3. To Support and Encourage an Engaged Community That Is Aware of and Participates in The Public Involvement Process, Recognizes Its Role in Addressing Issues and Contributing to Municipal Policy and Solutions
4. To Establish and Build On Mutually Beneficial, Trustworthy Relationships with Stakeholders

Implementation Plan

The implementation plan will provide a map that establishes objectives, strategies and actions within the framework of the four Communication Plan Goals. The following outlines the Implementation Plan:

Municipality of South Huron Draft Communication Plan

Goal 1: To Improve the Quality of Internal Communications

OBJECTIVE	STRATEGY	ACTION
<p>Increase the number of employees who consider themselves well-informed about programs, issues and initiatives</p>	<p>Make information about corporate priorities and initiatives easy to access</p>	<p>Create a source for employees to get important updates on “need to know” information (Council decisions, new policies, etc.).</p> <p>Host quarterly information sessions for employees to keep them informed about MOSH priorities, initiatives, financial position (budget), etc. Record sessions and make them available to employees via streaming or other media.</p>
	<p>Increase employees’ knowledge of departmental functions across the organization</p>	<p>Create department pages on web to educate employees on the function of the department and its divisions, and provide relevant resources and additional information/links to program information, etc.</p> <p>Provide an overview of organizational structure and department functions in the new employee orientation program</p> <p>Increase opportunities for employees across the organization to collaborate through cross-departmental projects, initiatives, and teams</p>

Municipality of South Huron Draft Communication Plan

OBJECTIVE	STRATEGY	ACTION
Increase employees' readiness for communication and problem solving across departments	Increase communication skills and enhance the communications capacity of the organization as a whole	<p>Develop background information and key messages for employees for large projects</p> <p>Provide training opportunities and resources for employees to improve communication skills</p>
	Build understanding of the organization's communications function in helping to build better relationships	<p>Better inform employees on the role of Corporate Communications; incorporate more information into new employee orientation program.</p> <p>Implement annual needs-assessment sessions between Corporate Communications and Municipal service areas; develop service level agreements</p> <ul style="list-style-type: none"> • Nurture leadership's understanding of the communications function

Municipality of South Huron Draft Communication Plan

Goal 2: To Proactively Identify Issues and Respond to Them in A Timely Manner, Reducing The Likelihood of Escalation

OBJECTIVE	STRATEGY	ACTION
Improve the organization's ability to anticipate and respond to issues	With the involvement of the Senior Management Team, develop an issues management protocol to effectively identify, monitor and respond to issues.	<p>Explore the possibility of establishing an issues committee to identify and review the status of issues and the organization's response.</p> <p>Develop tools to be used across the organization (risk analysis template, communications plan template, key message template)</p> <p>Prepare employees to be ready and accessible to respond to inquiries.</p>
	Enhance the issues management capacity of communications staff	<p>Ongoing professional development for communications team</p> <p>Conduct environmental scanning; review on a regular basis to identify emerging issues, top issues, etc.</p>
	Develop a public engagement strategy to guide the public consultation process and create consistency across the organization. Ensure that the process for receiving and responding to feedback from the public is accessible and compliant with the AODA Accessibility Standards	Create more formal/informal opportunities for feedback.

Municipality of South Huron Draft Communication Plan

OBJECTIVE	STRATEGY	ACTION
	Foster a cultural shift whereby employees understand their role in the issues management process	<p>Through training and behavioural change, improve the communications capacity of employees, better equipping them to interact with stakeholders and respond to issues more effectively.</p> <p>Work with employees and Council earlier on to develop key messages; be more proactive</p>

Municipality of South Huron Draft Communication Plan

Goal 3: To Support and Encourage an Engaged Community That Is Aware of and Participates in The Public Involvement Process, Recognizes Its Role in Addressing Issues and Contributing to Municipal Policy and Solutions

OBJECTIVE	STRATEGY	ACTION
Increase participation in public consultation and dialogue	Develop a public engagement strategy to guide the public consultation process and create consistency across the organization. Ensure that the process for receiving and responding to feedback from the public is accessible and compliant with the AODA	Explore best practices in public engagement Train employees to select the best engagement strategies to serve their purpose; train employees on how to facilitate them.
	Increase awareness of existing opportunities for public engagement and dialogue	Better promote opportunities for the public to get involved and provide feedback
	Identify new/alternative opportunities for public engagement that are accessible and convenient to the public.	Take consultation activities to the Community to a place that's convenient for the public. Provide informal opportunities for stakeholders to provide feedback (online polls and forums, etc.). Hold Community meetings that provide opportunities for the public to ask questions about Municipal issues
	Leverage southhuron.ca and introduce social media to promote opportunities for input	Develop a social media policy.

