



**Township of Howick Council Agenda
Tuesday, December 17, 2024, at 10:00 a.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 December 17, 2024, 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 November 26, 2024 Council Meeting Minutes

5. Reporting Out from Closed Council Meeting

Reeve Harding to report out from December 17, 2024 Closed Council Meeting.

5.1 Motion coming out of Closed Meeting

Recommended Motion:

That the Council of the Township of Howick receive report ADM-2024-23 for information;

And That Council of the Township of Howick approve the Job Description for the position of CAO/Clerk;

And That Council adopt By-law 63-2024; to appoint a Chief Administrative Officer and Clerk and to Define the General Duties, Roles and Responsibilities of the Chief Administrative Officer/Clerk;

And That Council authorize the Reeve to execute the Employment Contract with the CAO/Clerk.

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 and 7.2 be received for information and approved.

7.1 FIN-2024-35, Accounts Payable

For Information Only.

7.2 FIR-2024-20, Department Update

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

10.1.1 BLDG-2024-08, Wireless Telecommunication Tower Letter of Undertaking – 9372 Gorrie Line, Howick

Recommended Motion:

That the Council of the Township of Howick receive the Letter of Undertaking as required by the Township of Howick protocol to establish a new wireless telecommunication tower site at 9372 Gorrie Line, Howick.

10.1.2 BLDG-2024-09, Wireless Telecommunication Tower Letter of Undertaking – 45358 Spencetown Road, Fordwich

Recommended Motion:

That the Council of the Township of Howick receive the Letter of Undertaking as required by the Township of Howick protocol to establish a new wireless telecommunication tower site at 45358 Spencetown Road, Fordwich.

10.1.3 BLDG-2024-10, Wireless Telecommunication Tower Letter of Undertaking – 90010 Fordwich Line, Clifford

Recommended Motion:

That the Council of the Township of Howick receive the Letter of Undertaking required by the Township of Howick protocol to establish a new wireless telecommunication tower site at 90010 Fordwich Line, Clifford.

10.2 Fire Chief/By-law Enforcement Officer Josh Kestner

10.3 Manager of Public Works Jamie McCarthy

10.3.1 PW-2024-22, November Department Update

Recommended Motion:

That the Council of the Township of Howick receive report PW-2024-22, November Department Update For Information;

And That Council approve the withdrawal of \$40,606.07 from the Public Works' Equipment Reserve to cover the repair costs to the Kubota M11 and mower attachment (\$15,116.57) and the C12 Grader (\$25,489.50).

10.3.2 PW-2024-23, Amended Agreement for Contract Personnel and Equipment for Sidewalk Winter Maintenance

Recommended Motion:

That the Council of the Township of Howick authorize the following updated agreement with Trevor Tout Custom Dozing Inc. for winter sidewalk maintenance works within the Village of Wroxeter;

And That the Reeve and Clerk-Administrator be authorized to execute said updated agreement.

10.3.3 PW-2024-24, Canoe Procurement Group

Recommended Motion:

That the Council of the Township of Howick receive report PW-2024-24, Canoe Procurement Group;

And That a by-law be enacted to amend Schedule A of By-law 40-2004, "Procurement Policies and Procedures" to implement the recommended revisions to allow joint, group and collaborative purchasing as outlined in the report PW-2024-24.

10.3.4 PW-2024-25, Waste Collection and Disposal Fees and Charges Update

Recommended Motion:

That the Council of the Township of Howick receive report PW-2024-25 Waste Collection and Disposal Fees and Charges Update;

And That a by-law be enacted to amend Schedule B of the Consolidated Fees and Charges By-law 60-2024, to come into effect January 1, 2025.

10.4 Recreation Facilities Supervisor Brady Ropp

10.4.1 REC-2024-15, April Ice Operations

Recommended Motion:

That the Council of the Township of Howick approves the Howick Recreation Department to operate ice operations during the month of April 2025 at the Howick Community Centre.

10.4.2 REC-2024-16, Howick Bloomers' Request

Recommended Motion:

That the Council of the Township of Howick direct Recreation staff to research and source out grant opportunities for hiring a summer student to maintain the gardens at the Howick Community Centre;

And That accounts be established under the Recreation department to accept donations towards and track expenses associated with garden maintenance and other beautification purposes.

10.5 Treasurer Amy Van Meeteren

10.6 Clerk-Administrator Caitlin Gillis

10.6.1 ADM-2024-22, 2025 Joint Annual Accessibility Plan Update and 2024-2029 Joint Multi-Year Accessibility Plan

Recommended Motion:

That the Council of the Township of Howick receives report ADM-2024-22 titled "2025 Joint Annual Accessibility Plan Update and 2024-2029 Joint Multi-Year Accessibility Plan";

And That Council adopt the 2025 Joint Annual Accessibility Plan and 2024-2029 Joint Multi-Year Accessibility Plan Updates as required by the Accessibility for Ontarians with Disabilities Act (AODA), 2005.

11. Committee and Board Reports

Recommended Motion:

That the Council of the Township of Howick approve the following Board or Committee minutes:

1.1 Wroxeter Hall Board Meeting – November 7, 2024

12. Correspondence

12.1 Solicitor General re. Proposed Opp Billing Changes

12.2 Ministry of Municipal Affairs and Housing Letter re. Additional Residential Units

12.3 Ministry of Municipal Affairs and Housing Letter re. Municipal Accountability Act

12.4 Huron County Media Release November 27, 2024 re. Jamie Heffer appointed Warden of Huron County for 2025-2026 term

12.5 Ministry of Natural Resources re. Decision on Discussion Paper: Regulating Commercial-Scale Geologic Carbon Storage Projects in

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, alternative formats of this publication available upon request

Ontario

- 12.6 **Emergency Management Ontario** re. Proposed Amendments to Modernize the Emergency Management and Civil Protection Act
- 12.7 **Maitland Valley Conservation Membership Minutes – October 16, 2024**
- 12.8 **Saugeen Valley Conservation Authority** re. 2025 Draft Budget for SVCA
- 12.9 **Saugeen Valley Conservation Authority Press Release, December 5, 2024 – Saugeen Conservation Invites Public Feedback on Updated Policies Manual**
- 12.10 **Avon Maitland District School Board – Board Meeting Highlights - November 26, 2024**
- 12.11 **Avon Maitland District School Board – Board Meeting Highlights – December 10, 2024**
- 12.12 **United Way Huron-Perth** re. Coldest Night of the Year Event – February 22, 2025

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 55-2024

Recommended Motion:

That Council of the Township of Howick give third and final reading to By-law 55-2024;

Being a by-law to provide for a drainage works cited as the Weber No. 7 Municipal Drain By-law.

16.2 By-law 63-2024

Recommended Motion:

That the Council of the Township of Howick give first, second, third and final reading to By-law 63-2024;

Being a by-law to appoint a Chief Administrative Officer and Clerk for the Corporation of the Township of Howick and to Define the General Authority, Duties, Roles and Responsibilities of the Chief Administrative Officer/Clerk.

16.3 By-law 64-2024

Being a By-law to amend By-law No. 40-2004, Procurement Policies and Procedures for the Corporation of the Township of Howick to allow joint, group and collaborative purchasing.

16.4 By-law 65-2024

Being a By-law to amend Schedule B of the Consolidated Fees and Charges By-law 60-2024, to amend the Waste Collection and Disposal Fee Schedule.

17. Confirming By-law

17.1 By-law 66-2024

That the Council of the Township of Howick give first, second, third and final reading to By-law -2024;

Being a By-law to Confirm the Proceedings of the Council meeting held on December 17, 2024.

18. Adjournment

Recommended Motion:

That the Council of the Township of Howick adjourn the December 17, 2024 Council meeting at __:__ a.m./p.m.



**Township of Howick Council Minutes
Tuesday, November 26, 2024, 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 November 26, 2024, 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:

4.1 November 5, 2024 Council Meeting Minutes

Carried.

5. Public Meetings/Hearings

5.1 Public Meeting – Zoning By-law Amendment Z03-2024 Robertson

Moved by: Councillor Hargrave

Seconded by: Councillor Grimes

That the Council of the Township of Howick hereby proceeds into a Public Meeting in order to consider Zoning By-law Amendment Z03-2024.

Carried.

PUBLIC MEETING – ZONING BY-LAW AMENDMENT

5.1.1 Call to Order

Reeve called this meeting to order at 9:02 a.m.

5.1.2 Declaration of Pecuniary Interest

None declared.

5.1.3 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 Howick Con 9 Pt Lot 5 RP 22R7229 Part 3.

5.1.4 Presentation from Huron County Planner Jenn Burns

This rezoning is a condition of the severances that were recently approved. Rezoning to VR-1 to allow for the building of single family residences. There will be two entrances on Harriston Road, one shared between two lots. A third entrance will be off of Gorrie Line.

5.1.5 Opportunity to Comment on Application by Applicant and/or Agent

No comments.

5.1.6 Opportunity to Comment by Members of the Public

No comments.

5.1.7 Opportunity for Questions/Comments from Council Members

5.1.8 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 this morning 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.

5.1.9 Recommendation of the Huron County Planner

Moved by: Councillor Rognvaldson
Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick hereby approves the Zoning By-law Amendment File #Z03-2024; as it applies to Con. 9, Pt. Lot 5, RP 22R7229 Part 3, Township of Howick in accordance with the draft by-law attached to this report;

Carried.

5.1.10 Close Public Meeting

Moved by: Deputy Reeve Gibson
Seconded by: Councillor Hargrave

That Council of the Township of Howick hereby closes the Public Meeting to consider Zoning By-law Amendment Z03-2024 and reconvenes its regular meeting of Council at 9:06 a.m.

Carried.

5.1.11 Consideration of Zoning By-law Amendment (By-law 59-2024) Z03-2024 Robertson

Moved by: Councillor Rognvaldson

Seconded by: Councillor Grimes

That leave be given to introduce By-law No. 59-2024, being a By-law to amend By-law No. 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 Con. 9, Pt. Lot 5 RP 22R7229 Part 3, Township of Howick; be introduced, read a first, second, third and final time and finally be passed this 26th day of November, 2024.

Carried.

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.

Public Works Manager Jamie McCarthy noted that twenty-five (25) sapling spruce trees were purchased to replace trees that had been damaged while mowing.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

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

7.1 FIN-2024-33, Accounts Payable

For Information Only.

Carried.

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/By-law Enforcement Officer Josh Kestner

10.3 Manager of Public Works Jamie McCarthy

10.4 Recreation Facilities Supervisor Brady Ropp

10.5 Treasurer Amy Van Meeteren

New rates and fees for 2025 have been reviewed with the 2024 cost of living adjustment of 2.76% applied for 2025. A few new fees have been listed to account for cost recovery of services provided. Landfill residential waste is moving to a minimum charge of \$10. Public Works will investigate a fee to accept non-tagged Freon appliances.

10.5.1 FIN-2024-34, Fees and Charges By-law Update

Moved by: Councillor Grimes

Seconded by: Councillor Rognavaldson

That the Council of the Township of Howick approves the attached Consolidated Fees and Charges By-law, including Schedules A to J, to come into effect January 1, 2025.

Carried.

10.6 Clerk-Administrator Caitlin Gillis

10.6.1 ADM-2024-20, Huron OPP Detachment Board – Remuneration By-law

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Hargrave

That the Council of the Township of Howick receives report ADM-2024-20 for information;

And That Council proceeds to adopt By-law 41-2024; being a by-law to provide for paying remuneration and expenses for Huron OPP Detachment Board Members while acting in their capacity on behalf of the Board.

Carried.

Council would like to see terms of reference for OPP Detachment Board and minutes.

11. Committee and Board Reports

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick approve the following Board or Committee minutes:

11.1 Wroxeter Hall Board Meeting – October 10, 2024

11.2 Belmore Community Centre Board Meeting – October 21, 2024

Carried.

Dinner and dance in Belmore November 30, 2024 for 2025 Homecoming. Tickets are \$75, same night as the Howick Minor Hockey Dinner and Dance.

12. Correspondence

12.1 Township of Papineau-Cameron – Resolution 2024-328

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick does hereby support the Resolution 2024-328 dated November 13, 2024 passed by the Township of Papineau-Cameron regarding the Ontario Building Code;

And That a copy of this Resolution be forwarded to the Hon. Doug Ford, Premier of Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing, Hon. Michael Parsa, Minister of Children, Community and Social Services, Hon. Victor Fedeli, Chair of Cabinet, Minister of Economic Development, Job Creation and Trade, Association Municipalities of Ontario, Ontario Building Officials Association,

Municipalities of Ontario.

Carried.

12.2 Township of Essa – Motion No. CR172-2024

Moved by: Councillor Grimes

Seconded by: Councillor Hargrave

That the Council of the Township of Howick does hereby support the Resolution CR172-2024 dated November 20, 2024 passed by the Township of Essa regarding Fair Share of Provincial and Federal Government Financial Support;

And That a copy of this Resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

Carried.

12.3 MVCA Conservation Areas Strategy – November 11, 2024

12.4 Letter from Maitland Valley Conservation Authority – November 14, 2024

Could trees be planted on the berm? Complaints have been received from the public to the Township. The Township will continue to mow the North Side of the River and alongside the Gorrie Walking Trail for public use. Planning for native species and strategically planting instead of letting it go wild. Deputy Reeve Gibson is to draft a letter with suggestions.

12.5 County of Huron Media Release – November 20, 2024

\$1 million donated from Bruce Power for the Gibbons Street Affordable Housing.

12.6 MECP Land Policy – November 20, 2024

13. Unfinished Business

14. Council Reports

14.1 Council Member Reports

Reeve's Verbal Update from County Council

Incident took place in North Huron, a resident opposed safe disposal site for needles. Told the Librarian that he was going to shoot the box off the wall. Individual was arrested and the library and municipal office were closed for the afternoon. Public Health had recommended installing the safe needle disposal site.

The Huron County Procedural By-law is being updated.

14.2 Requests by Members

Complaint received about garbage at Wroxeter Park. Garbage all over the park. Wroxeter Ball Park volunteer board may be closing. 4-5 garbage cans are located within the park. Manager of Recreation Brady Ropp attended and emptied the garbages and cleaned up the garbage around the park.

14.3 Notice of Motions

14.4 Announcements

Christmas Party is this Saturday, November 30th starting at 6pm.

15. Other Business

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

16.1 By-law 60-2024

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That Council of the Township of Howick give first, second, third and final reading to By-law 60-2024;

Being a by-law to establish fees and charges to be collected by the Township of Howick to come into effect January 1, 2025, and to repeal by-laws 69-2023, 4-2024, 8-2024, and 43-2024.

Carried.

16.2 By-law 61-2024

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick give first, second, third and final reading to By-law 61-2024;

Being a by-law to provide for paying remuneration and expenses for Huron OPP Detachment Board Members while acting in their capacity on behalf of

Carried.

17. Confirming By-law

17.1 By-law 62-2024

Moved by: Councillor Rognvaldson
Seconded by: Councillor Grimes

That the Council of the Township of Howick give first, second, third and final reading to By-law 62-2024;

Being a By-law to Confirm the Proceedings of the Council meeting held on November 26, 2024.

Carried.

18. Adjournment

Moved by: Councillor Hargrave

Seconded by: Councillor Grimes

That the Council of the Township of Howick adjourn the November 26, 2024 Council meeting at 10:00 a.m.

Carried.

Reeve, Doug Harding

Clerk-Administrator, Caitlin Gillis

Township of Howick

Department: Finance

To: Council Meeting

Meeting Date: December 17, 2024

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 November 21 to December 10, 2024 in the amount of \$1,206,749.39.

3. Attachments:

Appendix A: Accounts Payable November 21 to December 10, 2024

Respectfully submitted by: Amy Van Meeteren, Treasurer

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001003	AERATION PLUS	9727	NOV 1/24 GRASS CUTTING	023960	2024-12-09	2024-12-09	793.82
			01-7100-0000-50552 NOV 1/24 GRASS CUTTING				110.74
			01-5500-0000-50552 NOV 1/24 GRASS CUTTING				105.09
			01-7100-0000-50552 NOV 1/24 GRASS CUTTING				70.06
			01-2300-2301-50552 NOV 1/24 GRASS CUTTING				101.70
			01-5500-0000-50552 NOV 1/24 GRASS CUTTING				82.49
			01-7100-0000-50552 NOV 1/24 GRASS CUTTING				70.06
			01-7100-7102-50552 NOV 1/24 GRASS CUTTING				73.45
			01-2100-2101-50552 NOV 1/24 GRASS CUTTING				52.55
			01-7100-0000-50552 NOV 1/24 GRASS CUTTING				18.08
			01-5500-0000-50552 NOV 1/24 GRASS CUTTING				58.76
			01-3900-3901-50556 NOV 1/24 GRASS CUTTING				50.84
001003	AERATION PLUS	9726	NOVEMBER MUNICIPAL OFFICE GRAS	023960	2024-12-09	2024-12-09	209.05
			01-1300-0000-50552 NOVEMBER MUNICIPAL OFFICE GRAS				209.05
Vendor Total							1,002.87
001051	AVON MAITLAND DISTRICT S	Dec 2024	DEC 2024	023961	2024-12-09	2024-12-09	200,381.31
			01-9500-0000-79500 DEC 2024				200,381.31
001971	BARRY WEIGEL DRAINAGE L137		45821 ORANGEHILL RD-22HR DOZER	023962	2024-12-09	2024-12-09	2,486.00
			01-3100-3105-50656 45821 ORANGEHILL RD-22HR DOZER				2,486.00
001053	BELL MOBILITY	527167077-NOV 2024	CELL PHONES-NOV 2024	001648	2024-12-10	2024-12-10	241.89
			01-3900-3901-50530 5192910879				25.93
			01-7100-7101-50530 5192917106				28.86
			01-2400-2401-50530 5192917732				25.17
			01-3900-3901-50530 5192921482				25.77
			01-2100-2101-50530 5193570847				18.65
			01-2100-2101-50530 5193575825				27.33
			01-3900-3901-50530 5193576834				23.79
			01-4300-0000-50530 5193576845				18.42
			01-3900-3901-50530 5193577394				23.93
			01-3900-3901-50530 5193577531				24.04
001145	BELMORE COMMUNITY CENT 47		FOL ICE RENTAL SPONSORSHIP	023927	2024-11-28	2024-11-28	200.00
			01-1100-0000-51500 FOL ICE RENTAL SPONSORSHIP				200.00
001145	BELMORE COMMUNITY CENT Dec 9/24		BELMORE CC DONATIONS	023963	2024-12-09	2024-12-09	1,525.00
			01-0000-0000-57100 DONATIONS-MEMORY OF N. MULVEY				425.00
			01-0000-0000-57100 DONATIONS-MEMORY OF D. ADAMS				300.00
			01-0000-0000-57100 DONATIONS				800.00
Vendor Total							1,725.00
001375	BEN BLACKMORE	Dec 9/24	GRASS CUTTING	023964	2024-12-09	2024-12-09	300.00
			01-9300-0000-50556 GRASS CUTTING				300.00
001375	BEN BLACKMORE	2024XMASLGHTS	GORRIE PARK CHRISTMAS LIGHTS	023964	2024-12-09	2024-12-09	676.15

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-9300-0000-50555		GORRIE PARK CHRISTMAS LIGHTS		676.15
001375 BEN BLACKMORE	2024VillageMGT	2024 VILLAGE MANAGEMENT	023964	2024-12-09	2024-12-09	400.00
		01-9300-0000-50556		2024 VILLAGE MANAGEMENT		400.00
001375 BEN BLACKMORE	2024WEEDSPRAY	2024 SIDEWALK WEED SPRAYING	023964	2024-12-09	2024-12-09	236.50
		01-9300-0000-50555		2024 SIDEWALK SPRAY		86.50
		01-9300-0000-50556		2024 SIDEWALK WEED SPRAYING		150.00
				Vendor Total		1,612.65
001251 BILL MILLER	2024 VILLAGE MGMT	2024 VILLAGE MANAGEMENT	023928	2024-11-28	2024-11-28	500.00
		01-9200-0000-50556		2024 VILLAGE MANAGEMENT		500.00
001251 BILL MILLER	340819	2024 FORDWICH CENOTAPH	023928	2024-11-28	2024-11-28	550.00
		01-7100-0000-50552		2024 FORDWICH CENOTAPH		550.00
001251 BILL MILLER	2024 CLOCK TOWER	GRASS CUTTING CLOCK TOWER	023928	2024-11-28	2024-11-28	550.00
		01-9200-0000-50552		GRASS CUTTING CLOCK TOWER		550.00
				Vendor Total		1,600.00
001148 BLYTH PRINTING INC	40431	FOL POSTERS	023929	2024-11-28	2024-11-28	61.02
		01-1100-0000-51500		FOL POSTERS		61.02
001393 CEDAR SIGNS	2024/5149	CUSTOM SIGNS-LANDFILL	023930	2024-11-28	2024-11-28	443.42
		01-4300-0000-50555		CUSTOM SIGNS-LANDFILL		443.42
001293 CENTRA DOOR NORTH COMP 10468		REINSTALL CABLES ON GARAGE DOO	023965	2024-12-09	2024-12-09	248.60
		01-3800-3850-50551		REINSTALL CABLES ON GARAGE DOO		248.60
001056 CIBC VISA	Nov 5/24-AMCTO	RENEWAL FEE-C. GILLIS	001649	2024-12-10	2024-12-10	523.19
		01-0000-0000-12118		RENEWAL FEE-C. GILLIS		523.19
001056 CIBC VISA	Nov 7/24-ROMA	ROMA CONF-M GIBSON	001649	2024-12-10	2024-12-10	824.90
		01-0000-0000-12118		ROMA CONF-M GIBSON		824.90
001056 CIBC VISA	Nov 12/24-Alpha	RINK BOARD-GIBSON MASONRY	001649	2024-12-10	2024-12-10	310.75
		01-7100-7101-50555		RINK BOARD-GIBSON MASONRY		310.75
001056 CIBC VISA	Nov 12/24-Adobe	ADOBE MONTHLY SUBSCRIPTION	001649	2024-12-10	2024-12-10	29.37
		01-1300-0000-50250		ADOBE MONTHLY SUBSCRIPTION		29.37
001056 CIBC VISA	Oct 25/24-IMS Allian	ACCOUNTABILITY SYSTEM-VESTS	001649	2024-12-10	2024-12-10	1,314.51
		01-2100-2101-90000		FIRE VESTS		1,314.51
001056 CIBC VISA	Nov 12/24-CDN Tire	TAPE/CONDUCTOR/RECIP ROCAL	001649	2024-12-10	2024-12-10	135.31
		01-2100-2102-50553		TAPE/CONDUCTOR/RECIPROCAL		135.31
001056 CIBC VISA	Nov 12/24-Cdn Tire2	BRACE/CONDUCTOR	001649	2024-12-10	2024-12-10	94.65
		01-2100-2104-50553		BRACE/CONDUCTOR		94.65
001056 CIBC VISA	NOv 22/24-Dollarama	CHRISTMAS DECOR-EQUIPMENT	001649	2024-12-10	2024-12-10	104.53
		01-3900-3901-50555		CHRISTMAS DECOR-EQUIPMENT		104.53

