



**Township of Howick Council Agenda  
Tuesday, April 29, 2025, at 7:00 p.m.  
Howick Council Chambers**

**1. Call to Order**

**2. Confirmation of the Agenda**

**Recommended Motion:**

That the Council of the Township of Howick hereby adopts the April 29, 2025, Council Agenda as presented.

**3. Declaration of Pecuniary Interest under the “Municipal Conflict of Interest Act”**

**4. Minutes of Previous Meetings**

**Recommended Motion:**

That the Council of the Township of Howick hereby adopts the following minutes:

**4.1 April 8, 2025 Council Meeting Minutes**

**5. Public Meetings/Hearings**

**6. Delegations and/or Presentations**

**7. Consent Agenda**

Items on the Consent Agenda are considered routine and are enacted in one motion. Prior to the motion being voted on, any Council Member may request that one or more items be removed from the Consent Agenda and discussed and/or voted on separately.

**Recommended Motion:**

That Consent Agenda items 7.1 to 7.3 be received for information and approved.

**7.1 PW-2025-10, March Department Update**

**For Information Only.**

**7.2 PW-2025-11, Variance Report, First Quarter**

**For Information Only.**

**7.3 FIN-2025-18, Accounts Payable**

**For Information Only.**

**8. Regular Agenda**

**8.1 Planning – Huron County Planner Jenn Burns**

**9. Municipal Drains - Drainage Superintendent Scott Richardson**

**10. Staff Reports**

**10.1 Chief Building Official Ed Podniewicz**

**10.2 Fire Chief/Manager of Protective Services - Josh Kestner**

**10.3 Manager of Public Works - Jamie McCarthy**

**10.4 Manager of Recreation and Facilities - Brady Ropp**

**10.4.1 [REC-2025-04](#), Triumph Triathlon Request**

**Recommended Motion:**

That the Council of the Township of Howick approve the use of John, Alma, Edward, Albert and James streets in Gorrie for the biking portion of the Triumph Youth Triathlon scheduled for Monday, August 4, 2025 (rain date of Tuesday, August 5, 2025);

And That the Howick Optimist Pool and Gorrie Ball Park be approved for use for the swimming and running portions of the triathlon;

And That the Township provide barricades and signage for the above-mentioned street at cost to the event organizers, once proof of liability insurance for the event has been received.

**10.4.2 [REC-2025-05](#), Supply of Propane RFP Results**

**Recommended Motion:**

That the Council of the Township of Howick accept the tender of Doug Chalmers Inc. for Contract No, RFP REC-2025-01 at their tendered pricing of \$0.499/litre for bulk propane, \$14.47 per 33lbs propane cylinder and \$1.00 per tank rental fee for a term of 36 months and authorize the Reeve and CAO/Clerk to execute the tender and all required documents.

**10.4.3 [REC-2024-06](#), Huron County Library Board Memorandum of Understanding**

**Recommended Motion:**

That The Council of the Township of Howick receive report REC 2025-06, Agreement with Huron County Library Board for Information;

And That the Council of the Township of Howick proceed to adopt By-law 26-2025, being a by-law to authorize the Reeve and Chief Administrative Officer/Clerk to enter into a Memorandum of Understanding with the Huron County Library Board regarding an agreement for facilities and services.

**10.5 Treasurer/Manager of Finance - Amy Van Meeteren**

## **10.6 CAO/Clerk Caitlin Gillis**

### **10.6.1 [ADM-2025-04](#), Appointment of Deputy Clerk**

#### **Recommended Motion:**

That the Council of the Township of Howick direct staff to present a by-law to authorize the statutory appointment of Alana Dick as Deputy Clerk for the Township of Howick;

And That Council authorize staff to present by-laws to appoint Lottery Licencing Officers and a Deputy Division Registrar for the Township of Howick.

## **11. Committee and Board Reports**

**None submitted.**

## **12. Correspondence**

### **12.1 Belmore 2025 Homecoming Committee, Howick Family Fun Night and Howick 170<sup>th</sup> Homecoming Committee – re. Committees of Council**

#### **Recommended Motion:**

That the Council of the Township of Howick hereby declares the Belmore 2025 Homecoming Committee, the Howick Family Festival Committee and the Howick 170th Homecoming Committee to be Committees of Council for the purposes of being covered under the Township's general liability insurance program.

### **12.2 Belmore 2025 Homecoming – re. 2025 Homecoming Events - June 20 – June 22, 2025**

#### **Recommended Motion:**

That Council of the Township of Howick hereby declares the Belmore 2025 Homecoming scheduled for Friday, June 20, 2025 to Sunday, June 22, 2025 at the Belmore Community Centre, to be a municipally significant event and that council is in support of their AGCO application for a Special Occasion Permit.

### **12.3 Huron Perth Public Health – re. Monitoring Food Affordability**

#### **Recommended Motion:**

That the Council of the Township of Howick direct CAO/Clerk to write a letter to the Ontario Ministers' of Finance, and of Municipal Affairs and Housing, copying local municipalities, the federal Minister of Housing, Infrastructure and Communities, and Ontario Boards of Health, asking that they increase the urgency of the work to address the housing crisis, including supporting expansion of the supply of non-market government and not-for-profit housing which could positively impact household food insecurity.

**12.4 Township of Rideau Lakes re. Ontario Proposing to Expand Strong Mayor Powers to 169 Additional Municipalities**

**Recommended Motion:**

That the Council of the Township of Howick endorse Resolution No. 78-2025 received from the Township of Rideau Lakes in regard to the Expansion of Strong Mayor Powers.

**12.5 Avon Maitland District School Board – re. Board Meeting Highlights April 22, 2025**

**12.6 Huron County Library – re. 2024 Annual Report**

**12.7 Ministry of Agriculture, Food and Agribusiness – re. Agricultural System Implementation**

**12.8 Huron Chamber of Commerce- re. Request to Reopen and Extend the REDI Immigration Pilot Program**

**12.9 Blyth Festival Civic Night – re. Invitation to the Blyth Festival's Civic Night, Sir John A: Acts of a Gentrified Ojibway Rebellion**

**12.10 Ministry for Seniors and Accessibility – re. Nominations for 2025 Senior of the Year Award**

**13 Unfinished Business**

**14 Council Reports**

**14.1 Council Member Reports**

**Reeve's Verbal Update from County Council**

**14.2 Requests by Members**

**14.3 Notice of Motions**

**14.4 Announcements**

**15. Other Business**

**16. Enactment of By-laws – First, Second & Third Reading**

**16.1 By-law 26-2025**

**Recommended Motion:**

That the Council of the Township of Howick give first, second, third and final reading to By-law 26-2025;

Being a By-law to Authorize the Reeve and Chief Administrative Officer to Enter into a Memorandum of Understanding with the Huron County Library Board Regarding an Agreement for Facilities and Services.

**16.2 By-law 27-2025**

**Recommended Motion:**

That the Council of the Township of Howick give first, second, third and final reading to By-law 28-2025;

Being a By-law to Appoint a Deputy Clerk for the Township of Howick.

**16.3 By-law 28-2025**

**Recommended Motion:**

That the Council of the Township of Howick give first, second, third and final reading to By-law 29-2025;

Being a By-law to Appoint a Deputy Division Registrar for the Township of Howick.

**16.4 By-law 29-2025**

**Recommended Motion:**

That the Council of the Township of Howick give first, second, third and final reading to By-law 29-2025;

Being a By-law to Appoint Lottery Licencing Officers for the Corporation of the Township of Howick and to Provide for the Issuance of Licences to Manage and Conduct Bingo Lotteries, Break Open Ticket Lotteries (Nevada) Lottery Schemes at Bazaars and Raffle Lotteries Under the Terms and Conditions As Set Out in the Criminal Code of Canada, the Order in Council and the Policies of the Alcohol and Gaming Commission of Ontario.

**17. Closed Session**

**Recommended Motion:**

That a closed meeting of Council of the Township of Howick be held on Tuesday, April 29, 2025 at 8:00 p.m. in the Council Chambers of the Township Office, in accordance with Section 239(2) of the Municipal Act, 2001, as amended, for the purpose of considering the following matters:

b) personal information about identifiable individuals, including municipal or local board employees

d) labour relations and employee negotiations

**Agenda moves to Closed Agenda**

*Council to refer to Closed Agenda for April 29, 2025*

**Agenda Returns to Open Agenda**

**18. Motion to Reconvene into Open Session and Reporting Out**

**Recommended Motion:**

That the Council of the Township of Howick reconvene into Open Session at \_\_\_\_:\_\_\_\_ p.m.

Reeve Harding to report out the reasons why Council met in Closed Session.

**19. Confirming By-law**

**19.1 By-law 30-2025**

That the Council of the Township of Howick give first, second, third and final reading to By-law 30-2025;

Being a By-law to Confirm the Proceedings of the Council meeting held on April 29, 2025.

**20. Adjournment**

**Recommended Motion:**

That the Council of the Township of Howick adjourn the April 29, 2025 Council meeting at \_\_\_\_:\_\_\_\_ p.m.



**Township of Howick Council Minutes  
Tuesday, April 8, 2025, at 9:00 a.m.  
Howick Council Chambers**

**1. Call to Order**

Reeve Harding called the meeting to order at 9:00 a.m. and welcomed everyone in attendance.

**2. Confirmation of the Agenda**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Grimes**

That the Council of the Township of Howick hereby adopts the April 8, 2025 Council Agenda as presented.

**Carried.**

**3. Declaration of Pecuniary Interest under the “Municipal Conflict of Interest Act”**

None declared.

**4. Minutes of Previous Meetings**

**Moved by: Councillor Rognvaldson**

**Seconded by: Deputy Reeve Gibson**

That the Council of the Township of Howick hereby adopts the following minutes as amended:

**4.1 March 18, 2025 Council Meeting Minutes**

**Carried.**

**5. Public Meetings/Hearings**

---

**5.1 Committee of Adjustment**

Application MV01-2025 – Meyer, 3016 Alice Street, Fordwich, Township of Howick

**Moved by: Councillor Grimes**

**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick hereby adjourns their Council

meeting and the Committee of Adjustment hereby opens a meeting to review application for Minor Variance MV01-25, submitted by Kevin Meyer.

**Carried.**

---

## **COMMITTEE OF ADJUSTMENT MEETING**

### **5.1.1 Call to Order**

Reeve Harding called the Committee of Adjustment Meeting to order at 9:02 a.m.

### **5.1.2 Declaration of Pecuniary Interest**

None declared.

### **5.1.3 Purpose**

The purpose of this application is to permit the construction of a new storage shed. The applicant is requesting to increase the square footage of the accessory building from 75 square metres to 145 square metres. The application conforms to all other zoning provisions as set out in Howick's Zoning By-law 23-1984.

### **5.1.4 Application Process**

An application for a Minor Variance was submitted by Kevin Meyer.

Notice of a Public Meeting was mailed by the Township to all property owners within 60m of the property on March 28, 2025, and notice was posted on the subject property.

A report has been prepared by Huron County Planners Jenn Burns and Sarah Kurtz regarding this application.

### **5.1.5 Comments**

#### **1. Planner's Report**

This application will allow for the construction of a detached garage for the purposes of storing personal vehicles and belongings. Detached garages are permitted accessory structures in the Village Residential (VR1) zone. The provisions in the Howick Zoning By-law under Section 15.6.4 restrict the square footage of an accessory building to 75 square feet on lots less than an acre. The requested variance is from the required 75 sq m to 145 sq m. The application conforms to all other zoning provisions as set out in Howick's Zoning Bylaw.

In review of this application, it is noted that for applications of this nature, staff review potential current impacts and future impacts on the subject and surrounding properties. In review of this application, it is not anticipated that an increase in the square footage of the accessory building will impact the subject lands or the surrounding properties now or in the future. The proposed use is accessory to the primary dwelling and meets the remainder of the provisions in the Howick Zoning By-



law. The intent of the addition is to provide storage space for personal vehicles and belongings and is not for a commercial use. As such, this application maintains the intent of the Howick Official Plan and Zoning By-law.

2. Council's Questions and/or Comments

None.

3. Applicant and/or Agent

None.

4. Others

**5.1.6 Recommendation:**

It is recommended that application MV01-2025 be approved subject to the following conditions:

1. That the approval is valid for a period of 18 months from the date of the Committee's decision.
2. That the proposed shed be constructed within the footprint shown in the sketch provided.
3. That the total floor area of all accessory buildings on the property not exceed 145 sq m.

**5.1.7 Committee of Adjustment Decision**

**Moved by: Councillor Hargrave**

**Seconded by: Councillor Rognvaldson**

That the Committee of Adjustment of the Township of Howick, considering the variance to be minor, to maintain the appropriate development of the lands, and to maintain the general intent of the Howick Zoning By-law 23-1984 and the Howick Township Official Plan, hereby approves application for minor variance MV01-2025, submitted by Kevin Meyer, subject to the following conditions:

1. The variance approval is valid for a period of 18 months from the date of the Committee's decision.
2. That the proposed shed be constructed within the footprint shown in the sketch provided by the applicant.
3. That the total floor area of all accessory buildings on the property does not exceed 145 sq m.

**Carried.**

**5.1.8 Close Committee of Adjustment**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Grimes**

That the Committee of Adjustment for the Township of Howick hereby adjourns their meeting at 9:07 a.m. and reconvenes into Open Session.

**Carried.**

**5.2 Public Meeting – Zoning By-law Amendment Z01-2025 - Franceschini**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick hereby proceeds into a Public Meeting in order to consider Zoning By-law Amendment Z01-2025.

---

**PUBLIC MEETING – ZONING BY-LAW AMENDMENT**

**5.2.1 Call to Order**

Reeve Harding called the meeting to order at 9:08 a.m.

**5.2.2 Declaration of Pecuniary Interest and General Nature Thereof**

None declared.

**5.2.3 Requirement**

This Public Meeting is being held under Section 34 of the Planning Act, as amended, which requires that Council hold at least one public meeting and that proper notice be given. The subject land is identified as Plan 276, Part Lots 46 and 47; RP 22R4221, Township of Howick.

**5.2.4 Presentation from Huron County Planners Jenn Burns and Sarah Kurtz**

The purpose of the application is to rezone the former Anglican church property from Community Facility to Residential. Existing parking meets the requirements of the VR-1 special zone. Lot size, lot frontage, exterior side yard are outside the minimum requirements and will be considered under the special provisions. Broad use of housing types allowed under the Howick Zoning By-law and Howick Official Plan.

**5.2.5 Opportunity to Comment on Application by Applicant and/or Agent**

**5.2.6 Opportunity to Comment by Members of the Public**

**5.2.7 Opportunity to Question/Comments from Council Members**

In response to questions from Council, Huron County Planner Jenn Burns indicated that the proposed VR-1 zoning represented Village residential low density. This would allow for only a

single detached dwelling unit. Huron County Planner Jenn Burns indicated that the subject property needs to be zoned VR-1 residential in order for the Township to issue the building permits. Septic system upgrades and changes to allow for residential land use. Council had concerns whether this zone change would lead to by-law enforcement and building code issues for the Township and should Council defer this decision.

### **5.2.8 Zoning By-law Procedure Following Public Meeting**

This is a Public Meeting of the Council of the Township of Howick; thus, a decision of Council may or may not be made today on the Zoning By-law Amendment.

If the By-law is passed by Council, the Clerk is required to send Notice of the Passing of the By-law to persons or public bodies that have written request to be notified of the decision.

There is a 20-day objection period from the time the Notice of Passing of the By-law has been mailed by first class post, wherein submissions/letters of objection or support in respect to the passing of the by-law, will be received by the Clerk.

If an objection is received, an Appeal is lodged with the Ontario Land Tribunal and at that point the Township no longer has any control over the time factor involved.

If Council does not pass the by-law, the applicant may Appeal to the Ontario Land Tribunal.

If the by-law is passed and no objections are received within the objection period, the Clerk certifies that the by-law is in force and of effect as of the date of its passing and Notice is forwarded to the Huron County Planning and Development Department.

### **5.2.9 Recommendation of the Huron County Planner**

Chief Building Official has been in contact with the property owner. Change of use permit is required in order to change the use to a residential use. The VR-1 zoning would

**Moved by: Councillor Hargrave**  
**Seconded by: Councillor Grimes**

To defer Zoning By-law Amendment Application Z01-2025 to a future meeting.

**Lost.**

**Moved by: Deputy Reeve Gibson**  
**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick hereby receives the report from Jenn Burns and Sarah Kurtz regarding Howick Township by-law

amendment 2024 housekeeping amendments to the Howick Township Zoning By-law 23-1984, for all applicable lands within the township;

That the Council of the Township of Howick hereby approves the Zoning By-law Amendment File #Z01-2025; as it applies to Plan 276, Part Lots 46 and 47; RP22R4221, Township of Howick in accordance with the draft by-law attached to this report;

And that Howick Township Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the April 8, 2025 Council Agenda.

**Carried.**

#### **5.2.10 Close Public Meeting**

**Moved by: Councillor Grimes**

**Seconded by: Deputy Reeve Gibson**

That the Council of the Township of Howick hereby closes the Public Meeting to consider Zoning By-law Amendment Z01-2025 and reconvenes its regular meeting of Council at 9:22 a.m.

**Carried.**

---

#### **5.2.11 Consideration of Zoning By-law Amendment (By-law 20-2025) Z01-2025 Franceschini**

**Moved by: Councillor Rognvaldson**

**Seconded by: Councillor Grimes**

That leave be given to introduce By-law 20-2025, being a by-law to amend By-law 23-1984, as amended, being the Zoning By-law of the Corporation of the Township of Howick; for a Zoning By-law Amendment, as it applies to Plan 276, Part Lots 46 and 47; RP22R4221, Township of Howick; be introduced and read a first, second and third and final time and finally passed this 8<sup>th</sup> day of April, 2025.

