1. ROLL CALL and CALL TO ORDER

2. INTRODUCTION OF ADDITIONAL ITEMS TO BE ADDED TO THE AGENDA and APPROVAL OF THE AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST
Disclosure of pecuniary interest and general nature thereof for current meeting.
Disclosure of pecuniary interest and general nature thereof for previous meeting, if absent for meeting.

4. MAYOR’S REMARKS

5. ADOPTION OF MINUTES
   ➢ April 23, 2018 – Council Meeting (pg. 3)
   ➢ April 26, 2018 – Special Council Meeting (pg. 11)
   ➢ May 7, 2018 – Committee of the Whole Meeting (pg. 14)
   ➢ May 7, 2018 – Special Council Meeting (pg. 18)

6. DELEGATIONS
   ➢ Blue Bayfield – Ray Letheren and Shelagh Sully (pg. 20)

7. MANAGEMENT REPORTS

   CLERKS – C. ALEXANDER
   ➢ Motions from Committee of the Whole – May 7, 2018 (pg. 22)

   ECONOMIC DEVELOPMENT – K. RICKERS
   ➢ Bayfield Electric Vehicle Charger Budget Allocation (pg. 23)
TREASURY – A. WILLERT
➢ 2017 Lakeshore Subdivision Road Grants (pg. 33)
➢ Ontario Community Infrastructure Fund (OCIF) – 2018 Intake of OCIF Top Up Application Funding (pg. 35)

PUBLIC WORKS – A. BICKNELL
➢ Assumption of Public Roads – Sunset Estates (pg. 46)
➢ Correspondence to Municipality – May 2, 2018 – High Utility Billing (pg. 54)

8. COUNCILLORS ISSUES

9. NEW BUSINESS

10. CORRESPONDENCE

11. CONFERENCE, COMMITTEE AND BOARD REPORTS
➢ Communities In Bloom Committee – Meeting Minutes – April 12, 2018 (pg. 59)
➢ Communities In Bloom Appointment By-law (pg. 63)
➢ Communities In Bloom Program Registration (pg. 67)

12. COUNCIL STATUS REPORT- ACTION ITEMS
➢ As of May 11, 2018 (pg. 72)

13. QUESTIONS FROM THE GALLERY (must relate to agenda items)

14. IN CAMERA SESSION

15. CONFIRMATORY BY-LAW
➢ By-law 40-2018 (pg. 80)

16. ADJOURNMENT
THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER

COUNCIL MEETING MINUTES

MONDAY, APRIL 23, 2018

COUNCIL CHAMBERS, STANLEY COMPLEX

6:00 PM

1. ROLL CALL and CALL TO ORDER
   C. Alexander, Clerk conducted the roll call.

   Elected Officials Present: Mayor Tyler Hessel, Deputy Mayor Jim Fergusson, Councillors John Becker, John Gillespie, Marnie Hill, George Irvin, Bill Whetstone, Janisse Zimmerman.

   Regrets: Councillor Roy.

   Staff Present: Kyle Pratt, Chief Administrative Officer; Andrew Bicknell, Manager of Public Works; Ansberth Willert, Manager of Finance; Jeff Newell, Manager of Facilities; Chandra Alexander, Clerk.

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

2. INTRODUCTION OF ADDITIONAL ITEMS TO BE ADDED TO THE AGENDA and APPROVAL OF THE AGENDA

   Mayor Hessel noted that a number of items on the agenda are in relation to the Bayfield Arena, and requested Council’s consideration that all of these items be brought forward to be discussed at the same time. The proposed Order of Business brings the Notice of Motion forward to be addressed prior to Item #6 CLERKS, and other subsequent business related to the Bayfield Arena. The Public Meeting for the 2018 Budget Review will follow these items.

   MOVED: Councillor Gillespie      SECONDED: Councillor Zimmerman
   THAT the agenda for the Council Meeting of April 23, 2018 be approved as amended. CARRIED.

3. DISCLOSURE OF PECUNIARY INTEREST

   Disclosure of pecuniary interest and general nature thereof for current meeting.
   None.

   Disclosure of pecuniary interest and general nature thereof for previous meeting, if absent for meeting.
   None

4. MAYORS REMARKS

   Huron County Municipal Officers Meeting – Very informative event, including presentation about changes to the Municipal Election Act.
Reminded everyone that the Mid-Huron Landfill is closing this summer, and that there will be changes and new signage put up at the landfill.

Acknowledged the breaking news in Toronto.

Reminded everyone of the upcoming Bayfield Lions Home and Garden Show.

5. ADOPTION OF MUNITES

March 19, 2018 – Council Meeting Minutes
MOVED: Councillor Becker SECONDED: Councillor Irvin
THAT the minutes of the March 19, 2018 Regular Meeting of Council be approved as presented. CARRIED.

March 23, 2018 – Official Plan Meeting Minutes
MOVED: Councillor Zimmerman SECONDED: Deputy Mayor Fergusson
THAT the minutes of the March 23, 2018 Official Plan Meeting be approved as presented. CARRIED.

March 27, 2018 – Budget Meeting Minutes
MOVED: Councillor Hill SECONDED: Councillor Irvin
THAT the minutes of the March 27, 2018 Budget Meeting be approved as presented. CARRIED.

April 3, 2018 – Budget Meeting Minutes
MOVED: Councillor Zimmerman SECONDED: Councillor Becker
THAT the minutes of the April 3, 2018 Committee of the Whole Meeting be approved as presented. CARRIED.

6. MANAGEMENT REPORTS

ADMINISTRATION – K. PRATT

Huron County Wayfinding Project
MOVED: Councillor Irvin SECONDED: Councillor Hill
THAT Council for the Municipality of Bluewater accept the report entitled “Huron County Wayfinding Project” as information. CARRIED.

PLANNER – C. METZGER

Draft Huron Natural Heritage Plan
MOVED: Councillor Zimmerman SECONDED: Deputy Mayor Fergusson
THAT Council for the Municipality of Bluewater accept the report entitled “Draft Huron Natural Heritage Plan” as information. CARRIED.

CLERKS – C. ALEXANDER

Notice of Motion
MOVED: Councillor Hill SECONDED: Councillor Whetstone
THAT the Council resolution of August 21st 2017 regarding the ice being removed from the Bayfield Arena effective April 2018; being:
MOVED: Councillor Irvin SECONDED: Councillor Hill
That Council approves that the ice be removed from the Bayfield Arena effective April 2018; and
That staff provide Council with the public input received regarding the repurposing of the Bayfield Community Centre, and that a feasibility study be initiated to develop a plan for the future use of the Bayfield Community Centre. CARRIED.

be rescinded. CARRIED.
Councillor Whetstone requested a recorded vote.

<table>
<thead>
<tr>
<th>Council Member</th>
<th>In Support of</th>
<th>Opposed to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Hessel</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Deputy Mayor Fergusson</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Councillor Becker</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Councillor Gillespie</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Councillor Hill</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Councillor Irvin</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Councillor Roy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Councillor Whetstone</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Councillor Zimmerman</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

MOVED: Councillor Hill SECONDED: Councillor Whetstone
THAT Council direct staff to fund all costs related to installing and maintaining the ice in the Bayfield Arena for the 2018-2019 season from the 2016 surplus. CARRIED.

TABLED MOTION
MOVED: Councillor Gillespie SECONDED: Councillor Irvin
THAT Council raise the motion tabled at the April 3rd Committee of the Whole, being:

MOVED: Councillor Gillespie SECONDED: Councillor Hill
THAT Council accept the $20,000 as proposed in correspondence dated March 26, 2018, received from Sandy Scotchmer, Acting BACPA-BFIT Co-Chairperson, and Ron Keys, Acting BACPA-BFIT Co-Chairperson, and that there be ice in the Bayfield Arena for the 2018/2019 season. CARRIED. CARRIED.

MOVED: Councillor Gillespie SECONDED: Councillor Hill
THAT Council accept the $20,000 as proposed in correspondence dated March 26, 2018, received from Sandy Scotchmer, Acting BACPA-BFIT Co-Chairperson, and Ron Keys, Acting BACPA-BFIT Co-Chairperson, and that there be ice in the Bayfield Arena for the 2018/2019 season. CARRIED.

Correspondence – Memorandum of Understanding
MOVED: Deputy Mayor Fergusson SECONDED: Councillor Whetstone
THAT Council direct staff to review the Memorandum of Understanding regarding the operation of the Bayfield Arena dated April 10, 2018, as submitted by the Bayfield Arena Community Partners Association and the Bayfield Facility Initiative Team and bring a report back to Council. CARRIED.

FACILITIES – J. NEWELL
Request for Proposal Award – Bayfield Complex Feasibility Study
MOVED: Deputy Mayor Fergusson SECONDED: Councillor Gillespie
THAT Council of the Municipality of Bluewater retain the firm of Monteith Brown Planning Consultants to complete the Bayfield Complex Feasibility Study, AND THAT Council authorize Staff to provide any documents necessary for Monteith Brown Planning Consultants to compete the works detailed within their proposal, dated April 9th at a cost of $56,500, inclusive of tax. CARRIED.

PUBLIC MEETING
2018 Budget Review

The Mayor opened the Public Meeting for the Budget at 6:53 pm.

A. Willert, Manager of Finance, gave a presentation highlighting the 2018 Budget.
Mayor Hessel opened the floor to questions from the gallery.

Bev Hill – Resident – Raised a number of inquiries related to the increase in operating costs, increase in wages in the Roads Department, County tax ratio in relation to farmland, and damage to roads due to turbine construction.

Sue Haskett – Bluewater Shoreline Residents Association – Inquired as to whether large item pick up was included in the budget.

The Mayor opened the floor to Council.

MOVED: Deputy Mayor Ferguson SECONDED: Councillor Hill
THAT the Public Meeting for the 2018 Budget Review adjourn, and Council return to their Regular Meeting at 7:43pm. CARRIED.

Motions from Committee of the Whole – April 3, 2018

MOVED: Councillor Whetstone SECONDED: Councillor Becker
THAT the Municipality of Bluewater initiate an application for a zoning by-law amendment to change the zoning of Lots 11 and 12, Concession 6 Former Hay Township to the zone found prior to the new zoning by-law of 2015, in response to the letter request from the owners. CARRIED.

MOVED: Councillor Becker SECONDED: Councillor Gillespie
THAT By-law Number 30-2018, being a by-law to amend the zoning of Lot 24, Concession 14, Hay East Ward, Bluewater (73082 Blackbush Line), be given first, second and third reading and finally passed this 23rd day of April, 2018. CARRIED.

MOVED: Councillor Irvin SECONDED: Councillor Zimmerman
THAT By-law Number 31-2018, being a by-law to amend the zoning of Part of Lot 14, Lake Road East Concession, Stanley East Ward, Bluewater (74444 Bluewater Highway), be given first, second and third reading and finally passed this 23rd day of April, 2018. CARRIED.

MOVED: Councillor Hill SECONDED: Councillor Zimmerman
THAT By-law Number 32-2018, being a by-law to amend the zoning of Lots K, 357-361, 400-404, 409-414, 453-457, and 768-772 along with Part Lots 405 & 458, Part of Glass & Christy Streets, Plan 147, Bayfield Ward, in the Municipality of Bluewater, (16 John Avenue), be given first, second and third reading and finally passed this 23rd day of April, 2018. CARRIED.

MOVED: Councillor Zimmerman SECONDED: Councillor Irvin
THAT By-law Number 19-2018, Being a By-law to authorize the transfer of Princess St Pl 524 Hay S/T R243789, R46995, R318752, R217328, R55231, R336480, R303610, R254451, R334311, R43204, R48783, R269603, R232498, R232499, R180087, R285772, R178185, R227389, R230985, R227389, R273253, R187831, R167787, R126993, R327897, R274655, R313000, R306167, R222409, R327832, R236128, R149500, R217678, R164559, R164791, R236632, R261549, R244982, R231684, R226940, R227039, R227040, R228333; Municipality of Bluewater PIN 41229-0107 (LT) (“Princess St”); and Pt Queen St Pl 524 Hay as In R64980; S/T R243789, R46995, R318752, R217328, R55231, R336480, R303610, R254451, R334311, R43204, R48783, R269603, R232498, R232499, R180087, R285772, R178185, R227389, R230985, R227389, R273253, R187831, R167787, R126993, R327897, R274655, R313000, R306167, R222409, R327832, R236128, R149500, R217678, R164559, R164791, R236632, R261549, R244982, R231684, R226940, R227039, R227040, R228333; Municipality of Bluewater PIN 41229-0394 (LT) (“Pt Queen St”); and
That By-law Number 126 – 2017 be repealed. CARRIED.

MOVED: Councillor Hill  SECONDED: Councillor Whetstone  
THAT Council authorize the Lifesaving Society to conduct an Aquatic Safety Audit at Bayfield Main Beach to inform the Beach Management Plan; and

That $2,000.00 for the cost of the Aquatic Safety Audit be funded by the Northland Power Reserve Fund. CARRIED.

MOVED: Councillor Zimmerman  SECONDED: Councillor Hill  
THAT staff prepare a draft amendment to the Fees & Charges By-law to implement partial cost recovery fees for some municipal services; and

That the draft amendment to the Fees & Charges By-law include terms to address current practices relating to developer deposits. CARRIED.

MOVED: Councillor Hill  SECONDED: Councillor Zimmerman  
THAT By-law Number 24 – 2018, Being a By-law to authorize a Community Funding Agreement with Varna Wind, LP., as general partner for and on behalf of, Varna Wind, GP, ULC, be given first, second, third and final reading and finally passed on April 23, 2018. CARRIED.

MOVED: Councillor Whetstone  SECONDED: Councillor Becker  
THAT By-law Number 25 – 2018, Being a By-law to authorize a Community Funding Agreement with Goshen Wind, LP., as general partner for and on behalf of, Goshen Wind, GP, ULC be given first, second, third and final reading and finally passed on April 23, 2018. CARRIED.

MOVED: Councillor Whetstone  SECONDED: Councillor Hill  
THAT Council approves the installation of one (1) Electric Vehicle Charging Station in Bluewater at the Bayfield Library, utilizing funds in the amount of $3722.00 and take from the Northland Current Year Projects fund. CARRIED.

MOVED: Councillor Irvin  SECONDED: Councillor Zimmerman  
THAT the Council of the Municipality of Bluewater receive the 2017 Statement of the Treasurer annually as of March 31st as completed in compliance with the Development Charges Act. CARRIED.

MOVED: Councillor Zimmerman  SECONDED: Councillor Hill  
THAT By-law Number 26 – 2018, Being a By-law authorizing the Mayor and Clerk to enter into an agreement with the Association of Municipalities of Ontario (AMO), on behalf of the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for the transfer of Main Street Revitalization Initiative funds in the amount of $43,958.41 be given first, second and third reading and finally passed this 23rd day of April, 2018. CARRIED.

MOVED: Deputy Mayor Fergusson  SECONDED: Councillor Irvin  
THAT staff be directed to write a letter inviting Gateway Casino to attend Council as a delegation to discuss the opportunity to construct a casino resort in the Municipality of Bluewater. CARRIED.

MOVED: Councillor Zimmerman  SECONDED: Councillor Hill  
THAT K. Rickers, Economic Development Coordination Services, be directed to purchase a gift certificate in the amount of $100.00 to donate to the Zurich Lion’s Club event as per correspondence received by the Municipality of Bluewater on March 16, 2018. CARRIED.

MOVED: Councillor Irvin  SECONDED: Councillor Becker
THAT staff send a letter to Ms. Janice Carruthers in response to her correspondence dated March 22, 2018 regarding “Light Pollution, protecting the night sky”, and thank her for her interest in this issue. CARRIED.

MOVED: Councillor Gillespie  SECONDED: Councillor Irvin
THAT staff be directed to ensure that all property owners are notified of any proposed zoning changes affecting their property. CARRIED.

Use of Corporate Resources During an Election
MOVED: Councillor Whetstone  SECONDED: Councillor Zimmerman
THAT By-law No. 33-2018, Being a By-law to adopt a Council Policy entitled “Use of Corporate Resources During an Election”, be given first, second, third and final reading and finally passed on April 23, 2018. CARRIED.

TREASURY – A. WILLERT

2018 Municipal Budget – Levy By-law 27-2018
MOVED: Councillor Whetstone  SECONDED: Councillor Gillespie
THAT By-Law No. 27-2018, being a by-law to provide for the adoption of the current year budget be given first, second, third and final reading, and finally passed this 23rd day of April, 2018. CARRIED.

Source Water Protection Agreement – Amendment #5
MOVED: Councillor Zimmerman  SECONDED: Councillor Hill
THAT By-law Number 29-2018, being a by-law to authorize the signing of Amendment #5 of the Source Water Protection Agreement be given first, second, third and final reading and finally passed this 23rd day of April, 2018. CARRIED.

PUBLIC WORKS – A. BICKNELL

Water Regeneration Trust – Great Lakes Waterfront Trail
MOVED: Councillor Hill  SECONDED: Councillor Whetstone
THAT Council for the Municipality of Bluewater receive this report for information and that Council consider endorsing the concept of participating with the WRT-GLWT initiative as a partnering municipality; and

THAT Council for the Municipality of Bluewater endorse the cycling route as outlined, and;

THAT Council for the Municipality of Bluewater approve a total estimated expense of $3,590.00 in 2018, from the Roads – Operations budget toward the implementation of the initiative, including both material and Public Works staff payroll related expenses. MOTION LOST.

Bluewater Water Systems – MOECC Inspection Reports/Annual OCWA Summary Reports
MOVED: Councillor Zimmerman  SECONDED: Deputy Mayor Fergusson
THAT Council direct staff to bring forward a report regarding funding options for down hole inspections of two water supply wells in Zurich in 2018.

MOVED: Councillor Hill  SECONDED: Councillor Whetstone
THAT Council receive the following reports for information;
MOECC Inspection Report - Bluewater Lakeshore Distribution System, January 16, 2018
MOECC Inspection Report – Zurich Drinking Water System, January 16, 2018
OCWA Annual Summary Report – Bluewater Lakeshore Distribution System - 2017
OCWA Annual Summary Report – Hensall Distribution System - 2017
OCWA Annual Summary Report – Varna Drinking Water System - 2017
OCWA Annual Summary Report – Zurich Drinking Water System – 2017
and;

THAT the reports be posted on the municipal website. CARRIED.

7. COUNCILLOR ISSUES

Councillor Hill – Please watch for children in the nice weather. Driver’s please slow down and keep an eye out.

Deputy Mayor Fergusson – In the future, money should be allocated to the Community Development Coordination Services position for attendance at relevant conferences.

Councillor Becker – Would like to book the speed sign.

MOVED: Councillor Becker SECONDED: Councillor Irvin
THAT Council direct staff to book the traffic speed sign as owned by Coalition for Huron Injury Prevention through the Huron County Health Unit, and that the sign be placed in Dashwood for the 2018 Victoria Day long weekend. CARRIED.

Mayor Hessel – Reminded everyone about the Special Meeting on April 26th, confirmed that we had quorum.

Thanked roads staff for helping with recent weather-related events – moving tree branches, delivering generators to families in need.

Mayor Hessel noted that he does not normally submit for pay for meetings he attends ex-officio, however a twice in the months of February and March he attended meetings in order for quorum to be met.

MOVED:Deputy Mayor Fergusson SECONDED: Councillor Gillespie
THAT the Mayor receive meeting pay for the February and March Heritage Committee meetings. CARRIED.