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001056 CIBC VISA	Nov 22/24-Dollarama2	CHRISTMAS DECOR-FIRE HALL	001649	2024-12-10	2024-12-10	26.56
		01-2100-2101-50553 CHRISTMAS DECOR-FIRE HALL				26.56
001056 CIBC VISA	Nov 22/24-Zehrs	WATER	001649	2024-12-10	2024-12-10	66.00
		01-2100-2101-50553 WATER				66.00
001056 CIBC VISA	Oct 28/24-Amazon	FOL SHREDDED PAPER	001649	2024-12-10	2024-12-10	36.49
		01-1100-0000-51500 FOL SHREDDED PAPER				36.49
001056 CIBC VISA	Nov 4/24-MTO	CVOR RENEWAL	001649	2024-12-10	2024-12-10	51.00
		01-3800-3813-50554 CVOR RENEWAL				25.50
		01-3800-3811-50554 CVOR RENEWAL				25.50
001056 CIBC VISA	Nov 18/24 Amazon	CASH DRAWER	001649	2024-12-10	2024-12-10	114.08
		01-7100-7101-50555 CASH DRAWER				114.08
001056 CIBC VISA	Oct 25/24-CANVA	CANVA SUBSCRIPTION-ANNUAL	001649	2024-12-10	2024-12-10	150.00
		01-2100-2101-50556 CANVA SUBSCRIPTION-ANNUAL				150.00
					Vendor Total	3,781.34
001382 CITATION CANADA	124716	2025 RENEWAL HR DOWNLOADS	023966	2024-12-09	2024-12-09	2,725.62
		01-0000-0000-12118 2025 RENEWAL HR DOWNLOADS				2,725.62
001110 CONTINUIT CORP.	65062858-7228	NETWORK SUPPORT	023931	2024-11-28	2024-11-28	768.34
		01-1300-0000-50250 NETWORK SUPPORT				768.34
001110 CONTINUIT CORP.	65062858-7260	M365 BUSINESS STANDARD	023967	2024-12-09	2024-12-09	492.54
		01-1300-0000-50250 M365 BUSINESS STANDARD				492.54
					Vendor Total	1,260.88
001009 COUNTY OF HURON	Dec 2024	DEC 2024	023968	2024-12-09	2024-12-09	669,655.74
		01-9100-0000-79100 DEC 2024				669,655.74
001050 DESSIE DEVLIN	2024 LIGHT STORAGE	STORAGE OF CHRISTMAS LIGHTS	023932	2024-11-28	2024-11-28	300.00
		01-3900-3970-50555 STORAGE OF CHRISTMAS LIGHTS				300.00
001969 DOUGLAS R ARMSTRONG TR.34154		16X8 OFFICE PORTABLE	023959	2024-12-06	2024-12-06	2,542.50
		01-4300-0000-50656 16X8 OFFICE PORTABLE				1,073.50
		01-0000-0000-12118 16X8 OFFICE PORTABLE				1,469.00
001076 E. COX SANITATION	229000	PEAKSERV TOWELS/TOILET TISSUE	023933	2024-11-28	2024-11-28	165.04
		01-1300-0000-50555 PEAKSERV TOWELS/TOILET TISSUE				165.04
001076 E. COX SANITATION	228999	PERKSERV TOWELS/CLR BAGS/MINI	023933	2024-11-28	2024-11-28	551.85
		01-7100-7101-50550 PERKSERV TOWELS/CLR BAGS/MINI				551.85
					Vendor Total	716.89
001764 EQUITABLE LIFE OF CANADA	Dec 2024	DECEMBER 2024 BENEFITS	001650	2024-12-10	2024-12-10	6,235.44
		01-1300-0000-50102 DECEMBER 2024 BENEFITS				2,464.39
		01-2400-2401-50102 DECEMBER 2024 BENEFITS				441.11

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-3900-3901-50102		DECEMBER 2024 BENEFITS		2,305.79
			01-7100-7101-50102		DECEMBER 2024 BENEFITS		638.82
			01-2100-2101-50102		DECEMBER 2024 BENEFITS		385.33
001834	FIRE MARSHAL'S PUBLIC FIRE 166484		2024 FPW IN A BOX 100	023934	2024-11-28	2024-11-28	322.05
			01-2100-2101-50250		2024 FPW IN A BOX 100		322.05
001834	FIRE MARSHAL'S PUBLIC FIRE 166481		FIRE PREVENTION WEEK KIT	023934	2024-11-28	2024-11-28	703.76
			01-2100-2101-50250		FIRE PREVENTION WEEK KIT		703.76
001444	FORDWICH PARKS BOARD	Nov 9/24	YUK YUK'S PROFIT SHARE	023969	2024-12-09	2024-12-09	937.76
			01-7100-7101-57100		YUK YUK'S PROFIT SHARE		937.76
001109	FORDWICH TIRE LTD	REP011679	TIRE REPAIR	023935	2024-11-28	2024-11-28	50.85
			01-3800-3814-50554		TIRE REPAIR		50.85
001781	FOSTER'S PLUMBING & HEAT 664		24V 2 POL CONTRACTOR 1 INGITIO	023936	2024-11-28	2024-11-28	1,434.35
			01-7100-7101-50556		24V 2 POL CONTRACTOR 1 INGITIO		1,434.35
001597	FOXTON FUELS LIMITED	607857	CLEAR DIESEL 778.7 @ 1.12	001651	2024-12-10	2024-12-10	1,173.73
			01-3900-3901-50559		CLEAR DIESEL 778.7 @ 1.12		1,173.73
001597	FOXTON FUELS LIMITED	607858	DYED DIESEL 2234.2 @ 1.03	001651	2024-12-10	2024-12-10	3,140.42
			01-3900-3901-50559		DYED DIESEL 2234.2 @ 1.03		3,140.42
					Vendor Total		4,314.15
001259	GEI CONSULTANTS	730004876	BOWMAN SUBDIVISION	023970	2024-12-09	2024-12-09	1,411.09
			01-8100-0000-12810		BOWMAN SUBDIVISION		1,411.09
001259	GEI CONSULTANTS	730004875	PITMAN DEVELOPMENT REVIEW	023970	2024-12-09	2024-12-09	370.00
			01-8100-0000-12810		PITMAN DEVELOPMENT REVIEW		370.00
					Vendor Total		1,781.09
001155	GORRIE PARKS BOARD	2024DONATION	2024 BALL PARK DONATION	023971	2024-12-09	2024-12-09	1,000.00
			01-9300-0000-50555		2024 BALL PARK DONATION		1,000.00
001371	HARKES INDUSTRIES INC	550446	1/8X40.5X90.5 LEXAN ADVERTIS.	023937	2024-11-28	2024-11-28	152.55
			01-7100-7101-50555		1/8X40.5X90.5 LEXAN ADVERTIS.		152.55
001646	HEINMILLER REPAIRS LTD	9680	ANNUAL SAFETY INSPECTION	023938	2024-11-28	2024-11-28	1,589.90
			01-2100-2104-50554		ANNUAL SAFETY INSPECTION		1,589.90
001646	HEINMILLER REPAIRS LTD	9682	ANNUAL SAFETY INSPEC. & OIL	023938	2024-11-28	2024-11-28	2,233.84
			01-2100-2106-50554		ANNUAL SAFETY INSPEC. & OIL		2,233.84
001646	HEINMILLER REPAIRS LTD	9683	ANNUAL SAFETY INSP & OIL	023938	2024-11-28	2024-11-28	1,557.13
			01-2100-2103-50554		ANNUAL SAFETY INSP & OIL		1,557.13

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001646	HEINMILLER REPAIRS LTD	9728	HOSE	023938	2024-11-28	2024-11-28	285.92
			01-3800-3850-50550 HOSE				285.92
001646	HEINMILLER REPAIRS LTD	9713	ANNUAL SAFETY INSP & OIL	023938	2024-11-28	2024-11-28	6,467.92
			01-3800-3813-50554 ANNUAL SAFETY INSP & OIL				6,467.92
Vendor Total							12,134.71
001380	HOWICK MINOR HOCKEY	Nov 30/24	2024 CHRISTMAS DINNER & DANCE	023972	2024-12-09	2024-12-09	2,400.00
			01-1100-0000-51500 2024 CHRISTMAS DINNER & DANCE				2,400.00
001785	HOWICK OPTIMIST CLUB	NOV 23/24	FOL PROFIT SHARE WING NIGHT	023973	2024-12-09	2024-12-09	887.90
			01-7100-7101-57100 FOL PROFIT SHARE WING NIGHT				887.90
001052	HURON-PERTH COUNTY ROM	Dec 2024	DEC 2024	023974	2024-12-09	2024-12-09	13,731.39
			01-9600-0000-79600 DEC 2024				13,731.39
001575	HV POWER	3902-Wrox Vill	DAM REMOVAL	023975	2024-12-09	2024-12-09	474.60
			01-9400-0000-50558 DAM REMOVAL				474.60
001575	HV POWER	3923	REMEMBRANCE/XMAS LIGHTS	023975	2024-12-09	2024-12-09	1,046.15
			01-8100-0000-50557 REMEMBRANCE/XMAS LIGHTS				1,046.15
001575	HV POWER	3921	REMOVE BANNERS/PUT UP REMEMBRA	023975	2024-12-09	2024-12-09	1,017.00
			01-8100-0000-50557 REMOVE BANNERS/PUT UP REMEMBRA				1,017.00
001575	HV POWER	3908	REMOVE NETTING FORDWICH BALL P	023975	2024-12-09	2024-12-09	339.00
			01-3900-3970-50555 REMOVE NETTING FORDWICH BALL P				339.00
001575	HV POWER	3927-Wrox Vill	STREETLIGHT REPAIRS	023975	2024-12-09	2024-12-09	2,717.85
			01-9400-0000-50551 STREETLIGHT REPAIRS				2,717.85
001575	HV POWER	3926-Wrox Vill	CHRISTMAS LIGHTS INSTALLATION	023975	2024-12-09	2024-12-09	710.32
			01-9400-0000-50556 CHRISTMAS LIGHTS INSTALLATION				710.32
Vendor Total							6,304.92
001298	HYDRO ONE NETWORKS INC	Oct 2024	OCT 2024 HYDRO	001652	2024-12-10	2024-12-10	17,422.51
			01-9400-0000-50500 OCT 2024 HYDRO				54.06
			01-1300-0000-50500 OCT 2024 HYDRO				341.74
			01-3900-3901-50500 OCT 2024 HYDRO				318.89
			01-9400-0000-50500 OCT 2024 HYDRO				36.70
			01-7100-7102-50500 OCT 2024 HYDRO				78.22
			01-2100-2101-50500 OCT 2024 HYDRO				349.63
			01-7100-7101-50500 OCT 2024 HYDRO				13,764.53
			01-9300-0000-50500 OCT 2024 HYDRO				35.55
			01-9400-0000-50500 OCT 2024 HYDRO				185.19
			01-9400-0000-50500 OCT 2024 HYDRO				694.67
			01-9300-0000-50500 OCT 2024 HYDRO				766.33
			01-9000-0000-50500 OCT 2024 HYDRO				58.03
			01-8900-0000-50500 OCT 2024 HYDRO				16.82
			01-9200-0000-50500 OCT 2024 HYDRO				636.06

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-9400-0000-50500		OCT 2024 HYDRO		46.98
			01-9400-0000-50500		OCT 2024 HYDRO		9.39
			01-9300-0000-50500		OCT 2024 HYDRO		7.79
			01-9200-0000-50500		OCT 2024 HYDRO		12.54
			01-9400-0000-50500		OCT 2024 HYDRO		9.39
001060	IDEAL SUPPLY COMPANY LTC 815442		ANTI-SLIP SNOW SHOES	001644	2024-11-29	2024-11-29	40.14
			01-7100-7101-50555		ANTI-SLIP SNOW SHOES		40.14
001060	IDEAL SUPPLY COMPANY LTC 794460		MINI FUSE	001653	2024-12-10	2024-12-10	10.77
			01-2100-2101-50553		MINI FUSE		10.77
001060	IDEAL SUPPLY COMPANY LTC 772649		WIRE/FUSE/RING/CONNE	001653	2024-12-10	2024-12-10	243.57
			01-2100-2101-50554		WIRE/FUSE/RING/CONNECTOR		243.57
					Vendor Total		294.48
001282	JACK RUTTAN	2024 VILLAGE MGMT	2024 VILLAGE MANAGEMENT	023939	2024-11-28	2024-11-28	500.00
			01-9200-0000-50556		2024 VILLAGE MANAGEMENT		500.00
001243	KEVIN DOIG	2024 STIPEND	2024 VILLAGE MANAGEMENT	023940	2024-11-28	2024-11-28	1,000.00
			01-9400-0000-50556		2024 VILLAGE MANAGEMENT		1,000.00
001845	KJA ELECTRIC	24-42	RTU & DEHUM. SERVICE CALL	023941	2024-11-28	2024-11-28	226.00
			01-7100-7101-50556		RTU & DEHUM. SERVICE CALL		226.00
001845	KJA ELECTRIC	24-38	REPAIR COUNTIN POWER FEED	023941	2024-11-28	2024-11-28	544.54
			01-9400-0000-50558		REPAIR COUNTIN POWER FEED		544.54
					Vendor Total		770.54
001645	KORE MECHANICAL INC.	3787	INSTALL NEW MOTOR & FUSES	023976	2024-12-09	2024-12-09	7,571.37
			01-7100-7101-50556		INSTALL NEW MOTOR & FUSES		7,571.37
001933	KYLE QUIPP	2024 STIPEND	2024 VILLAGE MANAGEMENT	023942	2024-11-28	2024-11-28	1,000.00
			01-9400-0000-50556		2024 VILLAGE MANAGEMENT		1,000.00
001050	MEYER'S TRANSMISSION SER 20213		TRANSM. FILTER/OIL/COMP. SCAN	023943	2024-11-28	2024-11-28	580.66
			01-3800-3812-50554		TRANSM. FILTER/OIL/COMP. SCAN		580.66
001391	MICROAGE BASICS	37588	1436 BLACK/1171 COLOUR COPIES	023977	2024-12-09	2024-12-09	99.36
			01-1300-0000-50200		1436 BLACK/1171 COLOUR COPIES		99.36
001185	MIDWESTERN EQUIPMENT (L 17918A)		REPAIR ROADSIDE MOWER	001645	2024-11-29	2024-11-29	4,705.21
			01-3800-3835-50554		REPAIR ROADSIDE MOWER		4,705.21
001185	MIDWESTERN EQUIPMENT (L 705)		BX2380 KUBOTA TRACTOR & ATTACH	001645	2024-11-29	2024-11-29	38,081.00
			01-9200-0000-90000		BX2380 KUBOTA TRACTOR & ATTACH		38,081.00

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001185	MIDWESTERN EQUIPMENT (L 59140		FAN SHEARS X 20	001654	2024-12-10	2024-12-10	69.95
			01-3800-3825-50553 FAN SHEARS X 20				69.95
001307	MIDWESTERN NEWSPAPER C 23126		FOL ADVERTISING 2024	023978	2024-12-09	2024-12-09	192.10
			01-1100-0000-51500 FOL ADVERTISING 2024				192.10
001142	MINISTER OF FINANCE-EHT Nov 2024 EHT		NOVEMBER 2024 EHT	001655	2024-12-10	2024-12-10	2,127.34
			01-0000-0000-25110 NOVEMBER 2024 EHT				2,127.34
001366	NEIL STURGEON 34		2024 GRASS CUTTING-SOTHERN CEM	023944	2024-11-28	2024-11-28	565.00
			01-5500-0000-50552 2024 GRASS CUTTING-SOTHERN CEM				565.00
001507	NEW-LIFT HYDRAULICS LIMIT 94486		T08 HYDRAULICS	023945	2024-11-28	2024-11-28	210.49
			01-3800-3813-50553 T08 HYDRAULICS				210.49
001081	ONTARIO MUNICIPAL EMPLO` Nov 2024		NOV 2024	023979	2024-12-09	2024-12-09	18,964.00
			01-0000-0000-25110 NOV 2024				18,964.00
001434	PETER BARANOWSKI 2024 STIPEND		2024 VILLAGE MANAGEMENT	023946	2024-11-28	2024-11-28	1,000.00
			01-9400-0000-50556 2024 VILLAGE MANAGEMENT				1,000.00
001196	PETER KING 2024 VILLAGE MGMT		2024 VILLAGE MANAGEMENT	023947	2024-11-28	2024-11-28	500.00
			01-9200-0000-50556 2024 VILLAGE MANAGEMENT				500.00
001932	PRECISION MOBILE SANDBLA 1378		GRADER HOOD & PANEL SANDBLAST	023948	2024-11-28	2024-11-28	452.00
			01-3800-3818-50554 GRADER HOOD & PANEL SANDBLAST				452.00
001932	PRECISION MOBILE SANDBLA 1379		GRADER WING & HARNESS SANDBLAS	023948	2024-11-28	2024-11-28	2,994.50
			01-3800-3824-50554 GRADER WING & HARNESS SANDBLAS				2,994.50
Vendor Total							3,446.50
001613	PSD CITYWIDE INC 22575		PROPOSED LEVELS OF SERVICE	023949	2024-11-28	2024-11-28	7,533.34
			01-3900-0000-90000 PROPOSED LEVELS OF SERVICE				7,533.34
001020	PUROLATOR COURIER LTD. 540081745		COURIER	023950	2024-11-28	2024-11-28	41.00
			01-2100-2101-50554 COURIER				29.62
			01-1300-0000-50210 COURIER				5.48
			01-3300-3301-50656 COURIER				5.90
001020	PUROLATOR COURIER LTD. 540086374		COURIER SERVICES	023950	2024-11-28	2024-11-28	25.49
			01-4200-0000-50556 COURIER SERVICES				7.47
			01-2100-2101-50554 COURIER SERVICES				18.02
Vendor Total							66.49
001954	R&R PET PARADISE 1024		MONTHLY SERVICE FEE	023951	2024-11-28	2024-11-28	1,017.00
			01-2400-2402-50556 MONTHLY SERVICE FEE				1,017.00

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001594	RADAR AUTO PARTS - BRUSSE	5341-446892	24V RELAY	023980	2024-12-09	2024-12-09	325.27
			01-3800-3824-50553 24V RELAY				325.27
001594	RADAR AUTO PARTS - BRUSSE	5341-448990	2"X30' RED REFLECTIVE TAPE	023980	2024-12-09	2024-12-09	166.46
			01-3800-3850-50550 2"X30' RED REFLECTIVE TAPE				166.46
Vendor Total							491.73
001064	RECEIVER GENERAL FOR CA	NOV 1-15 2024	PP#23 NOV 1-15 2024	001646	2024-11-29	2024-11-29	11,378.66
			01-0000-0000-25100 PP#23 NOV 1-15 2024				11,378.66
001064	RECEIVER GENERAL FOR CA	NOV 16-30/24	PP#24 NOV 16-30/2024	001656	2024-12-10	2024-12-10	11,645.27
			01-0000-0000-25100 PP#24 NOV 16-30/2024				11,645.27
001381	REUBEN THERIAULT	2024VillageMgt	2024 VILLAGE MANAGEMENT	023981	2024-12-09	2024-12-09	400.00
			01-9300-0000-50556 2024 VILLAGE MANAGEMENT				400.00
001195	RINTOUL'S POOLS & SPAS	115464	ROPE BOUY 5X9 & 3/4" SFTY ROPE	023952	2024-11-28	2024-11-28	71.74
			01-7100-7102-50555 ROPE BOUY 5X9 & 3/4" SFTY ROPE				71.74
001195	RINTOUL'S POOLS & SPAS	115774	KLEAN SURFACE 4L	023952	2024-11-28	2024-11-28	343.34
			01-7100-7102-50557 KLEAN SURFACE 4L				343.34
Vendor Total							415.08
001743	SHRED ALL LTD	17488	SHREDDING 21 BANKER BOX	023982	2024-12-09	2024-12-09	536.75
			01-1300-0000-50556 SHREDDING 21 BANKER BOX				536.75
001468	SPARLINGS PROPANE	88250113963964	PROPANE 651.9 @ 0.50220	001657	2024-12-10	2024-12-10	461.14
			01-3900-3901-50510 PROPANE 651.9 @ 0.50220				461.14
001468	SPARLINGS PROPANE	88250113963965	PROPANE 351.2 @ 0.50220	001657	2024-12-10	2024-12-10	248.43
			01-1300-0000-50510 PROPANE 351.2 @ 0.50220				248.43
Vendor Total							709.57
001681	TOROMONT CAT	WO600850256	ADJUST STICK	023953	2024-11-28	2024-11-28	371.21
			01-3800-3818-50554 ADJUST STICK				371.21
001681	TOROMONT CAT	WO600850212	REPAIR HEADLIGHT	023953	2024-11-28	2024-11-28	736.20
			01-3800-3818-50554 REPAIR HEADLIGHT				736.20
001681	TOROMONT CAT	WO70876224	REPAIR TANDEM DRIVE	023953	2024-11-28	2024-11-28	34,202.39
			01-3800-3824-50554 REPAIR TANDEM DRIVE				34,202.39
001681	TOROMONT CAT	WO600850472	PERFORM PM 3 SERVICE	023953	2024-11-28	2024-11-28	4,338.34
			01-3800-3825-50554 PERFORM PM 3 SERVICE				4,338.34
Vendor Total							39,648.14
001857	TOTALLY ONE COMMUNICATI	50030	APPLE IPHONE 15 -PW MANAGER	023954	2024-11-28	2024-11-28	530.51
			01-3900-3901-50530 APPLE IPHONE 15 -PW MANAGER				530.51

