



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

Monday, August 21, 2017, 6:00 p.m.
Council Chambers - Olde Town Hall

Accessibility of Documents:

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Pages

1. Meeting Called To Order

Welcome & O Canada

2. Public Meeting

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

Recommendation:

That South Huron Council approves the Agenda as amended.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Delegations

5.1 Ernie Lane - Capital Cost Recovery of Grand Bend Area STF Delegation

1

Recommendation:

That South Huron Council receives the delegation as presented from Ernie Lane.

5.2 Laverne Flynn - Weeds on Goderich/Exeter Railway Right of Way

Recommendation:

That South Huron Council receives the delegation as presented from Laverne Flynn.

6. Minutes

6.1 Committee of the Whole Minutes of July 11, 2017

5

6.2 Committee of the Whole Minutes of July 17, 2017

8

6.3 Regular Council Meeting Minutes of July 17, 2017

10

Recommendation:

That South Huron Council adopts the minutes of the Committee of the Whole Meetings of July 11, July 17, and August 9, 2017 and Regular Council Meeting of July 17, 2017, as printed and circulated.

6.4 Committee of the Whole Minutes of August 9, 2017

23

Recommendation:

That South Huron Council accept the recommendation from the Committee of the Whole and reaffirm the Community Hub/Recreation Centre and Exeter Pool as key priority projects.

Recommendation:

That South Huron Council accept the recommendation from the Committee of the Whole to proceed with public engagement for the project as outlined in Council resolution #182-2017.

Recommendation:

That South Huron Council accept the recommendation from the Committee of the Whole to direct Administration to submit draft terms of reference for Project Steering Committee and Fundraising Committee for council consideration.

Recommendation:

That South Huron Council accept the recommendation from the Committee of the Whole to direct Administration to make an application to the Federation of Canadian Municipalities (FCM) for a feasibility study to explore energy efficiencies including net zero options for the Community Hub/Recreation Centre.

Recommendation:

That South Huron Council accept the Committee of the Whole recommendation for the Community Hub/Recreation Centre, that the Design Build Construction Process is adopted and that for the Pool, a construction management approach is adopted.

Recommendation:

That South Huron Council accept the recommendation from the Committee of the Whole to proceed with preliminary public consultation for the Community Hub/Recreation Centre.

7. Councillor Board and Committee Reports

7.1 Exeter Rodeo Committee - Minutes, July 19 and August 2, 2017 - Draft

29

7.2	South Huron Heritage Advisory Committee - Minutes, July 20, 2017 - Draft	37
7.3	Communities in Bloom - Minutes, July 5, 2017- Draft	39

Recommendation:

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

- **Exeter Rodeo Committee - Minutes July 19, 2017 and August 2, 2017;**
- **South Huron Heritage Advisory Committee - Minutes, July 20, 2017; and**
- **Communities in Bloom - Minutes, July 5, 2017 - draft**

Recommendation:

That South Huron Council accept the recommendation for the South Huron Communities in Bloom Committee and appoint Christian Prémont to the Committee.

8. Staff Reports

8.1 Planning

8.1.1	S. Smith, Huron County Planner re: Deeming By-law Application - MacLean File 01-2017	44
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Recommendation:

That South Huron Council receives the report from S. Smith, Huron County Planner re: Deeming By-law Application for Plan 376 Lots 804, 805, 806 & 807, Exeter Ward, Municipality of South Huron.

8.1.2	S. Smith, Huron County Planner re: Severance Application - 2422579 Ontario Inc. File B16-2017	47
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Recommendation:

That South Huron Council recommends to Huron County Council that Consent for File B16-2017 be granted with conditions as set out in the Planner's report dated August 21, 2017.

8.1.3	S. Smith, Huron County Planner re: Severance Application - 2514421 Ontario Inc. File B17-2017	54
	Recommendation: That South Huron Council recommends to Huron County Council that consent for File B17-2017 be granted with conditions as set out in the Planner's report dated August 21, 2017.	
8.1.4	S. Smith, Huron County Planner re: Severance Application - 2514421 Ontario Inc. File B18-2017	61
	Recommendation: That South Huron Council recommends to Huron County Council that consent for File B18-2017 be granted with conditions as set out in the Planner's report dated August 21, 2017.	
8.1.5	S. Smith, Huron County Planner re: Severance Application - Miller File B46-2017	68
	Recommendation: That South Huron Council recommends to Huron County Council that consent for File B46-2017 be denied as recommended in the Planner's report dated August 21, 2017.	
	<i>8.1.5.1 S. Smith, Huron County Planner - Consent Application B46/2017 (Miller) - Letters of support</i>	82
8.2	Financial Services	
8.2.1	2018 Budget Process and Schedule	88
	Recommendation: That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: 2018 Budget Process and Schedule; and That South Huron Council endorse, in principle the 2018 Budget guiding principles as outlined in this report; and That South Huron Council approves the 2018 Budget Schedule as presented.	

8.2.2	2017 Council Expenses as of June 30, 2017	92
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Recommendation:

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: 2017 Council Expenses as of June 30, 2017.

8.2.3	2017 Capital Project Status Report	95
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Recommendation:

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: 2017 Capital Projects Status Report completed as of July 31, 2017.

8.3 Environmental Services

8.4 Transportation Services

8.4.1	Motor Grader Tender Results	104
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Recommendation:

That South Huron Council receives the report from Jason Parr, Transportation Services Manager Re: Motor Grader Tender Results; and

That South Huron Council accepts the tender received Nortrax Canada Inc for the supply of a John Deere 772G motor grader in the amount of \$444,078.70, including HST; and

That South Huron Council authorizes a transfer from Transportation Capital Replacement Reserve in the amount of \$11,902.62 to cover the amount over approved budget.

8.5 Community Services

8.5.1	Power Scrubber Quotation Results	108
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Recommendation:

That South Huron Council receives the report from Jo-Anne Fields, Community Services Manager re: Power Scrubber Quotation Results – SH-17-RS-03; and

That South Huron Council accepts the Request for Quote for the provision of one (1) Power Scrubber, as submitted by low bidder Karcher Professional Wash Systems in the amount of \$7,288.50, including HST.

8.5.2 Concession Operations Selection of Proponents

111

Recommendation:

That South Huron Council receives the report from Jo-Anne Fields, Community Services Manager re: Selection of proponent(s) to provide concession operations in South Huron; and

That Council authorize staff to enter into a Concession Agreement with Darren Kints for operations at the south Huron Recreation Centre and Centralia-Huron Park Lions Club for the Stephen Arena; and

That the proponent(s) enter into said Concession Agreement for a period of two years, with the option of one additional year of service.

8.6 Administration

8.6.1 Grand Bend Sewage Treatment Facility & Pumping Station 2 projects

114

Recommendation:

That South Huron Council receives the report from D. Best, Chief Administrative Officer/Deputy Clerk re: Grand Bend Sewage Treatment Facility & Pumping Station 2 projects;

AND that South Huron Council authorizes that the debt costs related to the 20% capital project costs deferred to future development be recovered from all sewer system users across the municipality through user fees;

AND That South Huron Council authorizes that any required financing will be by debenture through Infrastructure Ontario with a debenture term of 20 years;

AND That South Huron Council authorizes the Treasurer to commence the loan application process through Infrastructure Ontario;

AND That South Huron Council authorizes that payment options offered will be; a) that the full cost recovery amount is due and payable by October 16, 2017; or b) if full amount is not paid by October 16, 2017, the full cost recovery amount will be debentured over 20 years.

8.6.2 *D. Best, CAO - Community Hub/ Recreation Centre Committees Terms of Reference*

118

Recommendation:

That South Huron Council receives the report of Dan Best, Chief Administrative Officer regarding the proposed Terms of Reference for the Community Hub/Recreation Centre; and

That Council approve the Terms of Reference as presented and authorize Administration to proceed with the recruitment process for the Project Steering Committee and the Fundraising Chairperson; and

That the Recruitment Committee for the Project Steering Committee consist of the following: The Mayor, Deputy-Mayor, Chief Administrative Officer and one other Councillor selected by Council; and

That upon the approval of the Fundraising Chairperson by Council, Administration be authorized to initiate the recruitment of the Fundraising Committee; and

That the Recruitment Committee for the Fundraising Committee consists of the Project Steering Committee Chair, Fundraising Committee Chair and the Chief Administrative Officer; and

That all recommendations through the recruitment process will be submitted to Council for consideration

8.6.3 *D. Best, CAO - FCM Feasibility Study*

132

Recommendation:

That South Huron Council receives the report of Dan Best, Chief Administrative Officer regarding a submission of an FCM Feasibility Study Grant application; and

That South Huron Council authorize the submission of an FCM Feasibility Study Grant application to conduct a feasibility study to pursue the aim of net zero performance for the Community Hub/Recreation Centre and be eligible for future capital funding through the FCM Green Municipal Fund.

8.6.4 D. Best, CAO - Exeter Pool Next Steps

137

Recommendation:

That South Huron Council receives the report of Dan Best, Chief Administrative Officer regarding the Exeter Pool next steps; AND

That Council approve the Terms of Reference for the Design and Construction Committee Terms of Reference for the Exeter Pool project; AND

That the Committee consists of Councillor Deluca, a representative of the Optimist Club, one member from the public and the Chief Administrative Officer; AND

That Council authorizes Administration to proceed with the recruitment of the Public Member through Administration; AND

That a recommended candidate be forwarded to Council for consideration

9. Deferred Business10. Notices of Motion

10.1 Notice of Motion

Recommendation:

That South Huron Council requests a report from Administration to review the remuneration policy process and provide options; and further

That recommendations be provided to Council regarding expenses including but not limited to conferences, education, general expenses (including costs incurred for travel, accommodations, meals and expenses) required to represent the Municipality of South Huron as Mayor, Deputy Mayor and Councillors.

11. Mayor & Councillor Comments and Announcements12. Communications

12.1 Great Lakes Waterfront Trail Expansion

143

12.2 United Way Request

144

12.3	Canadian Mental Health Association - Request Stephen Arena for Outreach Services	146
12.4	Huron County Public Works Department - Tree Removals	147
12.5	South Huron Business and Community Excellence Awards	148
12.6	Bach Music Festival Report	150
12.7	Invitation to Lambton Palliative Care Retreat	151
12.8	Grand Bend Community Foundation - Thank You	152
12.9	South Huron Hospital Foundation Gala-Receipt	153
12.10	Sandra Funk - Rogerville Road	154
12.11	Joel Turner - Shipka Line	155
12.12	Coralee Foster - Request: Change to Road Name	156
12.13	Municipality of Bluewater - Resolution Support - Ontario Carbon Tax	158
12.14	Municipality of Bluewater - Resolution Support - Removal of Tax Exempt Portion on Remuneration	160
12.15	City of Owen Sound - Bill 68-Changes to Out of Court Payments	161

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. 38-2017 - Simply Voting - 2018 Election Services Agreement	162
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Recommendation:

That South Huron Council gives third and final reading to By-Law #38-2017, being a by-law to authorize entering into an Agreement with Simply Voting Inc. for the provision of an Internet and Telephone Voting System for the 2018 Municipal Election.

- 15.2 By-Law No. 45-2017 - Civil Marriage Solemnization 197

Recommendation:

That South Huron Council hereby gives first, second and third and final reading to By-Law #45-2017 being a by-law to authorize civil marriage solemnization.

- 15.3 By-Law No. 46-2017 - Amend Community Services Fees 198

Recommendation:

That South Huron Council give first, second and third and final reading to By-law #46-2017, being a by-law to amend Community Services Fees.

- 15.4 By-law No. 47-2017 - Collect Costs Municipal Drains 201

Recommendation:

That the South Huron Council gives first, second and third and final reading to By-law #47-2017, being a By-law to collect costs for maintenance and repair of municipal drains in the Municipality of South Huron in the County of Huron.

- 15.5 By-law No. 48-2017 - Deeming By-law (MacLean File 1-2017) 203

Recommendation:

That South Huron Council gives first, second and third reading to By-law #48-2017, being a By-law to deem lots 804 & 805 Plan 376 and lots 806 & 807 Plan 376 not to be part of a registered plan of subdivision.

16. Confirming By-Law

- 16.1 By-Law No. 49-2017 – Confirming By-Law 206

Recommendation:

That the South Huron Council gives first, second and third and final reading to By-Law #49-2017, being a by-law to confirm matters addressed at the August 21, 2017 Council meeting.

17. Adjournment

Recommendation:

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

Key Points to Cover at August 21st South Huron Council Meeting

- 1) 20 Year Fixed Term Debenture on Utility Bill
- 2) 20 % Future Development Cost Recover (if on Utility Bill)
- 3) Reserve Funds to Reduce Homeowner Costs
- 4) I.C.I. Household Equivalencies Release
- 5) 2 stage Cost Recovery Bylaws
- 6) Future Plant Operating cost increases plus Capital Replacement Reserve Costs
- 7) Land Lease Household Uniqueness

1) 20 Year Fixed Debenture On Utility Bill

For the last few years council has been advised that the Grand Cove residents generally prefer the 20 year debenture rather than a shorter term or pay up front options.

Most of the residents at the Grand Cove are seniors on fixed incomes with many Single family units, but no more than 2 persons per residence.

During presentations at a few Grand Cove Homeowners Association meetings our ward Councilors and Mayor indicated support for the 20 year debenture on our utility bills.

With regards to the pay up front option this is a matter that the various I.C.I. properties in the GBASTF service area may want to consider as well as some of our younger residents. We have no objections to this option as long as how the remaining 20% to be recovered by all sewer users is explained. Will they be getting a second hit?

2) 20% Future Development Cost Recover (If On Utility Bill)

20% Cost Recovery for future growth is proposed to be recovered by all sewer users in the community. We suggest that this 20% should be recovered from all other sewer users, and that this amount be shown as an item on the other's utility bills similar to the pipeline debt.

We strongly encourage that this future development cost be a separate item on the utility bill of all other sewer users, not all sewer users as those paying the 80% (direct benefitting households) would be experiencing a second hit. Similarly, if direct benefitting householders opt to pay up front, they would be liable for a share of the future development cost recovery if all sewer users are charged. If council votes for the alternative that the 20% will be financed and the principal and interest payments would be paid by all sewer system users across the municipality through user fees we withdraw our previous concern.

3) Reserve Funds to Reduce Homeowner Costs

We were advised in the past that there were some reserved funds that Council would consider to reduce resident's costs. This was not considered during the July 11, 2017 Committee of the Whole Meeting.

We find it deplorable that a project of such a large scale (\$19.13 Million) which was being reviewed by South Huron Council over the past several years, that some existing reserves are not being considered now. We request that these reserves be used to reduce homeowner costs as F.C.M. financing and potential small Grant is no longer an option. Also due to the lower household equivalency (673 to 629), the cost per household increased the cost an additional 7%.

4) ICI Household Equivalencies Release

Based on earlier reports from municipal staff, the total household equivalencies was estimated at 673. In the report for the committee meeting July 11, 2017 this total number is now 629. Since the methodology for determining household equivalences was approved by Council we have asked how the total was determined.

As the Consultant has completed their study and presented it to Council, there is a reluctance from Council/Staff to release this report. As the consultant's costs are considered part of the recovery cost, then this is public information that should be available if requested.

We are also advised that the household equivalency breakdown will not be known until the Draft Cost Recovery By-Law is presented to Council.

We feel this information should be released earlier so not only S.F. households but I.C.I. properties would have an opportunity to express their concerns. If any, prior to Council voting on recovery and instructing staff to prepare a draft bylaw.

5) 2 Stages of Cost Recovery By-Laws

In discussions with staff it appears 2 stages would be a less complicated method than doing it in a one stage.

1st Stage Draft By-Law

Confirm the final costs which is known with an estimate of the 20 year, fixed term debenture.

Under this scenario residents and ICI properties would know what their up front payment would be (interest free) and have about 32 days to pay this amount if desired.

It is our understanding that the treasurer would notify all direct benefiting property owners by mail and that this letter will also confirm that the debenture option could not be prepaid before the end of the 20 year term. This letter should also indicate how the 20% of cost deferred for future development will be recovered. i.e. All sewer users in the community or all other sewer users. Need to clarify that once a commitment is made by those paying the 80% cost will not be getting a second hit by incurring an additional cost of part of the 20% future development recovery.

2nd Stage

Once municipality knows the balance to be debentured, then they could proceed for funding through Infrastructure Ontario (I

When I. O. confirms loan amount and interest then staff can prepare 2nd Draft Recover By-Law to include the cost per household/resident on their quarterly utility bill for the households who opt for this option.

Municipal staff may have ideas on how to shorten the time to carry out this process. We agree that delays in settling this matter will lead to increased costs due to potential increase in financing interest cost.

6) Future Plant Operating Cost Increases plus Capital Replacement Reserve Costs

A review of Lagoon/Plant operating Costs are as follows :

Lagoon 2015	Plant 2016	Plant 2017
Budget \$66,051.	\$387,734.	\$424,00.
Actual \$53,156.	\$425,443.	

The above costs do not include any amount for Capital Replacement Reserves. These may be considered by the GBASTF board for possible inclusion in their 2018 budget.

The above figures could potentially double when reserves are included, depending on advice from financial consultants in establishing the capital replacement amounts.

Therefore these costs should be spread over the total community in the sewer operating and base rates as has been done to date.

If not, this would be a horrible cost to benefitting property owners.

Also in the past, Councilors have said words to the effect that "This plant will be an asset to the total Community as it will assist with future growth."

Thus total community responsibility, not just our westerly portion of Stephen Township.

7) Land Lease Household Consideration

We have been informed that Council will direct a consultant to do a rate review for water and sewer in the fall of 2017 for implementation in 2018.

The last study was done in 2012.

All households in Grand Cove are now metered for water and have been for several years. Municipal staff advise that total water consumption in Grand Cove had been reduced considerably since the meter installation.

We wish the Consultant in their study for council will consider our unique situation of our land lease home owners.

We pay directly on our utility bills the same rate for water consumption and sewage and base rate as all other households in South Huron. Our landowner (Capreit) passes on additional cost billed to them as part of their annual rent increase to each household. Is this a double hit?

Hopefully your rate review consultant will find time to meet with our Homeowners Board to receive further insight on Land Lease homeowners prior to submitting their report to council later this fall.

In Closing:

Thank you for the opportunity to express our concerns on behalf of the Grand Cove Homeowners.

I will be pleased to answer any questions you may have or to expand on any of my statements.

Depending on the results of your deliberation on this matter later in this evenings agenda, we may be back.

Thanks again !



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

Tuesday, July 11, 2017, 6:00 p.m.
Olde Town Hall-Carling Room

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

Member Regrets: Wayne DeLuca - Councillor - Ward 2
 Craig Hebert - Councillor - Ward 2

Staff Present: Dan Best, CAO
 Genevieve Scharback, Corporate Services Manager/Clerk
 Sandy Becker, Financial Services Manager/Treasurer
 Don Giberson, Environmental Services Director

1. Meeting Called to Order

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

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

Motion: #CW29-2017

Moved: T. Oke

Seconded: T. Tomes

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

Disposition: Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

4. Reports

4.1 Grand Bend Sewage Treatment Facility and Pumping Station 2 Projects

CAO Best provided a powerpoint presentation of the Background Report. He presented an overview of the Grand Bend Sewage Treatment Facility project and options for moving forward with cost recovery and financing options for the project.

Mr. Best reiterated that the numbers provided in May, 2015 were estimates based on the information available at that time; however more comprehensive information is available at this time, including true costs.

He advised that the Mollard Line Forcemain Replacement is a separate project. The tender for this project has gone out, administered by Lambton Shores, with costs shared equally with South Huron. Further information will be brought to Council as it becomes available.

The presentation and Background Report will be posted on the municipal website.

Motion: #CW30-2017

Moved: T. Oke

Seconded: T. Tomes

That South Huron Committee of the Whole hereby directs the CAO to bring a report to the next Council meeting with recommendations for Council's consideration for the following:

- 1. Clarify 20% of the total project costs is deferred to future development to be paid by all sewer system users across the municipality and that 80% of the total project costs will be recovered from the benefitting property owners in the defined service area of Phase 1 of the Grand Bend Sewage Treatment Facility project, as set out on page 11 of the CAO's Background Report;**
- 2. Determine the amortization period to be a 20 year term;**
- 3. Schedule a Community Information Session;**
- 4. Clarify financing to be through Infrastructure Ontario.**

Disposition: Carried

5. Adjournment

Motion: #CW31-2017

Moved: D. Frayne

Seconded: M. Vaughan

That South Huron Committee of the Whole does now adjourn at 8:13 p.m.

Disposition: Carried

Maureen Cole, Mayor

Genevieve Scharback, Clerk



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

Monday, July 17, 2017, 4:00 p.m.
Olde Town Hall-Carling Room

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

Member Regrets: Marissa Vaughan - Councillor - Ward 1

Staff Present: Dan Best, CAO
 Genevieve Scharback, Corporate Services Manager/Clerk
 Rebekah Msuya-Collison, Deputy Clerk

1. Meeting Called to Order

Mayor Cole called the meeting to order at 4:00 p.m.

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

Motion: #CW32-2017

Moved: C. Hebert

Seconded: T. Tomes

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

Disposition: Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

4. Reports

4.1 Corporate Services Manager/Clerk G. Scharback - eScribe Meeting Information Session

4.1.1 Escribe Meeting Overview

Clerk Scharback provided a training session on using eScribe meeting management software. Agendas packages prepared using this software can be accessed by members for Council, Committee of the Whole and various other committee meetings.

Member DeLuca left the meeting at 5:00 p.m.

5. Adjournment

Motion: #CW33-2017

Moved: D. Frayne

Seconded: T. Oke

That South Huron Committee of the Whole does now adjourn at 5:04 p.m.

Disposition: Carried

Maureen Cole, Mayor

Genevieve Scharback, Clerk



Corporation of the Municipality of South Huron

Minutes for the Regular Council Meeting

Monday, July 17, 2017, 6:00 p.m.

Council Chambers - Olde Town Hall

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

Member Regrets: Marissa Vaughan - Councillor - Ward 1

Staff Present: Dan Best, CAO
Genevieve Scharback, Corporate Services Manager/Clerk
Sandy Becker, Financial Services Manager/Treasurer
Don Giberson, Environmental Services Director
Jason Parr, Transportation Services Manager

1. Meeting Called To Order

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

2. Public Meeting

None.

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

3.1 Amendment to the Agenda

Item 15.2 By-law No. 43-2017 - being a by-law to authorize the execution of a Site Plan Agreement between the Municipality of South Huron and Gerald David MacLean in the Municipality of South Huron was added to the agenda.

Motion: 265-2017

Moved: W. DeLuca

Seconded: C. Hebert

That South Huron Council hereby approves the agenda as amended.

Disposition: Carried4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Delegations

5.1 United Way Perth-Huron

Erin Jones reviewed the United Way presentation Embracing Diversity, Newcomer Experience in Perth and Huron Counties. She noted that service providers and community organizations took part in providing information as well as newcomers and community members. The services needed were identified in the presentation as well as the gaps in service for newcomers.

Ms. Jones provided a second presentation, My Perth-Huron, as prepared by the Perth-Huron United Way Social Research and Planning Council. She reviewed the new website, myPerthHuron.ca, an online resource to track community well-being.

A data-sharing agreement was proposed that would allow data sharing between South Huron and the United Way for broad social research purposes, internal policy/research studies by the Perth-Huron SRPC and to investigate community issues and implement and measure policy responses.

Mayor Cole thanked Ms. Jones for the presentation.

Motion: 266-2017

Moved: T. Oke

Seconded: C. Hebert

That South Huron Council receives the delegation as presented from the United Way Perth-Huron by Erin Jones.

Disposition: Carried

6. Minutes

6.1 Minutes of the Regular Council Meeting of July 4, 2017

6.2 Minutes of the Committee of the Whole Meeting of July 4, 2017

Motion: 267-2017

Moved: T. Tomes

Seconded: D. Frayne

That South Huron Council adopts the minutes of the Regular Council Meeting of July 4, 2017 and the minutes of the Committee of the Whole of July 4, 2017, as printed and circulated.

Disposition: Carried

Motion: 268-2017

Moved: T. Oke

Seconded: C. Hebert

That an Information Session take place at the Dashwood Community Centre on August 22, 2017 at 7:00 p.m. for the purpose of providing information regarding the Grand Bend Sewage Treatment Facility cost recovery options.

Amendment:

Motion: 269-2017

Moved: T. Tomes

Seconded: C. Hebert

That the motion to schedule an Information Session on August 22, 2017 be amended to change the time and location of the information session to 6:00 p.m. in the Council Chambers.

Disposition: Carried

Motion: 268-2017

Moved: T. Oke

Seconded: C. Hebert

That an Information Session take place in the Council Chambers on August 22, 2017 at 6:00 p.m. for the purpose of providing information regarding the Grand Bend Sewage Treatment Facility cost recovery options.

Disposition: Carried

7. Councillor Board and Committee Reports

7.1 Exeter Rodeo Committee - Minutes June 26, 2017 - Draft

Motion: 270-2017

Moved: W. DeLuca

Seconded: C. Hebert

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

Exeter Rodeo Committee - Minutes June 26, 2017.

Disposition: Carried

8. Staff Reports

8.1 Planning

Motion: 271-2017

Moved: W. DeLuca

Seconded: D. Frayne

That Council hereby moves Item 15.2 on the agenda, being the by-law to adopt a Site Plan Agreement, to 8.1.1.

Disposition: Carried

8.1.1 By-Law No. 43-2017 - Authorize Site Plan Agreement between Municipality of South Huron and Gerald David Maclean

Motion: 272-2017

Moved: W. DeLuca

Seconded: C. Hebert

That the South Huron Council gives first, second and third and final reading to By-Law #43-2017, being a by-law to authorize the execution of a Site Plan Agreement between the Municipality of South Huron and Gerald David MacLean in the Municipality of South Huron in the County of Huron.

Disposition: Carried

8.2 Financial Services

8.2.1 Assessment Review Board (ARB) – Delegation of Authority

Motion: 273-2017

Moved: T. Oke

Seconded: D. Frayne

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: Assessment Review Board (ARB) – Delegation of Authority; and

That South Huron Council delegate authority to initiate and file notices of assessment appeal, for any property in the Municipality of South Huron, with the Assessment Review Board (“the ARB”), to the Treasurer or designate; and

That South Huron Council delegate authority to withdraw any appeal filed by the Municipality of South Huron, should it be determined that it is not in the Municipality’s best interest to proceed, to the Treasurer or designate; and

That South Huron Council delegate authority to attend any Mediation or Settlement Conference on property tax or assessment matters as a party to all appeals whether filed by the Municipality of South Huron or another person, entity or agent, to the Treasurer or designate; and

That South Huron Council delegate authority to attend before the Assessment Review Board on property tax or assessment matters as a party to all appeals whether filed by the Municipality of South Huron or another person, entity or agent, to the Treasurer or designate; and

That South Huron Council delegate authority to execute settlement agreements, on behalf of the Municipality of South Huron, reached in the course of a taxation or property assessment appeal, mediation or settlement conference, to the Treasurer or designate.

Disposition: Carried

8.2.2 Vacancy Rebate and Vacant-Excess Land Subclass Tax Reductions

Motion: 274-2017

Moved: C. Hebert

Seconded: T. Tomes

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: Vacancy Rebate and Vacant-Excess Land Subclass Tax Reductions for information.

Disposition: Carried

8.2.3 Operating Budget Variance Report – Second Quarter

Motion: 275-2017

Moved: W. DeLuca

Seconded: T. Oke

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: Operating Budget Variance Report - Second Quarter for information only.

Disposition: Carried

8.3 Environmental Services

8.3.1 2016 Annual Closed Stephen Landfill Status Report

Motion: 276-2017

Moved: W. DeLuca

Seconded: C. Hebert

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

Disposition: Carried

8.3.2 Municipal Tree Policy

Motion: 277-2017

Moved: W. DeLuca

Seconded: C. Hebert

That South Huron Council receive the report from Don Giberson, Environmental Services Director Re: Municipal Tree Policy.

Disposition: Carried

Motion: 278-2017

Moved: W. DeLuca

Seconded: C. Hebert

That the tree policy be amended to reflect a two for one replacement in both rural and urban areas; and

That this policy refers to municipal lands and replacement only; and

That the reference to non-native species be reviewed; and

That this policy be circulated to Communities in Bloom and the ABCA; and

That a report including those comments be provided for the August 21, 2017 Council meeting.

Disposition: Carried

8.4 Transportation Services

8.5 Community Services

8.6 Development Services

8.6.1 Quarterly Building Permit Report

Motion: 279-2017

Moved: C. Hebert

Seconded: T. Oke

That South Huron Council receives the report from D. McNab, Development Services Manager re: Q2 Building Permit Report April – June 2017 for information only.

Disposition: Carried

8.6.2 Q2 Planning Activity Report

Motion: 280-2017

Moved: T. Tomes

Seconded: D. Frayne

That South Huron Council receives the report from D. McNab, Development Services Manager re: Q2 Planning Activity Report from April 1 – June 30, 2017 for information only.

Disposition: Carried

8.7 Emergency Services

8.8 Corporate Services

8.8.1 Appoint Drainage Engineer - Request for Drainage Works

Motion: 281-2017

Moved: T. Oke

Seconded: D. Frayne

That South Huron Council receives the report from G. Scharback, Corporate Services Manager/Clerk re: Request for Drainage Works under Section 4 of the Drainage Act; and

That South Huron Council hereby appoints William J. Dietrich, P. Eng., from Dietrich Engineering Ltd. as the Municipal Drainage Engineer to prepare a report for new drainage works.

Disposition: Carried

8.9 Administration

8.9.1 Grand Bend Community / South Huron Community Fund

Motion: 282-2017

Moved: C. Hebert

Seconded: T. Oke

That the memo of D. Best, Chief Administrative Officer dated July 17, 2017 regarding the Grand Bend Community Foundation be received; and

That Administration be authorized to enter into a Charitable Partnership Agreement with the Grand Bend Community

Foundation as an option for donors on Community/Municipal joint projects.

Disposition: Carried

8.9.2 Vimy Oak Project

Motion: 283-2017

Moved: T. Oke

Seconded: T. Tomes

That the report of D. Best, Chief Administrative Officer dated July 17, 2017 regarding the Vimy Oak Project; and

That Administration be authorized to coordinate with the Royal Canadian Legion (Exeter) to proceed with the implementation of commemorative saplings with the Municipal Monument at Huron Park; and

That Administration be authorized to move the Municipal Monument from its current location to a new location on South Huron property in front of the water tower in Huron Park; and

That a ceremony be coordinated with the Municipality of South Huron and the Royal Canadian Legion (Exeter) for the re-location of the Monument, planting of the Vimy Oak saplings in honour of the 150th Anniversary of Canada and the 100th Anniversary of the Battle of Vimy Ridge.

Disposition: Carried

8.9.3 Ice Rental Fees

Motion: 284-2017

Moved: T. Oke

Seconded: C. Hebert

That South Huron Council receives the report of D. Best, Chief Administrative Officer regarding ice rental fees; and

That Council authorize tiered discounted pricing for South Huron minor sports teams as follows effective the 2017/18 ice season:

- Ice Rental Fees up to \$25,000 would result in a 1% discounted rate;
- Ice Rental Fees from \$25,001 - \$50,000 would result in a 2% discounted rate;
- Ice Rental Fees from \$50,001 - \$100,000 would result in a 3% discounted rate;
- Ice Rental Fees from \$100,001 - \$150,000 would result in a 5% discounted rate;
- Ice Rental Fees from \$150,001 - \$200,000 would result in a 7% discounted rate;
- Ice Rental Fees from \$200,001 would result in a 10% discounted rate; and

That Schedule D - Community Services Fees be amended in By-law 34-2015; and

That the necessary By-law be forwarded to the next Council meeting.

Disposition: Carried

8.9.4 Council and CAO Workplan

Motion: 285-2017

Moved: C. Hebert

Seconded: D. Frayne

That the report of D. Best, Chief Administrative Officer dated July 17, 2017 regarding the Council and CAO Workplan be received; and

That Council approve the Council and CAO Workplan as presented; and

That the Council and CAO Workplan is posted on the Municipal website.

Disposition: Carried

9. Deferred Business

None.

10. Notices of Motion

Moved by Mayor Cole:

That South Huron Council requests a report from Administration to review the remuneration policy, process and provide options;

And further that recommendations be provided to Council regarding expenses including but not limited to conferences, education, general expenses including costs incurred for travel, accommodation, meals and expenses required to represent the Municipality of South Huron as, Mayor, Deputy Mayor and Councillors.

11. Mayor & Councillor Comments and Announcements

Deputy Mayor Frayne advised that municipalities may appoint representatives to the Conservation Authority regardless of their scientific education and background. He noted that the Bach Festival was very successful and enjoyed by all that attended.

Councillor Hebert provided members of Council with the 2017 Communities in Bloom Profile Book and noted that the Communities in Bloom judges will attend South Huron on July 23 and 24. Council members are welcome to join the Committee and the judges at any point in the tour to support showcasing the community.