8. NEW BUSINESS

9. CORRESPONDENCE

Hensall Streetscape and Infrastructure Improvement Committee – Village Forest Strategic Plan

Councillor Hill spoke to this correspondence, wishing to correct some of the information in the letter. Councillor Hill advised Council that all residents involved were aware and that staff did their due diligence. Hopes that when a tree policy is developed, that these community groups are included.

Mayor Hessel noted the firefighters breakfast.

MOVED: Councillor Hill SECONDED: Councillor Gillespie
THAT Council note and file the correspondence. CARRIED.

10. CONFERENCE, COMMITTEE AND BOARD REPORTS

Health and Safety Committee – March 21, 2018 Meeting Minutes
MOVED: Councillor Whetstone SECONDED: Councillor Becker
THAT the minutes of the March 21, 2018 Health and Safety Meeting be approved as presented. CARRIED.

Heritage Advisory Committee Meeting Minutes – April 10, 2018
MOVED: Councillor Zimmerman SECONDED: Councillor Whetstone
THAT the minutes of the April 10, 2018 Heritage Advisory Committee Meeting be approved as presented. CARRIED.

Alteration of Designated Property – Clan Gregor Square
MOVED: Councillor Hill SECONDED: Councillor Zimmerman
That Council approves alteration of property designated under Part V of the Ontario Heritage Act, described as Clan Gregor Square, Plan 147, Ward of Bayfield, for replacement of wooden bollards, in concurrence with advice received from the Bluewater Heritage Advisory Committee. CARRIED.

11. COUNCIL STATUS REPORT – ACTION ITEMS
The Action Items report was included as of April 10, 2018.

12. QUESTIONS FROM THE GALLERY (must relate to agenda items)

13. IN CAMERA SESSION

14. CONFIRMATORY BY-LAW
MOVED: Councillor Hill SECONDED: Councillor Irvin
THAT By-law 28-2018, Being a By-law to confirm the proceedings of Council at its meeting held April 23, 2018 be given first, second and third reading and finally passed this 23rd day of April, 2018. CARRIED

15. ADJOURNMENT
MOVED: Councillor Becker SECONDED: Councillor Zimmerman
THAT the Council Meeting on April 10, 2018 be adjourned at approximately 8:21 p.m. CARRIED.
1. **ROLL CALL and CALL TO ORDER**
   C. Alexander, Clerk conducted the roll call.

   **Elected Officials Present:** Mayor Tyler Hessel, Deputy Mayor Jim Fergusson, Councillors John Becker, John Gillespie, Marnie Hill, George Irvin, Dave Roy.

   **Regrets:** Councillor Whetstone, Councillor Zimmerman

   **Staff Present:** Jeff Newell, Manager of Facilities; Chandra Alexander, Clerk.

   The Mayor called the meeting to order at 9:30 a.m.

2. **INTRODUCTION OF ADDITIONAL ITEMS TO BE ADDED TO THE AGENDA and APPROVAL OF THE AGENDA**

   Councillor Becker requested that an issue be added to Councillors Issues, in order to provide information to staff.

   **MOVED:** Councillor Becker **SECONDED:** Councillor Hill
   THAT the agenda for the Special Council Meeting of April 26, 2018 be approved as amended. CARRIED.

3. **DISCLOSURE OF PECUNIARY INTEREST**

   **Disclosure of pecuniary interest and general nature thereof for current meeting.**
   None.

   **Disclosure of pecuniary interest and general nature thereof for previous meeting, if absent for meeting.**
   None

4. **MANAGEMENT REPORTS**

   **PLANNING**

   **Easement Agreement Authorization: Kippen Road Development**
   **MOVED:** Deputy Mayor Fergusson **SECONDED:** Councillor Roy
   WHEREAS draft plan approval for plan of subdivision application 40T05001 affecting Part Lot 1, Lake Road West Concession, designated as Part 1, Plan 22R-5623, Township of Hay, Municipality of Bluewater, PIN 41220 – 0377 (LT) (“the Development Lands”) is extended until January 5, 2021; and
WHEREAS a Subdivision Agreement was entered into and registered as Instrument HC88537 as amended by
the Amendment to Agreement registered as Instrument HC94892 (collectively the “Agreement”) to provide for
the orderly development of the Development Lands; and

WHEREAS Schedule “H” to the Agreement states that an easement in gross shall be granted to the Municipality
for access to and maintenance of storm drainage works; and

WHEREAS the Owner has agreed to transfer to the Municipality an easement for stormwater management
services upon, under, along, in, on, over and across Block 15 of the proposed plan of subdivision; and

THAT By-law Number 35 – 3018, Being a By-law to authorize an Easement Agreement (“Easement”) with
Thermart Investments Inc. (the “Owner”) be given first, second and third reading and finally passed this 26th day
of April, 2018. CARRIED.

MOVED: Councillor Gillespie  SECONDED: Councillor Becker
WHEREAS Carrie and Adam Durand are the owners of the property located at 74444 Bluewater Highway,
Bluewater and wish to operate a rural winery (Cornerfield Wine Co.) to sell and serve wine; and

WHEREAS the owners require a Manufacturer’s Limited Liquor Sales Licence to be issued by the Alcohol and
Gaming Commission of Ontario for the operation; and

WHEREAS By-law Number 31 – 2018 was enacted on April 23rd to change the zoning on the property to permit
a rural winery;

NOW THEREFORE the Council of the Corporation of the Municipality of Bluewater, upon the expiration of the
appeal period for zoning by-law amendment By-law Number 31 – 2018, supports the issuance of a licence for a
Manufacturer’s Limited Liquor Sales Licence by the Alcohol and Gaming Commission of Ontario to Carrie and
Adam Durand for a winery located at 74444 Bluewater Highway, Bluewater. CARRIED.

FACILITIES – J. NEWELL
Bayfield Community Hub Feasibility Study – OMAFRA Contribution Agreement
MOVED: Councillor Gillespie  SECONDED: Deputy Mayor Fergusson
THAT By-law 36-2018, being a by-law to authorize the Corporation of the Municipality of Bluewater to enter into
an Agreement with Her Majesty The Queen in Right of Ontario, as represented by the Minister of Agriculture,
Food and Rural Affairs, permitting the Municipality of Bluewater to enter into a Contribution Agreement with the
Province of Ontario in order to receive the Ministry of Agriculture, Food and Rural Affairs, Rural Economic
Development (RED) grant towards the Bayfield Feasibility Study, be given first, second, third and final reading
and finally passed on April 26, 2018. CARRIED.

Tender Award - Dredging
MOVED: Councillor Irvin  SECONDED: Councillor Gillespie
THAT Council award the Dredging of the Bayfield Harbour Entrance and River Tender to Huron District
Contracting Ltd. in the amount of $29.75 per cubic meter, being a total cost of $68,251.25 exclusive of taxes.
CARRIED.

5. COUNCILLORS ISSUES

Councillor Becker – Wanted to bring to staff’s attention that someone is living in a van on Hendrick Road near
the lake.
Mayor Hessel – Requested that any by-laws or Council resolutions related to overnight parking or camping be brought forward to the May 7th Committee of the Whole meeting.

6. **CORRESPONDENCE**

Bayfield Town Hall – Huron Heritage Grant  
**MOVED:** Councillor Gillespie  **SECONDED:** Councillor Hill  
THAT the Council of the Municipality of Bluewater supports the Bayfield Town Hall Heritage Society in their application for a Huron Heritage Grant, which will allow for the Society to address the replacement and painting of the exterior siding, and work that must be done on the original main hall floors. CARRIED.

7. **CONFIRMATORY BY-LAW**  
**MOVED:** Councillor Hill  **SECONDED:** Councillor Becker  
THAT By-law 37-2018, Being a By-law to confirm the proceedings of Council at its Special meeting held April 26, 2018 be given first, second and third reading and finally passed this 26th day of April, 2018. CARRIED

8. **ADJOURNMENT**  
**MOVED:** Councillor Gillespie  **SECONDED:** Councillor Irvin  
THAT the Special Council Meeting on April 26, 2018 be adjourned at approximately 9:47 a.m. CARRIED.
1. **ROLL CALL and CALL TO ORDER**
   C. Alexander, Clerk conducted the roll call.

   **Elected Officials Present:** Mayor Tyler Hessel, Deputy Mayor Jim Fergusson, Councillors John Becker, John Gillespie, Marnie Hill, George Irvin, Dave Roy, Janisse Zimmerman.

   **Regrets:** Councillor Whetstone.

   **Staff Present:** Andrew Bicknell, Manager of Public Works; Ansberth Willert, Manager of Finance; Mike Rolph, Chief Building Official; Jeff Newell, Manager of Facilities; Chandra Alexander, Clerk.

   The Mayor called the meeting to order at 6:22 p.m.

2. **INTRODUCTION OF ADDITIONAL ITEMS TO BE ADDED TO THE AGENDA and APPROVAL OF THE AGENDA**

   **MOVED:** Councillor Hill **SECONDED:** Councillor Becker
   THAT the agenda for the Committee of the Whole Meeting of May 7, 2018 be approved as presented. CARRIED.

3. **DISCLOSURE OF PECUNIARY INTEREST**
   Disclosure of pecuniary interest and general nature thereof for current meeting.
   None.

   Disclosure of pecuniary interest and general nature thereof for previous meeting, if absent for meeting.
   None

4. **DELEGATIONS**
   None.

5. **PLANNING AND BUILDING**

   **Planner – Monica Walker-Bolton**

   **Bluewater Official Plan Five Year Review – Update**
   Planner Monica Walker-Bolton reviewed the updates to the Bluewater Official Plan Five Year Review.
MOVED: Councillor Roy    SECONDED: Councillor Becker
THAT the Committee of the Whole recommend to Council that Planning Staff be directed to amend the
Bluewater Official Plan regarding the paragraph at the end of Section 3.4.3, being a proposed amendment to
remove the requirement that the property be owned by the applicant for at least 5 years.  CARRIED.

MOVED: Councillor Hill SECONDED: Councillor Becker
THAT the Committee of the Whole recommend that Council approve a change made to the Bluewater Official
Plan regarding Section 3.4.10, being that the Minimum Distance Setback has been changed to Type A Land
Use. CARRIED.

MOVED: Councillor Hill SECONDED: Deputy Mayor Fergusson
THAT the Committee of the Whole recommend that Council direct Planning Staff to schedule a public open
house on June 19th, 2018 from 1pm to 8pm at the Stanley Complex, at which Planning Staff will be in
attendance; and that the Public Meeting for the Official Plan Review be scheduled to be held July 3, 2018 at the
Committee of the Whole.  CARRIED.

Council requested that in addition to all legislated notice, that advertisements for the Open House and Public
Meeting also be included in the next Municipal email blast and shared with lakeshore associations.

Chief Building Official – Mike Rolph

Building Activity – March and First Quarter 2018
MOVED: Councillor Roy    SECONDED: Councillor Hill
THAT the Committee of the Whole receive the report entitled, “Building Activity – March and First Quarter 2018”
as information.  CARRIED.

By-law Enforcement Activity – March 2018
MOVED: Councillor Hill SECONDED: Councillor Irvin
THAT the Committee of the Whole receive the report entitled, “By-law Enforcement Activity – March 2018” as
information.  CARRIED.

Overnight Parking and Camping Regulations
MOVED: Deputy Mayor Fergusson SECONDED: Councillor Irvin
THAT the Committee of the Whole receive the report entitled, “Overnight Parking and Camping Regulations” as
information.  CARRIED.

6. MANAGEMENT REPORTS

CLERKS – C. ALEXANDER

Council Remuneration – March 2018
MOVED: Councillor Zimmerman SECONDED: Councillor Gillespie
THAT the Committee of the Whole receive the report entitled, “Council Remuneration – March 2018” for
information purposes.  CARRIED.

Authorize Transfer of Calvary United Church Cemetery
MOVED: Councillor Becker SECONDED: Councillor Roy
THAT the Committee of the Whole recommend to Council that By-law 38-2018, Being a By-law to authorize the
transfer of Pt Lot 5 Con 10 Hay as in R106640; S/T R286964; Municipality of Bluewater, PIN 41232-0092 (LT),
be given first, second, third and final reading on May 22nd, 2018.  CARRIED.
Tender Award – Granular “M”
MOVED: Deputy Mayor Fergusson SECONDED: Councillor Gillespie
That the Committee of the Whole recommend to Council that the Tender to Supply, Apply and Stockpile Granular ‘M’ be awarded to Jennison Construction Ltd. in the amount of $347,051.25 including HST. CARRIED.

MOVED: Councillor Irvin SECONDED: Councillor Roy
THAT the Committee of the Whole recommends to Council that staff be directed to test the quality of the Granular “M” product prior to delivery. CARRIED.

Tender Award – Dust Control
MOVED: Councillor Gillespie SECONDED: Councillor Roy
That the Committee of the Whole recommend to Council that the Dust Control Tender be awarded to Pollard Highway Products Ltd. in the amount of $60,875.93 including HST. CARRIED.

Bayfield River Valley Trail Association License Renewal
MOVED: Councillor Hill SECONDED: Councillor Becker
THAT Committee of the Whole recommend to Council that By-Law Number 34 -2018 being a by-law to adopt the license agreement between the Bayfield River Valley Trail Association and the Municipality of Bluewater be given first, second and third readings and finally passed on May 22nd, 2018. CARRIED.

7. COUNCILLOR ISSUES

Mayor Hessel – Reminded everyone to get their ticket for the Wine and Beer Festival in Bayfield, and that the Dashwood Firefighter Breakfast is on May 19th, Hensall Firefighter Breakfast is on the 26th.

Councillor Becker – On Friday, students in Elkhart Indiana set off a weather balloon which ended up landing in Dashwood. There will be an interview on CTV news Tuesday.

8. NEW BUSINESS

9. CORRESPONDENCE

Letter – Part Lot 15, Conc. 7, Hay Township - Keys
MOVED: Deputy Mayor Fergusson SECONDED: Councillor Becker
THAT Committee of the Whole recommend to Council that staff bring forward a report regarding correspondence received April 19, 2018 from Daryl Keys regarding his offer to purchase a 5-acre property owned by the Municipality, being the old land fill site. CARRIED.

Letter to Council – Martin and Lynda Williams
MOVED: Deputy Mayor Fergusson SECONDED: Councillor Irvin
THAT the Committee of the Whole recommend to Council to direct staff to bring forward a report regarding correspondence dated May 2, 2018 from Martin and Lynda Williams and their request for Council’s consideration of a high-water bill received due to a water leak at their home at 20 Bayfield Terrace. CARRIED.

Nursing Week 2018
MOVED: Councillor Hill SECONDED: Councillor Roy
THAT Committee of the Whole recommend that Council proclaim May 7 to 13, 2018 as Nursing Week. CARRIED.

Councillor Zimmerman – Referenced the correspondence from Varna Wind, LP dated April 20, 2018, and asked if the contracts being sold include the contracts with the Municipality of Bluewater. Mayor said CAO K. Pratt will confirm.

10. CONFERENCE, COMMITTEE AND BOARD REPORTS

Mayor Hessel noted that himself and Councillor Roy were at the Ontario Small Urban Municipalities Conference last week.

11. COUNCIL STATUS REPORT – ACTION ITEMS

The Action Items report was included as of May 7, 2018.

12. QUESTIONS FROM THE GALLERY (must relate to agenda items)

13. IN CAMERA SESSION

14. ADJOURNMENT

MOVED: Councillor Roy SECONDED: Councillor Irvin

THAT the Committee of the Whole Meeting on May 7, 2018 be adjourned at approximately 7:11 p.m. CARRIED.
1. **ROLL CALL and CALL TO ORDER**
   C. Alexander, Clerk conducted the roll call.

   **Elected Officials Present:** Mayor Tyler Hessel, Deputy Mayor Jim Fergusson, Councillors John Becker, John Gillespie, Marnie Hill, George Irvin, Dave Roy, Janisse Zimmerman.

   **Regrets:** Councillor Whetstone.

   **Staff Present:** Andrew Bicknell, Manager of Public Works; Ansberth Willert, Manager of Finance; Chandra Alexander, Clerk.

   The Mayor called the meeting to order at 7:10 p.m.

2. **INTRODUCTION OF ADDITIONAL ITEMS TO BE ADDED TO THE AGENDA and APPROVAL OF THE AGENDA**

   **MOVED:** Deputy Mayor Fergusson **SECONDED:** Councillor Roy
   THAT the agenda for the Special Council Meeting of May 7, 2018 be approved as presented. CARRIED.

3. **DISCLOSURE OF PECUNIARY INTEREST**

   Disclosure of pecuniary interest and general nature thereof for current meeting.
   None.

   Disclosure of pecuniary interest and general nature thereof for previous meeting, if absent for meeting.
   None.

4. **MOTIONS FROM COMMITTEE OF THE WHOLE**

   **Tender Award – Granular “M”**
   **MOVED:** Councillor Gillespie **SECONDED:** Deputy Mayor Fergusson
   THAT the Tender to Supply, Apply and Stockpile Granular ‘M’ be awarded to Jennison Construction Ltd. in the amount of $347,051.25 including HST. CARRIED.

   **Tender Award – Dust Control**
   **MOVED:** Councillor Becker **SECONDED:** Councillor Roy
THAT the Dust Control Tender be awarded to Pollard Highway Products Ltd. in the amount of $60,875.93 including HST. CARRIED.

5. CONFIRMATORY BY-LAW
MOVED: Councillor Hill SECONDLED: Councillor Zimmerman
THAT By-Law Number 39-2018 being a by-law to confirm the proceedings of the Council at its Special meeting of May 7, 2018 be given first, second and third readings and finally passed on the 7th of May 2018. CARRIED.

6. ADJOURNMENT
MOVED: Councillor Zimmerman SECONDLED: Councillor Irvin
THAT the Special Meeting of Council on May 7, 2018 be adjourned at approximately 7:12 p.m. CARRIED.
PRESENTATION TO BLUEWATER COUNCIL

MAY 22, 2018

PREAMBLE
No one that lives or visits Bluewater would deny the significance of a clean Lake Huron to agricultural community, tourism or the general wellbeing of citizens and aquatic species. Indeed, some 45 million people depend on the Great Lakes for drinking water. Regrettably, recent studies\textsuperscript{1 2 3} have demonstrated that plastic pollution in these waters exceeds in volume that of the Oceans.

Blue Bayfield has engaged the community in recognizing the importance of this resource. As council may know, Bayfield is a Blue Community, one of many worldwide and was recently recognized in Paris for this achievement. 39 organizations committed to ending the use of single use bottled water. With the help of business, service clubs and this municipality, we have installed 5 water refill stations. Nearly 30,000 bottles have been filled in the 2 years since implementation.

We have worked with The Town Hall, Lions Club, Shop Bike Coffee, Lake House and others to end the use of polystyrene food take out containers and other food containers that end up on the beach, streets or landfill sites. This product cannot be recycled (locally) and biodegradable products are available at a reasonable cost.

Each year we work with other organizations in at least two beach cleanups, from Paul Bunyan to the river and along highway 21 from the old LCBO to the bridge. Plastic straws, contains, cups, bags dominate the collected items.

Our Request

1) In order to encourage residence and visitors to respect our waters, we would like to work with the Heritage Society to place a sign near the library that explains why the community reduces its plastic use specifically plastic straws, polystyrene and single use bottles. Our initial thought is to use the reverse side of map currently located near the library. Blue Bayfield would assume all costs.