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001812	TREVOR TOUT CUSTOM DOZI	3225	SKIDSTEER/AGGREGATE S/TRUCKING	023955	2024-11-28	2024-11-28	7,317.65
			01-4300-0000-50656 SKIDSTEER/AGGREGATES/TRUCKING				7,317.65
001050	W.C. SMITH WHOLESALE DIS`	169084	FOL FIREWORKS	023956	2024-11-28	2024-11-28	2,367.40
			01-1100-0000-51500 FOL FIREWORKS				2,367.40
001420	WASTE MANAGEMENT	696974-0256-3	CURBSIDE COLLECTION	001658	2024-12-10	2024-12-10	17,446.11
			01-7100-7101-50556 CURBSIDE COLLECTION				194.17
			01-4400-0000-50656 CURBSIDE COLLECTION				1,102.99
			01-4400-0000-50656 CURBSIDE COLLECTION				5,436.61
			01-4300-0000-50656 CURBSIDE COLLECTION				5,476.77
			01-4300-0000-50656 CURBSIDE COLLECTION				5,235.57
001070	WATSON'S BUILDING CENTRE	HH9811	HEATER BRACKET LAG BOLTS	001647	2024-11-29	2024-11-29	9.73
			01-9200-0000-50555 HEATER BRACKET LAG BOLTS				9.73
001070	WATSON'S BUILDING CENTRE	135535	CANADIAN FLAG X2	001659	2024-12-10	2024-12-10	90.38
			01-2100-2101-50553 CANADIAN FLAG X2				90.38
001070	WATSON'S BUILDING CENTRE	135724	BULK BOLTS AND NUTS	001659	2024-12-10	2024-12-10	1.85
			01-2100-2101-50553 BULK BOLTS AND NUTS				1.85
001070	WATSON'S BUILDING CENTRE	135902	3/8 TRMS RNG/1/4 TRMS INS RNG	001659	2024-12-10	2024-12-10	4.95
			01-2100-2101-50553 3/8 TRMS RNG/1/4 TRMS INS RNG				4.95
001070	WATSON'S BUILDING CENTRE	136049	ANTIFREEZE WINDSHIELD WASHER	001659	2024-12-10	2024-12-10	18.03
			01-2100-2101-50553 ANTIFREEZE WINDSHIELD WASHER				18.03
001070	WATSON'S BUILDING CENTRE	136432	RECEPTACLE/LED LAMP	001659	2024-12-10	2024-12-10	58.74
			01-7100-7101-50555 RECEPTACLE/LED LAMP				58.74
001070	WATSON'S BUILDING CENTRE	136555	PACKING TAPE/BATTERIES AAA AA	001659	2024-12-10	2024-12-10	50.82
			01-7100-7101-50555 PACKING TAPE/BATTERIES AAA AA				50.82
001070	WATSON'S BUILDING CENTRE	136556	PAPER TOWELS	001659	2024-12-10	2024-12-10	25.98
			01-1300-0000-50555 PAPER TOWELS				25.98
001070	WATSON'S BUILDING CENTRE	137008	EXTENSION CORDS	001659	2024-12-10	2024-12-10	30.59
			01-2100-2101-50553 EXTENSION CORDS				30.59
001070	WATSON'S BUILDING CENTRE	HJ1645	WIRE FOR GRADER	001659	2024-12-10	2024-12-10	57.29
			01-3800-3818-50553 WIRE FOR GRADER				57.29
001070	WATSON'S BUILDING CENTRE	211511	MOUSE TRAPS X3/ CORN BROOM	001659	2024-12-10	2024-12-10	27.64
			01-3800-3850-50550 MOUSE TRAPS X3/ CORN BROOM				27.64
001070	WATSON'S BUILDING CENTRE	HJ1599	KEY CUTTING X 5	001659	2024-12-10	2024-12-10	16.89
			01-7100-7101-50555 KEY CUTTING X 5				16.89
001070	WATSON'S BUILDING CENTRE	136910	OUTLET/DRILL SET/SCREWS	001659	2024-12-10	2024-12-10	60.38
			01-7100-7101-50555 OUTLET/DRILL SET/SCREWS				60.38
001070	WATSON'S BUILDING CENTRE	136899	DOORSWP/FOAM POLY TAPE	001659	2024-12-10	2024-12-10	55.31
			01-7100-7101-50555 DOORSWP/FOAM POLY TAPE				55.31
001070	WATSON'S BUILDING CENTRE	KB5207-Ford Vill	8' 2X4 PREMIUM SPF	001659	2024-12-10	2024-12-10	18.94

Accounts Payable

Bills and Accounts Nov 21-Dec 10 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-11-21 to 2024-12-10 Paid Invoices Cheque Date 2024-11-21 to 2024-12-10

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-9200-0000-90000	8' 2X4 PREMIUM SPF			18.94
001070 WATSON'S BUILDING CENTRE	KB5215-Ford Vill	CORD	001659	2024-12-10	2024-12-10	33.89
		01-9200-0000-90000	CORD			33.89
001070 WATSON'S BUILDING CENTRE	HJ1520-Ford Vill	CABLE TIES	001659	2024-12-10	2024-12-10	18.96
		01-9200-0000-90000	CABLE TIES			18.96
001070 WATSON'S BUILDING CENTRE	KB5338-Ford Vill	SNOW PUSHER/CORN BROOM	001659	2024-12-10	2024-12-10	56.48
		01-9200-0000-50555	SNOW PUSHER/CORN BROOM			56.48
001070 WATSON'S BUILDING CENTRE	HJ1955-Ford Vill	WIRE/UTILITY BOX/RECEPTICLE	001659	2024-12-10	2024-12-10	56.07
		01-9200-0000-90000	WIRE/UTILITY BOX/RECEPTICLE			56.07
001070 WATSON'S BUILDING CENTRE	211493-FOL	FOL BATTERIES/HOOKS	001659	2024-12-10	2024-12-10	62.12
		01-1100-0000-51500	FOL BATTERIES/HOOKS			62.12
Vendor Total						755.04
001442 WHITE'S WEARPARTS LTD	145152	SERRATED FLAT CARBIDE GRADER	023957	2024-11-28	2024-11-28	3,842.00
		01-3600-3603-50555	SERRATED FLAT CARBIDE GRADER			3,842.00
001291 WILLIAMS DRAINAGE INC	CERT#3-1948 HBR	GREENLEY MD HOLDBACK RELEASE	023958	2024-11-28	2024-11-28	10,758.12
		01-0000-0000-23200	GREENLEY MD HOLDBACK RELEASE			10,758.12
001072 WORKPLACE SAFETY & INSU	Nov 2024	NOV WSIB NOV 2024	001660	2024-12-10	2024-12-10	3,709.38
		01-0000-0000-25110	NOV WSIB NOV 2024			3,709.38
001072 WORKPLACE SAFETY & INSU	NOV 2024 VFF	NOV 2024 WSIB-VFF	001660	2024-12-10	2024-12-10	721.05
		01-2100-2101-50102	NOV 2024 WSIB-VFF			721.05
001163 WROXETER HALL BOARD	Dec 9/24	DONATIONS	023983	2024-12-09	2024-12-09	217.50
		01-0000-0000-57100	DONATIONS-R.WAITO/SCHAEFER			217.50
Unpaid Invoices						0.00
Paid Invoices						1,163,783.95
Invoices Total						1,163,783.95
Selected G/L Account Total						1,163,783.95

Payroll PP#25 37,444.93

Payroll PP#25 Council 5,520.51

Payroll Expenditures 42,965.44

Grand Total Expenditures 1,206,749.39

Township of Howick**Department: Fire**

To: Council Meeting
Meeting Date: December 17, 2024
Report Title: Department Update

1. Recommendation:

For Information only.

2. Purpose/Issues:

To provide Council with an overview of the Fire Department's activities for the month of November 2024.

3. Report Highlights:

Call for Service: The Howick Township Fire Department responded to 3 calls for service in November 2024. These included 1 structure fire, 1 mutual aid request for North Huron – Wingham Station, and 1 medical assist. No incidents were reported as a result of any calls to service, and reports have been filed. The year-to-date total for calls to service as of November 30th is 49.

Operations: Unit 2-7 has been repaired by Marks Brothers Auto Body following an incident. Emergency equipment was acquired this year off a retired EMS vehicle at a heavily discounted rate from new and was installed on 2-7 while out of service. This equipment is a major upgrade from the original equipment and will last long after retirement of the truck.

The new accountability system (capital item for 2024) was purchased and will be placed in service in the new year. This system is a major upgrade to the Fire Department's scene accountability process and will bring the department in line with neighbouring departments. Training will be completed with staff on this new system before placing it in service.

Staff have begun taking inventory of all Fire Department assets by labeling them, assigning them serial numbers and documenting them in detail on a master spreadsheet. This will assist in the tracking of assets and replacement of smaller items

that do not qualify for the capital replacement schedule. This will also aid in preventing lost equipment while working with other departments as the equipment will be clearly identified as belonging to Howick.

Public Education: Staff attended Howick Central Public School on November 1st and presented to two kindergarten classes of approximately 50 children. The theme of the presentation was “The Basics of Fire Safety” and it was very well received. Staff hope to continue these presentations as part of future Fire Prevention Week activities.

Fire Extinguisher Training courses were held for staff at Boyd’s Farm Supply and the Fordwich Village Nursing Home, with approximately 40 total participants. The Fire Department is happy to have offered these courses to community businesses free of charge, as training equipment belongs to the Huron County Mutual Aid Association and is provided to the department at no cost.

Training: Firefighters trained on chimney fires for the month of November. Training focused on wood stove mechanics and safety, rooftop operations, and ladder work. As winter weather approaches, the Fire Department prepares for a seasonal increase in chimney related calls for service.

Emergency Management: Huron County CEMC Chad Kregar has left this position for a full-time position as Fire Chief for the Township of North Huron. Chad will cease acting as CEMC on January 1st, 2025. At this time, no announcement has been made by the County as to his replacement. Staff will be monitoring this situation and will bring recommendations to Council if necessary.

4. Attachments:

[Appendix A](#) – November 2024 Fire Call Summary

Respectfully submitted by: Josh Kestner, Fire Chief / By-Law Enforcement Officer



Howick Township Fire Department

Fire Chief :Josh Kestner

2005 Nelson St. N Gorrie ON NOG 1X0

PH : 519 335-3202 FAX : 519 335-3210

URL : www.howick.ca/living-here/fire-department

Date of Report

11 Dec 24 18:56

Incident Summary From Nov 1 24 to Nov 30 24

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Nov 9 24 24-046	22:08:32 2039 WILLIAM ST Alcohol or drug related	30	13		
Nov 10 24 24-047	04:10:45 369 JOSEPHINE ST, WINGHAM Assisting Other FD: Mutual Aid	475	11		
Nov 18 24 24-048	19:16:52 44285 HURON BRUCE RD Fire	191	19		
3 incidents for Howick		11 hrs 36 mins	43		
		11 hrs 36 mins	43		



Report to Council Building-2024-08

Title of Report: Wireless Telecommunication Tower Letter of Undertaking

From: Ed Podniewicz, Chief Building Official

Date: December 17,2024

Recommendation: That Council of the Township of Howick receive the Letter of Undertaking as required by the Township of Howick protocol to establish a new wireless telecommunication tower site at 9372 Gorrie Line, Howick.

Background: at the September 6th 2022 Council meeting, a Wireless Telecommunication Tower Protocol to Establish New Sites was adopted by the Township of Howick Council.

Staff Comments: The proponents "Xplore Inc." have satisfied the requirements of the established protocol noted above and have submitted a letter of undertaking to the satisfaction of the Township of Howick. Included with this report are the adopted Wireless Tower protocol, Public Consultation Summary and Request for Concurrence, a letter of concurrence notarized by the Township's Chief Building Official and a notarized letter of undertaking between Xplore Inc. and the Township of Howick.

Financial Impact: Compensation of \$3,000.00 being a fixed payment for township purposes as reimbursement for reviewing and processing a letter of undertaking has been received by the township.

Respectfully submitted: Ed Podniewicz, Chief Building Official

Wireless Telecommunication Tower

Protocol to Establish New Site

1. Site drawings submitted to the Chief Building Official for review. Drawings to include Plan of Survey of proposed site, subject property plan, proposed compound layout plan and site data.
2. If the proposed tower is within 400m of an existing residence, or a boundary of an area designated as Serviced Urban Area, Village, Hamlet, Mobile/Modular Home Park, or Infilling Areas as designated under the County of Huron Official Plan the applicant shall host a public meeting. Notice of the public meeting shall be given in a form and manner consistent with the practices of the Township. The applicant shall be responsible for all costs associated with the public meeting. The applicant shall comply with all other policies, by-laws, and applicable laws in regards to environmental sensitive areas, natural resources areas, tree preservation by-laws, etc.
3. Provide documentation justifying why co-existence with any other site is not feasible.
4. Prior to construction of tower, the applicant shall enter into a Letter of Undertaking to the satisfaction of the Township.



Ed Podniewicz CBCO
Chief Building Official
Township of Howick
44816 Harriston Road,
Gorrie, ON

October 31, 2024

Dear Ed,

On behalf of Xplore Inc. (Xplore), I would like to submit a request for a Statement of Concurrence for the proposed communication installation located at **9372 Gorrie Line, Howick (ON8425 Gorrie)**.

This document will provide a summary of the municipal and public consultation process.

MUNICIPAL & PUBLIC CONSULTATION SUMMARY:

PROTOCOL

We have confirmed that the Township of Howick does have a locally enacted land use protocol for towers, and we were therefore required to comply with the procedures as described within.

PUBLIC CONSULTATION

Under the Township's protocol and the CPC-2-0-03 document, we provided formal notice allowing 30 days for comments to any property owners within 135m from the property. The Township assisted with providing the contact/mailling addresses for the property PINs identified within the notification radius. Under CPC Section 4.2.4, synchronized notice was placed in the Wingham Advanced Times and What is Happening in Howick in accordance with the criteria established therein. A virtual meeting was planned for October 9, 2024 however there were no attendees.

PUBLIC RESPONSE

Under Section 4.2.2 of CPC 2-0-03, we are to respond to all reasonable and relevant concerns raised during the 30-day notification period of Section 4.2. What is considered reasonable or relevant (or not) is specifically defined under the CPC section entitled "Public Reply Comments". The 30-day notice period concluded October 30, 2024.

MUNICIPAL CONSULTATION

Consultation with the municipality included the following:

- Submission of a pre-consultation application for internal review
- Follow-up consultation by email
- Submission of a full application for review
- Discussion about the proposed property and installation
- Request for assistance with properties in the Public Notification Radius

- Request for the municipalities' choice of newspaper
- Submission of the final Public Consultation Package (for your records)
- Request to identify any other municipal requirements
- Request for Municipal Concurrence

OTHER MUNICIPAL CONSIDERTATIONS:

As we are regulated under federal policy, provincial legislation such as the Ontario Building Code Act and the Planning Act including zoning by-laws and site plan control do not apply to tower facilities. Based on the size of the equipment cabinet, this installation is not required to submit application for a building permit. Other local requirements completed include the approval of the conservation authority and an entrance permit.

CONCLUDING LAND USE AUTHORITY CONSULTATION

Under CPC Section 4.3 and the Township's protocol, we have satisfactorily met the consultation requirements. Xplore feels that the proposed site is well situated to provide and improve internet and data services in the targeted area. The proposed site has been situated and designed to have minimal impact on surrounding land uses.

At this time, we respectfully request the formal Statement of Concurrence by the Township of Howick. A copy of your concurrence will be sent to ISED Canada as they require this to confirm our compliance with the ISED Canada's default protocol CPC-2-0-03 Issue 6 (2022) "Radiocommunication and Broadcasting Antenna Systems" prior to moving forward with the installation of the proposed communication facility.

On behalf of Xplore, we look forward to providing better internet and data service to this area. We thank you for your attention to this request and should you have any questions or need further information, please do not hesitate to contact me at 587.894.0773 or by email at sduncan@forbesbrosLtd.ca.

Sincerely,

Sarah Duncan

Sarah Duncan
FB Connect
482 South Service Road East, Unit 130
Oakville, ON L6J 2X6

November 6, 2024

Sarah Duncan
FB Connect
482 South Service Road East, Unit 130
Oakville, ON
L6J 2x6

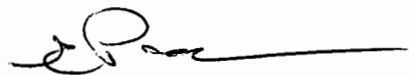
RE: Proposed Communication Tower
9372 Gorrie Line, Howick Township
Request for Concurrence

To whom it may concern:

Further to your request for concurrence regarding the above-mentioned proposed communication site, please accept this formal letter of concurrence. The Township of Howick is satisfied that the required municipal and public consultation process has been completed as per Innovation, Science and Economic Development Canada (formerly known as Industry Canada).

If you have any questions regarding the attached or require additional information, please do not hesitate to contact me at your convenience.

Sincerely,



Ed Podniewicz CBCO
Chief Building Official
Township of Howick
building@howick.ca
(519) 335-3208 ext.6



Project Name: ON8425 GORRIE

XCI Site Name	ON8425 GORRIE
Province	ON
Zone/Region/County	Township of Howick
VRE/Structure/Tower Owner	Xplore 45M SST
Latitude (Decimal only, NAD 83)	43.884494
Longitude (Decimal only, NAD 83)	-81.111996

Site Picture:



Site Information

Structure Type	Self Support Tower
Total Structure height	45M
Structure Address	89372 Gorrie Line, Howick, ON

Licensors Contact/Access Information

Licensors Name	WM. Bennett & Sons Farms Ltd.
Licensors address	44244 Harriston Road, RR1, Gorrie ON N0G 1X0
Phone #	Barb for lease/payment - 519-335-6137; Bob for building site - 519-357-5828
Fax #	NIL
Email	wmbennettandsonsfarmsltd@gmail.com

Title:

Property Details

GeoWarehouse Address:

89372 GORRIE LINE
GORRIE

PIN: 410200033

Land Registry Office: HURON (22)

Land Registry Status: Active

Registration Type: Certified (Land Titles)

Ownership Type: Freehold



Ownership

Owner Name:

WM. BENNETT & SONS FARMS LTD.

Legal Description

PT LT 6 CON 9 HOWICK AS IN R261015 SAVE AND EXCEPT PT 1, 22R6338: HOWICK

Lot Size

Area: 3104211.88 sq.ft (71.263 ac)

Perimeter: 7332.68 ft.

Measurements: 2328.51ft. x 1328.14ft. x 2343.95ft. x 1335.06ft.

Lot Measurement Accuracy : LOW

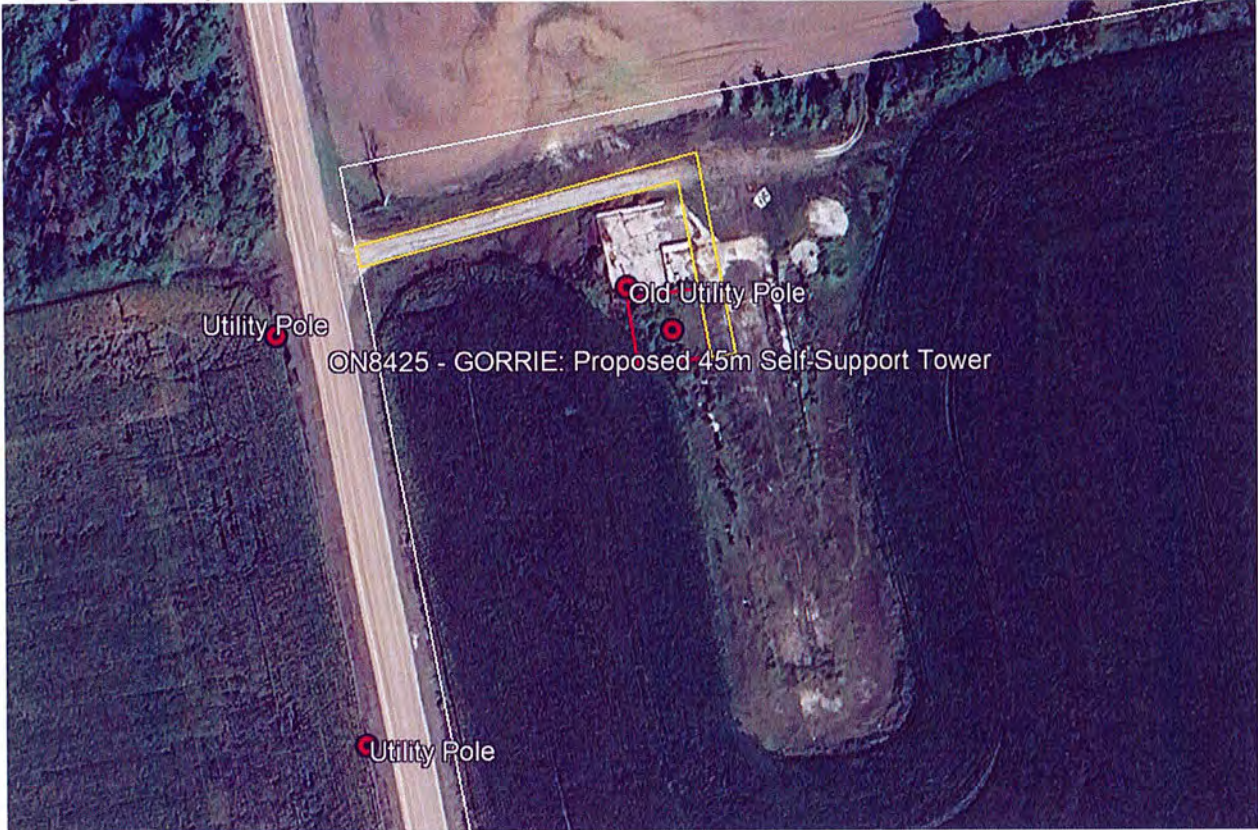
These lot boundaries may have been adjusted to fit within the overall parcel fabric and should only be considered to be estimates.



Site Layout:



Enlarged Site Layout:



Driveway/Access Road facing east on Gorrie Line:





FORBES BROS
 INFRASTRUCTURE | CONSTRUCTION
 482 South Service Road East, Suite 130
 Oakville, Ontario L6J 2X6
 www.forbesbrosLtd.ca

SITE SKETCH

THIS SITE SKETCH IS FOR INFORMATIONAL PURPOSES ONLY AND HAS NOT BEEN PREPARED FOR LEGAL, ENGINEERING OR SURVEYING PURPOSES

SITE: ON8425 - GORRIE
 Proposed 45m Lattice Tower
 Telecommunications within
 15m x 15m Site

Address: 89372 Gorrie Line
 Howick, Ontario.