Councillor Tomes noted that although the grant application for the Dashwood Hall washroom project was not successful it is important to proceed with meeting all stakeholders to consider options for financing and moving forward with the project. CAO Best advised that a meeting is being arranged with the stakeholders.

Councillor Oke requested further information on the economic development study by Huron County via a delegation to Council to report on the comments regarding a transition to a single tier government.

Councillor DeLuca noted that the study was completed without input from the lower tiers.

Mayor Cole advised that she attended the Bach Festival and will be attending the Huron Country Playhouse. She thanked Drayton Entertainment for the complimentary tickets. She also attended Cemetery Decoration Day and noted that there was approximately 100 people in attendance. She thanked staff for their work at the cemetery and for planning the Decoration Day program.

Mayor Cole will be talking to a youth group about leadership.

She noted that a ward system resolution will need to be brought forward for the next election.

She thanked the firefighters at the Huron Park Fire Station for the great job on the community dinner and for thanking the municipality.

12. Communications

- 12.1 Ombudsman Ontario - Annual Report
- 12.2 Ausable Bayfield Conservation - Yellow Fish Road program
- 12.3 Canadian Association of Nuclear Host Communities - municipal support
- 12.4 Huron County Distribution Centre - "Better Together" Annual Gala Invitation
- 12.5 Huron County Federation of Agriculture - IPM Power Hour request
- 12.6 Grand Bend & Area Chamber of Commerce transit system information meeting
- 12.7 Township of Edwardsburgh Cardinal re: oppose downloading of Property Standards Enforcement responsibility

Motion: 286-2017

Moved: T. Oke

Seconded: T. Tomes

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. 42-2017 - Authorize Agreement - Minister of Infrastructure Clean Water and Wastewater Fund

Motion: 287-2017

Moved: T. Oke

Seconded: D. Frayne

That the South Huron Council gives first, second and third and final reading to By-Law #42-2017, being a by-law Law to authorize an Agreement with Her Majesty The Queen In Right Of Ontario, as represented by the Minister of Infrastructure, for the Clean Water And Wastewater Fund (CWWF) Transfer Payment.

Disposition: Carried

16. Confirming By-Law

16.1 By-Law No. 44-2017 – Confirming By-Law

Motion: 288-2017

Moved: T. Tomes

Seconded: D. Frayne

That the South Huron Council gives first, second and third and final reading to By-Law #44-2017, being a by-law to confirm matters addressed at the July 17, 2017 Council meeting.

Disposition: Carried

17. Adjournment

Motion: 289-2017

Moved: C. Hebert

Seconded: D. Frayne

That South Huron Council hereby adjourns at 8:04 p.m., to meet again on August 21, 2017 at 6:00 p.m. or at the Call of the Chair.

Disposition: Carried

Maureen Cole, Mayor

Genevieve Scharback, Clerk



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

Wednesday, August 9, 2017, 6:00 p.m.
Olde Town Hall-Carling Room

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

Staff Present: Dan Best, CAO
 Genevieve Scharback, Corporate Services Manager/Clerk
 Jo-Anne Fields, Community Services Manager

1. Meeting Called to Order

Chair Maureen Cole called the meeting to order at 6:05 p.m.

She advised that the Committee will receive the report from the CAO, then ask questions following each section of the report. She will allow each member up to five minutes to provide a SWOT, (Strengths, Weaknesses, Opportunities and Threats), analysis of the projects. The Committee will highlight the information they have received and set three priorities. She advised that members remember the role of Council.

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

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

4. Reports

4.1 Recreation Project Updates

CAO Dan Best reviewed the conceptual design options for the recreation centre and swimming pool projects, as prepared by Invizij Architects Inc.

Mr. Best responded to Committee questions noting that the Rural Economic Development (RED) grant will provide funds for a feasibility study for the proposed Community Hub which will assist in determining how much space will be required for the Community Hub. The results of the study will be available in March 2018.

The proposed hall is similar in size to the existing hall, and the option of a one floor facility includes a walking track.

An application for a Federation of Canadian Municipalities (FCM) grant for a feasibility study on energy efficiency, moving toward a net zero building, must be completed. This study will also assist in determining the most cost effective way to move forward to maximize energy efficiency in the business planning phase.

The project steering committee will lead the engagement process and bring back to Council information received through the engagement process, including comments on a second ice pad being part of the initial building phase or a future phase.

Mr. Best advised that a lame duck period in 2018 will not interfere with the projects if Council has approved the necessary committees, funding and project designs as well as delegated necessary authorities to the CAO.

It was noted that the purpose of this meeting is to provide clear direction to reaffirm that the Community Hub/ Recreation Centre and Exeter Pool projects are key priority projects; to finalize the scope of the Exeter Pool project and make a final recommendation to Council, as well as to recommend that Council adopts the framework for the Community Hub/Recreation Centre project as presented.

Mr. Best advised that Council resolutions will be required in September, 2017 in order to have the Recreation Centre project completed by July 2021 and the swimming pool project completed in time to open for the 2018 season.

He responded to Committee questions advising that there are grants available for feasibility studies and other funding options can be investigated at the AMO conference. Consideration of a net zero build will include balancing up-front costs with long term savings.

Mr. Best stressed the importance of community engagement and the creation of appropriate committees.

Chair Cole noted the need to engage the public prior to deciding on the scope of the pool project as the public may want an indoor pool. She requested clarification on the Steering Committee's role in making recommendations on an indoor pool, and on government programs that are available regarding energy conservation for the Community Centre and indoor pool.

A recess was called at this time, 7:43 p.m. The Committee of the Whole reconvened at 7:51 p.m.

Chair Cole noted that Jo-Anne Fields will be the time keeper for the five minute time limit on each member's S.W.O.T. analysis of the recreation projects.

Members identified the following strengths and opportunities:

The recreation projects will be economic drivers for the community and are a good investment in South Huron that will provide important services to the community. The projects will encourage migration to the area, as well as the return of youth to South Huron. The projects provide on-going opportunities for partnerships with other public agencies, community groups and businesses for the benefit of the community. The projects align with the top strategic priorities and respond to the community's feedback regarding the need for improved recreation facilities. There are many opportunities created for public engagement and community involvement.

The members identified the following weaknesses and threats:

Council must be cognizant of the community's ability to pay for the projects and keep the scope of the projects affordable for South Huron rate payers. Maximizing energy efficiency to keep operating costs down for sustainable facilities and services creates a challenge to balance affordability and long term benefits.

Motion: #CW34-2017

Moved: W. DeLuca

Seconded: T. Oke

That South Huron Committee of the Whole hereby receives the Report and Presentation by the CAO, A Path Forward 2.0 - Recreation Project Updates.

Disposition: Carried

Motion: #CW35-2017

Moved: D. Frayne

Seconded: W. DeLuca

That South Huron Committee of the Whole hereby recommends to South Huron Council that the Community Hub/Recreation Centre and Exeter Pool be reaffirmed as key priority projects.

Disposition: Carried

Motion: #CW36-2017

Moved: W. DeLuca

Seconded: C. Hebert

That South Huron Committee of the Whole hereby recommends that Council proceed with public engagement for the project as outlined in Council resolution #182-2017.

Disposition: Carried

Motion: #CW37-2017

Moved: T. Oke

Seconded: M. Vaughan

That South Huron Committee of the Whole recommends that the CAO be directed to submit a report to Council to submit draft terms of reference for Council's consideration for the Project Steering Committee and the Fundraising Committee.

Disposition: Carried

Motion: #CW38-2017

Moved: T. Oke

Seconded: M. Vaughan

That South Huron Committee of the Whole direct the CAO to make an application to the Federation of Canadian Municipalities (FCM) for a feasibility study to explore energy efficiencies, including net zero options for the Community Hub/Recreation Centre.

Disposition: Carried

Motion: #CW39-2017

Moved: D. Frayne

Seconded: W. DeLuca

That South Huron Committee of the Whole recommends to Council to adopt the Design Build construction process for the Community Hub/Recreation Centre and a Construction Management approach for the Pool.

Disposition: Carried

Motion: #CW40-2017

Moved: T. Oke

Seconded: C. Hebert

That the Committee of the Whole extend the meeting past curfew.

Disposition: Carried

Motion: #CW41-2017

Moved: D. Frayne

Seconded: M. Vaughan

That the Committee of the Whole recommends to Council to proceed with the preliminary public consultation for the Community Hub/Recreation Centre.

Disposition: Carried

5. Adjournment

Motion: CW42-2017

Moved: D. Frayne

Seconded: M. Vaughan

That South Huron Committee of the Whole does now adjourn at 9:01 p.m.

Disposition: Carried

Maureen Cole, Mayor

Genevieve Scharback, Clerk



Exeter Rodeo Committee

South Huron Recreation Centre
Wednesday, July 19, 2017 – 7:00 pm

Members Present

Members – Scott Nickles, Chair, Steve Clarke, Dave Marshall, Dennis Gower, Gus Guerts

Council Representative – Craig Hebert – Regrets

Staff Representatives – Darcey Cook, Jo-Anne Fields

1. Call to Order & Welcome

Chair, Scott Nickles welcomed everyone to the meeting and thanked them for their commitment to this community event

2. Declaration of Conflict of Interest

No Conflict of Interest declared

3. Changes/Additions to the Agenda

- No changes/additions noted to the Agenda

4. Approval of the Agenda

Motion – 19/07/17

Moved by: Dennis Gower
Seconded by: Dave Marshall

“THAT the agenda of July 20, 2017 be approved as presented.”

Disposition: Carried

5. Approval of the Minutes

Motion – 20/07/17

Moved by: **Steve Clarke**
 Seconded by: **Dave Marshall**

“THAT the minutes of June 26, 2017 meeting be approved as circulated.”

Disposition: **Carried**

6. Business arising from the Minutes

- No business arising from the previous minutes

7. Correspondence

- Correspondence is shared with the Committee membership as received
- No additional correspondence was received

8. Committee Selection and Reporting

Facilities and Grounds

- Discussed options for a lower cost option for the VIP area – boarder with cement barricades, mirroring the south side of the ring
- Gravel base, road fill and pack gravel on top
- Surround by event fencing
- Engage Road Department in process

Sponsors

- Businesses continue to confirm financial/in-kind support of the rodeo
- Jo will follow up next week

Vendors

- Vendor interest continues
- To date 10 vendors of various variety have been confirmed
- Following up on contracts

Marketing, Promotion, Advertising and Social Media

- Marketing materials and tickets arrived this week
- Road signage is in place
- Tickets have been distributed to outlets who have indicated they would sell tickets on our behalf

- Scheduled posts every day from now until August 13 on the Exeter Rodeo page
- Scheduled tweets daily (some twice per day) from now until August 13 on Experience Exeter Twitter
- Facebook event created (FYI created yesterday - so far we have 80 people going, 333 interested and 44 event page shares)
- Scheduled contests for tickets on both FB pages
- Boosted posts x2 on Rodeo page + x1 on Experience Exeter page
- Exeter Rodeo promotion on all community event calendars in the area (radio stations, etc)
- Exeter Rodeo promotion on Buy & Sell group (when tickets go on-sale)
- Exeter Rodeo promotion on the Ontario's West Coast social media
- Exeter Rodeo promotion in the Ontario's West Coast (the week before the event)

Financial

- Sponsorships continue to arrive
- In excess of \$13,000.00 committed to date

Events/Activities/Entertainment

- RMG has offered their sound system for Saturday events
- Municipal staff will provide beverage service for the Saddle Club event – Committee is too busy focusing on other tasks that evening
- Please notify staff of volunteers willing to assist throughout the weekend so that a schedule can be developed

Chair/Vice Chair Comments

- Event is quickly approaching – three weeks left; let's do this!

9. New & Other Business

- Gus is organizing hay for the stock
- Chuck wagon at corner of Hwy 4 and 83 – suggested that it be on site for the rodeo to allow for photo opportunities

10. Unfinished Business

- VIP deck – discussed moving forward – Jo to coordinate with Roads crew

11. Date of Next Meeting

- Next meeting regular will be held at South Huron Recreation Centre on Wednesday, August 2, 2017 at 7:00 pm or sooner at the call of the Chair

12. Adjournment**Motion – 21/07/17**

Moved by: Steve Clarke
Seconded by: Dave Marshall

“THAT the meeting be adjourned at 8:00 pm.”

Disposition: Carried

Chair – Scott Nickles

Date

Recording Secretary – Jo-Anne Fields

Date



Exeter Rodeo Committee

South Huron Recreation Centre
Wednesday, August 2, 2017 – 7:00 pm

Members Present

Members – Scott Nickles, Chair, Steve Clarke, Brenda McCarter, Dave Marshall, Dennis Gower, Bob Parsons, Gus Guerts

Council Representative – Craig Hebert

Staff Representatives – Jo-Anne Fields

1. Call to Order & Welcome

- Chair, Scott Nickles welcomed everyone to the meeting and thanked them for their commitment to this community event

2. Declaration of Conflict of Interest

- No Conflict of Interest declared

3. Changes/Additions to the Agenda

- No changes/additions noted to the Agenda

4. Approval of the Agenda

Motion – 22/08/17

Moved by: Steve Clarke
Seconded by: Dennis Gower

“THAT the agenda of August 2, 2017 be approved as presented.”

Disposition: Carried

5. Approval of the Minutes

Motion – 23/08/17

Moved by: **Steve Clarke**
 Seconded by: **Dave Marshall**

“THAT the minutes of July 19, 2017 meeting be approved as circulated.”

Disposition: **Carried**

6. Business arising from the Minutes

- No business arising from the previous minutes

7. Correspondence

- Correspondence is shared with the Committee membership as received
- No additional correspondence was received

8. Committee Selection and Reporting

Facilities and Grounds

- Saddle Club rep Bob Parsons noted that the arena is in great shape
- Jo to chat with Fire Department re: water ring during the event weekend
- If available, Committee to gather on Friday at 3 pm to begin set-up of grounds and signage for event
- Tent will be arriving on Thursday evening – will ensure locates have been completed
- A Building permit will be applied for and engineer retained for assembly of tent
- Washrooms will be placed throughout grounds and in the beverage service area
- Sand may be needed for the loonie search – use some from the volleyball pit

Sponsors

- Businesses continue to confirm financial/in-kind support of the rodeo
- Blue Opal Beauty Bar will provide spa package for some female competitors
- Jo will follow up again tomorrow/weekend with potential sponsors

Vendors

- Vendor interest continues
- To date 12 vendors of various variety have been confirmed
- Following up on contracts

Marketing, Promotion, Advertising and Social Media

- Marketing materials and tickets arrived this week and have been distributed
- One large sign available if anyone interested in advertising at home
- Rodeo is promoted in BIA window
- Chuck wagon on site for photo opportunities throughout the weekend

Financial

- Sponsorships continue to arrive
- In excess of \$14,000.00 committed to date (financial)

Events/Activities/Entertainment

- Security will be booked for Saturday evening – must check ID for age of majority
- Arm bands for age of majority guests
- Please notify staff if you know of anyone willing to volunteer throughout the weekend
- Jo will develop a Volunteer schedule

Chair/Vice Chair Comments

- Chair and Vice Chair reiterated same ... Event is quickly approaching – Next week

9. New & Other Business

- Volunteers – please advise to enable scheduling – many Municipal employees have offered to volunteer throughout the weekend
- The Committee salutes all individuals who have expressed a desire to assist with this community event

10. Unfinished Business

- VIP area – boarder with cement barricades, mirroring the south side of the ring
- Gravel base, road fill and pack gravel on top
- Three quotes received for providing a slab patio surface
- Retain services of Albeck Construction to provide cement and complete surface
- Portion of services donated to reflect community event
- Snuggle up to the accessible ramp, using one access point
- Engaged Road Department in process

Motion – 24/08/17

Moved by: Craig Hebert
 Seconded by: Steve Clarke

“THAT the Rodeo Committee accept the quote received from Albeck Construction in the amount of \$1,920.00 plus HST for the completed VIP patio slab.”

Disposition: Carried

11. Date of Next Meeting

- Next meeting regular will be held at South Huron Recreation Centre at the call of the Chair

12. Adjournment**Motion – 25/08/17**

Moved by: Bob Parsons
 Seconded by: Gus Guerts

“THAT the meeting be adjourned at 8:30 pm.”

Disposition: Carried

 Chair – Scott Nickles

 Date

 Recording Secretary – Jo-Anne Fields

 Date



**Corporation of the Municipality of South Huron
Municipal Heritage Committee**

Minutes

**July 20, 2017 – 10:00 am
Council Chambers-Olde Town Hall**

Members:

Laurie Dykstra, Chair
Wayne DeLuca, South Huron Councillor
June Hodgson
Maureen Cole, Mayor, Ex-Officio

Regrets:

Alec Moore
Marion Creery

Staff:

Genevieve Scharback, Recording Secretary

1. Call to Order

Chair L. Dykstra called the meeting to order at 10:05 am.

2. Agenda Update

Mayor Cole requested that she be added to the Agenda to discuss the Terms of Reference for the Committee. The Committee was in agreement that this item will be added to the next agenda not this one, as two members were absent from this meeting.

Motion: 19-2017
Moved: W. DeLuca
Seconded: J. Hodgson

That the Municipal Heritage Committee adopts the agenda of July 20, 2017 as presented.

Disposition: Carried.

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

4. Minutes

Motion: 20-2017
Moved: J. Hodgson
Seconded: W. Deluca

That the Municipal Heritage Committee adopts the minutes of June 22, 2017 as presented.

Disposition: Carried.

5. Discussion:5.1 Historical Sign 1st - Wording

The committee reviewed the first draft of proposed wording for the Commercial Hotel historical sign. Mayor Cole advised that a motion to make a recommendation to Council for their approval is required for any actions to be taken by an advisory committee.

Councillor DeLuca left the meeting at this time, 10:15 a.m.

The meeting ended due to lack of quorum.

Laurie Dykstra, Chair

Recording Secretary



Corporation of the Municipality of South Huron
South Huron Communities in Bloom Committee
Minutes

Wednesday, July 5, 2017 – 6:30 p.m.
Verity Room, Olde Town Hall

Members Present:

Cathy Seip, Chair
Dorothy Henderson, Vice Chair
Beth Cooper
Glen Nicholson
Bev Prout
Craig Hebert

Staff:

Dave Athill

Guest:

Christian Prémont
Michelle Runhart

1. Meeting Called to Order

Cathy Seip, Chair called the meeting to order at 6:34 pm in the Verity Room at the Olde Town Hall.

2. Agenda Update

- 2.1 Flower Barrel
- 2.2 New Garden
- 2.3 CIB Involvement in Parkette
- 2.4 Awards in Ottawa
- 2.5 Offer of Clean Up

3. Disclosure of Pecuniary Interest and the General Nature Thereof
None.

4. Approval of Minutes

- 4.1 Minor changes made to Minutes of the South Huron Community in Bloom Committee Meeting of June 7, 2017.

Motion: 07-2017
Moved: B. Prout
Seconded: G. Nicholson

That the minutes of the June 7, 2017 meeting are hereby approved as amended.

Disposition: Carried

5. Discussion

5.1 Barn Quilt Trail Event

There are 18 days left to get barn quilts finished and on the trail.

The maps are being worked on, and preliminary ones will be printed to review. The BIA will put the order in once they are finished. Brittany Wise will help put the stops on Google Maps for our Facebook group.

We got the OK to put one up at the Lagoon System. We would like to have one there for the Judges to see during their visit.

We need to check on the sign policy on where one can be put in Dashwood. We are following up with CAO Dan Best on this matter.

There is a barn quilt up on Highway 81. Bev was going to approach to see if they would like to be added to the list. If you know of any that are up, and not on the list yet, feel free to ask if they want to be added.

5.2 Profile Book

The Profile Book will be completed on Thursday. 30 copies will be prepared. The Judges have copies, and the rest will be distributed to council, BIA, and CIB Committee Members.

5.3 Judges' Visit Planning

The Judges will be picked up at 11:30 AM on Sunday, July 23, 2017 by Craig Hebert. Dave will have a Municipal truck cleaned and ready to take.

This is the 10th year for the Judges' visit. Cathy is trying to come up with some fresh ideas. One suggestion made by the committee is to keep a "Garden/Yard of the Week" sign, and present it with the Judges. It was discussed that we avoid our "low" points that might hurt our score. We also want to show the Judges that we are working with the Municipality, younger crowds, and the small hamlets. The Itinerary will be finalized by next week.

The supper on Sunday, July 23, will be held at Bev Prout's. She needs to know numbers, so please let her know as soon as you can. CAO Dan Best and Mayor Maureen Cole, with their spouses, have been invited.

On Monday, July 24, there is the Mayor's Luncheon at Olde Town Hall. Numbers are needed for this as well please. This lunch is for the Judges, the Mayor, Councillors, and CIB Committee.

The dinner at Thames Road on Monday, July 24, is open to everyone. We need to let Beth know by July 19th how many will be attending (we estimated for 70). If it rains, we will move to the Thames Road-Elmville United Church down the road.

The Judges need to be returned to the London Airport for their 1:30 PM flight on Tuesday, July 25, 2017.
We are aiming for the 5 Blooms Silver, but will settle for the 5 Blooms Bronze.

5.4 Budget Update

Our budget is \$6,000, but nothing really new to report about the budget.

Invoices from MacLean's are starting to come in.

We will be receiving a new invoice from Nicki Cyr for the work she has done on the Profile Book.

5.5 Garden of the Week

Cathy has 1 of her 2 signs up. She will save one until the Judges' Visit.

Beth has both of her signs out in circulation.

Dorothy has not got her signs up yet, but will be going out for a cruise to find some places.

Christian will take one to put up in Centralia area.

5.6 Canada 150 Garden

We have not had any complaints about the garden.

The Community Services Department had operators out this week weeding it.

Also wanted to mention, the Dairy Queen Garden looks great. Nice work by the Theo Family.

6. Communications

6.1 Commemorative Garden Deadline

The Heritage deadline is Saturday, July 15, 2017.

6 signs have been purchased for prizes, and Cathy is going to try and get more people signed up.

One set of pictures has been received.

6.2 Mosaic Benches

We are hoping to get a picture of the beautiful mosaic benches with the students from the High School that did them. We will have to wait until the fall to find out if they are up for doing that, as long as they haven't all graduated.

6.3 Awards in Ottawa

Motion: 08-2017
Moved: C. Hebert
Seconded: B. Prout

That the South Huron Communities in Bloom Committee recommends that Dave Atthill, Dorothy Henderson, Craig Hebert and Cathy Seip attend the Awards celebration in Ottawa.

Disposition: Carried

On behalf of the Communities in Bloom Committee membership, we would like to extend an invitation to CAO Dan Best and Mayor Maureen Cole to join us in Ottawa to represent the Municipality.

6.4 George Wilson

George will have the town walkers come for coffee and doughnuts. They will use the "Litter Lifters" coupons from Tim Hortons they received for cleaning up trash while out for a walk.

6.5 Get More Businesses and People Interested

We want to encourage businesses and people to continue to keep South Huron looking great.

They do not have to do anything over the top to help, just proceed to plant and weed when needed.

New Business

A. Add a Member to the Committee

Motion: 09-2017
Moved: D. Henderson
Seconded: G. Nicholson

That the South Huron Communities in Bloom Committee recommends Christian Prémont be added to the South Huron Communities in Bloom Committee roster.

Disposition: Carried

B. “Advertising” CIB

What are some ways to get more people interested in joining CIB? We need to come up with some ideas for the fall.

C. Poverty to Prosperity

There is a new group in Huron Park that would like some little things to happen. They would like help from the South Huron CIB and the Ausable Bayfield Conservation Authority to help clean up the creek, and do a flowerbed. CAO Dan Best said to let him know what the plans are, and he will help initiate our ideas.

One of the members from this group will be speaking with the Judges when they come to visit.

D. Oaks of Vimy

CAO Dan Best is working on the Vimy Oak Forest project.

7. Adjournment

Motion: 10-2017
Moved: G. Nicholson
Seconded: C. Hebert

That the South Huron Communities in Bloom Committee hereby adjourns at 7:45 p.m., to meet again on September 6, 2017 at 6:30 p.m. in the Verity Room, Olde Town Hall or at the Call of the Chair.

Disposition: Carried

Cathy Seip, Chair

David Atthill, Recording Secretary



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

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

Deeming By-law Amendment Report to Municipality of South Huron Council

Re: Deeming By-law Application for Plan 376 Lots 804 & 805 ad Plan 376 Lots 806 & 807, Exeter Ward, Municipality of South Huron

Applicant: Libro Credit Union c/o James Brown
 Owner: Gerald and Alice MacLean

RECOMMENDATION

It is recommended that the Deeming By-law **be approved**.

PURPOSE AND EFFECT

The subject property is Plan 376 Lots 804 & 805 and Lots 806 & 807, Exeter, Exeter Ward, Municipality of South Huron. The applicant is requesting that the two subject properties be deemed into one legally conveyable lot, under common ownership. Approval of a deeming by-law consolidates individual lots into one parcel of land.

A 'deeming by-law' removes lands (or blocks) from a registered plan of subdivision, providing the plan of subdivision has been registered for more than 8 years. This tool can also be used to deem parts of a plan of subdivision where lots are abutting and registered in the same name. The result is that the subdivision or specific lots are put "out of order" and lots in the same ownership could not be sold separately until Council repeals the by-law.

Lots 804 & 805 and Lots 806 & 807 are abutting lots registered in the same name and the subdivision has been registered for longer than 8 years. The applicant's owner has also provided PIN materials and property information that confirm no previous mergings have occurred on the subject lands. Therefore, Council can pass a deeming by-law for this property which will ensure that lots 804 & 805 and Lots 806 & 807 are considered as one building lot. It is understood the intention is to use the subject lands for a financial institution. A concurrent Zoning By-law amendment application was submitted to South Huron Council for the subject lands for consideration. A public meeting was held at the May 15, 2017 Council Meeting; the zoning request to add a "financial institution" through a

special C5-13 (Highway Commercial Special Provisions) was approved through By-law #29-2017.

It is recommended this deeming by-law be approved as it will facilitate the construction of the proposed financial institution on the subject lands.

It is recommended that the request for deeming **be approved**.

Figure 1. Subject lands under Deeming application and By-law.



Figure 2. View of Subject lands under Deeming application and By-law.



Sincerely,

“original signed by”

Sarah Martin, BES

Planner

Consent Application Report – File # B16/2017

Owner: 2422579 Ontario Inc.	Date: August 21, 2017
Applicant: Keith I. McLean, Solicitor	
Property Address: 70732 London Road, Usborne Ward	
Property Description: <i>Parcel to be retained: Usborne Con 1 PT Lot 14 and RP 22R66 Parts 3 to 5</i> <i>Parcel to be severed: North part of Usborne Con 1 PT Lot 14 and RP 22R66 Parts 3 to 5</i> <i>Parcel to which severed will be added: Conc 1 Pt Lot 14 as RP 22R66 Parts 6 to 15 (70740 London Road)</i>	

Recommendation:

That provisional consent be:

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

Purpose:

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

	Area	Official Plan Designation	Zoning
Severed:	231.8 sq.m	Highway Commercial	HC1-2
Retained:	3820.63 sq.m	Highway Commercial	HC1-2

Review: This application:

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

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

Agency/Public Comments:

	Not Received or N/A	No Concerns	Comments/See Conditions
Conservation	√		

Consent Application Report – File # B16/2017

Authority			
Neighbours/Public	√		
Huron County Health Unit	√		
South Huron Staff			√

Purpose:

The purpose of this application is to enlarge 70740 London Road, an existing Highway Commercial lot in the south of Exeter, Usborne Township, Municipality of South Huron. The proposed severed portion of land is currently vacant and is approximately 231.8 sq.m in area. The proposed severed parcel is approximately 4.93m x 46.93m (based on applicant measurements). If approved the severed lands will be added to the abutting lands described as Con 1 Pt Lot 14 AS RP 22R66 Parts 6-15, municipally known as 70740 London Road. The lands to which the severed parcel are proposed to be added to currently operate as part of the Hamather Motor Products automobile dealership. The intent of this consent is to square up property boundaries between the existing lots in this area of town.

This consent application was submitted concurrently with files B15, B17 and B18 of 2017. These applications are proposed to square up the rear lot lines of the automobile dealership lots and bring them into conformity with the South Huron Official Plan for lands designated Highway Commercial.

Official Plan Policies:

The subject lands are designated Highway Commercial, in the South Huron Official Plan. Highway Commercial uses are meant to serve the travelling public and include auto dealers, and other commercial services. The proposed severed parcel will be added to an existing Highway Commercial use that functions as an automobile dealer. The retained lands will also function as a part of the existing auto dealer under the Highway Commercial designation.

The subject lands are included in the Exeter Settlement area in the South Huron Official Plan. Land division in Settlement Areas is subject to Section 13.3.4.1 of the South Huron Official Plan, which permits severances for lot enlargement purposes. No new lots are proposed in this application, and the lands will continue to be used for Highway Commercial uses. The application proposes no changes or extensions to existing services, the lot to be enlarged fronts on an open and maintained road, no additional traffic hazards will result, and this severance does not hinder or restrict existing and/or future development. Highway Commercial lands are subject to Site Plan Control; any works on the lands to be enlarged will be required to go through the formal Site Plan Control process.

Zoning By-law

The area proposed to be severed is zoned HC1-2 (Highway Commercial Special Provisions) in the Township of Usborne Zoning By-law. The lands to which the severed parcel are to be added are zoned HC1 (Highway Commercial) which permit the existing automobile dealership. The proposed severed parcel is vacant, but a condition of consent to rezone the severed parcel to HC1 will be

Consent Application Report – File # B16/2017

required to match the existing zoning and intended use of the parcel. The retained lands are zoned and will remain HC1-2; no zoning changes are required for the retained lands.

Based on the figures submitted by the applicant, the exact changes would be as follows:

Parcel A – To be enlarged (70740 London Road)

	HC1 Zone Requirements	Before Severance	After Severance
Lot Area	1400 sq.m	5,989.34 sq.m (1.48 ac)	6,215.14 sq.m (1.53 ac)
Lot Frontage	23 m	50m	50m
Side Yard (South)	4.5 m	0m to existing building	4.93 m bringing lot into conformity with ZBL

Parcel B – To be retained (70732 London Road)

	HC1-2 Zone Requirements	Before Severance	After Severance
Lot Area	1400 sq.m	4,046.85 sq.m (1 ac)	3815.05 sq.m (0.94 ac)
Lot Frontage	23 m	38m	38m
Side Yard	4.5 m	N/A no buildings or structures	N/A no buildings or structures

Figure 1. Aerial View of Subject Lands



Consent Application Report – File # B16/2017

Figure 2 and 3. View of Lands to be severed



Consent Application Report – File # B16/2017

Summary:

It is recommend that this lot enlargement severance application be **approved** because it meets the intent of the Provincial Policy Statement, South Huron Official Plan and Township of Usborne Zoning By-law.

Sincerely,

“original signature in file”

August 21, 2017

Sarah Martin, B ES

Date

Date of Site Inspection: August 4, 2017

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

Expiry Period

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

Municipal Requirements

2. Any and all monies owed to the Municipality must be paid in full, which may include but are not limited to servicing connections, cash-in-lieu of park dedication, property maintenance, water and wastewater charges, garbage and recycling charges, property taxes, compliance with zoning by-law provisions for structures etc.
 - a) All property taxes be paid in full up to the date of the granting of this consent.

Survey/Reference Plan or Registerable Description

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

Zoning

4. Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.
 - a) Severed parcel must be rezoned to reflect current zoning on lands severed parcel is to be added to.

Storm Water and Drainage

5. Any tile drains crossing between the severed and retained parcel be cut and re-routed to the satisfaction of the Municipality of South Huron.

Consent Application Report – File # B16/2017**Merging**

6. The severed land merge on title with the abutting property to the north (70740 London Road, Osborne Ward) currently in the ownership of Hamather Motor Products Ltd. upon issuance of the certificate under Section 53(42) of the Planning Act, RSO 1990, as amended.
7. A firm undertaking is to be provided from the solicitor acting for the parties indicating that the severed land and the abutting properties to the North (70740 London Road) and North (70736 London Road) be consolidated into one P.I.N. under the Land Titles system. Note: in the case where a title search has been completed and it has been determined that the severed/retained lands are registered in two different systems (e.g. the Registry or Land Titles system) and a consolidation is not possible then notice will be required to be registered in both systems indicating that the parcels have merged with one another and is considered to be one parcel with respect to Section 50 (3) or (5) of the Planning Act, R.S.O. 1990, C P.13 as amended.
8. Section 50(5) of the Planning Act, RSO 1990, as amended, applies to any subsequent conveyance or transaction of the retained land.