**Carried.**

### **6. Delegations and/or Presentations**

#### **6.1 Barry Schaefer, Belmore Homecoming Committee Support Requests**

Barry Schaefer from the Belmore Homecoming 2025 Committee and Wes Graham of the Homecoming Bar Committee were present to address Council. Belmore's Homecoming events planned for June 20-22, 2025 include several beer gardens, food, children's activities, a dance on the ball diamond, a parade on Saturday, dog show, mullet and mustache growing contest, Sunday breakfast, car show, etc. The Committee requested Council's support in September 2023 to go ahead with planning the event. Belmore Homecoming Committee has additional requests for the event to be declared a municipally significant event for a special occasion permit, to include the Homecoming events under the Township's insurance policy.

Any member of the public would like more information on an agenda item please contact the Clerk's office at 519-335-3208 ext 2 or email [clerk@howick.ca](mailto:clerk@howick.ca), alternative formats of this publication available upon request

Events are scheduled for Friday, Saturday, Sunday with final cleanup on Monday.

Mr. Schaefer requested that Council consider amending the Municipal Alcohol Policy so that only servers, ticket sellers and security personnel would be required to be Smart Serve certified in order to not overburden volunteers. AGCO does not require any volunteers to be Smart Serve certified under a Special Occasion Permit, but it is recommended. Surrounding municipalities have allowed for 50% of volunteers running similar events to be Smart Serve Certified. Manager of Recreation and Facilities Brady Ropp provided a report to Council on the current Municipal Alcohol Policy and that Council could decide whether the policy should be amended. Council requested that all proposed changes be reviewed by our municipal insurance provider before it be presented to Council for approval.

Manager of Public Works Jamie McCarthy advised Council that opening of the landfill when its is not staffed is a cost of \$200, depending on how much waste there is to go through the gate. Barricades to be used for road closures for the parade could be dropped off Friday. The Howick Landfill no longer has the recycling bins that were lent to the Belmore Homecoming Committee for their last homecoming. The Wroxeter Hall has two wheelie bins, Wroxeter Park has a few wheelie bins, 6 barrels in the recreation that can all be borrowed by the homecoming committee.

CAO/Clerk Caitlin Gillis advised Mr. Schafer that the Belmore Homecoming Committee would need to get Party Alcohol Liability (PAL) Insurance coverage for the homecoming events in addition to being covered under the municipality's general commercial liability policy due to the number of attendees expected and the number of alcohol events planned for the weekend. This was shown as an expense in the 2017 Belmore Homecoming expense spreadsheet. CAO/Clerk Gillis also advised that these types of requests need to be requested before the township completes its annual budget so that staff can budget accordingly.

**Moved by: Councillor Grimes**

**Seconded by: Deputy Reeve Gibson**

That the Council of the Township of Howick approve the following for the Belmore 2025 Homecoming Committee:

- A Letter declaring Belmore Homecoming 2025 a Municipally Significant Event for Special Occasion Permit.
- Request that Homecoming events be included in Howick's Insurance (Committee of Council).
- Waive building permit fee for Homecoming tents.
- Borrow Howick Township garbage bins, recycling bins and waive disposal fees.
- Township to provide road barricades for parade.
- Charitable tax receipts through Howick Township for donations made to Belmore Homecoming.

- Requesting permission to reduce the Smart Serve requirement from 100% to 50% for bartenders at all licensed Homecoming events.

**Carried.**

## **7. Consent Agenda**

Items on the Consent Agenda are considered routine and are enacted in one motion. Prior to the motion being voted on, any Council Member may request that one or more items be removed from the Consent Agenda and discussed and/or voted on separately.

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Grimes**

That Consent Agenda items 7.1 to 7.4 be received for information and approved.

### **7.1 BLDG-2025-02, First Quarter Building Report Summary**

**For Information Only.**

### **7.2 FIN-2025-16, Accounts Payable to 31, 2025**

**For Information Only.**

### **7.3 FIR-2025-07, March Department Update**

**For Information Only**

### **7.4 REC-2025-02, Department Update**

**For Information Only.**

**Carried.**

## **8. Regular Agenda**

### **8.1 Planning – Huron County Planner Jenn Burns**

#### **8.1.1 Consent Application Report File C09-2025 – Con 2 Pt N Pt Lot 21, Howick Township – 87852 Fordwich Line (Dennis Gingrich)**

Huron County Planner Jenn Burns provided an overview of her report.

The Howick Official Plan provides policies for severances such as a minor lot addition as proposed. Section 10.C.6 of the Howick Official Plan Agricultural consent policies provides direction for the conveyance of land added to abutting existing non-farm uses. The policy permits such proposals provided that a minimum amount of farmland is involved, and the conveyance is for convenience or servicing purposes.

In this case, approximately 1.5 acres of land are proposed to be severed from the farm parcel. The proposal will not result in the creation of a new lot and serves to provide additional recreation and amenity space for the school. The additional land is proposed to be used for new baseball diamonds and no buildings are proposed.

The retained land will continue to be suitable for the existing agricultural use and will not have an impact on the future use of the land. No new buildings are proposed to be built on

Any member of the public would like more information on an agenda item please contact the Clerk's office at 519-335-3208 ext 2 or email [clerk@howick.ca](mailto:clerk@howick.ca), alternative formats of this publication available upon request

the school property and the proposal will provide further buffer space between the existing building and agricultural activities (i.e. maneuvering farm equipment). The Huron County Official Plan also provides policies which allow for minor lot additions that do not result in the creation of a new lot and the application meets all the PPS requirements for a severance in prime agricultural areas.

The Howick Township Zoning By-Law includes a provision for the automatic rezoning of lands conveyed for the purpose of a minor lot enlargement such as proposed here. Therefore, this application will not require a subsequent Zoning By-Law Amendment. There were no comments received from members of the public during circulation. No concerns were received by Howick Township staff.

**Moved by: Councillor Rognvaldson**

**Seconded by: Councillor Grimes**

That the Council of the Township of Howick hereby recommend approval of Consent Application File No. C09-2025, Applicant/Owner: Dennis Gingrich, Property Description: Concession 2 PT N PT Lot 21, Howick Township (87852 Fordwich Line).

**Carried.**

#### **8.1.2 Draft County OPA No 6 PPS Conformity**

The draft amendment incorporates specific direction from County Council regarding the surplus farm residence criteria for the age of the residence and amends it from 15 years to 10 years. If approved, this change could impact surplus farm dwelling severance applications in Howick Township and reduce the surplus house age from 15 years to 10 years old. Council has the option to adopt the County approach or to be more restrictive should they feel it is necessary to meet local priorities. The amendment also updates the Appendices Tables with population and housing projections from the 2024 Watson & Associates Economists Study. The updated Resource Maps reflect changes to settlement area boundaries, level of servicing available, aggregate mapping and sourcewater protection.

The Public Meeting for this amendment will be held at Huron County Council on May 7, 2025. The Municipality will receive a formal Notice of Public Meeting. In the meantime, should Howick Council wish to provide comments on the draft amendment, direction to staff to prepare a response should be given.

### **9. Municipal Drains - Drainage Superintendent Scott Richardson**

### **10. Staff Reports**

#### **10.1 Chief Building Official Ed Podniewicz**

#### **10.2 Fire Chief/Manager of Protective Services - Josh Kestner**

##### **10.2.1 FIR-2025-08, Fire Department Uniforms**

Uniform orders have not been consistent in the past. An Standard Operating Guideline (SOG) for uniforms has been drafted. Fire Chief Kestner is hoping to include it in the



Employment Policy in the future. Quote for uniforms is approximately \$11,000 for the department. There is the option for gently used uniforms that can be tailored to our department. Requesting a reallocation of funds for the purchase of these uniforms. Following the new SOG, the department will be able to plan for uniforms in future budget.

**Moved by: Councillor Rognvaldson**

**Seconded by: Deputy Reeve Gibson**

That the Council of the Township of Howick approve the reallocation of \$11,500.00 in budgeted capital spending for the purchase of fire department uniforms.

**Carried.**

### **10.3 Manager of Public Works - Jamie McCarthy**

#### **10.3.1 PW-2025-09, Tender Results - BR1524 Culvert 32, Gorrie Line**

Eight submissions were received for the tender. BM Ross drafted and issued the tender. The three lowest submissions were reviewed for accuracy and staff are recommending awarding the tender to Kurtis Smith Excavating Inc. Additional engineering costs are required for BM Ross to administer the contract and provide engineering inspections.

**Moved by: Councillor Hargrave**

**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick receive report PW-2025-09, Tender Results BR1524 Culvert 32, Gorrie Line;

And that Howick Council award Tender BR1524 Culvert #32 Replacement to Kurtis Smith Excavating Inc. at their low tendered bid price in the amount of \$442,960.00, (plus HST);

And That Howick Council authorize the Treasurer to pull the remaining required funds to cover the project costs from the Construction Reserve;

And That Council authorize the Reeve and CAO/Clerk to Enter Into and Execute Contract No. BR1524 with Kurtis Smith Excavating Inc. for the Culvert #32 Replacement;

And That the Necessary By-law be prepared.

**Carried.**

### **10.4 Manager of Recreation and Facilities - Brady Ropp**

#### **10.4.1 REC-2025-01, Authorized Recreation Provider Agreement**

Renewal of our Agreement with Huron County Children's Services to provide our day camp program participants to access County subsidies.

**Moved by: Councillor Rognvaldson**

**Seconded by: Councillor Grimes**

That the Council of the Township of Howick hereby receives report REC-2025-01, Authorized Recreation Provider Agreement



for Information;

And That Council authorizes the Reeve and CAO/Clerk to Enter into and Execute a Recreation Program Service Agreement with the County of Huron for the purpose of being recognized as an Authorized Recreation Service Provider to provide fee subsidies for Recreation Child Care Programs and Services.

**Carried.**

#### **10.4.2 REC-2025-03, Municipal Alcohol Policy – Server Training Requirements**

AGCO Special Occasion permits recommend Smart Serve, but don't require any to be trained. Our current Municipal Alcohol Policy requires all bar staff to be Smart Serve trained. Proposed changes would be for all bartenders, ticket seller and security guards of committees of council to be Smart Served trained. Send the proposed changes to Intact Insurance for review before it returns to Council. McDonagh Insurance has commented that there are no exclusions that require all bar staff to be Smart Serve trained.

**Moved by: Councillor Grimes**

**Seconded by: Councillor Hargrave**

That the Council of the Township of Howick receive and review the information included in report REC-2025-03;

And That Council provide direction to staff of how they wish to proceed with Belmore 2025 Homecoming's request.

**Carried.**

#### **10.5 Treasurer/Manager of Finance - Amy Van Meeteren**

##### **10.5.1 FIN-2025-17, Passing of 2025 Budget By-law**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick pass By-law 21-2025; being a by-law to Adopt the 2025 Municipal Budget for the Township of Howick and to repeal By-law 12-2025;

And That the Council of the Township of Howick pass By-law 22-2025; being a By-law to Adopt the 2025 Tax Rates for the Township of Howick.

**Carried.**

#### **10.6 CAO/Clerk Caitlin Gillis**

### **11. Committee and Board Reports**

**None submitted.**

## **12. Correspondence**

### **12.1 Festival of Lights Committee re. Reduced Lottery Licence Fee**

Committee is planning to purchase a UTV and conduct a raffle. 3% of the prize would be \$450, staff are recommending a reduced fee to 1%.

**Moved by: Councillor Hargrave**

**Seconded by: Deputy Reeve Gibson**

That the Council of the Township of Howick approve a reduced fee of 1% of total prize value for the Festival of Lights Committee's Lottery Licence Application for a Raffle for a UTV as the proceeds from the lottery will go back into the community.

**Carried.**

### **12.2 Maitland Valley Conservation Authority - re. Audited Report and Financial Statement**

### **12.3 Maitland Valley Conservation Authority - re. Membership Minutes January 22, 2025**

### **12.4 Maitland Valley Conservation Authority- re. Membership Minutes February 26, 2025**

### **12.5 Avon Maitland District School Board – re. Board Meeting Highlights, March 25, 2025**

### **12.5 Huron OPP Detachment Board Minutes – January 27, 2025**

## **13 Unfinished Business**

### **13.1 Installation of New Utility Poles in Howick Township Through the Accelerated High Speed Internet Project (AHSIP)**

Add Premier Doug Ford to the distribution list. Huron County Federation of Agriculture and Warden Heffer were planning to meet with MPP Lisa Thompson and would bring up the topic at this meeting. Ontario legislature is returning to work next week. No guidelines for going around connecting to existing utility poles and installing their own new poles. The program has been mismanaged by Xplore Inc. since the beginning. No public consultation was held.

**Moved by: Councillor Hargrave**

**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick approve the Reeve and CAO/Clerk to sign and execute the enclosed letter and forward it to the Ontario Ministers of Infrastructure, Rural Affairs, Municipal Affairs and Housing, the Premier of Ontario Doug Ford, Huron County Federation of Agriculture, the Association of Municipalities of Ontario and all Ontario

**Carried.**

## **14 Council Reports**

### **14.1 Council Member Reports**

The 2025 Good Roads Conference was attended by Manager of Public Works, Public Works Lead Hand and Councillor Grimes.

Councillor Grimes attended a number of meetings and presentations. Olivia Chow, Mayor of Toronto spoke that Toronto is spending \$6 million a year on infrastructure. Dave Zipper spoke about bicycle lanes. Roads were narrowed to add bicycle lanes over the past two decades, now bicycle lanes are being removed.

Transportation of used nuclear fuel – It will be 2043 before the first shipment of used nuclear fuel to go into the ground. It is 120km from Bruce Nuclear to the nearest railway. Truck loads, canister that holds the fuel, 100 tonnes of canister and fuel, 5 year plan to find a route. The 1800 acres outside of Teeswater that were considered for nuclear waste, the province is looking at it as secondary usage. The population of Ignace is only 1300. Now the long haul concerns of used nuclear fuel will be investigated.

Signs and lines - New and improved signage, reflective and updated signs. The Conference was advising municipalities about the Certified Road Supervisor designation and its importance if the Township gets sued. Focus on reducing liability and street cleaning being added to minimum maintenance standards.

Roundabout course - There 1200 roundabouts in Ontario. Essex County built one to handle approximately 2000 trucks a day at a cost of \$22 million dollars. Reeve Harding indicated that the roundabout going in South Huron will cost approximately \$3 million.

The provincial infrastructure deficit for roads is \$143.87 billion and \$38.74 billion for bridges. This has increased \$6 billion in 6 years.

The trade show had sample pickup truck for landfill with versatile attachments for many uses. Different vendors had products available for viewing.

### **Reeve's Verbal Update from County Council**

A focus on the sustainability of Huron County. Two days of meetings were held at the Holmesville Community Centre for County Council to set priorities for the rest of the term. Affordable housing and agriculture were two main priorities. Huron County Municipal Officer's Meeting being held April 25, 2025 in Clinton. Council approves sending a few staff members to the meeting.

### **14.2 Requests by Members**

### **14.3 Notice of Motions**

### **14.4 Announcements**

Huron Chamber of Commerce meeting attended by Councillor Rognvaldson. A panel of four speakers answered questions. The Manager of Port of Goderich spoke about dredging parts of the Port of Goderich so that ships can take a larger loads. Tariffs were a big topic. Any ship of Chinese origin has to pay \$1 million port fee to dock at any port in the USA. Many lake freighters have been built in China. Planning & Development and Economic Development Departments of Huron County were sponsors of the event. Mark Horst, Marcrest spoke about how the tariffs on steel are going to affect his business. Head of all Chambers of Commerce of Ontario has been lobbying around the province regarding tariffs. Canadians build the best direct build seeding drill available but the tariff has made it unaffordable.

Council had questions about Half-load season. At one point in time, \$100 permit for full loads, if the road is damaged they will pay for the repairs. The past two winters, February should have been the end of half load season. Manager of Public Works Jamie McCarthy indicated that this year May 15 is the end of half-load season.

### **15. Other Business**

### **16. Enactment of By-laws – First, Second & Third Reading**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Grimes**

That Council of the Township of Howick give first, second, third and final reading and finally pass By-laws 21-2025, 22-2025, 23-2025 and 24-2025.

**Carried.**

### **17. Confirming By-law**

#### **17.1 By-law 25-2025**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Grimes**

That the Council of the Township of Howick give first, second, third and final reading to By-law 25-2025;

Being a By-law to Confirm the Proceedings of the Council meeting held on April 8, 2025.

**Carried.**

### **18. Adjournment**

**Moved by: Councillor Grimes**

**Seconded by: Deputy Reeve Gibson**

That the Council of the Township of Howick adjourn the April 8, 2025 Council meeting at 11:25 a.m.

**Carried.**

**Township of Howick****Department: Public Works**

---

**To: Council Meeting****Meeting Date: April 29, 2025****Report Title: March Department Update**

---

**1. Recommendation:**

**That the Council of the Township of Howick receive report PW-2025-10, March Department Update for Information.**

**2. Purpose/Issues:**

Staff are providing this report to update Council on a variety of activities that occur in the public works department.

**3. Report Highlights:**

- Winter operations continued with Public Works crews having to complete some form of winter control until the end of the month.
- Heavy rainfalls and windstorm required Toll Gate Line to be closed twice with large amounts of tree debris that needed cleaned up throughout the Township.
- Landfill operations have remained status quo.
- New woodchipper was delivered and in service as of March 11<sup>th</sup>.
- Equipment Operator/Labour advertisement closed on March 14<sup>th</sup>.

**4. Financial Implications:**

Detailed financial impacts for the new woodchipper from Vermeer are in the table below. The woodchipper was purchased through the Canoe Program and was the most cost-effective option at \$79,000 plus a three (3)-year warranty at a cost of \$4,700, making the total \$83,700.00.

A total of five (5) woodchippers were priced with Vermeer having a lower price on the Canoe Program.