Municipality of South Huron Draft Communication Plan

OBJECTIVE	STRATEGY	ACTION
	Increase the public's trust that the Municipality genuinely wants input and will take various points of view into consideration	<p>Create a "How to get involved" section of website that lists public engagement opportunities, how to provide feedback, a summary of feedback received, and how the feedback was used</p> <p>Promote the web page, generating awareness and encouraging future participation</p>
	Establish communication channels with local organizations to reach a multitude of stakeholders in a targeted and cost-efficient approach	<p>Conduct a pilot project with a local organization to establish and test an approach where the organization provides Municipal information to its members on behalf of the Municipality and solicits feedback</p> <p>Have stakeholder groups host public events and opportunities for people to talk to key Municipal staff to learn more about Municipal initiatives and issues</p>

Municipality of South Huron Draft Communication Plan

Goal 4: To Establish and Build On Mutually Beneficial, Trustworthy Relationships with Stakeholders

OBJECTIVE	STRATEGY	ACTION
Improve the quality of the MOSH key stakeholder relationships	Enhance the MOSH media relations strategy. Ensure that MOSH news is covered by local media; increase accurate media coverage of MOSH services and initiatives	<p>Provide more information on critical or complex issues through media briefings, and more face-to-face time with key reporters</p> <p>Consistently identify newsworthy stories and present them in a way that's compelling.</p> <p>Ensure inquiries from the media are given a high priority and responded to as quickly and efficiently as possible</p>
	Develop a public engagement strategy to guide the public consultation process and create consistency across the organization. Ensure that the process for receiving and responding to feedback from the public is accessible and compliant with the AODA Accessibility Standards	<p>Create guidelines and provide training to help employees foster relationships with stakeholders (e.g. conflict resolution, negotiation, effective listening, problem solving and decision making, constructive feedback).</p> <p>Balance the use of traditional consultation methods (e.g. public meetings, surveys) and emerging methods (e.g. online forums) to best suit the situation</p>

Municipality of South Huron Draft Communication Plan

OBJECTIVE	STRATEGY	ACTION
	Develop a social media strategy	Develop social media guidelines and media relations policies
	Establish stronger ties with neighbourhood groups, boards and committees, and coalitions	<p>Work with stakeholder groups to host public events at which MOSH key employees and/or Councillors can address issues.</p> <p>Explore the possibility of leveraging existing advisory committees (or groups with a similar structure) to help identify key issues, pulse checking, etc.</p> <p>Ensure that there is a formal reporting mechanism established for Councillors sitting on Committees reporting back to Council via a verbal or written report</p>
	Increase communication skills and enhance the communications capacity of the organization as a whole	<p>Better equip our organization's spokespeople</p> <p>Provide media training</p> <p>Provide training opportunities and resources for employees to improve their communication skills</p>
Increase stakeholders' awareness of MOSH programs and initiatives	Make MOSH information and opportunities for input more accessible	Develop a high level "Get to know MOSH" document which includes core service information.
	Participate in Speaking engagements and public outreach	Continue to host public outreach events and open houses

Municipality of South Huron Draft Communication Plan

OBJECTIVE	STRATEGY	ACTION
	<p>Revamp southuron.ca</p> <p>Whenever possible, build in opportunities for users to provide feedback on issues/services of the day</p>	<p>Work to ensure website is compliant with the AODA accessibility standards</p> <p>Explore centralizing content around easy-to-recognize user themes and customer-focused Content categories</p> <p>Use the most straightforward language as possible</p>
	<p>Continue to support the MOSH Brand</p>	<p>Be consistent with branding internal and external documents and promotional materials.</p> <p>Develop and roll out sign guidelines so that all city signage is consistently designed and branded</p> <p>Develop and implement a rebranding process</p>