Consent Application Report – File # B17/2017

Owner: 2514421 Ontario Inc.	Date: August 21, 2017
Applicant: Keith I. McLean, Solicitor	
Property Address: 50 Norwood Village, Usborne Ward	
Property Description: <i>Parcel to be retained: Conc 1 PT Lot 15 Subject to Easement (50 Norwood Village)</i> <i>Parcel to be severed: West Part of Conc 1 PT Lot 15 Subject to Easement (50 Norwood Village)</i> <i>Parcel to which severed will be added: Conc 1 Pt Lot 14 and RP 22R66 Parts 3 to 5 (70732 London Road)</i>	

Recommendation:

That provisional consent be:

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

Purpose:

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

	Area	Official Plan Designation	Zoning
Severed:	0.11497 ha	Highway Commercial and Residential	D
Retained:	12.75 ha	Highway Commercial and Residential	D and R4

Review: This application:

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

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

Consent Application Report – File # B17/2017

Agency/Public Comments:

	Not Received or N/A	No Concerns	Comments/See Conditions
Conservation Authority	√		
Neighbours/Public	√		
Huron County Health Unit	√		
South Huron Staff			√

■

Purpose:

The purpose of this application is to enlarge 70732 London Road, an existing Highway Commercial lot in the south of Exeter, Usborne Township, Municipality of South Huron. The proposed severed portion of land is currently vacant and is approximately 0.11497 ha in area. The proposed severed parcel is approximately 38.1m x 30.175m (based on applicant measurements). If approved the severed lands will be added to the abutting lands described as Conc 1 Pt Lot 14 and RP 22R66 Parts 3 to 5, municipally known as 70732 London Road. The lands to which the severed parcel are proposed to be added to currently operate as part of the Hamather Motor Products automobile dealership. The intent of this consent is to square up property boundaries between the existing lots in this area of town. This consent application was submitted concurrently with files B15, B16 and B18 of 2017. These applications are proposed to square up the rear lot lines of the automobile dealership lots and bring them into conformity with the South Huron Official Plan for lands designated Highway Commercial.

Official Plan Policies:

The subject lands are designated Highway Commercial and Residential, in the South Huron Official Plan. Highway Commercial uses are meant to serve the travelling public and include auto dealers, and other commercial services. The retained lands will remain under their current Official Plan designation and are slated for future development. No changes are proposed to the retained lands Official Plan designation. The proposed severed parcel will be added to an existing Highway Commercial use that functions as an automobile dealer.

The subject lands are included in the Exeter Settlement area in the South Huron Official Plan. Land division in Settlement Areas is subject to Section 13.3.4.1 of the South Huron Official Plan, which permits severances for lot enlargement purposes. No new lots are proposed in this application, and the lands will continue to be used for Highway Commercial uses. The application proposes no changes or extensions to existing services, the lot to be enlarged fronts on an open and maintained road, no additional traffic hazards will result, and this severance does not hinder or restrict existing and/or future development. Highway Commercial lands are subject to Site Plan Control; any works on the lands to be enlarged will be required to go through the formal Site Plan Control process.

Consent Application Report – File # B17/2017

Zoning By-law

The area proposed to be severed is zoned D (Development) in the Township of Usborne Zoning By-law. The lands to which the severed parcel are to be added are zone HC1-2 (Highway Commercial Special Provisions) which permit the existing automobile dealership. The proposed severed parcel is vacant, but a condition of consent to rezone the severed parcel to HC1-2 will be required to match the existing zoning and intended use of the parcel. The retained lands are zoned and will remain D; no zoning changes are required for the retained lands.

Based on the figures submitted by the applicant, the exact changes would be as follows:

Parcel A – To be enlarged (70732 London Road)

	HC1-2 Zone Requirements	Before Severance	After Severance
Lot Area	1400 sq.m	4046.8 sq.m (1 ac)	5196.49 sq.m (1.28 ac)
Lot Frontage	23 m	38m	38m
Side Yard (South)	4.5 m	No change (vacant)	No change (vacant)

Parcel B – To be retained (50 Norwood Village)

No Changes are proposed to retained lands zoned R4. Lands to be retained include portion zoned D (Development). There are no zone provisions for this zone under the Township of Usborne Zoning By-law.

Figure 1. Aerial View of Subject Lands



Figure 2 and 3. View of Lands to be severed



Consent Application Report – File # B17/2017

Summary:

It is recommend that this lot enlargement severance application be **approved** because it meets the intent of the Provincial Policy Statement, South Huron Official Plan and Township of Usborne Zoning By-law.

Sincerely,

“original signature in file”

August 21, 2017

Sarah Martin, B ES

Date

Date of Site Inspection: August 4, 2017

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

Expiry Period

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

Municipal Requirements

2. Any and all monies owed to the Municipality must be paid in full, which may include but are not limited to servicing connections, cash-in-lieu of park dedication, property maintenance, water and wastewater charges, garbage and recycling charges, property taxes, compliance with zoning by-law provisions for structures etc.
 - a) All property taxes be paid in full up to the date of the granting of this consent.

Survey/Reference Plan or Registerable Description

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

Zoning

4. Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.
 - a) Severed parcel must be rezoned to reflect current zoning on lands severed parcel is to be added to.

Consent Application Report – File # B17/2017**Storm Water and Drainage**

5. Any tile drains crossing between the severed and retained parcel be cut and re-routed to the satisfaction of the Municipality of South Huron.

Merging

6. The severed land merge on title with the abutting property to the west (70732 London Road, Osborne Ward) currently in the ownership of 2422579 Ontario Inc. upon issuance of the certificate under Section 53(42) of the Planning Act, RSO 1990, as amended.
7. A firm undertaking is to be provided from the solicitor acting for the parties indicating that the severed land and the abutting properties to the West (70732 London Road) be consolidated into one P.I.N. under the Land Titles system. Note: in the case where a title search has been completed and it has been determined that the severed/retained lands are registered in two different systems (e.g. the Registry or Land Titles system) and a consolidation is not possible then notice will be required to be registered in both systems indicating that the parcels have merged with one another and is considered to be one parcel with respect to Section 50 (3) or (5) of the Planning Act, R.S.O. 1990, C P.13 as amended.
8. Section 50(5) of the Planning Act, RSO 1990, as amended, applies to any subsequent conveyance or transaction of the retained land.

Consent Application Report – File # B18/2017

Owner: 2514421 Ontario Inc.	Date: August 21, 2017
Applicant: Keith I. McLean, Solicitor	
Property Address: 50 Norwood Village, Usborne Ward	
Property Description: <i>Parcel to be retained: Conc 1 PT Lot 15 Subject to Easement (50 Norwood Village)</i> <i>Parcel to be severed: West Part of Conc 1 PT Lot 15 Subject to Easement (50 Norwood Village)</i> <i>Parcel to which severed will be added: Conc 1 Pt Lot 14 (70740 London Road)</i>	

Recommendation:

That provisional consent be:

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

Purpose:

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

	Area	Official Plan Designation	Zoning
Severed:	0.17 ha	Highway Commercial and Residential	D
Retained:	12.69 ha	Highway Commercial and Residential	D and R4

Review: This application:

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

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

Consent Application Report – File # B18/2017

Agency/Public Comments:

	Not Received or N/A	No Concerns	Comments/See Conditions
Conservation Authority	√		
Neighbours/Public	√		
Huron County Health Unit	√		
South Huron Staff			√

■

Purpose:

The purpose of this application is to enlarge 70704 London Road, an existing Highway Commercial lot in the south of Exeter, Usborne Township, Municipality of South Huron. The proposed severed portion of land is currently vacant and is approximately 0.17 ha in area. The proposed severed parcel is irregular in shape. If approved the severed lands will be added to the abutting lands described as Conc 1 Pt Lot 14, municipally known as 70704 London Road. The lands to which the severed parcel are proposed to be added to currently operate as part of the Hamather Motor Products automobile dealership. The intent of this consent is to square up property boundaries between the existing lots in this area of town. This consent application was submitted concurrently with files B15, B16 and B17 of 2017. These applications are proposed to square up the rear lot lines of the automobile dealership lots and bring them into conformity with the South Huron Official Plan for lands designated Highway Commercial.

Official Plan Policies:

The subject lands are designated Highway Commercial and Residential, in the South Huron Official Plan. Highway Commercial uses are meant to serve the travelling public and include auto dealers, and other commercial services. The retained lands will remain under their current Official Plan Residential designation and are slated for future development. No changes are proposed to the retained lands Official Plan designation. The proposed severed parcel will be added to an existing Highway Commercial use that functions as an automobile dealer.

The subject lands are included in the Exeter Settlement area in the South Huron Official Plan. Land division in Settlement Areas is subject to Section 13.3.4.1 of the South Huron Official Plan, which permits severances for lot enlargement purposes. No new lots are proposed in this application, and the lands will continue to be used for Highway Commercial uses. The application proposes no changes or extensions to existing services, the lot to be enlarged fronts on an open and maintained road, no additional traffic hazards will result, and this severance does not hinder or restrict existing and/or future development. Highway Commercial lands are subject to Site Plan Control; any works on the lands to be enlarged will be required to go through the formal Site Plan Control process.

Zoning By-law

The area proposed to be severed is zoned D (Development) in the Township of Usborne Zoning By-law. The lands to which the severed parcel are to be added are zone HC1-1 (Highway

Consent Application Report – File # B18/2017

Commercial Special Provisions) which permit the existing automobile dealership. The proposed severed parcel is vacant, but a condition of consent to rezone the severed parcel to HC1-1 will be required to match the existing zoning and intended use of the parcel. The retained lands are zoned and will remain D; no zoning changes are required for the retained lands.

Based on the figures submitted by the applicant, the exact changes would be as follows:

Parcel A – To be enlarged (70704 London Road)

	HC1-1 Zone Requirements	Before Severance	After Severance
Lot Area	1400 sq.m	13,718.84 sq.m (3.39ac)	15,418.52 sq.m (3.81 ac)
Lot Frontage	23 m	118m	118m
Rear Yard	7.5 m	29.95m	37.16m

Parcel B – To be retained (50 Norwood Village)

- No Changes are proposed to retained lands zoned R4.
- Lands to be retained include portion zoned D (Development). There are no zone provisions for this zone under the Township of Usborne Zoning By-law.

Figure 1. Aerial View of Subject Lands



Figure 2 and 3. View of Lands to be severed



Consent Application Report – File # B18/2017

Summary:

It is recommend that this lot enlargement severance application be **approved** because it meets the intent of the Provincial Policy Statement, South Huron Official Plan and Township of Usborne Zoning By-law.

Sincerely,

“original signature in file”

August 21, 2017

Sarah Martin, B ES

Date

Date of Site Inspection: August 4, 2017

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

Expiry Period

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

Municipal Requirements

2. Any and all monies owed to the Municipality must be paid in full, which may include but are not limited to servicing connections, cash-in-lieu of park dedication, property maintenance, water and wastewater charges, garbage and recycling charges, property taxes, compliance with zoning by-law provisions for structures etc.
 - a) All property taxes be paid in full up to the date of the granting of this consent.

Survey/Reference Plan or Registerable Description

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

Zoning

4. Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.
 - a) Severed parcel must be rezoned to reflect current zoning on lands severed parcel is to be added to.

Storm Water and Drainage

5. Any tile drains crossing between the severed and retained parcel be cut and re-routed to the satisfaction of the Municipality of South Huron.

Consent Application Report – File # B18/2017**Merging**

6. The severed land merge on title with the abutting property to the west (70704 London Road, Osborne Ward) currently in the ownership of Huron Motor Products Ltd. upon issuance of the certificate under Section 53(42) of the Planning Act, RSO 1990, as amended.
7. A firm undertaking is to be provided from the solicitor acting for the parties indicating that the severed land and the abutting properties to the West (70704 London Road) be consolidated into one P.I.N. under the Land Titles system. Note: in the case where a title search has been completed and it has been determined that the severed/retained lands are registered in two different systems (e.g. the Registry or Land Titles system) and a consolidation is not possible then notice will be required to be registered in both systems indicating that the parcels have merged with one another and is considered to be one parcel with respect to Section 50 (3) or (5) of the Planning Act, R.S.O. 1990, C P.13 as amended.
8. Section 50(5) of the Planning Act, RSO 1990, as amended, applies to any subsequent conveyance or transaction of the retained land.

Consent Application Report – File # B46/2017

Owner: Brian Miller	Date: August 21, 2017
Applicant: Brian Miller	
Property Address: 41167 Line 17	
Property Description: Conc Northeast BDY Lot 24, Lot 25, Usborne, Municipality of South Huron	

Recommendation:

That provisional consent be:

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

Purpose:

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

Area Severed: 1.0 ha (2.47 acres)	Official Plan Designation: Agriculture	Zoning: AG1
Area Retained: 52 ha (128.49 acres)	Official Plan Designation: Agriculture and Watercourse	Zoning: AG1 and NE1

Review: This application:

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

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

Agency/Public Comments:

	Not Received or N/A	No Concerns	Comments/Conditions
Conservation Authority (ABCA)		✓	
Neighbours/Public	None received		6 Letters of support submitted as part of application.
Huron County Highways	N/A		

Consent Application Report – File # B46/2017

Huron County Health Unit		✓	See conditions.
South Huron Staff			See conditions.

Figure 1: Aerial of Subject Property. Retained Parcel identified in Yellow. Severed Parcel identified in Red.



Figure 2: Aerial of land to be severed



Consent Application Report – File # B46/2017***Purpose:***

The applicant is seeking the severance of a portion of an existing agricultural farm parcel in the Township of Usborne for residential purposes; the intent will be for a new residential dwelling on the severed parcel.

The subject lands include agricultural farmland, an old barn and shed. It is understood a residential farmhouse dwelling was located on this parcel of land approximately 12 years ago but was demolished and the foundation and related services were removed from the site.

The subject lands are designated Agriculture in the Huron County Official Plan and Agriculture and Watercourse in the South Huron Official Plan. This request will be reviewed under policies for land division in Prime Agricultural areas through review of applicable policies in the Provincial Policy Statement, Huron County Official Plan and South Huron Official Plan.

Figure 3 and 4: Demolished Dwelling location.



Figure 5: Existing Agricultural Accessory Structures on land proposed to be severed.



Provincial Policy Statement

Under the Provincial Policy Statement prime agricultural areas are to be protected for long-term use for agriculture. In the agricultural areas all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected. Lot creation in prime agricultural areas is discouraged and may only be permitted for agricultural uses, agricultural related uses, and where a residence is considered surplus to a farming operation as a result of farm consolidation per Policy 2.3.4.1(c). The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 2.3.4.1(c) where there is an existing residence that is considered surplus to a farming operation. In regard to the subject consent application; there is no residential dwelling present on the subject lands so this application does not meet the criteria for surplus dwelling severance.

Huron County Official Plan

Under the Huron County Official Plan Agricultural lands are recognized as a prime resource in Huron County and the promotion and protection of same is a prime policy and objective in Huron County. Lot creation in prime agricultural areas is discouraged, and will only be permitted for agricultural uses, minor lot boundary adjustments, infrastructure or public service utilities, or where an existing dwelling is considered surplus to a farm operator through farm consolidation. Local Municipalities may choose to develop policies for severance of an existing dwelling considered surplus to a farm operator through farm consolidation, and shall meet or exceed the following criteria:

- a) The residence must be a minimum of 15 years old or has immediately replaced one of a series of habitable residences which were built a minimum of 15 years ago or replaces a house accidentally destroyed by fire or natural disaster.

Consent Application Report – File # B46/2017

- b) The residence is habitable, as determined by the Chief Building Official, and is intended to be used as a primary residence.
- c) A new residence is prohibited (through zoning) on any remnant parcel of farmland created by a surplus residence severance.
- d) The area of farmland attached to the surplus house is kept to a minimum size needed for residential purposes, taking into consideration water and sewage services and environmental and topographic features.
- e) Minimum Distance Separation (MDS) formula requirements are met to the surplus house if barn(s) exist on the retained farmlands. MDS does not apply to existing barns on separately titled lots.
- f) There has been no previous separation of land for residential purposes from the farm property as it existed on June 28, 1973, other than in a settlement area.
- g) The retained lands are a minimum of 19 hectares unless merged with an abutting farm. h) Where the residence is within 300 metres of an existing aggregate operation or aggregate deposit, an assessment of potential impacts may be required (See Section 5.3.10)

On review of the proposal, there is no dwelling present (and evidence of same has been removed from the site) to meet the requirements for a dwelling considered surplus through farm consolidation. The subject consent in theory seeks a vacant agricultural parcel for residential purposes which is not supported through Huron County Official Plan policies.

South Huron Official Plan Policies

The subject lands are designated Agriculture and Watercourse in the South Huron Official Plan. The area proposed for severance is designated Agriculture. Under the South Huron Official Plan Land Division Policies in Section 13, clear direction outlines severances permitted in the Agricultural area:

1. Where the land being conveyed or retained is for agricultural purposes, a consent may be granted where both the severed and retained parcels respect the need for long term agricultural flexibility. In this case minimum lot size of 38 hectares is required for severed and retained and agriculture must be the intended use of the lands.
2. The division of a 60 hectare farm parcel into two farm parcels may be permitted. Both the severed and retained parcels will have a minimum size of 20ha.
3. Agriculture-related commercial uses or agricultural-related industrial uses.
4. The South Huron Official Plan states that “consents will not be allowed which have the effect of creating a use not directly related to agriculture. Non-farm rural residential lots will not be allowed.

Under Policy Section 13.3.1.1 the South Huron Official Plan does permit severances of surplus dwellings where a dwelling is acquired through farm consolidation and is surplus to the needs of the farm operation. An existing dwelling may be severed subject to meeting all of the following criteria. This application is reviewed per the same policies.

South Huron Surplus Residence Criteria	Subject Application Compliance with Criteria
<i>House is surplus to a farm operator</i>	No. There is no residential dwelling on this parcel of land so there is no house to be considered surplus.

Consent Application Report – File # B46/2017

	There is no residence so this policy is not met .
<i>House is at least 15 years old or replaces a house that was 15 years old.</i>	No. There is no house on the subject lands. A farmhouse did exist, but the applicant has noted the house, foundation and related services were demolished 12 years ago. There is no residence so this policy is not met .
<i>The residence is habitable and intended to be used as a residence.</i>	No. There is no residence so this policy is not met .
<i>The area of farmland is kept to a minimum needed for residential purposes.</i>	The proposed severed parcel includes approximately 1ha of agricultural land but includes no existing residential dwelling. There is no residence so this policy is not met .
<i>MDS requirements are met where barns on neighbouring farms are ≥ 100 Nutrient Units</i>	MDS data sheets were submitted for this consent. MDS requirements to nearby livestock operations would be met for the proposed severed parcel. Therefore this policy is met.
<i>There has been no previous separation of land for residential purposes as it existed on June 28, 1973.</i>	No Therefore this policy would be met.
<i>The retained lands are a minimum of 19 hectares unless merged with an abutting farm property.</i>	The proposed retained lands are approximately 52 hectares. Therefore this policy would be met.
<i>Where residence is within 300m of an aggregate operation or deposit an assessment of potential impact may be required.</i>	The residence is not within 300m of an aggregate operation or deposit. Therefore this policy would be met.

In review of the above criteria set out in the South Huron Official Plan the subject proposal does not meet all policies required to seek division of land under the Surplus Dwelling Residential policies. In the view of the Official Plan there is no residence on the subject lands, nor has the demolished residence been replaced by a new residence. Therefore the policy for surplus dwelling severance are not met and the consent is not in compliance with South Huron Official Plan policies. Further, the proposed severance also contemplates the severance of a vacant parcel intended for residential purposes which is not permitted under the South Huron Official Plan, Huron County Official Plan or Provincial Policy statement.

Summary:

The proposed consent is not consistent with applicable planning policy. It is recommended that this severance application **be refused** as it does not meet the requirements for severance of land in the agricultural area in the Provincial Policy Statement, Huron County Official Plan or South Huron Official Plan.

Consent Application Report – File # B46/2017

Sincerely,

Original signed by
Sarah Smith, B ES

August 21, 2017
Date

Date of Site Inspection: August 4, 2017

Should South Huron Council choose to recommend this application for approval by the County of Huron, the conditions below would be recommended:

Expiry Period

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

Municipal Requirements

2. Any and all monies owed to the Municipality must be paid in full, which may include but are not limited to servicing connections, cash-in-lieu of park dedication, property maintenance, water and wastewater charges, garbage and recycling charges, property taxes, compliance with zoning by-law provisions for structures etc.
3. 911 addressing for the subject lands be dealt with to the satisfaction of the Municipality.
4. The sum of \$500.00 be paid to the Municipality as cash-in-lieu of parkland.

Survey/Reference Plan or Registerable Description

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

Zoning

6. Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.
7. The severed land be rezoned to the appropriate zone, e.g., Small Agricultural Holding (AG4), to the satisfaction of the Municipality.
8. The retained land be rezoned to the appropriate zone, e.g., General Agriculture – Special Exception (AG1-Special) to prohibit a residence, to the satisfaction of the Municipality.

Consent Application Report – File # B46/2017

Storm Water and Drainage

9. Any tile drains crossing between the severed and retained parcel be cut and re-routed to the satisfaction of the Municipality of South Huron.

Note:

10. Other development and/or servicing requirements as deemed necessary to service or develop the subject lands are the sole responsibility of the applicant (this may include but not be limited to septic, water, access, building permit etc.).

Dear Neighbours,

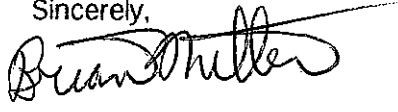
We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot


- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.


Sincerely,


Brian Miller
(Land Owner)


Maggie Miller


James Acs

By signing this letter you are showing your support in favour of us severing the lot of land from the farm property. We will be taking the letters to a South Huron Council meeting this summer with the intention of proceeding with the severance.


Name
Henk Veldman


Date

Dear Neighbours,

We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot

- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

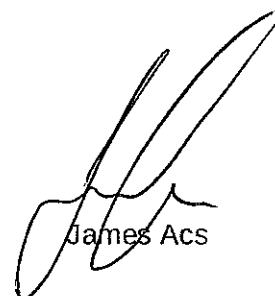
Sincerely,



Brian Miller
(Land Owner)

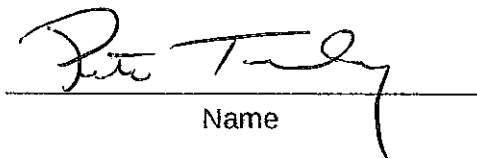


Maggie Miller



James Acs

By signing this letter you are showing your support in favour of us severing the lot of land from the farm property. We will be taking the letters to a South Huron Council meeting this summer with the intention of proceeding with the severance.



Name

Pete Tuckey

June 16/2017

Date

Dear Neighbours,

We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot

- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

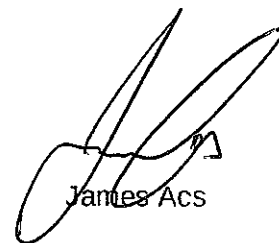
Sincerely,



Brian Miller
(Land Owner)

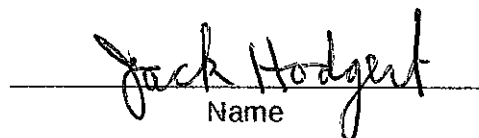


Maggie Miller



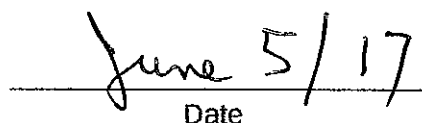
James Acs

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Name

Jack Hodgert



Date

Dear Neighbours,


We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot


- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

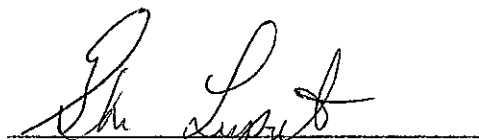
Sincerely,


Brian Miller
(Land Owner)


Maggie Miller


James Acs

By signing this letter you are showing your support in favour of us severing the lot of land from the farm property. We will be taking the letters to a South Huron Council meeting this summer with the intention of proceeding with the severance.


Name
Glen Lamport

June 13/2017
Date

Dear Neighbours,

We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot

- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

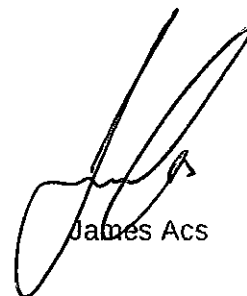
Sincerely,



Brian Miller
(Land Owner)

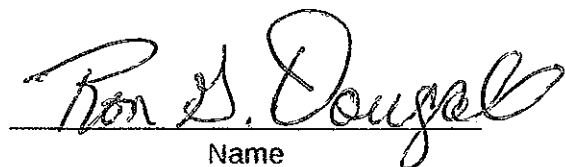


Maggie Miller



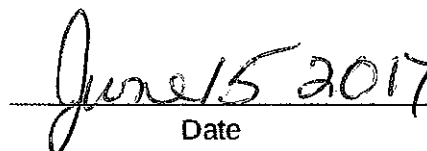
James Acs

By signing this letter you are showing your support in favour of us severing the lot of land from the farm property. We will be taking the letters to a South Huron Council meeting this summer with the intention of proceeding with the severance.



Name

Ron Dougall



Date

Dear Neighbours,

We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot

- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

Sincerely,



Brian Miller
(Land Owner)

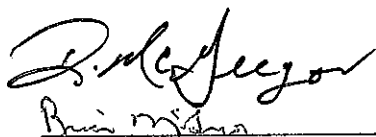


Maggie Miller



James Acs

By signing this letter you are showing your support in favour of us severing the lot of land from the farm property. We will be taking the letters to a South Huron Council meeting this summer with the intention of proceeding with the severance.



Name

Brian and Diane McGregor

Feb 21/17

Date

Dear Neighbours,

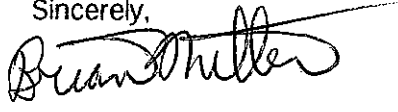
We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot


- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.


Sincerely,


Brian Miller
(Land Owner)


Maggie Miller


James Acs

By signing this letter you are showing your support in favour of us severing the lot of land from the farm property. We will be taking the letters to a South Huron Council meeting this summer with the intention of proceeding with the severance.



Name
Henk Veldman



Date

Dear Neighbours,

We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot

- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

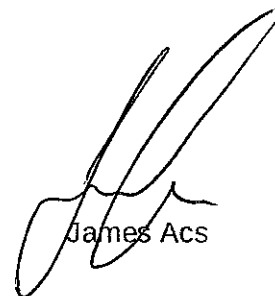
Sincerely,



Brian Miller
(Land Owner)

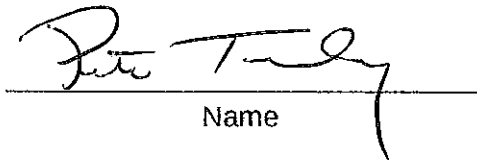


Maggie Miller



James Acs

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Name

Pete Tuckey

June 16/2017

Date

Dear Neighbours,

We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

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- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
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- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

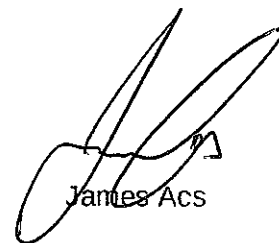
Sincerely,



Brian Miller
(Land Owner)

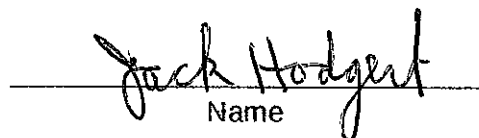


Maggie Miller



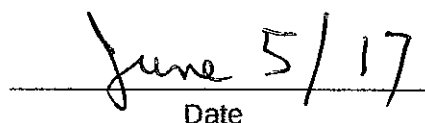
James Acs

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Name

Jack Hodgert



Date

Dear Neighbours,


We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

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- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

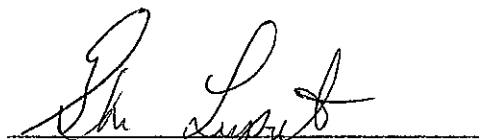
Sincerely,


 Brian Miller
 (Land Owner)


 Maggie Miller


 James Acs

By signing this letter you are showing your support in favour of us severing the lot of land from the farm property. We will be taking the letters to a South Huron Council meeting this summer with the intention of proceeding with the severance.


 Name
 Glen Lamport

June 13/2017
 Date

Dear Neighbours,

We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot

- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

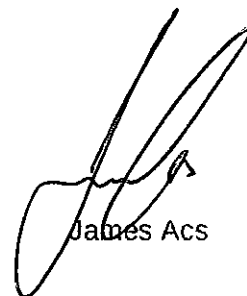
Sincerely,



Brian Miller
(Land Owner)

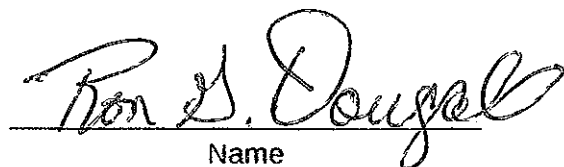


Maggie Miller



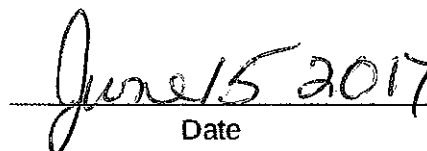
James Acs

By signing this letter you are showing your support in favour of us severing the lot of land from the farm property. We will be taking the letters to a South Huron Council meeting this summer with the intention of proceeding with the severance.



Name

Ron Dougall



Date

Dear Neighbours,

We are asking for your support in severing a lot from my farm. Recently my niece and her partner James have been searching for a house in the area. They would like to build a home on my farm and as a result have applied to sever the lot my house was on (12 years ago) in order to build a home of their own. According to the severance process as outlined by the municipality, a new house would have had to have been built on the lot within a certain time frame of the fire. Unfortunately we were not aware of this condition until we started the application process. Below is some information the proposed lot.

About the Lot

- The proposed lot would be in compliance with Huron County's regulations in regard to the Minimum Distance of Separation
- We would use the property as residential space, not for livestock
- Our proposed severance cuts on an angle at the back of the lot to minimize agricultural land loss
- A house had been on the lot for approximately 100 years and therefore has been maintained as a residential lot for over 100 years
- Maggie and James are a young hardworking couple who will contribute to South Huron's tax base for many years to come

I appreciate your support in this matter.

Sincerely,



Brian Miller
(Land Owner)

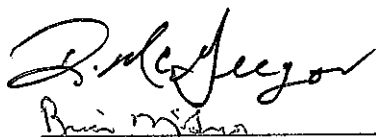


Maggie Miller



James Acs

By signing this letter you are showing your support in favour of us severing the lot of land from the farm property. We will be taking the letters to a South Huron Council meeting this summer with the intention of proceeding with the severance.



Name

Brian and Diane McGregor

Feb 21/17

Date



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Sandy Becker, Financial Services
Manager/Treasurer**
Date: August 21 2017
Report: FIN.17.18
Subject: 2018 Budget Process and Schedule

Recommendations:

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: 2018 Budget Process and Schedule;

And that South Huron Council endorse, in principle the 2018 Budget guiding principles as outlined in this report;

And that South Huron Council approves the 2018 Budget Schedule as presented.

Purpose:

The purpose of this report is to provide information regarding the 2018 Budget process and seek Council's endorsement of the proposed guiding principles, as well as to confirm dates for budget deliberations.

Background and Analysis:

The Municipality of South Huron continually strives to improve its budget process and implement communication strategies to engage residents and garner feedback on the budget.

Budget Process:

Staff from all departments work collaboratively in assessing the resource allocation, service levels and strategic goals for the upcoming year. Department Heads complete a line-by-line review prioritizing operational needs and infrastructure projects, identifying and incorporating efficiencies and strategic initiatives. Finance review and consolidation of department submissions is then completed. The CAO and Treasurer complete a detailed departmental review with each respective Department Head. This process typically begins several months prior to its presentation to Council.

It is proposed that the draft 2018 Budget be developed on the assumption that the base budget will continue to provide a comparable level of service to that which was provided in 2017.

The 2017 audited financial statements confirmed a tightly managed budget in 2017 with a small year-end surplus position. As such, staff are recommending that the 2018 budget primarily focus on the maintenance of existing programs and services. It is important that the budget reflect the best use of existing resources to maintain the high quality programs and services and at the same time ensuring value for money for the residents. In preparing the draft budget all areas will be reviewed to ensure the budgets are reasonably aligned with actual revenue and cost projections.

Along with the 2018 capital budget projections, an outlook for the years 2019 – 2022 will also be presented which will facilitate with the development of a long term financial strategy, including cash requirements and reserve forecasts which may allow for longer term and higher yielding investments.

Guiding principles:

The endorsement of guiding principles will ensure that staff are focused in preparing a draft budget that is consistent with Council's objectives. The guiding principles for 2018 are proposed to be generally the same as those used in 2017 and are as follows;

- maintain core programs and services to residents comparable to that provided in 2017
- priority focus on strategic plan objectives
- provision for COLA as defined in the pay administration policy
- increased funding for asset management renewal and replacement
- continued focus on community engagement, including Public Open House and Presentation meeting
- adjustments to meet required statutory or legislated changes
- increases in both revenues and expenditures to accommodate any growth in the community

Proposed timeline:

The proposed timeline for the development and approval of the 2018 Budget will enable timely implementation of programs and services as well as cost saving opportunities for capital projects.