1. Vermeer BC1500 at \$126,000; (Diesel)
2. Vermeer BC1000 at \$79,000; (Diesel)
3. Brandt BVR13 \$100,200; (Diesel)

4. Brandt BVR13 \$86,400; and (Gas)
5. Brandt EB1415 93,400.00 (Gas)

Table: Woodchipper Financial Outcomes

Equipment	Budget	Final Total with NR-HST	Variance
Wood Chipper	\$90,000.00	\$85,173.12*	\$4,826.88

\*Note: Total includes 3-year warranty

## 6. Conclusion / Next Steps:

Updates will be provided to Council on department activities to keep Council and residents apprised of relevant information.

## 7. Input from Other Sources:

Scott Price, Supervisor of Public Works

**Respectfully submitted by: Jamie McCarthy, Public Works Manager**

**Township of Howick****Department: Public Works**

---

**To: Council Meeting****Meeting Date: April 29, 2025****Report Title: First Quarter Variance Reporting**

---

**1. Recommendation:**

**That the Council of the Township of Howick accept report PW-2025-11 First Quarter Variance Reporting for Information.**

**2. Purpose/Issues:**

The Public Works Department provides essential services to the community and information is being provided on the budget variance due to the weather that was experienced in the region. The report contained herein is for information purposes. Staff want to inform Council of any deviations in the budget earlier rather than later.

**3. Report Highlights:**

- The heaviest hit budget area is the 'Total Winter Control and Total Patrolling Expenditures' with 104% and 53% respectively of the budget already used in the first quarter.
- Staff issued 2 severe weather events due to snow, blowing snow and wind.
- Office closure attributed to inclement weather occurred five (5) times over December to February.
- Public work crews plowed, sanded and scraped 53 out of the 90 days from January to March.

**4. Background:**

During the initial 2025 Budget process wages, benefits and contracted services were budgeted by using the previous years actuals. Over the past three (3) years, budget amounts for winter operations were trending lower and therefore the budget was set at a lower rate than the 2024 budget.

This past winter was difficult for all neighbouring and upper tier municipalities throughout Huron, Perth and Bruce Counties.



## **5. Financial Implications:**

The results for the three months ending March 31, 2025, indicates that some additional funding may be required to off-set budgeted shortfalls. Further operational costs will be monitored closely throughout the remainder of the year. Additional variance reports will be prepared to update Council on the status and cost of the 2025 operational programs and services.

Please view attached Spreadsheet.

## **6. Conclusion / Next Steps:**

Public Works staff are recommending that consideration for a reserve account be incorporated in future budgets when the winter (snow, salt/sand) or summer (calcium) provides a surplus. This may help with offsetting the overage for an aggressive winter or excessively dry summer.

Additionally, reducing fluctuations in budgeting for salaries and benefits for potential high service areas are also recommended. Climate change has added a level of uncertainty in predicting high snowfalls, intense rainfall and heat waves.

## **7. Attachments:**

**Appendix A:** Keystone variance report

**Respectfully submitted by: Jamie McCarthy, Public Works Manager**

G.L No.:	Description	2026 Budget	2025 Actual	Variance
3601-50101	Salaries - Snow Removal	37,822.94	\$55,094.18	145.66%
3601-50102	Ben & Payroll Expenses - Snow Removal	10,278.71	\$12,250.89	119.19%
3601-50400	Machine Expense - Snow Removal	\$65,000.00	\$135,194.00	207.99%
3601-50555	Snow Plowing/Removal - In House - Supplies	\$10,000.00	\$4,024.60	40.25%
3601-50656	Snow Plowing/Removal - Contracted Services	\$9,300.00	\$13,377.12	143.84%
3602-50101	Salaries- Sand/Salt	9,982.13	\$5,804.10	58.14%
3602-50102	Ben& Payroll Expenses - Sand/Salt	2,738.04	\$1,262.04	46.09%
3602-50400	Machine Expense - Sand/Salt	\$41,000.00	\$9,380.00	22.88%
3602-50555	Sand/Salt - In House Expenditure Supplies	\$30,000.00	\$8,028.54	26.76%
50656	Sand/Salt - Contracted Services	\$5,300.00	\$2,952.82	55.71%
3603-50101	Salaries - Scarifiying	8,098.12	\$2,942.72	36.34%
3603-50102	Ben & Payroll Expenses - Scarifying	2,204.44	\$669.30	30.36%
363-50400	Machine Expenses - Scarifying	\$18,000.00	\$10,785.00	59.92%
3603-50555	Scarifying In House Expenditures Supplies	\$7,000.00	\$6,604.59	94.35%
01-3600-36XX-XXXXX	<b>Total Winter Control Expenditures</b>	<b>\$ 256,724.38</b>	<b>\$ 268,369.90</b>	<b>104.54%</b>
3701-50555	Winter Standby In House Expenditures-Supplies	0.00	\$0.00	0.00%
3701-50656	Winter Standly - Contracted Services	\$15,000.00	\$7,804.99	52.03%
3702-50101	Salaries- Winter Patrol	22,416.06	13,215.30	58.95%
3702-50102	Ben & Payroll Expenses - Winter Patrol	6,226.14	3,035.97	48.76%
3702-50400	Machine Expenses - Winter Patrol	\$11,000.00	\$8,740.00	79.45%
3702-50555	Winter Patrol In House Expenditures	\$500.00	\$0.00	0.00%
3703-50101	Salaries- Non Winter Patrol	\$9,997.44	\$3,357.87	33.59%
3703-50102	Ben & Payroll Expense - Non Winter Patrol	\$2,825.91	\$770.36	27.26%
3703-50400	Machine Expenses - Non Winter Patrol	\$4,000.00	\$1,533.00	38.33%
3703-50555	Non-Winter Patrol In House Expenditures	\$250.00	\$0.00	0.00%
01-3700-37XX-XXXXX	<b>Total Patrolling Expenditures</b>	<b>\$ 72,215.55</b>	<b>\$ 38,457.49</b>	<b>53.25%</b>

**Township of Howick**

**Department: Finance**

---

**To: Council Meeting**

**Meeting Date: April 29, 2025**

**Report Title: Accounts Payable**

---

**1. Recommendation**

**That the Council of the Township of Howick receive this report for information only.**

**2. Purpose/Issues:**

To update Council on the Accounts Payable Report for the period of April 1 to 10, 2025 in the amount of \$184,567.62.

**3. Attachments:**

**Appendix A:** Accounts Payable April 1 to 10, 2025

**Respectfully submitted by: Amy Van Meeteren, Treasurer**

# Accounts Payable

Bills and Accounts April 1-10 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-04-01 to 2025-04-10 Paid Invoices Cheque Date 2025-04-01 to 2025-04-10

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001708 A.J. STONE	190375	COMPRESSOR SERVICE	024230	2025-04-10	2025-04-10	1,219.27
		01-2100-2101-50554 COMPRESSOR SERVICE				1,219.27
001468 AVENIR ENERGY	168915	ANNUAL TANK RENTAL	001740	2025-04-09	2025-04-09	90.34
		01-7100-7101-50510 ANNUAL TANK RENTAL				90.34
001468 AVENIR ENERGY	179302	HCC PROPANE 1929.1 @ 0.6152	001740	2025-04-09	2025-04-09	1,610.93
		01-7100-7101-50510 HCC PROPANE 1929.1 @ 0.6152				1,610.93
001468 AVENIR ENERGY	168918	ANNUAL TANK RENTAL	001740	2025-04-09	2025-04-09	90.34
		01-3900-3901-50510 ANNUAL TANK RENTAL				90.34
001468 AVENIR ENERGY	178154	OFFICE PROPANE 469.0 @ 0.6152	001740	2025-04-09	2025-04-09	391.65
		01-1300-0000-50510 OFFICE PROPANE 469.0 @ 0.6152				391.65
001468 AVENIR ENERGY	172596	ANNUAL TANK RENTAL	001740	2025-04-09	2025-04-09	33.84
		01-7100-7101-50510 ANNUAL TANK RENTAL				33.84
001468 AVENIR ENERGY	180047	3 - 33 LB CYLINDERS	001740	2025-04-09	2025-04-09	108.45
		01-7100-7101-50510 3 - 33 LB CYLINDERS				108.45
Vendor Total						2,325.55
001251 BILL MILLER	MARCH 2025	SNOW BLOWING/SANDING MAR 2025	024231	2025-04-10	2025-04-10	330.00
		01-9200-0000-50556 SNOW BLOWING/SANDING MAR 2025				330.00
001504 CAITLIN GILLIS	2025 ZOOM PRO	2025 ZOOM PRO SUBSCRIPTION	024232	2025-04-10	2025-04-10	242.84
		01-1100-0000-51102 2025 ZOOM PRO SUBSCRIPTION				242.84
001504 CAITLIN GILLIS	041025	MILEAGE 125.4KM	024232	2025-04-10	2025-04-10	90.29
		01-1300-0000-50105 MILEAGE 125.4KM				90.29
Vendor Total						333.13
001393 CEDAR SIGNS	2025/0865	ROAD CLOSED/EMERG/BURNING	024233	2025-04-10	2025-04-10	2,233.21
		01-2100-2101-50205 EMERGENCY SCENE AHEAD				559.25
		01-2100-2101-50205 CONTROLLED BURN IN PROGRESS				899.01
		01-3100-3101-50555 EMERGENCY/DO NOT ENTER				774.95
001438 CONNECT EQUIPMENT CORP ST08773		BANNERMAN DIAMOND GROOMER	024234	2025-04-10	2025-04-10	5,311.00
		01-7100-7101-90000 BANNERMAN DIAMOND GROOMER				5,311.00
001110 CONTINUIT CORP.	65062858-8080	OFFICE 365 MONTHLY	024235	2025-04-10	2025-04-10	520.60
		01-1300-0000-50250 OFFICE 365 MONTHLY				520.60
001110 CONTINUIT CORP.	65062858-8108	CLOUD BACKUP	024235	2025-04-10	2025-04-10	113.00
		01-1300-0000-50250 CLOUD BACKUP				113.00
Vendor Total						633.60
001576 DATAFIX	11072	VOTERVIEW EVENT 2026	024236	2025-04-10	2025-04-10	1,695.00
		01-1100-0000-51200 VOTERVIEW EVENT 2026				1,695.00



# Accounts Payable

Bills and Accounts April 1-10 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-04-01 to 2025-04-10 Paid Invoices Cheque Date 2025-04-01 to 2025-04-10

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001076 E. COX SANITATION	230452	CLEAR BAGS	024237	2025-04-10	2025-04-10	90.29
		01-7100-7101-50550 CLEAR BAGS				90.29
001076 E. COX SANITATION	230288	BAR SUPPLIES/PAPER	024237	2025-04-10	2025-04-10	534.04
		TOWELS				
		01-7100-7101-57200 8OZ & 14OZ CUPS				381.49
		01-7100-7101-50550 PAPER TOWELS				152.55
001076 E. COX SANITATION	229656	CLEANING SUPPLIES	024237	2025-04-10	2025-04-10	1,460.31
		01-7100-7101-50550 CLEANING SUPPLIES				1,460.31
Vendor Total						2,084.64
001764 EQUITABLE LIFE OF CANADA APR 2025		APR 2025 BENEFITS	001741	2025-04-09	2025-04-09	9,321.61
		01-1300-0000-50102 APR 2025 BENEFITS				3,330.84
		01-2400-2401-50102 APR 2025 BENEFITS				644.52
		01-3900-3901-50102 APR 2025 BENEFITS				3,292.19
		01-7100-7101-50102 APR 2025 BENEFITS				1,606.89
		01-2100-2101-50102 APR 2025 BENEFITS				447.17
001109 FORDWICH TIRE LTD	REP012390	USED 11R22.5	024238	2025-04-10	2025-04-10	254.25
		01-3800-3813-50553 USED 11R22.5				254.25
001109 FORDWICH TIRE LTD	REP012391	4X USED PASSENGER	024238	2025-04-10	2025-04-10	203.40
		TIRES				
		01-3100-3101-50555 4X USED PASSENGER TIRES				203.40
Vendor Total						457.65
001597 FOXTON FUELS LIMITED	619331	CLEAR DIESEL 1422.0L @ 1.027	001742	2025-04-09	2025-04-09	2,202.84
		01-3900-3901-50559 CLEAR DIESEL 1422.0 @ 1.027				2,202.84
001597 FOXTON FUELS LIMITED	620113	CLEAR DIESEL 1119.5L @ 1.036	001742	2025-04-09	2025-04-09	1,745.62
		01-3900-3901-50559 CLEAR DIESEL 1119.5 @ 1.036				1,745.62
001597 FOXTON FUELS LIMITED	620114	DYED DIESEL 2116.0L @ 1.036	001742	2025-04-09	2025-04-09	3,084.26
		01-3900-3901-50559 DYED DIESEL 2116.0L @ 1.036				3,084.26
001597 FOXTON FUELS LIMITED	620115	GAS 1424.8L @ 0.917	001742	2025-04-09	2025-04-09	2,065.82
		01-3900-3901-50559 GAS 1424.8L @ 0.917				2,065.82
001597 FOXTON FUELS LIMITED	619330	DYED DIESEL 1412.0L @ 1.027	001742	2025-04-09	2025-04-09	2,043.75
		01-3900-3901-50559 DYED DIESEL 1412.0 @ 1.027				2,043.75
001597 FOXTON FUELS LIMITED	619981	DIESEL (BULK DEF) 427.0 @ 0.73	001742	2025-04-09	2025-04-09	352.23
		01-3900-3901-50555 DIESEL (BULK DEF) 427.0 @ 0.73				352.23
Vendor Total						11,494.52
001259 GEI CONSULTANTS	730008995	LANDFILL MONITORING	024239	2025-04-10	2025-04-10	7,432.58
		01-4300-0000-50656 LANDFILL MONITORING				7,432.58
001298 HYDRO ONE NETWORKS INC FEB 2025		FEB 2025 USAGE	001743	2025-04-09	2025-04-09	16,298.64
		01-9400-0000-50500 FEB 2025 USAGE				56.59
		01-1300-0000-50500 FEB 2025 USAGE				447.64

# Accounts Payable

Bills and Accounts April 1-10 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-04-01 to 2025-04-10 Paid Invoices Cheque Date 2025-04-01 to 2025-04-10

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-3900-3901-50500	FEB 2025 USAGE			551.73
		01-9400-0000-50500	FEB 2025 USAGE			34.15
		01-7100-7102-50500	FEB 2025 USAGE			63.98
		01-2100-2101-50500	FEB 2025 USAGE			610.76
		01-7100-7101-50500	FEB 2025 USAGE			11,637.61
		01-9300-0000-50500	FEB 2025 USAGE			35.82
		01-9400-0000-50500	FEB 2025 USAGE			103.26
		01-9400-0000-50500	FEB 2025 USAGE			851.91
		01-9300-0000-50500	FEB 2025 USAGE			942.65
		01-9000-0000-50500	FEB 2025 USAGE			69.72
		01-8900-0000-50500	FEB 2025 USAGE			18.96
		01-9200-0000-50500	FEB 2025 USAGE			771.51
		01-9400-0000-50500	FEB 2025 USAGE			56.59
		01-9400-0000-50500	FEB 2025 USAGE			11.03
		01-9300-0000-50500	FEB 2025 USAGE			8.99
		01-9200-0000-50500	FEB 2025 USAGE			14.71
		01-9400-0000-50500	FEB 2025 USAGE			11.03
001965 JAMIE MCCARTHY	032825	GIFT CARD/HAND SOAP	024240	2025-04-10	2025-04-10	29.85
		01-3900-3901-50200	GIFT CARD-T KING			25.00
		01-3900-3901-50200	HAND SOAP			4.85
001526 JEFF HAWKINS	032125	MCQUABBIE/LASSALINE	024241	2025-04-10	2025-04-10	188.06
		01-0000-0000-50556	MCQUABBIE/LASSALINE			188.06
001243 KEVIN DOIG	033125	NEW BRIDGE BOXES	024242	2025-04-10	2025-04-10	562.50
		01-9400-0000-50558	NEW BRIDGE BOXES			562.50
001473 MARVIN GRIMES	2025 GOOD ROADS	GOOD ROADS	024243	2025-04-10	2025-04-10	218.13
		MILEAGE/MEALS				
		01-1100-0000-50105	GOOD ROADS MILEAGE			118.80
		01-1100-0000-50103	GOOD ROADS MEALS			99.33
001391 MICROAGE BASICS	556139	BINDING	024244	2025-04-10	2025-04-10	169.83
		CASES/PUNCH/GLUE				
		01-1300-0000-50200	BINDING CASES/PUNCH/GLUE			169.83
001391 MICROAGE BASICS	556466	LABEL TAPE	024244	2025-04-10	2025-04-10	20.17
		01-2100-2101-50200	LABEL TAPE			20.17
001391 MICROAGE BASICS	39823	2991 BLACK/2482 COLOUR	024244	2025-04-10	2025-04-10	210.07
		01-1300-0000-50200	2991 BLACK/2482 COLOUR			210.07
001391 MICROAGE BASICS	557398	TOSHIBA E-STUDIO 330AC	024244	2025-04-10	2025-04-10	3,587.75
		PRINTER				
		01-2100-2101-90000	TOSHIBA E-STUDIO 330AC PRINTER			3,587.75
Vendor Total						3,987.82
001038 MINISTER OF FINANCE-DRAIN 1593873312-4		TILE DRAIN DEB# 2021-02	024245	2025-04-10	2025-04-10	5,271.68
		01-8500-0000-53100	TILE DRAIN DEB# 2021-02			3,505.97
		01-8500-0000-53200	TILE DRAIN DEB# 2021-02			1,765.71



# Accounts Payable

Bills and Accounts April 1-10 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-04-01 to 2025-04-10 Paid Invoices Cheque Date 2025-04-01 to 2025-04-10