Corporation of the Municipality of South Huron Schedule "A" to By-Law #___ - 2018

Tree Removal and Replacement Policy for Municipal Road Allowances and Municipal Properties

Policy Number: ___ - 2018
Effective Date: _____, 2018
Revision Date:

1 Purpose

This purpose of this policy is to provide clear guidelines for the Municipality of South Huron to remove and replace trees within the Municipal Road Allowance and on Municipal property to maintain a healthy, safe environment and enhance tree cover in the Municipality. The policy will assist the Municipality in providing excellent service to the public and contribute to continuous improvement of operations.

2 Legislative Authority

Under the Municipal Act, 2001, SO 2001, as amended, provides under section 8(1) the powers of the Municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

Under the Municipal Act, 2001, SO 2001, as amended, provides under section 44(1) the municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances; and

Under the Municipal Act, 2001, SO 2001, as amended, provides under section 44(8) No action shall be brought against a municipality for damages caused by any construction, obstruction or erection, or any siting or arrangement of any earth, rock, tree or other material or object adjacent to or on any untravelled portion of a highway, whether or not an obstruction is created due to the construction, siting or arrangement

Under the Municipal Act, 2001, SO 2001, as amended, provides under Section 62 (1)(a)(b) A municipality may, at any reasonable time, enter upon land lying along any of its highways to inspect trees and conduct tests on trees and to remove decayed, damaged or dangerous trees or branches of trees if, in the opinion of the municipality, the trees or branches pose a danger to the health or safety of any person using the highway: and

Under the Municipal Act, 2001, SO 2001, as amended, provides under Section 141 a municipality may provide trees to the owners of land adjacent to any highway and may plant the trees on the owners' land with their consent.

3 Introduction

The Municipality of South Huron acknowledges that trees play a vital role in the wellbeing of all South Huron residents and the natural environment. An active tree maintenance and replacement program significantly contributes to reducing the negative effects of Climate Change. However, to protect the public and maintain appropriate infrastructure, removal of trees is sometimes necessary.

4 Policy Objectives

1. Maintain and enhance tree cover in the Municipality of South Huron.
2. Reduce the impacts of tree removal on neighboring properties.
3. Provide guidelines for the location of new trees that will be planted, including the size and species of tree to be planted.
4. Designate the number of trees to be planted when trees are removed.

5 Definitions

“Tree” means a perennial woody plant with an elongated stem, or trunk, with a caliber of greater than 100mm measured at 1.3 m above grade, supporting leaves or branches.

“Municipal Road Allowance” means a road right-of-way under the jurisdiction of the Municipality of South Huron, including boundary roads under agreement.

“Municipal Property” means any property solely owned or leased by the Municipality of South Huron

6 Policy Statement

1. This policy shall apply to any tree located within a municipally owned road allowance, municipal easement, on municipally owned property including parks, green space, recreation and environmental facilities.
2. Trees will be removed within a urban road allowances and from municipally owned property by municipal staff or contractor working under the direction of the municipality, if any of the following conditions apply:
 - a. The health of the tree presents a safety hazard due to falling limbs or complete collapse.
 - b. The tree has fallen or been critically damaged due to a natural event such as an ice storm, wind storm, vehicle accident, vandalism, etc.
 - c. The tree presents a safety issue to the motoring public or pedestrians due to its size or location within the road allowance.