2018 Proposed Budget Schedule			
Action/Event	Date	Time	Location
Department preparation of preliminary budget Finance review and consolidation of department submissions	August-September		
CAO and Treasurer review with Department Heads Preparation of draft budget for Council/public review	October		
Budget Committee #1 - Budget Process Overview and Direction	Sept 5, 2017	1:00 - 4:00	Carling Room
Budget Committee #2 - Preliminary Overview of proposed 2018 budget	Oct 31, 2017	1:00 - 4:00	Carling Room
Public Open House & Presentation	Nov 7, 2017	6:00 - 8:00	South Huron Recreation Centre
Budget Committee Meeting #3 - Budget Deliberations	Nov 14, 2017	4:00 - 7:00	Carling Room
Budget Committee Meeting #4 - Budget Deliberations	Nov 28, 2017	9:00 - 4:00	Carling Room
Approval and Adoption of 2018 Budget at Council Meeting	Dec 18, 2017		Council Chambers

Adoption of the above meeting schedule would provide the most open and transparent process by providing advanced notification to stakeholders. However, with proper notification, meeting dates can be changed.

The above noted schedule will ensure adequate time for deliberations as well as provides a combination of day and evening hours and half and full day meetings, similar to 2017. The schedule is proposing to have the 2018 budget adopted by the end of 2017.

Operational Considerations:

No alternatives are presented related to the proposed recommendation.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Transparent, Accountable, and Collaborative Governance

Financial Impact:

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

Legal Impact:

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

Staffing Impact:

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

Policies/Legislation:

Municipal Act, Part VII
O. Reg 284//09 Budget Measures-Expenses
By-Law 20-2003 Notice provision

Consultation:

Dan Best, Chief Administrative Officer

Respectfully submitted,

Sandy Becker, Financial Services Manager/Treasurer



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Sandy Becker, Financial Services
Manager/Treasurer**
Date: August 21 2017
Report: FIN.17.19
Subject: 2017 Council Expenses as of June 30, 2017

Recommendations:

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: 2017 Council Expenses as of June 30, 2017 for information only.

Purpose:

Council Information

Background and Analysis:

At its July 4th Council meeting Council requested that staff provide, on a quarterly basis, a list of travel and registration expenses incurred by the Mayor and Members of Council.

In order to provide a more fulsome report that will match the information provided in the required annual report, the following information is also included; travel expenses includes parking, meals and accommodations and miscellaneous expenses including clothing allowance. These categories are defined in By-Law 59-2013 Council Remuneration and Expenses.

COUNCIL 2017 EXPENSES				
as of June 30, 2017				
Per ByLaw 59-2013				
Council Member	Registration	Travel expenses (including parking, meals and accommodations)	Miscellaneous Expenses (including clothing allowance)	Total
Cole, Maureen	\$ 3,090.87	\$ 3,750.03	\$ 125.40	\$ 6,966.30
Frayne, David	\$ 1,337.62	\$ 747.68	\$ 87.01	\$ 2,172.31
Deluca, Wayne	\$ 750.09	\$ -	\$ 200.00	\$ 950.09
Hebert, Craig	\$ 1,256.74	\$ 1,613.85	\$ 129.29	\$ 2,999.88
Tomes, Tom	\$ 1,307.62	\$ 789.24	\$ -	\$ 2,096.86
Vaughan, Marissa	\$ 589.68	\$ 916.42	\$ 131.01	\$ 1,637.11
Oke, Ted	\$ 697.06	\$ 789.24	\$ -	\$ 1,486.30
Total	\$ 9,029.68	\$ 8,606.46	\$ 672.71	\$ 18,308.85

Operational Considerations:

No alternatives are presented related to the proposed recommendation.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Transparent, Accountable, and Collaborative Governance

Financial Impact:

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

Legal Impact:

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

Staffing Impact:

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

Policies/Legislation:

By-Law 59-2013 Remuneration and Expenses

Consultation:

Dan Best, Chief Administrative Officer

Related Documents:

Respectfully submitted,

Sandy Becker, Financial Services Manager/Treasurer



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Sandy Becker, Financial Services
Manager/Treasurer**
Date: August 21 2017
Report: FIN.17.20
Subject: 2017 Capital Project Status Report

Recommendations:

That South Huron Council receives the report from S. Becker, Financial Services Manager/Treasurer re: 2017 Capital Projects Status Report completed as of July 31, 2017 for information only.

Purpose:

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

Background and Analysis:

Each department manager has provided a status update for each of their respective approved capital project.

The percentages of completion do not reflect the YTD expenditures as a percentage of budget due to timing differences of invoice submission and accounts payable processing.

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 support the following goals identified in the 2015-2019 Strategic Plan:

1. Administrative Efficiency and Fiscal Responsibility
2. Transparent, Accountable and Collaborative Governance

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

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

Financial Impact:

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

Legal Impact:

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

Staffing Impact:

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

Policies/Legislation:

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

Consultation:

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

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

Related Documents:

Appendix A- 2017 Capital Projects Status as of July 31, 2017

Respectfully submitted,

Sandy Becker, Financial Services Manager/Treasurer

Appendix "A"

Appendix A - Capital Project Status as of July 31, 2017

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

Job	Job Description	YTD	Budget	% of Completion	Management Notes/ Comments
Emergency Services Capital Projects					
2017-F-01	Personal Protection Equipment	13,179	19,240	80%	6 sets received with 2 more expected in the fall
2017-F-03	Air Bag Lift System - Exeter	7,792	9,000	100%	COMPLETE
		20,971	28,240		
Transportation Services Capital Projects					
20-3035	John Street – Main to Albert	-	19,515	5%	Anticipate top coat to be completed Sept-Oct
20-3043	James Street Reconstruction – Andrew to Edward	2,691	324,575	5%	Construction scheduled to start August 8, 2017
20-3048	Replace #11 1991 Ford Single Axle Plow	2,515	73,682	100%	COMPLETE-awaiting invoice
20-3054	Simcoe Street – Andrew to Main	173,485	160,750	100%	COMPLETE
20-3055	William Street – Anne to Huron	1,219	143,655	5%	Construction scheduled to start August 14, 2017
20-3056	George Street – Main to Orchard	2,960	215,705	5%	Construction expected to start in September 2017
20-3057	Bridge Repairs #3037 McTaggart Line	-	30,000	2%	RFT in progress
20-3058	Replace #25 2001 Western Star Tandem Plow	285,459	245,000	100%	COMPLETE. Resolution #470-2016 authorized \$38,089 from TSPT Capital

Job	Job Description	YTD	Budget	% of Completion	Management Notes/ Comments
					Reserve to cover budget overage
20-3059	Bridge Repairs #3039 McTaggart Line	-	50,000	2%	RFT in progress
2017-TC-05	Huron St Recon - Edward-East	-	60,000	10%	Preliminary engineering underway; Coordination with Hydro One upgrades
2017-TS-01	Replace Grader #027	-	388,000	5%	Tender closes Aug 2, 2017
2017-TS-03	Line 17 - Hern to Rogerville	-	180,000		Boundary agreement in progress
2017-TS-04	Gregus Crt Overlay	-	30,000		Tendering late summer
2017-TS-05	Marlborough St - Sanders to Wellington	-	30,000	2%	RFT In progress
2017-TS-06	McTaggart Line Bridge #3038	2,222	65,000	10%	Engineering awarded to BM Ross, base plan surveys/deck testing completed. Council report forthcoming
2017-TS-08	GPS Fleet Tracking System	-	25,000	20%	Joint with Huron County; Bidder chosen; Council report forthcoming
		470,551	2,040,882		
Streetlight Capital Projects					
20-8007	Upgrade Main St Lighting – Sanders-Victor-SH	64,098	135,134	100%	COMPLETE
2017-TS-07	Phase 3 DT Decorative SL	-	160,000		Tendering in the fall
		64,098	295,134		
Recreation Services Capital Projects					

Job	Job Description	YTD	Budget	% of Completion	Management Notes/ Comments
20-7126	Port Blake Revitalization (Design)	-	248,500	15%	Committee met with Coastal Conservation Authority
20-7127	SHRC – Swimming Pool	6,736	2,500,000		COW Aug 9, 2017
20-7132	SHRC Upgrades	7,450	1,000,000		COW Aug 9, 2017
20-7133	Downtown Parkette	14,124	32,334	90%	Maintenance items remaining
2017-RS-01	KW Hall Roof - Asphalt Shingle	232	21,000	98%	Complete; Engineering sign-off outstanding
2017-RS-05	Dashwood CC Washrooms	-	120,000	15%	Unsuccessful 150th grant funding; met with community stakeholders to discuss funding options
2017-RS-06	Power Scrubber Replacement #E1130	-	10,000	50%	Quotation opening Aug 2, 2017
2017-RS-07	Seasonal Energy Controller	-	28,000	2%	Preparing tender document
2017-RS-08	Replace Mower Deck #99	26,977	30,000	100%	COMPLETE; mower in use
2017-RS-09	Truck #3 01 Chev Silverado	-	35,000	2%	Draft tender prepared for review
2017-RS-10	MacNaughton Park Washrooms	-	70,000	10%	In discussions with the Optimist Club
2017-RS-11	Victoria Park Washrooms	-	50,000	35%	Fall project spearheaded by Lioness Club
2017-RS-12	KW 4H Barn - New Structure	-	35,000	35%	Funding in place; Preparations underway to proceed
2017-RS-13	KW Pool Accessible Lift	-	15,000	80%	Funding in place; equipment on order
		55,519	4,194,834		

Job	Job Description	YTD	Budget	% of Completion	Management Notes/ Comments
Sewer Capital Projects					
20-5618	John Street – Main to Albert	-	12,110	5%	Anticipate top coat to be completed Sept-Oct
20-5623	William Street Sanitary Pumping Station	-	1,425,030	2%	CWWF grant approved; Preparing engineering RFP
20-5629	Simcoe Street – Andrew to Main	98,509	85,631	100%	COMPLETE
2017-S-01	Upgrade Lagoon Aeration - Exeter (project scope change authorized by Council June 19,17)	-	1,215,000	5%	Tender for upgrades closes August 18, 2017. Engineering for sand filter reviews awarded to GMBLuePlan
2017-SC-04	James St - Main to Edward	-	213,999	5%	Construction scheduled to start August 8, 2017
2017-SC-05	Huron St Recon - Edward-East	-	60,000	10%	Preliminary engineering underway; Coordination with Hydro One upgrades
		98,799	3,011,770		
Water Capital Projects					
20-4125	John St - Main to Albert	-	8,060	5%	Anticipate top coat to be completed Sept-Oct
20-4140	Exeter Water Tower Upgrades	-	143,612	5%	Tender issued and closes August, 31, 2017
20-4141	Simcoe St - Andrew to Main	101,844	101,899	100%	COMPLETE
20-4142	William St - Anne to Huron	1,219	166,991	5%	Construction scheduled to start August 14, 2017
20-4144	Dashwood Rd Watermain Replacement	-	250,000	5%	Tender issued and closes

Job	Job Description	YTD	Budget	% of Completion	Management Notes/ Comments
					August 31, 2017
2017-W-01	Water Meter Replacement	-	112,000	2%	Investigating AMR technology and change out program being developed
2017-W-03	Dashwood Rd - Shipka – Bronson	-	25,000	5%	Engineering awarded to BM Ross; base plan surveys commenced
2017-W-04	Shipka Line - South R-Kirkton	-	25,000	5%	Engineering awarded to BM Ross; base plan surveys commenced
2017-W-05	Watermain Replacement - Huron-McTaggart Line	-	100,000	5%	Engineering awarded to BM Ross; base plan surveys commenced
2017-W-06	Gore Rd Water Service Transfer	-	75,000	2%	Preparing tender document
2017-W-07	Bulk Water Station 82 Nelson	-	50,000	2%	Investigating technologies/products to prepare for tender
2017-W-08	Control Chamber – Exeter Water Tower	-	175,000	2%	Tender issued and closes August, 31, 2017
2017-W-09	Truck #101 07 Chev Silverado	-	35,000	2%	Draft tender prepared
2017-WC-04	James St Recon. Main - Edward	5	210,730	5%	Construction scheduled to start August 8, 2017
2017-WC-05	Huron St Recon - Edward-East	-	70,000	10%	Preliminary engineering underway; Coordination with Hydro One upgrades
		102,778	1,548,292		
Landfill Capital Projects					

Job	Job Description	YTD	Budget	% of Completion	Management Notes/ Comments
20-9001	Landfill Expansion – Stage 3	-	75,000	2%	Engineering RFP submitted by BM Ross
20-9006	Scale & Scale House	-	66,000	100%	COMPLETE-awaiting invoice
20-9007	Site Security Fencing	3,053	200,000	20%	Tree removal completed on North & West sides; Fencing contract awarded to Elliott Fence
		3,053	341,000		
	Total Capital Projects	815,769	11,460,152		



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: Jason Parr, Transportation Manager
Date: August 21 2017
Report: TSD.17.08
Subject: Motor Grader Tender Results

Recommendations:

That South Huron Council receives the report from Jason Parr, Transportation Services Manager Re: Motor Grader Tender Results;

And That South Huron Council accepts the tender received from the low bidder Nortrax Canada Inc for the supply of a John Deere 772G in the amount of \$444,078.70.

And That South Huron Council authorizes a transfer from Transportation Capital Replacement Reserve in the amount of \$11,902.62 to cover the amount over approved budget if needed.

Purpose:

The purpose of this staff report is to request that Council approve the replacement of a 1992 John Deere 770BH (#27) motor grader with a 2018 John Deere 772G.

Background and Analysis:

The tender for the supply one motor grader was advertised in the Exeter Times Advocate Municipality of South Huron Hub on July 26, 2017. Tenders closed on August 02, 2017 at 1:00pm at the Municipal Office in Exeter. Two (2) tenders was received and opened by Deputy Mayor Dave Frayne as witnessed by, Sandy Becker, Financial Services Manager/Treasurer, Don Giberson Environmental Services Director and Jason Parr, Transportation Services Manager.

Tender Summary For 2018 Motor Grader with Provisional windrow eliminator and extended warranty					
	Dealership	Quoted Price including HST	Quoted Price Excluding HST	Unrecoverable HST	Total Cost
1	Nortrax Canada Inc.	\$ 444,078.70	\$ 392,990.00	\$ 6,916.62	\$399,906.62
2	Toromont Cat	\$ 471,567.08	\$ 417,316.00	\$ 7,344.76	\$424,660.76

Operational Considerations:

There are two alternatives available for consideration:

1. Alter the proposed recommendation by removing the Five (5) year/5000 hours extended warranty in the amount of \$9,429.08 (including Non-Recoverable H.S.T). This alternative is not recommended as Transportation Services department feel that an extended warranty on a piece of equipment of this magnitude is fiscally responsible.
2. Alter the proposed recommendation by removing the towable windrow eliminator in the amount of \$19,619.33 (including Non-Recoverable H.S.T). This alternative is not recommended as it will decrease the productivity when grading roads and increase fuel consumption, equipment and man hours.

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

This work was publicly tendered as early as possible in the fiscal year in order to achieve the best possible pricing.

Increased Communications and Municipal Leadership

The tender was advertised in the local newspapers and on the municipal web site.

Transparent, Accountable and Collaborative Governance

The transparent public tendering process for this equipment is in accordance with the procurement By-law 33-2017.

Dedicated Economic Development Effort

Having well maintained roads is essential to attracting and retaining businesses. With maintaining the current level of service on our roads, there is a necessity for life cycle replacement of equipment.

Financial Impact:

The costs associated with the purchase of a Heavy Duty grader have been included in the 2017 Capital Budget. The allocated budget for the replacement grader is \$388,000.

The total amount including two provisional items being a 5 year extended warranty and a Windrow eliminator and the non-recoverable HST is **higher** than the amount approved in the 2017 Transportation Services capital budget by \$11,906.62.

Base Price	\$364,444.00
Provisional Item	\$ 19,280.00
5 year extended warranty	<u>\$ 9,266.00</u>
Sub-total	\$392,990.00
HST Expense	<u>\$ 6,916.62</u>
Total	\$399,906.62

It is anticipated that the windrow eliminator will decrease equipment working hours, potential operator overtime hours, and maintenance costs. The extended warranty will control the extra maintenance costs associated with equipment repairs on an essential piece of Municipal equipment for the 5 year term.

Staff are requesting that the over budget amount of \$11,906.62 be covered by transferring funds from the Transportation Capital Replacement Reserve. If a savings is realized from the tendering of other capital projects this transfer will not be required.

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. Procurement of Goods and Services Policy
2. Approved Transportation Capital Budget

Consultation:

Sandy Becker - Manager of Financial Services/Treasurer

Related Documents:

No attachments or related documents associated with this report.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jason Parr', with a stylized flourish at the end.

Jason Parr, Transportation Manager



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Jo-Anne Fields, Community Services Manager**
Date: August 21 2017
Report: CSD 17.12
Subject: Power Scrubber Quotation Results

Recommendations:

That South Huron Council receives the report from Jo-Anne Fields, Community Services Manager re: Power Scrubber Quotation Results – SH-17-RS-03;

And that Council accepts the Request for Quote for the provision of one (1) Power Scrubber, as submitted by low bidder Karcher Professional Wash Systems in the amount of \$7,288.50, including HST.

Purpose:

To receive authorization to purchase power scrubber.

Background and Analysis:

The present unit is at the end of its life cycle, parts are difficult to purchase and as the unit continues to age, numerous repairs are required to keep the floor scrubber in service. At present, the machine is no longer operational. The request for quotation closed on Wednesday, August 2, 2017 at 1:00 pm.

Three (3) proposals were received and opened by Deputy Mayor Frayne, Sandy Becker and Jo-Anne Fields. All three quotations received were complete and accurate. The following are the results of the request for quotation;

Contractor	Price (Excluding HST)	HST	Total Cost (Including HST)
All-Lift Ltd	\$7,993.00	1,039.09	9,032.09
Tennant Sales and Service Canada	\$13,893.38	1,806.14	\$15,699.52
Karcher Professional Wash	\$6,450.00	838.50	\$7,288.50

This item was approved in the 2017 capital.

Operational Considerations:

A number of options were researched to address flexibility and versatility in operations to effectively clean and maintain the facility.

South Huron's Strategic Plan:

6.1.1.1 Strategic Vision Goals

- Ensuring the condition of municipal infrastructure is maintained and planned for

Financial Impact:

This project was approved in the 2017 capital budget in the amount of \$10,000.00 including HST.

Contract Price (Prior to HST)	\$6,450.00
Non-Recoverable HST	113.52
TOTAL	\$6,563.52
2017 Capital Budget	\$10,000.00
Net Difference	\$3,436.48

The total cost of the contract including non-recoverable HST is within the amount approved in the 2017 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:

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

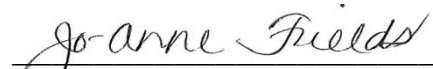
Consultation:

Chief Administrative Officer
Financial Services Manager/Treasurer

Related Documents:

2017 Budget

Respectfully submitted,



Jo-Anne Fields, Community Services Manager



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Jo-Anne Fields, Community Services Manager**
Date: August 21 2017
Report: CSD.17.13
Subject: Selection of proponent(s) to provide concession operations in South Huron

Recommendations:

That South Huron Council receives the report from Jo-Anne Fields, Community Services Manager re: Selection of proponent(s) to provide concession operations in South Huron;

And that Council authorize staff to enter into a Concession Agreement with Darren Kints for operations at the South Huron Recreation Centre and Centralia-Huron Park Lions Club for the Stephen Arena;

And that the proponent(s) enter into said Concession Agreement for a period of two years, with the option of one additional year of service provision.

Purpose:

To provide a follow up report to CDS 17.11 regarding results of consultation with the two interested proponents expressing interest in operating South Huron concessions

Background and Analysis:

Through a report to Council, staff were authorized to proceed with preparing an Expression of Interest for the provision of concession

operations at both arena facilities for a period of two (2) years subject to approval by both parties.

The Expression of Interest closed on Wednesday, June 21, 2017. No formal submissions were received and the Expression of Interest was cancelled. An area business owner contacted staff and indicated that he would be interested in the opportunity to discuss operating both concession facilities. As well, a community stakeholder also expressed interest in operation of the Stephen concession only.

At the July 4, 2017 Council meeting, staff requested authorization from Council to meet with the two interested candidates to discuss potential operation and service delivery of concession facilities.

Staff met with the two interested parties and although the one proponent would be interested in both operations, recognizes the importance of the opportunity for an area service club to partner with a local group, encouraging community involvement and engagement.

Operational Considerations:

Two options are available for Council consideration –

1. Darren Kints – operates both the South Huron Recreation Centre and the Stephen Arena concession.
2. The Centralia-Huron Park Lions Club partner with the New Outlook group and operate the Stephen Arena Concession and Darren Kints operates the South Huron Recreation Centre concession.

Any equipment that is brought into concession facilities must meet required safety standards and be approved by staff prior to installation.

For effective service delivery, operation must be provided as set forth by Community Services Manager and/or alternate.

An Agreement will be prepared to address and ensure proponent(s) have adequate provision of insurance, WSIB, health regulation coverage and adequate training of concession staff.

South Huron's Strategic Plan:

7.2.2 Strategic Objective: Administrative Efficiency and Fiscal Responsibility:

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

Financial Impact:

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

Legal Impact:

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

Staffing Impact:

Staff will engage and share open communication with the successful proponent(s) to discuss schedule requirements and coverage.

Policies/Legislation:

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

Consultation:

Chief Administrative Officer

Related Documents:

Concession Agreement

Respectfully submitted,

Jo-Anne Fields, Community Services Manager



Staff Report

Report To: South Huron Council

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

Date: August 21 2017

Report: CAO.17.24

Subject: Grand Bend Sewage Treatment Facility & Pumping Station 2 projects

Recommendations:

That South Huron Council receives the report from D. Best, Chief Administrative Officer/Deputy Clerk re: Grand Bend Sewage Treatment Facility & Pumping Station 2 projects;

AND that South Huron Council authorizes that the debt costs related to the 20% capital project costs deferred to future development be recovered from all sewer system users across the municipality through user fees;

AND That South Huron Council authorizes that any required financing will be by debenture through Infrastructure Ontario with a debenture term of 20 years;

AND That South Huron Council authorizes the Treasurer to commence the loan application process through Infrastructure Ontario;

AND That South Huron Council authorizes that payment options offered will be; a) that the full cost recovery amount is due and payable by October 16, 2017; or b) if full amount is not paid by October 16, 2017, the full cost recovery amount will be debentured over 20 years.

Purpose:

Council authorization to finalize the financing of the above noted projects.

Background and Analysis:

At the July 11, 2017 Committee of the Whole meeting, the committee was presented a Cost Recovery for the Grand Bend Sewage Treatment Facility and PS2 projects backgrounder report which included; background information on previous reports and Council resolutions, final project costs, cost per household equivalency, FCM loan and grant information and financial comparison of financing through FCM and Infrastructure Ontario.

The following motion (CW30-2017) was adopted;
That South Huron Committee of the Whole hereby directs the CAO to bring a report to the next Council meeting with recommendations for Council's consideration for the following;

- 1. Clarify 20% of the total project costs is deferred to future development to be paid by all sewer system users across the municipality and that 80% of the total project costs will be recovered from the benefiting property owners in the defined service area of Phase 1 of the Grand Bend Sewage Treatment facility project, as set out on page 11 of the CAO's background report;*
- 2. Determine the amortization period to be a 20 year term;*
- 3. Schedule a Community Information Session;*
- 4. Clarify financing to be through Infrastructure Ontario.*

In reference to #1 of resolution above, at the October 20, 2014 council meeting Motion 297-2014 was adopted that directed staff to proceed with 80% capital cost recovery, with 20% deferred to future development. It was noted in that report that the debt costs related to the deferred amount would be recovered from all sewer system users across the municipality through user fees. The recommendation contained in this report will authorize this recovery method.

In reference to #2 of resolution above, at the July 11, 2017 COW meeting Council recommended that the amortization period would be a 20 year term. The recommendation contained in this report will authorize this term.

In reference to #3 of resolution above, at the July 11, 2017 COW meeting an information session was scheduled for Tuesday, August 22, 2017.

In reference to #4 of resolution above, the report presented at the July 11, 2017 COW meeting provided details on the FCM loan/grant. It was determined that utilizing FCM financing was not a feasible option due to a combination of factors; FCM interest rate is higher than Infrastructure Ontario; as full payment by some customers is probable, we do not anticipate maximum amount will be borrowed, therefore will not realize

maximum grant amount and that we will not likely be successful in receiving the grant as we may not achieve the required environmental benefits within the required timeline.

Operational Considerations:

Cost recovery options have been reviewed and discussed at various Council and Committee meetings.

Next Steps:

- Commence loan application process with Infrastructure Ontario
- Prepare and adopt cost recovery by-law
- Send letters out to benefiting customers advising of the amount owing and date due, and that if the amount owing is not paid by date due it will be debentured over 20 years
- Once financing amount is determined, prepare and adopt borrowing by-law authorizing financing through Infrastructure Ontario
- Finalize loan application and notify Infrastructure Ontario of request to debenture
- Prepare and adopt Infrastructure Ontario Debenture by-law
- Prepare and adopt amended cost recovery by-law for those who did not pay amount in full

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015-2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report;

√ Transparent, Accountable and Collaborative Governance

Financial Impact:

The full financial impact will not be known until we can determine the amount that will need to be financed and what the interest rate will be at the time of financing.

Legal Impact:

Legal opinion was received from Municipal Solicitor in regards to the enforcement and viability of the recovery of costs through the utility bill.

Staffing Impact:

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

Policies/Legislation:

Municipal Act, Part XII – Fees and Charges
Utility Billing and Collection Procedure
Updated ARL

Consultation:

Sandy Becker, Financial Services Manager/Treasurer
Don Giberson, Environmental Services Director

Related Documents:

Previous staff reports and resolutions from meetings of September 29, 2014,
October 20, 2014, November 3, 2014, June 1, 2015, September 8, 2015,
September 21, 2015, May 16, 2016
Cost Recovery Backgrounder report of July 11, 2017
FCM Agreement
Infrastructure Ontario Loan

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk



Staff Report

Report To: South Huron Council

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

Date: August 21 2017

Report: CAO 17.26

Subject: Community Hub/ Recreation Centre Committees Terms of Reference

Recommendations:

That South Huron Council receives the report of Dan Best, Chief Administrative Officer regarding the proposed Terms of Reference for the Community Hub/Recreation Centre; AND

That Council approve the Terms of Reference as presented and authorize Administration to proceed with the recruitment process for the Project Steering Committee and the Fundraising Chairperson; AND

That the Recruitment Committee for the Project Steering Committee consist of the following: The Mayor, Deputy-Mayor, Chief Administrative Officer and one other Councillor selected by Council

That upon the approval of the Fundraising Chairperson by Council, Administration be authorized to initiate the recruitment of the Fundraising Committee; AND

That the Recruitment Committee for the Fundraising Committee consists of the Project Steering Committee Chair, Fundraising Committee Chair and the Chief Administrative Officer; AND

That all recommendations through the recruitment process will be submitted to Council for consideration

Purpose:

Council Decision

Background and Analysis:**Project Steering Committee**

The recruitment of a Project Steering Committee will be a critical component to the success of the project. It is anticipated that this Committee would be established to advise Council, Administration and the Project Management Team on specific matters as they pertain to the preparation and delivery of the facility.

The overall purpose of the Steering Committee is to ensure that the stakeholders in the community along with members of Town Council have their interests represented during the tenure of the project and that by playing this key role the community will have a strong sense of ownership and support the development of the facility.

The Committee would be able to share opinions and perspectives and offer collective advice to the Project Management Team. The Committee's input, along with broad public consultation, will enable a planning process that is open, transparent and meaningful to the community.

Input would flow from the Steering Committee to the Project Management Team throughout the process in the form of information and feedback which would be used by the Project Management Team throughout the project. Additionally, the Steering Committee will provide input to the Project Management Team on community engagement and communication activities.

Membership on this Committee would consist of members from Council; Representatives from user groups such as Sport & Recreation Users; Arena Users; Community Organizations; Business & Corporations; Private & Public Institutions; Public; Other Levels of Government.

Fundraising Committee

The recruitment of this Committee will ensure that key objectives are met including the following:

Review existing fundraising initiatives and carry out a fundraising capacity assessment to confirm and/or establish realistic sponsorship and community fundraising targets.

- Develop a comprehensive fundraising strategy that identifies corporate and community fund raising targets and assess the cost / benefit of outsourcing fund raising programs to professional services.
- Develop a donor recognition program that appropriately acknowledges differing levels of corporate and private contributions.
- Create a sponsorship program that could enable naming rights to specific components of the facility.
- With assistance from the Project Steering Committee identify potential “value in kind” contributions for the project.
- Identify administrative requirements required to implement all fundraising and marketing / promotional plans and recruit and provide recommendations to the Project Steering Committee concerning the employment of such services.
- Outline an integrated advertising and communications strategy that aims to build awareness of fundraising efforts
- Develop a strategy and schedule towards the organization of special community events to raise awareness of project fundraising efforts and objectives.

The composition of the Committee will preferably include business and community leaders, and individuals who have previously been involved in major capital fundraising initiatives and/or have a background in marketing and promotions.

It should be noted that it is anticipated that approximately \$5,000,000 would be raised through fundraising activities to ensure the viability of the project. It should be noted that this amount would be exclusive of Sponsorship strategies.

Operational Considerations:

None

South Huron’s Strategic Plan:

Our Strategic Plan identified concerns over the aging recreation facilities and the lack of recreational programming for both youth and seniors. In order to attract or retain youth in South Huron, respondents indicated that there is very limited in terms of recreation activities and programming that is specifically geared towards youth. As well, there are not enough youth based organizations for youth to be involved in, and some respondents have indicated that it has caused younger families to move to neighbouring communities rather than remain in South Huron.

Respondents also indicated that there is a lack of accessible recreational facilities and programming within South Huron for seniors. Old facilities need to be upgraded and retrofitted to meet the growing demands of the aging population. Further, respondents highlighted the need for an age friendly/active living focus for seniors in the community.

Section 6.2.1 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Improve and enhance the quality of recreation facilities
- ✓ Undertake a services and facility review
 - This includes a full facilities, program, services and infrastructures review with an emphasis on programs and service delivery that are feasible and achievable
- ✓ Economic development a priority
- ✓ Keep taxes and user fees affordable to maintain existing population and encourage new growth

Financial Impact:

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

Legal Impact:

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

Staffing Impact:

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

Policies/Legislation:

None

Consultation:

Committee of the Whole August 9, 2017

Related Documents:

Project Steering Committee Terms of Reference

Fundraising Committee Terms of Reference

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dan Best', with a stylized flourish at the end.

Dan Best, Chief Administrative Officer/Deputy Clerk

Community Hub/Recreation Fundraising Committee

Terms of Reference

Name:	Community Hub/Recreation Project Fundraising Committee
Reports to:	Council
Support:	Office of the CAO
Type:	Committee of Council
Established:	Approved:

Introduction:

A Community Hub/Recreation Centre Project Steering Committee (Steering Committee) has been established to advise Council, Administration and Consultant/Project Management Team on specific matters as they pertain to the preparation and delivery of the South Huron Community Hub/Recreation Centre Facility.

The Fundraising Committee has been created to assist the Project Steering Committee in securing community financial support and sponsorship for the development of a Community Hub/Recreation Centre.

Purpose:

The purpose of the *Fundraising Committee* is to develop a fundraising and sponsorship strategy that aims to raise a minimum of \$5.0 million for the development of a Community Hub/Recreation Centre within the Municipality of South Huron over the next 3 years.

Objectives:

The objectives of the Fundraising Committee shall include:

- Community Fundraising:
 - Review existing fundraising initiatives with the South Huron and County and carry out a fundraising capacity

assessment to confirm and/or establish realistic sponsorship and community fundraising targets;

- Develop a comprehensive fundraising strategy that identifies corporate and community fund raising targets and assess the cost/benefit of out sourcing fund raising programs to professional;
- Develop a donor recognition program that appropriately acknowledges differing levels of corporate and private contributions;
- Create a sponsorship program that could enable naming rights to specific components of the civic centre facility;
- Identify potential “value in kind” contributions for the project.
- Identify administrative requirements required to implement all fundraising and marketing / promotional plans and recruit and provide recommendations to the Project Steering Committee concerning the employment of such services.
- Develop a strategy and schedule towards the organization of special community events to raise awareness of project efforts and objectives.

Chairperson & Reporting Relationship:

- The Municipality of South Huron shall appoint a chairperson to the Fundraising Committee through a recruitment process.
- The Chairperson shall hold a citizen’s position on the Project Steering Committee and will report decisions and recommendations on the Committee’s behalf to the Project Steering Committee.

