



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

**Thursday, January 17, 2019, 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. Committee of Council
 - 4.1 Upcoming Legislative Changes effective March 1, 2019 and Accountability and Transparency review
 - 4.2 Community Hub/Recreation Centre Project Steering Committee
 - 4.3 Dashwood Community Advisory Committee
 - 4.4 Dashwood Community Development Fund Committee
 - 4.5 Exeter Community Development Fund Committee
 - 4.6 Kirkton-Woodham Community Centre Committee of Management - Joint with Perth South
Perth South Representative - Councillor Sam Corriveau
 - 4.7 Kirkton-Woodham Swim Pool Committee - Joint with Perth South
Perth South Representative - Councillor Sue Orr
 - 4.8 Rodeo Committee

- 4.9 Social and Volunteer Appreciation Committee
- 4.10 South Huron Communities in Bloom Committee
- 4.11 South Huron Economic Development Advisory Committee
- 4.12 South Huron Heritage Advisory Committee
- 4.13 South Huron Landfill Liaison Committee
- 4.14 Committee of Adjustment
- 4.15 Property Standards Committee
- 4.16 South Huron Animal Tribunal
- 4.17 Age-Friendly Community Advisory Committee

Recommendation:

That South Huron Committee of the Whole recommend to South Huron Council to affirm the following Boards and Committees of Council

; and

That where required, new Board/Committee Terms of Reference will be prepared by Administration staff; and

That where required, staff proceed with the recruitment of the Committees.

5. Council Representatives appointed to External Committees

- 5.1 Huron Waves Music Festival Committee (formerly Bach Festival)
- 5.2 South Huron Farmers Market
- 5.3 South Huron Chamber of Commerce
- 5.4 Coalition for Huron Injury Protection

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6. Ausable Bayfield Conservation Authority - Shoreline Management Plan Review and Comment Draft plan

7. Community Grant Review

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8. Committee Structure Discussions

9. Adjournment

Recommendation:

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

Modernizing Ontario's Municipal Legislation Act, 2017 Effective March 1, 2019

Key Themes of Bill 68

1. Accountability and Transparency
2. Municipal Financial Sustainability
3. Responsible and Flexible Municipal Government

A phased in approach brought certain amendments into force on January 1, 2018 and March 1, 2019, respectively.

Policies

Municipalities must establish policies by March 1, 2019 re:

1. The relationship between members of council and the officers and employees of the municipality
2. Pregnancy leaves and parental leaves for council members
3. The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality

Accountability and Transparency

Code of Conduct – Mandatory rather than Optional

- Require municipalities to establish codes of conduct for members of council and local boards.

Integrity Commissioner – Mandatory rather than Optional

- Require that municipalities provide access to an Integrity Commissioner who will have the following responsibilities to members of council and members of local boards of the municipality:
 - The application of the local codes of conduct
 - rules governing the ethical behavior of the members; and
 - key sections of the Municipal Conflict of Interest Act (MCIA)

Accountability and Transparency Overview

Code of Conduct

Adopted by By-Law and supported by Legislation

- Statement of ethical behaviour standards for Members of Council and Committee members to uphold the public trust, the integrity of governance and municipality's reputation
- Administered by Integrity Commissioner
- A committee of council is subject to similar legislative requirements as council under the Act, such as open meetings.

Conflict of Interest - Penalties

Members must identify and disclose any actual or potential conflicts of interest related to a matter being considered by the local board and cannot participate in making decisions about that matter. Penalties may include any or all of the following:

- Reprimand the member or former member;
- Suspend the member's remuneration for a period up to 90 days;
- Declare the member's seat vacant;
- Disqualify the member or former member during a period of not more than seven years; and/or
- Require the member or former member to make restitution.

MFIPPA – Municipal Freedom of Information and Protection of Privacy Act

- Information held by the municipality should be easily accessible to internal and external stakeholders.
- Important part of a democracy and reflects a more open and transparent government.
- Municipality is responsible for collection, use and disclosure of all records within its custody and control
- IPC – Information & Privacy Commissioner investigates complaints and may review privacy policies and procedures.

Terms of Reference

The Terms of Reference for a Committee means a guiding document that defines the purpose and structures and may include:

- Guiding Principles and Mandate
- Responsibilities
- Reporting
- Composition and Term
- Operating Procedures
- Roles

Coalition for Huron Injury Prevention

TERMS OF REFERENCE

VISION

Fewer injuries and injury related deaths resulting from incidents that are predictable and preventable.