2) We wish to become the first North American partner in the PLASTIC FREE COASTLINE project based in St Ives, England. See web site below. This requires that meet 5 conditions. Four are complete.
   - Engage in beach cleanups
   - Promote coastline protection beyond our community
   - Meet annually and share information
   - Work to have local businesses reduce plastic straws, bottles, and polystyrene.

The 5\textsuperscript{th} conditions requires acknowledgement by council through a resolution that they are supportive of this initiative. It also suggested that a council member be designated as member of the Blue Bayfield Board.
This is a British initiative supported by well over 100 communities in the UK, Portugal and Spain. Because the political systems here differ from those in the UK (every community regardless of size is governed by a formal council or a “ratepayers” type organization), they are prepared to grant us some latitude. That being said, it would be nice to demonstrate that we have the support of the Bayfield Ratepayers, the Bayfield Area Chamber of Commerce and our council. International recognition is never a bad thing.

As we address council, other communities around the globe have announce their intention to or have banned plastic straws. Indeed nations like the UK are introducing legislation to reduce non essential plastic by banning plastic straws.

Proposed Resolution

“the Council of the Municipality of Bluewater in the Province of Ontario, Canada supports Blue Bayfield efforts to protect the Huron Coastline and endorses its participation in PLASTIC FREE COMMUNITIES.”
In agreeing this or similar resolution, no other sector of Bluewater is obliged to commit to participating in this project.

Footnotes

1. 5 Gyre Institute, State University of New York (SUNY), Fredonia (2012) “found a high concentration of plastic …. in the Great Lakes in an open-water setting.”
2. “U.S. and Canada together discard 22 million pounds of plastic into the waters of the Great Lakes each year”, according to a new Rochester Institute of Technology (RIT) study. Most of it washes up along the shores, accounting for 80 percent of the litter found there.(2015)
3. Love Your Greats, Bayfield based researchers and citizens from 50 communities around the Great Lakes endorsed the findings of SUNY and 5 Gyre (2016)
MOTIONS FROM COMMITTEE OF THE WHOLE – MAY 7, 2018

RECOMMENDATION:
That Council authorize the recommendations from the Committee of the Whole meeting of May 7, 2018.

BACKGROUND:
1. THAT Planning Staff be directed to amend the Bluewater Official Plan regarding the paragraph at the end of Section 3.4.3, being a proposed amendment to remove the requirement that the property be owned by the applicant for at least 5 years.

2. THAT a change be made to the Bluewater Official Plan regarding Section 3.4.10, being that the Minimum Distance Setback has been changed to Type A Land Use.

3. THAT Planning Staff schedule a public open house on June 19th, 2018 from 1pm to 8pm at the Stanley Complex, at which Planning Staff will be in attendance; and that the Public Meeting for the Official Plan Review be scheduled to be held July 3, 2018 at the Committee of the Whole.

4. THAT By-law Number 38-2018, Being a By-law to authorize the transfer of Pt Lot 5 Con 10 Hay as in R106640; S/T R286964; Municipality of Bluewater, PIN 41232-0092 (LT), be given first, second, third and final reading on May 22nd, 2018.

5. THAT By-Law Number 34 -2018 being a by-law to adopt the license agreement between the Bayfield River Valley Trail Association and the Municipality of Bluewater be given first, second and third readings and finally passed on May 22nd, 2018.

6. THAT staff be directed to test the quality of the Granular “M” product prior to delivery.

7. THAT Staff bring forward a report regarding correspondence received April 19, 2018 from Daryl Keys regarding his offer to purchase a 5-acre property owned by the Municipality, being the old land fill site.

8. THAT Staff bring forward a report regarding correspondence dated May 2, 2018 from Martin and Lynda Williams and their request for Council’s consideration of a high-water bill received due to a water leak at their home at 20 Bayfield Terrace.

9. THAT Council proclaim May 7 to 13, 2018 as Nursing Week.

RELATIONSHIP TO STRATEGIC PLAN:
Relationships to the Strategic Plan for the motions above were defined in the original reports presented at the May 7, 2018 Committee of the Whole meeting.

Submitted By: Chandra Alexander, Clerk
519-236-4351 ext. 223, clerk@municipalityofbluewater.ca

Approved By: Kyle Pratt, CAO
RECOMMENDATION:
THAT Council approve the upfront costs of $18,417.87 plus HST for the Electric Vehicle Charger to be installed at the Bayfield Library, and that the Clerk be directed to sign the agreement with ChargerCrew, “Supply and Installation of One (1) Level 2 ChargePoint EV Charger”.

BACKGROUND:
At the Regular Meeting of Council on April 23, the following resolution was passed:

MOVED: Councillor Whetstone  SECONDED: Councillor Hill
THAT Council approves the installation of one (1) Electric Vehicle Charging Station in Bluewater at the Bayfield Library, utilizing funds in the amount of $3,722.00 and take from the Northland Current Year Projects fund.  CARRIED.

While $3,722.00 has been included in the 2018 budget, Staff would like to clarify that the contract for the Bayfield Library Electric Vehicle Charger requires upfront costs of $18,417.87 plus HST, with 10% payment required upon signing and the remaining 90% required upon installation. The offsetting revenue of $14,734.30 plus HST will come directly from the Government of Ontario following the submission of a final report scheduled for July 30th.

FINANCIAL IMPACT:
$3,722 was provided for in the municipal budget. Staff request Council approval on the full payment schedule including outlays and receipt of funding. While there is no change to the financial impact or the municipal levy, there will be an increase in total expenditures and income within the respective line items for this project.

Furthermore, while the net cost to the Municipality was thought to be $3,722., that amount was based on preliminary figures from Arntjean Solar, and actual net costs have reduced slightly to $3,683.57. There is a slight net reduction in the expense to the budget of approximately $38.

RELATIONSHIP TO STRATEGIC PLAN:
This report does not have any significant relationship to the strategic plan.

Strategic Pillar: N/A
Strategic Priority: N/A
Outcome: N/A
Initiative: N/A

ATTACHMENTS:
Attachment #1 – Arntjean Solar Contract
Submitted By: 

Karen Rickers, Community Development Coordination Services  
ecdev@municipalityofbluewater.ca

Concurred by: 

Ansberth Willert, Manager of Finance

Approved: 

Kyle Pratt, CAO
Supply and Installation of
One (1) Level 2 ChargePoint EV Charger

Scope

Supply and installation of one (1) Dual Level 2 CT4023 Wall mount EV charges, located at one location in the Municipality of Bluewater. Contractor will coordinate work with Ogilvie Electric, Electrical Contractor.

This agreement is between ChargerCrew (the Contractor) and the Municipality of Bluewater (the Customer). Location of the EV chargers as indicated in this document.

- **Huron County Library, Bayfield branch**
  Wall mount EV Charger located on the North side of the building

1. Site Location and Electrical Service

1.1 Site visit

Contractor has met with Karen Rickers, (Customer), Kevin Jeffrey (site supervisor) and Cedric Ogilvie (Ogilvie Electric) on site on Wednesday February 28th, 2018 to discuss location of EV charger and available electrical service. Location of site as indicated in picture in this document.

1.2 Electrical Service and Location

- **Huron County Library, Bayfield branch**
  Supply and installation of breakers, cables, connectors and permit to install one (1) L2 EV Charger.
1.3 Pavement Painting and Signage

Parking lots will be painted with the required “EV CHARGING ONLY” logo. In addition, we will paint yellow lines on the sidewalk to warn pedestrians of the cables connected to the EV cars. Signage will be installed for each parking spot.

2. Product Specifications

2.1 Level 2, CT4023

The Level 2 EV charger is a 7.2 kW output and can charge up to 40km/hr. It offers two standard SAE J1772 level 2 charging port with locking holster. The charger is a wall mount configuration and is a robust unit. The unit is network based and is software upgradeable.

Charging fees can be set by the host site and fees are collected by ChargePoint. The collected fees are transferred to your account. Cost of collecting and transferring funds is 10%.

ChargePoint provides 24/7 support to assist drivers with any questions or concerns. Numerous reports are available to indicate time of use, energy used, peak demand etc.

This unit provides:

**Driver Friendly User Interface**
- Instructional video shows how to use the station
- Touch button interface; works in rain, ice and with gloves
- Backed by ChargePoint’s world class 24/7 driver phone support

**Easily Communicate with Your Drivers**
- Daylight readable, with auto brightness control
- 640 X 480 resolution active matrix
- Upload up to 60 seconds of high quality video on a color LCD screen to individual stations as often as desired
- Brand your charging stations to communicate with drivers
- Instructional video

**Service Products and Support**
- Customized setup and activation of your stations
- ChargePoint Assure: extended parts and labor warranty coverage for up to five additional years
- 24/7 driver phone support
- Dedicated station owner support
- Parts and on-site labor maintenance
Energy Measurement and Management
- Real-time energy measurement
- 15 minute interval recording

Panel Sharing
- Allows you to charge more EVs without costly electrical upgrades

Power Select
- Allows for a lower capacity (less than 40A) circuit to power each port

Clean Cord Technology
- Keep charging cords off the ground
- Ultra-reliable second-generation gravity operated mechanism
- Flexible over entire -40°F to +122°F product temperature range

See Appendix A for technical specifications

3. Installation

3.1 Installation by Contractor

All Installations are in accordance with manufacturer’s instructions and ESA code Contractor provides project management and Contractor’s electrical contractor will perform all AC Electrical connection.

3.2 Testing and Commissioning

Contractor conducts appropriate tests to confirm system is operating as designed and activate and commission the EV charger. Contractor/Customer makes adjustments and repairs as needed to obtain proper performance and desired charging fees.

4. Service & Maintenance

Included in the price is one (1) year of Assure Warranty and annual reporting (required by the government) for five (5) years for the CT4023. We will provide training to monitor and trouble shoot the unit.

5. Time frame

Contractor will coordinate the installation with Ogilvie Electric and the Municipality of Bluewater to minimize the inconvenience on site. Standard lead-time of product is 2-4 weeks.
6. Government Funding

Government of Ontario Funding - WEVCIP

Municipality of Bluewater has been approved for $60,000 funding for this project upon successful installation completion and submission of the required paperwork. Chargercrew will look after the paperwork submission. We will also look after the annual submission of the required documentation for the next five (5) years.

7. Contract Price

The price for equipment and installation plus applicable taxes, conditions of payment and delivery dates are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2 Charger – CT4023-GW2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dual Output Gateway, Wall Mount unit 208/240V @ 30A with Cord Management and Gateway</td>
<td>1</td>
<td>$8,943.36</td>
</tr>
<tr>
<td>Initial 1 year of ChargePoint Assure with successful validation</td>
<td>1 year</td>
<td>Included</td>
</tr>
<tr>
<td>System Design and Project Management</td>
<td></td>
<td>$802.90</td>
</tr>
<tr>
<td>Freight and Mechanical Installation</td>
<td></td>
<td>$1,088.79</td>
</tr>
<tr>
<td>Electrical Installation</td>
<td></td>
<td>$4,500.78</td>
</tr>
<tr>
<td>System Activation and Configuration</td>
<td></td>
<td>$1,272.68</td>
</tr>
<tr>
<td>Pavement painting, Signage and Project Binder and Annual reporting (5 years)</td>
<td>2 parking spots</td>
<td>$1,809.36</td>
</tr>
<tr>
<td><strong>Total Project cost:</strong></td>
<td></td>
<td>$18,417.87</td>
</tr>
<tr>
<td><strong>HST</strong></td>
<td></td>
<td>$2,394.32</td>
</tr>
<tr>
<td><strong>Total cost</strong></td>
<td></td>
<td>$20,812.20</td>
</tr>
</tbody>
</table>
8. Payment terms & Conditions

All Equipment costs are payable in Canadian Funds as outlined below and payments include HST. A 10% deposit is required at time of signing of this contract. Balance of payment is required NET 30 days after commissioning and acceptance of the system.

All prices provided are including applicable taxes and valid for a period of 30 days. All other terms are outlined in our “Terms and Conditions of Sales for Goods and Services”

<table>
<thead>
<tr>
<th>Payment Structure</th>
<th>%</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Payment – 10% Deposit</td>
<td>10%</td>
<td>$2,081.22</td>
</tr>
<tr>
<td>Balance of Payment</td>
<td>90%</td>
<td>$18,730.98</td>
</tr>
<tr>
<td>Total Payment</td>
<td>100%</td>
<td>$20,812.20</td>
</tr>
</tbody>
</table>

Acknowledgement
I hereby accept the above quotation and authorize Arntjen Solar NA Inc. to order the Goods and Services as outlined.

Name: .............................................. Date: .................................

Authorized Signature: ..............................................

Notes:

Please return signed agreement to:

Jurgen van Dijken
Business Unit Manager – Electromobility

Tel: 647.722.9500
Cell: 226.228.4008
info@chargercrew.ca
Appendix A – CT4021 Specifications

CT4000 Level 2 Commercial Charging Stations
Specifications and Ordering Information

Ordering Information
Specify model number followed by the applicable code(s). The order code sequence is: Model-Options, Software, Services, and Misc are ordered as separate line items.

Hardware

<table>
<thead>
<tr>
<th>Description</th>
<th>Order Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model</td>
<td></td>
</tr>
<tr>
<td>1830 mm (6') Single Port Bollard Mount</td>
<td>CT4011</td>
</tr>
<tr>
<td>1830 mm (6') Dual Port Bollard Mount</td>
<td>CT4021</td>
</tr>
<tr>
<td>1830 mm (6') Single Port Wall Mount</td>
<td>CT4013</td>
</tr>
<tr>
<td>1830 mm (6') Dual Port Wall Mount</td>
<td>CT4023</td>
</tr>
<tr>
<td>2440 mm (8') Dual Port Bollard Mount</td>
<td>CT4025</td>
</tr>
<tr>
<td>2440 mm (8') Dual Port Wall Mount</td>
<td>CT4027</td>
</tr>
<tr>
<td>Options</td>
<td></td>
</tr>
<tr>
<td>Integral Gateway Modern - USA</td>
<td>-GW1</td>
</tr>
<tr>
<td>Integral Gateway Modern - Canada</td>
<td>-GW2</td>
</tr>
<tr>
<td>Misc</td>
<td></td>
</tr>
<tr>
<td>Power Management Kit</td>
<td>CT4000-PMGMT</td>
</tr>
<tr>
<td>Bollard Concrete Mounting Kit</td>
<td>CT4001-CCM</td>
</tr>
</tbody>
</table>

Software & Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Order Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChargePoint Commercial Service Plan</td>
<td>CTSW-SAS-COMM-n²</td>
</tr>
<tr>
<td>ChargePoint Service Provider Plan</td>
<td>CTSW-SAS-SP-n²</td>
</tr>
<tr>
<td>ChargePoint Assure</td>
<td>CT4000-ASSUREn²</td>
</tr>
<tr>
<td>Station Activation and Configuration</td>
<td>CPSUPPORT-ACTIVE</td>
</tr>
<tr>
<td>ChargePoint Station Installation and Validation</td>
<td>CT4000-INSTALLVALID</td>
</tr>
</tbody>
</table>

Note: All CT4000 stations come with 1 year of ChargePoint Assure coverage at no charge for qualified installations. Other conditions apply. All CT4000 stations require a network service plan.
1 Substitute n for desired years of service (1, 2, 3, 4, or 5 years).
2 Substitute n for the duration of the additional coverage (1, 2, 3, or 4 years).

Order Code Examples

<table>
<thead>
<tr>
<th>If ordering this</th>
<th>the order code is</th>
</tr>
</thead>
<tbody>
<tr>
<td>1830 mm (6') Dual Port Bollard USA Gateway Station with Concrete Mounting Kit</td>
<td>CT4021-GW1 CT4001-CCM</td>
</tr>
<tr>
<td>ChargePoint Commercial Service Plan, 3 Year Subscription</td>
<td>CTSW-SAS-COMM-3</td>
</tr>
<tr>
<td>ChargePoint Station Installation and Validation</td>
<td>CT4000-INSTALLVALID</td>
</tr>
<tr>
<td>2 Additional Years of Assure Coverage</td>
<td>CT4000-ASSURE2</td>
</tr>
<tr>
<td>1830 mm (6') Single Port Wall Mount Station</td>
<td></td>
</tr>
<tr>
<td>ChargePoint Commercial Service Plan, 5 Year Subscription</td>
<td>CTSW-SAS-COMM-5</td>
</tr>
<tr>
<td>4 Additional Years of Assure Coverage</td>
<td>CT4000-ASSURE4</td>
</tr>
<tr>
<td>Station Activation and Configuration</td>
<td>CPSUPPORT-ACTIVE</td>
</tr>
</tbody>
</table>
## Electrical Input

<table>
<thead>
<tr>
<th></th>
<th>Single Port (AC Voltage 208/240V AC)</th>
<th>Dual Port (AC Voltage 208/240V AC)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical Input</strong></td>
<td>Input Current</td>
<td>Input Power Connection</td>
</tr>
<tr>
<td>Standard</td>
<td>30A</td>
<td>One 40A branch circuit</td>
</tr>
<tr>
<td>Standard Power Share</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Power Select 24A</td>
<td>24A</td>
<td>One 30A branch circuit</td>
</tr>
<tr>
<td>Power Select 24A Power Share</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Power Select 16A</td>
<td>16A</td>
<td>One 20A branch circuit</td>
</tr>
<tr>
<td>Power Select 16A Power Share</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Service Panel GFCI</strong></td>
<td>40A</td>
<td>Two independent 40A branch circuits</td>
</tr>
<tr>
<td>Wiring - Standard</td>
<td>3-wire (L1, L2, Earth)</td>
<td>5-wire (L1, L1, L2, L2, Earth)</td>
</tr>
<tr>
<td>Wiring - Power Share</td>
<td>n/a</td>
<td>3-wire (L1, L2, Earth)</td>
</tr>
<tr>
<td>Station Power</td>
<td>8W typical (standby), 15W maximum (operation)</td>
<td></td>
</tr>
</tbody>
</table>

## Electrical Output

<table>
<thead>
<tr>
<th></th>
<th>Single Port (AC Voltage 208/240V AC)</th>
<th>Dual Port (AC Voltage 208/240V AC)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical Output</strong></td>
<td>Standard</td>
<td>7.2kW (240V AC @ 30A)</td>
</tr>
<tr>
<td>Standard Power Share</td>
<td>n/a</td>
<td>7.2kW (240V AC @30A) x 1 or 3.6kW (240V AC @16A) x 2</td>
</tr>
<tr>
<td>Power Select 24A</td>
<td>5.8kW (240V AC @24A)</td>
<td>5.8kW (240V AC @24A) x 2</td>
</tr>
<tr>
<td>Power Select 24A Power Share</td>
<td>n/a</td>
<td>5.8kW (240V AC @24A) x 1 or 2.9kW (240V AC @12A) x 2</td>
</tr>
<tr>
<td>Power Select 16A</td>
<td>3.8kW (240V AC @16A)</td>
<td>3.8kW (240V AC @16A) x 2</td>
</tr>
<tr>
<td>Power Select 16A Power Share</td>
<td>n/a</td>
<td>3.8kW (240V AC @16A) x 1 or 1.9kW (240V AC @8A) x 2</td>
</tr>
</tbody>
</table>