Committee Membership, Compensation & Structure

- Membership on the Fundraising Committee will preferably include business and community leaders, and individuals who have previously been involved in major capital fundraising initiatives and/or have a background in marketing and promotions.
- Recruitment of members will be conducted with the assistance of the Chairperson

- Remuneration for Members shall be for mileage (exclusive of Committee meeting attendance) and for reasonable expenses incurred in accordance with South Huron Corporate policies and authorized by the Chief Administrative Officer.
- Remuneration for Council members shall be in accordance with South Huron Council Remuneration Policies
- Decisions of the Fundraising Committee shall be reached by consensus

Committee Term:

- It is anticipated that the Fundraising Committee for the Community Hub/Recreation Centre will span up to three (3) years.

Quorum

The quorum will be made up of the members that are present.

Resources

- The Municipality of South Huron will provide staff resources to the Steering Committee including coordinating and arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions in cooperation with the Consultant / Project Management Team.

Terms of Reference Amendments

- The Steering Committee may from time to time make changes to the TOR based on the following conditions:
- Proposed changes were achieved by consensus of the Steering Committee members.
- Proposed changes shall be presented to Council for consideration.
- Changes required ratification by Council through resolution.

Conflict of Interest

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Indemnities to Committee Members and Others

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.

Review and Update of the Terms of Reference

- The Steering Committee may from time to time make changes to the TOR based on the following conditions:
- Proposed changes were achieved by consensus of the Steering Committee members.
- Proposed changes shall be presented to Council for consideration.
- Changes required ratification by Council through resolution.

Community Hub/Recreation Project Steering Committee

Terms of Reference

Name:	Community Hub/Recreation Project Steering Committee
Reports to:	Council
Support:	Office of the CAO
Type:	Committee of Council
Established:	Approved: October, 2017

Committee Purpose:

The Community Hub/Recreation Centre Project Steering Committee (Steering Committee) has been established to advise Council, Administration and Consultant/Project Management Team on specific matters as they pertain to the preparation and delivery of the South Huron Community Hub/Recreation Centre Facility.

The overall purpose of the Steering Committee is to ensure that the stakeholders in the community along with members of South Huron Council have their interests represented during the tenure of the consulting engagement, and that by playing this key role the community will have a strong sense of ownership and support the development of the facility. In this way the Steering Committee will help to ensure that future action within the property is appropriate to the community, and of the highest possible quality.

Role of the Steering Committee

The Steering Committee has been designed to provide neighbourhood and community stakeholders an opportunity to have their interests represented during the course of the study in a focused and multi-interest group structure. The Committee will share opinions and perspectives and offer collective advice to the Consultant / Project Management Team. The Committee's input, along with broad public consultation, will enable a planning process that is open, transparent and meaningful to the community.

Input will flow from the Steering Committee to the Consultant / Project Management Team throughout the planning process in the form of information and feedback which will be used by the Consultant / Project Management Team throughout the project. Additionally, the Steering Committee will provide input to the Consultant / Project Management Team on community engagement and communication activities.

Duties of the Steering Committee

- Meet on a monthly basis (or as required) with the Consultant / Project Management Team;
- Meet with the Consultant / Project Management Team to review the results of public consultation exercises and key project reports and findings;
- Advise Consultant / Project Management Team and consultant on the public participation program in order to stimulate focused community and stakeholder input
- Review staff and consultant reports and formulate responses and recommendations;
- Be subject to the Municipality of South Huron policies including Code of Conduct, Confidentiality and Conflict of Interest.
- Recognize that some of the information shared in the course of the project may be sensitive, and when used outside of the project team may jeopardize the integrity of the project`s results.

Committee Membership, Compensation & Structure

Membership shall consist of the following:

- Up to 2 members from South Huron Council
- Representatives from targeted user groups up to (7):
 - Sport & Recreation Users
 - Arena Users

- Community Organizations
 - Business & Corporations
 - Private & Public Institutions
 - General Public
 - Municipalities & Other Levels of Government
- Remuneration for Members shall be for mileage (exclusive of Committee meeting attendance) and for reasonable expenses incurred in accordance with South Huron Corporate policies and authorized by the Chief Administrative Officer.
 - Remuneration for Council members shall be in accordance with South Huron Council Remuneration Policies
 - At the first meeting of the Steering Committee the members will elect from the membership a Chairperson and Vice-Chairperson.

Selection of Membership

Selection criteria will include:

- Willingness and ability to commit to the necessary time-line;
- Commitment and interest in the future of the study area, with said interest informed by a balanced neighbourhood, Community and County perspective;
- Skills and experience related to previous work with community-based and/or planning projects;
- A reasonable assurance that the selected member does not have a pecuniary interest as related to the future development and use of the property.

Appointment

- Members at Large shall be appointed by Council and the term of appointment shall be for the duration of the project commencing November 2017 until May 31, 2019 or as otherwise determined through an extension of the project time-line.

Meetings

- Meetings shall be held monthly or as agreed to by the Steering Committee and Consultant / Project Management Team as determined by the project requirements.
- A written summary of discussion and comments from each meeting will be prepared by Staff in cooperation with the Consultant / Project Management Team and with the assistance of the Steering Committee.
- Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement or decision, and recommendations or options.
- Meeting minutes will be circulated to the Steering Committee and Consultant Project Management Team within 1 week of the meeting and made available on the Municipal website.

Decision Making within the Steering Committee

- Decisions about recommendations to the Consultant / Project Management Team will be made by consensus.

Quorum

The quorum will be made up of the members that are present.

Resources

- The Municipality of South Huron will provide staff resources to the Steering Committee including coordinating and arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions in cooperation with the Consultant / Project Management Team.

Conflict of Interest

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Indemnities to Committee Members and Others

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.

Review and Update of the Terms of Reference

- The Steering Committee may from time to time make changes to the TOR based on the following conditions:
- Proposed changes were achieved by consensus of the Steering Committee members.
- Proposed changes shall be presented to Council for consideration.
- Changes required ratification by Council through resolution.



Staff Report

Report To:	South Huron Council
From:	Dan Best, Chief Administrative Officer/Deputy Clerk
Date:	August 21 2017
Report:	CAO 17.25
Subject:	FCM Feasibility Study

Recommendation

That South Huron Council receives the report of Dan Best, Chief Administrative Officer regarding a submission of an FCM Feasibility Study Grant application; AND

That South Huron Council authorize the submission of an FCM Feasibility Study Grant application to conduct a feasibility study to pursue the aim of net zero performance for the Community Hub/Recreation Centre and be eligible for future capital funding through the FCM Green Municipal Fund.

Purpose:

Council Decision

Background and Analysis:

The Federation of Canadian Municipalities (FCM) provides funding for feasibility studies, pilot projects and capital projects related to initiatives that reduce energy consumption and greenhouse gas emissions.

For new construction projects there are funding opportunities for feasibility studies, pilot projects and capital projects

The project design must aim for net zero energy performance; it must demonstrate the potential for systems to produce as much energy as they require for operation, over a defined operational period. In building projects

that target net zero energy performance, designers must first ensure they follow best practices in operational efficiency and address any remaining energy demand with renewable power sources.

Generally, only projects involving municipally owned buildings will qualify for funding. However, a non-municipally owned building that meets the eligibility criteria for energy capital projects may be eligible for funding if the primary use of the building is for municipal purposes.

The project design must aim for net zero energy performance; it must demonstrate the potential for systems to produce as much energy as they require for operation, over a defined operational period. In building projects that target net zero energy performance, designers must first ensure they follow best practices in operational efficiency and address any remaining energy demand with renewable power sources.

Through FCM, feasibility studies can be grants: up to 50 per cent of eligible costs to a maximum of \$175,000. Pilot projects can be grants: up to 50 per cent of eligible costs to a maximum of \$350,000. Capital projects are low-interest loans, with competitive lending rates, usually in combination with grants. Funding is provided for up to 80 per cent of eligible project costs. The loan maximum is \$5 million, and the grant amount is 15 per cent of the loan. Applicants with high-ranking projects may be eligible for a loan of up to \$10 million, combined with a grant for 15 per cent of the loan amount, to a maximum of \$1.5 million.

In order to pursue capital funding through FCM, a feasibility study is a pre-requisite as outlined in the Table below:

Type of organization	Prerequisites/Documents
All	<p>Energy-efficient facilities – existing building projects</p> <p>A feasibility study that supports the initiative and includes:</p> <ol style="list-style-type: none"> 1. The current energy consumption of the facility (in energy units) based on the average annual energy consumption over the previous year normalized for weather variations. <p>AND</p> <ol style="list-style-type: none"> 2. Energy models confirming that the project can reduce energy consumption by at least 30% compared to current performance, of which a minimum of 20% must come from energy efficiency measures and the remainder may come from renewable energy production
	<p>Energy-efficient facilities – new building projects</p> <p>A feasibility study that supports the initiative and includes energy models establishing a baseline for the facility (e.g. RETScreen, EE4), including confirmation that the project can achieve an anticipated reduction in design energy consumption of at least 45% compared to the National Energy Code for Buildings (NECB) 2011, of which a minimum of 30% must come from energy efficiency measures and the remainder may come from renewable energy production.</p>

Type of organization	Prerequisites/Documents
	<p>Municipal plan, such as a sustainable community plan, strategic plan, or sector plan, which supports the need for this capital project and has been approved by the municipal government's council.</p> <p>Evidence of consultation with your provincial or territorial government. A letter is sufficient evidence of consultation. Note: This requirement does not apply to municipal governments in Quebec.</p> <p>Risk management plan for the project.</p> <p>A letter from each confirmed funding source identified in the Sources of Funding table. The letter must indicate the amount of cash and/or in-kind contributions to the initiative.</p>
Municipal government entity	<p>Signed municipal council resolution describing your organizational commitment to, and financial support for, the project and funding application to GMF.</p> <p>Most recent audited financial statements.</p> <p>If available, a business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.</p>
Partner of a municipal government entity – municipally owned organization	<p>Documents that demonstrate that 1) there is a partnership between your organization and a municipal government, and 2) that the municipal government has a genuine interest and active involvement in the environmental initiative.</p> <p>Signed letter from the chief executive officer or chief financial officer of your organization confirming your level of financial commitment, and giving evidence of your board of directors' support for the proposed environmental initiative and funding application to GMF.</p> <p>Audited financial statements for the last three years.</p> <p>Business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.</p>

Type of organization	Prerequisites/Documents
	<p>Energy recovery/district energy projects</p> <p>1. A feasibility study that supports the initiative and includes:</p> <p>a) A determination (study) of the current energy consumption based on the average annual energy consumption (in energy units) over the previous year normalized for weather variations.</p> <p>AND</p> <p>b) Energy models establishing a baseline for the system (e.g. RETScreen, EE4), including confirmation that the project can capture and use residual energy and/or create new capacity for transmission and usage of thermal energy such that there is a minimum reduction in energy consumption of 20% for one or more existing facilities within one year of implementation compared to the baseline.</p> <p>AND</p> <p>2. Economic growth strategy for the project neighbourhood</p> <p>Net zero systems projects</p> <p>1. A feasibility study that supports the initiative and includes:</p> <p>a) A determination (study) of the current energy consumption based on the average annual energy consumption (in energy units) over the previous year normalized for weather variations (if applicable).</p> <p>AND</p> <p>b) Energy models establishing a baseline for the system (e.g. RETScreen, EE4)</p> <p>AND</p> <p>Confirmation that the project can result in a system with net zero GHG emissions during operation.</p> <p>Executive summary of the environmental assessment of your initiative, if required under federal and/or provincial laws.</p>

Type of organization	Prerequisites/Documents
	Cash flow projections of the project demonstrating the revenue generation and the repayment capacity of the loan.
	If available, an external guarantee or other credit enhancements that might improve your ability to repay the loan.
Partner of a municipal government entity – non-municipally owned organization	Documents that demonstrate that 1) there is a partnership between your organization and a municipal government, and 2) that the municipal government has a genuine interest and active involvement in the environmental initiative.
	Signed letter from the chief executive officer or chief financial officer of your organization confirming your level of financial commitment, and giving evidence of your board of directors' support for the proposed environmental initiative and funding application to GMF.
	Audited financial statements for the last three years.
	Business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.
	Cash flow projections of the project demonstrating the revenue generation and the repayment capacity of the loan.
	If available, an external guarantee or other credit enhancements that might improve your ability to repay the loan.

The timeline from submission to a decision regarding the grant is estimated at 4 months.

South Huron's Strategic Plan:

Our Strategic Plan identified concerns over the aging recreation facilities and the lack of recreational programming for both youth and seniors. In order to attract or retain youth in South Huron, respondents indicated that there is very limited in terms of recreation activities and programming that is specifically geared towards youth. As well, there are not enough youth based organizations for youth to be involved in, and some respondents have indicated that it has caused younger families to move to neighbouring communities rather than remain in South Huron.

Respondents also indicated that there is a lack of accessible recreational facilities and programming within South Huron for seniors. Old facilities need to be upgraded and retrofitted to meet the growing demands of the aging population. Further, respondents highlighted the need for an age friendly/active living focus for seniors in the community.

Section 6.2.1 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Improve and enhance the quality of recreation facilities
- ✓ Undertake a services and facility review

This includes a full facilities, program, services and infrastructures review with an emphasis on programs and service delivery that are feasible and achievable

- ✓ Economic development a priority
- ✓ Keep taxes and user fees affordable to maintain existing population and encourage new growth

Financial Impact:

It is anticipated that the costs associated with the application process will be under \$10,000 in order to secure technical services to maximize our potential for success of the grant. Funding for engineering and consulting services for the Community Hub/Recreation Centre has been incorporated as part of the 2017 capital budget.

Legal Impact:

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

Staffing Impact:

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

Policies/Legislation:

None

Consultation:

Federation of Canadian Municipalities

Related Documents:

None

Respectfully submitted,



Dan Best, Chief Administrative Officer/Deputy Clerk



Staff Report

Report To: South Huron Council
From: **Dan Best, Chief Administrative Officer/Deputy Clerk**
Date: August 21 2017
Report: CAO 17.27
Subject: Exeter Pool Next Steps

Recommendations:

That South Huron Council receives the report of Dan Best, Chief Administrative Officer regarding the Exeter Pool next steps; AND

That Council approve the Terms of Reference for the Design and Construction Committee Terms of Reference for the Exeter Pool project; AND

That the Committee consists of Councillor Deluca, a representative of the Optimist Club, one member from the public and the Chief Administrative Officer; AND

That Council authorizes Administration to proceed with the recruitment of the Public Member through Administration; AND

That a recommended candidate be forwarded to Council for consideration

Purpose:

Council Decision

Background and Analysis:

Further to the presentatyon and discussion at the Committee of the Whole meeting of August 9, 2017, should Council wish to proceed with either a

retro-fit or re-design of the Exeter Pool, a committee should be established to assist in moving the project forward.

As identified during the COW meeting, the timeline is short for this project to be operational for the 2018 season.

Given the previous involvement of Councillor Deluca regarding research and acting as a Council liaison previously on the Exeter Pool file it is recommended that he continue on the Committee. Given the proximity of the Splash Pad (optimist Project) and the potential partnership on the washroom component, the Optimists should participate on the Committee. In addition, a public member at large is recommended.

Operational Considerations:

None

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Improved Recreation and Community Wellbeing
- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Increased Communications and Municipal Leadership
- ✓ Transparent, Accountable, and Collaborative Governance
- ✓ Dedicated Economic Development Effort

Financial Impact:

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

Legal Impact:

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

Staffing Impact:

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

Policies/Legislation:

None

Consultation:

Committee of the Whole August 9, 2017

Related Documents:

Terms of Reference Exeter Pool Design and Construction Committee

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dan Best', with a stylized flourish at the end.

Dan Best, Chief Administrative Officer/Deputy Clerk

Exeter Pool Design and Construction Committee

Terms of Reference

Name:	Exeter Pool Design and Construction Committee
Reports to:	Council
Support:	Community Services Manager
Type:	Advisory Committee of Council
Established:	Approved:

Introduction:

The Design & Construction Committee has been created to advise and make recommendations to Council on the design and construction of the Exeter Pool. This group is intended to serve a specialized function in assisting the Exeter Pool project to move forward.

Purpose:

The purpose of the *Design & Construction Committee* is to assist in the development for the design and construction of the Exeter Pool project within the space program and budgetary parameters of the Municipality of South Huron over the next nine months.

Objectives:

The objectives of the Design & Construction Committee include:

- Act as a resource and advisory body on the Exeter Pool Project to Council

- Make final recommendations to Council on design and construction scope

Chairperson & Reporting Relationship:

- The Chairperson shall hold a citizen's position on the Project Steering Committee and will report decisions and recommendations on the Committee's behalf to the Project Steering Committee.
- Recruitment of members of this Committee will be assisted by the Chairperson

Committee Membership, Compensation & Structure

Membership on the Design and Construction Committee will consist of the following:

Councillor Deluca

(1) Member from the Optimist Club

(1) Member from the Public

Chief Administrative Officer

Remuneration for the Public Member shall be for mileage (not including meetings) and reasonable expenses incurred in accordance with South Huron Corporate policies

Remuneration for Council members shall be in accordance with South Huron Council Remuneration Policies

Decisions of the Design and Construction Committee shall be reached by consensus

Committee Term:

It is anticipated that the Design and Construction Committee for the Community Hub/Recreation Centre will span up to nine (9) months.

Quorum

The quorum will be made up of the members that are present.

Resources

- The Municipality of South Huron will provide staff resources to the Steering Committee including coordinating and arranging meetings,

agendas, note taking (summary and action items), distribution of materials, and other administrative functions.

Terms of Reference Amendments

The Steering Committee may from time to time make changes to the TOR based on the following conditions:

Proposed changes were achieved by consensus of the Steering Committee members.

Proposed changes shall be presented to Council for consideration.

Changes required ratification by Council through resolution.

Conflict of Interest

The *Municipal Act* shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Indemnities to Committee Members and Others

Committee members shall be covered by the municipality's general liability insurance policy as it relates to Committees of Council activities.

Review and Update of the Terms of Reference

The Steering Committee may from time to time make changes to the TOR based on the following conditions:

Proposed changes were achieved by consensus of the Steering Committee members.

Proposed changes shall be presented to Council for consideration.

Changes required ratification by Council through resolution.



Waterfront Regeneration Trust

Like us on [Facebook](#)
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On Aug 3, 2017, at 10:57 AM, David Meyer <projects@wrtrust.com> wrote:

Hi Jo-Anne and Jason,

I wanted to quickly touch base regarding the Great Lakes Waterfront Trail expansion. We've received comments back from the Cycling Advisory committee with no comments to the proposed routing in South Huron, which, after the mapping meeting, comes as no real surprise.

While I'm aware that the present route doesn't involve the use of any roads under the jurisdiction of South Huron, I was wondering if you could advise what the best way to secure support for the expansion in the Municipality would be, even if it is just support in principal. I could both use and would deeply appreciate your experience in this matter.

Thank you again for your input during the Mapping Meeting, Jason. It was a real help.

Thanks in advance for the input. I hope you are both enjoying your summer.

Best regards,

Dave

David Meyer
Project Coordinator
projects@wrtrust.com
www.waterfronttrail.org
(416) 943-8080

Hello,

I also should have mentioned that while this hasn't been confirmed in County Council yet, we are aware that a recommendation is going to them that they serve as the one-window for the partnership program, which would have them carry the fee on the part of the Townships and Municipalities that are part of the route. We hope that they will confirm this soon.

Thanks!

Dave

David Meyer
Project Coordinator
projects@wrtrust.com
www.waterfronttrail.org
(416) 943-8080

August 8, 2017



Rebekah Msuya-Collison
Deputy Clerk
Municipality of South Huron
322 Main Street South
PO Box 759
Exeter, ON N0M 1S6

Dear Rebekah Msuya-Collison,

We are requesting to place a street banner in Exeter. The banner will assist us with bringing awareness to the United Way Campaign running from September to December. It is our hope that the banner be raised the week of September 15th (if available) for as long as the Township will allow. The banner dimensions are 2 feet by 22 feet.

We are planning to have street banners in all of the communities that we serve in Perth and Huron counties during our annual campaign. We are in the third year of a three-year campaign to raise \$4 million, 100% of which will be invested back into the local community.

Thank you so much for your time.

A handwritten signature in black ink, appearing to read "Ryan Erb".

Ryan Erb
Executive Director

United Way Perth-Huron
You Make Change Possible.
The United Centre, 32 Erie St., Stratford ON N5A 2M4
519-271-7730 | 877-818-8867
perthhuron.unitedway.ca



United Way
Perth-Huron

**INVESTING
IN YOUR
COMMUNITY**

**Poverty to
Possibility**

+

**Strong
Communities**

+

**All That
Kids Can Be**

=

**POSITIVE
CHANGE**

Banner sponsored by





August 16th 2017

Mayor Cole and South Huron Council

Re: Facility usage (Huron Park Arena) at no cost

We are formally requesting to Council for CMHA Middlesex to utilize space within the arena for the purpose of offering outreach to that community. We would be providing a point of connection and engagement for anyone seeking information, referral, advocacy regarding mental health and other support services that are offered in the county.

We have been offering a hub of services at one of the empty houses every Tuesday from 1:00-4:00 since April 1st. We have had a great response in bringing the mental health services there to the people who are unable to access services that we provide in Exeter. Unfortunately the Park has been purchased by a new owner who does not support our involvement there. We are aware that there is still a need in that area and refer to the recent suicide just a couple of weeks ago. We are extending ourselves to this area with no additional funding available to us and only using the staff resources that we currently have. I am requesting that we can utilize some space in the local arena for the same time frame of Tuesday afternoons. CMHA Middlesex and staff are fully insured to provide services off site, however we have no monies to contribute towards rental etc.

The staff will be responsible for the area they use and restore it after we leave with clean up etc.

We would like to restart the hub at the arena in September if all goes smoothly.

Please let me know if you require any additional information from myself and I eagerly await your reply.

Yours truly,

Beth Patterson
Manager Exeter & Goderich Sites
CMHA Middlesex



Public Works Department

1 Courthouse Square, Goderich ON N7A 1M2
 Phone: 519-524-8394 ext 3504 Fax: 519-524-8291
 Toll Free: 1-888-524-8394 ext 3504
 www.huroncounty.ca

RECEIVED
 JUL 31 2017

Monday, July 17, 2017

NOTICE: Tree Removals

Please be aware that Huron County Public Works will be removing a number of trees along County Road 83 between Goshen Line and Airport Line. This is necessary to improve the safety of the roadway and to pro-actively address trees that are, or will become, a hazard to road users. This work will be done while the road is closed in conjunction with the Ausable bridge reconstruction in August and will continue into the fall months. This enables our staff to perform this work more effectively under reduced traffic conditions.

Tree removals will include:

- All trees that are on the side of the road on the slope next to the road. Some of these trees will be healthy, however, a vehicle is much more likely to collide with trees in this location and cause significantly injury to occupants of any vehicle that leaves the roadway.
- Ash, elm, and poplar trees within the road allowance including those that do not yet show sign of disease or Ash-borer infestation.
- Any other trees in the right-of-way that show signs of stress or past maturity.

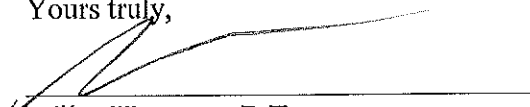
Replacement trees at or near the property line are available and will be planted by Huron County, but on a first-come, first-serve basis.

Please contact us at 519-524-8394 x3504 if you would like to request a replacement tree. Your request will be taken into consideration within budgetary constraints. Please be advised that Huron County has a very limited budget for tree replacement at this time.

Please note that County staff will cut the tree, remove all limbs and brush. County staff will cut the trunk into 16" lengths and be left in the ditch line as firewood. County practice is that the adjacent property owner has first rights to this firewood, but is expected to remove it as soon as possible. The County will not be held responsible for firewood removed by others.

The County will arrange for the stump to be ground to grade and leveled within approximately 12 months. Landscaping restoration will occur only on locations that are maintained as lawn by the adjacent property owner.

Yours truly,


 Mike Hausser, P.Eng
 Manager of Public Works

2017 SOUTH HURON BUSINESS AND COMMUNITY EXCELLENCE AWARDS

HOSTED BY EXETER BUSINESS IMPROVEMENT ASSOCIATION & SOUTH HURON CHAMBER OF COMMERCE



SPONSORSHIP FORM

BUSINESS INFORMATION

Business / Organization Name: _____

Contact Name: _____

Address: _____ City / Province: _____ Postal Code: _____

Phone: _____ Email: _____

SPONSORSHIP LEVEL

Review “Sponsorship Opportunities” enclosed. Please check the box beside the sponsorship level you choose.

- ☐ GOLD - \$1,500 (exclusive)
- ☐ SPEAKER - \$750
- ☐ AWARD - \$500
- ☐ PRINT - \$1,000 (in-kind)
- ☐ SILVER - \$1,000
- ☐ NOMINEE GIFTS - \$750
- ☐ TABLE - \$200
- ☐ DECOR - \$500 (in-kind)
- ☐ BRONZE - \$500
- ☐ BEVERAGE - \$500
- ☐ MEDIA - \$1,000 (in-kind)
- ☐ TROPHY - \$400 (in-kind)

If an AWARD sponsor, please indicate which award:

- ☐ Lifetime Business Achievement Award
- ☐ Entrepreneur of the Year
- ☐ Business of the Year (under 15 employees)
- ☐ Customer Experience Award
- ☐ Business of the Year (over 15 employees)
- ☐ Citizen of the Year Award
- ☐ Agriculture | Manufacturing Excellence Award
- ☐ Community Advancement Award

Please note, all 2016 sponsors will be given first right of refusal. After that, it’s first come, first serve.

TICKETS

Event Date: Thursday, October 26, 2017

BIA or Chamber Member = \$50 x _____

Non-Member = \$65 x _____

Tables of 10 (value of \$500) = \$450 x _____

There are no physical tickets being printed. You will be contacted prior to the Gala to provide names of ticket holders.

PAYMENT

Sponsorship Fee x \$ _____ = \$ _____

Ticket Costs x \$ _____ = \$ _____

TOTAL COST = \$ _____

Payment will be accepted by cheque or cash only. Cheques payable to the “South Huron Chamber of Commerce.”

CONTACT US! Reach the BIA or Chamber at 226-423-3028 or brittany@exeterbia.com

SPONSORSHIP OPPORTUNITIES							
SPONSORSHIP BENEFITS	Gold - \$1,500	Silver - \$1,000	Guest Speaker Nominee Gifts - \$750	Bronze - \$500	Beverage - \$500	Award - \$500	Table - \$200
PRINT / RADIO PROMOTIONS							
Pre & post event news releases x 3							
Logo recognition on poster							
Recognition in program							
Verbal recognition on radio ads							
SIGNAGE							
Recognition on event signage							
Recognition on photo backdrop							
Recognition on each table							
Recognition on cocktail hour signs							
ONLINE PROMOTION							
Pre & post event recognition on e-blasts to BIA & SHCC membership							
Recognition on SHCC & BIA social media	<div>x 2 each</div>	<div>x 1 each</div>	<div>x # of speaker / nominee posts</div>	<div>x 1 each</div>	<div>x 1 each</div>		
Recognition on BIA website							
ON-SITE RECOGNITION							
Featured in awards media presentation							
Recognition during awards presentations	<div>Verbal + welcome</div>	<div>Verbal + co-present</div>	<div>Verbal + introduce speaker</div>	<div>Verbal</div>	<div>Verbal</div>	<div>Co- Present + Photo Op</div>	
Promotional item(s) on tables							
OTHER							
Complimentary Tickets (\$50 each)	<div>x 4</div>	<div>x 2</div>	<div>x 1</div>				
Swag Bags (220 guests)	OPEN TO ALL! All sponsors are encouraged to include items in the Excellence Awards Gala Swag Bags. items should be a value of at least \$3.00 each.						

IN-KIND SPONSORSHIP OPPORTUNITIES

Sponsorship benefits for the following in-kind opportunities will be negotiated based on the value of the support.

- Media Sponsors
 - Print Sponsor
 - Decor Sponsor
- Trophy Sponsor
 - Sound Sponsor



Phone: 519-235- 0629
bachfestivalcanada@gmail.com

Bach Music Festival of Canada
Municipality Report
July 2017

From July 6 through the 16, the 4th Bi-annual Bach Music Festival of Canada resided at the South Huron Recreation Centre.

The Festival Youth Program held daily camp functions for over 30 Youth from the South Huron region, focusing on an arts and cultural immersion program. This year, extra focus was placed on the 150th Birthday of Canada. This provided an extended thematic exploration of the unique diversity of Canada interspersing both official languages as well as First Nations stories. Led by community arts leaders and volunteers, the intensive program ended with a final production showcasing the learning, talents and skills of the children.

This type of youth program, unique to Exeter and South Huron, provides the young participants a creative outlet, understanding of each other's differences, enhanced community spirit and engagement.

The Mass Choir and Orchestra rehearsals and performances were held at the South Huron Recreation Centre. Over 150 participants met daily for 3 hour rehearsals. This program, entitled 'Our Home & Native Land' was the final Gala celebration of the Festival weeks and Canada's 150th. Led by Artistic Director Gerald Fagan, the final performance which was held in the arena on a custom made stage, boasted over 400 audience members from the South Huron region as well as Southwestern Ontario. They gathered to celebrate the music, arts, history, and combined cultures of the many backgrounds that make Canada extraordinary.

Numerous volunteers assisted to make the rehearsals and final concert a success. The concert ended with a party in the Recreation Centre Hall, with Canada Themed cake. Numerous dignitaries were on hand to commemorate the event, as well as service organizations and officers in their formal attire.

The pride in country and community was evident as the audience gave a resounding standing ovation for the performers, with special attention to the Canadian composers commissioned to compose pieces specifically for this performance, who were in attendance.

Best Regards,
The Bach Music Festival of Canada

Subject: Try to attend and spread the word to Huron Hospice and Jessica House please.Thanks.

Date: 15 Jul 2017 11:42

From: Judith Lamportja <jamaica993@outlook.com>

To: "Clark, Alison" <Alison.Clark@lhins.on.ca>, Constance Russo <hospicevol@tcc.on.ca>, David Frayne <frayne@hay.net>, Glenn Ethridge <gethridge@nlhc.com>, "MacDonald, Patricia" <patricia.macdonald@sw.ccac-ont.ca>

Some renowned names in palliative care are coming to Grand Bend this fall for a conference aimed at strengthening the discipline in Sarnia-Lambton.

The Lambton Palliative Care Retreat, Oct. 5-6 at the Oakwood Inn, is also the first of its kind, organizers said, to be entirely funded via a charitable cycling event – the second annual Bluewater International Granfondo, slated for Aug. 6.

"It's amazing that we're going to be able to do this in kind of a small area," said Dr. Glenn Maddison, medical director of St. Joseph's Hospice in Sarnia.

"The expertise and the level of speakers is really up there," he said.

Among them are representatives from Pallium Canada, Johns Hopkins School of Nursing, and the University of Maryland; As well, the editor-in-chief of the Journal of Palliative Medicine, and other authorities in end-of-life care, are booked to speak.

About 120 palliative care workers, mostly nurses but also some doctors, are expected to attend, officials said. Another 50 personal support workers and volunteers are also attending a concurrent event, and Sarnia-Lambton MP Marilyn Gladu – who's bill to establish a framework for palliative care in Canada is currently before the Senate – is also expected to speak at the conference dinner event.

"That kind of ties in really well," said Maddison, also one of the granfondo organizers, calling Gladu a "huge proponent of palliative care."

Sarnia has 20 beds between the hospice and palliative care in hospital, but palliative care across Canada in general is insufficient, with just 15 per cent of those who could benefit receiving services, Maddison has said.

1

Plans are to use funds from the granfondo – expected at more than \$40,000 this year – to fund the conference every other year. On off years, funds go to local health-care providers' trips to the International Congress on Palliative Care in Montreal.

The local conference is about improving caregivers knowledge so they can better care for their patients, but also getting the word out about palliative care so it's more accessible for people in need, Maddison said.

Meanwhile, the granfondo is nearly fully booked with 730 registered riders, said Kenneth MacAlpine, its chairperson.

The cap is 750.

"I think we'll probably sell out in the next week or so," he said.

Riders are coming from across Canada and the United States, including the Canadian junior time trial champion, he said, after the signature cycling event was ranked 11th in Canada by Gran Fondo Guide for 2017.

"So some very good recognition out of the Lambton area," he said.

Plans are to push the 50-150k rides – with staggered starts and timed sections for competition – to 1,000 registrants next year, he said.

All proceeds go to palliative care, he said.

"There's never been anything like this done where an event has paid for a conference of this magnitude."

To register, visit bigf.ca [1].

BIGF [2]

bigf.ca

The exciting second annual Bluewater International Granfondo welcomes cyclists to the Lambton County's Bluewaterland, starting and finishing in the City of Sarnia ...

tkula@postmedia.com

RECEIVED
JUL 26 2017



Grand Bend Community Foundation
P.O. Box 1150, Grand Bend, Ontario, N0M 1T0 519-238-2190

July 17th, 2017

Municipality of South Huron
322 Main st. P. O. box 759
Exeter, ON
N0M 1S5

Thank you for your generous donation of 10,000.00 to the South Huron Community Fund held by the Grand Bend Community Foundation.

Donations like yours allow us to continue the annual grants that have a such a significant impact on local charities and projects in our communities.