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001142 MINISTER OF FINANCE-EHT	MARCH 2025 EHT	MARCH 2025 EHT	001744	2025-04-09	2025-04-09	2,437.60
		01-0000-0000-25110 MARCH 2025 EHT				2,437.60
001081 ONTARIO MUNICIPAL EMPLOY	MARCH 2025	MARCH 2025	024246	2025-04-10	2025-04-10	21,218.38
		01-0000-0000-25110 MARCH 2025				21,218.38
001091 P. E. INGLIS HOLDINGS INC.	50594	LANDFILL PORTABLE UNIT	024247	2025-04-10	2025-04-10	203.40
		01-4300-0000-50556 LANDFILL PORTABLE UNIT				203.40
001020 PUROLATOR COURIER LTD.	535111910	DONNELLY/AJ/CW COMPANY	024248	2025-04-10	2025-04-10	37.40
		01-1300-0000-50210 DONNELLY MURPHY				5.66
		01-2100-2101-50554 AJ STONE/CW COMPANY				31.74
001020 PUROLATOR COURIER LTD.	525099544	CW COMP/MIN FINANCE/BAO	024248	2025-04-10	2025-04-10	417.35
		01-1300-0000-50210 MIN FINANCE/BAO				11.76
		01-0000-0000-12811 COURIER-A DICK				397.43
		01-2100-2101-50554 CW COMPANY				8.16
Vendor Total						454.75
001594 RADAR AUTO PARTS - BRUSSE	5341-458545	200' HOSE REEL	024249	2025-04-10	2025-04-10	819.25
		01-3800-3850-50550 200' HOSE REEL				819.25
001594 RADAR AUTO PARTS - BRUSSE	5341-458584	OVAL LED STROBE T20	024249	2025-04-10	2025-04-10	143.23
		01-3800-3811-50553 OVAL LED STROBE T20				143.23
001594 RADAR AUTO PARTS - BRUSSE	5341-458872	120V OIL TRANSFER PUMP	024249	2025-04-10	2025-04-10	1,638.50
		01-3800-3850-50550 120V OIL TRANSFER PUMP				1,638.50
001594 RADAR AUTO PARTS - BRUSSE	5341-459399	PAIL/HEX NUT/WASHERS	024249	2025-04-10	2025-04-10	291.78
		01-3800-3850-50550 PAIL/HEX NUT/WASHERS				291.78
001594 RADAR AUTO PARTS - BRUSSE	5341-459503	LUNETTE RING LOCK	024249	2025-04-10	2025-04-10	71.54
		01-3800-3850-50550 LUNETTE RING LOCK				71.54
001594 RADAR AUTO PARTS - BRUSSE	5341-459575	AIR FRESHENERS	024249	2025-04-10	2025-04-10	84.41
		01-3800-3850-50550 AIR FRESHENERS				84.41
001594 RADAR AUTO PARTS - BRUSSE	5341-461063	FITTINGS/BLACK TIES	024249	2025-04-10	2025-04-10	148.74
		01-3800-3850-50550 FITTINGS/BLACK TIES				148.74
001594 RADAR AUTO PARTS - BRUSSE	5341-461073	FITTINGS/CAP SCREWS	024249	2025-04-10	2025-04-10	150.29
		01-3800-3850-50550 FITTINGS/CAP SCREWS				150.29
Vendor Total						3,347.74
001064 RECEIVER GENERAL FOR CA	MAR 16-31 2025	PP#7 MARCH 16-31 2025	001745	2025-04-09	2025-04-09	17,597.84
		01-0000-0000-25100 PP#7 MARCH 16-31 2025				17,597.84
001303 SENTINEL PEST CONTROL	56596	HCC MONTHLY PEST CONTROL	024250	2025-04-10	2025-04-10	78.74
		01-7100-7101-50556 HCC MONTHLY PEST CONTROL				78.74
001303 SENTINEL PEST CONTROL	56261	FD HCC MONTHLY PEST CONTROL	024250	2025-04-10	2025-04-10	175.17
		01-2100-2101-50554 FD HCC MONTHLY PEST CONTROL				175.17



# Accounts Payable

Bills and Accounts April 1-10 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-04-01 to 2025-04-10 Paid Invoices Cheque Date 2025-04-01 to 2025-04-10

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total						253.91
001238 SHAWN NICHOLSON	2025 GOOD ROADS	GOOD ROADS MEALS/PARKING	024251	2025-04-10	2025-04-10	228.36
		01-3900-3901-50203 GOOD ROADS MEALS/PARKING				228.36
001500 STEFFEN'S AUTO SUPPLY	201480	PAINT & THINNER	024252	2025-04-10	2025-04-10	1,201.30
		01-3800-3850-50550 PAINT & THINNER				1,201.30
001305 STILLWATER CONSULTING LI 5424		FIRE LEARNING MANAGEMENT SYST	024253	2025-04-10	2025-04-10	246.91
		01-2100-2101-50103 FIRE LEARNING MANAGEMENT SYST				246.91
001068 THE BARE NECESSITIES	2467	WATER & PAPER TOWELS	024254	2025-04-10	2025-04-10	88.29
		01-1300-0000-50555 WATER & PAPER TOWELS				88.29
001068 THE BARE NECESSITIES	2468	WATER/CREAM/PROPANE	024254	2025-04-10	2025-04-10	82.37
		01-3900-3901-50555 WATER/CREAM/PROPANE				82.37
001068 THE BARE NECESSITIES	2465	DAYCARE SNACKS	024254	2025-04-10	2025-04-10	256.42
		01-7200-7201-50550 DAYCARE SNACKS				256.42
Vendor Total						427.08
001812 TREVOR TOUT CUSTOM DOZI MARCH 2025		MARCH 2025 SNOW REMOVAL	024255	2025-04-10	2025-04-10	6,966.73
		01-3600-3601-50656 MARCH 2025 PLOWING				2,021.01
		01-3600-3602-50656 MARCH 2025 SANDING				391.82
		01-3700-3701-50656 MARCH 2025 STAND-BY				4,553.90
001812 TREVOR TOUT CUSTOM DOZI 4054		WROXETER MARCH SNOW REMOVAL	024255	2025-04-10	2025-04-10	649.75
		01-9400-0000-50556 WROXETER MARCH SNOW REMOVAL				649.75
Vendor Total						7,616.48
001420 WASTE MANAGEMENT	0005671-0677-8	SINGLE STREAM COLLECTION	001746	2025-04-09	2025-04-09	1,293.26
		01-4300-0000-50656 SINGLE STREAM COLLECTION				1,293.26
001420 WASTE MANAGEMENT	0707277-0256-8	CURBSIDE COLLECTION	001746	2025-04-09	2025-04-09	12,310.49
		01-7100-7101-50556 CURBSIDE COLLECTION				269.60
		01-4400-0000-50656 CURBSIDE COLLECTION				1,127.51
		01-4400-0000-50656 CURBSIDE COLLECTION				5,436.61
		01-4300-0000-50656 CURBSIDE COLLECTION				5,476.77
Vendor Total						13,603.75
001070 WATSON'S BUILDING CENTRE 142491		STAIN & NUTS/BOLTS	001747	2025-04-09	2025-04-09	53.20
		01-9400-0000-50555 STAIN & NUTS/BOLTS				53.20
001070 WATSON'S BUILDING CENTRE HJ6696		PARTS,BRACES,WOOD,S CREWS	001747	2025-04-09	2025-04-09	344.60
		01-9400-0000-50555 PARTS,BRACES,WOOD,SCREWS				344.60
001070 WATSON'S BUILDING CENTRE HJ7545		SPRAY PAINT & NUTS/BOLTS	001747	2025-04-09	2025-04-09	20.31
		01-9400-0000-50555 SPRAY PAINT & NUTS/BOLTS				20.31
Vendor Total						418.11



# Accounts Payable

Bills and Accounts April 1-10 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-04-01 to 2025-04-10 Paid Invoices Cheque Date 2025-04-01 to 2025-04-10

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001558 WHOLESale CLUB	Apr 3 2025	SWIM TEAM SUPPLIES	001748	2025-04-09	2025-04-09	456.91
		01-7100-7102-57200 SWIM TEAM SUPPLIES				456.91
001558 WHOLESale CLUB	April 3 2025	SNACKS	001748	2025-04-09	2025-04-09	77.62
		01-7200-7201-50550 SNACKS				77.62
Vendor Total						534.53
001002 WIGHTMAN COMMUNICATION 59472		RUNNING TEMP LINE AT LANDFILL	024256	2025-04-10	2025-04-10	310.75
		01-4300-0000-50530 RUNNING TEMP LINE AT LANDFILL				310.75
001072 WORKPLACE SAFETY & INSU MAR 2025		MAR 2025	000000	2025-04-09	2025-04-09	4,248.60
		01-0000-0000-25110 MAR 2025				4,248.60
001072 WORKPLACE SAFETY & INSU MAR 2025 VFF		MAR 2025 VFF	000000	2025-04-09	2025-04-09	700.25
		01-2100-2101-50102 MAR 2025 VFF				700.25
001072 WORKPLACE SAFETY & INSU 2023 SURPLUS		2023 SURPLUS DISTRIBUTION	000000	2025-04-09	2025-04-09	-26,109.73
		01-1300-0000-50102 2023 SURPLUS DISTRIBUTION				-5,967.86
		01-2400-2401-50102 2023 SURPLUS DISTRIBUTION				-928.04
		01-2400-2404-50102 2023 SURPLUS DISTRIBUTION				-390.97
		01-1100-0000-50102 2023 SURPLUS DISTRIBUTION				-1,305.35
		01-8400-0000-50102 2023 SURPLUS DISTRIBUTION				-470.21
		01-2100-2101-50102 2023 SURPLUS DISTRIBUTION				-1,273.43
		01-3900-3901-50102 2023 SURPLUS DISTRIBUTION				-7,557.11
		01-4300-0000-50102 2023 SURPLUS DISTRIBUTION				-635.38
		01-7100-7101-50102 2023 SURPLUS DISTRIBUTION				-2,615.79
		01-7200-7202-50102 2023 SURPLUS DISTRIBUTION				-385.34
		01-7100-7102-50102 2023 SURPLUS DISTRIBUTION				-650.36
		01-7200-7201-50102 2023 SURPLUS DISTRIBUTION				-152.84
		01-2100-2101-50102 2023 SURPLUS DISTRIBUTION				-3,423.10
		01-5500-0000-50556 2023 SURPLUS DISTRIBUTION				-353.95
001072 WORKPLACE SAFETY & INSU 2024 INTEREST		2024 WSIB INTEREST	000000	2025-04-09	2025-04-09	47.50
		01-5500-0000-50556 2024 WSIB INTEREST				47.50
Unpaid Invoices						-21,113.38
Paid Invoices						141,529.33
Invoices Total						120,415.95
Selected G/L Account Total						120,415.95
Payroll PP#8 Council						4,672.32
Payroll PP#8 VFF						20,367.49
Payroll PP#8						39,111.86
Payroll Expenditures						64,151.67
Grand Total Expenditures						184,567.62

**Township of Howick****Department: Recreation**

---

**To: Council Meeting****Meeting Date: April 29, 2025****Report Title: Triumph Triathlon Request**

---

**1. Recommendation:**

**That the Council of the Township of Howick approve the use of John, Alma, Edward, Mill, Albert and James streets in Gorrie for the biking portion of the Triumph Youth Triathlon scheduled for Monday, August 4, 2025 (rain date of Tuesday, August 5, 2025);**

**And That the Howick Optimist Pool and Gorrie Ball Park be approved for use for the swimming and running portions of the triathlon;**

**And That the Township provide barricades and signage for the above-mentioned streets at no cost to the event organizers, once proof of liability insurance for the event has been received.**

**2. Purpose/Issues:**

To provide council with request for usage of municipally owned roads and facilities for the Triumph Triathlon.

**3. Report Highlights:**

- Information regarding event

**4. Background:**

The Triumph Triathlon is now entering its fourth year of operation, the event has been very successful for the organizers and the Howick Optimist pool. Last year's event hosted 90 local youth athletes and organizers are hoping for 100 athletes this year. The event is very well organized and run with the utmost safety of the athletes in mind. The event utilizes the Howick Optimist pool, roads close by and the Gorrie Ball Park for its events.

The staff of the Recreation Department thoroughly enjoy hosting this unique event and the local athletes associated with it annually. Recreation staff strongly recommend continuing the partnership with the organizers and recommended hosting the event in 2025 and beyond.

Staff propose authorizing the Triumph Triathlon to operate in Gorrie on an annual basis, provided that the dates are approved by the Manager of Recreation and Facilities and proof of liability insurance are provided on an annual basis. The Manager of Recreation and Facilities shall confirm the availability of barricades with the Manager of Public Works prior to approving the event date.

#### **5. Conclusion / Next Steps:**

Inform the organizers of the approval and schedule meetings to plan the event with organizers.

#### **6. Attachments:**

**Appendix A: Approval request from Triumph Julie Macdonald**

**Respectfully submitted by: Brady Ropp, Manager of Recreation & Facilities**

February 27, 2024.

Regarding: Triumph Triathlon 2025

Good Evening,

Thank you for your support of the Triumph Triathlon in 2022, 2023 and 2024. We had another great event last year and have been so appreciative of your support and the welcoming of this event in your community

I am writing once again this year with a request for permission to use your sports and parks grounds for the events. Once again, we ask permission for the use of your roadways for the bike portion of this race, the pool for swimming, the baseball grounds and area around the pool for the running portion of the race and Albert Street (closest to the pool). As in previous years we would request that we can host this event on the Summer Civic Holiday, Monday, August 4<sup>th</sup> as the event date with a rain date of Tuesday, August 5<sup>th</sup>. I have been in touch with your Recreation Director, Brady Ropp, with this proposed date and if approved by council he verified that the timing would be good. Brady has been a great supporter of this event and we have been grateful for his help and the assistance of your lifeguarding team each year we host. As in previous years, we will speak with local residence to ensure any approvals needed are in place and we will make sure community members area aware of the event and changes in traffic flow on August the 4<sup>th</sup>. They have been great to come out and support us in previous years. .

Last year we had 90 participants. This year we would be open to increase this to 100. Over the past two years most participants were local however we did have some from Orangeville and Durham area. Like last year, the event information would be shared with local swim teams and athletes from various sports groups in the area are welcome to participate. Our organizing committee consists of teens and adults with the local homeschooling community and we had a number of individuals from this group participate last year as well.

I have spoken with Brady Ropp regarding the use of facilities. The bike course would again follow a 1-km course loop which takes the young athletes back by the cemetery where they do a U-turn and return to the pool. We plan to rework the running course using the fields near the pool and Albert Street. Like last year, I would like to ask permission to use traffic barricades owned by the municipality at the various intersections that children cross to control traffic during the race. I would also have race day volunteers at intersections to supervise. The age range of children is from ages 6 to 17. Older children will do more loops. This event would be a sanctioned event through Triathlon Ontario and if given approval by Council Triathlon Ontario could approve me for a sports event insurance certificate including \$5 million liability for a fee.

Thank you for considering the hosting of this event in your community. I look forward to hearing from you regarding any questions and working with Brady to ensure all runs smoothly.

Kind Regards,  
Julie McDonald

**Township of Howick****Department: Recreation**

---

**To: Council Meeting****Meeting Date: April 8, 2025****Report Title: Supply of Propane RFP Results**

---

**1. Recommendation:**

**That the Council of the Township of Howick accept the tender of Doug Chalmers Inc. for Contract No. RFP REC-2025-01 at their tendered price of \$ 0.499/litres for bulk propane, \$14.47 per 33lbs cylinders, and \$1.00 per tank rental for a term of 36 months and authorize the Reeve and CAO/Clerk to Execute the tender and all other required documents.**

**2. Purpose/Issues:**

To provide council with results of the Supply of Propane Request for Proposal REC-2025-01.

**3. Report Highlights:**

- Results from the Request for Proposal REC-2025-01

**4. Background:**

Staff prepared and published a request for proposal for the Supply and Delivery of Propane for all departments. Our goal was to secure fixed term pricing and hopefully lower rates than we currently receive. Pricing was requested for bulk propane delivery, the supply of 33lbs cylinder tanks for the ice resurfacers and rental cost of tanks per year. Three companies submitted proposals by the due date: Avenir Energy Inc., Doug Chalmers Inc. and McDougall Energy Inc.

All companies have fulfilled the requirements of the proposal regarding insurance, licenses, clearances and bid deposits.

Please see results below:

**Bulk Propane Pricing per litre**

Company	Year 1	Year 2	Year 3
Avenir	\$ 0.536	\$ 0.548	\$ 0.572
Chalmers	\$ 0.499	\$ 0.499	\$ 0.499
McDougall	\$ 0.405	Unknown	Unknown

**33LB Tank Cylinders per tank**

Company	Year 1	Year 2	Year 3
Avenir	\$ 31.99	\$ 31.99	\$ 31.99
Chalmers	\$ 14.47	\$ 14.47	\$ 14.47
McDougall	\$ 33.00	\$ 33.00	\$ 33.00

**Tank Rentals Annual Total**

Company	Year 1	Year 2	Year 3
Avenir	\$ -	\$ -	\$ -
Chalmers	\$ 8.00	\$ 8.00	\$ 8.00
McDougall	\$ -	\$ -	\$ -

After careful consideration, staff would like to recommend that the contract be awarded to Doug Chalmers Inc. The decision is based on a few factors including price and the length of the term pricing. Staff feel that the longer contract term outweighs the difference in the bulk pricing between suppliers listed above.

**5. Financial Implications:**

Fixed term pricing will make budgeting more accurate for staff, and the rates of the recommended company are lower than that of the current suppliers.

Sufficient funds for the supply and delivery of propane for the Township of Howick are available within the 2025 Operating Budgets for various departments. Each department will monitor the budget to ensure there are adequate funds.

The various departments will ensure that the required amounts be incorporated into the subsequent annual operating budgets.

**6. Conclusion / Next Steps:**

After signing and executing the agreement, staff will inform the successful company and schedule tank installations for the various township locations.