## Functional Interfaces

<table>
<thead>
<tr>
<th><strong>Functional Interfaces</strong></th>
<th>SAE J1772™ x 2</th>
<th>SAE J1772™ x 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connector(s) Type</td>
<td>SAE J1772™</td>
<td>SAE J1772™</td>
</tr>
<tr>
<td>Cable Length - 1830 mm (6')</td>
<td>5.5 m (18')</td>
<td>5.5 m (18')</td>
</tr>
<tr>
<td>Cable Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable Length - 2440 mm (8')</td>
<td>n/a</td>
<td>7 m (23')</td>
</tr>
<tr>
<td>Overhead Cable Management System</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LCD Display</td>
<td>145 mm (5.7”) full color, 640x480, 30fps full motion video, active matrix, UV protected</td>
<td></td>
</tr>
<tr>
<td>Card Reader</td>
<td>ISO 15693, ISO 14443, NFC</td>
<td>ISO 15693, ISO 14443, NFC</td>
</tr>
<tr>
<td>Locking Holster</td>
<td>Yes</td>
<td>Yes x 2</td>
</tr>
</tbody>
</table>
### Safety and Connectivity Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground Fault Detection</td>
<td>20mA CCID with auto retry</td>
</tr>
<tr>
<td>Open Safety Ground Detection</td>
<td>Continuously monitors presence of safety (green wire) ground connection</td>
</tr>
<tr>
<td>Plug-Out Detection</td>
<td>Power terminated per SAE J1772™ specifications</td>
</tr>
<tr>
<td>Power Measurement Accuracy</td>
<td>+/- 2% from 2% to full scale (30A)</td>
</tr>
<tr>
<td>Power Report/Store Interval</td>
<td>15 minute, aligned to hour</td>
</tr>
<tr>
<td>Local Area Network</td>
<td>2.4 GHz Wi-Fi (802.11 b/g/n)</td>
</tr>
<tr>
<td>Wide Area Network</td>
<td>3G GSM, 3G CDMA</td>
</tr>
</tbody>
</table>

### Safety and Operational Ratings

<table>
<thead>
<tr>
<th>Feature</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enclosure Rating</td>
<td>Type 3R per UL 50E</td>
</tr>
<tr>
<td>Safety Compliance</td>
<td>UL listed for USA and cUL certified for Canada; complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625</td>
</tr>
<tr>
<td>Surge Protection</td>
<td>6kV @ 3000A. In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.</td>
</tr>
<tr>
<td>EMC Compliance</td>
<td>FCC Part 15 Class A</td>
</tr>
<tr>
<td>Operating Temperature</td>
<td>-30°C to +50°C (-22°F to 122°F)</td>
</tr>
<tr>
<td>Storage Temperature</td>
<td>-30°C to +60°C (-22°F to 140°F)</td>
</tr>
<tr>
<td>Non-Operating Temperature</td>
<td>-40°C to +60°C (-40°F to 140°F)</td>
</tr>
<tr>
<td>Operating Humidity</td>
<td>Up to 85% @ +50°C (122°F) non-condensing</td>
</tr>
<tr>
<td>Non-Operating Humidity</td>
<td>Up to 95% @ +50°C (122°F) non-condensing</td>
</tr>
<tr>
<td>Terminal Block Temperature Rating</td>
<td>105°C (221°F)</td>
</tr>
<tr>
<td>Charging Stations per 802.11 Radio Group</td>
<td>Maximum of 10. Each station must be located within 45m (150') “line of sight” of a gateway station.</td>
</tr>
</tbody>
</table>
2017 LAKESHORE SUBDIVISION ROAD GRANTS

RECOMMENDATION:
This report is provided for information purposes.

BACKGROUND:
This report provides a listing of the kilometers and dollar amounts of road grants submitted for 2017. In addition to the grant amounts paid to the subdivisions, there is a $550 admin fee paid to them. As such, payments were issued totaling $124,231.30. The ending balance in the lakeshore reserve increased slightly from 2016 (from $50,920.85 to $54,627.58).

Historically, Treasury provides a report of the kilometers of grants to Council after the road grants are processed for the season. This is the third year we have added in the financial information regarding the cost of this program.

FINANCIAL IMPACT:
The cheques for the road grants were issued on December 15, 2017. They will show up in the December accounts listing and will be reflected in the year end financials.

RELATIONSHIP TO STRATEGIC PLAN:
This report has no direct relation to the Strategic Plan.

Strategic Pillar: N/A
Strategic Priority: N/A
Outcome: N/A
Initiatives (Short-Term): N/A

ATTACHMENT:
2017 Road Grant Kilometers

Submitted By:
Ansberth Willert, Manager of Finance
519-236-4351 ext. 230, awillert@municipalityofbluewater.ca

Approved:
Kyle Pratt, CAO
<table>
<thead>
<tr>
<th>List of Subdivisions claiming Roads Grant</th>
<th>Eligible Km's for grant</th>
<th>Submitted Km's 2017</th>
<th>Comments</th>
<th>Total Allotment (not incl admin fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hay 1 Antoinette's Lane Association</td>
<td>0.72700</td>
<td>0.72700</td>
<td></td>
<td>$2,249.86</td>
</tr>
<tr>
<td>Hay 2 Bayview Property Owners' Association</td>
<td>1.78400</td>
<td>1.78400</td>
<td></td>
<td>$5,520.98</td>
</tr>
<tr>
<td>Stanley 3 Blue Haven Beach Cottagers' Association</td>
<td>1.47700</td>
<td>1.47700</td>
<td></td>
<td>$4,490.08</td>
</tr>
<tr>
<td>Hay 4 Cedarbank Residents Association</td>
<td>1.18100</td>
<td>1.18100</td>
<td></td>
<td>$3,590.24</td>
</tr>
<tr>
<td>Hay 5 Copper's Cove Homeowners' Association</td>
<td>0.67500</td>
<td>0.67500</td>
<td></td>
<td>$2,052.00</td>
</tr>
<tr>
<td>Stanley 6 Crest Beach Cottage Owners Assoc. (North)</td>
<td>0.32400</td>
<td>0.32400</td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Hay 7 Ducharme Beach Cottage Association</td>
<td>1.25400</td>
<td>1.25400</td>
<td></td>
<td>$3,812.16</td>
</tr>
<tr>
<td>Stanley 8 Durand-Huronview North Cottage Association</td>
<td>0.56400</td>
<td>0.56400</td>
<td></td>
<td>$1,714.56</td>
</tr>
<tr>
<td>Stanley 9 Durand-Huronview South</td>
<td>0.49600</td>
<td>0.49600</td>
<td></td>
<td>$1,507.84</td>
</tr>
<tr>
<td>Stanley 10 Egerton Beach Association Inc.</td>
<td>1.86700</td>
<td>1.86700</td>
<td></td>
<td>$5,675.68</td>
</tr>
<tr>
<td>Stanley 11 Elmslie Drive Cottage Association</td>
<td>0.84600</td>
<td>0.84600</td>
<td></td>
<td>$2,571.84</td>
</tr>
<tr>
<td>Hay 12 Elmwood Subdivision Association</td>
<td>0.53600</td>
<td>0.53600</td>
<td></td>
<td>$1,629.44</td>
</tr>
<tr>
<td>Stanley 13 Glitter Bay Estates Residents' Association</td>
<td>0.28300</td>
<td>0.28300</td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Stanley 14 Glitter Bay Residents' Association</td>
<td>0.69400</td>
<td>0.69400</td>
<td></td>
<td>$2,109.76</td>
</tr>
<tr>
<td>Hay 15 Greystone Beach Cottage Association</td>
<td>0.23400</td>
<td>0.23400</td>
<td>2017 No Claim</td>
<td></td>
</tr>
<tr>
<td>Hay 16 Highlands I Cottage Owners' Association</td>
<td>0.64700</td>
<td>0.64700</td>
<td></td>
<td>$1,966.88</td>
</tr>
<tr>
<td>Hay 16 Highlands II Association</td>
<td>1.17400</td>
<td>1.17400</td>
<td></td>
<td>$3,588.96</td>
</tr>
<tr>
<td>Hay Highlands III Association</td>
<td>Private Road signs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanley 17 Homestead Heights Property Owners' Association</td>
<td>1.94000</td>
<td>1.94000</td>
<td></td>
<td>$5,897.60</td>
</tr>
<tr>
<td>Stanley 18 Houston Heights Association (South)</td>
<td>0.61400</td>
<td>0.61400</td>
<td></td>
<td>$1,866.56</td>
</tr>
<tr>
<td>Stanley 19 Lakewood Beach Homeowners' Association</td>
<td>0.51800</td>
<td>0.51800</td>
<td></td>
<td>$1,574.72</td>
</tr>
<tr>
<td>Hay 20 Lakewood Gardens North Association</td>
<td>0.52300</td>
<td>0.52300</td>
<td></td>
<td>$1,589.92</td>
</tr>
<tr>
<td>Hay 21 Lakewood Gardens South</td>
<td>0.69700</td>
<td>0.69700</td>
<td></td>
<td>$2,118.88</td>
</tr>
<tr>
<td>Michael Court Association</td>
<td>N/A - assumed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hay 22 Norman Heights Beach &amp; Cottage Owners' Assoc.</td>
<td>0.97800</td>
<td>0.97800</td>
<td></td>
<td>$2,973.12</td>
</tr>
<tr>
<td>Stanley 23 North Houston Heights (1994) Lakefront Assoc.</td>
<td>1.40200</td>
<td>1.40200</td>
<td></td>
<td>$4,262.08</td>
</tr>
<tr>
<td>Hay 24 Northridge Beach Cottage Association</td>
<td>1.14800</td>
<td>1.14800</td>
<td></td>
<td>$3,489.92</td>
</tr>
<tr>
<td>Stanley 25 Pavilion Lakeside Residents' Association</td>
<td>0.86100</td>
<td>0.86100</td>
<td></td>
<td>$2,617.44</td>
</tr>
<tr>
<td>Hay 26 Poplar Beach Property Owners' Association</td>
<td>1.69200</td>
<td>1.69200</td>
<td></td>
<td>$5,143.68</td>
</tr>
<tr>
<td>Hay 27 Ridgeway Cottage Owners Association</td>
<td>0.48300</td>
<td>0.48300</td>
<td></td>
<td>$1,468.32</td>
</tr>
<tr>
<td>Stanley 28 Rocky Point Residents'</td>
<td>0.34600</td>
<td>0.34600</td>
<td>2017 No Claim</td>
<td></td>
</tr>
<tr>
<td>St. Joseph Shores Property Owners' Assoc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hay 28 Schadeview Cottage Owners' Association</td>
<td>0.58000</td>
<td>0.58000</td>
<td></td>
<td>$1,763.20</td>
</tr>
<tr>
<td>Stanley 29 ShangriLa Beach Association</td>
<td>1.17700</td>
<td>1.17700</td>
<td></td>
<td>$3,578.08</td>
</tr>
<tr>
<td>Stanley 30 Snowden Acres South Association</td>
<td>1.03000</td>
<td>1.03000</td>
<td>No Association since 2013</td>
<td></td>
</tr>
<tr>
<td>Hay 30 Steepleview Cottage Owners' Association</td>
<td>1.47200</td>
<td>1.47200</td>
<td></td>
<td>$4,474.88</td>
</tr>
<tr>
<td>Hay 31 Sunnyridge Lakeshore</td>
<td>0.35800</td>
<td>0.35800</td>
<td></td>
<td>$1,088.32</td>
</tr>
<tr>
<td>Hay 32 Sunset Cove Residents Association</td>
<td>1.75000</td>
<td>1.75000</td>
<td></td>
<td>$5,350.40</td>
</tr>
<tr>
<td>Stanley 33 Sunset Estates Residents' Association</td>
<td>0.73700</td>
<td>0.73700</td>
<td></td>
<td>$2,240.48</td>
</tr>
<tr>
<td>Hay 34 Turnbull's Grove Inc.</td>
<td>0.33000</td>
<td>0.33000</td>
<td>2017 No Claim</td>
<td></td>
</tr>
<tr>
<td>Hay 35 Vista Beach Home Owners' Association</td>
<td>0.62200</td>
<td>0.62200</td>
<td></td>
<td>$1,690.88</td>
</tr>
<tr>
<td>Stanley 36 Westdell Beach Road Association</td>
<td>1.59800</td>
<td>1.59800</td>
<td></td>
<td>$4,857.92</td>
</tr>
<tr>
<td>Stanley 36 Wildwood Property Owners Association</td>
<td>1.56200</td>
<td>1.56200</td>
<td></td>
<td>$4,748.48</td>
</tr>
<tr>
<td>Hay 37 Windy Hill Cottager's Association</td>
<td>0.24200</td>
<td>0.24200</td>
<td></td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>37.43300</th>
<th>35.49300</th>
</tr>
</thead>
</table>

(2017) **37 subdivisions - total KM** 37.43300 35.49300

Prepared by Lacey Campbell
ONTARIO COMMUNITY INFRASTRUCTURE FUND (OCIF)  
2018 INTAKE OF OCIF TOP-UP APPLICATION FUNDING

RECOMMENDATIONS:
That Council for the Municipality of Bluewater direct staff to update the submission of Bridge B35 Replacement on Airport Line, located just north of County Road 83, as Bluewater’s proposal for the 2018 intake of OCIF Top-Up Application Funding.

BACKGROUND:
Staff have unsuccessfully submitted Top-Up applications on October 21, 2016, and a second time on September 27, 2017. The 2017 eligibility notice stated the following:

1. A Municipality is permitted to apply for the same project in the next round if the initial submission was unsuccessful.
2. Bridges are part of the priority group.
3. An application should include the components of criticality and the Asset Management Plan.

Our 2017 application stressed the safety related issues and demonstrated how critical they are. The Bridge is a number one priority in our Asset Management Plan but has not been completed due to the financial impact on our annual budget.

On May 4th, we received the attached notice of eligibility for the 2018 Top-Up Application. Based on feedback from OMAFRA, we have improved our documentation on the criticality of this bridge, however, we remain unsuccessful due to assessment criteria numbers 2 and 3.

FINANCIAL IMPACT:
Prior to submission, we will update the anticipated costs to complete Bridge B35 and our 2018 budget allocations towards this project. Our allocation for top-up funding indicates that we are eligible to receive $1,454,246 towards this project. Staff are concerned that no matter how much we improve and update our Asset Management Plan, we continue to fall below the line for project funding based on Assessment Criteria 3 and demonstrated need for funding from other applicants.

ATTACHMENTS:
Bluewater_2018 OCIF TopUp.pdf
2018 OCIF Guidelines_Ontario.ca.pdf

Submitted By: Ansberth Willert, Manager of Finance
519-236-4351 ext. 230, awillert@municipalityofbluewater.on.ca

Concurred by: Andrew Bicknell, Manager of Public Works

Approved: Kyle Pratt, CAO
Dear Chief Administrative Officer, Clerk or Treasurer

As part of the largest infrastructure investment in Ontario’s history, the province is committed to helping rural communities improve vital local infrastructure. That’s why we are tripling the Ontario Community Infrastructure Fund (OCIF) annually to $300 million by 2019, which includes providing communities like yours with more stable, predictable and bankable OCIF formula funding.

I am pleased to inform you that we are now accepting proposals for the 2018 intake of OCIF Top-Up Application funding. This intake will provide approximately $100 million to help communities address larger critical infrastructure projects. The Municipality of Bluewater is eligible to apply for up to $1,454,246. I ask that you share this information with your council as appropriate.

Your community may submit one project proposal, either individually or in partnership with another community. The deadline for submitting proposals for the OCIF Top-Up Application intake is Tuesday, August 28, 2018 at 5 p.m. Eastern Daylight Time.

Please note that this is a competitive application process that will assess projects primarily on their critical health and safety aspects. An assessment of the applicant’s asset management plan and funding need will also be considered as part of this process. The 2018 program guidelines have been revised to provide additional information on the technical assessment process for each project category.

To consult the program guidelines please visit: www.ontario.ca/municipalinfrastructure. The application form will be made available on this website shortly. Should you have any questions about the application process or your project proposal, please contact your project analyst Mary Wyga at (519) 826-4943 or via email at Mary.Wyga@ontario.ca.

With the municipal elections scheduled to take place on October 22, 2018 and the restrictions placed on municipal council in accordance with section 275 of the Municipal Act, 2001, you are encouraged to submit your application as early as possible to mitigate potential constraints in advance of or following a potential municipal election.

Sincerely,

Brent Kennedy
Director, Rural Programs Branch
How to top-up support from the Ontario Community Infrastructure Fund

How to qualify and apply for further support through the top-up application component of the Ontario Community Infrastructure Fund.

How it works

Under the top-up application component, approximately $100 million will be distributed among communities who successfully apply for additional funding through the Ontario Community Infrastructure Fund (OCIF). This allows communities to partner with the province to invest in critical infrastructure projects.

Overview of the top-up application component

- Approximately $100 million in provincial funding is available for the 2018 intake.
- Eligibility for the 2018 intake is being targeted to communities whose formula-based grants in 2019 and 2020 add up to a combined total of less than $2 million. Eligible communities with critical infrastructure projects may submit proposals to the top-up application component to bring their total OCIF funding up to $2 million over 2 years.

- Sole or joint applicants that received funding under the 2017 intake of the top-up application component of OCIF are not eligible to apply for funding under the 2018 intake. In addition, sole or joint applicants that receive funding under the 2018 intake will not be eligible to apply for funding under the 2019 intake.

How projects are assessed

A one-stage application process will be used to assess projects primarily in relation to the project’s critical health and safety aspects. The completeness of the applicant’s asset management plan and the funding need of the proposed project...
will continue to be secondary factors considered in the assessment of the project. These assessment criteria are consistent with the previous intake of the top-up application component.

**Important timelines**

- Applications and all supporting documentation are due by **5 p.m. Eastern Daylight Time on August 28, 2018**. Please note that applications submitted after this time will be considered late and the proposed project will be deemed ineligible for funding. Any supporting documentation must also be submitted by the deadline in order to be considered part of the application. In addition, applicants cannot change the proposed project after the application deadline unless an extraordinary circumstance arises (e.g., the collapse of a local bridge) and permission is granted by the Province.
- Applications will be assessed to ensure they meet eligibility requirements within one month of the application deadline date. Applicants that do not meet eligibility requirements will be notified in early Fall if the proposed project is ineligible for funding.
- Successful/unsuccessful applicants will be notified in January 2019 (estimated). Successful applicants must sign and return a contribution agreement and accompanying municipal by-law/LSB board resolution by no later than March 15, 2019.
- Successful applicants must submit their 2017 Financial Information Returns without any critical errors to the Ministry of Municipal Affairs (MMA) in order to receive their first milestone payment.
- Projects must be completed by December 31, 2020. The scope of the project must be aligned with the funding requested and should be representative of a project that can be realistically completed within the intake deadlines (i.e., April 30, 2018 to December 31, 2020).

**How to apply for funding**

**Step 1**: Eligible applicants are required to fully complete the [Ontario Community Infrastructure Fund top-up application form](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=1&ENV=WWE&TIT=ontario+community+infrastructure&NO=0051E) including the applicable technical schedules.

**Step 2**: Applicants are also required to submit their asset management plans as part of this application. The submitted asset management plan must identify the project that is being applied for as a priority. In the application form, indicate the year in which the asset management plan was last updated.

The application and all supporting documentation must be received by email to [OCIFApps@ontario.ca](mailto:OCIFApps@ontario.ca) by **5 p.m. EDT on August 28, 2018**. Applicants should not submit a scanned copy of the application form. If an applicant is unable to submit the application form via email or has any additional questions, please contact: 1-877-424-1300 or send an email to [OCIFApps@ontario.ca](mailto:OCIFApps@ontario.ca).