We are delighted to have your support in assisting in building endowment funds that support local projects in the Greater Grand Bend and Exeter communities. Projects include community infrastructure, healthcare, children's programs, sport and recreation, social services, arts and culture, food banks and seniors programing & supports.

The foundation remains committed to strengthening our communities by growing our endowment funds, making focused local grants, and to providing community philanthropic leadership. Your continued support and the generosity of donors you work with, helps us live our mission. "We connect people and charities to build a smart and caring community."

Thanks again for supporting the Community Foundation.

Sincerely,

David Campbell
Executive Director
Grand Bend Community Foundation



24 Huron Street West, Exeter, Ontario N0M 1S2
Telephone: 519-235-2700 • Fax: 519-235-3405

RECEIVED
JUL 25 2017

Municipality Of South Huron
322 Main St.
Box 759
Exeter, ON N0M 1S6

7/20/2017

Dear Municipality Of South Huron,

I am writing on behalf of South Huron Hospital Foundation to thank you for your kind support and your payment of \$2,037.39 in support of 'the little hospital that does' through our Annual Gala.

In response to a need for lowered health care costs in Ontario and for enhanced palliative patient care at end of life, the South Huron Hospital Foundation Board is delighted to announce that the proceeds from this year's Gala will be earmarked for **the provision of palliative care resources for families in South Huron including but not limited to the creation of a small local hospice**. Named in honour of a wonderful young woman from South Huron, whose untimely death right before Christmas rocked our community, *Jessica's House* will welcome families and their loved ones at the end of life. It is our hope that, through the provision of palliative care resources for South Huron families, including the creation of a local hospice, that some good will come from the loss of someone so special.

We thank you for making this *the best Gala yet!*

Sincerely,

Kimberley Payne
Executive Director
South Huron Hospital Foundation
kimberley.payne@shha.on.ca

Registered Charity: BN 119157808 RR0001

Municipality Of South Huron
322 Main St.
Box 759
Exeter, ON N0M 1S6

South Huron Hospital Foundation
24 Huron St West
Exeter, ON N0M 1S2
kimberley.payne@shha.on.ca

Donation Summary

Date: 7/20/2017
Received: \$2,037.39
Receipt #: 23465
Non-Deductible: \$0.00

Authorized Officer

This is an official receipt usable for Income Tax purposes. The receipt was issued in Exeter, ON on 7/20/2017.

Sandra Funk

R.R. #2, Box 196
39320 Zurich-Hensall Rd.

Hensall, Ontario N0M 1X0

August 7, 2017

Ms. Genevieve Sharback
Clerk
Municipality of South Huron
322 Main St.S., Box 759
Exeter, ON N0M 1S6

Dear Ms. Sharback:

**Re: Rogerville Road
Hwy #4 East to Hensall Cemetery**

The purpose of this letter is to request the possibility of the above mentioned portion of Rogerville Road being paved.

Many people travel the Rogerville Road from Hwy #4 to and from the Hensall Cemetery to maintain plots of loved ones on a regular basis. Many of those people have commented that they would make that trip more often to care for the plots if that stretch of road were paved.

The dust, the pot holes, and the "flying" pieces of gravel, deter individuals from visiting the Cemetery for various reasons. I am sure paving that portion of the road would be well received by Funeral Homes also.

The Municipality regularly gravels that distance and within a very short period of time, there are pot holes. Where the gravel goes, one would wonder? Within a short period one would not know that it had been graveled. Considering the cost of gravel, dust control, labour and equipment involved, I do believe it would be worth consideration to pave at least that short stretch of road.

The speed people travel on that road couldn't be much worse than it is presently with dust and flying gravel.

If this matter could be brought forward to Council for their serious consideration into placing this expense in the budget as soon as possible, it would be greatly appreciated by many, many individuals.

Sincerely

Sandra Funk

Sandra Funk

From: Joel Turner [REDACTED]
Date: July 26, 2017 at 8:30:41 AM EDT
To: Maureen Cole <m.cole@southhuron.ca>
Cc: Pjtomes <pitomes@aol.com>, Councillor Vaughan <m.vaughan@southhuron.ca>
Subject: Shipka Line

Good morning: This is a copy of what I have sent Jason Parr this morning: Good morning Jason: I'm not trying to be a nuisance but you should take a drive on our road just north of Huron Street. There has been manure tankers turning into the wheat field and have tore up the tar and chip surface on both lanes of the road. This is what I was warning you would happen to the road with large farm machinery on tar and chip.

As you are well aware I and others on our road are not happy with the results of the road work last year. I am still of the opinion that the money from the turbine fund should be used for necessities such as road repairs and not luxuries like a swimming pool and if it were put to the constituents of this municipality they would be in agreement. Thanks,

Joel Turner,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Genevieve Scharback

From: Foster, Coralee <cfoster@bdo.ca>
Sent: Saturday, July 22, 2017 6:06 PM
To: Genevieve Scharback
Cc: Dan Best
Subject: August council meeting correspondence - change of road name - Dump Road

I wish to have the follow item on the agenda for the August council meeting:

Dear Mayor Cole & Members of South Huron Council:

We have recently transferred farm properties within my family and my husband, Dale, and I have acquired ownership of Pt Lot 10, Conc 13 and Lot 11, Conc 13 of South Huron. These parcels have been owned by the Foster family since 1957 and 1958 respectively. The two properties are on either side of what is known as Dump Road. I would like to request that the name of that short stretch of road be changed. I have always found it an unfortunate choice for the road when it was first identified as that. However, it is only now that we have ownership of the properties ourself on it that I feel I can address it.

The reasons for requesting the change are as follows:

1. There is a house on one of the parcels that we rent out for which the mailing address is 42477 Dump Road. It is not a pleasant name to have as part of your address.
2. As owners of the farm properties on this road, it is an embarrassment to be identified with a road called that.
3. This is a short stretch of road, running only for one concession between Union Line and Plughtown Line. There are no other residences other than our rental house for which the mailing address would be changed.
4. It has been many years since there even was a dump on that road and most of the current generation of residents will no longer recall that it was ever there.

We are indifferent to what the new name should be - suggestions might include reference to the two hydro substations now on that road, my in-laws (Earl & Jean Foster) in recognition of their ownership of half of the land along that stretch of road for the past 60 years or simply Road/Line ##.

Please consider this request and advise what we can do to move this forward. I can be reached by phone during business hours at 519-348-8412, via email or at the address below. Thanks for your assistance with this matter.

Coralee Foster

Foster Acres

c/o Dale & Coralee Foster

2729 Road 164

RR 1

Mitchell, ON

N0K 1N0

August 1, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building – Room 281
Queen's Park
TORONTO ON M7A 1A1

Dear Ms. Wynne:

Resolution: Ontario Carbon Tax

Please be advised that the Council of the Corporation of the Municipality of Bluewater at its regular meeting on July 17, 2017 passed the following resolution:

MOVED: Councillor Hill **SECONDED:** Councillor Roy

That Council support the resolution made by the Town of New Tecumseth at their meeting of May 29, 2017;

THAT WHEREAS the Provincial Government passed legislation known as the Climate Change Mitigation and Low- Carbon Economy Act, 2016, c.7 including Reg. 144/16 The Cap and Trade Program and Reg. 143/16 Quantification, Reporting and Verification of Greenhouse Gas Emission;

AND WHEREAS on January 1, 2017 the Province of Ontario adopted a cap and trade carbon pricing system which provides for the inclusion of a carbon fee for users of products derived from carbon based fuels;

AND WHEREAS the terms of an Ontario Energy Board ruling stated that the carbon fee will be included in the "delivery" line of natural gas bills and not listed separately;

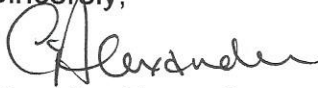
BE IT RESOLVED THAT the Council of the Municipality of Bluewater requests the government of Ontario insist that all bills from companies supplying products derived from carbon based fuels, including but not limited to, products such as natural gas, propane, hydro, gasoline and furnace oil, to Ontario residents show the carbon fee/tax on a separate line of the bill;

AND FURTHER THAT the Province of Ontario be required to annually report to Ontario Citizens on the proceeds of the carbon tax;

AND FURTHER THAT this resolution be forwarded to the Premier, the Minister of Energy, MPP Lisa Thompson, and all Municipal and Regional Councils in Ontario requesting their support.
CARRIED.

We are pleased to lend our support in this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chandra Alexander".

Chandra Alexander
Clerk

cc: MPP Lisa Thompson
Minister of Energy – Glenn Thibeault
Ontario Municipalities

August 1, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building – Room 281
Queen's Park
TORONTO ON M7A 1A1

Dear Ms. Wynne:

Resolution: Removal of Tax Exempt Portion on Remuneration

Please be advised that the Council of the Corporation of the Municipality of Bluewater at its regular meeting on July 17, 2017 passed the following resolution:

MOVED: Councillor Irvin **SECONDED:** Councillor Hill

THAT Council support the resolution passed by the Council of the Municipality of Marmora and Lake on June 6, 2017 regarding the Trudeau Liberals removing the tax-exempt portion of remuneration paid to local officials from their 2017 Federal Deficit Budget;

AND THAT Council recommends that the removal of the tax-exempt portion of remuneration paid to local officials should be applied to elected officials at all levels of government;

AND FURTHER THAT copies of this resolution be forwarded to Premier of Ontario, Kathleen Wynne, Local MP Ben Lobb, and Ontario Municipalities. CARRIED.

We are pleased to lend our support in this matter.

Sincerely,



Chandra Alexander
Clerk

cc: MP Ben Lobb
Ontario Municipalities

August 2, 2017

Sent via Regular Mail

Honourable Bill Mauro
Ministry of Municipal Affairs
17th Floor
777 Bay Street
TORONTO ON M5G 2E5

Dear Minister:

Re: Proposed Changes Under Bill 68 – Out of Court Payments

City Council, at its meeting held on July 31, 2017 considered the above noted matter and the following Resolution No. R-170731-009 was adopted:

"THAT in consideration of Staff Report CR-17-078 respecting proposed changes under Bill 68 regarding out of Court Payments, City Council supports the Municipality of West Nipissing and the Municipality of Killarney in their requests to the Minister of Municipal Affairs to reconsider the proposed changes."

Thank you for your attention to this important matter.

Sincerely,



Briana M. Bloomfield, B.A. (Hons.)
City Clerk
/bb

c: Hon. Kathleen Wynne, Premier of Ontario
Larry Miller, Bruce-Grey-Owen Sound M.P.
Bill Walker, Bruce-Grey-Owen Sound M.P.P.
Federation of Northern Ontario Municipalities (FONOM)
Association of Municipalities of Ontario (AMO)
Ontario Small Urban Municipalities (OSUM)
Ontario Municipalities



The Corporation Of The Municipality Of South Huron

By-Law #38-2017

Being a By-Law to authorize entering into an Agreement with Simply Voting Inc. for the provision of an Internet and Telephone Voting System for the 2018 Municipal Election

Whereas the *Municipal Act, 2001*, as amended, provides under Section 5(1) that the powers of a Municipality shall be exercised by its Council and under Section 5(3) provides that a municipal power shall be exercised by By-Law; and

Whereas the *Municipal Act, 2001*, as amended, provides under Section 9 that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

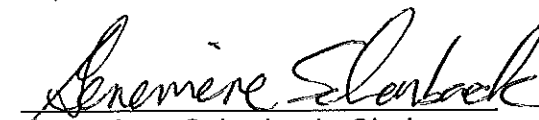
Whereas the Municipality of South Huron deems it desirable to enter into an agreement with Simply Voting Inc. for the provision of an internet and telephone voting system for the 2018 municipal election;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That the Mayor and Clerk are hereby authorized to execute the Agreement with Simply Voting Inc., identified as Schedule 'A' and attached hereto.
2. That Schedule 'A' shall form an integral part of this By-Law.
3. That this By-Law takes effect upon the date of final passing.

Read a first and second time this 19th day of June, 2017.


Maureen Cole, Mayor


Genevieve Scharback, Clerk

Read a third and final time this day of , 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk

Schedule "A" to By-Law No. 38-2017
MEMORANDUM OF AGREEMENT

BY AND BETWEEN: Simply Voting Inc.
5253 Decarie Boulevard, Suite 250
Montreal, QC H3W 3C3
Canada

Hereinafter referred to as VENDOR

AND Municipality of South Huron
322 Main Street South, P.O Box 759
Exeter, ON N0M 1S6
Canada

Hereinafter referred to as PURCHASER

WITNESSETH THAT IT IS COVENANTED AND AGREED AS FOLLOWS:

1. VENDOR does hereby sell to PURCHASER, the latter hereby accepting, the Simply Voting managed election service, as described in the Simply Voting proposal, for the cost of \$1.40 plus HST per elector after a 5% discount payable by PURCHASER to VENDOR by cheque. Payment schedule is 30% on January 31st, 2018 and the remainder within 30 days after the election.
2. The parties agree that this Agreement be governed by the laws of the Province of Quebec and shall be deemed to have been entered into at South Huron, Ontario.
3. This Agreement is also subject to the Terms of Service Agreement attached hereto as Addendum "A".
4. This Agreement is also subject to the Privacy Policy attached hereto as Addendum "B".
5. The parties to the present Agreement agree that same be drawn up in the English language. Les parties aux présentes conviennent que la présente entente soit rédigée en langue anglaise.

DONE AND EXECUTED AT SOUTH HURON, ONTARIO, ON _____, 2017.

Simply Voting Inc.
VENDOR

Municipality of South Huron
PURCHASER

Brian Lack, President

Genevieve Scharback, Clerk

Maureen Cole, Mayor

Addendum “A” - Simply Voting Terms of Service

The Simply Voting online voting system ("VOTING SYSTEM") consists of all public and restricted websites and software found at www.simplyvoting.com. VOTING SYSTEM is owned and operated by Simply Voting Inc.

This Terms of Service Agreement ("Agreement") governs your use of VOTING SYSTEM. By using and/or accessing VOTING SYSTEM, you are agreeing to be bound by this Agreement. If you do not agree with any of the terms of this Agreement, you are prohibited from using and/or accessing VOTING SYSTEM.

PRIVACY

Simply Voting will not edit or disclose your private VOTING SYSTEM records or content, except that you agree that Simply Voting may do so in accordance with its then-current Privacy Policy or in the good faith belief that such action is reasonably necessary:

- (a) to comply with any local laws, rules or regulations;
- (b) to comply with any legal process;
- (c) to enforce this Agreement; and
- (d) to respond to claims that such data violates the rights of third parties.

You acknowledge and agree that Simply Voting may access any content, data, statistics and other tools of VOTING SYSTEM as necessary to identify or resolve technical problems or to respond to service complaints. You acknowledge and agree that certain technical processing of information may be required in the ordinary course of business.

You acknowledge and agree that Simply Voting is not responsible or liable for the content, usage, information and data collected from any forms created using VOTING SYSTEM.

LIMITATION OF LIABILITY

Except as expressly set forth herein, Simply Voting will not be liable for any damages incurred in connection with the use of VOTING SYSTEM. This includes any direct, indirect, consequential or incidental damages that may arise from the use of VOTING SYSTEM, the failure of VOTING SYSTEM, or the termination of the access to VOTING SYSTEM. This limitation of liability will also apply to any loss of data, information or content through failure of VOTING SYSTEM or interruption of transmission. Simply Voting will not be liable for any harm or loss arising from unauthorized access to data, information or transmission, including, but not limited to tangible or intangible loss of revenues, profits, data or information.

Except as expressly set forth herein, you agree that Simply Voting is not liable for any damages arising from the interruption, cancellation or suspension of VOTING SYSTEM, regardless of whether the failure of VOTING SYSTEM is announced, justified, or negligent.

GENERAL DISCLAIMER

Except as expressly set forth herein, Simply Voting provides VOTING SYSTEM "as is" and without warranties of any kind, express or implied, to the fullest extent allowed by law. Simply Voting further disclaims all other warranties, including the implied warranties of merchantability or fitness for a particular purpose and implied warranties arising from course of dealing or course of performance. Simply Voting

does not warrant uninterrupted or error free functions contained in VOTING SYSTEM or that VOTING SYSTEM or its servers are free of viruses or other harmful components.

You understand and represent that all data, information or other material collected through VOTING SYSTEM is your sole responsibility. Simply Voting is not responsible for any loss of data or harm done to your computer(s), systems or other equipment in conjunction with use of VOTING SYSTEM. You understand and agree that use of VOTING SYSTEM is done at your own risk and discretion.

NO RESALE OF THE SERVICE

Your right to use VOTING SYSTEM is granted to you on a non-exclusive basis and you may not resell all or any portion of VOTING SYSTEM or its usage. You agree not to reproduce, duplicate, copy, sell, or resell VOTING SYSTEM, reports, files or data, or your use of or access to VOTING SYSTEM to any unregistered or unauthorized persons. Known or suspected violations will be grounds for immediate termination of your use and access to VOTING SYSTEM, files and accumulated stored data, and, depending upon the circumstance, may be grounds for Simply Voting legal recourse.

DATA STORAGE

You understand and agree that all data collected using VOTING SYSTEM will be stored on Simply Voting servers. Simply Voting assumes no responsibility for your deletion of, or your failure to store any data or other information on VOTING SYSTEM.

YOUR CONDUCT

You agree to abide by all Simply Voting standards and applicable local, state, national and international laws and regulations in your use of VOTING SYSTEM, and you agree not to interfere with the use and enjoyment of VOTING SYSTEM by other users. You agree to be solely responsible for the actions and the contents of entries through VOTING SYSTEM.

You agree:

- (1) not to use VOTING SYSTEM for illegal purposes;
- (2) not to use VOTING SYSTEM for chain letters, junk mail, unlawful "spamming" solicitations (commercial or otherwise) or unlawful bulk communications of any kind, and
- (3) to comply with all regulations, policies and procedures of networks connected to VOTING SYSTEM.

You agree not to post, promote or transmit through VOTING SYSTEM any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene, hateful, racially, ethnically or otherwise objectionable material of any kind or nature. You further agree not to transmit or post any material that encourages conduct that could constitute a criminal offence, give rise to civil liability or otherwise violate any applicable local, state, national or international law or regulation. Simply Voting may, at its sole discretion, immediately terminate your access to VOTING SYSTEM should your conduct fail to conform to this Agreement.

INDEMNIFICATION

You agree that Simply Voting will not be held responsible for any claims, damages, demands or fees arising out of your violations of this Agreement, the Privacy Policy or infringements on the rights of any third parties as a result of your use of VOTING SYSTEM. You also agree to indemnify Simply Voting and its officers, directors, employees, agents, and partners for any and all claims that may arise.

PROPRIETARY RIGHTS TO VOTING SYSTEM

You are only permitted to use VOTING SYSTEM as expressly authorized by Simply Voting, and may not copy, reproduce, distribute, analyze, compare, demonstrate, reverse engineer, screen capture, print screen pages for purposes of distribution, or create derivative works from VOTING SYSTEM without express authorization from Simply Voting.

WEBSITES OR EMAIL UTILIZING VOTING SYSTEM

Simply Voting does not review or monitor any user websites or email messages that utilize or link to VOTING SYSTEM and is not responsible for the content of any such websites or email messages.

DATA LOSS

VOTING SYSTEM passwords are issued to each user that successfully registers for an account. You are responsible for keeping your passwords secure. Do not share your passwords with another person. Simply Voting will not be responsible for data loss resulting from misuse of VOTING SYSTEM passwords.

SYSTEM INTEGRITY

You shall not use any device, software or routine to interfere or attempt to interfere with the proper working of VOTING SYSTEM. You may not take any action that imposes an unreasonable or disproportionately large load on our infrastructure. In order to maintain system integrity you may not disclose or share your password with any third parties or use your password for any unauthorized purpose.

VOTING SYSTEM may contain robot exclusion headers, and you agree that you will not use any robot, spider, other automatic device, or manual process to monitor or copy VOTING SYSTEM or the content contained therein without prior written permission of Simply Voting. You agree that you will not use any device, software or routine to interfere or attempt to interfere with the proper working of VOTING SYSTEM.

100% AVAILABILITY GUARANTEE

Simply Voting endeavours to provide the most reliable infrastructure possible for VOTING SYSTEM. If you are in good financial standing with Simply Voting, Simply Voting guarantees that VOTING SYSTEM is available 100% of the time in a given month, excluding special planned maintenance. Available is defined as the ability for voters and election administrators to access the functionality of VOTING SYSTEM as intended. Special planned maintenance is defined as a finite period of unavailability where you have been notified by email at least one week in advance. Unavailability is measured from the moment you notify a VOTING SYSTEM support representative of unavailability to the time availability is restored. Notification of unavailability must occur at the time of the outage and not after the fact. We will credit your account 5% of your election fee for each 30 minutes of unavailability, up to 100% of your election fee. Election fee is defined as your Annual Plan fee or most recent Single Election fee, whichever applies. Credits shall not be provided to you if unavailability is the result of: a) special maintenance b) circumstances beyond Simply Voting's reasonable control, including, but not limited to: dDOS or other network attacks, upstream or 3rd party network outages, war, fire, flood, sabotage, labour disturbance, acts of government, acts of god or c) your breach of this Agreement.

PUBLICITY REFERENCES

You agree to allow Simply Voting to refer to your use of VOTING SYSTEM on its websites, in its press releases, and/or other promotional media, and make use of your logo for such purpose.

NO REFUNDS

Simply Voting maintains a strict no-refund policy on VOTING SYSTEM fees.

GOVERNANCE

This Agreement constitutes the final agreement between you and Simply Voting. It is the complete and exclusive expression of your agreement on the matters contained herein. There are no conditions precedent to the effectiveness of this Agreement, other than those expressly stated in this Agreement.

You agree that this Agreement be governed by the laws of the Province of Quebec and shall be deemed to have been entered into at South Huron, Ontario. You agree that any grievances shall be settled according to the procedures and laws within this jurisdiction.

Simply Voting's failure to exercise or enforce any right granted in this Agreement shall not constitute a waiver of such right.

If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, you nonetheless agree that such court should endeavour to give full effect to the parties' intentions as reflected in such provision, and you agree that other provisions of the Agreement remain in full effect.

You agree that any claim or cause of action related to VOTING SYSTEM or this Agreement must be filed within one (1) year after such claim arose.

The headings employed to describe the sections of this Agreement are solely for descriptive purposes. They do not imply or refer to a specific legal description or obligation.

The parties to the present Agreement agree that same be drawn up in the English language. Les parties aux présentes conviennent que la présente entente soit rédigée en langue anglaise.

Addendum “B” - Simply Voting Privacy Policy



This privacy policy applies to www.simplyvoting.com and the Simply Voting platform (“Website”) owned and operated by Simply Voting Inc. (“We”, “Simply Voting”). This privacy policy tells you how we use personally identifiable information collected at the website. The use of information collected through our platform shall be limited to the purpose of providing the service for which the account owner (“Client”) has engaged Simply Voting. Please read this privacy policy before using the website or submitting any personally identifiable information.

By using this website, you are accepting the practices described in this privacy policy.

We reserve the right to make changes to this privacy policy. If we decide to change this privacy policy, we will post those changes on this page and update the modification date above. If we make any material changes we will notify our Clients by email (sent to the e-mail address specified in the account) or by means of a notice on this website prior to the change becoming effective. Privacy policy changes will apply only to information collected after the date of the change. You are encouraged to review the privacy policy whenever you visit this website to make sure that you understand how any personally identifiable information you provide will be used.

The privacy practices set forth in this privacy policy are for this website only. If you follow links to other websites or submit personally identifiable information to any of those websites, your information is governed by their privacy policies. Please review the privacy policies posted at those websites.

If you have an unresolved privacy or data use concern that we have not addressed satisfactorily, please contact our U.S.-based third party dispute resolution provider (free of charge) at <https://feedbackform.truste.com/watchdog/request>.

Collection of Information

We collect personally identifiable information like name, email address, and financial information such as credit card number, when submitted by Clients for management of their elections.

Personally identifiable information is only used to fulfil your specific request or to help you manage your elections and for billing purposes, unless you give us permission to use it in another manner.

Our website includes personal testimonials of satisfied customers in addition to other endorsements. With your consent we may post your testimonial along with your name. If you wish to update or delete your testimonial, you can do so by contacting us.

Information Related to Data Controlled by our Clients

Simply Voting also processes elector information under the direction of its Clients (such as contact name, organization, email address, etc), and has no direct relationship with the individuals whose personal data it processes. If you are a customer of one of our Clients and would no longer like to be contacted by one of our Clients that use our service, please contact the Client that you interact with directly. We may transfer personally identifiable information to companies that help us provide our service. Transfers to subsequent third parties are covered by the service agreements with our Clients.

Access and Choice

Upon request Simply Voting will provide you with information about whether we hold any of your personal information. If your personally identifiable information changes, or if you no longer desire our service, you may correct, update, amend or delete it by making the change on our member information page or by contacting support. We will respond to your request to access within 30 days.

We will retain your information for as long as your account is active or as needed to provide you services. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

Access and Retention of Data Controlled by our Clients

Simply Voting acknowledges that you have the right to access your personal information. Simply Voting has no direct relationship with the individual electors whose personal data it processes. An individual elector who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct his query to Simply Voting's Client (the data controller). If requested to remove data we will respond within 30 days.

We will retain personal elector data we process on behalf of our Clients until the Client deletes the data or instructs us to delete the data.

Cookie and Tracking Technology

Simply Voting and its partners use cookies or similar technologies to analyze trends, administer the website, track users' movements around the website, and to gather demographic information about our user base as a whole. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service. We may receive reports based on the use of these technologies by these companies on an individual as well as aggregated basis.

As is true of most web sites, we gather certain information automatically and store it in log files. This information may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and/or clickstream data. We do not link this automatically collected data to other information we collect about you, with the exception of IP addresses. IP addresses are combined with other information we collect about you in the Simply Voting platform to provide an audit trail.

Our website also includes Social Media Features, such as the Share This button. These Features may collect your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Social Media Features and Widgets are either hosted by a third party or hosted directly on our website. Your interactions with these Features are governed by the privacy policy of the company providing it.

We partner with a third party to manage our advertising on other sites. Our third party partner may use cookies or similar technologies in order to provide you advertising based upon your browsing activities and interests. If you wish to opt out of interest-based advertising visit <http://preferences-mgr.truste.com/>. Please note you will continue to receive generic ads.

Distribution of Information

We will share your personally identifiable information with third parties only in the ways that are described in this privacy policy. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. In certain situations, Simply Voting may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. We may also release your information when we believe release is appropriate to comply with the law, such as to comply with a subpoena, or similar legal process, enforce our website policies, and when we believe in good faith that disclosure is necessary to protect ours or others' rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

We may provide your personally identifiable information to companies that provide services to help us with our business activities such as processing payments. These companies are authorized to use your personally identifiable information only as necessary to provide these services to us.

If Simply Voting is involved in a merger, acquisition, or sale of all or a portion of its assets, you will be notified via email and/or a prominent notice on our website of any change in ownership or uses of your personally identifiable information, as well as any choices you may have regarding your personally identifiable information.

Commitment to Data Security

Your personally identifiable information is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information.

All sensitive payment information (credit card number, expiry date, validation code) is encrypted via Secure Socket Layer (SSL) technology and then transmitted to our payment gateway provider. The payment gateway provider's database is only accessible by those authorized with special access rights to such systems, and they are required to keep the information confidential. After a transaction, your sensitive payment information will not be stored on our servers.

All elector authentication credentials (elector ID, password), vote information and vote receipts are encrypted via Secure Socket Layer as well. When a remote authentication method is used (web service, LDAP) the elector credentials are then transmitted to the remote authentication server and will not be stored on our servers.

No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our website, you can contact us.

SIMPLY VOTING PROPOSAL FOR THE MUNICIPALITY OF SOUTH HURON
2018 ONTARIO MUNICIPAL ELECTION SERVICES

Prepared April 2017

Steven Lattey
Business Development Director
Simply Voting Inc.
slatley@simplyvoting.com
1-800-585-9694 ext.803



TABLE OF CONTENTS

Sections:	Page Number:
1. Executive Summary	3
2. How It Works	5
3. Security and Availability	8
4. Advantages and Features	13
5. Optional Advantages and Features	15
6. Partners	16
7. Customer Requirements	16
8. References & Case Studies	17
9. The Company (Simply Voting)	23

1.Executive Summary

Simply Voting is a 100% Canadian Company. Our headquarters are in Montreal and our servers are strategically located in western and eastern Canada. McGill University was our first customer back in 2003, and they are still our customer along with over 1500 additional organizations. We manage voting events for associations, universities, political parties, unions, cooperatives, corporations, and federal, provincial and municipal governments. In fact, anywhere that a secure online voting system and service is needed.

Online voting is our only business. At any given moment, Simply Voting manages 80 to 120 online elections in over 40 countries around the world. At any given moment, a minimum of 100,000 voters are active in the system with no system failures ever, year to year.

Our carefully selected team of dedicated programmers and election managers is focused on only one goal: *Successful Online Voting Events!*

Municipal voting events have their own specific demands and always include additional, highly specialized services. The four primary functions to be considered are:

- Online and telephone voting
- Elector List Management
- Outreach and Elections Communications
- Electronic tabulation.

The most efficient method to deliver these services is through an integrated approach engaging the **best** company in each required field.

To this end, Simply Voting has developed an integrated E-voting solution for municipal and provincial voting events. We call this solution **E-Volve™**.

E-Volve is a seamless integration of the four leading companies who offer the services necessary to run a successful municipal voting event utilizing the most current technology available. The result is a broad range of interactive functionality.

You can choose from an à la Carte menu and customize your election to address the priorities of your community.

From a single method of vote casting to a variety of multi-channel products, E-Volve transforms the voting experience for both election managers and voters.

E-Volve integrated partners are the forefront of electronic and online voting solutions and thrive on innovation. We know that products must improve every day to meet the demands of a rapidly changing elections environment.

The Simply Voting **E-Volve** solution is fully compliant with the Ontario Municipal Elections Act including the recent amendments concerning ranked ballots.

E-Volve is secure, reliable, auditable, accessible, easy to use and flexible.

The four E-Volve Partners are:

SIMPLY VOTING - Online Voting System and Service

Simply Voting's basic "one-step" solution is designed to seamlessly integrate with offline balloting such as paper or touchscreen balloting, but also allows for a completely internet & telephone based election. *Municipalities using DataFix/VoterView may overlap online and offline voting. Live Voters Lists allow voters to cast their ballot at any polling station and by any channel.*

DATAFIX/VOTERVIEW - Elector List Management

Recognizing that the success of any electoral event hinges directly on the quality of the voters' list, DataFix offers a wide range of solutions for managing elector information.

The cornerstone of the DataFix suite of election solutions is VoterView, a web-based election management service designed to provide election officials with comprehensive tools for managing elector and elections-related data. Featuring a user-friendly interface, VoterView simplifies the process for making real-time revisions to the elector list, for extracting elector-based counts and reports, and for supporting candidate management and election worker staffing needs.

VoterView is fully integrated with the E-Volve platform. This integration functionality enables secure, real-time electronic data transfers between VoterView and the Simply Voting system for voters' list revisions and for in-person or online voter strike-off activity.

GILMORE DOCULINK - Elections Communications and Outreach

Gilmore Doculink supports data, design, set up, print and mail house services for Simply Voting's customers who require electronic voting kits. Gilmore Doculink delivers secure print, mail integrity and fast turnaround with a pristine fit and finish. They offer eye-catching and effective document design and a proven track-record for reliable, and accurate processes.

Project Management is supported by an experienced electoral literate and consultative team governed by a closed loop document production process, data security, data management, reporting and auditing systems within an environmentally controlled state-of-the art facility. Gilmore Doculink is one of North America's largest print and mail house service bureaus with long lasting relationships with over three hundred elections agencies across Canada.

ELECTION SYSTEMS AND SOFTWARE CANADA - Electronic Voting Machines

Election Systems & Software is the world's largest and most experienced provider of electronic voting machines. Their tabulating solutions are the most secure, transparent and dependable in the market. ES&S's integrations and partnerships with Simply Voting, Datafix and Doculink provide an unmatched total election solution.

Simply Voting invites you to join us and benefit from the integrated partnerships we have built and the extensive E-Voting expertise we offer. Evolve with us!

2. How It Works

Overall Time-line

Support, Training and Work Schedule

Our team of experts will provide the election officers and their staff with Procedure Manuals and all the training and support necessary to ensure a smooth election. This begins well before the voting period with hands-on demonstrations and project planning. If your elections officers have a question or experience a problem, we are standing by to give you quick and effective assistance. In case of emergency, we have a support representative on call at all hours.

Simply Voting will assign a dedicated project manager to be the primary point of contact for your municipality, as well as an alternate project manager that will shadow the project.