**7. Others Consulted:**

Caitlin Gillis, CAO/Clerk

**7. Attachments:**

**Appendix A:** Confidential Attachment '1' Contract RFP REC-2025-01

**Respectfully submitted by: Brady Ropp, Manager of Recreation & Facilities**

**Township of Howick****Department: Recreation**

---

**To: Council Meeting****Meeting Date: April 29, 2025****Report Title: Huron County Library Board Memorandum of Understanding**

---

**1. Recommendation:**

**That The Council of the Township of Howick receive report REC 2025-06, Agreement with Huron County Library Board for Information;**

**And That the Council of the Township of Howick proceed to adopt By-law 26-2025, being a by-law to authorize the Reeve and Chief Administrative Officer/Clerk to enter into a Memorandum of Understanding with the Huron County Library Board regarding an agreement for facilities and services.**

**2. Purpose/Issues:**

To provide council with the updated agreement and staff recommendations

**3. Report Highlights:**

- Huron County Memorandum of Understanding
- Staff recommendations

**4. Background:**

The Huron County Library Board engaged in team meetings with municipal library facilities service providers. The current agreement was reviewed with municipal representatives for each municipality listed, and amendments or recommendations were made by this committee. The agreement layouts the framework of conditions and standards for library facilities.

Staff recommend signing the agreement and feel that the Library Board addressed any concerns by those involved in the team meetings.

**5. Financial Implications:**

No financial implications beyond normal operating budget items for the Library.



**6. Conclusion / Next Steps:**

Sign the MOU and return to the Huron County Library Board.

**7. Attachments**

**Appendix A:** Provision of Library Facilities and Services Agreement

**Respectfully submitted by: Brady Ropp, Manager of Recreation & Facilities**

## MEMORANDUM OF UNDERSTANDING REGARDING PROVISION OF LIBRARY FACILITIES AND SERVICES

Between The Huron County Library Board  
77722B London Rd.  
Clinton, ON  
N0M 1L0  
(The “Library Board”)

And The Corporation of  
The Township of Howick  
(the “Municipality”)

Whereas many of the Library facilities are in prominent locations in the municipalities;

And, whereas the buildings and the Library service are a reflection of the municipalities, the improvement of the Library facilities and the services provided shall be the responsibility of the local municipalities and the Huron County Library Board respectively. The following policies are established to outline the responsibilities of the parties involved in the provision of Library services.

**A. Each Municipality which provides a library facility for County Library service shall be responsible for:**

- a. A clean facility inside and outside that meets the present health, safety, and fire regulations, see schedule A for custodial services;
- b. Facilities that meet or exceed accessibility standards at the time of construction;
- c. Facilities that meet or exceed accessibility standards when undergoing renovations, as per the Ontario Building Code;
- d. When possible and/or feasible, efforts will be made to modify buildings to meet present accessibility standards, **as deemed necessary by both parties**;
- e. Approved lighting for the provision of Library service, normally 70 foot-candle on reading surfaces;
- f. Lighting shall be natural or daylight white;
- g. Heating the Library to an adequate temperature, no cooler than twenty (20) degrees Celsius;

- h. Cooling the Library to an adequate temperature, no warmer than twenty-six (26) degrees Celsius;
- i. Removal of garbage and recyclable materials;
- j. Snow and ice removal;
- k. Insurance on the building or facility, including liability insurance;
- l. Security of the building, which may or may not include key control policy, alarm system, video surveillance, and any associated alarm monitoring;
- m. Preventative maintenance and other repairs, renovations, and improvements as deemed necessary by both parties;
- n. Grounds maintenance;
- o. Utility expenses.

**B. The Huron County Library Board shall be responsible for:**

- a. Approval of all facilities for each Branch Library;
- b. Establishing the annual grant to be paid to each host municipality;
- c. Establishing the hours each Branch Library is open;
- d. Staffing the library;
- e. A delivery system to all branches;
- f. Furnishings and equipment;
- g. Library materials and services;
- h. Surveillance of interior spaces of the library, as deemed necessary;
- i. Insurance on the materials, furnishings and equipment, including liability insurance;
- j. Inspecting the branches periodically and reporting on findings when necessary.

**C. Health Emergency**

- a. Notwithstanding anything in this agreement to the contrary, if a Health Emergency or Health Order exists, the Municipality and the Library agree as follows:
  - i. The Municipality shall take actions as necessary to comply with the public health requirements and recommendations of the Health Authority and with Health Orders so that the Library may continue to provide library services from the branch;
  - ii. The Library Board shall be entitled to close all or any part of the branch without such closure being mandated by a Health Authority if the Library determines that a closure is in the best interest of protecting the health and safety of Library staff and/or patrons.

- D. Any new facilities or major renovations or improvements to present facilities shall be initially discussed at a staff level and jointly planned between the Municipality and the Library Board.
- E. Prior to any planned work that may impact the library's ability to be open to the public, the local municipality will provide the library with at least seven (7) days notice when possible.
- F. Prior to any planned work requiring municipal and/or contracted work arranged by the municipality, the library will provide municipal facilities staff with at least seventy-two (72) hours notice, except in the case of an emergency.
- G. The Municipality and the Library Board hereby agree that the parties shall act reasonably throughout this agreement. Any unresolved dispute shall be submitted to the Library Board and/or local Council for consideration and resolution.
- H. The Municipality and the Library Board hereby agree that either party to this agreement may terminate the agreement upon providing to the other party no less than six (6) months written notice of its intention to do so.
- I. The Municipality and the Library Board hereby agree that this agreement shall come into effect on the first day of January 2025 and shall continue until such time as either party terminates this agreement in accordance with the provisions of paragraph F.

This MOU is hereby executed

**By the Township of Howick:**

Reeve \_\_\_\_\_ Date \_\_\_\_\_

CAO/Clerk \_\_\_\_\_ Date \_\_\_\_\_

**By the Board**

Library Board Chair \_\_\_\_\_ Date \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

## **Schedule A**

### **Custodial Services: Comprehensive Branch (Alice Munro, Clinton, Exeter, Goderich, Seaforth)**

This schedule indicates the minimum frequency with which the following services should be provided.

Items listed as semi-weekly should be adjusted based on the frequency in which the library is open (that is, up to daily).

- A. Semi-weekly:
  - a. Clean and sanitize all washrooms;
  - b. Empty waste and recycling;
  - c. Vacuum carpet;
  - d. Sweep floors;
  - e. Wash floors;
  - f. Spot clean doors, light switches, door handles;
- B. Weekly:
  - a. Dust sills, ledges, frames, light fixtures, drapes/blinds, and shelves;
  - b. Wipe glass surfaces;
- C. Monthly:
  - a. Dust all surfaces not completed weekly;
- D. Annually:
  - a. Clean carpets;
  - b. Wash windows;
- E. As required:
  - a. Sweep sidewalks;
  - b. Snow removal;
  - c. Ice removal.

## **Custodial Services: Neighbourhood Enhanced Branch (Bayfield, Brussels, Zurich)**

This schedule indicates the minimum frequency with which the following services should be provided.

Items listed as weekly should be adjusted based on the frequency in which the library is open (that is, up to several instances per week).

### **F. Weekly:**

- a. Clean and sanitize all washrooms;
- b. Empty waste and recycling;
- c. Vacuum carpet;
- d. Sweep floors;
- e. Wash floors;
- f. Spot clean doors, light switches, door handles
- g. Dust sills, ledges, frames, light fixtures, drapes/blinds, and shelves;
- h. Wipe glass surfaces;

### **G. Monthly:**

- a. Dust all surfaces not completed weekly;

### **H. Annually:**

- a. Clean carpets;
- b. Wash windows;

### **I. As required:**

- a. Sweep sidewalks;
- b. Snow removal;
- c. Ice removal.

### **Custodial Services: Neighbourhood Branch (Blyth, Hensall, Howick, Kirkton)**

This schedule indicates the minimum frequency with which the following services should be provided.

J. Weekly:

- a. Clean and sanitize all washrooms;
- b. Empty waste and recycling;
- c. Vacuum carpet;
- d. Sweep floors;
- e. Wash floors;
- f. Spot clean doors, light switches, door handles
- g. Dust sills, ledges, frames, light fixtures, drapes/blinds, and shelves;

K. Monthly:

- a. Dust all surfaces not completed weekly;

L. Annually:

- a. Clean carpets;
- b. Wash windows;

M. As required:

- a. Sweep sidewalks;
- b. Snow removal;
- c. Ice removal.

**Township of Howick****Department: Administration/Clerk**

---

**To: Council Meeting****Meeting Date: April 29, 2025****Report Title: Appointment of Deputy Clerk**

---

**1. Recommendation:**

**That the Council of the Township of Howick direct staff to present a by-law to authorize the statutory appointment of Alana Dick as Deputy Clerk for the Township of Howick;**

**And that Council authorize staff to present by-laws to appoint Lottery Licencing Officers and a Deputy Division Registrar for the Township of Howick.**

**2. Purpose/Issues:**

The Municipal Clerk is a statutory role required by the *Municipal Act*, 2001. The *Municipal Act* also allows for the appointment of a Deputy Clerk who has all the powers and duties of the Clerk.

**3. Report Highlights:**

- Appoint a Deputy Clerk to provide continuity of the statutory duties of the Clerk in the absence of the Clerk.
- Appoint Lottery Licencing Officers and a Deputy Division Registrar for the Township of Howick.

**4. Background:**

The *Municipal Act* permits a municipality to appoint a Deputy Clerk “who have all the powers and duties of the clerk under this and any other Act” [Section 228(2)]. Those powers and duties include, in accordance with Section 228 of the *Municipal Act*:

- a) To record, without note or comment, all resolutions, decisions and other proceedings of the council;



- b) If required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- c) To keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- d) To perform the other duties required under this Act or under any other Act; and
- e) To perform such other duties as are assigned by the municipality. 2001, c. 25, s.228 (1).”

The *Vital Statistics Act* stipulates that every Municipal Clerk is a Division Registrar and is responsible for the duties of Division Registrar.

By *Order in Council 2688/93*, as amended by *Order in Council 2038/97* and *Order in Council 267/98*, a municipal council may, where it deems it to be in the best interest of the inhabitants of the municipality, issue a licence authorizing any eligible charitable or religious organization to conduct and manage a bingo lottery, a break-open ticket lottery, a raffle lottery, a bingo or a lottery scheme held at a bazaar.

## **5. Financial Implications:**

Any costs associated with the appointment of the Deputy Clerk will be within the approved budget.

## **6. Conclusion / Next Steps:**

The elements of the recruitment process now having been completed, it is appropriate that a by-law be enacted to appoint the successful candidate for Deputy Clerk as set out in By-law.

Formal notice of the appointment and related by-laws will be provided to the Registrar General for the Province of Ontario so that the Deputy Clerk can be appointed Deputy Division Registrar and Lottery Licencing Officer. In addition, relevant municipal associations will be advised of the appointment.

**Respectfully submitted by: Caitlin Gillis, Chief Administrative Officer/Clerk**



**TOWNSHIP OF RIDEAU LAKES  
Special Council Meeting**

**RESOLUTION** 104-2025  
**Title:** MSC (PW) Rec #78-2025 re: Strong Mayor Powers (for Council approval)  
**Date:** Wednesday, April 16, 2025

---

**Moved by** Councillor Dunfield  
**Seconded by** Deputy Mayor P. Banks

**WHEREAS** at the Municipal Services Committee meeting held April 14, 2025, Recommendation #78-2025 was passed related to the recent announcement from the Government of Ontario on Strong Mayor Powers to an additional 169 municipalities effective May 1, 2025;

**AND WHEREAS** said recommendation further requested that the Province remove Rideau Lakes from the Strong Mayor Powers Legislation;

**NOW THEREFORE** be it resolved that the Council of The Corporation of the Township of Rideau Lakes concurs with MSC Recommendation #78-2025.

**YES: 5      NO: 2      ABSTAIN: 0      CONFLICT: 0      ABSENT: 1**

**Carried**

**YES: 5** Councillor J. Banks Councillor Carr Councillor Dunfield Councillor Hutchings  
Deputy Mayor P. Banks

**NO: 2** Councillor Maxwell Councillor Pollard

**CONFLICT: 0**

**ABSTAIN: 0**

**ABSENT: 1** Mayor Hoogenboom



**TOWNSHIP OF RIDEAU LAKES  
Municipal Services Committee (PW)**

**RECOMMENDATION:** 78-2025

**Title:** Ontario Proposing to Expand Strong Mayor Powers to 169  
Additional Municipalities

**Date:** Monday, April 14, 2025

---

**Moved by** Councillor Dunfield  
**Seconded by** Deputy Mayor P. Banks

**WHEREAS** the Government of Ontario has announced an expansion of strong mayor powers to an additional 169 municipalities, effective May 1, 2025;

**AND WHEREAS** these powers allow mayors to unilaterally override council decisions, appoint senior municipal staff, and set budgets without majority council approval, undermining the principles of democratic governance;

**AND WHEREAS** municipal governance functions best through a collaborative decision-making process where elected councils, representing the collective voice of their communities, work alongside experienced municipal staff;

**AND WHEREAS** there is no evidence to suggest that strong mayor powers have increased housing starts, contrary to the provincial government's stated justification for their implementation;

**AND WHEREAS** the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) has raised concerns that strong mayor powers blur the lines between political leadership and administrative expertise, threatening the neutrality of municipal public service;

**AND WHEREAS** the City of Orillia recently experienced a situation where its mayor unilaterally overturned a council decision regarding the hiring of a Chief Administrative Officer, demonstrating the potential for these powers to be misused;

**AND WHEREAS** the Township of Rideau Lakes has also experienced governance challenges resulting from mayoral overreach, further highlighting the risks posed by concentrating authority in a single elected official;

**AND WHEREAS** democratic principles require that municipal governance remain a system of "one person, one vote" rather than granting disproportionate power to a single individual;

**NOW THEREFORE** be it resolved that the Council of the Township of Rideau Lakes:

1. Strongly opposes the expansion of strong mayor powers to additional municipalities, including Rideau Lakes;
2. Calls on the Government of Ontario to reverse this decision and uphold the traditional balance of municipal governance; and
3. Directs the Clerk to send a copy of this resolution to:
  - The Honourable Rob Flack Minister of Municipal Affairs and Housing
  - MPP Steve Clark
  - The Honourable Premier of Ontario Doug Ford
  - The Association of Municipalities of Ontario (AMO)
  - The Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO)
  - All Ontario municipalities for their consideration and support.

AND FURTHER that the Province be requested to remove Rideau Lakes from the Strong Mayor Powers Legislation.

YES: 5      NO: 3 ABSTAIN: 0 ABSENT: 0

**Carried**

YES: 5

Councillor J. Banks Councillor Carr Councillor Dunfield  
Councillor Hutchings Deputy Mayor P. Banks

NO: 3

Mayor Hoogenboom Councillor Maxwell Councillor Pollard

## Land Acknowledgement

A video from an Avon PS class was shown, where the students recited the school's land acknowledgement.

## Good News

### Stratford District SS Art Students Decorate Stratford's Downtown

Trustee Bruce Whitaker was pleased to share that 36 Grade 10 and 11 art students from Stratford District Secondary School created a collage-style street mural in collaboration with Perth County. The vibrant artwork, with the theme of "Hope for the Future" adds a pop of colour at the entrance to downtown Stratford, showcasing student creativity and community partnership.



### Learning Services Department Hosts Perth Transition Fair

Superintendent Kathy Boyd shared that AMDSB and HPCDSB are co-hosting two Transition Fairs to support families and caregivers of students with disabilities aged 12–21.

The Perth Transition Fair took place on April 12, 2025, at St. Michael Catholic Secondary School in Stratford. The event saw an impressive turnout, with over 30 parents and caregivers in attendance and more than 20 organizations participating. These organizations showcased a variety of community resources/programs, college programs, and employment services. Families benefited from presentations

by Developmental Services Ontario and information sessions on Passport Funding. These fairs provide a unique opportunity for families and caregivers to learn about the services offered by local agencies and community groups dedicated to supporting life after high school, specifically aimed at empowering families and caregivers of students with disabilities aged 12-21 years.

Initial feedback from families has been overwhelmingly positive, particularly highlighting the collaborative efforts between school boards and community associations. This positive reception underscores the importance of these fairs in fostering connections and providing valuable resources to families navigating the transition from high school to post-secondary life.

The Huron Transition Fair will be held on May 3, 2025, at Central Huron Secondary School in Clinton from 9:00 a.m. to 12:00 p.m. with over 25 local agencies and community groups.



## AMDSB - Skills Ontario Competition

Superintendent Paul Langis shared that several secondary students from AMDSB participated in Skills Ontario competitions held at LDSS and Fanshawe College:

Team of Two Carpentry and Welding:

- GDCI students Braydon C and Dylan M advanced to the provincial Skills Ontario competition, surpassing teams from LDSS.
- DCVI student Carson V and LDSS student Julian C advanced to the Qualifying round at Fanshawe College, where Carson placed first and Julian fifth. Carson moves on to the provincial competition.
- GDCI's Logan K placed first in Individual Carpentry at the Qualifier and will also compete provincially.

Other Provincial Competitors:

- Luke J (SDSS) – Auto Service Tech



- Logan G (SDSS) – Brick Masonry

## Elementary Participation:

On May 5, 40 elementary students will compete in Skills Ontario in:

- VEX IQ Robotics
- LEGO Robotics
- Character Animation
- Construction
- Technology



## AMDSB at Stratford Home and Leisure Show

Superintendent Paul Langis also shared that AMDSB participated in the Stratford Home and Leisure Show, providing an engaging and interactive experience for attendees. Over 100 spinning top projects were created with children, offering a fun and hands-on introduction to design and construction. The display also featured interactive activities such as a virtual welder, 3D printer, and CNC router, which attracted interest from both students and adults. Pathways brochures were distributed, and staff had meaningful conversations with attendees about the diverse opportunities available to students within AMDSB.