Applicants must:

- submit only 1 application for a single project (note: a single project may have multiple components; see an example of a project with multiple components below)
- determine which project to put forward. Note: Projects that were unsuccessful in previous intakes will be accepted and re-evaluated according to the current intake’s assessment criteria

Note that email attachments cannot exceed 10MB or they will not be delivered by the system. If the email and attachments exceed 10MB, please separate into multiple emails and indicate the total number of emails which will be submitted (e.g., email 1 of 3).

If successful, municipalities will be required to obtain a municipal by-law (or board resolution for LSBs) to execute the project level contribution agreement with the Province.

**Who is eligible**

Applicants are eligible if:
they will receive less than $2 million in total over 2019 and 2020 under the formula-based component
they did not receive funding under the 2017 intake of the application-based component (successful applicants were announced in March 2018). This includes both sole and joint applicants.

Eligible municipalities and Local Services Boards (LSBs) have been sent a letter via email that indicates their eligibility for the 2018 top-up application component. Applicants should review their letter before applying. Eligible applicants who have not received their top-up eligibility letter by May 4th, 2018 should contact the Ontario Ministry of Agriculture, Food and Rural Affairs’ (OMAFRA) call centre at 1-877-424-1300.

**Joint applicants**

Joint projects between multiple applicants are encouraged and additional consideration will be given to joint projects as part of the assessment. Joint projects are those where all applicants contribute financially to the project. Financial contributions may include the use of an eligible applicant’s OCIF top-up funding, OCIF formula funding allocation or other sources of community revenue. Eligible applicants may develop joint project applications with other partners including, but not limited to, other eligible municipalities, ineligible municipalities, LSBs, and Indigenous communities.

If a joint project is proposed, it counts as a project put forward by all applicants (a municipality cannot submit a joint application in addition to a stand-alone application). The lead applicant will be required to sign a contribution agreement and provide a copy of a project partnership agreement.

Joint projects may be larger than projects submitted by a single applicant, as joint applicants may request up to their combined total top-up funding caps as outlined in each proponent’s top-up eligibility letter.

When assessing a joint application, the province will consider the applicant with the strongest asset management plan and the most challenging funding need to inform the evaluation.

**Example of a successful joint project**

Under the 2017 intake of OCIF, the Town of Petrolia submitted a project in partnership with the Township of Enniskillen, Village of Oil Springs and Township of Dawn-Euphemia. The four communities combined their total top-up funding caps and will receive up to $7.1 million to upgrade the Petrolia Water Treatment Plant to “construct a new clearwell and replace the existing high lift pump station”. The upgrades will lead to increased storage capacity, help maintain system reliability and support the delivery of safe drinking water.

**What projects are eligible**

Core infrastructure projects (roads, bridges, water and wastewater, including sanitary and stormwater infrastructure) that are identified as a priority in the community’s asset management plan are eligible for funding, including:

- capital construction of new core infrastructure owned by the applicant that addresses an existing health or safety issue
- capital maintenance for the renewal, rehabilitation or replacement of core infrastructure owned by the applicant

For projects to be eligible, projects must include a capital component.

Projects submitted by applicants must be aligned with applicants’ asset management planning and prioritization. For example, if an applicant has identified road needs as a high priority within its asset management plan, then submission of a road project would be appropriate.

**Projects with multiple components**

Projects can include multiple components. For example, a project including road paving, water main, and sewer main work at the same geographical location is acceptable. Applicants must clearly identify that the proposed project has multiple eligible components and must demonstrate that each component of the project is contiguous and meets eligibility requirements.
All applicants will be required to select a primary project type. The primary project type should reflect the nature of the health and/or safety issue the project is addressing. The Province may change the primary project type if the project is deemed to be within another category upon review of the proposed scope.

Applicants that are not sure whether a project with multiple components is eligible or if the project is contiguous are encouraged to contact OCIFApps@ontario.ca or call 1-877-424-1300 before submitting an application.

Combining funding from other capital programs to support the same project

Applicants can use their OCIF formula-based funding to support their OCIF application-based project. However, applicants cannot combine their OCIF top-up application funding and funding from another capital program including, but not limited to, Small Communities Fund, Clean Water Wastewater Fund, Connecting Links, and the Northern Ontario Heritage Fund Corporation program to support the same project. Applicants can submit an application for a project on the same site as a project already receiving funding from another capital program, but the applicant must clearly scope out the component that is unique to their OCIF application.

Please note that connecting link projects (i.e., municipal roads that connect two ends of a provincial highway through a community or to an international or interprovincial border crossings) are eligible. However, the same project cannot be submitted under both OCIF and the Province’s Connecting Links Program.

Applicants unsure how to best combine funding are encouraged to contact OCIFApps@ontario.ca or call 1-877-424-1300 before submitting an application.

Innovative capital technologies

Ontario has become a world-class centre for the development of new technologies that can help reduce, avoid or defer capital and lifecycle costs. WaterTAP exists to champion Ontario’s status as a world water technology hub. Many of these technologies already support communities across Ontario, including projects funded through the Province’s Showcasing Water Innovation Program. Examples of innovative approaches include trenchless technologies for lining water mains, phosphorus removal from stormwater, and ammonia removal from wastewater. Applicants may want to consider incorporating innovative technologies into their projects.

Land-use planning

Projects must be aligned and support the expected and required provincial priorities and outcomes, as set out in provincial land use policy, provincial land use plans, and municipal official plans.

The provincial land-use planning framework promotes a coordinated and integrated approach when planning for land use and infrastructure. This is achieved through policy direction in the Provincial Policy Statement (PPS) and applicable provincial land use plans such as the Growth Plan for the Greater Golden Horseshoe.

An integrated approach to land use and infrastructure planning allows for the identification of cost savings, or other benefits such as improved environmental protection, by ensuring that development choices make the best use of existing infrastructure before consuming more land or resources.

When read together, the PPS and provincial plans require municipalities to consider, among other things:

- the implications of growth on infrastructure needs
- the full lifecycle costs of infrastructure, which may include asset management planning
- integration of environmental protection with infrastructure planning through the use of watershed or subwatershed plans.

What projects are ineligible

https://www.ontario.ca/page/how-to-top-up-support-from-ontario-community-infrastructure-fund
The following infrastructure projects are not eligible for funding:

- infrastructure expansion projects to accommodate new industrial, commercial, institutional or residential development on greenfield sites and recreational trail projects
- standalone cycling lane, sidewalk or street lighting projects. However, cycling lanes, sidewalks and street lighting that are part of a road or bridge project are eligible expenditures. As part of the application assessment, additional consideration will be given to road and bridge projects that include an active transportation component that promotes the safety of cyclists and pedestrians

Note: If an application is submitted for an ineligible project, applicants will not be given an opportunity to submit a different project in its place.

**What costs are eligible**

Project costs are eligible for top-up funding if they are incurred from April 30, 2018. Eligible project costs are third-party costs such as:

- environmental assessment costs
- design/engineering costs
- project management costs
- materials
- construction
- contingency costs (maximum 15%)

**What costs are ineligible**

Ineligible projects costs include:

- acquisition or leasing of land, buildings and other facilities
- financing charges
- legal fees
- rolling stock (e.g., trucks, graders, etc.)
- movable/transitory assets (e.g., portable generators, etc.)
- costs of completing the application
- taxes, regardless of rebate eligibility
- in-kind donations
- staff costs
- other operating costs

A more detailed list of eligible and ineligible expenditure categories will be provided in individual project level contribution agreements.

**What happens after you apply**

Once the completed application form has been submitted, an automated acknowledgement of receipt will be sent to the applicant.

A follow-up email with your file number will be issued within 10 business days. If you do not receive this email within 10 business days, please contact OCIFApps@ontario.ca or call 1-877-424-1300.

Government staff may contact an applicant to further discuss the application and/or request more information.

Both successful and unsuccessful applicants will be notified. Government staff will be available to provide feedback to unsuccessful applicants, if requested. Final funding decisions for the top-up application component of the OCIF are planned for January 2019 (estimated).

**How projects are assessed**
The OCIF top-up application component has a one-stage selection process. Eligible applicants are invited to complete an application and submit it to the government for assessment.

Assessment criteria

For all applicants and all projects types, projects will be assessed and prioritized for funding based on the following criteria:

**Criteria 1: Expected benefit in relation to critical health and/or safety and technical merit of proposed project**

The government will review projects based on specific technical assessment criteria used for each project type. Projects with multiple components will be assessed on the basis of their primary project type (e.g., a project deemed to be a wastewater project will only be assessed on the basis of its wastewater aspects). Applicants are encouraged to read the technical schedule in the OCIF application form to obtain a better sense of the criteria used to assess projects.

**Road projects**

Road infrastructure projects will be assessed for safety in terms of collisions and the reduction of collisions or collision severity associated with the project. This could be assessed through collision history, traffic volumes and Collision Modification Factor or Operational Performance Function depending on the project and information available.

**Bridge projects**

Safety issues related to bridges will be assessed primarily on the condition of the structure, which must be determined through an inspection carried out within the last two years in accordance with the Ontario Structure Inspection Manual (OSIM) or equivalent. Submission of a Municipal Structure Inspection Form with adequate photos showing defect or deterioration is a requirement for all bridge projects. In addition, any critical structural features, such as hold down anchors that are not visible for inspection, drop-in spans etc. will be included in the assessment of the project.

**Water projects**

Human health and/or safety issues (including continuity of service) related to water systems will be assessed within the framework of the standards, policies and requirements of the Ministry of the Environment and Climate Change. The following aspects that may potentially pose a threat to public health and/or safety, and their critical and imminent levels will be assessed:

- failure of meeting the requirements of health related parameters in the Ontario Drinking Water Quality Standards (ODWS), or future standards the Ministry could implement
- an issued public health advisory, a Provincial Order, or regulatory relief related to the regulatory requirement of a drinking water system
- low pressure experienced in the distribution system under normal conditions; structural failure (including watermain breaks)
- failure of meeting any Ministry policy, operational or design requirements of a drinking water system

**Wastewater projects**

Human health and/or safety issues (including continuity of service) related to wastewater systems will be assessed within the framework of the standards, policies and requirements of the Ministry of the Environment and Climate Change. The following aspects that may pose a threat to public health and/or safety and/or environmental protection will be assessed, along with their relative scale, severity and likelihood:
- discharge into the environment or exposure to raw or partially treated sewage
- meeting applicable ministry standards, legal requirements or plans related to discharges to the environment
- disruption or failure of wastewater system (sewer system and/or treatment facility) servicing to the community
- alleviation of threats to community drinking water sources
- reduction in loadings of phosphorus (Lake Erie watershed only)

Note: Projects to extend water and wastewater services into un-serviced or partially-serviced areas without a compelling environmental or health protection rationale, or to increase system capacity primarily to accommodate population growth or commercial and industrial development, are not eligible.

Criteria 2: Completeness of asset management plan

Asset management plans will be assessed for completeness until July 1, 2021. The Province will assess the content of these plans according to either the guidelines set out in the Province’s 2012 Building together: guide for municipal asset management plans or O. Reg. 588/17 Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015, depending on which set of requirements the municipality indicates were used to prepare their asset management plan.

For clarity, municipalities are not required to submit asset management plans that are compliant with O. Reg. 588/17 as part of the 2018 OCIF intake and municipalities will not be penalized for submitting asset management plans that were prepared according to Building together: guide for municipal asset management plans. However, municipalities should be aware that O. Reg. 588/17 is phased in over time and the Province has committed to updating capital funding programs to reflect regulatory requirements. Municipalities are encouraged to plan accordingly.

Criteria 3: Funding need for the proposed project

The Province will review the cost of the proposed project per household, as well as median household income and weighted property assessment per household.

In general, applicants with greater funding need (i.e., higher project cost per household, lower median household income, lower weighted property assessment per household) will be more competitive in the evaluation process.

Weighted property assessment per household measures the size of the municipality's tax base. It refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. Weighted property assessment data is retrieved from the Municipal Property Assessment Corporation, municipal tax rate bylaws and Municipal Financial Information Returns. Median household income data is retrieved from Statistics Canada and it is a measure of median household income for all private households. The Province uses the best available data to determine the funding need of the proposed project.

Financial matters and other requirements

Maximum funding cap

Eligible municipalities and LSBs may request up to 90% of a project’s total eligible cost, to a maximum of the funding cap noted within their top-up eligibility letter. The cap is calculated based on the amount of funding the applicant is proposed to receive under the formula-based component. For the 2018 intake of the top-up application component, it is calculated by subtracting the total formula-based funding the applicant is receiving in 2019 and 2020 from $2 million.

Applications are asked to request only the amount of funding needed to move forward with the project. Applicants must pay for all ineligible project costs as well as any potential future cost overruns experienced on a project.

For projects which are submitted by joint applicants, the maximum amount that can be requested is the total of the combined funding caps for all the applicants involved in the project. This allows joint applicants to pursue larger projects.

Payments
Funding for approved projects will flow as project milestones are achieved. These milestones and funding amounts may vary by project and budget availability. Payments will occur when each of the following milestones is reached: the contribution agreement is signed; after documentation is submitted detailing when the major construction contract has been awarded, and; when the project has been completed as detailed in a final report. More information will be made available to successful applicants in their individual contribution agreement.

**Contractual obligations**

Successful applicants will be expected to sign a standard government contribution agreement containing clauses regarding such items as insurance, arm’s length requirements, communications (including project signage), obligations with respect to consultations with Indigenous groups and reporting.

Successful municipalities and LSBs will be required to obtain a municipal by-law or board resolution to execute the project level contribution agreement with the Province. Joint projects will also be required to provide a copy of their partnership agreement.

**Consultations with Indigenous groups**

The Government of Canada, the Government of Ontario and municipalities may have a duty to consult and, where appropriate, accommodate Indigenous groups (https://www.ontario.ca/page/duty-consult-aboriginal-peoples-ontario), (e.g., First Nation and Métis peoples) where an activity is contemplated that may adversely impact an Aboriginal or treaty right.

Before providing funding to a project, the Government of Ontario will assess whether its duty to consult obligations are engaged. The day-to-day, procedural aspects of consultation may be delegated to project proponents (e.g., municipalities) who may also have their own obligations. Ontario’s delegation to proponents of aspects of consultation is a routine practice and the procedural aspects of consultation will be delegated to project proponents. Therefore, it is important that all applicants recognize this process and appropriately plan for this work (e.g., resources, time, etc.) as part of their funding submission.

Consultation requirements may vary depending on the size and location of the project in question. For successful applications, the Province will provide further details in writing surrounding specific consultation requirements, including which communities require consultation. Applicants should ensure duty-to-consult requirements are met prior to commencing the construction process.

**Contact with questions**

- Email: ocifapps@ontario.ca (mailto:ocifapps@ontario.ca)
- Tel.: 1-877-424-1300
- Fax.: 519-826-3398
- TTY: 1-855-696-2811
- Website: ontario.ca/page/ministry-infrastructure (https://www.ontario.ca/page/ministry-infrastructure)

Mailing address:
Ontario community infrastructure fund – Top-up component
c/o Rural Programs Branch
Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West, 4th Floor
Guelph ON N1G 4Y2

Updated: May 7, 2018
Published: July 4, 2016

**Related**

[Infrastructure funding for small communities](https://www.ontario.ca/page/infrastructure-funding-small-communities)
<table>
<thead>
<tr>
<th>Link Description</th>
<th>Link</th>
</tr>
</thead>
</table>
ASSUMPTION OF PUBLIC ROADS – SUNSET ESTATES

RECOMMENDATION:
That Council receive this report for Information and direct staff to proceed to undertake the roadway improvements utilizing municipal equipment and labour and funding from the Lakeshore Roads reserve, as outlined.

BACKGROUND:
The 2018 budget included the amount of $75,000.00 to be attributed to assumption of municipally-owned lakeshore roads.

Thus far in the Lakeshore Road Assumption Program, Michael Court, Moore Court, Westdell Drive, Talbot Court and Elgin Ave., totaling 2.4 km have been assumed.

The purpose of this report is to provide Council, a report as required by the Highway Assumption Policy (“the Policy”) set out in By-law Number 96–2013, amended by By-law Number 42–2017. Under the Policy, a report is to be prepared for Council outlining the details of the Petition and identifying a recommended course of action. As a minimum, the staff report shall include the registered road name(s), the length of road(s), a general description of the works required to improve the road(s) to the minimum tolerable assumption standard, the estimated capital cost (if any) to do so, and the estimated ongoing maintenance cost.”

A petition by the Sunset Estates Residents Association to assume Roy Street, Barbara Street, Bedard Court and Ann Street was received on January 2nd, 2015. The road name(s) are the registered names currently recognized in the Land Registry office.

Bedard Court was dedicated as public highways on Plan 115, registered December 1, 1969. There are 7 lots, Block A (beach access owned by the Municipality) Block B (well block owned by the owner of Lot 7), and Block C (0.3 m reserve owned by the Municipality). A 0.3 meter reserve is on the south boundary of Bedard Court that is privately owned. The reserve was to be transferred to the former Township but appears to still be owned by the original developer’s estate. At some point, the Municipality should acquire this parcel from the owner.

Ann Street, Barbara Street, Roy Street and Blocks A & D were dedicated as public highways on Plan 109, registered July 14, 1961. There are 35 Lots, Block A (beach access owned by the Municipality), Block B (well block owned by the Township of Stanley), Block C (ravine privately owned) and Block D (beach access privately owned).

The number of abutting properties is 40 including 2 farm properties on the east side of Roy Street. The required number of signatures for the petition is 26.4/66%. The number of signors on the petition is 33/82.5%. The petition was confirmed by the Clerk as required.

Letters were sent to all owners to invite expressions of concern. Two letters were received (Attached). Individual 1 expressed concern about loss of trees, community character and the cost to assume and maintain the roads. The 2013 engineering analysis did not identify any need for tree removal nor did the recent site review. The most significant disturbance to vegetation would be limited to the removal of one larger overhanging limb on a willow tree located on Roy Street in vicinity of the ravine.
The planned work is expected to have minimal impact on the character of the neighbourhood. The road will remain at the ‘cottage’ standard. While there will be minimal widening of the travelled road (gravel surface), road side features such as ditches will be maintained and enhanced where they exist however there is no intent to substantially reconstruct the roads or construct full depth ditches throughout, etc. The road surface will remain gravel.

Since the road contains municipal infrastructure, the cost is considered appropriate to mitigate the risk and to provide an appropriate service level.

Individual 2 expressed concern regarding the narrow width and safety along Roy Street and concern in regard to drainage. Concern was cited in regard to the steepness of the roadway edge on the east side adjacent to the ditch. The planned improvements do include widening of the travelled roadway (Roy Street) to a minimum width of 6 metres which is considered appropriate.

The planned improvements do include widening of the travelled roadway (Roy Street) to a minimum width of 6 metres which is considered appropriate.

The roadway edge and side slopes (ditch along the east side of Roy Street) will be addressed as feasible for improved stability and drainage. The replacement of one or more road cross culverts on Roy Street is planned. Departmental staff will further assess the roadside environment including the need for safety measures such as installation of guiderail once the planned widening and improvements have been completed. It is expected that the installation of a barrier or guiderail system along Roy Street will not be warranted at such time that the road widening and planned improvements have been completed.