- d. The location is obstructing or causing issues with current or future infrastructure located within the road allowance including sidewalks, trails and walkways.
3. Where trees are removed from the municipal road allowance in an urban area or from municipal property and it is deemed as an acceptable location to plant a new tree, it shall be the policy of the Municipality to replace the trees removed with two new trees for every tree removed.
4. Should the location where a tree is removed in an urban area be deemed to be not suitable for a new tree as set out in Clause 2(c) or 2(d) or for reasons not set out in this policy, the new trees shall be planted as close as possible to the original location as to not cause an issue. Should that not be possible, the trees shall be planted on other municipally owned property such as parks, recreation facilities, transportation facilities or environmental facilities.
5. Where trees are removed from the municipal road allowance and cannot be replaced in that location, it shall be the policy of the Municipality to offer the adjacent landowner two (2) replacement trees for each tree removed in front of their property.
6. It shall be the responsibility of the landowner to plant and care for the replacement trees planted on private property. The Municipality shall not be responsible for the future health of the tree offered to the adjacent property owner and planted on private property.
7. Landowners receiving replacement trees will not be permitted to plant the trees within the municipal road allowance.
8. Where a landowner does not wish to receive their allotment of trees, the Municipality shall plant that allotment of trees on municipally owned property such as parks, recreation facilities, transportation facilities or environmental facilities.
9. All replacement trees shall be delivered to the property owner in the spring or fall of the year when the tree order is placed.
10. It shall be the responsibility of the Municipality to plant and care for any replacement tree planted within the municipal road allowance and on municipal property.
11. Trees may be purchased through the Ausable Bayfield Conservation Authority (ABCA) through either their spring or fall tree order program where possible.
12. Trees planted within municipal road allowances shall have a minimum caliper size of 25mm, shall include a root ball if available, and the Municipality shall determine the appropriate species of replacement tree.
13. For trees offered for replanting, a preference shall be given for species native to the area, based on consultation with the Ausable Bayfield Conservation Authority (ABCA)
14. Trees planted within the municipal road allowance shall be located in the standard location as per typical municipal road cross section and service location detail or a minimum of 1.5m from the edge of existing roadway, curb or sidewalk.

15. The implementation and enforcement of this policy shall be the sole responsibility of the Municipal Manager under whose department the trees are maintained.

7 Prohibited Matters

1. No person shall plant or cause to be planted a tree on a boulevard without written permission of the Environmental Service Director.
2. No person shall plant or cause to be planted a species of tree designated in Schedule "A" to this by-law as a prohibited species, on a boulevard.
3. No person shall cut down, deface, trim, prune, destroy or injure a tree located on a boulevard in the Municipality.
4. No person shall hinder or obstruct, or attempt to hinder or obstruct, the Environmental Service Director in the exercise of the powers and performing the duties authorized and contained in this by-law.
5. No person shall attach any object or thing to a tree upon a boulevard without written permission from the Environmental Service Director.
6. No person shall undertake any work over, upon or under a boulevard so as to cause injury to any tree.

8 Financial Implication

7. Budgets set for tree removal required due to ongoing maintenance shall include the costs for the purchase and installation of all replacement trees required by this policy.
8. The cost to replace trees due to reconstruction projects shall constitute part of the reconstruction costs of the project and shall be budgeted within the approved capital project budget.

9 Policy Review

This Policy shall be reviewed by the Environmental Services Director a minimum of once per term of Council.

10 Enquiries

Municipality of South Huron
322 Main St. S., P.O. Box 759,
Exeter, Ontario N0M 1S6
Telephone: 519-235-0310

Appendix "A"

Recommended for Planting Trees in the Municipality of South Huron

INVASIVE TREES

The following invasive tree species **should not** be planted on public lands.

Norway Maple	<i>Acer platanoides</i> (all cultivars potentially invasive two popular listed below)
Crimson King Maple	<i>Acer platanoides</i> 'Crimson King)
Royal Red Maple	<i>Acer platanoides</i> 'Royal Red'
Tree-of-Heaven	<i>Ailanthus altissima</i>
Siberian Elm	<i>Ulmus pumila</i>

TREES SUITABLE for ROADSIDES, BOULEVARDS and PARKS

The following trees are suitable for planting in South Huron. Most are native to South Huron but some non-native trees are included that are not considered to be invasive and have high landscape value or are hardy along roadways and in parks. This list is not comprehensive and is meant as a guide. Other trees and cultivars may be suitable.