PIN: 41020-0033(LT)

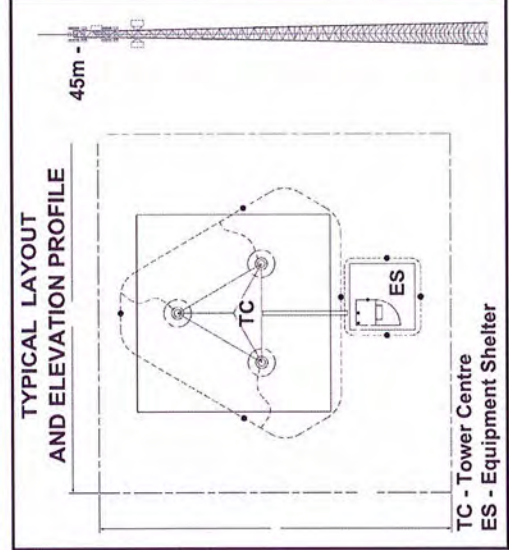
Property Description: PT LT 6 CON 9
HOWICK AS IN R261015 SAVE AND EXCEPT
PT 1, 2, 2R6338; HOWICK

TOWER CENTRE
 Latitude: 44.884494N
 Longitude: 81.111996W

- XPLORE SITE
 - XPLORE ACCESS
 - SUBJECT PROPERTY
 - - - PROPERTY BOUNDARIES
- ***XPLORE HYDRO CONNECTION TO BE DETERMINED IN CONSULTATION WITH LOCAL DISTRIBUTION COMPANY

Date: 11-Aug-24

Scale: NOT TO SCALE





ON8425 - GORRIE Proposed 45m Self-Support Tower

View Point

Image © 2024 Airbus

300 m

ON8425- Gorrie- Letter of Undertaking

Final Audit Report

2024-11-21

Created:	2024-11-15
By:	Barbara Bradley (Barbara.Bradley@xplore.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAj0uMjjiJ8l4wxksrAsslWV3cO-LYVUyF

"ON8425- Gorrie- Letter of Undertaking" History

-  Document created by Barbara Bradley (Barbara.Bradley@xplore.ca)
2024-11-15 - 3:43:28 PM GMT
-  Document emailed to tanya.oleary@xplore.ca for approval
2024-11-15 - 3:43:51 PM GMT
-  Email viewed by tanya.oleary@xplore.ca
2024-11-15 - 3:53:59 PM GMT
-  Signer tanya.oleary@xplore.ca entered name at signing as Tanya Oleary
2024-11-15 - 3:54:05 PM GMT
-  Document approved by Tanya Oleary (tanya.oleary@xplore.ca)
Approval Date: 2024-11-15 - 3:54:07 PM GMT - Time Source: server
-  Document emailed to Martin Bolduc (martin.bolduc@xplore.ca) for approval
2024-11-15 - 3:54:08 PM GMT
-  Email viewed by Martin Bolduc (martin.bolduc@xplore.ca)
2024-11-15 - 4:00:08 PM GMT
-  Document approved by Martin Bolduc (martin.bolduc@xplore.ca)
Approval Date: 2024-11-21 - 5:59:06 PM GMT - Time Source: server
-  Document emailed to Joel Smith (joel.smith@xplore.ca) for signature
2024-11-21 - 5:59:07 PM GMT
-  Document e-signed by Joel Smith (joel.smith@xplore.ca)
E-signature obtained using URL retrieved through the Adobe Acrobat Sign API
Signature Date: 2024-11-21 - 6:26:05 PM GMT - Time Source: server

✔ Agreement completed.

2024-11-21 - 6:26:05 PM GMT

Undertaking made this day of

Between

Xplore Inc.

hereinafter called the "Xplore"

of the first part

-and-

The Township of Howick

hereinafter called the "Township" of the second part

Whereas Xplore proposes to erect a wireless telecommunications tower and equipment shelter ("Facility") on certain lands more particularly described in Schedule "A" ("Lands"). The Facility is shown on the "Site Drawings" (as hereafter defined);

And whereas, proponents of telecommunication towers require the approval of Industry Canada on behalf of the Government of Canada and as part of the approval Industry Canada requires such proponents to consult with local land use authorities prior to the erection of "significant antennae structures" as provided in CPC-2-0-03. The Facility includes a "significant antenna structure".

And whereas, the Township is a local land use authority.

And whereas, the Council of the Township of Howick has an established protocol to establish a new wireless telecommunications tower site.

And whereas, a letter of Undertaking is a requirement of the protocol.

And whereas, this Letter of Undertaking contains the undertakings of Xplore to the Township to develop the Facility in accordance with its submissions, plans and representations.

Now therefore, Xplore hereby acknowledges and undertakes to the Township as follows:

1. Site Drawings

a) The plans and specifications annexed hereto and marked as Schedule "B" (Site Drawings) have been prepared pursuant to and are in compliance with the National Building Code and show the location of the telecommunications tower, related equipment shelter, compound fence and access driveway, which Xplore proposes to erect on the Lands.

b) Xplore undertakes that no buildings or structures other than the wireless telecommunications tower and equipment shelter shown on Schedule "B" shall be erected on the Lands.

c) Notwithstanding Clause 1b) above, this Letter of Undertaking does not restrict the number, type or configuration of antennae on the telecommunications tower, nor does it restrict future changes to the telecommunications tower and/or changes and/or additions to the equipment shelter including the erection of additional equipment shelters, structures or the Site Drawings provided that first complies with Industry Canada's requirements for municipal consultation set out in CPC-2-0-03 or its successor.

2. Grading and Drainage

Xplore agrees to undertake the grading of and provide for at their cost the disposal of storm, surface and wastewater from the Lands and from any buildings or structures thereon in accordance with the Site Drawings.

3. Illumination

Xplore shall provide illumination of the Lands and the building in accordance with plans and specifications shown on Schedule B and shall refrain from erecting or using any form of illumination which, in the opinion of the Township, would cause any traffic hazard or would cause a disturbance to residential uses adjacent to the Lands. Notwithstanding the foregoing, this Undertaking will exclude any tower lighting required by the Government of Canada and any lighting of the equipment shelter required for the health and safety of agent's and employees.

Xplore acknowledges that it has advised the Township that Transport Canada is reviewing the proposal on the subject lands. This is to confirm if aeronautical lighting and/or painting is required as of the date of this Undertaking. Upon receipt of the Transport Canada assessment, the township will receive a copy.

4. Fencing

Xplore agrees to erect and maintain fences, in accordance with the Schedule "B1"

5. Payment to the Township

Xplore has agreed to pay to the Township by cheque, the sum of \$2,000.00 being a fixed payment. Xplore agrees that the Township may appropriate such payment for any municipal purposes as reimbursement for reviewing and processing this agreement.

6. Permits

- a) Xplore acknowledges that approval of the Site Drawings contained in Schedule "B" does not require issuance of a building permit by the Township's Chief Building Official for any building or structure thereon.
- b) Xplore acknowledges that the Township will not inspect the telecommunication tower and agrees that the Township will not have any liability to arising out of the construction or maintenance of the tower.
- c) Xplore agrees in lieu of a building permit application to pay a site review fee of \$1,000.00. Xplore plans shall conform with the National Building Code.

7. Construction Commencement

Xplore will undertake to commence construction of any structures and/or buildings as soon as is commercially reasonably practicable following the signing of the Letter of Undertaking.

8. Enforcement

Xplore acknowledges that the Township has authority to accept this Undertaking and agrees that it is legally binding on the parties, and that if Xplore does not fulfil the obligations contained herein, the Township may request the Government of Canada or Industry Canada to suspend or revoke Xplore's license for the Facility on the Lands or may seek other legal remedy.

9. Time of Essence

Time is of the essence for every provision in this Letter of Undertaking.

10. Notification

If any notice or other document is required to be or may be given by the Township or by any official of the Township to Xplore under this Letter of Undertaking, such notice shall be mailed by first class prepaid post or delivered to:

Xplore Inc.
625 Cochrane Drive
Markham, Ontario, L3R 9R9
Attn: President
Legal@xplore.ca

With a copy to:
Xplore Inc.
300 Lockhart Mill Rd.
Woodstock, NB, E7M 5C3
Attn: Site Acquisition and Management
VRE@xplore.ca
Fax: 506-324-6676

or such other address of which has notified the Township in writing. Any such notice so mailed or delivered shall be deemed good and sufficient notice under the terms of this Letter of Undertaking and shall be effective from the date which it is so mailed or delivered.

11. Interpretation Not Affected by Headings

The division of this Letter of Undertaking into paragraphs and the insertion of headings are for convenience of reference only and shall not in any way affect the interpretation of this Letter of Undertaking.

12. Schedules

The following Schedules which are attached hereto, together with all provisions therein, are hereby made a part of this Letter of Undertaking as fully and for all purposes as would be the case if they were set out in the text of this Letter of Undertaking as covenants:

Schedule "A"	"Legal Description of the Lands"
Schedule "B"	"Approved Site Drawings"

In witness whereof has hereunto set their hands the day and year first above written by the hands of their designate duly authorized in that behalf.

Signed

Xplore Inc.

)
)
)






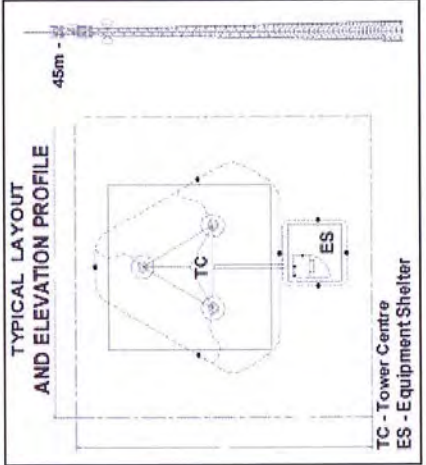

Per:
Name: Joel Smith
Title: Director – Network Build and Real Estate

Schedule "A"
Legal Description of the Lands

LEGAL DESCRIPTION: PT LT 6 CON 9 HOWICK AS IN R261015 SAVE AND EXCEPT PT 1,
22R6338; HOWICK

PIN: 41020-0033 (LT)

Schedule "B"
Approved Site Drawings

	 <p>482 South Service Road East, Suite 130 Oakville, Ontario L6J 2X6 www.forbesbros.ca</p>	<p>SITE SKETCH</p> <p>THIS SITE SKETCH IS FOR INFORMATIONAL PURPOSES ONLY AND HAS NOT BEEN PREPARED FOR LEGAL ENGINEERING OR SURVEYING PURPOSES</p>	<p>SITE: ON8425 - GORRIE Proposed 45m Lattice Tower Telecommunications within 15m x 15m Site</p>	<p>Address: 89372 Gorrie Line Howick, Ontario, PIN: 41020-0033(L-T)</p>	<p>Property Description: PT LT 6 CON 9 HOWICK AS IN R26J015 SAVE AND EXCEPT PT 1, 22 R6338; HOWICK</p>	<p>TOWER CENTRE Latitude: 44.884494N Longitude: 81.111996W</p>	<p>— XPLORE SITE - - - - XPLORE ACCESS — SUBJECT PROPERTY - - - - PROPERTY BOUNDARIES</p>	<p>** XPLORE HYDRO CONNECTION TO BE DETERMINED IN CONSULTATION WITH LOCAL DISTRIBUTION COMPANY</p>	<p>Date: 11-Aug-24</p>	<p>Scale: NOT TO SCALE</p>
		<p>TYPICAL LAYOUT AND ELEVATION PROFILE</p>  <p>TC - Tower Centre ES - E equipment Shelter</p>								

Letter of Undertaking

Between: Xplore Inc.

-And-

Township of Howick



Report to Council Building-2024-09

Title of Report: Wireless Telecommunication Tower Letter of Undertaking

From: Ed Podniewicz, Chief Building Official

Date: December 17,2024

Recommendation: That Council of the Township of Howick receive the Letter of Undertaking as required by the Township of Howick protocol to establish a new wireless telecommunication tower site at 45358 Spencetown Road, Fordwich.

Background: at the September 6th 2022 Council meeting a Wireless , Telecommunication Tower Protocol to Establish New Sites was adopted by the Township of Howick Council.

Staff Comments: The proponents "Xplore Inc." have satisfied the requirements of the established protocol noted above and have submitted a letter of undertaking to the satisfaction of the Township of Howick. Included with this report are the adopted Wireless Tower protocol, Public Consultation Summary and Request for Concurrence, a letter of concurrence notarized by the Township's Chief Building Official and a notarized letter of undertaking between Xplore Inc .and the Township of Howick.

Financial Impact: Compensation of \$3,000.00 being a fixed payment for township purposes as reimbursement for reviewing and processing a letter of undertaking has been received by the township.

Respectfully submitted: Ed Podniewicz, Chief Building Official

Wireless Telecommunication Tower

Protocol to Establish New Site

1. Site drawings submitted to the Chief Building Official for review. Drawings to include Plan of Survey of proposed site, subject property plan, proposed compound layout plan and site data.
2. If the proposed tower is within 400m of an existing residence, or a boundary of an area designated as Serviced Urban Area, Village, Hamlet, Mobile/Modular Home Park, or Infilling Areas as designated under the County of Huron Official Plan the applicant shall host a public meeting. Notice of the public meeting shall be given in a form and manner consistent with the practices of the Township. The applicant shall be responsible for all costs associated with the public meeting. The applicant shall comply with all other policies, by-laws, and applicable laws in regards to environmental sensitive areas, natural resources areas, tree preservation by-laws, etc.
3. Provide documentation justifying why co-existence with any other site is not feasible.
4. Prior to construction of tower, the applicant shall enter into a Letter of Undertaking to the satisfaction of the Township.

Ed Podniewicz CBCO
Chief Building Official
Township of Howick
44816 Harriston Road,
Gorrie, ON

October 31, 2024

Dear Ed,

On behalf of Xplore Inc. (Xplore), I would like to submit a request for a Statement of Concurrence for the proposed communication installation located at **45358 Spencetown Road, Fordwich (ON8422 Fordwich South)**.

This document will provide a summary of the municipal and public consultation process.

MUNICIPAL & PUBLIC CONSULTATION SUMMARY:

PROTOCOL

We have confirmed that the Township of Howick does have a locally enacted land use protocol for towers, and we were therefore required to comply with the procedures as described within.

PUBLIC CONSULTATION

Under the Township's protocol and the CPC-2-0-03 document, we provided formal notice allowing 30 days for comments to any property owners within 135m from the property. The Township assisted with providing the contact/ mailing addresses for the property PINs identified within the notification radius. Under CPC Section 4.2.4, synchronized notice was placed in the Wingham Advanced Times and What is Happening in Howick in accordance with the criteria established therein. A virtual meeting was planned for October 16, 2024 however there were no attendees.

PUBLIC RESPONSE

Under Section 4.2.2 of CPC 2-0-03, we are to respond to all reasonable and relevant concerns raised during the 30-day notification period of Section 4.2. What is considered reasonable or relevant (or not) is specifically defined under the CPC section entitled "Public Reply Comments". The 30-day notice period concluded October 30, 2024.

MUNICIPAL CONSULTATION

Consultation with the municipality included the following:

- Submission of a pre-consultation application for internal review
- Follow-up consultation by email
- Submission of a full application for review
- Discussion about the proposed property and installation

- Request for assistance with properties in the Public Notification Radius
- Request for the municipalities' choice of newspaper
- Submission of the final Public Consultation Package (for your records)
- Request to identify any other municipal requirements
- Request for Municipal Concurrence

OTHER MUNICIPAL CONSIDERTATIONS:

As we are regulated under federal policy, provincial legislation such as the Ontario Building Code Act and the Planning Act including zoning by-laws and site plan control do not apply to tower facilities. Based on the size of the equipment cabinet, this installation is not required to submit application for a building permit. Other local requirements completed include the approval of the conservation authority and an entrance permit.

CONCLUDING LAND USE AUTHORITY CONSULTATION

Under CPC Section 4.3 and the Township's protocol, we have satisfactorily met the consultation requirements. Xplore feels that the proposed site is well situated to provide and improve internet and data services in the targeted area. The proposed site has been situated and designed to have minimal impact on surrounding land uses.

At this time, we respectfully request the formal Statement of Concurrence by the Township of Howick. A copy of your concurrence will be sent to ISED Canada as they require this to confirm our compliance with the ISED Canada's default protocol CPC-2-0-03 Issue 6 (2022) "Radiocommunication and Broadcasting Antenna Systems" prior to moving forward with the installation of the proposed communication facility.

On behalf of Xplore, we look forward to providing better internet and data service to this area. We thank you for your attention to this request and should you have any questions or need further information, please do not hesitate to contact me at 587.894.0773 or by email at sduncan@forbesbrosLtd.ca.

Sincerely,

Sarah Duncan

Sarah Duncan
FB Connect
482 South Service Road East, Unit 130
Oakville, ON L6J 2X6

November 6, 2024

Sarah Duncan
FB Connect
482 South Service Road East, Unit 130
Oakville, ON
L6J 2x6


RE: Proposed Communication Tower
45358 Spencetown Road, Howick Township
Request for Concurrence

To whom it may concern:

Further to your request for concurrence regarding the above-mentioned proposed communication site, please accept this formal letter of concurrence. The Township of Howick is satisfied that the required municipal and public consultation process has been completed as per Innovation, Science and Economic Development Canada (formerly known as Industry Canada).

If you have any questions regarding the attached or require additional information, please do not hesitate to contact me at your convenience.

Sincerely,



Ed Podniewicz CBCO
Chief Building Official
Township of Howick
building@howick.ca
(519) 335-3208 ext.6



Xplore Communication Tower

Project Name: ON8422 – FORDWICH SOUTH

XCI Site Name	ON8422 – FORDWICH SOUTH
Province	ON
Zone/Region/County	Township of Howick
VRE/Structure/Tower Owner	Xplore 45M SST
Latitude (Decimal only, NAD 83)	43.850809
Longitude (Decimal only, NAD 83)	-81.020806

Site Picture:



Site Information

Agreement Type	Standard Template
Structure Type	SST
Total Structure height	45M
Structure Address	45358 Spencetown Road, Fordwich, ON N0G 1V0

Licensor Contact/Access Information

Licensor Name	JONATHAN FRANCIS DREISE; SHARON ELIZABETH DREISE Jon & Sharon Dreise
Licensor address	45358 Spencetown Road, Fordwich, ON N0G 1V0
Phone #	Jon 226-339-8532
Fax #	NIL
Email	jdreise90@gmail.com
Access road requirements (build, culvert, tree cutting, gate)	Culvert required to access site from the municipal road.

Title: [Property Details](#)

GeoWarehouse Address:

45358 SPENCETOWN RD
HOWICK
N0G1V0

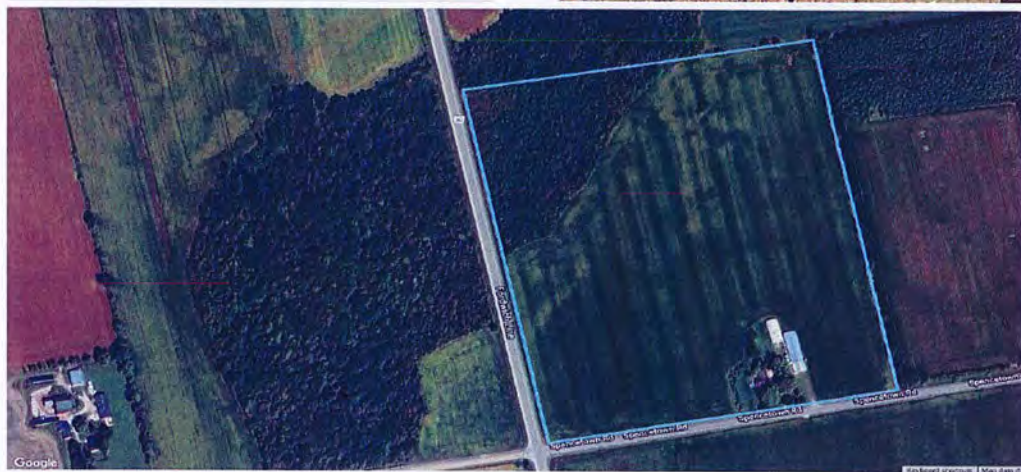
PIN: 414440093

Land Registry Office: HURON (22)

Land Registry Status: Active

Registration Type: Certified (Land Titles)

Ownership Type: Freehold



Ownership

Owner Name:

DREISE, SHARON ELIZABETH;DREISE, JONATHAN FRANCIS

Legal Description

PT LT 21 CON 5 HOWICK AS IN R311322; S/T R86571

[Return to Top](#)

Lot Size

Area: 2196664.42 sq.ft (50.428 ac)

Perimeter: 5971.13 ft.

Measurements: 1311.58ft. x 1677.17ft. x 1317.17ft. x 1665.42ft.

Lot Measurement Accuracy : LOW

These lot boundaries may have been adjusted to fit within the overall parcel fabric and should only be considered to be estimates.



Site Layout:



Access Road from Spencetown Road, culvert required.





Spencetown Rd

Spencetown Rd

ON8422: Proposed 45m Self-Support Tower Site

View Point

Spencetown Rd

30

Fordwich Line

Fordwich L

243 m

Image © 2024 Airbus

Google

Imagery Date: 9/19/2023 lat 43.850307° lon -81.019811° elev 362 m eye alt 1

[Return to Top](#)



FORBESBROS
 INFRASTRUCTURE | CONSTRUCTION
 482 South Service Road East, Suite 130
 Oakville, Ontario L6J 2X6
 www.forbesbros Ltd.ca

SITE SKETCH
 THIS SITE SKETCH IS FOR INFORMATIONAL PURPOSES ONLY AND HAS NOT BEEN PREPARED FOR LEGAL, ENGINEERING OR SURVEYING PURPOSES - PROPERTY BOUNDARIES ARE APPROXIMATE

SITE: ON8422 - FORDWICH SOUTH
 Proposed 45m Lattice Tower
 Telecommunications within 15m x 15m Site

Address: 45358 Spencetown Road
 Fordwich, Ontario.