## Days of Significance Around the District (April Edition)

Communications Associate Meredith Needles presented the wrap-up for the April edition of the Days of Significance. This month's highlights included Earth Month, Earth Week, and Earth Day, as well as Easter, Ridván, and many other important observances that reflect the diversity and values of our school communities.

### [DOS - April Wrap-up 2025](#)

## School Showcase

Communications Associate Meredith Needles introduced a new series highlighting schools across the district. The first feature focused on Little Falls Public School, located in St. Marys (South Perth), which serves approximately 450 students from Kindergarten to Grade 6. While it has no designated feeder school, most students transition to St. Marys DCVI for secondary education. The current building opened in 2010 and is led by Principal Jeremy Brock and Vice-Principal Luke van Schaik for the 2024–2025 school year.

Highlights from Little Falls PS include:

- **Music Excellence:** The Primary and Junior choirs, led by full-time music teacher Mrs. Stern, competed in the Kiwanis Music Festival and earned the Bottomly Trophy for top overall school performances—an honour the school has received multiple times in recent years.
- **Focus on Belonging:** The school continues to prioritize Social Emotional Learning and equity, using student-created visuals to reinforce key concepts and foster a strong sense of community and belonging.





# Student Trustee Update

Student Trustee Sophia B shared that the Student Senate is currently analyzing data from the survey they released before March Break, which aimed to ensure consistency in student fees across secondary schools. The survey received over 1,200 responses from students and staff, stay tuned for more details as the results are reviewed. In addition, Student Senators were elected this past week. The winners will be announced following the next Student Trustee meeting. The voting process for next year's Student Trustees is set to take place in the upcoming week.

## Senior Staff Updates

### North Perth Boundary Review Update

Superintendent Cheri Carter shared that consultants and board staff have completed a report summarizing the work of the North Perth Boundary Review. The report outlines three potential scenarios for boundary changes in the area for Trustee consideration. The full report is available on the Board website and can be viewed at any time: [amdsb.ca/northperthboundaryreview2425](https://amdsb.ca/northperthboundaryreview2425). Trustees are currently reviewing the options, with a decision to be announced at an upcoming board meeting.

### Procurement Restriction Policy

Superintendent Cheri Carter also shared that on April 4, 2025, the Ontario Government issued a new Procurement Restriction Policy in response to U.S. tariffs on Canadian goods and services. The policy is retroactive to March 4, 2025, and applies to all public sector purchases, regardless of value or procurement method. Under the policy, purchases from U.S. businesses are no longer permitted.

A U.S. business is defined as one with:

- Its head office located in the United States, and
- Fewer than 250 full-time employees in Canada.

Procurement Services is monitoring the situation and assessing the impact on AMDSB purchases.

## Future Board Meetings

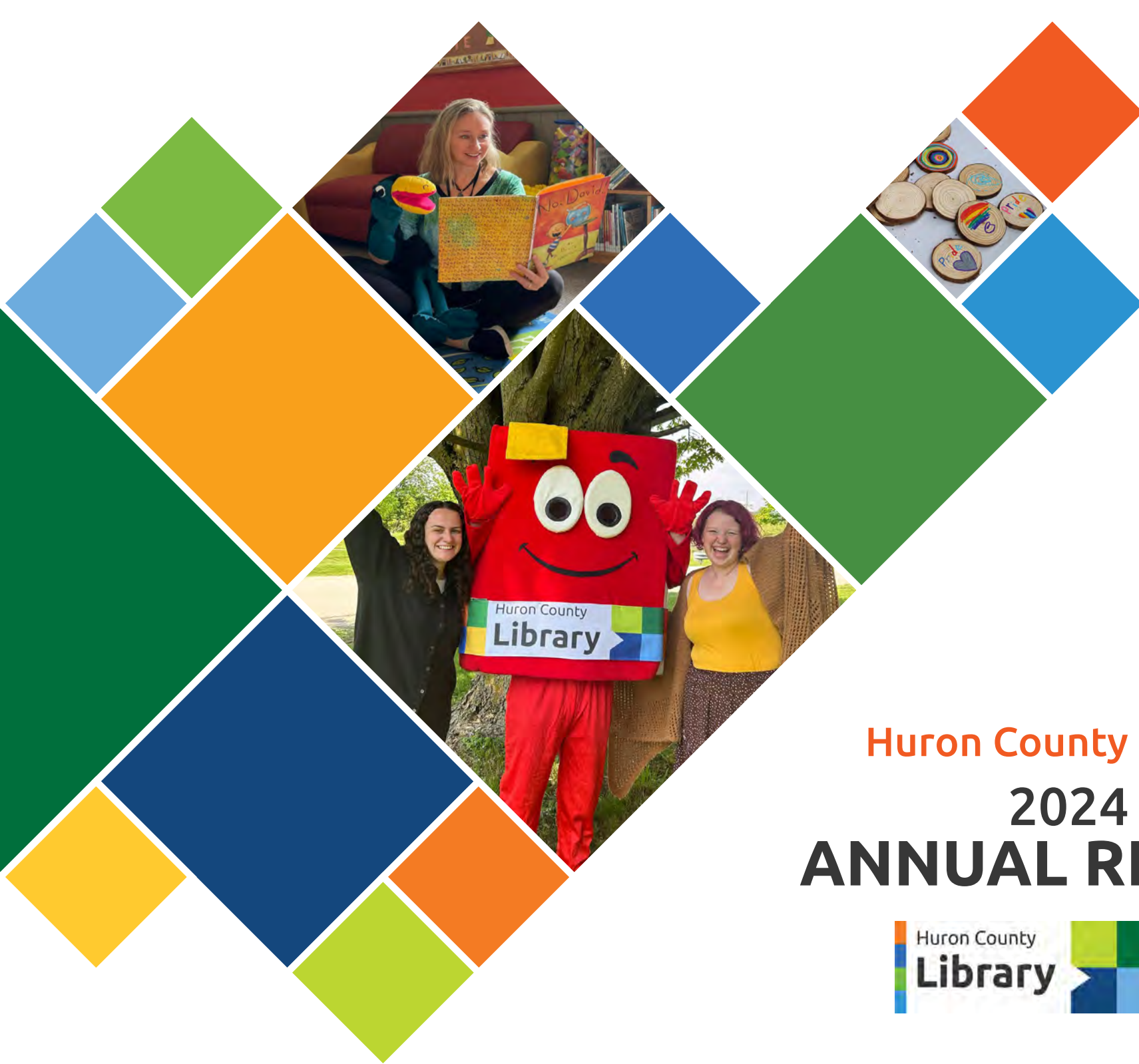
Regular Board Meetings are held in person unless otherwise noted. Links to join the meetings online will be posted on the [Board Meeting page](#) the day before the meeting. The public portion begins at 4:45 p.m.

- Tuesday, May 13, 2025 at 4:45 p.m. Committee of the Whole, Open Session
- Tuesday, May 27, 2025 at 4:45 p.m. Regular Board Meeting and Committee of the Whole, Closed Session

- Tuesday, June 10, 2025 at 4:45 p.m. Regular Board Meeting and Committee of the Whole, Closed Session
- Tuesday, June 24, 2025 at 3:00 p.m. Regular Board Meeting and Committee of the Whole, Closed Session

## Future Meetings/Events with Trustee Representation

- AODA Meeting – April 23, 2025 – 3:00 to 4:00 p.m. (Microsoft Teams)
- Supervised Alternative Learning (SAL) – April 28, 2025 – 8:30 a.m.
- Equity Steering Committee – April 30, 2025 – 12:00 p.m. to 4:00 p.m. (Listowel District SS)
- Special Education Advisory Committee (SEAC) – May 7, 2025 – 4:00 p.m.



Huron County Library  
2024  
**ANNUAL REPORT**







“ Don't know if I've told you, but the Library is the best deal in Canada!







# 2024 Annual Report

## Huron County Library

The Huron County Library is a county-wide library system with 12 convenient locations serving residents throughout the County. The Library serves as an inclusive and vibrant community hub that offers traditional library services with new and innovative offerings to meet the changing needs of our diverse communities.

In 2023, the Library adopted the following vision, mission and values as part of its new strategic plan that will serve as guiding principles for delivering Library services in Huron County for 2024-2028.

### Vision

Imagine More: a place to learn, connect, create, and grow.

### Mission

Huron County Library brings people, information, and ideas together to enrich lives and support a thriving community.

### Values

- Respect
- Inclusivity
- Literacy
- Collaboration
- Curiosity
- Fun!

### 2024 in numbers...

---

**17,599**

Library card  
holders

---

**289,754**

Physical items  
circulated

---

**57,309**

Catalogue  
visits

“ I don't know how  
the library got  
more perfect but  
it did.



**Beth Rumble**  
*County Librarian and  
Director of Cultural  
Services*

## A Message from the Director

As we reflect on the past year, we are proud to present our Annual Report, which highlights our commitment to bring people, information, and ideas together to enrich lives and support a thriving community. The theme for this year has been “Back to Basics,” a guiding principle that has shaped our approach to supporting our patrons and strengthening the foundation of our library.

This year also marked the first year of our new strategic plan. With this plan, we set a clear vision for the future, focusing on the core values that make libraries essential in our ever-changing world. The theme of “Back to Basics” has aligned perfectly with our strategic goals, as it has allowed us to focus on enhancing fundamental offerings, while also laying the groundwork for future growth.

Our dedicated staff has been at the heart of everything we’ve accomplished this year. Their unwavering passion for service, creativity, and commitment to excellence has made all the difference. I am deeply grateful for their tireless work and the warm, welcoming environment they create every day.

Thank you for being a part of our library’s journey, and we look forward to another year of growth and discovery.

## A Message from the Board Chair

It is with great pleasure that I share highlights of the accomplishments from the Huron County Library through 2024. Our library branches continue to be cornerstones across Huron County with dedicated staff who work hard to provide programs, services and resources that enrich the lives of those who engage with their local library.

I am proud of the on-going work being done by the library board and staff to meet the changing needs of our communities by ensuring our libraries continue to provide spaces to learn, connect, create and grow for everyone. 2024 was a year of growth and innovation for the Huron County Library with the expansion of technology services that provide opportunities for our patrons to not only build new skills but to also build community.

We remain grateful for your continued support and look forward to building on these accomplishments in 2025 and beyond.



**Trevor Bazinet**  
*Huron County Library  
Board Chair*

### 2024 in numbers...

**68,578**

Adult Fiction  
checkouts

**30,191**

Adult Non-  
fiction checkouts

**37,804**

Picture book  
checkouts



So lucky to have  
our local libraries!

# Valuing Ontario Libraries

Public libraries are critical cultural and social infrastructure for the communities they serve, and findings released in 2024 from the [Valuing Ontario Libraries Toolkit](#) (VOLT) showed that every \$1 invested in the Huron County Library generates \$4.66 in Social Return on Investment (SROI).

Developed in collaboration with the NORDIK Institute and the Ontario Library Service, the toolkit was developed to help Ontario libraries measure their value and impact within their communities. The toolkit specifically measured the SROI of library services on education, culture, inclusion and well-being, entertainment and leisure, economic development, civic engagement, and space.

The results demonstrate the significant value the library has in the community and supports the library's continued work to bring people, information and ideas together to enrich lives and support a thriving community.

## The benefits of the following services are valued at:

- Education: \$1,360,502
- Culture: \$346,459
- Inclusion & Well-being: \$529,672
- Entertainment & Leisure: \$10,003,283
- Economic Development: \$3,373,143
- Civic Engagement: \$26,916
- Space: \$1,916,003

[Pole walking at Goderich Branch](#)



## VOLT in numbers...

**\$17.5M**

Economic benefit  
to the community

**\$286**

Economic benefit  
per resident

**\$413**

Economic benefit  
for every hour open  
to the public

“ I am so thankful my son and I have the library to come to. We are new to the country and are trying to meet new people.



# We are Community

The Huron County Library's mission is to bring people, information, and ideas together to enrich lives and support a thriving community. As a result, we are always seeking opportunities to gather feedback on services and to bring people together to participate in conversations about their desires for their communities.

## Highlights of community outreach and engagement from 2024:

- **Libraries Transforming Communities:** The Huron County Library hosted a series of community conversations in Zurich and Blyth to identify goals for their communities.
- **Library Impact Ontario survey:** Patrons were invited to participate in a survey to provide feedback about their use of technology services at the library.
- **Improving Spaces for Youth:** The Exeter Branch sought feedback from youth into the redevelopment of youth spaces in the branch.
- **Meet Your Neighbour:** In partnership with the Huron Immigration Partnership, several branches hosted Meet Your Neighbour nights. The focus of the events was to create and cultivate social connections between community members and local organizations for the purpose of increasing community engagement for the benefit of all and our community as a whole.

*Meet Your Neighbour night at Brussels Branch*



## 2024 in numbers...

**4,484**

Facebook  
followers

**1,366**

Instagram  
followers

**232,315**

Website  
page views



These Meet Your Neighbour nights are so important for the community! Congratulations...for putting these on!



# Programming

2024 provided no shortage of new and exciting programs for all ages and interests across the county!

## Highlights of programming offered through the year:

- **Police Storytime:** In partnership with the Huron OPP, several branches welcomed Officer Soldan for a special storytime that gave young patrons the opportunity to learn about being a police officer, including a look inside a police car.
- **Seedy Saturday:** As Exeter hosted its third annual Seedy Saturday, other branches joined in by hosting seed and plant swaps and programs to learn how to grow your own plants using seeds from the [Seed Library](#).
- **Youth Programming:** Thanks to support from the McCall MacBain Foundation, new tools and programs were made available for youth audiences including Virtual Reality Free Play, Nintendo Switch game play, and after-hours Nerf Gun events, expanding the library's [tech offerings](#).
- **Community Partners:** The library built on its partnerships with organizations within the community to expand programming to include youth mental health programs with the Tanner Steffler Foundation, youth drop-in programs with The Well Community Collective, and nature-themed programs with the Ausable Bayfield Conservation Authority.

*Seedy Saturday at Exeter Branch*



## 2024 in numbers...

**1,904**  
Programs

**16,406**  
Program  
participants

**200,994**  
In-person branch  
visits

“This is so fun! Best day ever at the library!”

# Celebrating Diversity

Each year, staff work hard to find unique ways to help make people feel welcomed and supported in our communities. Staff frequently shared reading recommendations to help expand our understanding of one another, including materials focused on newcomer experiences, National Indigenous History Month, Pride Month, diverse holidays, and more.

## Some highlights of supporting our diverse communities:

- The Huron County Library marked National Day for Truth and Reconciliation and Orange Shirt Day on Sept. 30. Special events included special Storytime Trail event in Exeter with Indigenous Author Kristi White and a surprise dancer, D.J. White, who led Exeter-area students in a round dance, and Art & Symbols: Painting Turtle Island event in Goderich with guest artist Red George.
- Staff partnered with the Huron County Museum to attend the Huron County Pride event. Other Pride-themed events included hosting a panel discussion on what drag is and why it has been targeted, special hikes, book raffles, button making, and a LGBTQ2S+ Youth Social Connections Craft Night.
- Staff participated in professional development training, including bystander training and unconscious bias/microaggressions training.

*Special storytime with Kristi White and D.J. White at Exeter*



## 2024 in numbers...

**543**

Newcomer  
program  
participants

**21,769**

Large print  
checkouts

**2,996**

Multilingual  
materials

“So thankful to the Huron County Library for their progressive thinking and inclusive mindset!”



# Improving Services

The Huron County Library is always working to improve the services we offer to our patrons, whether through improving our physical spaces, building our collections, or supporting the needs of our communities.

## Service improvements included:

- Holds pick-up lockers were installed at the Goderich and Bayfield branches giving patrons 24/7 access to pick up their holds, making it convenient for patrons to get their books after regular branch hours.
- New branch hours were implemented at several library branches to better align with community needs, to provide increased evening availability, and to ensure adequate staffing levels.
- Improved signage was designed and installed at several branches to meet the library's new branding.
- Building on our object library with the addition of Huron Shores Area Transit passes linking patrons to communities in Lambton Shores, South Huron, North Middlesex, Goderich, Bluewater and Kettle & Stony Point First Nation and beyond.

[Holds pick-up locker at Goderich Branch](#)



## 2024 in numbers...

**49,897**

E-books  
checkouts

**36,417**

E-audiobooks  
checkouts

**9,305**

Films streamed



Love the Huron County Library. Staff are always very helpful.

# 12 Branches Serving Huron County

## Alice Munro Branch

**Address:** 281 Edward St., Wingham  
**Phone:** 519-357-3312  
**Email:**  
WinghamLibrary@HuronCounty.ca

## Bayfield Branch

**Address:** 18 Main St., Bayfield  
**Phone:** 519-565-2886  
**Email:**  
BayfieldLibrary@HuronCounty.ca

## Blyth Branch

**Address:** 392 Queen St., Blyth  
**Phone:** 519-523-4400  
**Email:**  
BlythLibrary@HuronCounty.ca

## Brussels Branch

**Address:** 402 Turnberry St.,  
Brussels  
**Phone:** 519-887-6448  
**Email:**  
BrusselsLibrary@HuronCounty.ca

## Clinton Branch

**Address:** 27 Albert St. S., Clinton  
**Phone:** 519-482-3673  
**Email:**  
ClintonLibrary@HuronCounty.ca

## Exeter Branch

**Address:** 330 Main St. S., Exeter  
**Phone:** 519-235-1890  
**Email:**  
ExeterLibrary@HuronCounty.ca

## Goderich Branch

**Address:** 52 Montreal St., Goderich  
**Phone:** 519-524-9261  
**Email:**  
GoderichLibrary@HuronCounty.ca

## Hensall Branch

**Address:** 108 King St., Hensall  
**Phone:** 519-262-2445  
**Email:**  
HensallLibrary@HuronCounty.ca

## Howick Branch

**Address:** 45088 Harriston Rd., RR 1  
Gorrie  
**Phone:** 519-335-6899  
**Email:**  
HowickLibrary@HuronCounty.ca

## Kirkton Branch

**Address:** 70497 Perth Road 164,  
RR 1 Kirkton  
**Phone:** 519-229-8854  
**Email:**  
KirktonLibrary@HuronCounty.ca

## Seaforth Branch

**Address:** 108 Main St. S., Seaforth  
**Phone:** 519-527-1430  
**Email:**  
SeaforthLibrary@HuronCounty.ca

## Zurich Branch

**Address:** 10 Goshen St. N., Zurich  
**Phone:** 519-236-4965  
**Email:**  
ZurichLibrary@HuronCounty.ca



[www.HuronCountyLibrary.ca](http://www.HuronCountyLibrary.ca)

77722B London Rd, RR5 Clinton, ON

**Phone:** 519-482-5457

**Email:** libraryadmin@huroncounty.ca



@HuronCountyLibrary

**Policy Division  
Food Safety and Environmental Policy Branch**

April 15, 2025

**To:** All municipalities in Ontario (Planning Department and/or Clerk's Office)

**Re:** Agricultural System Implementation

Dear municipal partners,

The [Provincial Planning Statement](#) (PPS, 2024) came into effect on October 20, 2024. To help foster a thriving agri-food sector, the PPS (2024) requires an Agricultural System approach province-wide, which strives to protect the agricultural land base and strengthen the viability of the agri-food network. Implementing an Agricultural System approach can help support agri-food businesses, farm operations, related employment and economic opportunities, and protect Ontario's highest quality farmland.