Current Setting:

The Sunset Estates subdivision area is located in former Stanley Township having highway access from the west end of Staffa Road.

The length of road petitioned for assumption is 737 metres of local class roads. The existing road surfaces are gravel. The roads manager and departmental staff have conducted a detailed review / inspection of the roads and consulted the 2013 engineering analysis that had previously been completed. In addition, staff recently met with a Board member of the Sunset Estates Subdivision group to review the recommended planned works which are associated with assumption. The following improvements / elements of planned work have been identified in order to meet the ‘assumption’ standard set out in By-law Number 96 - 2013:

The recommended road improvement work will include:

- Widening of Roy Street to the minimum tolerable width (6.0 m)
- Widening of Ann Street, Barbara Street and Bedard Court to minimum 5.0 m width;
- Installation of two yield signs at termination points of Ann Street yielding the right of way to traffic on Roy Street and Staffa Road;
- Installation of a yield sign for eastbound traffic on Barbara Street yielding the right of way to traffic on Roy Street;
- Installation of a stop sign at the south end of Roy Street at intersection with Staffa Road;
- Regrade to improve drainage where roadside ditches exist;
- Extend and / or deepen roadside ditches as necessary on Roy Street for improved drainage;
- Install roadside subdrains (100 mm perforated), in locations where no ditch exists for improved drainage.
- Remove and dispose of non- standard signage.
- Install dead end barricade system at the end of Barbara Street;

Factors against the assumption:
There are no factors against assumption identified.

Factors in favour of assumption:
1) The road allowance width meets the standard for assumption.
2) The roads are contiguous and connect to Staffa Road which meets municipal standards and is municipally maintained.
3) There is an existing watermain on all the streets.
4) Council has allocated funds for the highway assumption in the approved 2018 roads budget.

The capital cost to bring the roads to a minimum standard needed for assumption and the cost which is included in the 2018 roads budget is $48,500. The estimated annual maintenance cost is $2,900.00 based on the average per kilometer for road maintenance in Bluewater. This section of road currently qualifies for an annual road grant in the amount of $2,280.81 plus an administrative allowance of $550.00 for a total of $2,830.81.

Road assumption would normally be scheduled to take effect earlier in the year. The improvements required to bring these roads to the required minimum standard for assumption will be undertaken by the Public Works department, using Bluewater works department equipment and labour. The work is to be scheduled to be completed as early in the Spring as can be arranged, subject to weather and other departmental commitments and constraints. The improvements should be substantially completed prior to assumption.

A further report will need to be brought before Council for the passing of By-Laws for the following purposes:

To establish, assume and open the highways for Public Use, and;
To amend existing By-law 20-2003 for provision of additional regulatory signage for these roads, and;
To classify Roy Street, Ann Street, Barbara Street and Bedard Court, and to provide for Minimum Maintenance standards.

It is recommended the road improvements be substantially completed prior to the passing of these By-Laws.

**FINANCIAL IMPACT:**
Council allocated $75,000.00 in the 2018 budget for lakeshore road assumption. The current balance of the Lakeshore Roads assumption reserve is $104,000.00.

<table>
<thead>
<tr>
<th>Current annual road grant:</th>
<th>$2,830.81</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated capital improvements cost:</td>
<td>$48,500.00</td>
</tr>
<tr>
<td>Annual maintenance cost estimate:</td>
<td>$2,900.00</td>
</tr>
<tr>
<td>Total estimated cost for 2018:</td>
<td>$51,400.00</td>
</tr>
<tr>
<td>Net cost increase for 2018 over 2017:</td>
<td>$48,569.19</td>
</tr>
</tbody>
</table>

There are sufficient funds in the Lakeshore Reserve fund to complete this project.

**RELATIONSHIP TO STRATEGIC PLAN:** N/A

**ATTACHMENTS:**
Map showing lakeshore roads in the area
Letter of concern – Individual 1
Letter of concern – Individual 2

Submitted By: Concurred By: Approved:
Andrew Bicknell, Manager of Public Works Ansberth Willert, Manager of Finance Kyle Pratt, CAO
(519) 236-4351 ext. 221
abicknell@municipalityofbluewater.ca
Highway Petition Assumption Sunset Estates-klachance

I would like to express a concern about the issue of Sunset Estates Road Assumption. The roads were put in 1958. The vehicles using it were smaller compared to the size of vehicles today. We also have tractor trailer’s coming in, an ambulance came, fire trucks came twice, garbage trucks come in. The road I am concerned about is Roy Street. Once off Staffa, Roy Street is a primary road funnelling traffic in and out of Ann, Barbara and Bedard Court. The problem is the narrow width as vehicular traffic must pull off the road in order to let the oncoming traffic pass. The big problem is the drainage ditch just north of Ann on Roy. It should be replaced. Every time there is a heavy rain the road above the drain is flooded and the gravel is washed into the gully on the west side. The farmer’s field drains into this drain and in heavy rains plugs the opening which has a grate. Over the years more gravel has been added to this spot on Roy and raised the road to such a point that the shoulder drop off on the west side is now very steep. It needs to have a guard rail installed along the west side not just a sign. No kid or adult would risk walking or riding a bike over that spot when a large pick up truck is coming let alone drive a car thinking both can pass. Underneath the road a proper big cement drainage pipe (culvert) should be installed to take all the overflow from the farmer’s field and water from the drainage ditch just north of this spot on the east side of Roy. The drainage ditch running along Roy Street north of this spot was put in and is wrong. It is too deep and too close to Roy Street. A metal marker was installed to check the erosion of the earth between the road and this drainage ditch and it finally went into the drainage ditch when the ditch eroded away. Even the Ausable Authority when they looked at it could not believe that this was allowed. The angle of repose for the sides of this ditch should have been dug at a 45 degree angle. The drainage ditch should have been dug farther east of Roy as it is to close to the road. Also due to the topography of Roy as you approach the culvert under the road from the south going north the land slowing slopes down and a drainage ditch should be dug to connect to the culvert under the road.
his would remove more water. I never witnessed the event but all I heard was in the past a farmer coming off the field for what ever reason went off Roy down the embankment on the west side into the gully.

If you need anymore information concerning my submission please feel free to contact me at
September 17, 2017

Mr. Andrew Bicknell, P.Eng
Manager of Public Works
Municipality of Bluewater
14 Mill Ave
Zurich, ON N0M 2T0

Mr. Bicknell:

Re: Sunset Estates Assumption Petition

Thank you for your letter of August 30th requesting input on the potential assumption of Bedard Court, Ann Street, Barbara Street and Roy Street, which make up Sunset Estates.

We are the owners of [REDACTED]. We have strong concerns with respect to the potential assumption of these roads by the municipality. The concerns are summarized below:

1. Loss of trees: We have spoken with a member of Town staff who kindly came out to the site to assess the loss of trees in the event that the roads were to be assumed. The tree loss is significant. We believe that most property owners in the subdivision are not aware of the significant tree loss that would occur.

2. Significant change in the community character: This is predominantly a seasonal cottage community, and the current roads reflect that. The assumption of roads by the Town and their subsequent pavement to Town standards will significantly and permanently alter the community character. We bought a cottage, not a property in town, and the cottage character is something we value highly.

3. Poor use of taxpayer dollars: As mentioned, this is predominantly a cottage community. (In keeping with the Official Plan and zoning bylaw). The current roads standard is entirely adequate for the existing use. They are well maintained under the roads grant program, and we pay for seasonal plowing through our cottage association fees. Assumption by the municipality will mean a significant up-front capital expenditure and increased on-going maintenance costs, all of which are entirely unnecessary.

We did not sign the petition circulated by [REDACTED]. We were not even contacted by him prior to him presenting the signed petition at the Association meeting. Based on what was presented, we believe that many who signed the petition did so on the basis of misinformation or at the very least lack of full knowledge and understanding of the implications. From the discussion at the Association meeting it was clear that residents believe that there is a safety issue in that ambulances and
other emergency vehicles could possibly not be able to reach residents due to the roads. Further, residents feared that garbage collection was in jeopardy without assumed roads. We don’t believe either of those things to be true.

In summary, we are strongly opposed to the assumption by the Town of the roads within Sunset Estates. We would ask that we be kept informed of any meetings to be held by Council on this issue (including budget discussions) as we may wish to address Council as they make their deliberations.

Sincerely,

HOME ADDRESS:
RECOMMENDATION:
That Council receive this report for Information, and;
That Council accept the following Staff recommendations;
That an adjustment in the Customer’s utility bill is not warranted as governed by the terms of municipal By-law #49-2016, and;
That an adjustment in the Customer’s utility bill would not be in keeping with the principal that the municipality has responsibility over the public infrastructure and supply of safe drinking water to the broader population of connected water customers but does not assume responsibilities over any aspect of a privately owned plumbing system.

BACKGROUND:
A letter has been addressed to the Municipality of Bluewater Mayor and Members of Council expressing concern over a recent water and sewer billing. The resident has unfortunately experienced a water leak within their residential plumbing system and has expressed concern with a relatively high utility bill which has been received from the municipality. (Correspondence attached)

The following concerns or comments offered by the Resident are noted.

i) Concern has been expressed in regard to the manner that the Bluewater staff person had first notified or communicated to the Resident that there was a potential issue.

ii) Concern has been expressed in regard to an extremely high water and sewage bill received from the municipality (first quarter billing), having regard for the exceptional circumstances (that they experienced a water leak in their private plumbing system).

iii) The Resident has offered suggestions to the municipality toward prevention or leak detection or otherwise mitigating impacts in event of a leak in a private plumbing system.

Bluewater Staff response to high meter reading

Bluewater records indicate that the municipality’s Utilities Clerk responded promptly upon first processing of the billing cycle and recognizing that the water meter read was unusually high.

Upon determining that the initial meter read seemed high, the municipal staff person called the municipality’s water systems operator (OCWA) to obtain a second meter read for verification. On receipt of the second meter read, which in fact did confirm the accuracy of the first reading, the staff person notified the resident of a suspected issue with their private plumbing system.

This actions of the municipal staff person is felt to be both appropriate and timely.

Important Considerations – Municipal Responsibility

The municipality’s primary responsibility is for the supply of safe drinking water to municipal water customers, and responsibility for the water supply and water distribution system infrastructure which is considered to be Public.

Generally, municipal responsibility does not extend beyond the shut off valve or curb stop which is located at the streetline or where private property meets municipal property or the edge of road allowance. The municipality does however provide...
water meters on the private side and typically within the dwelling to facilitate metering and volumetric billing based on actual water usage.

Municipality of Bluewater By-Law #49-2016 - being a By-law for the purpose of imposing fees or charges for Municipal Water and Wastewater services.

Utility billing which is prepared and sent out to water customers quarterly is based strictly on the terms and rates outlined in the municipal By-Law #49-2016. A typical municipal water utility bill consists of three components: A base fee, a consumption charge based on the volume of water consumed and a third component of the bill being a contribution to a reserve fund for system long term sustainability.

The user rates as prescribed under By-Law #49-2016 are tied closely to the Municipality’s Financial Plan for Water and Wastewater systems. Again, the rates are established for long term sustainability. The rates are determined considering among other things, operational costs and cost recovery requirements through user fees and other revenue streams as required to ensure long term sustainability of the public water supply /distribution and sewage collection / treatment systems. The municipal water and wastewater systems are user pay systems. These programs are not funded by the general tax levy. Any shortfalls in funding will translate to increased expense to all water customers.

The wastewater consumption charge is based on a volumetric charge of $.76 (2018 rate) based on the volume (cubic metres) of water consumed. There is no provision in the By-law allowing for an adjustment or for staff to use discretion in the determination of the wastewater consumptive charge component of the bill. There is no provision in the By-law to cover exceptional circumstances such as abnormally high water usage such as due to a leak within a private plumbing system on the private side of the curb stop or within a residence or consideration as to whether water purchased actually entered the wastewater collection system.

The municipality generally assumes no responsibility for private plumbing systems beyond the publicly owned and operated infrastructure.

While several comments and / or suggestions are offered to the municipality, the rules which govern billing practices under the current municipal By-law are clear.

Staff have been consistent in billing practices, involving other ratepayers under the unfortunate circumstance where there has been a leak in some component of a private plumbing system and the customer has faced an unusually high utility bill.

Based on the above, the Staff recommendation is that an adjustment in the Customer’s utility bill is not warranted as governed by the terms of municipal By-law #49-2016; and further; An adjustment in the Customer’s utility bill would not be in keeping with the principal that the municipality has responsibility over the public infrastructure and supply of safe drinking water but does not assume responsibilities over any aspect of a privately owned plumbing system.

FINANCIAL IMPACT: N/A

RELATIONSHIP TO STRATEGIC PLAN: N/A

ATTACHMENTS:
May 2, 2018 Correspondence to Mayor and Members of Council

Submitted By: Kyle Pratt, CAO
Andrew Bicknell, Manager of Public Works
(519) 236-4351 ext. 221 abicknell@municipalityofbluewater.ca
2 May 2018

Dear Mayor and Council

Thank you for affording me the opportunity to voice my concerns to you. The reason I am writing this letter is to ask for understanding and consideration with regard to an exceptional water bill we have received for a major water leak at our property. I am providing a full account from a customer viewpoint and also from an engineering perspective as I am a retired civil engineer with years of business efficiency/reliability consultancy experience.

My wife and I own 20 Bayfield Terrace, a property featured on the Bayfield Heritage Trail that dates from the 1840s. It is currently a triplex that we have owned for approximately 10 years. We typically rent to lower income tenants, who often have irregular seasonal employment, at a below market affordable rent. The property has one water meter and we pay for the water without reimbursement from the tenants. This keeps overall costs low and avoids us paying standing charges for each tenant.

We are very environmentally conscious and hate wastage. We have an electric Ford Focus, use LED light bulbs, and collect rain water for our plants. As a civil engineer I know what is involved in treating water to potable standards and we are very careful not to waste it. For example, we do not water our lawn in the summer and use our grey water for pot plants.

We have recently had a problem with a water leak that occurred in the casing of a hot water tank in the basement of 20 Bayfield Terrace. The basement is very old and unfinished. It is usually wet with water coming in from the municipal roads on two sides of the property a few metres away. The road was resurfaced again in recent years raising its level in relation to our property. The road is laid to grade towards our property on both sides with no drainage provided to deal with the municipal rain water. The roads effectively create a hard surfaced drainage basin collecting water and directing it into our property. I wrote a letter to the Municipality when I heard that the last resurfacing work was being planned but my concerns were not addressed. The sump pump is therefore often running. The problem water tank was located immediately adjacent to the sump pump and when the leak occurred the water was pumped out to the soakaway without raising any concerns with tenants.

On Thursday 29th March I received a nonchalant call from the Municipality to say that they suspected a water leak at my property. I was told that a reading had been taken which was extremely high so they had sent someone out again to re-read the meter.

On receiving the call I immediately drove to Bayfield and found the hot water tank had sprung a leak. I shut off the tank and next day arranged for a contractor to install two new tanks, replacing the second identical tank as a precautionary measure. I read the meter and found that the volume of water used since the previous quarterly bill reading was 563m3, the volume of a large residential swimming pool or 42% of all the water previously supplied to the property since switching from the well supply. This reading was also much higher than the meter reading I was given on the phone.

We were very upset for several reasons:

- We feel that as soon as a major leak was detected I should have been called as I am the person able to deal with the problem and prevent further water wastage.
- We feel that there was little sense of urgency from the authority representative who actually told me she was not obliged to call me at all. I felt that as custodians of the water supply there was insufficient concern to stop the leak as I would be paying for the water wasted.

- We are now being asked to pay an extremely high bill including the equivalent of several months of usage due to the leak continuing from when it was first detected until I was informed.

- We are also being asked to pay over $400 dollars in sewer charges even though I can prove the water did not enter the sewer system. A property owner in a different municipality told me that when he had a major leak the sewer component of the bill was waived so I believe this is an option and one which we feel would be just in the circumstances.

- Although the potable water system serving the property is a relatively new one there seems to be no technology to detect leaks like there is in the Grand Bend area, where bills are flagged if any continuous or intermittent leak is detected even when relatively small in terms of additional water is passed by the meter.

- When I became aware of the leak I requested that the municipality work with us to resolve the bill quickly as we did not want to be worrying about it longer than necessary. Despite speaking with a manager this did not occur. I was told that an email was sent to the Clerk who would respond to me after returning from the extended Easter weekend. I did not receive a call due to department miscommunication and had to call the Clerk myself when the water bill arrived weeks later. By this point I had sought preliminary procedural advice from the Ombudsman who advised me to write to the Clerk with my complaint. When I called the Clerk I expressed a wish to resolve this matter over the phone but I was told this was not possible and that I would need to write in to the Council.

Now that we have been required to write to you I would like to take the opportunity to bring the following comments/suggestions to your attention:

1. We believe it would be worthwhile to review the culture and business processes in the Municipality of Bluewater organisation with respect to leak reporting and waste mitigation so that staff always act in the interests of the wider community and consumers rather than focusing primarily on the interests of the Municipality.

2. Look at ways to better inform consumers of the potential high cost of leaks and ways they can be mitigated e.g. include flyers for Flowie or Water Hero leak alert products with bills (I have discovered these products only after having searched for them following this incident).

3. Set up a process within the bylaw for exceptional circumstances where special dispensation is available regarding the sewer component of major leaks where water did not enter the sewer system. This is to prevent unnecessary and unjust hardship to consumers and to remove any incentive for the Municipality to benefit from not promptly notifying consumers when severe leaks are suspected. This will also prevent wasting the time of the Mayor and Council with such matters.

4. Benchmark the Municipality with other municipalities with a view to identifying areas for innovation and improvement e.g. nearby Lambton Shores has leak detection technology on their
meters to help consumers with leaks. Is a 90 day period between readings too long without such technology?

5. Undertake an engineering assessment of the road drainage issues around 20 Bayfield Terrace and make recommendations to deal with storm water from the roads other than directing them into the foundations at 20 Bayfield Terrace. There is a significant drop in level down towards Long Hill Road affording drainage options. This building is part of Bayfield’s heritage. We are doing what we can to preserve it for the future but road drainage is outside our control.

I trust that you will find some value in my comments and suggestions. We hope that you will be able to mitigate our bill on this occasion in the context of our specific circumstances as outlined. To recap, the aspects of the bill that we feel are unjust are the sewer charge, as sewer services were not used in relation to this water leak, and we are being charged more for the sewer portion than for the metered lost water. In addition we request that you consider the volume of water that was lost between the leak being detected by the municipality and the time that I was informed of it, which is in itself equivalent to months of normal usage.

I thank you for your attention and consideration.

Yours sincerely

Martin and Lynda Williams
CALL TO ORDER
Chair Jim Fergusson called the meeting to order at 1:00 p.m. and conducted introductions.

ADOPTION OF THE AGENDA
Moved by Carol Steckle, seconded by Sondra Buchner, That the agenda for the April 12, 2018, meeting be adopted. Carried

ADOPTION OF THE MINUTES
Moved by Tyler Hessel, seconded by Carol Steckle, That the Communities in Bloom Committee recommend that Council approve the minutes of the Communities in Bloom Committee regular meeting held November 9, 2017. Carried

REPORTS

4.1 Appointment By-law
Members discussed a report on recruitment of citizens to the Communities in Bloom Committee. Last month, an application was received from Jennifer Bilenduke of Bayfield. She was recommended for appointment. Also recommended were repeal of By-law No. 105-2014 which had been amended by resignations; removal of appointment of the Council member and removal of procedures governing the calling, place and proceedings of meetings as these form parts of other by-laws.
The Committee reiterated its desire for nine members. Two vacancies remain. Members requested that the notice and application continue to be posted until these vacancies are filled or the Committee directs otherwise.