MISSION

The Coalition for Huron Injury Prevention is a community-based partnership working to prevent injuries and injury related deaths in Huron County.

PURPOSE

- facilitate collaboration and communication with various stakeholders to maximize effectiveness and efficiency of Huron County injury prevention initiatives to realize greater funding and leverage resources
- use local and provincial data to identify and confirm Huron County injury prevention priorities
- raise awareness and educate Huron County residents about identified issues

COMPOSITION

The Coalition is a partnership of dedicated representatives from numerous community organizations.

The Coalition may be comprised of the following representatives:

- one representative from each participating municipality
- one representative from the Huron O.P.P.
- one representative from the Huron County Health Unit
- one representative from Wingham Police Service
- one representative from the Ministry of Transportation

The Coalition may also include other representatives from agencies, organizations and groups deemed as beneficial.

Members at Large:

- representatives from the community chosen by the group who have an interest in injury prevention

If a partnering agency needs to appoint a new representative, it will be done in a timely fashion, to ensure the Coalition continues to function effectively.

ORGANIZATION

The Coalition will elect from among its members, a Chair, Vice Chair, Treasurer and Secretary with a one-year renewable term starting each calendar year.

EXECUTIVE COMMITTEE

The Executive Committee will consist of the Chair, Vice Chair, Treasurer, Secretary, the Past Chair and Coordinator.

The Chair will facilitate all meetings and liaise between the Coalition members.

The Vice Chair will support the Chair with the activities of the group and chair meetings the Chair cannot attend.

The Secretary will record and distribute minutes in a timely manner.

The Treasurer will manage and oversee the Coalitions' finances and give a monthly report.

The Past Chair will provide support for the current Chair.

The Coordinator will act as a professional resource for the Coalition in the area of health promotion and injury prevention. The Coordinator will support members in the development and implementation of strategic and operational plans.

ROLE OF MEMBERS

Members are expected to attend and participate in meetings.

Members will support the Coordinator in the development and implementation of strategic and operational plans.

Members also will support the Coordinator by:

- reporting information as required to their organizations, municipalities, communities and stakeholders
- informing the Coalition about significant events and issues in their organization, municipalities and communities
- participating in discussions, projects and events
- forwarding agenda items to the Secretary
- advocating for the need and value of injury prevention awareness and education throughout the community
- carrying out other duties and responsibilities that arise as needed

NOTICE OF MEETINGS

The Secretary will distribute a written agenda, specifying date, time and place one week prior to each regular meeting.

MEETING MATERIALS

The following materials are to be sent to each member along with the invitation to regular meetings:

- agenda for the meeting (to be amended, completed and adopted at the meeting)
- minutes of the previous Coalition meeting

MEETING FREQUENCY

The Coalition will meet on a monthly basis, usually on the second Wednesday of each month at the central location of the Huron County Health Unit, or at a location determined by the Coalition. The members will strive to keep the meetings within a two-hour time limit.

REPORTING

The committee will produce a report minimum of twice yearly for distribution to partners, stakeholders and other relevant parties.

FUNDING

The Coalition is not a 'funder' for community groups, organizations or charities. The Coalition will however look to collaborate with organizations that share a common mandate.

DISBURSEMENT OF ASSETS IF THE PROGRAM DISBANDS

If the program is to disband, the Coalition has agreed that any remaining assets should be redirected to a community organization with similar objectives and priorities.

DATE ORIGINAL COMMITTEE FORMED

June of 2001

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed annually. Next review: March 2017



COMMUNITY GRANT POLICY

The Municipality of South Huron has a Community Grant Program to provide limited financial assistance to community groups and organizations within the Municipality to assist with activities or special events. This support is in recognition of the value of these groups to the well being and growth of the community and in helping the Municipality retain a strong community focus.

Each year, as part of the annual budget process, Council will determine the financial commitment to the Community Grant Program.

Categories for Funding:

1. Supporting Youth/Senior Events
2. Community Beautification
3. Arts, Culture and Heritage projects and/or events
4. Tourism Development
5. Community Special Events

Grant Types:

Requests may be made for monetary and/or in-kind contributions. While cash funds are not provided in relation to in-kind contributions it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for in-kind grants will be required to include an estimated monetary value of the request under consideration.