The PPS, 2024 Agricultural System approach includes two components: 1. the identification of the agricultural land base; and 2. the consideration of the agri-food network – which may include infrastructure, services and assets that the agri-food sector relies on.

To support municipalities in their implementation of an Agricultural System approach, the Ministry of Agriculture, Food and Agribusiness (OMAFRA) has the following resources:

**1: Agricultural Land Base Resources**

To implement the agricultural land base, municipalities are required to identify and designate prime agricultural areas and consider if there are rural lands that could also be identified as part of an agricultural land base. Inclusion of rural lands within the agricultural land base is left to municipal discretion.

To support this work, OMAFA has data and information available upon request that can help municipalities identify where prime agricultural areas and rural lands are present. While there is no requirement to utilize this data and information in identifying municipal designations, it can help to provide a basis that municipalities can then refine based on

local information, such as municipally-designated prime agricultural areas and settlement area boundaries.

The existing [OMAFA Implementation Procedures for the Agricultural System \(2020\)](#) continue to provide helpful guidance with respect to what/how municipalities can address Agricultural System policies in their respective official plans. It is important to note that given section 5.3 of the Greenbelt Plan, 2017 has not been modified, the 2018 provincial agricultural land base mapping and implementation procedures remains in effect for the Protected Countryside of the Greenbelt. OMAFA staff are developing updated Implementation Procedures for the Agricultural System to align with the PPS (2024) and will provide notice once these updates have been finalized.

## 2: Agri-food Network Resources

The second component of the Agricultural System is the agri-food network. It complements and supports the agricultural land base. The agri-food network includes the regional infrastructure and transportation networks, agricultural operations, services, and other agri-food assets that are needed to sustain and enhance agriculture and the prosperity and viability of the broader agri-food sector.

The OMAFA [Agricultural System Portal](#) maps elements of the agri-food network, however, unlike prime agricultural areas, the agri-food network is not a land use designation within an official plan. Rather, awareness of, and support for the agri-food network is documented in an official plan for economic development purposes and can be achieved in several ways. This could include reference to local elements identified in asset mapping reports, or an inventory of components of the agri-food network in an official plan appendix. Other supportive approaches include policy cross-references to mapping and data tools, including OMAFA's Agricultural System Portal, the development of Agricultural Advisory Committees, supportive economic development policies for the agri-food network, and cross-references to Economic Development staff/programs.

## Moving Forward

OMAFA staff will continue to work with municipalities to support implementation of the PPS 2024 Agricultural System policies. As such, we are pleased to share that as part of broader modernization efforts, the Ministry is embracing an 'evergreen' approach for maintaining and enhancing Ontario's digital soil mapping data.

As an example, improved topography/slope information available through new technology will be incorporated in a forthcoming digital update of the existing Canada Land Inventory (CLI) mapping for agricultural soil. As it becomes available, this new information is being applied to CLI ratings across Ontario. OMAFA is committed to making ongoing improvements to ensure CLI data is as accurate as possible. The work currently underway is anticipated to be completed in 2026/27. Until any future release of updated data, municipalities can continue using existing agricultural capability mapping (i.e., CLI ratings).



When you embark on implementing an Agricultural System approach or updating/refining existing official plan mapping, please contact OMAFA staff to discuss the data that may be available to support your project. You can locate OMAFA land use planning staff on [OMAFA's website](#). Below you will find a summary list of the additional resources related to Agricultural System planning and implementation.

Please share this correspondence with the appropriate planning and economic development department staff in your municipality.

Sincerely,

A rectangular box containing a handwritten signature in dark ink. The signature appears to read "Andrea Martin" in a cursive, flowing script.

Andrea Martin  
Director  
Food Safety and Environmental Policy Branch

## **Resources**

[Provincial Planning Statement, 2024](#)

[Implementation Procedures of the Agricultural System](#)

[A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019](#)

[Agricultural Systems Portal](#)

[OMAFA Agricultural land use planning staff](#)

[Economic tools](#)

[Canada Land Inventory information for Agricultural Land Use Planning in Ontario](#)

[Soil Capability for Agriculture in Ontario](#)

[CONNECT ON](#)



**Huron Chamber of Commerce**

P.O. Box 144, 74 Kingston Street  
Goderich, ON N7A 3Y5  
info@huronchamber.ca  
519-440-0176

April 21<sup>st</sup>, 2025

**Hon. David Piccini, MPP**

Minister of Labour, Immigration, Training and Skills Development  
400 University Avenue, 14th Floor  
Toronto, ON M7A 1T7

**Hon. Lisa Thompson, MPP**

Minister of Rural Affairs  
College Park, 28th Floor  
777 Bay Street  
Toronto, ON M7A 2J4

**Re: Request to Reopen and Extend the REDI Immigration Pilot Program**

Dear Ministers Piccini and Thompson,

On behalf of the Huron Chamber of Commerce and the many local employers we represent, we are writing to respectfully request the Province of Ontario take the following actions regarding the *Regional Economic Development through Immigration* (REDI) pilot program:

1. Reopen the REDI program to additional communities, including rural regions such as Huron County; and
2. Extend the program's current end date beyond December 31, 2025 to ensure long-term, strategic impact.

Recent changes to federal immigration and labour force policy — including tighter restrictions on the Temporary Foreign Worker program and reduced access to open work permits — have had an outsized impact on the hospitality sector. These changes have created significant uncertainty for trained international employees and the rural businesses that rely on them.

Rural employers in Huron County are already experiencing the consequences: reduced operating hours, unfilled positions, and the potential loss of long-serving staff who have made our communities their home. Without expanded access to tools like REDI, these challenges will only deepen.

At the same time, growing trade uncertainty with the United States has cast a further shadow over the rural economy. We commend the Government of Ontario for recognizing the potential impacts of this situation and beginning to coordinate a response. We believe that expanding and extending the REDI program can be a valuable part of that response — helping to stabilize the rural labour force, support key local industries, and strengthen Ontario's economic resilience.

This request to expand and extend the REDI program originated in a recent *Local Impact Briefing* hosted by the Huron Chamber. I have enclosed the associated briefing note, which includes a link to a recording of the briefing itself. We are working closely with local stakeholders across Huron County to advance this request and ensure that rural voices are heard.

We appreciate your attention to this matter of growing urgency. Thank you for your continued support of rural economic development in Ontario.

Sincerely,



**Colin Carmichael**

Executive Director

**Huron Chamber of Commerce**

*Connecting Community Leaders*

*The Huron Chamber of Commerce is one of Canada's fastest growing Chambers, connecting community leaders and fostering growth since 1990. Representing businesses across eight Huron County municipalities, the Chamber focuses on growing the local economy, supporting business success, and strengthening our towns and villages. As an independent, non-profit organization, the Chamber advocates for business and community interests, facilitates collaboration, and convenes stakeholders to develop and support a vibrant and thriving county.*

Encl: Local Impact Briefing Document (March 2025)

CC: Mayor & Council, Township of Ashfield-Colborne-Wawanosh  
Mayor & Council, Municipality of Bluewater  
Mayor & Council, Municipality of Central Huron  
Mayor & Council, Town of Goderich  
Reeve & Council, Township of Howick  
Mayor & Council, Municipality of Huron East  
Reeve & Council, Township of North Huron  
Mayor & Council, Municipality of South Huron

# LOCAL IMPACT BRIEFING

## IMMIGRATION POLICY CHANGES & WORKFORCE CHALLENGES IN THE LOCAL HOSPITALITY SECTOR



**Date:** Tuesday, March 4, 2025, at 10:00 a.m.

**Format:** Virtual/Zoom – **Recording:** <https://youtu.be/LOCoWLvLTas>

**Host:** Huron Chamber of Commerce

### Invitees:

- Heads of Council and CAOs from Huron County's nine municipalities (or designates)
- Local federal and provincial representatives

### Note:

In the interest of transparency and accountability, the *Local Impact Briefing* will [be recorded and available to the public](#)

### Purpose:

The **Local Impact Briefing** series, hosted by the Huron Chamber of Commerce, is a new initiative designed to bring together local stakeholders to better understand how policy changes enacted beyond Huron County's borders affect our local businesses and communities. These briefings focus on decisions made outside Huron County — at the provincial, federal, or international levels — that carry significant local consequences. Our goal is to provide local decision-makers with accurate information and context to enhance their capacity to advocate for their communities and to communicate effectively with residents and business owners.

### Issue:

In 2024, the federal government introduced several new immigration regulations affecting the Temporary Foreign Worker (TFW) program and other immigration pathways. These changes will further reduce access to temporary and permanent foreign workers, worsening existing labour shortages in Huron County's hospitality sector. If these workforce gaps worsen, business closures, reduced operating hours, and service cutbacks could become increasingly common across the county. This will not only affect business owners and workers but also impact residents and visitors who rely on a vibrant hospitality industry.

### Briefing Panel:

- Colin Carmichael, Executive Director, Huron Chamber of Commerce
- Brendan Jeffries, Owner, Tim Hortons (Goderich, Bayfield)
- Justin Reid, Team Reid McDonald's (Exeter, Goderich, Wingham, Kincardine, Grand Bend, Mitchell)
- Swet Ghandi, Owner, Boston Pizza Goderich
- Dan Moynihan, Owner, Tim Hortons (Clinton, Seaforth, Blyth, Milverton)
- Yerusalem Berhane, Immigration Consultant

**Anecdotal Examples from Local Businesses:**

- Upon receiving an invitation for permanent residency in August, a couple was promoted to Manager and Assistant Manager of a restaurant in a community of 600 people. They left Brampton four years ago to pursue rural living and are ready to purchase a home and raise their family here. In October, their Permanent Residency application was declined with little recourse to appeal.
- The spouse of an individual studying for his Veterinary License had been advancing into a leadership role at a local restaurant. Recent changes to work permit eligibility now limit family open work permits to select occupations, excluding hospitality. While this individual will move into management, future pathways for similar cases are uncertain.
- Families of international workers are integrating into the community, with children thriving in local schools and spouses finding full-time employment. These families are deeply committed to their workplaces and the community, but immigration barriers threaten their long-term stability.

**Key Concerns:**

- Ongoing workforce shortages across restaurants and hospitality businesses.
- Retention challenges due to work permit expirations.
- Barriers to extending or transitioning trained international workers to permanent roles.
- Disconnect between federal immigration policies and rural workforce realities.

**Why It Matters:**

- Local business stability is at risk due to labour gaps.
- Accurate information is needed to counter public misconceptions about immigration and the hospitality workforce.
- Municipal leaders can amplify rural concerns when engaging federal representatives.

For more information and to RSVP:

Colin Carmichael  
Executive Director  
Huron Chamber of Commerce  
*Connecting Community Leaders*  
[info@huronchamber.ca](mailto:info@huronchamber.ca) | 519-440-0176

*The Huron Chamber of Commerce is one of Canada's fastest growing Chambers, connecting community leaders and fostering growth since 1990. Representing businesses across eight Huron County municipalities, the Chamber focuses on growing the local economy, supporting business success, and strengthening our towns and villages. As an independent, non-profit organization, the Chamber advocates for business and community interests, facilitates collaboration, and convenes stakeholders to develop and support a vibrant and thriving county.*

**You're Invited!**  
TO BLYTH FESTIVAL'S CIVIC NIGHT



**BLYTH**  
**FESTIVAL**  
original.canadian.theatre.

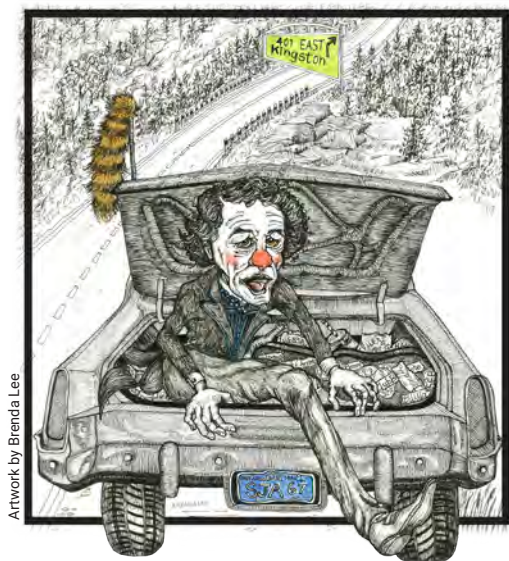
PLEASE BE OUR GUEST TO SEE

# Sir John A: Acts of a Gentrified Ojibway Rebellion

WRITTEN BY DREW HAYDEN TAYLOR

**FRIDAY, JULY 18, 2025**

**6:30PM RECEPTION WITH GUESTS | 8:00PM PERFORMANCE**  
ON THE MARGARET STEPHENS STAGE | BLYTH, ON



Artwork by Brenda Lee

Bobby Rabbit sets out to reclaim his grandfather's stolen medicine pouch by digging up Sir John A. Macdonald's bones and holding them for ransom.

Joined by his eccentric friend and haunted by Sir John's ghost, Bobby's road trip is a hilarious, heartfelt take on Canada's colonial past.

The Blyth Festival is pleased to make available two complimentary tickets to each municipality. Additional tickets may be purchased at the special rate of \$40 each.

Please share this invitation with your Council & municipal staff  
**RSVP BY MAY 31, 2025 to Nathanya Field, Box Office Manager**  
**519.523.9300 ext. 206 | [nfield@blythfestival.com](mailto:nfield@blythfestival.com)**



**From:** [Ontario Honours And Awards \(MCM\)](#)  
**Subject:** 2025 Ontario Senior of the Year / Prix de la personne âgée de l'année de l'Ontario  
**Date:** April 8, 2025 5:59:25 PM

You don't often get email from [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca). [Learn why this is important](#)

**Ministry for Seniors  
and Accessibility**

**Minister**

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

**Ministère des Services aux  
aînés et de l'Accessibilité**

**Ministre**

College Park  
777, rue Bay  
5e étage  
Toronto (Ontario) M7A 1S5



Ontario

April 2025

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to [nominate](#) an exceptional local senior for the 2025 Ontario Senior of the Year Award.

This award provides each municipality the opportunity to honour one outstanding senior for their contributions to enriching the social, cultural, and civic life of their community.

The deadline for nominations is April 30, 2025.

For more information on how to submit a nomination online, please visit the [Ontario Senior of the Year](#) webpage. Once your nomination is submitted, a personalized certificate with your nominee's name will be sent to you. I encourage you to present this certificate to your nominee in June during Seniors Month.

The Ontario government is proud to celebrate Seniors Month with municipalities across the province. Seniors generously give their time, knowledge and expertise making Ontario the best place in this country to live and work. It is important to take the time to celebrate our older population and acknowledge their invaluable contributions.

If you have any questions regarding the 2025 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca).

Thank you for supporting the civic engagement of your local seniors.

Sincerely,

A handwritten signature in black ink that reads "Raymond Cho".

Raymond Cho  
Minister for Seniors and Accessibility

Ministry for Seniors  
and Accessibility

Minister

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

Ministère des Services aux  
aînés et de l'Accessibilité

Ministre

College Park  
777, rue Bay  
5e étage  
Toronto (Ontario) M7A 1S5



Avril 2025

Monsieur le Maire / Madame la Mairesse, Préfet/Préfète et Membres du Conseil :

Je vous écris pour vous inviter à [soumettre une candidature](#) pour le Prix ontarien de la personne âgée de l'année 2025.

Ce prix donne à chaque municipalité l'occasion d'honorer une personne âgée exceptionnelle de sa localité pour les contributions qu'elle a apportées à l'enrichissement de la vie sociale, culturelle et civique de sa communauté.

La date limite de soumission des candidatures est le 30 avril 2025.

Pour obtenir de plus amples renseignements concernant la façon de soumettre une candidature en ligne, veuillez visiter la page Web du [Prix ontarien de la personne âgée de l'année](#). Une fois que vous aurez soumis une candidature, un certificat personnalisé avec le nom de votre candidat(e) vous sera envoyé. Je vous encourage à le présenter à votre candidat(e) en juin pendant le Mois des aînés.

Le gouvernement de l'Ontario est ravi de célébrer le Mois des aînés avec les municipalités de toute la province. Les personnes âgées ont généreusement donné leur temps, leurs connaissances et leur expertise pour faire de cette province le meilleur endroit au pays où vivre et travailler. Il est important que nous prenions le temps de célébrer nos aînés et leurs précieuses contributions.

Si vous avez des questions au sujet du Prix ontarien de la personne âgée de l'année 2025, veuillez communiquer avec le Secrétariat des distinctions et prix de l'Ontario à l'adresse : [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca)

Merci d'avance pour votre soutien à l'engagement civique de vos aînés locaux.