Moved by Tyler Hessel, seconded by Heather Redick, That the Bluewater Communities in Bloom Committee recommends that Council pass a By-law to appoint member Jennifer Bilenduke to the Communities in Bloom Committee and repeal previous by-laws. Carried

4.2 Program Participation

Members discussed a report that outlined two options for participation in the Ontario Edition of Communities in Bloom: evaluated and non-evaluated (Friends). Registration deadline is April 30, 2018. The Municipality of Bluewater has participated in the provincial evaluated program in the 5,001 to 10,000 population category since 2010 with the exception of 2017.

Members noted a large part of participating in the evaluated program is publishing a community profile book which requires updates. The project has not been initiated therefore members supported entering the non-evaluated program. The Secretary commented that work on the book must begin immediately and that the project is included in the budget.

Responding to a question from Jenny whether the program has an impact on tourism, members responded it is a measurement of continual improvement of the municipality; community development as villages and agriculture are involved and bringing the five former municipalities together.

Chair Fergusson suggested that if the Committee plans to recommend entering the evaluated program in 2019 that it should also plan a big project to complete. He requested members to think of ideas. The Secretary noted that Bluewater and Goderich will host the Ontario Heritage Conference in late May 2019.

Moved by Tyler Hessel, seconded by Sondra Buchner, That the Bluewater Communities in Bloom Committee recommends to Council to approve registration of the Municipality of Bluewater in the Friends Category of the 2018 Ontario Communities in Bloom program (non-evaluated) at a cost of $250.00. Carried

5. NEW BUSINESS

5.1 Self-Watering Street Planters

Members discussed the 50 new self-watering street flower planters that were delivered recently, plant and color choices and payment of the invoice. Member Carol Steckle showed a planter.

Moved by Heather Redick, seconded by Jennifer Bilenduke, That the Bluewater Communities in Bloom Committee approves payment of an invoice in the amount of $11,043.43 from Equinox Industries Ltd for 50 self-watering planters. Carried
Members discussed involvement of Facilities Department staff who pick up and distribute the planters to the Main Streets of the three villages in May. Staff agreed with placement of four planters on one skid in preparation of transport. Staff was also advised to store them upside down to prevent freezing.

Members postponed a request to mark desired planter locations on village maps to the May meeting so that potential sponsors can be approached. The goal will be to match planters with the sponsor business. Citizen-sponsored planters will fill in the remainder of the streetscape.

Moved by Sondra Buchner, seconded by Heather Redick, That the Bluewater Communities in Bloom Committee conduct a flower planter sponsorship program with a suggested rate of $75.00 per planter. Carried

Members proposed a bi-weekly watering schedule and ending in mid-September. Each planter reservoir holds 21 litres of water which needs to soak up as much as possible prior to removal after Thanksgiving. Questions were raised regarding other flower planters to be watered at the Bayfield arena, library and Clan Gregor Square (previously done by the Bayfield Garden Club) as well as the Hensall parkette (previously done by the Hensall Horticultural Society).

Member Carol Steckle suggested plants and colors based on root length (new planters are shallower than previous ones), plant height and visual impact.

Moved by Heather Redick, seconded by Jennifer Bilenduke, That the Bluewater Communities in Bloom Committee approve dark and light pink flowers with white and light green accents for filling of the street planters. Carried

Responding to a question from Facilities staff, members discussed what to do with the old planters without resolution. There was a suggestion to retrieve the Heritage Main Street name plates and attach them to the new planters.

5.2 Great Canadian Shoreline Cleanup

Member Harlie Johnston previously advised the Secretary that planning had begun on registering subdivisions in the Great Canadian Shoreline Cleanup. One collection day was agreed for May 28. Collection is co-ordinated with Facilities staff.

5.3 Neighborhood Award Program

Secretary Evans reported that in February, an application was completed for the 2018 Miracle-Gro Best Garden Selection contest presented by Scotts Canada through Communities in Bloom. The Municipality of Bluewater was selected as one of the winners from approximately 30 communities therefore has an opportunity to hold a local best garden contest. Scotts Canada will provide six signs containing the municipal and CIB logos to place on each local winning property. Also provided is a Miracle-Gro gift package and congratulatory letter.

Promotional opportunities exist in the second week of June which Bluewater Council has declared the local Communities in Bloom Week or the third week of June for the National Garden Days.
program. This Neighborhood Award contest mimics a program operated by Bluewater Blooms a few years ago.

Moved by Tyler Hessel, seconded by Heather Redick, That the Bluewater Communities in Bloom Committee organize a Neighborhood Award contest for best gardens using signs and materials donated by Scotts Canada, and that the contest be announced in June with selection on July 12 at the Communities in Bloom regular meeting. CARRIED

6. **CORRESPONDENCE**

6.1 **First Quarter Financial Statement**

The first quarter financial statement was received from the Treasurer.

6.2 **Bike Pot (Street Planters)**

Correspondence was received regarding bike-holder style street planters.

6.3 **Tree Offer**

Correspondence was received from Communities in Bloom regarding an offer of trees.

Moved by Tyler Hessel, seconded by Heather Redick, That the Bluewater Communities in Bloom Committee receive all correspondence as information. Carried

7. **ADJOURNMENT**

Moved by Sondra Buchner, seconded by Heather Redick, That the Communities in Bloom Committee regular meeting be adjourned at 2:24 p.m. Carried
COMMUNITIES IN BLOOM APPOINTMENT BY-LAW

RECOMMENDATION:
That By-law 41-2018 being a by-law to establish the Communities in Bloom Committee and appoint Jennifer Bilenduke as a member be given first, second and third reading and finally passed on May 22, 2018.

BACKGROUND:
By-law No. 105-2014, being a by-law to appoint members to the Communities in Blooms Committee, was adopted on December 1, 2014. Since adoption, the by-law was amended several times. The Committee now proposes that a new by-law be passed that provides an update and appoints a new member. The draft by-law no longer contains appointment of the Council member or procedures governing the calling, place and proceedings of meetings as these actions are completed by separate by-laws. Jennifer Bilenduke has been recommended for appointment.

The Communities in Bloom Committee initiated a call to recruit members in September 2017. Members were advised there was no municipal policy for public notification of vacancies on committees, limit on size of membership, length of term or application to join, therefore a draft application form and media release were provided and published on the municipal website, Facebook and newspapers. Ms. Bilenduke who has just moved to the area saw the notice on the website.

Council formed the Bluewater Blooms Committee with nine members. This appointment increases the current membership to seven including the Council member. Recruitment continues for two vacancies. The Ontario Edition program does not place membership requirements on committees however municipalities are encouraged to have members represent certain sectors of the community.

FINANCIAL IMPACT:
There are no financial implications resulting from adoption of this recommendation.

RELATIONSHIP TO THE STRATEGIC PLAN:
This report was provided to engage and inform residents in key decisions by communicating relevant municipal information on policy and procedures.

Strategic Pillars: Proactive Communication
Strategic Priorities: Push/pull communication model
Outcomes: Integration of a communications model into a municipal services strategy including online forms.
Initiatives (Short Term): Explore communication media and their effectiveness on information releases for the municipality and citizens.

ATTACHMENTS: By-law 41-2018, Application J. Bilenduke

Submitted By: Nellie Evans
Concorded: Chandra Alexander, Clerk
Approved: Kyle Pratt, CAO
Nellie Evans, Secretary
519-236-4351 ext. 236
nevans@municipalityofbluewater.ca
THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER

BY-LAW NO. 41-2018

Being a by-law to establish a Municipal Committee for the Communities in Bloom Program and to appoint citizen representatives thereof:

WHEREAS Sections 10 and 11 of the Municipal Act, 2001, provides that the Council of a Municipality may, by By-law, establish a Municipal Committee to advise and assist the Council on matters, and;

WHEREAS the Council of the Municipality of Bluewater deems it desirable to establish a Municipal Committee to plan and co-ordinate participation in the Communities in Bloom program;

NOW THEREFORE the Council of the Corporation of the Municipality of Bluewater enacts as follows:

1. That a Municipal Communities in Bloom Committee be established to advise and assist Council on all matters relating to the planning and co-ordination of participation in the Communities in Bloom program;

2. That the Committee be composed of nine (9) community members representing the sectors of business, industry, service and other clubs, citizen volunteers, and one (1) Municipal Councillor;

3. That the Committee may also be described as "Bluewater Blooms" in minutes of meetings, correspondence and electronic and print media;

4. That the Committee conduct each year as many monthly meetings as deemed necessary to advance planning and co-ordination of participation in the Communities in Bloom program on the second Thursday of the month;

5. That the procedures governing the calling, place and proceedings of meetings be in accordance with the Municipal Procedural By-law and Robert's Rules of Order;

6. That the following volunteers are hereby appointed as members of the Bluewater Communities in Bloom Committee: Jennifer Bilenduke, Sondra Buchner, Harlie Johnston, Heather Redick, Elizabeth 'Liz' Sangster and Carol Steckle.

7. That By-law 105-2014 is hereby repealed.

8. That this By-law shall come into force and take effect on the day of the final passing thereof.

Read a first and second time this 22nd day of May, 2018.

Read a third and finally passed this 22nd day of May, 2018.

.................................................................

Tyler Hessel, Mayor

.................................................................

Chandra Alexander, Clerk
**Bluewater**

**APPLICATION FOR MEMBERSHIP - Communities in Bloom Committee**

The Municipality of Bluewater encourages its residents to volunteer by becoming members of local municipal committees. Council and Staff recognize the value of your experiences and desire to improve the quality of life of your family and friends. We share your vision, and we could use your help!

I wish to serve my community by offering my talent, experiences and knowledge on the Communities in Bloom committee.

**PERSONAL INFORMATION**

Name: Jenny Bilenduke  
Mailing Address: [redacted] Bayfield, ON N0M 1G0  
Daytime Telephone: [redacted]  
Email Address: jbilend@yahoo.ca

**TALENT, EXPERIENCES & KNOWLEDGE**

Examples of my talents (skills) are:  
Municipal event planning, gardening, Rotary Club member, Eastview Boys and Girls Club Board of Directors (Director), Engineering Services Department parks (Admin Assistant for the Department)

Examples of my experiences (including past committee memberships) are:

Examples of my knowledge (including formal education) are:
COMMITTEES, BOARDS & MEMBERSHIPS

I am currently a member of these committees: Foundation Committee Rotary Club of Whitby

Board of Directors Rotary Club of Whitby

My appointment to the Rotary Club expires (YYYY) 2018 does not expire.

I am currently a director on the Board of ________________________________

My appointment to the Board expires on: ________________________________

I hold current memberships with: ________________________________

SPECIFICATIONS

Applicants must be 18 years of age or older, and may be a property owner or resident or tenant within the Municipality of Bluewater.

Individuals possessing prior knowledge of the Communities in Bloom program is an asset but not necessary. An individual may but is not limited to represent one of these sectors of the community: business, service clubs or groups, community and municipality.

Individuals should be able to commit to attending a majority of meetings usually held in a calendar year. The Communities in Bloom Committee meets 10 times annually on the second Thursday of the month. Meetings begin at 1:00 p.m. at the Zurich Community Centre meeting room. The maximum length of meetings is two hours. There are no meetings scheduled for January and February.

Agendas, minutes and other information are available on the municipal website under Committees: www.municipalityofbluewater.ca

The location, frequency and time of meetings are subject to change and require Council’s approval of a by-law. Also, the Chair of the Committee may call a special meeting. In either case, appointed members are given advance notice.

The Municipality of Bluewater is an equal opportunity organization. Disability related accommodations are available for all parts of the recruitment process. Applicants should make their needs known in advance. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

Please return your completed application indicating interest in becoming a member of a municipal committee to: Nellie Evans Email: nevans@municipalityofbluewater.ca
Fax: 519-236-4329

Municipality of Bluewater
14 Mill Ave, PO Box 250 Zurich ON N0M 2T0 Phone: 519-236-4351 ext 236
COMMUNITIES IN BLOOM PROGRAM REGISTRATION

RECOMMENDATION:
That Council approve registration of the Municipality of Bluewater in the Friends Category of the 2018 Ontario Communities in Bloom program (non-evaluated) at a cost of $250.00.

BACKGROUND:
Each spring, Ontario municipalities may participate in the provincial Communities in Bloom program. There are two ways to participate: evaluated and non-evaluated (Friends). These categories are refined by population. The Municipality of Bluewater participated from 2010 to 2016 in the provincial evaluated program in the 5,001 to 10,000 population category.

In 2017, the Municipality entered the Friends program citing lack of preparation of a community profile book. Considerable effort is put into the community profile as this is the Municipality’s best foot forward for evaluation. The local community is very active therefore considerable updates are necessary. Bluewater experiences positive buy-in from municipal staff and community presenters who have looked forward to preparing for the evaluation.

At its April 12, 2018 meeting, the Bluewater Blooms Committee recommended that Council approve registration in the Friends Category to permit time to overhaul the community profile book and recruit two more members to assist with planning.

The board of directors for the Ontario Edition program has also been transitioning over the past year from reliance on the National program for administrative services. Communication is now provided by Facebook and a dedicated website. Benefits of participation are largely unchanged.

FINANCIAL IMPACT: Program registration and profile book production costs are included in the 2018 budget.

RELATIONSHIP TO THE STRATEGIC PLAN:
Municipal participation in the provincial Communities in Bloom program provides a unique way of promoting all facets of the community. The municipal website is utilized as a Proactive Communications media. A community profile book is utilized as an Economic Development tool for the whole municipality.

Strategic Pillars: Proactive Communication, Economic Development
Strategic Priorities: Wayfinding and Identity, Marketing and Promotion
Outcomes: Communities in Bloom provides a comprehensive approach to identity promotion and will help Bluewater in terms of both promoting itself as a destination to the outside world (tourism and attracting new residents), and supporting a sense of common community with current residents. Establish Bluewater as an ideal setting for new businesses and tourism. Emphasize its quality of life as a means of encouraging residential growth.
Initiatives (Short Term): Tourism effectiveness relies on establishing and promoting a unique and compelling identity that can be communicated beyond the municipal boundary.

ATTACHMENTS: Ontario Edition Invitation
Registration Form
Comparison of Evaluation Results
This email is to invite your Municipality to participate in the 2018 Edition of Communities in Bloom Ontario.

As a participant, your community will most certainly agree, with all those who have participated since 1995, that the program provides economic, social and environmental benefits such as providing best practices information, making the community more appealing to residents and to visitors, and to encourage conservation and sustainability of green spaces.

You will find enclosed the Participation Guide and registration information.

Your Municipality can participate to be evaluated or to learn about the program and also has the opportunity to be part of the Communities in Bloom network.

The costs and details are attached.

I look forward to receiving your registration for 2018.

Lynda Rotteau
Coordinator
Ontario CIB
519-524-8482
cell 519-440-8510
cibon2017@gmail.com
2018 ONTARIO
REGISTRATION DEADLINE: APRIL 30
(extension possible upon request)

<table>
<thead>
<tr>
<th>Community (please indicate if City, Town, Village, etc.)</th>
<th>Population</th>
<th>Mayor or Head of Council</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Community Contact</th>
<th>Position / Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Province</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Cell Phone</th>
<th>Evening Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail</th>
<th>Preferred evaluation date*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* will be considered but cannot be guaranteed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATEGORY: Population (evaluation)</th>
<th>Friends (non-evaluated)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Population Category (community is evaluated):
- two volunteer judges visit and evaluates the community to provide a report, mention and bloom rating
- evaluation will be planned to be scheduled for two days with accommodation provided by the host community
- The evaluation will take place in July or August. The dates are determined in consultation with the community subject to the availability of the volunteer judges.

Friends Category (community is not evaluated):
- community is not evaluated: becomes part of the Communities in Bloom network

Benefits of participation
- Communities in Bloom provides access to a reputable information exchange network
- Economic, Social and Environmental benefits (as detailed in program information)
- Promotion of the community in the Ontario Edition and during the Awards Ceremonies in September

Registration fees
- payment by Cheque is requested at registration by mail. If you wish you may email the registration form with the cheque to follow.

Population (evaluated):
- Up to 5,000: $400
- 5,001 to 10,000: $575
- 10,001 to 20,000: $700
- 20,001 to 50,000: $850
- Over 50,000: $1000

Friends (non-evaluated):
- $250

Mail, your completed registration form and Cheque to:
Communities in Bloom Ontario
217 Elizabeth St. Goderich, ON N7A 3T9
cibon2017@gmail.com
### Communities in Bloom Evaluation Results from 2010 to 2016

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>85.7</td>
<td>85.3</td>
<td>85.5</td>
<td>84.3</td>
<td>79</td>
<td>74.5</td>
<td>75</td>
</tr>
<tr>
<td>Blooms</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Tidiness</td>
<td>133/150</td>
<td>135/150</td>
<td>134.5/150</td>
<td>139/150</td>
<td>135.5/150</td>
<td>116/150</td>
<td>101/125</td>
</tr>
<tr>
<td>Environmental Action</td>
<td>128/150</td>
<td>122/150</td>
<td>135/150</td>
<td>130/150</td>
<td>113/150</td>
<td>105/150</td>
<td>87.5/125</td>
</tr>
<tr>
<td>Heritage</td>
<td>133/150</td>
<td>133.5/150</td>
<td>145/175</td>
<td>135/150</td>
<td>127/150</td>
<td>120/150</td>
<td>110.5/125</td>
</tr>
<tr>
<td>Urban Forestry</td>
<td>146.5/175</td>
<td>139/175</td>
<td>145/175</td>
<td>138/175</td>
<td>130/175</td>
<td>124/175</td>
<td>90/125</td>
</tr>
<tr>
<td>Landscape</td>
<td>162.5/200</td>
<td>167.5/200</td>
<td>162.5/200</td>
<td>161/200</td>
<td>155/200</td>
<td>154/200</td>
<td>89.5/125</td>
</tr>
<tr>
<td>Floral Displays</td>
<td>154/175</td>
<td>156.5/175</td>
<td>146/175</td>
<td>140/175</td>
<td>134/175</td>
<td>126/175</td>
<td>87/125</td>
</tr>
<tr>
<td>Turf &amp; Groundcovers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>78/125</td>
</tr>
<tr>
<td>Community Involvement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>106.5/125</td>
</tr>
<tr>
<td>Special Mention</td>
<td>St Joseph Memorial Park</td>
<td>Heritage-Dr Jennie Smillie Park</td>
<td>Heritage-Restoration of 3 Town Halls; Municipal Register &amp; Work of 2 Archives.</td>
<td>Lutheran Cemetery</td>
<td>Lutheran Cemetery</td>
<td>Bayfield River Valley Trail</td>
<td>Hensall Town Hall Restoration</td>
</tr>
<tr>
<td>Criteria Awards</td>
<td>Tidiness</td>
<td>Urban Forestry</td>
<td>Tidiness</td>
<td>Heritage</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Bluewater did not participate in 2017.