For a copy of the Community Grant Application Form, [click here](#)

Application Guidelines:

1. All grant applications shall be submitted on the Community Grant Application Form and directed to the Financial Services Manager/Treasurer, on or before **September 21** of each year.
2. Forms that are incomplete will not be considered.
3. The application for financial assistance, in any given year, will not automatically be considered in future years. Applicant must re-submit grant application.

4. Grant Application forms shall include financial information including a budget for the event/project/program and the financial statement from the previous year from either the event or the organization
 - a. If the report shows a surplus, a statement of intended use of the surplus shall be included
 - b. If the report shows a deficit, a statement as to how the deficit will be eradicated
5. Requests related to the waiver or reduction of fees for parks and/or facilities, the applicant will be required to complete and comply with the terms of the rental agreement.
6. Submission of a grant application does not guarantee an organization will receive full or partial funding.
7. Requests related to in-kind contributions are subject to the availability of the resource(s) being requested.
8. Requests related to a capital project to be constructed on municipal land, requires Council sanction before proceeding. The request must detail the project design with a budget including future maintenance costs and it is recommended that the proposal is in accordance with the Municipality's Community Services Master Plan and where applicable be compliant with other municipal policies.
9. The Municipality of South Huron will not contribute to outstanding deficits. In the event that a recommendation is made to provide funding for a program from which the Municipality is owed funds, the Municipality has the right to reduce the recommended grant amount by the amount of monies outstanding.

Eligibility Criteria:

An applicant organization must meet the following general criteria in order to be considered for a community grant;

1. Operate as a non-profit organization with the ability to confirm such status to a level deemed satisfactory by the municipality. Any specific service, program or activity for which fund is requested must also be not-for-profit in nature.
2. Applications must meet one of the funding categories specified in this policy.
3. Complete the Community Grant Application Form in full including the submission of previous year's financial information.
4. Must have submitted a status report for any community grant received in the previous year within the required timelines.

5. One-time special requests for assistance will be considered on an individual basis. Examples of these types of requests would be disaster relief requests either locally or on a broader scope.
6. Demonstrate that the applicant organization has explored and/or are receiving other sources of financial support. Grants are intended to be supplementary to main sources of funding for organizations. The grant shall not be considered as the primary source of funding for the organization and/or the event.
7. There will be consideration given to providing donations to local elementary and secondary schools for special projects or events.

Exclusions:

1. Grants will not be available to groups that have failed to comply with reporting requirements from previous grants.
2. Organizations and/or charities whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant.
3. Individuals and businesses are not eligible to apply for the Community Grant Program.
4. Unless special circumstances warrant, consideration will not be given to requests for grants from recreational sport groups (with the exception of minor sports organizations); nor will funds be used to sponsor an individual athlete or team for a competition or to subsidize participation in a sports event.
5. Grants will not be provided to fund projects on property held by private landowners.

Procedure:

1. All requests for financial donations and grants will be considered having regard for the Municipality's current budget. Only one request per organization is to be considered per year.
2. The Financial Services Manager/Treasurer will review applications for completeness, accuracy, and compliance with this policy. Applicants may be required to provide additional information before the request is presented to Council. Applicants may present their funding request as a delegation to council.
3. Applications for in-kind non-financial assistance will be forwarded to the respective department for review. The department manager will review and provide in a report the financial impact of the request and the availability of the resource being requested.

4. Council will review and assess all grants/awards in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community and community involvement/response.
5. Council will make the final decision on all grants/awards.
6. Requests will be considered during the annual budget deliberations. The Treasury department will notify all applicants of Council's decision once the municipal budget has been approved.
7. Revenues related to in-kind services will be recorded in the respective department and the expense will form part of the municipal grant expense budget line.
8. Grant funds will typically be awarded in one lump sum payment. At the discretion of council organizations may be awarded funds by installments, with a reporting requirement prior to release of the next installment.

Accountability:

1. Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.
2. Funds granted under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purposes outlined.
3. In the event that the project does not go forward, the grant recipient shall return those funds granted for the proposed project.
4. Grant recipients must complete a status report and submit to South Huron Council within 60 days of the event/project completion. Failure to comply may affect the eligibility of future grant approvals. The status report shall include – a description of the completed event/project, financial report, listing all expenditures and revenues pertaining to the event/project, the use of the funds, and the signature of the event chair/coordinator.

Municipal Recognition:

Organizations receiving financial support shall acknowledge the Municipality of South Huron's contribution through all printed material and other promotional means. The Municipality's logo is available from the Clerk's Department.