S = Salt Spray Tolerant

H = Hardy and heat tolerant trees for boulevard and parking lot areas

N = Native to South Huron

F = Attractive Flowers

LARGE TREES IN CAPS, small trees in lower case

Shade Trees:

FREEMAN MAPLE	N	<i>Acer Freemanii</i> hybrids (incl Autumn Blaze, Autumn Fantasy)
SUGAR MAPLE	N	<i>Acer Saccharum</i> (many selections available including columnar varieties for where space is confining)
BLACK MAPLE	N	<i>Acer Saccharum</i> ssp <i>nigrum</i>
Serviceberry	N, F	<i>Amelanchier</i> sp (many cultivars available)
CATALPA	H, S, F	<i>Catalpa speciosa</i>
HACKBERRY	H, N	<i>Celtis occidentalis</i> (columnar selections available)
Redbud	F	<i>Cercis Canadensis</i> (small tree)
Pagoda Dogwood	N, F	<i>Cornus alternifolia</i>
GINKGO BILOBA	H, S	<i>Ginkgo biloba</i>
HONEY LOCUST	H, S	<i>Gleditsia triacanthos</i>
KENTUCKY COFFEE TREE	H, S	<i>Gymnocladus</i>
TULIP TREE	N, F	<i>Liriodendron tulipifera</i>
Ironwood	N	<i>Ostrya virginiana</i>
SYCAMORE	N	<i>Platanus occidentalis</i>
BUR OAK	H, N	<i>Quercus macrocarpa</i>
RED OAK	N, S	<i>Quercus rubra</i>
Columnar hybrid oaks	H	eg <i>Quercus</i> 'Crimson Spire'

Conifers:

BLUE SPRUCE	H, S	<i>Picea pungens</i>
WHITE SPRUCE	S	<i>Picea glauca</i>
NORWAY SPRUCE	H	<i>Picea abies</i>
WHITE PINE	N	<i>Pinus strobus</i>
White cedar	N	<i>Thuja occidentalis</i>
Juniper	H, N	<i>Juniperus virginiana</i>

LIST OF TREES NATIVE TO SOUTH HURON SUITABLE for NATURALIZATION or FOREST RESTORATION

The following trees are known to grow naturally in South Huron. These species may be suitable for site restoration or reforestation depending on soil type and other site characteristics. A planting plan and prescription detailing site preparation and follow up care prepared by a trained forestry professional should be part of all naturalization projects.

Red Maple	<i>Acer rubrum</i>
Silver Maple	<i>Acer saccharinum</i>
Sugar Maple	<i>Acer saccharum</i>
Black Maple	<i>Acer saccharum ssp nigrum</i>
Serviceberries	<i>Amelanchier sp</i>
Yellow Birch	<i>Betula alleghaniensis</i>
White Birch	<i>Betula papyrifera</i>
Blue-Beech	<i>Carpinus caroliniana</i>
Bitternut Hickory	<i>Carya cordiformis</i>
Shagbark Hickory	<i>Carya ovata</i>
Northern Hackberry	<i>Celtis occidentalis</i>
Alternate-Leaf Dogwood	<i>Cornus alternifolia</i>
Hawthorns	<i>Crateagus sp</i>
American Beech	<i>Fagus grandifolia</i>
White Ash	<i>Fraxinus americana</i>
Black Ash	<i>Fraxinus nigra</i>
Green/Red Ash	<i>Fraxinus pensylvanica</i>
Butternut	<i>Juglans cinerea</i>
Black Walnut	<i>Juglans nigra</i>
Eastern Red Cedar	<i>Juniperus virginiana</i>
Tamarack	<i>Larix laricina</i>
Tulip Tree	<i>Liriodendron tulipifera</i>
Ironwood	<i>Ostrya virginiana</i>
Red Pine	<i>Pinus resinosa</i>
Eastern White Pine	<i>Pinus strobus</i>
Sycamore	<i>Platanus occidentalis</i>
Balsam Poplar	<i>Populus balsamifera</i>
Cottonwood Poplar	<i>Populus deltoides</i>
Large-tooth Aspen	<i>Populus grandidentata</i>
Trembling Aspen	<i>Populus tremuloides</i>
Black Cherry	<i>Prunus serotina</i>
Chokecherry	<i>Prunus virginiana</i>
White Oak	<i>Quercus alba</i>
Swamp White Oak	<i>Quercus bicolor</i>
Bur Oak	<i>Quercus macrocarpa</i>
Red Oak	<i>Quercus rubra</i>