*Community Involvement was added to each criteria section after 2010.*

*Turf & Groundcovers was merged with Landscape after 2010.*
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Motion</th>
<th>Update</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-Dec</td>
<td>Committee Appointments</td>
<td>Appointment to the Bluewater Landfill and Environment Committee be deferred until more information is received from staff.</td>
<td></td>
<td>CAO/Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>12-Jan</td>
<td>Sewer By-law</td>
<td>That staff prepare an updated sewer by-law</td>
<td>2016 project</td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>12-Jan</td>
<td>Bayfield Works Building</td>
<td>Staff to complete cost benefit of selling building and relocating equipment to Varna</td>
<td>under review</td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>17-Feb</td>
<td>Phase One - Lakeshore Sewage</td>
<td>Letters to be sent to shoreline residents along Phase One.</td>
<td>Letter being drafted</td>
<td>Man. of Public Works/Clerk</td>
<td>ongoing</td>
</tr>
<tr>
<td>15-Jun</td>
<td>Dog Park - Bayfield</td>
<td>Set a public meeting date to discuss sites</td>
<td></td>
<td>Man. of Facilities</td>
<td>ongoing</td>
</tr>
<tr>
<td>15-Jun</td>
<td>Soccer Pitch prep</td>
<td>Staff prepare a report on cost associated with cutting and seeding at soccer pitches</td>
<td></td>
<td>Man. of Facilities</td>
<td>ongoing</td>
</tr>
<tr>
<td>20-Jul</td>
<td>Green Community Initiatives</td>
<td>Staff prepare a report stating whether Bluewater would benefit from implementing these initiatives</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>24-Aug</td>
<td>Grand Bend Sewage Treatment Plant</td>
<td>Staff confirm and bill out costs to residents</td>
<td>Treasurer</td>
<td>ongoing</td>
<td></td>
</tr>
<tr>
<td>24-Aug</td>
<td>Sanitary Sewers</td>
<td>Staff prepare a report addressing sanitary sewer issues along lakeshore and all of Bluewater</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>16-Nov</td>
<td>Bayfield Sewage Capacity</td>
<td>Staff draft a policy regarding sanitary sewer connections in Bayfield and service area until Bayfield Wastewater Treatment Plant has been expanded</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>21-Dec</td>
<td>Bayfield Sewage Treatment System</td>
<td>Staff develop a communication plan and communicate with residents affected by changes to the system on a regular basis</td>
<td>Project update in Q2 water and wastewater newsletter.</td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>21-Dec</td>
<td>Committee of Whole Mtgs</td>
<td>Council review holding Committee of Whole Mtgs</td>
<td>Clerk</td>
<td>ongoing</td>
<td></td>
</tr>
<tr>
<td>5-Jan</td>
<td>Rebranding Strategy</td>
<td>Staff prepare a rebranding strategy</td>
<td>CAO</td>
<td>ongoing</td>
<td></td>
</tr>
<tr>
<td>5-Jan</td>
<td>Dashwood Fire Hall</td>
<td>Staff prepare a feasibility study of contracting services from South Huron</td>
<td>Fire Chief</td>
<td>ongoing</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Motion</td>
<td>Update</td>
<td>Position</td>
<td>Status</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>26-Jan</td>
<td>Recreation Master Plan</td>
<td>Staff add discussion on a Recreation Master Plan to a meeting as soon as possible.</td>
<td>Report requesting that funds be used for the Bayfield Community Centre Feasibility Study being brought forward at the Sept 18'17 meeting</td>
<td>Man. of Facilities / Clerk</td>
<td>ongoing</td>
</tr>
<tr>
<td>26-Jan</td>
<td>Use of Clear Garbage Bags</td>
<td>That staff implement the use of clear garbage bags for all of Bluewater</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>9-Feb</td>
<td>Dashwood Street Lights</td>
<td>Staff track cost savings and pay back to HEU reserve</td>
<td>Report to come back to Council - waiting for actual cost</td>
<td>Treasurer</td>
<td>ongoing</td>
</tr>
<tr>
<td>9-Feb</td>
<td>Facility Sponsorship</td>
<td>Staff bring back a report regarding sponsorship for our facilities</td>
<td></td>
<td>Man. of Facilities</td>
<td>ongoing</td>
</tr>
<tr>
<td>9-Feb</td>
<td>Vehicle Mechanic</td>
<td>Staff investigate hiring or contracting of a mechanic to service and maintain vehicles</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>16-Feb</td>
<td>Meeting with South Huron</td>
<td>CAO and Mayor to meet with CAO and Mayor of South Huron regarding service agreement with Dashwood Fire Hall</td>
<td>Waiting to hear back from SH on meeting date and time</td>
<td>CAO/Fire Chief</td>
<td>ongoing</td>
</tr>
<tr>
<td>16-Feb</td>
<td>Slippery Elm Tree</td>
<td>Staff bring back report on impact of designation of the slippery elm tree</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>16-Feb</td>
<td>Minor Sport Usage Policy</td>
<td>Staff prepare a Minor Sports Hall Usage Policy</td>
<td></td>
<td>Man. of Facilities</td>
<td>ongoing</td>
</tr>
<tr>
<td>15-Mar</td>
<td>Cost saving rec facilities</td>
<td>Staff prepare a report on future capital costs and potential operational savings for all rec facilities starting with Bayfield</td>
<td></td>
<td>Man. of Facilities</td>
<td>ongoing</td>
</tr>
<tr>
<td>15-Mar</td>
<td>Facilities Rate Review</td>
<td>Staff prepare a facilities rate review</td>
<td></td>
<td>Man. of Facilities</td>
<td>ongoing</td>
</tr>
<tr>
<td>21-Mar</td>
<td>Concerned Citizens of Huron County</td>
<td>Staff prepare a report on the presentation and requests from Concerned Citizen group</td>
<td></td>
<td>Clerk</td>
<td>ongoing</td>
</tr>
<tr>
<td>21-Mar</td>
<td>BACPA</td>
<td>Staff prepare a report on the presentation and requests from BACPA</td>
<td></td>
<td>Man. of Facilities / Treasurer</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

Updated May 11, 2018
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Motion</th>
<th>Update</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-Mar</td>
<td>LAS bulk electricity rates</td>
<td>Staff look at LAS rates for electricity</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>8-Aug</td>
<td>Central Huron - purchase sewage capacity</td>
<td>Staff work with Tony J. Azar to develop an agreement for purchase of sewage capacity</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>26-Sep</td>
<td>Dashwood Sidewalks</td>
<td>Staff prepare a report on cost to replace sidewalk that was removed and replaced up to Frederick Street in Dashwood.</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>21-Nov</td>
<td>Streaming Council Meetings</td>
<td>Staff to proceed with implementation of streaming for Council meetings</td>
<td>set as strategic goal for 4th quarter of 2018</td>
<td>Clerk</td>
<td>ongoing</td>
</tr>
<tr>
<td>21-Nov</td>
<td>Rumble Strip</td>
<td>Staff prepare a report on the costs of installing rumble strips on our roads</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>13-Dec</td>
<td>ARL spreadsheet</td>
<td>Staff prepare a spreadsheet that illustrates current projects debentured that impact the Annual Repayment Limit over the next 15 years.</td>
<td></td>
<td>Treasurer</td>
<td>ongoing</td>
</tr>
<tr>
<td>13-Dec</td>
<td>LED Conversion RFP</td>
<td>Staff advise when RFP for LED Conversion can be prepared within available staff timetable</td>
<td></td>
<td>Man. of Public Works</td>
<td>Ongoing</td>
</tr>
<tr>
<td>21-Feb</td>
<td>Bayfield Main St Revitalization Plan</td>
<td>that staff review the Bayfield Main Street Revitalization Plan and prepare a report addressing the issues of sustainability, whether special equipment or extra costs will be required to maintain the street features, accessibility, the traffic circle and how this project fits with other municipal initiatives such as infrastructure planning, LED project; and That potential funding sources be identified including FCM grants for water quality improvement and low impact design projects; and That an analysis of area rating the project costs on a per property basis in Bayfield be prepared</td>
<td></td>
<td>Man. of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>21-Feb</td>
<td>Municipally Owned Properties</td>
<td>that staff prepare a report on properties owned by the Municipality but not maintained by the Municipality that might be impacted by any decisions made and potential groups who may come forward to request maintenance.</td>
<td></td>
<td>Man. Of Facilities</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

Updated May 11, 2018
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Motion</th>
<th>Update</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-Feb</td>
<td>Winter Patrol Policy</td>
<td>That staff develop a Winter Patrol and Maintenance Schedule/Policy for Council review and consideration prior to the start of the 2017/2018 Winter Patrol Schedule.</td>
<td></td>
<td>Man. Of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>2-Mar</td>
<td>Zurich Library</td>
<td>that staff be requested to investigate the implications of selling the former Zurich library; and That specifically zoning compliance and well head protection be considered; and That the amount of $85,000.00 to demolish the structure be removed from the budget</td>
<td></td>
<td>Man. Of Facilities</td>
<td>ongoing</td>
</tr>
<tr>
<td>2-Mar</td>
<td>Water Services for Dashwood</td>
<td>that staff be requested to prepare a report on options to increase water services in Dashwood by increase the water pipe size and installing four fire hydrants.</td>
<td></td>
<td>Man. Of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>2-Mar</td>
<td>Clan Gregor Square</td>
<td>Facilities Manager to provide a report on potential replacement of cedar posts at Clan Gregor Square</td>
<td></td>
<td>Man. Of Facilities</td>
<td>ongoing</td>
</tr>
<tr>
<td>2-Mar</td>
<td>Zurich Water</td>
<td>prepare a preliminary analysis of the potential cost to service Zurich with pipeline water</td>
<td></td>
<td>Man. Of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>20-Mar</td>
<td>Wastewater Obligations</td>
<td>staff to review the development agreement for the Central Huron/Harbour Lights condominiums to determine if there are any wastewater obligations and if not, respond appropriately to the development proponent(s) of the Central Huron condominiums, the winery on Plan 618 and the east side of David Street lots and advising that the Bayfield wastewater treatment facility has no additional capacity at this time.</td>
<td></td>
<td>Man. Of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>18-Apr</td>
<td>Lorne Avenue</td>
<td>That a communication piece be sent to Lorne Avenue residents in advance of the planned public work outlining the project details</td>
<td></td>
<td>Man. Of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>18-Apr</td>
<td>Clan Gregor Square</td>
<td>that a draft policy be prepared for speed reducing measures including lower the permissible speed and implementing Community Safety Zones in the areas of schools and playgrounds.</td>
<td></td>
<td>Man. Of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>23-May</td>
<td>Blackbush Line</td>
<td>staff provide photographs of the road repair work on Blackbush Line.</td>
<td></td>
<td>Man. Of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>23-May</td>
<td>Federation of Canadian Municipalities</td>
<td>Staff to investigate a funding application under the Federation of Canadian Municipalities Municipal Asset Management Program.</td>
<td></td>
<td>Treasurer</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

Updated May 11, 2018
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Motion</th>
<th>Update</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-Jul</td>
<td>Bill 68</td>
<td>the Clerk be authorized to bring forward an updated Code of Conduct for Council, required policies, update the Procedure By-law as needed, and begin the process to obtain the services of an Integrity Commissioner in accordance with the provisions of Bill 68.</td>
<td>Integrity Commissioner report brought forward on August 21</td>
<td>Clerk</td>
<td>ongoing</td>
</tr>
<tr>
<td>17-Jul</td>
<td>Wayfinding - Tourism Signage Project</td>
<td>That K. Rickers, Community Development Coordination Services and C. Alexander, Clerk to organize meetings with stakeholders regarding the need for wayfinding signs in the Village of Bayfield, as a part of the Wayfinding/Tourism Signage Project through RTO4 and Huron County.</td>
<td>A Wayfinding Session in Bayfield had been organized, but was canceled when the Huron County Ec Dev Manager left. The new interim Manager indicated that no action would be taking place on this issue at the present time. We're waiting for updates.</td>
<td>Clerk / Community Dev Coordination Services</td>
<td>ongoing</td>
</tr>
<tr>
<td>18-Sep</td>
<td>Postal Recommendations</td>
<td>That staff bring a report to Council analyzing the effect that the recommendations presented to Council by Diane Mitchell of the Canadian Union of Postal Workers, and how these recommendations would affect the Municipality of Bluewater.</td>
<td></td>
<td>Clerk</td>
<td>ongoing</td>
</tr>
<tr>
<td>18-Sep</td>
<td>Cemetery Funding</td>
<td>That staff bring a report to Council reviewing the legislation which requires that a municipality assume management of a cemetery, and investigate opportunities to communicate with municipalities and municipal organizations such as AMO or AMCTO regarding possible steps moving forward for cemetery funding.</td>
<td></td>
<td>Clerk</td>
<td>ongoing</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Motion</td>
<td>Update</td>
<td>Position</td>
<td>Status</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>---------------------</td>
<td>----------</td>
</tr>
<tr>
<td>16-Oct</td>
<td>Bayfield Town Hall Lease</td>
<td>THAT Staff develop a ten-year lease between the Municipality of Bluewater and the Bayfield Town Hall, and that discussion regarding any financial implications go to budget; AND THAT the new lease be modeled after the most recently developed lease that has been reviewed by municipal solicitors.</td>
<td>lease amended to month to month basis until outstanding issues are resolved - refer to resolution passed on Nov 20'17</td>
<td>Clerk</td>
<td>ongoing</td>
</tr>
<tr>
<td>16-Oct</td>
<td>Large Item Garbage Pick UP</td>
<td>THAT the motion be amended to read that Council discuss the proposal from the Bluewater Shoreline Residents’ Association that an annual or bi-annual large item garbage pickup take place at budget time; and, THAT a report be brought forward from staff at budget time reviewing the full impact of reinstating a large item garbage pickup program.</td>
<td></td>
<td>Man. Of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>18-Dec</td>
<td>Animated Signs</td>
<td>THAT staff develop a by-law prohibiting animated signs, mobile or otherwise, which applies to the whole Municipality.</td>
<td></td>
<td>Chief Building Official</td>
<td>ongoing</td>
</tr>
<tr>
<td>25-Jan</td>
<td>Water Conservation Rebate Program</td>
<td>Whereas the Municipality recognized the need for water conservation measures, and Whereas the life cycle of Bluewater sewage treatment facilities could be extend with implementation of water conservation strategies, and Whereas operating cost could also be reduced through similar programs, Be it resolved The Council of the Municipality of Bluewater directs a report be prepared to identify the benefits and costs of a water conservation and rebate program to install low flow water use fixtures and low flush toilets for residents serviced by Municipal sewage systems.</td>
<td></td>
<td>Man. Of Public Works / Treasurer</td>
<td>ongoing</td>
</tr>
<tr>
<td>20-Feb</td>
<td>Secondary Plan for Bayfield</td>
<td>THAT once the Official Plan Review is completed, that Council proceed with the development of a secondary plan for the Village of Bayfield.</td>
<td></td>
<td>Planner</td>
<td>ongoing</td>
</tr>
<tr>
<td>20-Feb</td>
<td>Site Plan Control</td>
<td>THAT Council direct staff to conduct a public consultation of the draft “Site Plan Control By-law” between February 26th and March 28th.</td>
<td></td>
<td>Planning Coordinator</td>
<td>ongoing</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Motion</td>
<td>Update</td>
<td>Position</td>
<td>Status</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>-------------------</td>
<td>--------</td>
</tr>
<tr>
<td>19-Mar</td>
<td>Blue Flag Program</td>
<td>THAT the information as found in the report entitled “Blue Flag Program Update” and presentation by Epidemiologist Erica Clark of the Huron County Health Unit be included in a future tax newsletter and on the municipal website.</td>
<td>Report posted on website</td>
<td>Clerk</td>
<td>ongoing</td>
</tr>
<tr>
<td>19-Mar</td>
<td>Feasibility Study - Bayfield Community Complex</td>
<td>THAT the correspondence dated August 29th, 2017 from the Bayfield Facility Initiative Team and Bayfield Arena Community Partners Association, expressing their interest in the operation of the Bayfield Community Centre, be included for consideration in the feasibility study.</td>
<td>Man. Of Facilities</td>
<td></td>
<td>ongoing</td>
</tr>
<tr>
<td>19-Mar</td>
<td>Health and Safety</td>
<td>THAT Council direct the Chief Administrative Officer to ensure there are procedures in place which ensure the health and safety of staff.</td>
<td>CAO</td>
<td></td>
<td>ongoing</td>
</tr>
<tr>
<td>23-Apr</td>
<td>MOU</td>
<td>THAT Council direct staff to review the Memorandum of Understanding regarding the operation of the Bayfield Arena dated April 10, 2018, as submitted by the Bayfield Arena Community Partners Association and the Bayfield Facility Initiative Team and bring a report back to Council.</td>
<td>Man. Of Facilities</td>
<td></td>
<td>ongoing</td>
</tr>
<tr>
<td>23-Apr</td>
<td>Fees and Charges By-law</td>
<td>THAT staff prepare a draft amendment to the Fees &amp; Charges By-law to implement partial cost recovery fees for some municipal services; and That the draft amendment to the Fees &amp; Charges By-law include terms to address current practices relating to developer deposits.</td>
<td>Planning Coordinator</td>
<td></td>
<td>ongoing</td>
</tr>
<tr>
<td>23-Apr</td>
<td>Zoning Amendments</td>
<td>THAT staff be directed to ensure that all property owners are notified of any proposed zoning changes affecting their property.</td>
<td>Planning Coordinator</td>
<td></td>
<td>ongoing</td>
</tr>
<tr>
<td>23-Apr</td>
<td>Water Systems</td>
<td>THAT Council direct staff to bring forward a report regarding funding options for down hole inspections of two water supply wells in Zurich in 2018.</td>
<td>Man. Of Public Works</td>
<td></td>
<td>ongoing</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Motion</td>
<td>Update</td>
<td>Position</td>
<td>Status</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
<td>-------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>7-May</td>
<td>Official Plan</td>
<td>THAT Planning Staff to schedule a public open house on June 19\textsuperscript{th}, 2018 from 1pm to 8pm at the Stanley Complex, at which Planning Staff will be in attendance; and that the Public Meeting for the Official Plan Review be scheduled to be held July 3, 2018 at the Committee of the Whole.</td>
<td></td>
<td>Planner</td>
<td>ongoing</td>
</tr>
<tr>
<td>7-May</td>
<td>Property Purchase</td>
<td>THAT staff bring forward a report regarding correspondence received April 19, 2018 from Daryl Keys regarding his offer to purchase a 5-acre property owned by the Municipality, being the old land fill site.</td>
<td></td>
<td>Man. Of Public Works</td>
<td>ongoing</td>
</tr>
<tr>
<td>7-May</td>
<td>Water Bill Relief</td>
<td>THAT staff bring forward a report regarding correspondence dated May 2, 2018 from Martin and Lynda Williams and their request for Council’s consideration of a high-water bill received due to a water leak at their home at 20 Bayfield Terrace.</td>
<td></td>
<td>Man. Of Public Works</td>
<td>complete</td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE MUNICIPALITY OF BLUEWATER

BY-LAW NUMBER 40-2018

Being a By-law to confirm the proceedings of the Council at its meeting held on May 22, 2018

The Council of the Corporation of the Municipality of Bluewater enacts as follows:

1. That the actions of the Council at its meeting held on May 22, 2018, in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.

2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Municipality of Bluewater to all such documents.

By-law read a first and second time this 22nd day of May, 2018.

By-law read a third time and finally passed this 22nd day of May, 2018.

________________________________________________________________________

Tyler Hessel, Mayor

________________________________________________________________________

Chandra Alexander, Clerk