PIN: 41444-0093 (L-T)

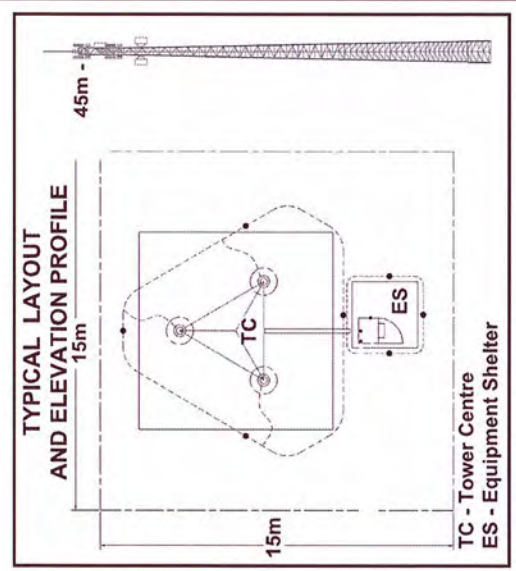
Property Description: PT LT 21 CON 5
 HOWICK AS IN R311322; S/T R86571

TOWER CENTRE
 Latitude: 43.850809N
 Longitude: 81.020806W

- XPLORE SITE
- XPLORE ACCESS
- SUBJECT PROPERTY
- - - PROPERTY BOUNDARIES
- ***XPLORE HYDRO CONNECTION TO BE DETERMINED IN CONSULTATION WITH LOCAL DISTRIBUTION COMPANY

Date: 05-Sep-24

Scale: NOT TO SCALE



ON8422- Fordwich- Letter of Undertaking

Final Audit Report

2024-11-21

Created:	2024-11-15
By:	Barbara Bradley (Barbara.Bradley@xplore.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9gIJegQxpgjWyFJxDrHfxwYQysby6O-o

"ON8422- Fordwich- Letter of Undertaking" History

-  Document created by Barbara Bradley (Barbara.Bradley@xplore.ca)
2024-11-15 - 3:41:56 PM GMT
-  Document emailed to tanya.oleary@xplore.ca for approval
2024-11-15 - 3:42:20 PM GMT
-  Email viewed by tanya.oleary@xplore.ca
2024-11-15 - 3:43:06 PM GMT
-  Signer tanya.oleary@xplore.ca entered name at signing as Tanya Oleary
2024-11-15 - 3:43:12 PM GMT
-  Document approved by Tanya Oleary (tanya.oleary@xplore.ca)
Approval Date: 2024-11-15 - 3:43:14 PM GMT - Time Source: server
-  Document emailed to Martin Bolduc (martin.bolduc@xplore.ca) for approval
2024-11-15 - 3:43:15 PM GMT
-  Email viewed by Martin Bolduc (martin.bolduc@xplore.ca)
2024-11-15 - 3:57:56 PM GMT
-  Document approved by Martin Bolduc (martin.bolduc@xplore.ca)
Approval Date: 2024-11-21 - 5:59:10 PM GMT - Time Source: server
-  Document emailed to Joel Smith (joel.smith@xplore.ca) for signature
2024-11-21 - 5:59:11 PM GMT
-  Document e-signed by Joel Smith (joel.smith@xplore.ca)
E-signature obtained using URL retrieved through the Adobe Acrobat Sign API
Signature Date: 2024-11-21 - 6:25:58 PM GMT - Time Source: server

✔ Agreement completed.
2024-11-21 - 6:25:58 PM GMT

Undertaking made this day of

Between

Xplore Inc.

hereinafter called the "Xplore"

of the first part

-and-

The Township of Howick

hereinafter called the "Township" of the second part

Whereas Xplore proposes to erect a wireless telecommunications tower and equipment shelter ("Facility") on certain lands more particularly described in Schedule "A" ("Lands"). The Facility is shown on the "Site Drawings" (as hereafter defined);

And whereas, proponents of telecommunication towers require the approval of Industry Canada on behalf of the Government of Canada and as part of the approval Industry Canada requires such proponents to consult with local land use authorities prior to the erection of "significant antennae structures" as provided in CPC-2-0-03. The Facility includes a "significant antenna structure".

And whereas, the Township is a local land use authority.

And whereas, the Council of the Township of Howick has an established protocol to establish a new wireless telecommunications tower site.

And whereas, a letter of Undertaking is a requirement of the protocol.

And whereas, this Letter of Undertaking contains the undertakings of Xplore to the Township to develop the Facility in accordance with its submissions, plans and representations.

Now therefore, Xplore hereby acknowledges and undertakes to the Township as follows:

1. Site Drawings

a) The plans and specifications annexed hereto and marked as Schedule "B" (Site Drawings) have been prepared pursuant to and are in compliance with the National Building Code and show the location of the telecommunications tower, related equipment shelter, compound fence and access driveway, which Xplore proposes to erect on the Lands.

b) Xplore undertakes that no buildings or structures other than the wireless telecommunications tower and equipment shelter shown on Schedule "B" shall be erected on the Lands.

c) Notwithstanding Clause 1b) above, this Letter of Undertaking does not restrict the number, type or configuration of antennae on the telecommunications tower, nor does it restrict future changes to the telecommunications tower and/or changes and/or additions to the equipment shelter including the erection of additional equipment shelters, structures or the Site Drawings provided that first complies with Industry Canada's requirements for municipal consultation set out in CPC-2-0-03 or its successor.

2. Grading and Drainage

Xplore agrees to undertake the grading of and provide for at their cost the disposal of storm, surface and wastewater from the Lands and from any buildings or structures thereon in accordance with the Site Drawings.

3. Illumination

Xplore shall provide illumination of the Lands and the building in accordance with plans and specifications shown on Schedule B and shall refrain from erecting or using any form of illumination which, in the opinion of the Township, would cause any traffic hazard or would cause a disturbance to residential uses adjacent to the Lands. Notwithstanding the foregoing, this Undertaking will exclude any tower lighting required by the Government of Canada and any lighting of the equipment shelter required for the health and safety of agent's and employees.

Xplore acknowledges that it has advised the Township that Transport Canada is reviewing the proposal on the subject lands. This is to confirm if aeronautical lighting and/or painting is required as of the date of this Undertaking. Upon receipt of the Transport Canada assessment, the township will receive a copy.

4. Fencing

Xplore agrees to erect and maintain fences, in accordance with the Schedule "B1"

5. Payment to the Township

Xplore has agreed to pay to the Township by cheque, the sum of \$2,000.00 being a fixed payment. Xplore agrees that the Township may appropriate such payment for any municipal purposes as reimbursement for reviewing and processing this agreement.

6. Permits

- a) Xplore acknowledges that approval of the Site Drawings contained in Schedule "B" does not require issuance of a building permit by the Township's Chief Building Official for any building or structure thereon.
- b) Xplore acknowledges that the Township will not inspect the telecommunication tower and agrees that the Township will not have any liability to arising out of the construction or maintenance of the tower.
- c) Xplore agrees in lieu of a building permit application to pay a site review fee of \$1,000.00. Xplore plans shall conform with the National Building Code.

7. Construction Commencement

Xplore will undertake to commence construction of any structures and/or buildings as soon as is commercially reasonably practicable following the signing of the Letter of Undertaking.

8. Enforcement

Xplore acknowledges that the Township has authority to accept this Undertaking and agrees that it is legally binding on the parties, and that if Xplore does not fulfil the obligations contained herein, the Township may request the Government of Canada or Industry Canada to suspend or revoke Xplore's license for the Facility on the Lands or may seek other legal remedy.

9. Time of Essence

Time is of the essence for every provision in this Letter of Undertaking.

10. Notification

If any notice or other document is required to be or may be given by the Township or by any official of the Township to Xplore under this Letter of Undertaking, such notice shall be mailed by first class prepaid post or delivered to:

Xplore Inc.
625 Cochrane Drive
Markham, Ontario, L3R 9R9
Attn: President
Legal@xplore.ca

With a copy to:
Xplore Inc.
300 Lockhart Mill Rd.
Woodstock, NB, E7M 5C3
Attn: Site Acquisition and Management
VRE@xplore.ca
Fax: 506-324-6676

or such other address of which has notified the Township in writing. Any such notice so mailed or delivered shall be deemed good and sufficient notice under the terms of this Letter of Undertaking and shall be effective from the date which it is so mailed or delivered.

11. Interpretation Not Affected by Headings

The division of this Letter of Undertaking into paragraphs and the insertion of headings are for convenience of reference only and shall not in any way affect the interpretation of this Letter of Undertaking.

12. Schedules

The following Schedules which are attached hereto, together with all provisions therein, are hereby made a part of this Letter of Undertaking as fully and for all purposes as would be the case if they were set out in the text of this Letter of Undertaking as covenants:

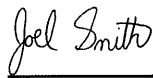
Schedule "A"	"Legal Description of the Lands"
Schedule "B"	"Approved Site Drawings"

In witness whereof has hereunto set their hands the day and year first above written by the hands of their designate duly authorized in that behalf.

Signed

Xplore Inc.

)
)
)



Per:

Name: Joel Smith

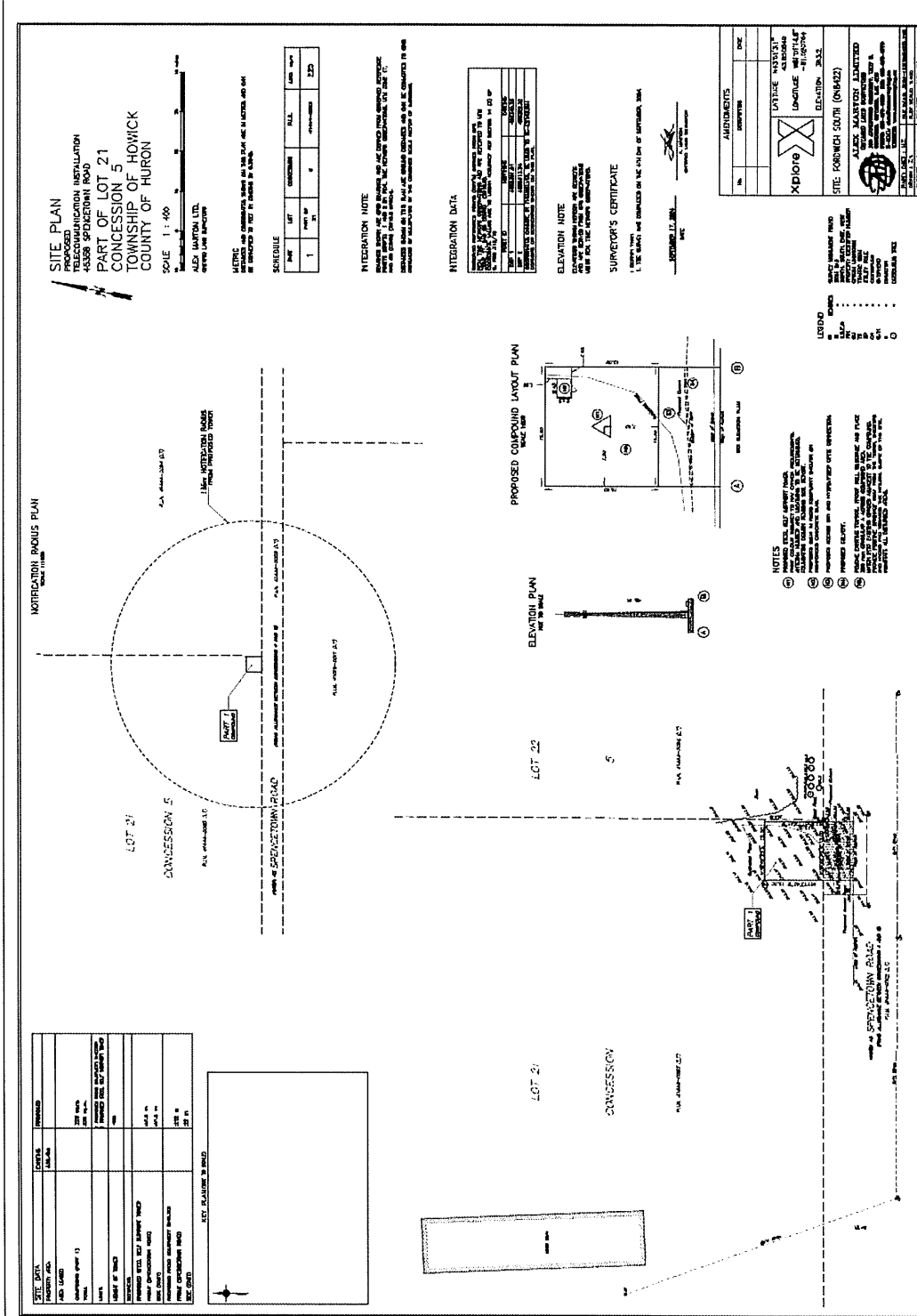
Title: Director – Network

Build and Real Estate

Schedule "A"
Legal Description of the Lands

LEGAL DESCRIPTION: PT LT 21 CON 5 HOWICK AS IN R311322; S/T R86571
PIN: 41444-0093 (LT)

Schedule "B" Approved Site Drawings



Letter of Undertaking

Between: Xplore Inc.

-And-

Township of Howick



Report to Council Building-2024-10

Title of Report: Wireless Telecommunication Tower Letter of Undertaking

From: Ed Podniewicz, Chief Building Official

Date: December 17, 2024

Recommendation: That Council of the Township of Howick receive the Letter of Undertaking as required by the Township of Howick protocol to establish a new wireless telecommunication tower site at 90010 Fordwich Line, Clifford.

Background: at the September 6th, 2022 Council meeting a Wireless Telecommunication Tower Protocol to Establish New Sites was adopted by the Township of Howick Council.

Staff Comments: The proponents "Xplore Inc." have satisfied the requirements of the established protocol noted above and have submitted a letter of undertaking to the satisfaction of the Township of Howick. Included with this report are the adopted Wireless Tower protocol, Public Consultation Summary and Request for Concurrence, a letter of concurrence notarized by the Township's Chief Building Official and a notarized letter of undertaking between Xplore Inc. and the Township of Howick.

Financial Impact: Compensation of \$3,000.00 being a fixed payment for township purposes as reimbursement for reviewing and processing a letter of undertaking has been received by the township.

Respectfully submitted: Ed Podniewicz, Chief Building Official

Wireless Telecommunication Tower

Protocol to Establish New Site

1. Site drawings submitted to the Chief Building Official for review. Drawings to include Plan of Survey of proposed site, subject property plan, proposed compound layout plan and site data.
2. If the proposed tower is within 400m of an existing residence, or a boundary of an area designated as Serviced Urban Area, Village, Hamlet, Mobile/Modular Home Park, or Infilling Areas as designated under the County of Huron Official Plan the applicant shall host a public meeting. Notice of the public meeting shall be given in a form and manner consistent with the practices of the Township. The applicant shall be responsible for all costs associated with the public meeting. The applicant shall comply with all other policies, by-laws, and applicable laws in regards to environmental sensitive areas, natural resources areas, tree preservation by-laws, etc.
3. Provide documentation justifying why co-existence with any other site is not feasible.
4. Prior to construction of tower, the applicant shall enter into a Letter of Undertaking to the satisfaction of the Township.

Ed Podniewicz CBCO
Chief Building Official
Township of Howick
44816 Harriston Road,
Gorrie, ON

November 30, 2024

Dear Ed,

On behalf of Xplore Inc. (Xplore), I would like to submit a request for a Statement of Concurrence for the proposed communication installation located at **90010 Fordwich Line, Clifford** (ON8420 Lakelet).

This document will provide a summary of the municipal and public consultation process.

MUNICIPAL & PUBLIC CONSULTATION SUMMARY:

PROTOCOL

We have confirmed that the Township of Howick does have a locally enacted land use protocol for towers, and we were therefore required to comply with the procedures as described within.

PUBLIC CONSULTATION

Under the Township's protocol and the CPC-2-0-03 document, we provided formal notice allowing 30 days for comments to any property owners within 135m from the property. The Township assisted with providing the contact/ mailing addresses for the property PINs identified within the notification radius. Under CPC Section 4.2.4, synchronized notice was placed in the Wingham Advanced Times and What is Happening in Howick in accordance with the criteria established therein.

PUBLIC RESPONSE

Under Section 4.2.2 of CPC 2-0-03, we are to respond to all reasonable and relevant concerns raised during the 30-day notification period of Section 4.2. What is considered reasonable or relevant (or not) is specifically defined under the CPC section entitled "Public Reply Comments". The 30-day notice period concluded November 30, 2024.

MUNICIPAL CONSULTATION

Consultation with the municipality included the following:

- Submission of a pre-consultation application for internal review
- Follow-up consultation by email
- Submission of a full application for review
- Discussion about the proposed property and installation
- Request for assistance with properties in the Public Notification Radius
- Request for the municipalities' choice of newspaper

- Submission of the final Public Consultation Package (for your records)
- Request to identify any other municipal requirements
- Request for Municipal Concurrence

OTHER MUNICIPAL CONSIDERTATIONS:

As we are regulated under federal policy, provincial legislation such as the Ontario Building Code Act and the Planning Act including zoning by-laws and site plan control do not apply to tower facilities. Based on the size of the equipment cabinet, this installation is not required to submit application for a building permit. Other local requirements completed include the approval of the conservation authority and an entrance permit.

CONCLUDING LAND USE AUTHORITY CONSULTATION

Under CPC Section 4.3 and the Township's protocol, we have satisfactorily met the consultation requirements. Xplore feels that the proposed site is well situated to provide and improve internet and data services in the targeted area. The proposed site has been situated and designed to have minimal impact on surrounding land uses.

At this time, we respectfully request the formal Statement of Concurrence by the Township of Howick. A copy of your concurrence will be sent to ISED Canada as they require this to confirm our compliance with the ISED Canada's default protocol CPC-2-0-03 Issue 6 (2022) "Radiocommunication and Broadcasting Antenna Systems" prior to moving forward with the installation of the proposed communication facility.

On behalf of Xplore, we look forward to providing better internet and data service to this area. We thank you for your attention to this request and should you have any questions or need further information, please do not hesitate to contact me at 587.894.0773 or by email at sduncan@forbesbrosLtd.ca.

Sincerely,

Sarah Duncan

Sarah Duncan
FB Connect
482 South Service Road East, Unit 130
Oakville, ON L6J 2X6

December 4, 2024

Sarah Duncan
FB Connect
482 South Service Road East, Unit 130
Oakville, ON
L6J 2X6

RE: Proposed Communication Tower
90010 Fordwich Line, Clifford(ON8420 Lakelet)
Request for Concurrence

To whom it may concern:

Further to your request for concurrence regarding the above-mentioned proposed telecommunication site, please accept this formal letter of concurrence. The Township of Howick is satisfied that the required municipal and public consultation process has been completed as per Innovation, Science and Economic Development Canada (formerly known as Industry Canada).

If you have any questions regarding the attached or require additional information, please do not hesitate to contact me at your convenience.

Sincerely,



Ed Podniewicz CBCO
Chief Building Official
Township of Howick
building@howick.ca
(519) 335-3208 ext.6

Federal Requirements

In addition to the requirements for consultation with municipal authorities and the public, Xplore Inc. must also fulfill other important obligations including the following:

Impact Assessment Act (IAA) *Formerly Canadian Environmental Assessment Act*

Innovation, Science and Economic Development Canada ("ISED" formerly Industry Canada) requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the Impact Assessment Act, 2019 (IAA), where the antenna system is incidental to a physical activity or project designated under IAA, or is located on federal lands.

Xplore Inc. attests that the radio antenna system as proposed for this site is not located within federal lands or forms part of or incidental to projects that are designated by the Regulations Designating Physical Activities or otherwise designated by the Minister of the Environment as requiring an environmental assessment. In accordance with the Impact Assessment Act, this installation is excluded from assessment.

For additional detailed information, please consult the Impact Assessment Act at: <https://laws-lois.justice.gc.ca/eng/acts/I-2.75/>

Engineering Practices

Xplore Inc. attests that the radio antenna system as proposed for this site will be constructed in compliance with the National Building Code and The Canadian Standard Association and respect good engineering practices including structural adequacy.

Transport Canada's Aeronautical Obstruction Marking Requirements

Xplore Inc. attests that the radio antenna system described in this notification package will be installed and operated on an ongoing basis to comply with Transport Canada and NAV Canada aeronautical safety requirements. Xplore Inc. has submitted the necessary application to Transport Canada.

For additional detailed information, please consult Transport Canada at: <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-3808.htm>

Health Canada's Safety Code 6 Compliance

Xplore Inc. attests that the radio antenna system described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public including any combined operation of additional carrier co-locations and nearby installations within the local radio environment.

More information in the area of RF exposure and health is available at the following web site: Safety Code 6: <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/radiation/consumer-radiation/radiofrequency-fields.html> and <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>

Innovation, Science and Economic Development Canada (ISED) Spectrum Management

Please be advised that the licensing of this site and its design is under the exclusive jurisdiction of the Government of Canada through CRTC and ISED. Information relating to ISED's public consultation guidelines *CPC-2-0-03 – Radiocommunication and Broadcasting Antenna Systems* is available at <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html> or you may contact the local ISED office at: 4475 North Service Road, Suite 100

Burlington, ON L7L 4X7

Fax: 905-639-6551

Email: spectrumswodo-spectrebdsoo@ised-isde.gc.ca

Municipal and Public Consultation

In accordance with the ISED consultation guidelines "*Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03)*", this information package has been mailed to all property owners within 135m of the tower location.

FB Connect on behalf of Xplore Inc. is committed to effective municipal and public consultation. This notice serves as invitation to submit comments in writing to the proponent. Please provide written comments and feedback to the contact provided below by **November 30th, 2024**.

Contact Information:

FB Connect

Sarah Duncan

Government & Public Relations

482 South Service Road E, Suite 130

Oakville, ON L6J 2X6

Phone: (587) 894-0773

Email: sduncan@forbesbrosLtd.ca



To place your word ad or display ad call 519.291.1660, ext. 101 or Email phaasnoot@midwesternnewspapers.com | Fax: 226-430-3022

HELP WANTED

POULTRY FARM SUPERVISORS/ CHICKEN CATCHING SUPERVISORS - Moonfleet Poultry urgently requires 25 Poultry Farm Labour - Chicken Catcher Supervisors for work in various locations involving travel in surrounding areas of Walkerton, Guelph, Cambridge, Hamilton and Eastern Ontario. Permanent full-time positions are available immediately. Wages: \$22.00/hr for 40 hrs a week or piecework whichever is greater. No education required, however previous experience of 6-12 months supervising or chicken catching would be an asset. Duties include organizing and driving crews, setting up farm, catching and loading poultry into crates, cleaning area after work is completed. Must have a valid driver's licence and criminal record check. Company transportation van provided for work. Please send resumes to: email at jobs@moonfleetpoultry.com or fax to: 519-881-4577 or send by mail P.O. Box 9, Walkerton, Ontario, N0G 2V0.