Black Oak	<i>Quercus velutina</i>
Peachleaf Willow	<i>Salix amygdaloides</i>
Black Willow	<i>Salix nigra</i>
Eastern White Cedar	<i>Thuja occidentalis</i>
Basswood	<i>Tilia americana</i>
Eastern Hemlock	<i>Tsuga canadensis</i>
American Elm	<i>Ulmus americana</i>
Red or Slippery Elm	<i>Ulmus rubra</i>
Rock Elm	<i>Ulmus thomasi</i>

THE CORPORATION OF THE MUNICIPALITY OF SOUTH HURON
BY-LAW NUMBER 2018-XX

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 and Rescind By-law 2013-44

WHEREAS Sections 8 through 11 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, confers broad authority on a municipality to govern its affairs as it considers appropriate, and to pass by-laws to regulate or prohibit matters within its jurisdiction;

AND WHEREAS the *Municipal Act, 2001*, provides that “business” means any business wholly or partly carried on within a municipality even if the business is being carried on from a location outside the municipality;

AND WHEREAS the *Municipal Act, 2001*, provides that municipalities may provide for a system of licenses, and has the power to suspend or revoke such license, and to limit or impose conditions on such licenses as it deems necessary to ensure the health, safety and enjoyment of property;

AND WHEREAS the Council of the Corporation of the Municipality of SOUTH HURON desires to support special events in the Municipality of SOUTH HURON and will assist, where possible, in facilitating Special Events at public and private locations within the jurisdiction of the Municipality;

NOW THEREFORE the Council of The Corporation of The Municipality of SOUTH HURON enacts as follows:

1. DEFINITIONS

For the purpose of this By-law:

“**AGCO**” means the Alcohol and Gaming Commission of Ontario.

“**Application**” means an Application for Special Event License.

“**Building Department**” means Building Services for the Municipality of South Huron.

“**Certificate of Insurance**” means a document issued by an insurance company that certifies that an insurance policy has been purchased for the Special Event, or which applies to the property on which the Special Event shall occur, and which provides an abstract of the liability provisions of the insurance contract.

“**Charitable Organization**” means an organization that provides for the Relief of Poverty, the Advancement of Education, the Advancement of Religion, or other charitable purposes beneficial to the community which do not fall under the previous three classifications.

“**Clerk**” means the Municipal Clerk or designate for the Corporation of The Municipality of SOUTH HURON.

“**Community Event**” means an event which is held for or which benefits the residents or local area within SOUTH HURON.

“**Council**” means the Council of the Corporation of The Municipality of SOUTH HURON.

"Emergency Medical Services" means Huron County Emergency Medical Services (EMS).

"Fees" means an application fee or processing fee paid by the applicant of a Special Event License, as outlined in the Fees and Charges By-law.

"Fire Department" means SOUTH HURON Fire and Emergency Services.

"Health Unit" means the Huron County Health Unit.

"In Kind Contribution" means use of municipality owned facilities, equipment or materials at a reduced or waived fee, and/or municipal staff support or expertise for an event at reduced or waived wages.

"License" means a license issued by the Municipality in accordance with a By-law of the Municipality or under a provincial statute.

"Liquor License" means a license issued by the Province of Ontario in the form of a Special Occasion Permit or a Liquor License for the purpose of serving alcohol.

"Major Event" means an exhibition, concert, festival or other organized event, held for profit or otherwise, with more than 1,000 people in attendance.

"Municipality" means the Corporation of The Municipality of SOUTH HURON.

"Not-for-Profit" means an event or activity of a community group or not-for-profit organization that is held without monetary gain.

"Officer" means a Police Officer, Municipal Law Enforcement Officer, or other Officer appointed by the Municipality.

"OPP" means the Ontario Provincial Police.

"Person" shall include an individual, corporation, business entity, group or association.

"Special Event" means an exhibition, concert, festival, parade, bicycle race, or other event organized for the purpose of entertainment or amusement and to which more than 50 people attend held for profit or otherwise.

"Municipal Facility" means any land owned or leased by the Municipality of SOUTH HURON which is accessed by or provided for public use, including but not limited to an arena, community hall, park or green space, parking lot, public library, office, opened and unopened road allowances, and those under agreement through a Memorandum of Understanding.