Cordialement,

A handwritten signature in black ink that reads 'Raymond Cho'.

Raymond Cho  
Ministre des Services aux aînés et de l'Accessibilité

**Corporation of the Township of Howick**

**By-law No. 26-2025**

---

**Being A By-Law to Authorize the Reeve and Chief Administrative Officer/Clerk to enter into a Memorandum of Understanding with the Huron County Library Board regarding an agreement for facilities and services.**

---

**WHEREAS** Subsection 20(1) of the Municipal Act, S.O. 2001, c.25 authorizes a Municipality to enter into agreement with one or more municipalities to jointly provide or participate in any matter that a Municipality has the power to provide within their own boundaries;

**AND WHEREAS** the Corporation of the Township of Howick wish to sign a Memorandum of Understanding with the Huron County Library Board regarding an agreement for facilities and services;

**AND WHEREAS** many of the Library facilities are in prominent locations in the municipalities;

**AND WHEREAS** the buildings and the Library service are a reflection of the municipalities, the improvement of the Library facilities and the services provided shall be the responsibility of the local municipalities and the Huron County Library Board respectively;

**AND WHEREAS**, the Council of the Corporation of the Township of Howick deems it desirable to enter into such a Memorandum of Understanding;

**NOW THEREFORE BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF HOWICK HEREBY ENACTS AS FOLLOWS:**

1. That the Reeve and CAO/Clerk, on behalf of the Corporation of the Township of Howick, be hereby authorized to execute the Memorandum of Understanding.
2. That the Memorandum of Understanding be attached to this By-law as Schedule "A" and that it forms part of this by-law.
3. That this By-law shall come into force and take effect upon its final passage.

**Read a first and second time this 29<sup>th</sup> day of April, 2025.**

**Read a third time and finally passed this 29<sup>th</sup> day of April, 2025.**

---

**Reeve Doug Harding**

---

**CAO/Clerk Caitlin Gillis**

## MEMORANDUM OF UNDERSTANDING REGARDING PROVISION OF LIBRARY FACILITIES AND SERVICES

Between The Huron County Library Board  
77722B London Rd.  
Clinton, ON  
N0M 1L0  
(The “Library Board”)

And The Corporation of  
The Township of Howick  
(the “Municipality”)

Whereas many of the Library facilities are in prominent locations in the municipalities;

And, whereas the buildings and the Library service are a reflection of the municipalities, the improvement of the Library facilities and the services provided shall be the responsibility of the local municipalities and the Huron County Library Board respectively. The following policies are established to outline the responsibilities of the parties involved in the provision of Library services.

**A. Each Municipality which provides a library facility for County Library service shall be responsible for:**

- a. A clean facility inside and outside that meets the present health, safety, and fire regulations, see schedule A for custodial services;
- b. Facilities that meet or exceed accessibility standards at the time of construction;
- c. Facilities that meet or exceed accessibility standards when undergoing renovations, as per the Ontario Building Code;
- d. When possible and/or feasible, efforts will be made to modify buildings to meet present accessibility standards, **as deemed necessary by both parties**;
- e. Approved lighting for the provision of Library service, normally 70 foot-candle on reading surfaces;
- f. Lighting shall be natural or daylight white;
- g. Heating the Library to an adequate temperature, no cooler than twenty (20) degrees Celsius;

- h. Cooling the Library to an adequate temperature, no warmer than twenty-six (26) degrees Celsius;
- i. Removal of garbage and recyclable materials;
- j. Snow and ice removal;
- k. Insurance on the building or facility, including liability insurance;
- l. Security of the building, which may or may not include key control policy, alarm system, video surveillance, and any associated alarm monitoring;
- m. Preventative maintenance and other repairs, renovations, and improvements as deemed necessary by both parties;
- n. Grounds maintenance;
- o. Utility expenses.

**B. The Huron County Library Board shall be responsible for:**

- a. Approval of all facilities for each Branch Library;
- b. Establishing the annual grant to be paid to each host municipality;
- c. Establishing the hours each Branch Library is open;
- d. Staffing the library;
- e. A delivery system to all branches;
- f. Furnishings and equipment;
- g. Library materials and services;
- h. Surveillance of interior spaces of the library, as deemed necessary;
- i. Insurance on the materials, furnishings and equipment, including liability insurance;
- j. Inspecting the branches periodically and reporting on findings when necessary.

**C. Health Emergency**

- a. Notwithstanding anything in this agreement to the contrary, if a Health Emergency or Health Order exists, the Municipality and the Library agree as follows:
  - i. The Municipality shall take actions as necessary to comply with the public health requirements and recommendations of the Health Authority and with Health Orders so that the Library may continue to provide library services from the branch;
  - ii. The Library Board shall be entitled to close all or any part of the branch without such closure being mandated by a Health Authority if the Library determines that a closure is in the best interest of protecting the health and safety of Library staff and/or patrons.



- D. Any new facilities or major renovations or improvements to present facilities shall be initially discussed at a staff level and jointly planned between the Municipality and the Library Board.
- E. Prior to any planned work that may impact the library's ability to be open to the public, the local municipality will provide the library with at least seven (7) days notice when possible.
- F. Prior to any planned work requiring municipal and/or contracted work arranged by the municipality, the library will provide municipal facilities staff with at least seventy-two (72) hours notice, except in the case of an emergency.
- G. The Municipality and the Library Board hereby agree that the parties shall act reasonably throughout this agreement. Any unresolved dispute shall be submitted to the Library Board and/or local Council for consideration and resolution.
- H. The Municipality and the Library Board hereby agree that either party to this agreement may terminate the agreement upon providing to the other party no less than six (6) months written notice of its intention to do so.
- I. The Municipality and the Library Board hereby agree that this agreement shall come into effect on the first day of January 2025 and shall continue until such time as either party terminates this agreement in accordance with the provisions of paragraph F.

This MOU is hereby executed

**By the Township of Howick:**

Reeve \_\_\_\_\_ Date \_\_\_\_\_

CAO/Clerk \_\_\_\_\_ Date \_\_\_\_\_

**By the Board**

Library Board Chair \_\_\_\_\_ Date \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

## **Schedule A**

### **Custodial Services: Comprehensive Branch (Alice Munro, Clinton, Exeter, Goderich, Seaforth)**

This schedule indicates the minimum frequency with which the following services should be provided.

Items listed as semi-weekly should be adjusted based on the frequency in which the library is open (that is, up to daily).

- A. Semi-weekly:
  - a. Clean and sanitize all washrooms;
  - b. Empty waste and recycling;
  - c. Vacuum carpet;
  - d. Sweep floors;
  - e. Wash floors;
  - f. Spot clean doors, light switches, door handles;
- B. Weekly:
  - a. Dust sills, ledges, frames, light fixtures, drapes/blinds, and shelves;
  - b. Wipe glass surfaces;
- C. Monthly:
  - a. Dust all surfaces not completed weekly;
- D. Annually:
  - a. Clean carpets;
  - b. Wash windows;
- E. As required:
  - a. Sweep sidewalks;
  - b. Snow removal;
  - c. Ice removal.

**Custodial Services: Neighbourhood Enhanced Branch (Bayfield, Brussels, Zurich)**

This schedule indicates the minimum frequency with which the following services should be provided.

Items listed as weekly should be adjusted based on the frequency in which the library is open (that is, up to several instances per week).

**F. Weekly:**

- a. Clean and sanitize all washrooms;
- b. Empty waste and recycling;
- c. Vacuum carpet;
- d. Sweep floors;
- e. Wash floors;
- f. Spot clean doors, light switches, door handles
- g. Dust sills, ledges, frames, light fixtures, drapes/blinds, and shelves;
- h. Wipe glass surfaces;

**G. Monthly:**

- a. Dust all surfaces not completed weekly;

**H. Annually:**

- a. Clean carpets;
- b. Wash windows;

**I. As required:**

- a. Sweep sidewalks;
- b. Snow removal;
- c. Ice removal.

### **Custodial Services: Neighbourhood Branch (Blyth, Hensall, Howick, Kirkton)**

This schedule indicates the minimum frequency with which the following services should be provided.

**J. Weekly:**

- a. Clean and sanitize all washrooms;
- b. Empty waste and recycling;
- c. Vacuum carpet;
- d. Sweep floors;
- e. Wash floors;
- f. Spot clean doors, light switches, door handles
- g. Dust sills, ledges, frames, light fixtures, drapes/blinds, and shelves;

**K. Monthly:**

- a. Dust all surfaces not completed weekly;

**L. Annually:**

- a. Clean carpets;
- b. Wash windows;

**M. As required:**

- a. Sweep sidewalks;
- b. Snow removal;
- c. Ice removal.

**Corporation of the Township of Howick**

**By-law No. 27-2025**

---

**Being a By-law to Appoint a Deputy Clerk for the Township of Howick**

---

**WHEREAS** section 228(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the “Municipal Act”) authorizes a municipality to appoint Deputy Clerks who shall have all the powers and duties of the Clerk under the Municipal Act or any other Act.

**AND WHEREAS** the Council of the Corporation of the Township of Howick deems it desirable and necessary to appoint a Deputy Clerk to ensure business continuity of the Corporation;

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF HOWICK HEREBY ENACTS AS FOLLOWS:**

1. That Alana Dick is hereby appointed as the Deputy Clerk of the Corporation of the Township of Howick effective April 29, 2025.
2. The Deputy Clerk shall have all the powers and duties of the Clerk under the *Municipal Act* or any other Act.
3. This By-law shall come into full force and effect upon its final passing.

**Read a First and Second time this 29<sup>th</sup> day of April, 2025.**

**Read a Third Time and Finally Passed this 29<sup>th</sup> day of April, 2025.**

---

**Reeve Doug Harding**

---

**CAO/Clerk Caitlin Gillis**



**Corporation of the Township of Howick**

**By-law No. 28-2025**

---

**Being a By-law to Appoint a Deputy Division Registrar for the Township of Howick**

---

**WHEREAS** section 228(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the “Municipal Act”) authorizes a municipality to appoint Deputy Clerks who shall have all the powers and duties of the Clerk under the Municipal Act or any other Act.

**AND WHEREAS** the Vital Statistic Act stipulates that every Municipal Clerk is a Division Registrar and is responsible for the duties of Division Registrar as prescribed by the Vital Statistics Act.

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF HOWICK HEREBY ENACTS AS FOLLOWS:**

**That** the following is hereby established as Policy for the Corporation of the Township of Howick concerning all matters due to the Division Registrar:

- a. Caitlin Gillis is appointed as Division Registrar.
  - b. Alana Dick is appointed Deputy Division Registrar.
  - c. The Township of Howick will receive and process birth, stillbirth and death registrations centrally in one location namely at the Township Municipal Office of the Township of Howick, 44816 Harriston Road, Gorrie, Ontario.
1. A division registrar shall, if applicable, number consecutively the statements of death and still-births that the division registrar signs in each calendar year, together with all relevant supporting documentation, where the numbering is in a separate series for each death or still-birth, beginning with the number “1”. (Sec. 55.5 (1)(1);
  2. The Division Registrar Code number is 4012 for the Township of Howick.
  3. All previous appointments of Division Registrars and Deputy Division Registrars are hereby revoked; and that any other By-law inconsistent with or antedating this By-law is hereby repealed.
  4. This By-law shall come into full force and effect upon its final passing.

**Read a First and Second time this 29<sup>th</sup> day of April, 2025.**

**Read a Third Time and Finally Passed this 29<sup>th</sup> day of April, 2025.**

---

**Reeve Doug Harding**

---

**CAO/Clerk Caitlin Gillis**

## Corporation of the Township of Howick

### By-law No. 29-2025

---

**Being a By-law to Appoint Lottery Licencing Officers for the Corporation of the Township of Howick and to Provide for the Issuance of Licences to Manage and Conduct Bingo Lotteries, Break Open Ticket Lotteries (Nevada) Lottery Schemes at Bazaars and Raffle Lotteries Under the Terms and Conditions As Set Out in the Criminal Code of Canada, the Order in Council and the Policies of the Alcohol and Gaming Commission of Ontario.**

---

**WHEREAS** the *Municipal Act*, S.O. 2001, Chapter 25 and amendments thereto, it is the role of the officers and employees of the municipality, (a) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions; (b) to undertake research and provide advice to Council on the policies and programs of the municipality; and (c) to carry out other duties required under this or any Act and other duties as assigned by the municipality;

**AND WHEREAS** by Order in Council 2688/93, as amended by Order in Council 2038/97 and Order in Council 267/98, a municipal council may, where it deems it to be in the best interests of the inhabitants of the municipality, issue a licence authorizing any eligible charitable or religious organization to conduct and manage a bingo lottery, a break-open ticket lottery, a raffle lottery, or a lottery scheme held at a bazaar;

**AND WHEREAS** it is deemed expedient that the Lottery Licencing Officer carry out the requirements in respect of granting lottery licences on behalf of the township for charitable or religious purposes;

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF HOWICK HEREBY ENACTS AS FOLLOWS:**

1. That the Chief Administrative Officer/ Clerk and Deputy Clerk are hereby appointed as the Lottery Licensing Officers for the Corporation of the Township of Howick and shall perform such duties as prescribed below in this By-law and Provincial and Federal Legislation:
  - a. Receive all lottery licence applications and financial reports from eligible charitable organizations;
  - b. Upon receipt of such an application, together with all required documentation, determine the eligibility of the organization using the criteria set out in the Lottery Licencing Policy Manual and any subsequent correspondence or bulletins issues by the Alcohol and Gaming Commission of Ontario;
  - c. Review all lottery reports and financial statements and enforce compliance with any lottery licence issued.
2. Definitions:
  - a) "Bingo" means a Lottery where consideration is given for a chance to win a prize or prizes consisting of cash or merchandise by being the first to complete a specified arrangement of number or symbols on paper from number of symbols selected at random.
  - b) "Break Open Ticket" means a device which is made of cardboard and which has one or more perforated covered window tabs behind which are winning and losing numbers or symbols that must be revealed by the tearing off of the covered tabs.
  - c) "Charitable object or purpose" means any object or purposes relating to:

- i. The relief of poverty;
    - ii. Education
    - iii. The advancement of religion; or
    - iv. Any other purpose beneficial to the community.
  - d) "Charitable Organization" means an organization which performs services of public good or welfare without profit and includes an organization designated as such by the Minister of Consumer and Commercial Relations.
  - e) "Licensee" means a person to whom a licence is issued.
  - f) "Raffle" means a lottery scheme where tickets are sold for a chance to win a prize by way of a draw.
3. The Lottery Licencing Officer(s) may, upon determination of eligibility and where it is deemed expedient and in the best interest of the inhabitants of the municipality and upon payment of the appropriate fee, issue a licence authorizing any charitable or religious organization to conduct and manage a break open ticket (Nevada) lottery, a bingo lottery, a raffle lottery, or a lottery scheme at a bazaar under the Terms and Conditions set out by the Alcohol and Gaming Commission of Ontario.
- In addition to such special terms and conditions as set out by the Alcohol and Gaming Commission, each licence shall be subject to the following terms and conditions:
- a) The licensee shall maintain all funds raised in a separate Trust Account and shall provide such records to the Lottery Licencing Officer on an annual basis, or upon request;
  - b) The gross receipts derived from the lottery shall be used for the charitable or religious object or purpose as set out by the licensee in the application for licence, less the cost of the prizes awarded and such reasonable and necessary administrative expenses actually incurred in the management and conduct of the lottery, provided the expenses do not exceed such limits as may be prescribed by the Alcohol and Gaming Commission of Ontario.
4. All applications shall be made in the form prescribed by the Alcohol and Gaming Commission of Ontario.
5. The Lottery Licencing Officer, on behalf of the Corporation of the Township of Howick, may suspend or cancel a licence for the breach of any term or condition.
6. The Alcohol and Gaming Commission of Ontario may at any time suspend or cancel a licence where, in their opinion, to do so is in the public interest.
7. The fees charged for the issuing of licences shall be 3% of the prize value.
8. That all previous appointments of Lottery Licencing Officers or Deputy Lottery Licencing Officers are hereby revoked; and that any other By-law inconsistent with or antedating this By-law is hereby repealed.
9. This By-law shall come into full force and effect upon its final passing.

**Read a First and Second time this 29<sup>th</sup> day of April, 2025.**

**Read a Third Time and Finally Passed this 29<sup>th</sup> day of April, 2025.**

---

**Reeve Doug Harding**

---

**CAO/Clerk Caitlin Gillis**

**Corporation of the Township of Howick**

**By-law No. 30-2025**

---

**A By-law to confirm the proceedings of Council of the  
Corporation of the Township of Howick**

---

**Whereas**, in accordance with the Municipal Act, 2001, S. O. 2001, Section 5(1), the powers of a municipal Corporation shall be exercised by its Council; and

**Whereas**, Section 5(3) of the Municipal Act, 2001, prescribes that the powers of every Council shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**Whereas**, it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Howick be confirmed and adopted by by-law;

**Now therefore**, the Council of the Corporation of the Township of Howick enacts as follows:

1. That the actions and decisions of the Council of the Corporation of the Township of Howick at its regular Council meeting held April 29, 2025 in respect to each resolution and other action taken by the Council of the Corporation of the Township of Howick at these meetings, except where the prior approval of the Ontario Municipal Board is required, is hereby adopted, ratified and confirmed.
2. That the Reeve and proper officials of the Corporation of the Township of Howick are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Corporation of the Township of Howick referred to in the proceedings section hereof.
3. That the Reeve and the Clerk, unless otherwise specified, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Township of Howick.
4. This by-law shall come into force and takes effect on the date of its final passing.

**Read a first and second time this 29<sup>th</sup> day of April, 2025.**

**Read a third time and finally passed this 29<sup>th</sup> day of April, 2025.**

---

**Reeve, Doug Harding**

---

**CAO/Clerk, Caitlin Gillis**