HELP WANTED

CHICKEN CATCHERS - Moonfleet Poultry Services Ltd., chicken catching company from Walkerton, Ontario URGENTLY requires 250 chicken catchers for work in various parts of Ontario including Walkerton, Hanover, Hamiston, Guelph, Kitchener, Cambridge, Brantford, Hamilton and Niagara Falls area. Positions are available immediately, permanent full time employment, salary \$18.00/hr for 40 hrs a week or piecework, whichever is greater. No skills or minimum education required, however previous experience would be an asset. Duties include catching poultry, loading poultry into transport crates, loading crates into transportation trucks, unloading poultry from crates, may be required to do additional poultry farm related duties. Please apply via email at jobs@moonfleetpoultry.com via fax at 15198814577 or in person at # 11, 106 Colborne Street North, Walkerton, Ontario, N0G 2V0.

HELP WANTED

MOONFLEET POULTRY SERVICES LTD. - from Walkerton, Ontario is looking for 30 Chicken Hangers. Unload poultry from the transport truck, Hang poultry on a conveyor line for slaughtering. Slaughter livestock and remove viscera and other inedible parts from carcasses. Work site environment; Noisy, Odours, Dusty, Hot, Cold/refrigerated work setting. Work conditions and physical capabilities; Repetitive tasks, handling heavy loads, physically demanding, manual dexterity, attention to detail, hand-eye co-ordination, standing for extended periods, bending, crouching, kneeling. Weight handling Up to 23 kg (50 lbs). Own transportation required. Salary \$22.00 hourly / 40 hours per Week. How to apply; Direct Apply By email jobs@moonfleetpoultry.com. By phone 1-519-881-0146, between 9:00am and 4:00pm. By mail 106 Colborne Street North, Walkerton, ON N0G 2V0

HELP WANTED

PUBLIC WORKS LEAD HAND POSITION

The Municipality of South Bruce is seeking a Full Time Public Works Lead Hand. This position provides daily support to the Public Works Superintendent, leadership and guidance to the Public Works Crew as required. While also performing the duties of an Operator/Labourer.

- General Duties**
- To provide a variety of construction, snow/ice removal maintenance and repair service to roads and adjacent public property for the safety and convenience of the public.
 - Assists the PW Superintendent in the organization and implementation of all construction and maintenance programs
 - To support the PW Superintendent in day to day operations or during absences.

- Recommended Skill & Qualifications**
- A minimum of three years' experience in Municipal Road maintenance, roads construction methods and procedures
 - Class "AZ" or "DZ" driver's licence
 - OGRA Roads Schools an asset

Full job description is available at: www.southbruce.ca/careers
Interested candidates are invited to apply by submitting their resume with covering letter by 12:00pm Noon on Thursday October 31, 2024, to:

Municipality of South Bruce
Attn: Laura Kennedy
21 Gordon St E PO Box 540
Teeswater, Ontario N0G 2S0
Email: lkennedy@southbruce.ca



We thank all applicants who apply; however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

FIREWOOD

GERBERS' FIREWOOD - Your #1 source of quality slabwood and bodywood, for over 10 years! Order today, beat the rush! Delivery included! 519-656-2057 or 519-441-2085.



COMING EVENTS

FALL SALE AT HILLCREST HOME BAKING - October 22 - November 2. 10% off polyesters, 50% off selected polyesters, 10% off 100% cottons, 10% off knits & polyesters, 10% off covering material, hoisery, tablecloth & underwear, 20% off remnants. Some end of line panels discounted at \$5 - \$10 each. Clearance of some buttons. We sell Prim rose prints now, nice fine prints. We see Kombi mitts & gloves, better quality & longer lasting than Hot Paws. Men's winter coats with fur collars in-stock again. Also men's swedish knit coats and boy's pants, white shirts 12 month up to size 20. Sizes 3m, 6m, 9m, & 12m with snap bottoms. We will have a 50% off table. Heartfelt selections dishes 25% off - open stock. 2192 Floradale Rd. 519-669-1381.

MORTGAGES/ LOANS

RELIABLE FINANCIAL GROUP INC - Broker #10215. Funds available. No income, bad credit. Use your equity, farm, residence, commercial. Up to 90% ltv. Private funds. ALSO - investors needed. 12% return on first mortgage. 70% ltv. Call Dave at 519-379-7282. Mortgage Agent Level 2.



PUBLIC NOTICE

PUBLIC NOTICE

Proposed 45.0m Communications Tower Site ON8420 Lakelet
Located at 90010 Fordwich Line, Clifford, ON

Xplore Inc. (Xplore) has proposed a 45.0m tall lite duty steel lattice style communication tower and related radio equipment on private property at 90010 Fordwich Line, Clifford, ON. The proposed new structure will enhance internet and data coverage and capacity for the surroundings areas.

The geographic coordinates for the proposed site are as follows: Latitude: 43.92653 & Longitude: -81.045641. The facility is proposed in an agricultural area and will occupy a ground area of approximately 3m x 3m.

THIS NOTICE serves as an invitation to any interested members of the public to submit comments/ questions to the individual(s) listed below by November 30th, 2024.

PLEASE TAKE NOTICE the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through Innovation, Science and Economic Development Canada (ISED). For more information on the federal process pertaining to these installations please contact the local ISED office at spectrumwodo-spectrebds00@ised-isde.gc.ca

SITE LOCATION MAP (not to scale)



FB CONNECT:
Sarah Duncan,
Government Relations
Suite 130, 482 South Service Rd E
Oakville, Ontario, L6J 2X6
Tel: (587) 894-0773
Email: sduncan@forbesbrosltd.ca

HELP WANTED

Help us tell the story...

Reporter and photographer positions are open in several communities our award-winning newspapers serve.

The news never stops and interested candidates understand that. Seasoned reporters with experience and a journalism degree are preferred, but a candidate with demonstrated enthusiasm and a desire to learn the trade will be considered.

Midwestern Newspapers has offices in Listowel, Walkerton and Kincardine. Each community offers an enviable suburban lifestyle within the counties of Bruce, Huron and Perth. The natural beauty of these areas is well known.

Most assignments involve civic journalism, covering local government and institutions that directly affect quality of life for locals. Human interest and events coverage chronicle hometown pride and serve as a celebration of the people and strong communities.

- Some qualities we seek include:**
- Excellent organization skills
 - Exhibited attention to detail
 - Solid grammar and accuracy
 - Demonstrated ability to meet deadlines
 - Reliable transportation and valid license
 - Grasp of social media concepts and use
 - A curious nature

Please drop us a note including qualifications, experience and preferred hours of work (part-time or full-time) and office of interest. Co-op students welcome.

Michele Russell - accounting@midwesternnewspapers.com



We thank all who apply and look forward to interesting conversations in the weeks ahead. Candidates selected for interviews will be contacted directly.

PUBLIC NOTICE

Proposed 45.0m Communications Tower Site ON8420
Lakelet - Located at 90010 Fordwich Line, Clifford, ON

Xplore Inc. (Xplore) has proposed a 45.0m tall lite duty steel lattice style communication tower and related radio equipment on private property at 90010 Fordwich Line, Clifford, ON. The proposed new structure will enhance internet and data coverage and capacity for the surroundings areas.

The geographic coordinates for the proposed site are as follows: Latitude: **43.92653** & Longitude: **-81.045641**. The facility is proposed in an agricultural area and will occupy a ground area of approximately 3m x 3m.

THIS NOTICE serves as an invitation to any interested members of the public to submit comments/ questions to the individual(s) listed below by November 30th, 2024.

PLEASE TAKE NOTICE the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through Innovation, Science and Economic Development Canada (ISED). For more information on the federal process pertaining to these installations please contact the local ISED office at: spectrumwodo-spectrebds00@ised-isde.gc.ca

FB CONNECT:

Sarah Duncan,
Government Relations
Suite 130,
482 South Service Rd E
Oakville, Ontario, L6J 2X6
Tel: (587) 894-0773
Email:
sduncan@forbesbrosrtd.ca



WHAT'S HAPPENING *in Howick*

PROOF OF YOUR AD

Please review and advise whether we can proceed with your ad as it appears here, or let us know if you require any changes.

For the November 2024 Newsletter.

1/4 PAGE AD
\$60/month

Thank you,
Angie Koersen

October 16th, 2024

Dear Current Resident / Owner,

Re: **INFORMATION PACKAGE FOR AN XPLORE INC. COMMUNICATIONS FACILITY PROPOSAL AT 90010 FORDWICH LINE, CLIFFORD**

Coordinates: Latitude: 43.92653 & Longitude: -81.045641

Xplore Inc. Communications Site: ON8420 Lakelet

FB Connect, in our capacity as agent to Xplore Inc. is submitting this information package to formalize the consultation process related to the installation and operation of a communications facility. We have been in discussions with Howick Township to begin the local public consultation process. This letter serves as an invitation to submit any questions or comments to the proponent or municipality (details below).

Proposed Site and Background Information

Xplore Inc.'s installation is proposed to be built on the subject property located approximately 460m north of the Salem Road and Fordwich Line (Hwy 30) intersection (see Location Map). The proposed installation is required to provide Xplore Inc. customers with improved internet network coverage and data services.

Location Map (not to scale)



Tower Location Map (not to scale)

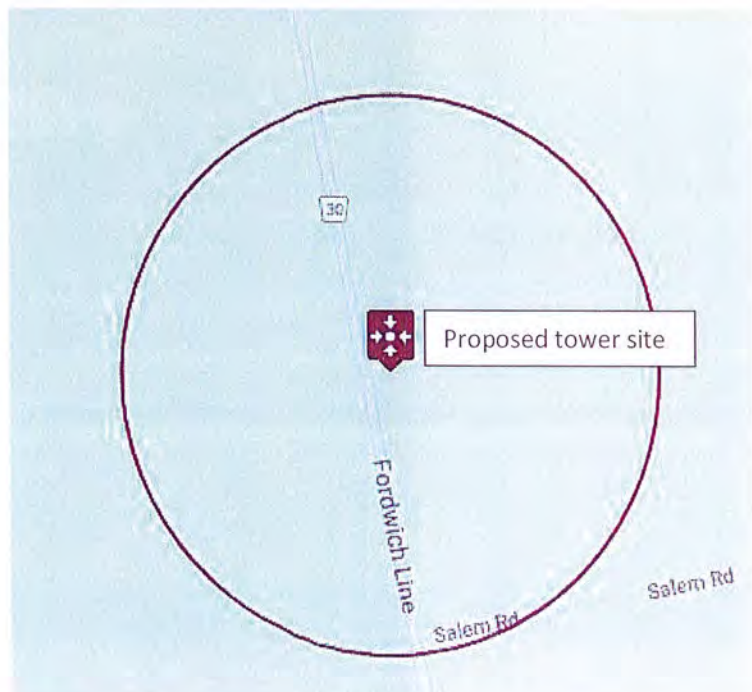


Existing Infrastructure and Alternate Locations

Prior to proposing a new freestanding mobile base station facility, the area is investigated for existing tower infrastructure and/or tall structures suitable for antenna deployment.

Our investigations showed there are no existing tower facilities within 0.5km of Xplore Inc.'s proposed location.

The proposed Xplore Inc. installation provides an opportunity to accommodate colocation with other licensed carriers, thus limiting the number of new tower structures required in the area.



The Proposed Installation

The proposed installation is a lite duty self support style communications structure. The tower installation is a triangular structure and will be 45m in height and occupy a footprint of approximately 3 metres by 3 metres. The tower will have an anti-climb mechanism. Transmitting and receiving antenna equipment is mounted to the upper portion of the structure as well as provisions for future technology services.



Above: Photosim of the proposed tower before and after– looking north from Fordwich Line (Hwy 30)

Undertaking made this day of

Between

Xplore Inc.

hereinafter called the "Xplore"

of the first part

-and-

The Township of Howick

hereinafter called the "Township" of the second part

Whereas Xplore proposes to erect a wireless telecommunications tower and equipment shelter ("Facility") on certain lands more particularly described in Schedule "A" ("Lands"). The Facility is shown on the "Site Drawings" (as hereafter defined);

And whereas, proponents of telecommunication towers require the approval of Industry Canada on behalf of the Government of Canada and as part of the approval Industry Canada requires such proponents to consult with local land use authorities prior to the erection of "significant antennae structures" as provided in CPC-2-0-03. The Facility includes a "significant antenna structure".

And whereas, the Township is a local land use authority.

And whereas, the Council of the Township of Howick has an established protocol to establish a new wireless telecommunications tower site.

And whereas, a letter of Undertaking is a requirement of the protocol.

And whereas, this Letter of Undertaking contains the undertakings of Xplore to the Township to develop the Facility in accordance with its submissions, plans and representations.

Now therefore, Xplore hereby acknowledges and undertakes to the Township as follows:

1. Site Drawings

a) The plans and specifications annexed hereto and marked as Schedule "B" (Site Drawings) have been prepared pursuant to and are in compliance with the National Building Code and show the location of the telecommunications tower, related equipment shelter, compound fence and access driveway, which Xplore proposes to erect on the Lands.

b) Xplore undertakes that no buildings or structures other than the wireless telecommunications tower and equipment shelter shown on Schedule "B" shall be erected on the Lands.

c) Notwithstanding Clause 1b) above, this Letter of Undertaking does not restrict the number, type or configuration of antennae on the telecommunications tower, nor does it restrict future changes to the telecommunications tower and/or changes and/or additions to the equipment shelter including the erection of additional equipment shelters, structures or the Site Drawings provided that first complies with Industry Canada's requirements for municipal consultation set out in CPC-2-0-03 or its successor.

2. Grading and Drainage

Xplore agrees to undertake the grading of and provide for at their cost the disposal of storm, surface and wastewater from the Lands and from any buildings or structures thereon in accordance with the Site Drawings.

3. Illumination

Xplore shall provide illumination of the Lands and the building in accordance with plans and specifications shown on Schedule B and shall refrain from erecting or using any form of illumination which, in the opinion of the Township, would cause any traffic hazard or would cause a disturbance to residential uses adjacent to the Lands. Notwithstanding the foregoing, this Undertaking will exclude any tower lighting required by the Government of Canada and any lighting of the equipment shelter required for the health and safety of agent's and employees.

Xplore acknowledges that it has advised the Township that Transport Canada is reviewing the proposal on the subject lands. This is to confirm if aeronautical lighting and/or painting is required as of the date of this Undertaking. Upon receipt of the Transport Canada assessment, the township will receive a copy.

4. Fencing

Xplore agrees to erect and maintain fences, in accordance with the Schedule "B1"

5. Payment to the Township

Xplore has agreed to pay to the Township by cheque, the sum of \$2,000.00 being a fixed payment. Xplore agrees that the Township may appropriate such payment for any municipal purposes as reimbursement for reviewing and processing this agreement.

6. Permits

- a) Xplore acknowledges that approval of the Site Drawings contained in Schedule "B" does not require issuance of a building permit by the Township's Chief Building Official for any building or structure thereon.
- b) Xplore acknowledges that the Township will not inspect the telecommunication tower and agrees that the Township will not have any liability to arising out of the construction or maintenance of the tower.
- c) Xplore agrees in lieu of a building permit application to pay a site review fee of \$1,000.00. Xplore plans shall conform with the National Building Code.

7. Construction Commencement

Xplore will undertake to commence construction of any structures and/or buildings as soon as is commercially reasonably practicable following the signing of the Letter of Undertaking.

8. Enforcement

Xplore acknowledges that the Township has authority to accept this Undertaking and agrees that it is legally binding on the parties, and that if Xplore does not fulfil the obligations contained herein, the Township may request the Government of Canada or Industry Canada to suspend or revoke Xplore's license for the Facility on the Lands or may seek other legal remedy.

9. Time of Essence

Time is of the essence for every provision in this Letter of Undertaking.

10. Notification

If any notice or other document is required to be or may be given by the Township or by any official of the Township to Xplore under this Letter of Undertaking, such notice shall be mailed by first class prepaid post or delivered to:

Xplore Inc.
625 Cochrane Drive
Markham, Ontario, L3R 9R9
Attn: President
Legal@xplore.ca

With a copy to:
Xplore Inc.
300 Lockhart Mill Rd.
Woodstock, NB, E7M 5C3
Attn: Site Acquisition and Management
VRE@xplore.ca
Fax: 506-324-6676

or such other address of which has notified the Township in writing. Any such notice so mailed or delivered shall be deemed good and sufficient notice under the terms of this Letter of Undertaking and shall be effective from the date which it is so mailed or delivered.

11. Interpretation Not Affected by Headings

The division of this Letter of Undertaking into paragraphs and the insertion of headings are for convenience of reference only and shall not in any way affect the interpretation of this Letter of Undertaking.

12. Schedules

The following Schedules which are attached hereto, together with all provisions therein, are hereby made a part of this Letter of Undertaking as fully and for all purposes as would be the case if they were set out in the text of this Letter of Undertaking as covenants:

Schedule "A"	"Legal Description of the Lands"
Schedule "B"	"Approved Site Drawings"

In witness whereof has hereunto set their hands the day and year first above written by the hands of their designate duly authorized in that behalf.

Signed

Xplore Inc.

)

)

)

Joel Smith

Per:

Name: Joel Smith

Title:

Director – Real Estate and Network Build

Schedule "A"
Legal Description of the Lands

LEGAL DESCRIPTION:

PT LT 21 CON 13 HOWICK; PT LT 22 CON 13 HOWICK AS IN R319613 TOWNSHIP OF
HOWICK

PIN: 41002--0021 (LT)

Letter of Undertaking

Between: Xplore Inc.

-And-

Township of Howick











ON8420 Letter of Undertaking

Final Audit Report

2024-12-04

Created:	2024-11-29
By:	Barbara Bradley (Barbara.Bradley@xplore.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIndzrRuHFgwhOoLcOpUG6RcaQgJNEhec

"ON8420 Letter of Undertaking" History

-  Document created by Barbara Bradley (Barbara.Bradley@xplore.ca)
2024-11-29 - 8:19:02 PM GMT
-  Document emailed to tanya.oleary@xplore.ca for approval
2024-11-29 - 8:19:19 PM GMT
-  Email viewed by tanya.oleary@xplore.ca
2024-11-29 - 8:20:43 PM GMT
-  Signer tanya.oleary@xplore.ca entered name at signing as Tanya Oleary
2024-11-29 - 8:20:54 PM GMT
-  Document approved by Tanya Oleary (tanya.oleary@xplore.ca)
Approval Date: 2024-11-29 - 8:20:56 PM GMT - Time Source: server
-  Document emailed to Martin Bolduc (martin.bolduc@xplore.ca) for approval
2024-11-29 - 8:20:57 PM GMT
-  Document approved by Martin Bolduc (martin.bolduc@xplore.ca)
Approval Date: 2024-12-03 - 8:12:39 PM GMT - Time Source: server
-  Document emailed to Joel Smith (joel.smith@xplore.ca) for signature
2024-12-03 - 8:12:40 PM GMT
-  Document e-signed by Joel Smith (joel.smith@xplore.ca)
E-signature obtained using URL retrieved through the Adobe Acrobat Sign API
Signature Date: 2024-12-04 - 10:48:02 AM GMT - Time Source: server
-  Agreement completed.
2024-12-04 - 10:48:02 AM GMT

Township of Howick

Department: Public Works

To: Council Meeting

Meeting Date: December 17, 2024

Report Title: November Department Update

1. Recommendation:

That the Council of the Township of Howick receive report PW-2024-22 November Department Update for Information;

And That Council approve the withdrawal of \$40,606.07 from the Public Works' Equipment Reserve to cover the final repair costs to the Kubota M11 and mower attachment (\$15,116.57) and the C12 grader repairs (\$25,489.50).

2. Purpose/Issues:

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

3. Background:

- Dust Suppressant renewal has taken place with Da-Lee Dust Control. A 1.9% CPI increase representing a price increase from \$0.294 to \$0.300 per litre has been approved.
- Upon reviewing the fleet, it was determined that the 1991 Bandit Chipper be deemed surplus equipment. The chipper was placed on GovDeals and the bidding ended on November 29th with a total bid of \$6,151.00 CAD received.
- Tractor M11 was sent for further repairs and returned to the fleet near the end of November. PW was unable to complete the roadside mowing. Financial impacts can be found under the financial implications section within this report.
- Landfill Signage has been purchased and was installed to help the public at the landfill.
- Trees for 2025 have been set aside with Maitland Valley Conservation Authority and 50 Sugar Maples will be available in the new year.
- Snowflake Christmas lights were installed throughout the Township. The grader and tandem truck participated in the November 22 Wroxeter Christmas Parade.

4. Financial Implications:

Detailed financial impacts for the Kubota Tractor and Grader CAT C12 are as follows:

Equipment	Estimated Amount* + HST	Final Repair Costs	Total Expenses incurred to date C12
C12	\$56,915.60	\$32,318.04	\$36,489.50
Total Budget from Service and Supply Lines			\$11,000.00
Total required from Equipment Reserves			\$25,489.50

Note: *Estimated Amount was taken from the Quotes on works needed from Toromont CAT that were previously agreed to by Council.

Equipment	Estimated Amount* + HST	Final Repair Costs Tractor and Mower	Total Service Expenses incurred to date M11
M11	\$12,211.20	\$17,116.57	\$17,116.57
Total Budget from Service Line			\$2,000.00
Total required from Equipment Reserves			\$15,116.57

Note: * Estimated Amount was taken from the Quotes on works needed from Midwestern Equipment that were previously agreed to by Council.

The financial total for the M11 and mower attachment is attributed to:

1. New CB radio that needed to be installed;
2. Towing of Tractor to Listowel;
3. Damaged to mower attachment and re-tooling of needed components for the mowing arm;
4. Machine belts.

CAT C12 was detailed in Report PW-2024-21 Department Update presented to the Regular Council meeting on November 5, 2024.