The following *Project Plan* is a general time-line and work schedule and will be modified to suit your community:

Project Management

Review and update project plan	April 2018
Determine positions, question and voting rules	April 2018
Determine online voting period	April 2018
Determine use of audit votes feature	April 2018
Determine auditor access	April 2018
Municipalities final procedure manual	May 2018
Dry-run test election	August 2018

Election Preparation

Initial ballot set up	March 2018
Initial telephone prompt recording	March 2018
Municipality conducts dry-run election	April 2018
Provision voting website URL	July 2018
Provision voting telephone number	July 2018
Provision helpline telephone and email address	July 2018
Build election website	July 2018
Activate Datafix/VV integration	July 2018
Receive preliminary voters list	July 2018
Load preliminary voters list	July 2018
Obtain final candidates list	August 2018
Final Telephone prompt recording	August 2018
Receive final voters list	September 2018
Load final voters list and generate PINs	September 2018
Voters list revisions period begins	September 2018
Revisions access available	September 2018
Obtain approval on internet and telephone ballots	September 2018
Final ballot set	September 2018
Candidate access available	September 2018
Auditor access available	October 2018
Conduct initial audit	October 2018

Voter Information Letters

Develop draft document design	March 2018
Obtain logo for letters	March 2018
Finalize document design with municipality	March 2018

Send design template and test data to doculink	July 2018
Variable data imaging system testing	August 2018
Obtain approval of letter proof	August 2018
Obtain auditor addresses to seed in letter run	September 2018
Final voter data provided to Doculink	September 2018
Review audit reports and production proofs	September 2018
Letters printed and mailed to electors	end of September

Training

Provide sample of procedure manual	April 2018
Provide voter demo videos	May 2018
Provide kiosk maintenance guide	July 2018
Provide revision's officer's guide	July 2018
Provide auditor's guide	July 2018
Provide candidates guide	July 2018
Provide training schedule	July 2018
Secure training facilities	July 2018
Conduct revisions training	August 2018
Conduct auditor training	August 2018
Conduct candidate info session	September 2018

Election Period

Online voting Period	October 2018
Voter help line operational	October 2018
Revisions office operational	October 2018
Extended support hours	October 2018
Conduct on-going audit	October 2018
Municipality manages kiosks	October 2018
Obtain confirmation to shut down poll station	October 2018
Provide unofficial results electronically	October 2018
Publish unofficial results on voting website	October 2018

Post-Election Activities

Provide official results, reports electronically	October 2018
Publish official results on voting website	October 2018
Send hard-copy of official results	October 2018
Destroy election information	February 2019
Confirm election information destroyed	March 2019

Internet Voting

Voters arrive at a branded voting website for your municipality and enter the PIN provided in the Voter Information Letter. If the voter hasn't yet voted, the voter may click on the election and a tamper-proof electronic ballot will appear. When the ballot is submitted, the results are encrypted and kept anonymous. The voter is issued a printable receipt and is now blocked from voting for this election again.

Telephone Voting

Simply Voting records professional voice prompts for telephone voting that will make a good impression and be easy to comprehend. Voters call a dedicated toll-free or local number and are prompted to authenticate their identity. The voter enters the PIN provided in the Voter

Information Letter using a touch-tone dial pad and the system checks whether he has not yet voted. If that is the case, the voter is prompted to select from the candidates and finally to confirm his choices. When he confirms a ballot, the results are encrypted and stored anonymously. The voter is optionally issued a receipt and is now blocked from voting for this election. Since Simply Voting never allows a voter to vote twice, *telephone voting may proceed at the same time as internet voting.*

Revisions

Your municipality will operate at least one Revisions Office to assist voters who are missing from or incorrectly entered on the municipal list of eligible voters. The revision officer(s) will be provided with documentation, training and access to handle all situations that may arise.

All of the following situations may be resolved *entirely within VoterView*:

Missing Electors

The revision officer may add electors that were missing on the list of eligible voters. A PDF Voter Information Letter with a new PIN may then be generated and printed to allow them to vote.

Ineligible Electors

The revision officer may delete electors that are duplicated, deceased or otherwise ineligible to vote, cancelling the PIN.

Incorrect Electors

The revision officer may correct an elector's name, address, ward or district as necessary.

Lost Letters

The revision officer may replace the PIN of electors that lost or never received a Voter Information Letter. A PDF Voter Information Letter with a new PIN may then be generated and printed to allow them to vote.

The following situation must be resolved using the Simply Voting Election Manager:

Stolen Letters

If an elector cannot vote because the voting system reports they have already voted, even though they have not voted, the revision officer may replace the PIN and allow a re-vote. A PDF Voter Information Letter with a new PIN may then be generated and printed to allow them to vote.

All modifications to the list of electors and all PIN generations are logged to ensure the integrity of and allow the auditing of the revisions process.

Results

Once voting has ended the results and audit trails will be reported to the town Clerk or other designated official either immediately or once Election Day polls have closed. An official hard-copy of the results will be sent by courier. We can optionally publish the results to your municipality voting website so that anyone will be able to verify the results by downloading a file containing votes and receipt numbers. Post-election, Simply Voting will provide various reports on voting statistics including the following:

- Voter Verified Audit Trail
- Activity Log

- Daily Participation
- Participation By Date, Channel, Ward, School Board
- Suspicious Activity

3. Security and Availability

Top-Notch Security

Simply Voting was designed from the ground-up to eliminate the risk of electoral fraud or breach of secrecy:

- Voters who bypass authentication or have already voted are denied access to the ballot.
- One-vote-per-voter is guaranteed by marking electors as voted and storing the vote in a single transaction. Even if a voter submits the ballot simultaneously on several devices, this technology guarantees that only one vote is accepted.
- Ballots are rigorously checked for validity before being accepted. It is impossible to vote for invalid options or invalid combinations of options.
- Communication between the voter's computer and our website is encrypted with *TLS 1.2* and strong cipher suites to protect against current and future encryption attacks.
- Our servers are protected by a very powerful firewall, ***FortiGate Unified Threat Management***, which includes an *Intrusion Detection System* and a redundant firewall on hot standby.
- Our servers are "hardened" and are subjected to daily ***Trust Guard PCI Compliance*** security scans.
- Our voting system is subjected to live penetration testing by "good hackers" at ***WhiteHat Security*** and source code security audits by ***HP Fortify***.
- Simply Voting adheres to guidelines established by the ***Open Web Application Security Project***.
- Any change to the voting system must pass an internal security review before going live.
- We use ***DomainKeys Identified Mail*** and the ***Sender Policy Framework*** to protect voters from phishing attacks.
- Simply Voting uses ***CloudFlare*** to protect against Denial of Service attacks. *CloudFlare* has the most sophisticated mitigation technology on the market and has successfully blocked the largest DOS attacks seen on the internet. *CloudFlare* will be "always on" for municipal voting websites. More info about their solution is available at <https://www.cloudflare.com/ddos/>
- We use redundant *Anycast DNS* deployments which protects against DNS-based DDoS attacks.

Fully Hosted & Reliable

Don't worry yourself about servers, IT staff, installing software or taking backups. Simply Voting gives you instant access to the latest technology and is ready to process millions of votes around the clock.

Simply Voting is built on an enterprise-class cloud computing service powered by high performance IBM hardware, with full redundancy across the entire infrastructure (no single points of failure). Our data centre is in a stable mountain zone, away from earthquake, hurricane, tornado, and severe weather zones. The data center contains advanced power, cooling and security infrastructure, and Cisco Data Center 3.0 network architecture. It is staffed 24x7, backed-up by an off-site network operations center. We also use several Anycast DNS clusters to ensure fault tolerance at the DNS level.

Simply Voting uses third party offsite monitoring tools to automatically monitor key "vital signs" of our voting system 24x7 and a technical staff member is immediately notified of any anomaly. Simply Voting maintains a Disaster Recovery Plan as well as a Hot Site at a backup data center in a different geographical area. The Hot Site is synchronized with the primary data center using remote database replication. Should the primary data center experience an outage, we have the capability of quickly redirecting traffic of the entire voting system to the Hot Site, minimizing disruption to ongoing elections and avoiding any loss of data. You can rest assured that your election is always protected and available in the case of a disaster.

For telephone voting, Simply Voting uses industry leader Plum Voice as a voice-to-web interface layered on top of our online voting system. Every component in the Plum Voice, fault-tolerant infrastructure has a backup and Plum's platforms have been tested by billions of calls since 2000. Plum's PCI Level 1 compliant operation actively secures and protects applications and data from digital, physical, and social intrusion vectors. There is no artificial cap on "ports", the telephone voting system can handle spikes of millions of simultaneous calls at once.

Information Technology Infrastructure

Primary Data Centre

The production online voting system is hosted at this data centre.

RackForce

www.rackforce.com

1-866-468-1158

Suite 200 - 2130 Leckie Place, Kelowna BC, Canada V1Y 7W7

RackForce is a SOC 2 Type II certified data centre offering very high levels of security and redundancy. They provide their VMware vCloud powered enterprise private cloud product for our servers as well as a Fortigate high availability firewall with unified threat management. Web servers run CentOS Linux, Apache and PHP. Database servers run CentOS Linux and MySQL.

Secondary Data Centre

The QA, development and "hotsite" (disaster recovery) online voting systems are hosted at this data centre.

iWeb

iweb.com

1-888-909-4932

20 Place du Commerce, Nun's Island, Montreal (Quebec), Canada H3E 1Z6

Servers are exclusively located at iWeb's Montreal data centre, which is SSAE 16 certified. The servers are dedicated machines with Xen virtualization and protected by a virtualized firewall. Web servers run CentOS Linux, Apache and PHP. Database servers run CentOS Linux and MySQL.

The "hotsite" database is synchronized with the production database using remote database

replication (master-slave). All personally identifiable voter information in the QA and development databases is scrambled and votes are re-encrypted with the QA and development encryption keys during the cloning process (i.e. production encryption keys are not present on these servers).

DNS

We use CloudFlare's Anycast DNS hosting for our DNS records.

Voting Options Verification and Control

Ballots are rigorously checked for validity before being accepted. It is impossible to vote for invalid options or invalid combinations of options. The Voter cannot log in without providing the correct credentials (PIN). Simply Voting uses something called "Row-Level Locking" to ensure only one vote can be cast by the voter. Locking places the encrypted vote in the ballot box and crosses off the name on the electors list in a single transaction. So, even if you tried to put through the same PIN hundreds of times in the same second only one transaction would be completed and, once that transaction was complete, the other transactions would be blocked. There is also true anonymity. Votes are encrypted when they go into the "virtual ballot box". This is done without saving any information that can be linked to the voter. If a hacker, or an insider at Simply Voting, gets access to the server they cannot figure out who voted for whom. There is no information they can trace to the voter.

If a voter's session is disconnected and the voter has partially filled out a ballot, their partial ballot is destroyed and the voter can log in again during the election time frame to access a fresh ballot. No information is stored on the voter's computer with regards to their selections or choices.

Under voting can be allowed. Voters may abstain and may vote for as few or as many candidates as they wish up to the maximum allowed. After the voter has made their selections they are taken to a confirmation page where they can review their ballot, and the under vote will be indicated clearly. Optionally the confirmation page may display a warning when there is an under vote.

Vote Cast Logging Verification

Voter Activity, including the final submission of the ballot, is recorded in the Activity Log along with the voter's Elector ID, IP address and a timestamp. Throughout the voting event municipal staff may compare the number of electors that voted with the number of votes in the virtual ballot box. Furthermore, as stated above designated municipal staff will be provided with the entire contents of the virtual ballot box including receipt codes.

Suspicious Activity Reports will be generated throughout the voting period and Simply Voting has the ability to block voting from any IP address and/or phone number.

A voter's login is tracked. A voter's opening of the ballot is tracked. A voter reaching confirmation and review stage is tracked. Finally a voter's internet or telephone vote is tracked. All timestamped and with IP / Phone.

Captcha

Simply Voting's defense against a brute-force attack (automated password guessing) is triggered when there are 10 strikes within the last 15 minutes. A strike is an incorrect login based on same Elector ID, the same Password or the same IP address /telephone #. When our brute force defense triggers on the web voting system, the voter must complete a captcha to submit their credentials. Account lockouts are not used - they could be engineered as a denial-of-service attack vector. When

our brute force defense triggers on the telephone voting system, the voter is told "Maximum number of login attempts exceeded. You cannot login for 15 minutes. Goodbye!" and the call is terminated

Simply Voting's Capacity

The 2018 Ontario Municipal Elections will involve a record number of municipalities opting to use internet voting and Simply Voting will be delivering a large number of complex voting events at once. Clerks often pose the question, "How will we handle it?".

On the technology side, the voting system is designed to handle multi-million-voter elections and is built on an extremely scalable enterprise cloud infrastructure. Expanding (and reducing) capacity is as simple as activating (or deactivating) additional virtual server "nodes" on the cloud. As a matter of policy, Simply Voting always maintains enough capacity to handle all eligible voters voting in a single day. This over-allocation of resources ensures our voting system is always running at peak performance, even if there is an unexpected spike in voter activity. We validate that the voting system can handle this traffic by conducting test elections with thousands of simultaneous voters using simulated human traffic from our load testing partner, Loadstorm.

On the service side, Simply Voting's project management staff are very experienced at managing many overlapping elections, as throughout the year our system is running 80 to 120 online elections on any given day. All contracts for the 2018 Ontario Municipal Elections should be finalized between April and September 2017, which gives between 12 and 18 months lead time to hire additional project managers. If and when our existing workforce needs to be expanded, Simply Voting will immediately hire and train additional project managers – and far more than is actually needed. Junior project managers will always be paired up with senior project managers. An experienced project manager with several years of experience will be watching over each municipality's election.

If at any point we deem it necessary, Simply Voting will stop taking new orders to focus on existing municipal customers. Our goal for the 2018 Ontario Municipal Elections is not to maximize revenue but to uphold our perfect track record for excellent service

100% Availability Guarantee

Simply Voting provides the most reliable infrastructure possible for our online voting system. We guarantee that all functionality is available 100% of the time in a given month, excluding special planned maintenance. We will credit your account 5% of your election fee for each 30 minutes of unavailability (up to 100%).

Support Service Level Agreement (SLA)

All our customers are backed up by a team of experts committed to helping you run successful elections! If you have a question or experience a problem, we are standing by to give you quick and effective assistance. In order to meet expectations of 24x7x365 customer service, we keep **support staff on call at all times** outside of normal business hours. In case of after-hours emergency, the support form on our website will page the support staff on call who will then respond by email or phone. Our support level commitments are as follows:

Support Level	Availability	Response Time	Issue Resolution
Normal (sales questions, non-critical issues)	Mon-Fri 9am-5pm EST by phone, email or website.	1 hour	1 business day or escalated to management

Emergency (critical issues)	Mon-Fri 9am-5pm EST by phone, email or website. 24x7x365 via website support form	30 minutes	1 hour or escalated to management
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Simply Voting will credit your account 5% of your election fee (up to 100%) for any failure to meet our support level commitments.

Direct Voter Support Options

Municipalities with up to 10,000 eligible voters may choose to purchase direct voter support at a cost of \$0.15/eligible voter. For those municipalities, our toll-free Voter Help Desk phone number and email address will be staffed 24/7 and made available on your voting website and on printed voting instructions. Our support representatives will field all questions relating to the voting system and issues with incorrect or lost Voter Information Letters, but will not be able to actually make changes to voter data. Questions relating to matters internal to the municipality will be forwarded to a designated municipal contact person.

For larger municipalities, or those that prefer to manage voter support in-house, the municipality will staff and manage the Voter Help Desk, and Simply Voting will provide training and access to the necessary tools. Simply Voting will also handle voter questions when escalated to us by municipal staff.

Certified Results

An important advantage of having the experts power your election is trust. With the security of an independently managed server and service, your voters can rest assured that their votes will be counted properly. We display a *certified by Simply Voting* seal on your published voting results. On request, we will also provide a Letter of Certification attesting to the validity of your results.

Confidentiality

Simply Voting is compliant with MFIPPA. Please see our privacy policy at:
<http://www.simplyvoting.com/privacy-policy/>

Simply Voting takes secrecy of the vote very seriously. **Votes are stored without any information that could be traced to an elector, so it is logically impossible for election organizers or even the Simply Voting system administrators to determine what a particular voter has voted.** We never make use of voter information for anything other than voting and never share such information with third parties. Our privacy policy (available on the Simply Voting website) and voting system have been independently certified by TRUSTe for compliance with their Privacy Certification and Trusted Cloud requirements. Simply Voting will issue a signed certificate that the electronic ballot data has been destroyed at the appropriate time and in accordance with Sec 88(2) of the Municipal Elections Act.



Municipal Elections Act

Simply Voting is compliant with the principles guiding municipal elections as contained in the Municipal Elections Act. To wit:

- The secrecy and confidentiality of the individual vote is paramount.
- The election should be fair and non-biased.
- The election should be accessible to the voters.
- The integrity of the process should be maintained throughout the election.
- There be certainty that the results of the election reflect the votes cast.
- Voters and candidates should be treated fairly and consistently within a municipality.

SSAE 16 Certification



Simply Voting is SSAE 16 SOC 1 Type I certified. The SSAE 16 (formerly known as SAS 70) is a widely recognized auditing standard issued by the American Institute of Certified Public Accountants (AICPA). An auditor's report details a service provider's ability to offer adequate controls and safeguards when they host or process data belonging to their customers. The audit focuses heavily in the areas of compliance, security and access. It addresses important topics such as backup and recovery, computer operations, and human resources.

Our data center, RackForce, is similarly SSAE 16 SOC 1 Type II certified. Both Simply Voting and RackForce are also CSAE 3416 and ISAE 3402 certified; these are the Canadian and international equivalents to the SSAE 16.

These certifications are an independent validation of the quality, integrity and reliability of Simply Voting's infrastructure and services.

Simply Voting is Insured and Bondable

Simply Voting maintains a \$2,000,000 General Business insurance policy as well as a \$2,000,000 Cyber Liability insurance policy which covers Errors & Omissions and Network Security & Privacy Breach. This helps protect your organization and your voters. Simply Voting also is pre-approved for performance bonding by the Aviva Insurance Company of Canada.

Voter Verified Audit Trail

Once the electronic ballot has been cast a printable receipt is provided to assure voters that their votes have been recorded as intended. Should you opt to publish the final results, anyone will be able to download a file containing votes and receipt numbers. This serves as a Voter Verified Audit Trail (VVAT) - an independent verification system designed to allow voters to verify that their vote was cast correctly, to detect possible election fraud or malfunction, and to provide a means to audit the stored electronic results.

4. Advantages and Features

Social Media Sharing



Once the voter casts their ballot, integrated Facebook, Twitter, LinkedIn and Google+ buttons appear, encouraging voters to promote the fact that they voted across those social networks. Voters can post a default message or personalize it. Social media sharing increases awareness of your election, and encourages more eligible voters to participate thanks to positive social pressure.

Mobile Optimized Voting

Thanks to the responsive web design that adjusts according to the type of device being used, the voting website delivers an optimal viewing and interaction experience on a desktop

computer, tablet and smartphone. Voters using a mobile device will not have to zoom, pan, or scroll sideways because all the elements on the voting website are properly sized and placed.

Cross-Browser Compatible

Thanks to Simply Voting's minimalist design and compliance with W3C web standards, our system is compatible with all modern browsers (going back to Internet Explorer 6) and web-enabled cellphones so that voters can vote on the go. We test across various browser/OS/device combinations using *BrowserStack*.

Accessibility



Simply Voting is committed to supporting electors with disabilities and making sure the ballot works with assistive technologies. Voting websites are audited against Section 508 and WCAG-2 accessibility requirements, and are accredited as A (Highly Accessible) by the Bureau of Internet Accessibility. Voting websites are also compliant with the Accessibility for Ontarians with Disabilities Act and adhere to WCAG-2 at Level AA. Simply Voting will also provide a statement that can be used to satisfy the requirements of Sec 12(2) of the Ontario Municipal Elections Act.

Simply Voting is "Green"

Simply Voting is the most eco-friendly online voting system in the world. We've lowered our carbon footprint to a small fraction of a typical website by hosting virtualized servers in an efficient data center powered by Hydroelectricity. Furthermore, we choose clean, pollution-free energy with Bullfrog Power. Bullfrog's generators put green electricity onto the grid to match the amount of electricity we use in our offices.



Skyhigh Enterprise-Ready Rating



Skyhigh Networks performs objective and thorough evaluations of the enterprise-readiness of cloud service based on a detailed set of criteria developed in conjunction with the Cloud Security Alliance (CSA). Services designated as Skyhigh Enterprise-Ready are the services receiving the highest CloudTrust™ Ratings, which fully satisfy the most stringent requirements for data protection, identity verification, service security, business practices, and legal protection.

Branded Voting Website

Simply Voting provides you with an exclusive website for your elections with a url like <https://yourtown.simplyvoting.com>. The professional looking voting website is branded with your logo & colours, is easy to use and works with all browsers. You have the option of publishing voting results to your voting website with the click of a button.

Tech Support

All our customers are backed up by a team of experts committed to helping you run successful elections! If you have a question or experience a problem, we are standing by to give you quick and effective assistance. In case of emergency, we have a support representative on call at all hours. We want our customers to be more than satisfied with their investment, so care is always taken to ensure you start off on the right foot and are never left stranded.

5. Optional Advantages & Features

These optional features are included in the cost per elector price: Audit Functions, Candidate Functions, Wards and Districts, Vote Change Support, Bilingual Experience & Second Shared Secret.

Audit Functions

This feature is offered for municipalities that want to hire independent, third-party auditors to oversee their election. Simply Voting will provide auditors, approved and paid for by your municipality, with appropriate access to the secure Election Manager Website as well as special auditor voting PINs. Auditors may verify that the system allows and forbids voting as appropriate. Auditors may continuously monitor voting activity before, during and after the election period, access the Activity Log and Login History reports, and access the file containing votes and receipt numbers after voting has ended.

Candidate Functions

This feature is offered for municipalities that want to provide controlled access for the candidates (or their designates), to electronically monitor attendance of the voters throughout the online voting period. This feature will replace the manual "struck-off list" function regularly performed during the election by candidate agents or scrutineers at the polls.

Wards and Districts

We provide a system to restrict any question on the ballot to a segment of your eligible voters. Your municipality can have a mayor position elected at large and different ward councillors or school boards elected by the electors of the appropriate ward or district.

Vote Changing Support

To discourage coercion and vote buying, Simply Voting offers the option to allow voters to change their vote at any time until the online voting period has ended.

Bilingual Experience

If desired, the content and interface of telephone voting, online voting and the Voter Information Letters will be available in English and French.

Second Shared Secret

Simply Voting can require voters to authenticate their identity with a second shared secret beyond their PIN, to enhance security. The municipality must have access to a reliable source of information in the list of electors, such as birth date, and must supply this information to Simply Voting.

Voting Kiosks (at cost)

For Municipalities that need official physical locations for online voting, Simply Voting offers the ideal kiosk solution: an Apple iPad mounted in a specialized 3G Comet iPad stand, along with software configuration to “lock” the iPad to a kiosk version of the voting website. This solution has several benefits:

- Security: The iPad software is very secure and immune to viruses and hacking. The stand locks the iPad in place preventing theft and tampering.
- Ease of use: The iPad has touchscreen and zooming technology. The stand is sturdy, has a tilting head, and is Accessibility for Ontarians with Disabilities Act (AODA) compliant.
- Low maintenance: It easy to “lock” an i-Pad to the voting website.

The kiosk is available for both Wifi and 3G cellular internet access for additional security. It is also easy to install or remove the iPad from the stand. The iPad can last a full day on battery power so kiosks may be placed anywhere without cumbersome wiring. Setting up the kiosk is quick and does not require any skills. Remote training and support is included. It is also possible to have Simply Voting staff come on-site for installation and training. The kiosk may easily be re-purposed for various events between elections.



6. Partners

The **E-Volve** solution offers a fully integrated process for municipalities that use VoterView (VV) by DataFix, Gilmore Doculink and ES&S. Some of the advantages with these unique product developments are:

The Datafix integration means that any additions, deletions or changes to elector information in VoterView are immediately updated in Simply Voting.

The ES&S integration means that electors are marked in Simply Voting “as voted” the instant they vote by paper or touchscreen machine (*if a live voters list is used*).

Similarly, electors are marked in VoterView “as voted” as soon as they vote by internet or by telephone.

Gilmore Doculink is integrated with Datafix/VoterView. Established work flows and secure, electronic data transfers between Simply Voting, VoterView and Doculink ensure that post-mailings are accurate and current.

This real-time synchronization allows for interesting combinations of voting technology to be used simultaneously.

7. Customer Requirements

These action items will be the responsibility of your municipality. Please see the “Project Plan” in section 2 for time-lines:

- Provide a main contact person to coordinate project management with the Simply Voting Elections Director.
- Provide desired text for Voter Information Letter.

- Review proof of Voter Information Letter and give feedback within one week. More time will be available if text was provided to Simply Voting in advance. The letter will be sent to print three weeks prior to voting and will be inducted with Canada Post ten days prior to voting.
- Provide positions, number of winners, candidate names, and any ward/district restrictions.
- Review proofs of online ballot and telephone ballot and give feedback one week. More time will be available if details were provided to Simply Voting in advance.
- Provide sample electronic list of eligible voters including name and address (any format is acceptable). Provide final electronic list of eligible voters. If advance polls were held then advance voters must be removed or indicated as such in this list.
- Operate a Revisions Office to deal with additional, removals, and corrections to the electronic list of eligible voters. The Revisions Office will retrieve PINs and issue blank Voter Information Letters as necessary.
- Maintain any physical voting kiosks throughout the voting period.
- Staff and Manage the voter support desk (municipalities over 10,000)

8. References

Additional references & case studies are available upon request. The Simply Voting System and Service has proved itself at over 1500 organizations and institutions.

CASE STUDY: TOWNSHIP OF CAVAN MONAGHAN

Project Timeline:

April 2014 through October 2014

Client Overview:

The Township of Cavan Monaghan is a municipality in the Canadian province of Ontario. The Township's mission statement displays their commitment to delivering responsive and cost effective services that provide for the economic, social and environmental well-being of resident. The Township has a population over 8,500 residents, and 7,500 registered voters.


Requirements and Challenges:

As part of the 2014 Ontario municipal elections, the Township of Cavan Monaghan sought to move their election process from traditional paper balloting, into a hybrid solution employing both online voting as well as voting by telephone, while still providing in-person electronic polling for those who were more unfamiliar or uncomfortable with new technology.

The solution had to be turnkey, accessible, and fully compliant with the Ontario Municipal Election Act. As with any municipal election, challenges involved ensuring that the voter list is properly up-to-date and error free, protecting against voter fraud, protecting the secrecy of the vote, as well ensuring that maximum transparency so that all parties involved – voters, candidates, and municipal staff – have full confidence in the hybrid election process.

Simply Voting's Solution:

Simply Voting deployed a custom hybrid internet and telephone voting solution to meet the Township's needs. This included a large project management component – the project master plan comprised of 72 deliverables. Amongst other things, Simply Voting drafted a 128-page procedure manual with



sample forms, conducted training sessions for municipal staff, conducted candidate information sessions, facilitated mobile voter kiosks, liaised with a third party auditor, and managed a 24/7 live voter help line. The election adhered to the timelines and other statutory requirements of the Ontario municipal Elections Act.

Simply Voting integrated directly with the Township's electoral database vendor, in order to create a live sync of updated voter information between the Township's database and the list of eligible voters on Simply Voting, ensuring that elector information was up-to-date and no voters were disenfranchised. Simply Voting designed and managed the distribution of Voter Information Letters that provided residents with their official instructions and voting credentials, or otherwise notified residents if there was an issue with their municipal records on file and how to resolve said issues.

Simply Voting provided transparency by issuing unique receipt codes to voters, whether they voted by internet or phone, which allowed voters to independently audit their own vote. Transparency was also addressed by providing candidates with real-time access to their constituency's electoral rolls.

Upon the completion of voting, Cavan Monaghan had achieved a record turnout for a municipal election, and Township clerks and staff commented on how the community found the process very streamlined and easy to use, and not so daunting with Simply Voting's project leadership.

CASE STUDY: ELECTIONS PRINCE EDWARD ISLAND

Project Timeline:

June 2016 to November 2016

Client Overview:

Elections Prince Edward Island (Elections PEI) is a non-partisan office of the Legislative Assembly in Prince Edward Island, Canada. Elections PEI's principle mandate is to inform and enable all qualified electors and candidates to exercise their democratic right through conducting and administering all provincial elections for the over 100,000 eligible voters that live on the island.

Requirements and Challenges:

Elections PEI was tasked by the Legislative Assembly of Prince Edward Island with administering a plebiscite on electoral system options. As this landmark provincial plebiscite was going to be the first in Canada to allow internet, telephone, and paper voting methods on a ranked choice ballot, Elections PEI required a secure, flexible, and robust election provider that could provision and manage internet and telephone voting, while also allowing for the input of paper ballot votes from in-person polls. Moreover, Elections PEI was already working with additional vendors that managed their voter list as well as the printing and mailing of voter information letters, so any election provider needed to be able to both interface and work with those vendors. Finally, project management and training were additional key requirements – any vendor was expected to work closely with Elections PEI staff as well as a team of expert auditors hired by Elections PEI.

Simply Voting's Solution:

Scope:

Management and clear planning of every stage of this project, from an initial review and kick-off meeting to post-plebiscite reports and activities, were key aspects to Simply Voting's solution. In order

to achieve these key elements, Simply Voting devised a project plan consisting of 58 items subdivided into 9 categories, covering stages like Requirements Gathering, Software Development, Training, Testing, and others, which were discussed and detailed with Elections PEI throughout the project in conference calls and as well as in-person meetings.

Due to the landmark nature of this plebiscite, which included simultaneous internet, telephone, and paper voting, there was particular importance on a few principal software development components. These included:

- Amalgamation of the raw paper vote data which was added to the combined internet and telephone results, in order to produce a unified results report.
- Real time sync with other vendor systems, to ensure the integrity and security of the plebiscite.
- Instantaneous dynamically generated .pdf voter information letters, for distribution via email by Simply Voting, to ensure no voters were disenfranchised after the initial postal mailing.
- Preferential results tallies for every district and every age range, in addition to the standard unified results for all of PEI, in order to provide Elections PEI with the data necessary for their own governmental reporting.

Managing the scope was vital to the plebiscite's success.

Organization:

The scope of this project required rigorous coordination, planning, and conference calls with all parties involved, including Elections PEI, as well as 3 other vendors who were focused on specific aspects of the project. Simply Voting's key management of the project's timeline and milestones, including Simply Voting's own and those of the other vendors, was an integral part to the success of the plebiscite. These other vendors that Simply Voting worked in coordination with include:

- *DataFix*, which provided elector list management software, and allowed Elections PEI staff to manage their voter data.

Simply Voting fully integrated with DataFix's software, so any changes executed on DataFix's platform were immediately synchronized to Simply Voting. Moreover, because of Simply Voting's live real time two-way sync, DataFix's software was also used as a live voter list at in-person polling stations. This allowed Elections PEI to ensure that anyone voting by paper ballot in-person was struck off the elector roll and were thus instantly prohibited from voting by internet or telephone, or vice versa, ensuring that any voters who voted by internet or telephone, were not also issued a paper ballot.

- *ES&S Canada*, which provided tabulators for paper ballots voted on in-person.

Simply Voting, in order to provide a unified results report that included votes from paper, internet, and telephone, developed a process to amalgamate raw paper vote data and to add that data to the online results. Moreover, since the plebiscite revolved around a preferential ballot, this process was more complex and nuanced than say a simple sum, due to the rounds

of results calculations and other procedures that were part of the chosen counting process. Complexity also took the form of how Simply Voting handled improperly filled out paper ballots. In conjunction with Elections PEI and their audit team, Simply Voting devised scenarios for accepting, rejecting, and correcting paper ballots that fell outside “expected completion,” during the automated amalgamation process.

- *Gilmore Doculink*, managed the printing and mailing component of the project, and which also developed the letter proof.

Simply Voting provided the secure PINs for the voter information postal mailing to Gilmore Doculink. Moreover, using Gilmore Doculink’s letter proof, Simply Voting developed a mechanism to generate one-off .pdf versions of the voter information letter that could be sent through Simply Voting via email when triggered by Elections PEI staff from their voter list software. These one-off emails were designed to accommodate last minute registrations and revisions or those voters who reported other issues with their postal voter information letter, to ensure that no voters were disenfranchised.

Auditing:

Simply Voting also worked in coordination with a team of 4 experienced and respected individuals. Their broad range of experience included chief electoral officer experience, IT infrastructure, security, and operations experience, as well information management, on provincial and national levels. The audit team’s work included reviewing the security of the voting system and a review of the disaster mitigation and recovery plans, paper ballot amalgamation procedures, reporting formats. Additionally they participated in scripted mock plebiscites where the auditors were casting dummy audit votes according to a specific plan unknown to Simply Voting or Elections PEI, to ensure results reporting was accurate and precise. Moreover, specifically regarding these mock plebiscites, Simply Voting subjected the voting system to a loadtest to ensure capacity was adequately addressed. The loadtest was successfully passed with over 58,000 votes cast in a span of 30 minutes, without any degradation in performance or application errors.