2. SCOPE

- 2.1 This By-law has been enacted to ensure public safety, to control noise, traffic, odour and nuisance, to mitigate any negative impact on the community, and to ensure that the Municipality is able to prepare and respond where necessary.

3. REGULATIONS

- 3.1 No person shall hold or permit to be held any of the following events or activities on Municipal property, other public facilities or within the Municipality of SOUTH HURON unless the Municipality has granted a License for such event or activity:
- a) Parades, processions, marathons, bicycle races and other events utilizing the sidewalks or vehicular travel portion of Municipal

- streets, highways, parking lots or properties including facilities operated by the Municipality;
- b) Carnivals, bazaars and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concession or live entertainment.
- c) Outdoor festivals offering live or recorded music or entertainment for public or private audiences.
- d) Organized scheduled contests and exhibitions.
- e) Marine events, including any pre-scheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature.
- f) Scheduled races, exhibitions or other events involving the operation of motorized vehicles of any type.

4. APPLICATION FEES AND PROCESSING

- 4.1 The current Special Event application (Schedule "A" attached) may be obtained from the Clerk's Office or from the Municipal website and shall be submitted to the Clerk's Office upon completion.
- 4.2 The application fee is outlined in the current Fees and Charges By-law.
- 4.3 An application for a Special Event shall be submitted with all required documentation no less than sixty (60) days before the proposed event.
- 4.4 Written approval may be required from outside agencies such AGCO, OPP, Huron County EMS, and the Huron County Health Unit or other approval authorities. It is the responsibility of the applicant to obtain these documents and attach them to the application for License, where applicable.
- 4.5 If the Special Event is to be held on lands owned by other than the applicant, written approval of the property owner shall be submitted with the application.
- 4.6 The applicant may be required to meet with staff from the Clerk's Office and other Municipal Departments. The Clerk shall forward the completed application to other departments as needed for comment.
- 4.7 If approval for an event is denied, such decision will be provided in writing setting forth the reasons for denial. Such decision may be appealed to Council.

5. LICENSE APPROVAL PROCESS

- 5.1 A Special Event License may be issued upon receipt and review of an application if, in the opinion of the Clerk, the following conditions have been met:
 - a) There is a demonstrated benefit to the community, residents and businesses by holding the event;
 - b) The proposed event or activity is compatible with the surrounding area or neighbourhood, giving consideration to acceptable increases in noise, traffic, crowd control and other municipal concerns;
 - c) Any proposed use of public property, rights of way or facilities will not unreasonably interfere with the normal use of the property, rights of way or facilities by the Municipality or the general public;
 - d) If the event involves the use and or sale of alcohol, the applicant shall provide written proof of general liability insurance in relation to the event in an amount consistent with the recommendation of the Municipality's insurance broker of record. The policy must name the Municipality of SOUTH HURON as an additional named insured. The policy must include coverage for cross liability and

shall contain an endorsement to provide the Municipality of SOUTH HURON with thirty (30) days written notice of cancellation or material change that would diminish coverage

- e) The Certificate of Insurance shall be submitted to the Municipality with the application clearly stating the address of the insured location or event;
- f) Municipal resources, if applicable, to support the proposed activity are available;
- g) All comments or recommendations from Municipal Departments and related agencies have been received and are favourable;
- h) Any concerns noted shall require reconciliation before approval is granted.

6. LICENSE REQUIREMENTS

6.1 Further conditions or requirements may be imposed to ensure health, safety, welfare and nuisance control. Such conditions may include, but are not limited to:

- a) The payment of a reasonable fee for the use or allocation of Municipal property and equipment, and the posting of a performance bond, a letter of credit irrevocable up to ninety (90) days after the conclusion of the event, or other surety securing payment of such fee;
- b) The provision of adequate crowd control and traffic control, security, fire protection, food handling, waste and refuse disposal, and noise restrictions;
- c) Inspections conducted by the Municipal Law Enforcement Officer, Building Services or Fire Department, and the local Health Unit may be required based on the size, location and nature of the event.