6. Conclusion / Next Steps:

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

7. Input from Other Sources:

Shawn Nicholson, Lead Hand

8. Attachments:

[Appendix A: GovDeals Bill of Sale](#)

Respectfully submitted by: Jamie McCarthy, Public Works Manager

Howick Township, ON
44816 Harriston Rd
Gorrie, ON N0G 1X0



Bill of Sale Date: 29 Nov 2024
Asset ID: 17

Bill of Sale ID: 1129202417
Inventory ID: 02
Award Amount: \$6,151.00 CAD

Asset Information



Description: 1991 Bandit Woodchipper **VIN/Serial:**
Year: 1991 **Make/Brand:** Bandit **Model:** 90 **Meter:** 1300 Hours (Accurate?: Unknown)
Body: **Trim:** **Color:** **Title Restriction:** Not Applicable

Sale Information

Actual Sold Amount: \$6,151.00 CAD
Other Amount: \$0.00 CAD
Buyer's Premium: \$369.06 CAD
Sales Tax Amount: \$799.63 CAD
Fee Tax Amount: \$0.00 CAD
BP Tax Amount: \$47.98 CAD
Total Amount: \$7,367.67 CAD

Paid On: 29 Nov 2024 Wire Transfer
Other Amount Description:
Tax Rate: HST 13%
HST #: 845281336RT0002

Buyer Information

Brindley Auction Services
37110 Dungannon Rd RR 1
Dungannon, ON N0M 1R0 CAN
brindleyauction@hurontel.on.ca
5194408372

Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid.

Buyer/Agent Signature: _____
Print Name: _____
Date: _____

Vehicle Auctions Only: Sold Under Dealer: 5368543

I agree that this motor vehicle sold under this contract is being sold 'as is' and is not represented as being in road worthy condition, mechanically sound or maintained at any guaranteed level of quality. The vehicle may not be fit for use as a means of transportation and may require substantial repairs at the buyer's expense. It may not be possible to register the vehicle to be driven in its current condition. The winning bidder will be required to transfer ownership before the vehicle can be removed from property.

ALL SALES FINAL
PURCHASERS INITIALS: _____

Authorized Sellers Name: _____ Signature: _____
SALESMAN NAME: Peter Johns - Registration #: 5374426

Township of Howick

Department: Public Works

To: Council

Meeting Date: December 17, 2024

Report Title: Amended Agreement for Contract Personnel and Equipment for Sidewalk Winter Maintenance

1. Recommendation:

THAT the Council of the Township of Howick authorize the following updated agreement with Trevor Tout Custom Dozing Inc. for winter sidewalk maintenance works within the Village of Wroxeter;

AND THAT the Reeve and Clerk-Administrator be authorized to execute said updated agreement.

2. Purpose/Issues:

To bring the updated agreement between Trevor Trout Custom Dozing Inc. and the Township for Wroxeter sidewalks.

3. Report Highlights:

- The above-mentioned agreement is binding to the Corporation and therefore Council is required to authorize this contract to perform snow removal during the 2025 winter months.
- Schedule 'B' - Rate of Pay for Sidewalk Snow Clearing was altered to \$80/hour skid steer and \$80/ hour for lawn tractor instead of \$75, respectively.

4. Background:

Updated costing was received from Trevor Tout Custom Dozing after staff presented the initial agreements to Council, therefore requiring staff to return with the updated agreement for signing.

5. Financial Implications:

The budget for winter maintenance and required insurance will be absorbed by Wroxeter Village Management.

6. Conclusion / Next Steps:

Staff have spoken with Trevor Trout and are recommending the updated agreement to be executed by Council and the Clerk-Administrator.

7. Input from Other Sources:

Caitlin Gillis, Clerk-Administrator

8. Attachments:

[Appendix A: Updated Agreement](#)

Respectfully submitted by: Jamie McCarthy, Public Works Manager

THIS AGREEMENT made in duplicate this 17th day of December, 2024.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF HOWICK

Hereinafter called the “Township” of the first part

AND

TREVOR TOUT CUSTOM DOZING

Hereinafter called the “Contractor” of the second part

WHEREAS the Township requires snow clearing activities on approximately 1050m of public sidewalks located within the Village of Wroxeter, Ontario;

AND WHEREAS the Township requires the Contractor to provide snow clearing services to the public sidewalks identified in [Schedule ‘A’](#).

AND WHEREAS the Contractor is agreeable to performing the snow removal services for the public sidewalks identified in [Schedule ‘A’](#)

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of other good and valuable consideration and the sum of One Dollar (\$1.00) of lawful money of Canada, now paid by each of the parties hereto to each of the other parties hereto, (the receipt whereof is hereby acknowledged), the parties hereto hereby covenant, promise and agree with each other as follows:

WINTER MAINTENANCE

During the time period that customarily may require snow and ice removal (typically December 1st to April 1st) for the duration of this agreement, the Contractor will remove snow and ice, and apply salt and sand as needed from the areas outlined in [Schedule ‘A’](#) to the satisfaction of the Manager of Public Works of the Township of Howick for the price agreed upon in [Schedule ‘B’](#). The time period can be extended as mutually agreed upon by both parties based on weather.

INSURANCE

The Township of Howick will add the Contractor to the Township’s liability insurance policy as an additional insured for coverage while completing sidewalk snow clearing services on behalf of the Township of Howick and agrees to pay all premiums related to increased insurance costs. The Township assumes risk and liability for the skid steer and lawn tractor provided by the Contractor only during operation on behalf of the Township of Howick.

PROOF OF INSURANCE

The Township agrees to provide proof of insurance coverage from their insurance provider to the Contractor.

TERM OF AGREEMENT

This Agreement will be valid for the period of January 1, 2025, until December 1, 2025, unless mutually agreed upon by both parties to be extended due to weather conditions. The Agreement will be reviewed annually on or before December 31.

SECTION 11 – SIGNATURES

THIS AGREEMENT shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.
SIGNED, SEALED AND DELIVERED this 17th day of December, 2024.

(THE CONTRACTOR

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Trevor Tout, Owner, Trevor Tout Custom Dozing

Contractor’s Address: 43739 Harriston Road Gorrie, ON N0G 1X0

Contractor’s Telephone: 519-291-8434

Contractor’s Email: ttcdozing@gmail.com

**(THE CORPORATION OF THE
(TOWNSHIP OF HOWICK**

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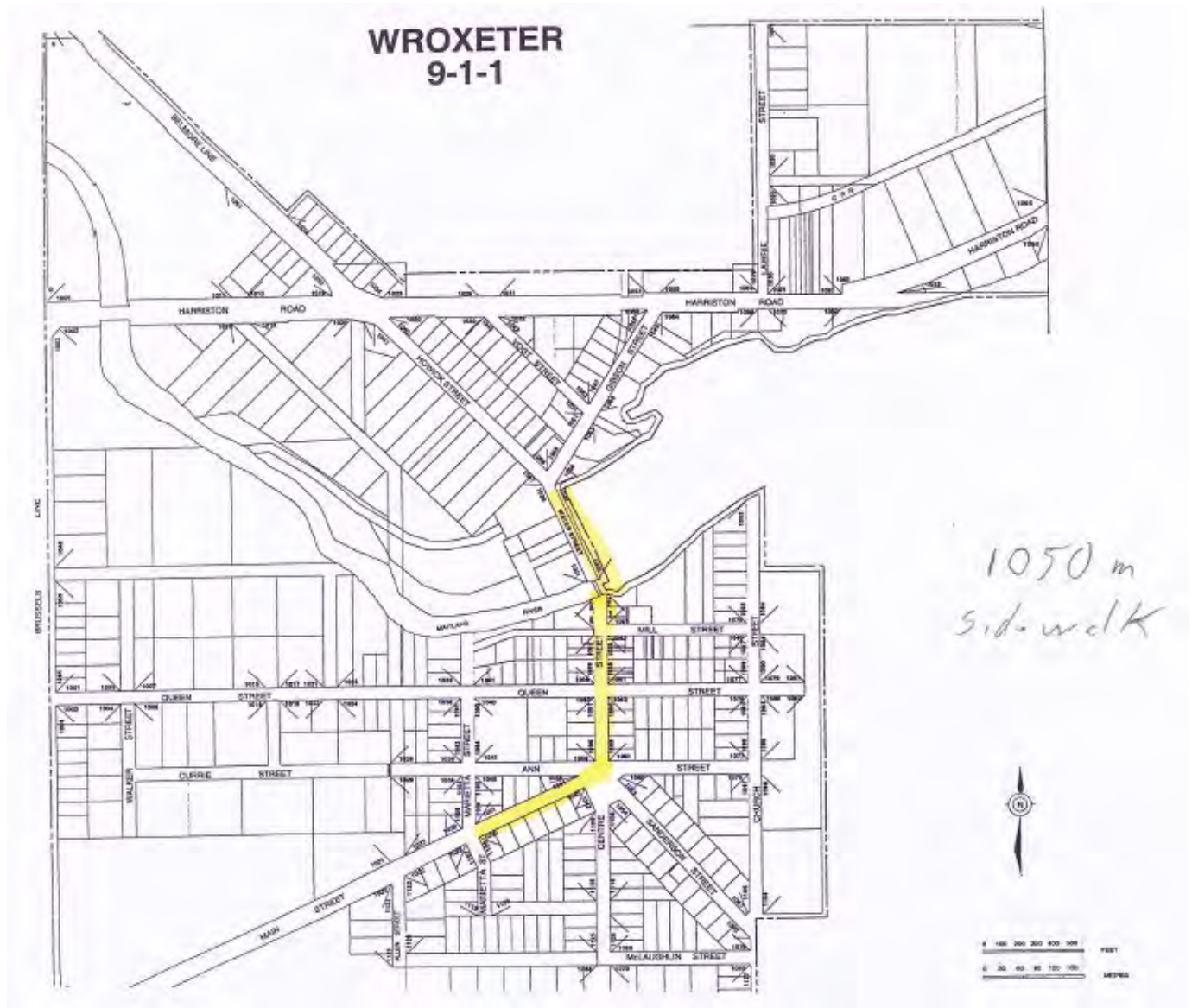
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(We have authority to bind the Corporation

SCHEDULE 'A' OF AGREEMENT

Approximately 1050m of sidewalks requiring snow clearing located within the Village of Wroxeter, Ontario:

<u>Sidewalk Location</u>	<u>Starting Intersection</u>	<u>Ending Intersection</u>
Main Street	Marietta Street	Ann Street
Centre Street	Ann Street	Mill Street
Water Street	Mill Street	Gibson Street



SCHEDULE 'B' OF AGREEMENT

RATE OF PAY FOR SIDEWALK SNOW CLEARING

RATE OF PAY:

Rate of Pay for sidewalk snow clearing for all of the locations listed in Schedule 'A' as required and to the satisfaction of the Township of Howick Manager of Public Works:

- \$110.00 per hour, per piece of equipment
 - \$35.00 per hour per operator
 - \$80.00 per hour per skid steer
 - \$80.00 per hour per lawn tractor

PAYMENT:

The hours of each piece of equipment shall be tabulated monthly and shall be made payable shortly thereafter. The Township shall make every effort to provide the Contractor with a cheque within the first two weeks following the end of each month.

Township of Howick**Department: Public Works, Recreation and Fire Services**

To: Council Meeting

Meeting Date: December 17, 2024

Report Title: Canoe Procurement Group

1. Recommendation:

That the Council of the Township of Howick receive report PW-2024-24 Canoe Procurement Group;

AND THAT a by-law be enacted to amend Schedule A of By-law 40-2004, “Procurement Policies and Procedures” to implement the recommended revisions to allow joint, group and collaborative purchasing as outlined in the report PW-2024-24.

2. Purpose/Issues:

Staff are actively researching a variety of methods to purchase goods and services in a responsible manner for the Township. It was brought to the attention of the Public Works Manager, Recreations Manager and Fire Chief that group purchasing can provide cost-effective methods to obtain needed equipment. This method is not new to the municipality and joint tendering has been used in the past to get a better price for different commodities or services.

3. Report Highlights:

- Group purchasing at a larger scale has been proven to successfully afford smaller communities opportunities to purchase items at a lower cost, similar to the buying power of larger cities and towns.
- As fleet, equipment and property assets are being reviewed, optimization is needed and joining the Canoe Purchasing Group will provide buying power of over 5000 organizations across Canada for Township procurement purposes.

4. Background:

To align department operations and capital projects with the goals as set out in the Howick Strategic Plan.

Group buying helps municipalities purchase products and services they regularly use. By combining forces under the Canoe Procurement Group, municipalities can access high-quality, competitively priced goods and services, in addition to freeing up staff time. Local Authority Services (LAS) and Canoe Procurement Group are backed by the Association of Municipalities of Ontario (AMO), who work with these companies to advocate on behalf of Ontario municipalities.

5. Financial Implications:

The benefits of joining Canoe Procurement Group will be able to be seen when equipment, services or property assets are purchased. It will also aid in reducing staff time going through the procurement process as Canoe Purchasing Group has already completed that aspect. There are no fees to be in the purchasing group and no minimum purchase amounts.

This would not remove the ability for staff to still Tender or issue Request for Quotations or Requests for Proposals. It is simply an additional tool for procurement purposes.

6. Conclusion / Next Steps:

Updates to the 2004 Procurement Policy and Procedure are needed to add definitions and rules surrounding cooperative procurement (buying groups).

Staff will add an update to the Township website to provide a “Notice of Participation: Canoe Procurement Group of Canada.” This will need to occur to provide transparency to other suppliers.

7. Input from Other Sources:

Brady Ropp, Recreation Manager
Josh Kestner, Fire Chief

8. Attachments:

Appendix A – Draft By-law 64-2024 to amend By-law 40-2024 Procurement Policy and Procedures

Appendix B – By-Law 40-2004, Procurement Policy and Procedures

Respectfully submitted by: Jamie McCarthy, Public Works Manager

Corporation of the Township of Howick

By-Law No. __-2024

Being a By-Law to amend By-Law #40-2004, Procurement Policy and Procedures for the Corporation of the Township of Howick to allow joint, group and collaborative purchasing.

WHEREAS Section 5 of the Municipal Act, S.O. 2001, c. 25 as amended, provides that the powers of the Municipal Council shall be exercised by By-Law, unless the municipality is specifically authorized to do otherwise; and

WHEREAS, Whereas Section 270 (1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that a municipality and a local board shall adopt policies with respect to its procurement of goods and services; and

WHEREAS Section 286 (1) of the Municipal Act, S.O. 2001, c. 25 provides that the Treasurer is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality; and

WHEREAS it is deemed necessary to adopt a Purchasing Policy in accordance with the requirements of the Municipal Act, 2001, S.O. 2001, c. 25, as amended; and

WHEREAS the Council of the Township of Howick has passed By-law No. 40–2004, to adopt the Procurement of Goods and Services Policy for the Corporation of the Township of Howick and deems it necessary to amend same;

NOW THEREFORE Be It Resolved That the Council of the Corporation of the Township of Howick enacts as follows:

1. THAT **Section I – DEFINITIONS** of Schedule A to By-Law 40-2024 be amended by adding the following:

“**Buying Group**’ means a cooperative arrangement in which individual members administer the procurement function for specific contracts for the group, and more formal corporate arrangements in which the buying group administers procurement for group members. Buying groups may consist of a variety of entities, including the federal government, provincial/territorial government, other municipalities, or any combination of procuring entities, private sector entities, or not-for-profit organizations.

‘**Group Procurement Organization**’ (GPO) means an entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors based on the collective buying power of the GPO members.

‘**Senior Management Team**’ means any Department Head of the Township of Howick.

[Return to Top](#)

‘**Sole Source**’ means that the goods and/or services are available from only one supplier.”

2. THAT **Section VIII – METHODS OF PROCUREMENT, 4. EXCEPTIONS TO METHODS OF ACQUISITION** of Schedule A to By-Law 40-2024 be amended by deleting the following:

“d. CO-OPERATIVE OR JOINT VENTURES

The Township may participate with other government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a “piggy

back clause” within public sector contracts, whenever it is determined to be in the best interest of the Township to do so.”

3. That **Section VIII – METHODS OF PROCUREMENT, 4. EXCEPTIONS TO METHODS OF ACQUISITION** of Schedule A to By-Law 40-2024 be amended by adding the following:

“d. COOPERATIVE PROCUREMENT (BUYING GROUPS)

1. The Township may join one or more Buying Groups or purchase from an existing Buying Group Contract with the Treasurer’s approval.
 2. Once the Treasurer has approved the Township’s participation in a Buying Group or Buying Group contract, members of the Senior Management Team may purchase from an existing Buying Group.
 3. A Buying Group contract is deemed to be a competitively awarded Contract. Approvals to award the Contract or to purchase from a Buying Group Contract must be obtained as set out in this policy based on the Contract Value of the Contract prior to committing the Township to purchase any Goods or Services.
 4. The cooperative procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of:
 - a) It is advantageous to the Township to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body or a Group Procurement Organization (GPO).
 - b) Cooperation with Other Public Agencies in Order to Obtain the Best Possible Value for Every Tax Dollar. The Township is a member of a cooperative procurement group. Made up of several public agencies, this group pools its expertise and resources in order to practice good Value Analysis and to purchase goods and/or services in volume and save tax dollars.
4. THAT Schedule A to By-law 40-2024 be amended to the extent of this By-law.
 5. THAT this by-law comes into force and effect on the date of final passing.

Read a first and second time this 17th day of December, 2024.

Read a third time and finally passed this 17th day of December, 2024.

Reeve, Doug Harding

Clerk-Administrator Caitlin Gillis

CORPORATION OF THE TOWNSHIP OF HOWICK
PROCUREMENT POLICIES AND PROCEDURES

INDEX

Section I	DEFINITIONS	Page 2
Section II	PROCUREMENT PRINCIPLES & GOALS	Page 6
Section III	GENERAL CONDITIONS	Page 7
Section IV	REQUIREMENT FOR APPROVED FUNDS	Page 8
Section V	SPECIFICATIONS	Page 8
Section VI	STANDARDIZATION	Page 9
Section VII	RESPONSIBILITIES AND AUTHORITIES	Page 9
Section VIII	METHODS OF PROCUREMENT	Page 10
Section IX	BID ANALYSIS	Page 15
Section X	REPORTING	Page 16
Section XI	DISPOSAL OF SURPLUS GOODS	Page 16
Section XII	CONFLICT OF INTEREST	Page 16



Schedule A	EXEMPTIONS FROM PROVISIONS OF PURCHASING POLICIES	Page 17
Schedule B	BID IRREGULARITIES	Page 18
Schedule C	TENDER PROCESS	Page 21
Schedule D	REQUEST FOR PROPOSAL PROCESS	page 23

SECTION I - DEFINITIONS

Under this Policy,

1. **Acquisition**
means the process used for obtaining goods and services
2. **Agreement**
means a legal document that binds the Corporation of the Township of Howick and all other parties, subject to the provisions of the contract
3. **Annual Aggregate Value**
means the total amount anticipated to be spent annually by all departments on a particular type of good or service
4. **Approval**
means authorization to proceed with the purchase or disposal of goods and/or services
5. **Bid**
means an offer or submission received in response to a request for quotation, tender or proposal which is subject to acceptance or rejection
6. **Bid Irregularity**
means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Appendix B)
7. **Bid Request**
means a written request for bids or a solicitation, which may be in the form of a Request for Quotation, Request for Tender or Request for Proposal
8. **Blanket Order (Supply Contract)**
means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods and services to the purchaser upon the purchaser's demand
9. **Administrator-Treasurer**
means the Administrator-Treasurer for the Corporation of the Township of Howick
10. **Central Stores**
means the location of inventoried goods stored for regular use of staff
11. **Clerk**
means the Municipal Clerk for the Corporation of the Township of Howick
12. **Contract**
means a legally binding agreement between two or more parties. Such agreements will consist in the form of a:
 - a. Purchase Order, or
 - b. Purchase Order incorporating a formal agreement, or
 - c. Formal agreement between two or more parties that creates an obligation to provide defined goods and / or perform defined services
13. **Conflict of Interest**
refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of the Township of Howick. It includes

using an employee's position, confidential information, or corporate time, material or facilities, for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends, or business associate

14. **Corporate Signing Officers**
means the Reeve and Municipal Clerk and/or other individuals designated by Council or this policy
15. **Cost Effective Bid**
means a bid received in response to a request that offers the best value for the dollars expended taking into consideration a quantitative and qualitative selections procedure
16. **Council**
means the Council for the Corporation of the Township of Howick
17. **Co-op**
means a co-operative acquisition venture
18. **Corporation**
means the Corporation of the Township of Howick
19. **Department Head**
means the person responsible for direction and operational control of a Department, or an authorized designate
20. **Designated Signing Authorization**
provides the authority for members of staff to execute legally binding contracts, on behalf of the Corporation.
21. **Direct Appointment**
means to directly appoint a consultant on the basis of defined selection criteria, including but not limited to qualifications and experience
22. **Disposal**
means the removal of materials owned by the Township by sale, trade-in, auction, alternative use, gift, or destruction which are deemed surplus
23. **Emergency**
means a situation where the purchase of goods and services requires immediate action to prevent or correct dangerous or potentially dangerous safety conditions and/or further damage, to restore minimum service, or to ensure the safety of the public
24. **Execute**
means to legally bind the Corporation of the Township of Howick to the terms and conditions defined within the Purchase Order and/or Agreement
25. **Expression of Interest**
means a situation where vendors are solicited by the Township to advise the municipality of their ability or desire to undertake Township requirements
26. **Goods and/or Services**
includes supplies, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for
27. **List of Bidders**
means a list of those vendors who are interested in submitting bids

28. **Lowest Responsive Bid**
means the lowest bid price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted
29. **Material Safety Data Sheets (MSDS)**
means Material Safety Data Sheets which must be submitted by the vendor for all hazardous materials, including an index of chemical compounds with details of properties, handling details, precautions and first-aid procedures
30. **Negotiation**
means the action or process of conferring with one or more vendors leading to an agreement on the acquisition of the required goods and services under the conditions outlined in this Policy
31. **Open Market Procedure**
means obtaining price quotations from vendors verbally or in writing
32. **Privilege Clause**
means the standard clause used in bid documents and advertising that reads in part “the lowest or any tender not necessarily accepted”
33. **Procure/Procurement/Purchase**
means the acquisition, by purchase, rental or lease, of goods and/or services
34. **Professional and Consulting Services**
includes architects, auditors, engineers, designers, planners, surveyors, management and financial consultants, brokers, legal services, and any other professional and consulting services rendered on behalf of the Township
35. **Proposal (Request for Proposal /RFP)**
means an offer to provide goods or services to the Township, where it is not practical to prepare precise specifications, or where “alternatives” to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price.
36. **Purchase Order**
means a written offer to purchase goods and services or a written acceptance of an offer where such offer has been made on forms prescribed by the Township
37. **Purchase Requisition**
means a request for goods and/or services initiated by the user, for which budget approval has been granted
38. **Quotation (Request for Quotation/RFQ)**
means an offer to sell goods and services to the Township, or an offer to purchase surplus goods from the Township
39. **Real Property**
means land or buildings and any interest, estate or right of easement affecting same.