While pre-plebiscite auditing was an important aspect of the project, auditing during the active voting time frame and immediately after during the results reporting phase were also essential. To this end, the auditors were provided with a number of dummy audit PINs, which allowed them to test system connectivity and performance routinely. Simply Voting also regularly provided suspicious activity reports that were passed onto the auditors and Elections PEI staff for further investigation.

Moreover, the auditors, independently of Simply Voting, created their own paper amalgamation script to ensure that there was confidence in the interpretation and the import of raw paper vote data into the online vote database. Further, the auditors also created their own preferential results script to once again compare the final unified results to their own tally. Once the auditors were satisfied with their internal review of the results and results procedures, the auditors affirmed and signed off on the results, giving Elections PEI independent confidence in the integrity of the process.

Execution and Success:

To ensure that Elections PEI staff and auditors could perform their assigned duties and tasks, Simply Voting provided remote and in-person training prior to the live voting time frame, regarding the use of

the voting system and other integrated elements. Additionally, Simply Voting provided project specific training materials and documents to assist with the learning curve, including step-by-step guides, help desk scenario flowcharts and quick answers, template procedure forms to address specific issues like reported lost or stolen voter information letters, and an “explainer video” for the general public that detailed how a voter votes by internet or by telephone.

The plebiscite itself allowed for 10 days of voting, 2 of which also included in-person paper balloting at polling stations throughout PEI. Balloting could be conducted in either English or French, via the internet or telephone, due to Simply Voting’s management of both balloting languages. For the duration of the voting period, Simply Voting’s support hours matched the 12 hour daily support window of the Elections PEI Voter Help Desk, to ensure any issues and concerns escalated to Simply Voting could be quickly addressed. Simply Voting also provided onsite management at Elections PEI HQ for the final 5 days of voting, in addition to an extra day immediately after the end of voting.

During the final day towards the evening’s end, peak voter activity amounted to roughly 100 votes every minute. At the close of voting, Simply Voting provided a turnout report by district and age range, a unified raw results report, as well as the unified results summary report, within 17 minutes of the plebiscite’s termination. Within 35 minutes, auditors signed off and certified Simply Voting’s reports. Results were published by Elections PEI an hour and half after the plebiscite’s termination.

Over 36% turnout was reported, which amounted to over 37,000 voters. Voters overwhelming preferred internet voting, with over 30,000 voters submitting a secure electronic ballot via the internet voting system. The remaining 7,000 voters were equally split between telephone voting and paper voting.

In the days immediately following the plebiscite’s termination, Simply Voting provided additional statistical reports, including but not limited to:

- stats on voter information letter emailing and the percentage of voters who turned out after receiving the digital letter,
- countries from which valid eligible voters abroad voted,
- and telephone stats including total calls, minutes, and average length.

At the close of the project, the auditors expressed satisfaction in regards to working closely with Simply Voting and Simply Voting’s exacting attention to every detail. Additionally, the auditors expressed appreciation for the online voting system, due to the fact that by design it cannot allow the voter to make mistakes that could otherwise happen with a paper ballot – mistakes that add further confusion and interpretation time to the results reporting process. Moreover, the near instantaneous results calculation was immensely beneficial – auditors noted that if all ballots were to be counted manually, due to the nature of preferential balloting and the specific counting procedures, manual calculations could take days, weeks, or longer.

Elections PEI appreciated Simply Voting’s hands-on management and organization of the entire project, in order to ensure this landmark first of its kind plebiscite was a success, and that the information gathered from the plebiscite could be used to help the government better understand public opinion.

CASE STUDY: THE TOWN OF DEEP RIVER

Project Timeline:

May 2016 to June 2016

Client Overview:

The Town of Deep River is a municipality in the Canadian province of Ontario. The Town is an idyllic community situated in a picturesque landscape. Home of the Canadian Nuclear Laboratories, the Town was originally a planned community on the Ottawa River dedicated to nuclear research, though the Town has grown into a recreational and cultural destination. The Town has a population of over 4,000 residents and 3,500 registered voters.

Requirements and Challenges:

The Town of Deep River required a flexible, secure, and accessible survey in order to determine the Town's opinion regarding fire service within the municipality. The Town hoped to have a quick turnaround on the survey, so timing was a key element to the project. The survey would follow a similar, though pared down, model to the Town's 2014 municipal election similarly run with Simply Voting – ensuring that voters were provide information via a postal mailing, and that voters could access the survey ballot via the internet or via an audio telephone ballot.

As with any municipal style voting event or survey, challenges involved ensuring that the voter list is properly up-to-date and error free, protecting against voter fraud, protecting the secrecy of the vote, as well ensuring that maximum transparency so that voters and municipal staff have full confidence in the voting process.

Simply Voting's Solution:

Simply Voting deployed a hybrid internet and telephone voting solution to meet the Town's needs. This included a project plan, a general outline of milestones, and re-familiarizing and re-training municipal staff so they could use the Simply Voting systems with which they would interact – including a revisions platform and guide and a guide for setting up in-person internet kiosks for in-personal polling. Moreover, project management by Simply Voting included a Simply Voting setup and managed a 24/7 live voter help desk, as well as input and suggestion on wording and design of the survey content, and mock surveys for municipal staff to test to ensuring the proper design and messaging was achieved – for both the internet and the audio telephone ballot.

Simply Voting integrated directly with DataFix, the Town's electoral database vendor, in order to create a live two-way sync of updated voter information between the Township's database and the list of eligible voters on Simply Voting, ensuring that elector information was up-to-date and no voters were disenfranchised. Simply Voting designed and managed the distribution of Voter Information Letters that provided residents with their official instructions and voting credentials, or otherwise notified residents if there was an issue with their municipal records on file and how to resolve said issues. Moreover, in this managed information mailing, Simply Voting included a Deep River designed survey color information package outlining the impacts and consequences of for each option in the survey.

The survey was active for one week. Simply Voting provided transparency by issuing unique receipt codes to voters, whether they voted by internet or phone, which allowed voters to independently audit their own vote once voting had terminated.

Upon the completion of voting, Deep River achieved over 35% turnout. Simply Voting provided a package of reports, including a general activity log, turnout by date and turnout by ward, turnout by channel (telephone or internet), a suspicious activity report, as well as final survey results. Town clerks and staff commented on how the community found the process very streamlined and easy to use, and the clerks appreciated the speed at which an official survey project like this could be turned around in such a short time.

9. The Company

Brian Lack – President

Simply Voting Inc.

5253 Decarie Blvd, #250

Montreal, QC, H3W 3C3

Phone: 1-800-585 9694

Fax: (888)819-0132

Primary Contacts:

black@simplyvoting.com

slatley@simplyvoting.com

Simply Voting's approach to the voting experience is to keep it simple. Our standards-compliant interface works on all devices is minimalist and intuitive for users of all ages and technical ability.

Simply Voting's approach to voting system security is to study and follow best practices, incorporating security in our software development and engaging in third parties to audit the security and controls of our software and company. Our receipt system and voter-verified audit trail is designed to provide transparency in a way anyone can understand, while preserving anonymity.

Simply Voting's approach to customer service is to go the extra mile for the organizations we serve. We must be reachable, personable, and most importantly take ownership of all the details and project steps, even when they are "out of our court".

Simply Voting is a full-service provider of secure, hosted online elections. We are an agile company and our voting system is constantly evolving with technology and security innovations. Many reputable third parties have audited our product, technical infrastructure, and corporate infrastructure. These audits confirm that Simply Voting possesses the integrity and security which we promise. Currently Simply Voting has 11 employees, no debt and no outside investors.

Team members that support the Voting Process

A team of talented and highly trained Project Managers will perform the services needed to deliver a flawless online election. Brian Lack (President) and Bret Scofield (Elections Director) will personally supervise each municipal election project and support the Project Managers.

Some key members of our Ontario Municipal Elections Project Team are listed below. Project Managers are also supported by business development and programming departments. Simply Voting

will assign an alternate Project Manager to each municipality as well as a primary.

Simply Voting Project Team Members

Adrienne Hardy, Sr. Project Manager
 Marina Pollmueller, Project Manager
 Guillaume Bachu, Project Manager (Bilingual)
 Rania Awad, Project Manager (Bilingual)
 Matthew David, Project Manager

RESUME: BRIAN LACK

Education	McGill University, Montreal	
	Bachelor of Computer Science	2001
	Bachelor of Math, Chemistry and Physics, <i>cum laude, golden key</i>	1999
Work Experience	Simply Voting Inc.	2007 - Current
	President	
	❖ Founded Simply Voting and authored the initial version of the voting system.	
	❖ Developed expertise in software security and web application architecture.	
	❖ Leading the company, taking an active role in managing staff and supervising operations, marketing, and product development.	
	❖ Hands-on involvement in key projects and custom solutions.	
	McGill University	2003 – 2007
	Senior Programmer	
	❖ Writing web applications, scripts and Oracle forms to manage student records.	
	Electoral Consultant	2000 – 2000
	Town of Hampstead	
	❖ Managed all logistics of municipal referendum.	
	Chief Returning Officer	2000 – 2001
	Student Society of McGill University	
	❖ Managed McGill's student elections and \$30,000.00 budget.	
	❖ Interpreted and enforced Constitution & Bylaws.	
	❖ Marketing & human resources strategy achieved record voter turnout.	
	Computer Languages: PS/SQL, Java (Applets, Servlets, GUI), C / C++, Object Oriented (UML), CGI/Perl, PHP, JSP, ASP, JavaScript, HTML, XML, VoiceXML	
	❖ Experience implementing servers/clients for TCP/IP and other internet protocols.	
	❖ Strong knowledge of SQL and database application development	
	❖ Familiar with UNIX / Linus Platforms as well as Windows.	
Computer Skills		
Languages	English, French	

RESUME: BRET SCOFIELD

Education	University of Iowa Bachelor of Arts, <i>cum laude</i>	2011
Work Experience	Simply Voting Inc. Elections Director	2011 - Current
	<ul style="list-style-type: none"> ❖ Oversee all elections on the Simply Voting system. Including elections managed self-service by customers as well as Fully Managed election projects. ❖ Manage a team of Project Managers to ensure Fully Managed election projects and all other self-service elections are run smoothly on the Simply Voting system. ❖ Evaluate each customer's specific requirements and worked with Sales Staff in order to design unique online election solutions, and assign election projects to Simply Voting Project Managers based on strength and expertise. ❖ Executes unique solutions from start to end for customers, especially customers with complex requirements or high level projects such as municipal votes, provincial votes, and political party votes, etc, as part of a Fully Managed election project. ❖ Core team member in high level projects. ❖ Provide excellent, attentive customer service, for both self-service customers and for Fully Managed election projects. ❖ Responsible for providing support to resellers and other strategic partners. 	
	Simply Voting Inc. Sales, Business Development, and Project Management	2007 - 2011
	<ul style="list-style-type: none"> ❖ Responsible for generating new sales leads, including cold calling, email marketing campaigns, and investigations of strategic partnerships. ❖ Evaluated each customer's specific requirements in order to design unique solutions for customers looking to move their voting process online. ❖ Executed unique online voting solutions from start to end for customers as part of a Fully Managed election experience. ❖ Provided excellent customer service through attentive follow-ups and by responding timely to requests, inquiries, suggestions, and/or concerns. ❖ Created and drafted technical manuals of the Simply Voting system. 	
	Bethany Life Communities Dietary Aide	2005 – 2011 (Periodic)
	<ul style="list-style-type: none"> ❖ Assisted in the preparation, serving, and cleanup of daily meals and special events for assisted living residents of varying care levels. Including the meals based on special and restrictive diets. ❖ Provided personable customer service to residents and visiting families. 	
Computer Skills	Proficient with: Microsoft Office Suite, CRM Databases, Ticketing and Customer Support Systems, Windows platforms.	
Languages	English	

RESUME: ADRIENNE HARDY

Education	McGill University	
	Management Certificate	2012
	Special Studies: Systems Analysis and Modeling, Consumer Behaviour	2013
	Bachelor of Science, Part-time Studies, <i>golden key</i>	Ongoing
Work Experience	Simply Voting Inc.	2016 - Current
	Senior Project Manager	
	<ul style="list-style-type: none"> ❖ Core team member in high level projects. ❖ Evaluates each customer's specific requirements in order to design unique solutions for customers looking to move their voting process online. ❖ Executes unique online voting solutions from start to end for customers as part of a Fully Managed election projects, including key projects with over 100,000 eligible voters. ❖ Provides excellent customer service through attentive follow-ups and by responding timely to requests, inquiries, suggestions, and/or concerns. 	
	SourceHOV Canada (Formerly HOV Services and Lason Canada)	2011-2014
	Prod. Manager / Acting Operations Manager – Doc Life-Cycle Centre	
	<ul style="list-style-type: none"> ❖ Responsible for the day to day management of local operations in addition to production management duties. ❖ Facilitated successful relocation of the facility with zero down-time. 	
	SourceHOV Canada (Formerly HOV Services and Lason Canada)	2006-2011
	Production Manager	
	<ul style="list-style-type: none"> ❖ Responsible for all aspects of project assessment, implementation and completion. ❖ Assumed local IT/IS support tasks following staff reductions. ❖ Assumed the responsibilities of project coordination and business analysis. ❖ Executed and contributed to key national projects. 	
	SourceHOV Canada (Formerly HOV Services and Lason Canada)	2004-2006
	Project Analyst / Manager	
	<ul style="list-style-type: none"> ❖ Responsible for supporting all departments in client and project assessment, definition, planning, implementation and completion. ❖ Managed national implementation, compliance to company security policies and procedures. ❖ Conducted in-house process reviews and performed impact analyses. ❖ Maintained relationships with distribution partners. ❖ Developed detailed process designs, manuals, and procedures. 	
	SourceHOV Canada (Formerly HOV Services and Lason Canada)	2003-2004
	Project Coordinator	
	<ul style="list-style-type: none"> ❖ Responsible for liaising between all departments and working with Project Manager to ensure successful project implementations. ❖ Responsible for production of proofs of concepts and project testing, including creating process documents and cost analysis. 	
Computer Skills	Proficient with: Microsoft Office Suite, CRM Databases, Ticketing and Customer Support Systems, Windows platforms, SQL.	
Languages	English, Intermediate French.	



The Corporation Of The Municipality Of South Huron

By-Law #45-2017

Being a by-law to authorize the civil marriage solemnization service in the Municipality of South Huron.

Whereas Ontario Regulation 285/04 provides for the authorization of the Clerk to solemnize marriages with the authority of a licence; and

Whereas Council considers it desirable to have civil marriage solemnization services performed as a service in the Municipality of South Huron and surrounding area;

Now therefore the Council of the Corporation of the Municipality of South Huron enacts as follows:

1. That Council for the Corporation of the Municipality of South Huron does hereby direct that the civil marriage solemnization service be implemented in the Municipality of South Huron.
2. That Council recognizes that the following individuals are authorized to solemnize marriages as set out under Ontario Regulation 285/04 and the Marriage Act, R.S.O. 1990, Chapter M. 3 for the Province of Ontario:

Genevieve Scharback, Municipal Clerk;
Dan Best, Municipal Deputy Clerk;
Rebekah Msuya-Collison, Municipal Deputy Clerk

3. That the Clerk and/or Deputy Clerk may, at her/his discretion, solemnize civil marriages at times and locations which are agreeable to both parties.
3. That Council does hereby further support the Clerk delegating the authority to provide civil marriage solemnization services if deemed necessary by the Clerk.
4. That By-Law No. 24-2014 is hereby rescinded.
5. That this by-law shall come into force and effect upon the date of passage.

Read a first and second time this 21st day of August, 2017.

Read a third and final time this 21st day of August, 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk



The Corporation of the Municipality of South Huron

By-Law #46-2017

Being a By-Law to amend Schedule "D" to By-Law #34-2015, being a by-law to provide for Establish, Ratify and Impose Fees and Charges for Goods and Services provided by the Municipality of South Huron.

Whereas Section 391(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a Municipality and a Local Board may pass By-Laws imposing fees or charges on any class of persons,

- a) For services or activities provided or done by or on behalf of it; and
- b) For costs payable by it for services or activities provided or done by or on behalf of any other Municipality or Local Board; and
- c) For the use of its property including property under its control; and

Whereas the *Municipal Act, 2001*, S.O. 2001, c.25, Section 398 (2) authorizes the treasurer of a local municipality to add fees and charges imposed by the municipality, upper tier municipality or local board, to the tax roll for any property for which the owner(s) are responsible for paying the fees and charges; and

Whereas the Council of the Corporation of the Municipality of South Huron deems it expedient to pass a by-law establishing certain fees and charges;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That Schedule D of the Fees and Charges for Goods and Services By-law #34-2015 be amended to reflect the fee structure contained in Schedule "A" related to Community Services Fees attached hereto forming part of this by-law;
2. That this by-law shall come into force and take full effect on its date of final passing and supersede any other by-laws and/or resolutions inconsistent with the provisions set out herein.

Read a first and second time this 21st day of August, 2017.

Read a third time and passed this 21st day of August, 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk

Schedule A to By-Law 46-2017 – Amend Fees and Charges**Schedule D to By-law 34-2015 - Fees and Charges**

Item	Fee	Tax
Dance Techniques (12 week program)		
3-4 years	\$123.00	Exempt
4-5 years	\$148.00	Exempt
5-6 years	\$148.00	Exempt
6-7 years	\$148.00	Exempt
8-11 years	\$172.00	Exempt
Gymnastics children under 14	\$90.00/session	Exempt
Children's Baking and Crafts	\$20.00	Exempt
Kinder Gym	\$85.00/session	Exempt
Playground		
Per youngster/per day	\$32.00	Exempt
Half day	\$16.00	Exempt
Two children	\$52.00	Exempt
Two children half day	\$26.00	Exempt
Three children in a family	\$56.00	Exempt
Three children in a family half day	\$28.00	Exempt
Extended hours before and after	\$3.50	Exempt
Pool		
Individual Pass	\$85.00	HST Included
Family Pass	\$145.00	HST Included
Adult Pass	\$100.00	HST Included
Public swim, lap swim, aqua fit	\$3.00/person	HST Included
Parent & Tot lessons	\$60.00	Exempt
Half hour lessons children under 14	\$65.00	Exempt
Three quarter hour lessons children under 14	\$70.00	Exempt
Private lessons children under 14	\$95.00	Exempt
Bronze medallion and bronze cross	\$125.00	HST Included
Swim club training	\$60.00	Exempt
Assistant Water Safety Instructor	\$140.00	HST Included
Water Safety Instructor	\$175.00	HST Included
Wading Pool		
Per youngster	\$2.00	HST Included
Youngster/season	\$25.00	HST Included
Family	\$60.00	HST Included
South Huron Minor Sports Teams		
Ice Rental Discounts	% Discount Rate	

Ice Rental Fees up to \$25,000	1% discounted rate	
Ice Rental Fees from \$25,001 - \$50,000	2% discounted rate	
Ice Rental Fees from \$50,001 - \$100,000	3% discounted rate	
Ice Rental Fees from \$100,001 - \$150,000	5% discounted rate	
Ice Rental Fees from \$150,001 - \$200,000	7% discounted rate	
Ice Rental Fees from \$200,001	10% discounted rate	
Dog Obedience	\$100.00	HST Extra

Note:

Where the majority of the participants are 14 years of age and under fees are HST exempt



The Corporation Of The Municipality Of South Huron

By-Law #47-2017

Being a By-law to collect costs for maintenance and repair of municipal drains in the Municipality of South Huron in the County of Huron

Whereas the *Drainage Act*, R.S. O. 1990, as amended, provides under Section 74 that any drainage works constructed under a by-law passed under this Act or any predecessor of this Act, relating to the construction or improvement of a drainage works by local assessment, shall be maintained and repaired by each local municipality through which it passes, to the extent that such drainage works lies within the limits of such municipality, at the expense of all the upstream lands and roads in any way assessed for the construction or improvement of the drainage works and in the proportion determined by the then current by-law pertaining thereto until, in the case of each municipality, such provision for maintenance or repair is varied or otherwise determined by an engineer in a report or on appeal therefrom; and

Whereas maintenance and repairs for 2016 and prior year projects and some current year projects have now been completed on the following drains, and the total costs for each drain are as indicated below:

Adams Drain	(Stephen Ward B/L 24-2002)	849.50
Carey Drain	(Stephen Ward B/L 17-1985)	736.69
Cooke Drain	(Usborne Ward B/L 4-1968)	100.00
Crediton Drain	(Stephen Ward B/L 48-1968)	297.65
Dietrich Drain	(Stephen Ward B/L 23-1970)	8,362.91
Dundas Br A	(Stephen Ward B/L 59-1969)	861.98
Finkbeiner Drain	(Stephen Ward B/L 20-1994)	496.08
Fish Creek Drain	(Usborne Ward B/L 12-1997)	280.00
Fleming-Morrissey Drain	(Stephen Ward B/L 33-1975)	1,191.72
Gardiner Drain	(Usborne Ward B/L 9-1967)	978.39
Glavin Drain	(Stephen Ward B/L 8-1961)	370.00
Glavin-Swartz Drain	(Stephen Ward B/L 7-2000)	50.00
Haugh Drain	(Stephen Ward B/L 10-1960)	8,195.00
Hern-Leyes Drain	(Usborne Ward B/L 4-1976)	270.00
Hicks Drain	(Stephen Ward B/L 37-1991)	786.14
Isaac Drain	(Stephen Ward B/L 31-1969)	460.00
Keller Drain	(Stephen Ward B/L 30-1984)	11,324.13
Khiva Drain	(Stephen Ward B/L 15-1997)	3,753.18
Khiva A Drain	(Stephen Ward B/L 9-1976)	3,305.44
Lamport Drain	(Stephen Ward B/L 29-1967)	870.00
Mud Creek Drain	(Stephen Ward B/L 39-1991)	27,628.51
O'Brien Drain	(Stephen Ward B/L 8-1958)	3,341.05
Pickering Drain	(Stephen Ward B/L 7-1957)	4,618.14
Prance Drain	(Usborne Ward B/L 9-1973)	1,264.12
Ratz Drain	(Stephen Ward B/L 9-1999)	1,887.18
Regier A Drain	(Stephen Ward B/L 22-1969)	765.61
Washburn Drain	(Usborne Ward B/L 1-1981)	620.00

Now therefor be it resolved that the Council of the Corporation of the Municipality of South Huron enacts as follows:

1. That a special rate sufficient to collect drain maintenance and repair costs as indicated above shall be levied upon upstream lands and roads on a pro rata basis in accordance with the maintenance provisions set out in the reports adopted by the respective By-laws identified above.
2. That all costs shall be payable in full in the year in which they are imposed.
3. That where lands in the same ownership have drainage assessments with an accumulated total of \$10 or less, the costs shall be charged to general municipal drain expenses. This includes costs on drains where due to the excessive size of the watershed, as determined by the Drainage Superintendent, it would not be cost effective to have the costs assessed out. The amounts assessed against the lands as described in "1" above shall be levied and collected in the same manner and at the same time as the final taxes are levied and collected.
4. That this By-law shall come into force and take effect on the date of final passing.

Read a first and second time this 21st day of August, 2017.

Read a third time and passed this 21st day of August, 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk



The Corporation Of The Municipality Of South Huron

By-Law #48 - 2017

Being a By-law to deem lots 804 & 805 of Plan 376 and lots 806 & 807 of Plan 376 not to be part of a registered plan of subdivision.

Whereas Section 50(4) of The Planning Act, R.S.O 1990 as amended authorizes a municipality to designate any plan of subdivision or part thereof that has been registered eight years or more as not being a plan of subdivision for subdivision control purposes;

And whereas it is deemed expedient in order to control adequately the development of land in the municipality that a by-law be enacted pursuant to the said Section 50(4),

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That part of the subdivision described as follows, shall be deemed not to be part of the registered plan of subdivision for the purposes of section 50(3) of the Planning Act.
2. That the lands identified on Schedule "A", attached hereto, forms an integral part of this by-law.
3. That the area included is Lot 804 & 805, Plan 376, Exeter, Municipality of South Huron and Lots 806 & 807, Plan 376, Exeter, Municipality of South Huron.
4. That this by-law shall be registered in the proper land registry office.
5. That the Mayor and Clerk are hereby empowered to sign and execute the said by-law
6. That this by-law shall come into force and effect upon its enactment.

Read a first and second time this 21st day of August, 2017.

Read a third time and finally passed this 21st day of August, 2017.

Maureen Cole, Mayor

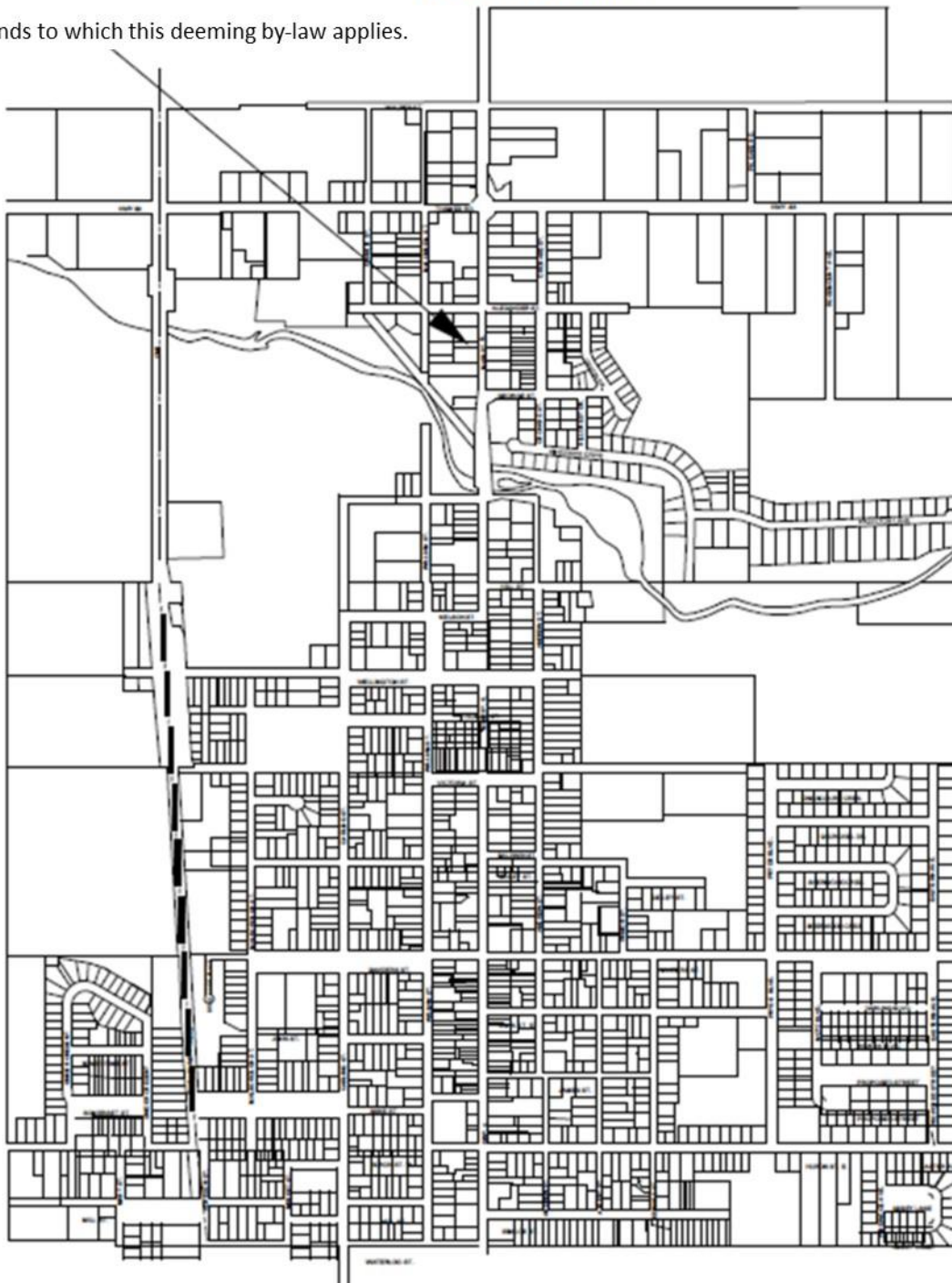
Genevieve Scharback, Clerk

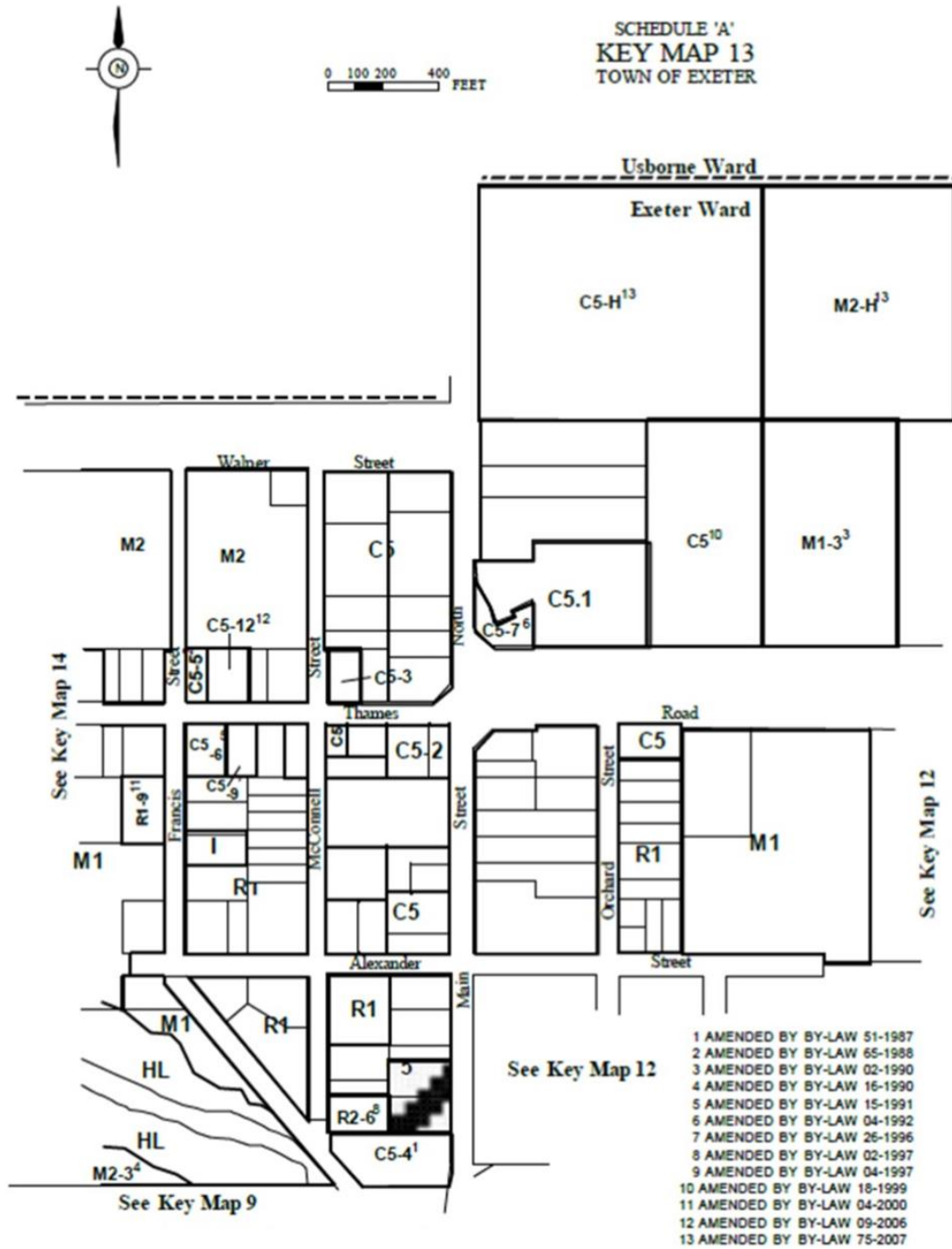
Schedule "A" to By-Law #48-2017

Corporation Of The Municipality Of South Huron

**MUNICIPALITY OF SOUTH HURON
WARD 2 (FORMER TOWN OF EXETER)
LOCATION MAP**

Lands to which this deeming by-law applies.







The Corporation Of The Municipality Of South Huron

By-Law #49-2017

Confirming By-Law

Being a by-law to adopt, confirm and ratify matters dealt with by the Council of the Corporation of the Municipality of South Huron.

Whereas Section 8 of the *Municipal Act, 2001*, as amended, provides that the powers of a Municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the Municipality's ability to respond to municipal issues; and

Whereas Section 5(3) of the *Municipal Act, 2001*, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas the Council of The Corporation of the Municipality of South Huron deems it expedient to adopt, confirm and ratify matters dealt with at all meetings of Council;

Now therefore be it resolved that the Council of The Corporation of the Municipality of South Huron enacts as follows:

1. That the proceedings and actions taken by Council and municipal officers of the Corporation of the Municipality of South Huron at the August 21, 2017 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 21st day August, 2017.

Read a third time and passed this 21st day of August, 2017.

Maureen Cole, Mayor

Genevieve Scharback, Clerk