7. EXEMPTIONS

- 7.1 This By-law shall not apply to Special Events organized by the Municipality.
- 7.2 At the discretion of the Clerk in consultation with the Community Services Manager, the requirement for a Special Event License for the community arenas, any community hall, or those properties as listed under the Parks audit may be waived.
- 7.3 Events held at locations which are properly zoned and designated for the event shall not require a License, however the Municipality must be notified of all such events.

8. ADMINISTRATION

- 8.1 The Clerk's Office shall be the main contact for Special Events in the Municipality. Administration of this By-law may be conducted through By-law Enforcement, Fire and Emergency Services, Building Services, or Community Services.

9. OTHER REQUIREMENTS

- 9.1 Any Special Event License issued to a person, group or business under this By-law shall adhere and comply with other Municipal by-laws, policies, rules and regulations, and those of other governmental agencies.
- 9.2 A Major Event, whether for profit or not-for-profit, where more than 1,000 people will be in attendance, shall require the approval of Council.

- 9.3 Municipal by-laws, policies, rules and regulations noted in Section 9.1 may include, but are not limited to the most recent version of the following:
- a) SOUTH HURON Municipal Alcohol Risk Management Policy
 - b) User Fees for Facility Rentals
 - c) Noise By-law
 - d) Refreshment Vehicles
 - e) Lottery Licensing requirements of the Province of Ontario
 - f) Statutes under the Alcohol and Gaming Commission of Ontario
- 9.4 Other proposed events or uses that have not otherwise been identified in existing Municipal by-laws or policy documents may be regulated by the Special Events By-law in order to minimize any conflict that may result from the use.
- 9.5 Should an applicant fail to comply with any of the provisions of this By-law, and any provisions of the Special Event License or any other by-laws of the Municipality, the Clerk may, at any time, revoke or suspend the Special Event License without notice.
- 9.6 Should an application for a Special Event License under this By-law be denied or revoked, the application may be reconsidered at a subsequent occasion upon the applicant addressing, to the satisfaction of the Clerk, the reasons given for the initial denial of the application
- 9.7 An Officer of the Municipality may enter onto private property at any reasonable time for the purpose of carrying out an inspection to determine compliance with:
- a) This and any other Municipal by-law;
 - b) A direction or order of the Municipality made under the *Municipal Act*, the *Ontario Building Code Act*, or under a Municipal by-law;
 - c) A condition of a license issued under this or any other Municipal by-law.

10. OFFENCES

- 10.1 No person shall permit or hold a Special Event as defined herein without first obtaining a Special Event License issued under this By-law.
- 10.2 No person shall hold or permit to be held a Special Event except in accordance with the terms and conditions set out in the License.

11. PENALTIES

- 11.1 Every person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the *Municipal Act*.
- 11.2 Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable:
- a) on a first conviction, to a fine of not more than \$10,000.00; and
 - b) on any subsequent conviction, to a fine of not more than \$25,000.00.

- 11.3 Any corporation which contravenes any provision of this By-Law is guilty of an offence and upon conviction is liable:
- a) on a first conviction, to a fine of not more than \$50,000.00; and
 - b) on any subsequent conviction, to a fine of not more than \$100,000.00.

12. GENERAL

- 12.1 This By-law shall be called the "Special Events By-law".
- 12.2 This By-law shall be administered by the Clerk's Office.
- 12.3 This By-law shall be enforced by the Municipal Law Enforcement Officer of the Municipality of SOUTH HURON or the Ontario Provincial Police.
- 12.4 The Municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with this By-law, a condition of this By-law, or to ensure compliance with a direction or order made under this By-law or under the *Municipal Act, 2001*.
- 12.5 Should any section, subsection, clause, paragraph or provision of this By-law, including any part of the schedules to this By-law, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part, other than the provision or part of the schedule declared invalid.
- 12.6 Schedule "A" attached hereto and forming part of this By-law shall be called the Application for Special Event Permit.
- 12.7 This By-law shall come into force and take effect XXXX X, 2018.

Read a first and second time this **XX** day of XXXX, 2018

Read a third time and finally passed this XX day of XXXX, 2018

The Corporation of the
Municipality of SOUTH HURON

Maureen Cole, Mayor

Rebekah Msuya-Collison, Municipal Clerk