40. **Responsive and Responsible Vendor**
means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract, based on reputation, or references, or performance on previous contracts, and adequate financial and other resources
41. **Senior Management Team**
is comprised of the Administrator-Treasurer, Clerk and Department Heads
42. **Single Source**
means there is more than one source in the open market but, only for reasons of function or service, one vendor is recommended for consideration of the particular goods and/or services
43. **Surety**
means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit, or any other form, as deemed necessary and stated in any quotation, tender or proposal documents issued by the Township
44. **Tender**
means an offer received from a supplier of goods and services in response to a public advertisement requesting tenders sealed in an envelope
45. **Township**
means the Corporation of the Township of Howick
46. **Treasurer**
is the Administrator-Treasurer for the Corporation of the Township of Howick
47. **Verbal Quotation**
means the requisitioning department will receive pricing via telephone or in person, and will retain written documentation of the conversation and document the information on the requisition.

SECTION II - PROCUREMENT PRINCIPLES and GOALS

The purchasing principles of the Corporation of the Township of Howick are as follows:

1. To procure, by purchase, rental or lease, the required quality and quantity of goods and/or services, including professional and consulting services, in an efficient, timely and cost- effective manner;
2. To encourage open competitive bidding for the acquisition and disposal of goods and services where practicable;
3. To consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in evaluating bid submissions from qualified, responsive and responsible vendors
4. To give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the Township as a whole prior to determining the appropriate acquisition method;
5. To monitor and report on the economic climate and legislative changes that may have an impact on the Township of Howick, to determine the appropriate actions to be taken through purchasing policies and procedures;
6. To encourage the procurement of goods and services with due regard to the preservation of the natural environment, vendors may be selected to supply goods made by methods resulting in the least damage to the environment and to supply goods incorporating recycled materials where practicable.
7. To review this policy every 5 years or sooner, to evaluate its effectiveness

SECTION III - GENERAL CONDITIONS

1. Elected/Appointed Officials shall have regard to the provisions of the Municipal Conflict of Interest Act, 1990 and the Municipal Freedom of Information and Protected of Privacy Act in adhering to the Procurement Policy
2. Employees shall follow the guidelines of the Township's "*Employment Policy*" with respect to 'conflict of interest' and 'confidentiality' as approved by Council, in adhering to the Procurement Policy.
3. Any commitment being made, where it is recommended that a contract be executed by the Reeve and the Clerk, must first be approved by Council.
4. Where a Department Head is authorized to undertake any act pursuant to this Policy, such act may be undertaken by the Department Head's authorized designate.
5. No expenditure or commitment shall be incurred or made and no account shall be paid by the Township for goods and services, except as approved by Council or as otherwise authorized in accordance with this policy.
6. The Department head of the requisitioning department may remove a vendor's name from the list of bidders for a period of up to two years on the basis of documented poor performance, non-performance, or conflict of interest, and the vendor shall receive written notice of such decision.
7. Use of the privilege clause, which reads in part "the lowest or any tender may not necessarily accepted", must be accompanied by reasons why a bid may be not accepted.
8. The Department Head will assist in developing evaluation criteria and submission analysis for all procurement needs.
9. No employee shall purchase or offer to purchase, on behalf of the Township, any goods and services, except in accordance with this Policy.
10. An Elected Official shall no approve or acquire any goods and services.
11. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Township in contravention of any section of this Policy shall be submit to disciplinary action in accordance with Township Policy.
12. All petty cash purchases must exclude tendered goods and services.
13. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
14. A Department Head shall not award a contract where it has been determined that the provisions of this policy have not been adhered to.
15. The Department Head shall reject all purchase requisitions for services where the services could result in the establishment of an employee-employer relationship.
16. Schedules A-D (attached hereto) may be amended or updated by the Clerk or Treasurer from time to time to reflect legislative and practical changes required. Such amendments shall be circulated to Council, Department Heads and affected staff.

SECTION IV - REQUIREMENT FOR APPROVED FUNDS

1. Net departmental expenditures are authorized by Council each year as part of either the Operating or Capital Budget process. Pending Council's approval of proposed budgetary estimates, Department Heads are authorized to spend up to 50% of the previous years approved departmental allocations.
2. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council-approved Budget. Approval in the budget to award a contract provides the Department Head with the authority to process and implement the award, within the constraints of this Procurement Policy.
3. Where goods and/or services are routinely purchased or leased on a multi-year basis, the exercise of authority to award such a contract is subject to the following:
 - a. the identification and availability of sufficient funds in appropriate accounts for the current year within Council-approved estimates, and
 - b. the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available.
 - c. the Department Head will co-ordinate with the Administrator-Treasurer, all leasing requirements including term capitalization rate, lease vs. buy (or other) analysis, etc. The Administrator-Treasurer will ensure that all lease commitments comply with Municipal Act 2001, as amended, and regulations made there under.
4. The Administrator-Treasurer may reject purchase requests for which sufficient funds are not available and identified. If the Department Head advises that the deficiency is minimal and alternative funding has been identified, the purchase request may proceed provided appropriate authorizations are met in accordance with this policy.
5. Where this policy prescribes financial limits on a contract that may be awarded under the authority of a Department Head, or provides for financial limits on contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the sum of:
 - a. all costs to be paid to the supplier under the contract, excluding all taxes
 - b. less any rebates

SECTION V - SPECIFICATIONS

1. The department whose budget provides for the procurement of goods and services shall be responsible, in consultation with the Administrator-Treasurer and any other Township department, for the preparation and approval of all Specifications and/or Terms of Reference (Scope of Work) to be used for the procurement of such goods and services.
2. Where practical, Specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.
3. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- a. the Administrator-Treasurer shall be advised.
- b. the contracted vendor will be considered as a consultant and unable to make an offer for the supply of the goods and services.
- c. a fee shall be paid.
- d. the detailed specification shall become the property of the Township for use in obtaining competitive bids.

SECTION VI - STANDARDIZATION

It will be the policy of the Township of Howick, wherever possible, to standardize the procurement of goods and services to allow for:

1. reduced number of goods and services required
2. increased volume on common items or services
3. maximizing volume buying opportunities
4. providing economies of scale
5. reduced handling, training and storage costs
6. minimizing maintenance costs
7. co-operative purchasing activities
8. competitive bid results
9. reduced overall cost

SECTION VII - RESPONSIBILITIES AND AUTHORITIES

1. The Department Heads have responsibility for procurement activities within their departments and are accountable for determining and achieving specific objectives as outlined for each procurement project.
2. Department Heads have the authority to award contracts in the circumstances specified in this policy provided that the delegated power is exercised within the limits prescribed in this policy and that the requirements of this policy are met.
3. The Administrator-Treasurer is responsible for providing procurement advice and services to Department Heads, and monitoring compliance with this policy.
4. Department Heads, in consultation with Treasury staff, shall inform Council when non compliance with this policy has occurred.
5. The Administrator-Treasurer has the authority to: instruct the Department Head not to award a contract: submit recommendations to Council for approval: provide additional restrictions concerning procurement, where such action is considered necessary and in the best interests of the Township.

SECTION VIII - METHODS OF PROCUREMENT

Notwithstanding any other provisions of this Policy, the items listed in Appendix "A" do not fall under the acquisition guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time.

1. PROCUREMENT OF GOODS AND/OR SERVICES

Where a required product or service can be specified, it shall be acquired by a Purchase Requisition

Where it is estimated that the value of the goods and services, inclusive of all delivery charges will cost:

a. **\$0 to \$200**

Direct acquisition is acceptable.

No purchase requisition is required.

b. **\$200 to \$2,500**

The user department shall obtain 3 quotations, where possible and practicable. No Purchase Order is required.

No report to Council is necessary.

The purchase requisition shall act as the Purchase Order.

c. **\$2,500 to \$10,000**

The initiating Department in consultation with the Treasurer, shall obtain three (3) written quotations, where possible using a Request for Quotation, invitational Request for Quotation, or other method.

No report to Council is necessary.

A purchase requisition is used to initiate the process and a purchase order must be issued.

d. **\$10,000 to \$50,000**

The initiating Department Head, in consultation with the Treasurer, shall issue a Request for Quotation. A minimum of three quotations (where possible) are to be received before the Township commits to a Vendor.

If only one quotation is received, the Township may exercise its right to cancel the call for quotations. Quotations are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. No report to Council is necessary.

A purchase requisition is used to initiate the process and a purchase order must be issued.

e. **\$50,000 and over**

The requisitioning Department Head, in consultation with the Treasurer, shall issue a Tender for approved projects based on defined requirements (specifications are available to readily compare products).

Any requested bid deposit, security or bond must be included with the submission.

Replies are delivered directly to the Clerk's Department, to be opened at a public meeting. If only one tender is received, the Township has the option of not opening the bid and closing the call for tender.

Each sealed bid received in response to a formal bid request is reviewed to determine whether a bid irregularity exists, action is taken according to the nature of the irregularity (see Appendix B).

A report initiated by the issuing Department Head and reviewed by the Treasurer shall be prepared for Council consideration and approval.

Upon Council's approval, the Department Head shall ensure that a legally binding agreement is executed by the Reeve and Clerk, or a purchase order is issued.

The Department Head is responsible for maintaining current insurance certificates and WSIB certificates, as called for in the bid documents.

2. REQUESTS FOR PROPOSALS

(INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)

This method of acquisition can be used for any dollar value and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitely specified, the requirements of the Township are best described in a general performance specification, and innovative solutions are sought. Depending on its' terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms, and prices.

The Department Head shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation-scoring scheme using a standard Request for Proposal that includes factors such as qualification and experience, strategy, approach, methodology, scheduling, and past performance, facilities, and equipment. Department Heads shall identify appropriate criteria from the list but are not limited to the standard criteria from the list. Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. If only one proposal is received, the Department Head, in consultation with the Treasurer, has the option of not opening the bid and closing the call for proposal.

Where the required goods or service cannot be specified and it is estimated that the value of the goods and services (excluding all taxes) cost:

a. \$10,000 or less

a written quotation must be acquired by the initiating Department.

No report to Council is required.

A purchase requisition is required.

A purchase order must be issued.

The initiating Department must execute a contract

b. \$10,000.00 to \$50,000

written quotations shall be advertised through the Request for Proposal (RFP) process and evaluated on the basis of quantitative and qualitative criteria.

No report to Council is required.

A purchase order must be issued.

The initiating Department must execute a contract.

c. **Over \$50,000**

written quotations shall be acquired through the Request for Proposal (RFP) process and evaluated on the basis of quantitative and qualitative criteria. A report to Council is required from the department issuing the RFP for Council consideration and approval.

Upon Councils approval, a contract must be executed by the Reeve and Clerk.

3. **EXPRESSION OF INTEREST and/or REQUEST FOR PRE- QUALIFICATION**

Used where bidders offer their interest in submitting a bid on a product or service.

Advertised publicly, and information is requested to determine reference checks, past performance, and financial liability. A reply to the Request for Expression of Interest and/or Pre-Qualification is required by a designated date and time to the Treasury Department, signed by an Officer authorized to legally bind the Corporation.

Submissions are reviewed and subsequently a Request for Quotation or Tender is prepared for a short list to invited pre-qualified bidders.

METHODS OF PROCUREMENT – SUMMARY TEMPLATE

The following are authorized procedures for the procurement of goods, services, and construction, not available from pre-existing agreements.

METHOD OF PROCUREMENT	TYPE OF QUOTATION	SOURCE OF BIDS	TYPE OF CONTRACT	REPORTING STATUS
1. GOODS AND SERVICES				
a. under \$200			direct acquisition	no report to Council required
b. \$200.00 - 2,500		Purchases made from the competitive marketplace where possible and practicable	Purchase requisition no purchase order required	no report to Council required
c. \$2,500 -10,000	Written quotation required	3 written quotes to be obtained where possible	Purchase Order	no report to Council required
d. \$10,000–50,000	Written quotation acquired by REQUEST FOR TENDER	Advertised on website/ETN	Purchase Order	no report to Council required.
e. over \$50,000	Written quotation acquired by REQUEST FOR TENDER	Advertised on website/ETN, may advertise in local and/or trade paper	Purchase Order or Executed Contract	report to Council
2. REQUEST FOR PROPOSALS (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)				
a. under \$10,000	Written quotation acquired by Department Head		Purchase Order or agreement	no report to Council required
b. \$10,000-50,000	Written quotations through REQUEST FOR PROPOSAL	Advertised on website/ETN, may advertise in local and/or trade paper	Purchase Order or agreement	no report to Council required
c. over \$50,000	Written quotations through REQUEST FOR PROPOSAL	Advertised on website/ETN, may advertise in local and/or trade paper	Purchase Order or agreement	Review by Solicitor Report to Council
3. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION				
	Request for information only, followed by INVITATION TO BID or PREQUALIFIED TENDER	Advertise on website/ETN, may advertise in local and/or trade paper	no contract Followed by further request	no report to Council required.

4. **EXCEPTIONS TO METHODS OF ACQUISITION**

a. VOLATILE MARKET CONDITIONS

Notwithstanding the provisions of this policy, where market conditions are such that long term price protection cannot be obtained for goods and services, the Department Head will obtain competitive prices for short term commitments until such time a reasonable price protection and firm market pricing is restored.

b. SOLE SOURCE PROCUREMENT

Purchase by negotiation may be adopted, if in the judgment of the requisitioning Department Head in consultation with the Treasurer, any of the following conditions apply:

- (i) goods and services are in short supply due to market conditions
- (ii) the sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - a. components or replacement parts for which there is no substitute
 - b. compatibility with an existing product, facility or service is required
 - c. specific standards are adopted by Council
- (iii) there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial
- (iv) work is required at a location where a contractor has already been secured by another party through a tender process with established unit prices and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the Township
- (xii) after the RFP process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the initially defined requirements of the call for quotations/proposals
- (xiii) when only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals.

c. EMERGENCY PROCUREMENT

Notwithstanding the provisions of this policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head or the Head of Council to be a threat to:

- public health
- the maintenance of essential Town services
- the welfare of persons or of public property, or
- the security of the Township's interests

and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids

The above criteria are to be applied on the basis of:

i) Procurement under \$50,000:

Wherever feasible, the Department Head, shall secure by the most open market procedure at the lowest obtainable price, any goods and services required. A purchase order shall be issued.

(ii) Procurement Over \$50,000:

The Department Head shall obtain the prior approval of the Head of Council. An information report shall be submitted to Council explaining the actions taken and the reason(s) therefore. A purchase order shall be issued.

d. CO-OPERATIVE OR JOINT VENTURES

The Township may participate with other Government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a 'piggy back clause' within public sector contracts, whenever it is determined to be in the best interest of the Township to do so.

e. UNSOLICITED PROPOSALS

Unsolicited proposals received by the Town shall be reviewed by the Department Head and Purchasing Co-ordinator. Any procurement activity resulting for the receipt of an Unsolicited Proposal shall comply with the provisions of this policy. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement requirements comply with the non-competitive procurement policies and procedures.

SECTION IX - BID ANALYSIS

Analyzing of bid responses shall be as follows;

1. Tenders shall be tabulated and analyzed by the initiating Department Head, and a recommendation forwarded to the Administrator-Treasurer for review
2. Bid responses dealing with the lease, rental or purchase of physical assets shall be tabulated and analyzed by the initiating Department Head, and a recommendation forwarded to the Administrator-Treasurer for review
3. All other bid responses shall be tabulated and analyzed by the Administrator-Treasurer in consultation with the initiating Department Head.

SECTION X - REPORTING

GOODS AND SERVICES and PROFESSIONAL AND CONSULTING SERVICES

1. Where the;
 - a. value of the goods and services is less than \$50,000, and
 - b. procedures defined by this policy has been followed, and
 - c. acquisition is within the approved departmental net budget amount, and
 - d. lowest responsive bid has being recommended.

No report to Council is required and the Department Head shall execute a purchase order or arrange for a contract to be signed by the Corporate Signing Officers.

2. Council approval is required where the:
 - a. value of the goods and services is over \$50,000, or
 - b. purchase is for vehicles or heavy equipment, or
 - c. purchasing policy is being waived, or
 - d. acquisition exceeds the approved capital budget amount by more than 10%, or
 - e. lowest responsive vendor submission is not being recommended, or
 - f. there was no provision in the budget for the item

Based on the above criteria, a purchase order shall be issued and/or contract executed by the Reeve and Clerk in accordance to the reporting guidelines in this policy.

3. All contracts will be held by the Municipal Clerk with copies being sent to the issuing department and the Administrator-Treasurer.

SECTION XI - DISPOSAL OF SURPLUS GOODS

1. The Department Head shall notify the Council once any item has been deemed as surplus assets for sale or disposal. If the value is greater than \$10,000, the Department Head shall obtain the approval of the Council prior to sale or disposition.
2. Surplus assets not required by any other department shall be sold or disposed of by the Department Head via formal auction, internet auction, tender, quotation or trade-in. Any remaining surplus assets may be awarded to a non-profit entity.
3. The disposition shall be documented with a Sales Order. Revenue generated from the sale of surplus assets shall be credited to the appropriate equipment replacement reserve for future allocation.

SECTION XII - CONFLICT OF INTEREST

All consultants (eg: architects, engineers, etc.) retained by the Township of Howick shall disclose to the Township prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Township as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. As well, if during the conduct of a Township assignment, a consultant is retained by another client thus giving rise to a potential conflict of interest, then the consultant shall so inform the Township.

Schedule "A"

GOODS AND SERVICES "EXEMPT" from PROVISIONS OF THE PROCUREMENT POLICIES

1. **Petty Cash Items**
2. **Training and Education**
 - a) Conferences
 - b) Courses
 - c) Conventions
 - d) Memberships
 - e) Seminars
 - d) Periodicals
 - g) Magazines
 - h) Staff Training
 - l) Staff development
 - j) Staff workshops
 - k) Subscriptions
3. **Employee Expenses**
 - a) Advances
 - b) Meal allowances
 - c) Travel & Hotel accommodation
 - d) Entertainment
 - e) Miscellaneous — Non-Travel
4. **Employer's General Expenses**
 - a) Payroll deduction remittances
 - b) Licenses (vehicles, elevators, radios, etc.)
 - c) Debenture payments
 - d) Grants to agencies
 - e) Payments of damages Tax remittances
 - g) Charges to/from other Government or Crown Corporations
 - h) Employee income
5. **Professional and Special Services**
 - a) Committee fees
 - b) Witness fees
 - c) Court reporters' fees
 - d) Honoraria
 - e) Arbitrators
 - f) Legal settlements
6. **Utilities**
 - a) Postage
 - b) Water and sewer charges
 - c) Hydro
 - d) Cable television charges

Schedule “B”
BID IRREGULARITIES

1. BID IRREGULARITY

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as “major irregularities” or “minor irregularities”.

A “**major irregularity**” is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The Department Head must reject any bid that contains a major irregularity.

A “**minor irregularity**” is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The Department Head may permit the bidder to correct a minor irregularity.

2. MATHEMATICAL ERRORS - RECTIFIED BY STAFF

The Department Head will correct errors in mathematical extensions and/or taxes, and the quoted unit prices will govern. The responsibility for correcting mathematical errors may be delegated to the Treasury department.

3. ACTION TAKEN

The Department Head, Administrator-Treasurer and Township Solicitor will be responsible for action taken in dealing with bid irregularities, and will act in accordance with the nature of the irregularity:

- major irregularity (automatic rejection)
- minor irregularity (bidder may rectify)
- mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the Township may disqualify such vendor from participating in Township quotations / tenders / requests for proposals for a period of up to one year.

BID IRREGULARITIES – SUMMARY

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	Late bids (by any amount of time)	X		automatic rejection
2.	Bids completed in pencil	X		automatic rejection
3.	Bid surety not submitted with the bid when the bid request (or any addenda) indicates that such surety is required	X		automatic rejection
4.	EXECUTION OF AGREEMENT TO BOND: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. Surety Company not licensed to do business in Ontario	X		automatic rejection
5.	EXECUTION OF BID BONDS: a. Corporate seal or equivalent proof of authority to bind company or signature of the Bidder or both missing b. Corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	X		automatic rejection
6.	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
7.	Bidders not attending mandatory site meeting	X		automatic rejection
8.	Unsealed tender envelope	X		automatic rejection
9.	Proper response envelope or label not used	X	X	acceptable if officially received on time
10.	Pricing or signature pages missing	X		automatic rejection
11.	Insufficient financial security (ie: no deposit or bid bond or insufficient deposit)	X or	X	Where security is required & amount is not specified in request, automatic rejection unless insufficiency is <u>deminimus</u> (trivial or insignificant) – where security is required and amount of security is specified in request automatic rejection
12.	Bid received on documents other than those provided in request	X		Not acceptable unless specified otherwise in the request
13.	EXECUTION OF BID DOCUMENT Proof of authority to bind is missing	X		automatic rejection
14.	Part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in the request

15.	Bids containing minor clerical errors		X	2 working days to correct initial errors. Town reserves the right to waive initialing and accept bid
16.	Uninitialed changes to the request documents which are minor (ie; the bidder's address is amended by overwriting but not initialed)		X	2 working days to correct initial errors. Town reserves the right to waive initialing and accept bid
17.	Alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
18.	Unit prices in the schedule of prices have been changed but not initialed		X	2 working days to correct initial errors. Town reserves the right to waive initialing and accept bid
19.	Other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern
20.	Pages requiring completion of information by vendor are missing	X		automatic rejection
21.	Bid documents which suggest that the bidder has made a major mistake in calculations or bid			consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable

NOTE: The above list of irregularities should not be considered all-inclusive. The requisitioning department will review minor irregularities not listed. The Department Head may then accept the bid, or request that the bidder rectify the deviation.

Schedule "C"
TENDER PROCESS

Tenders will be called for all work, equipment, and materials with a value exceeding \$50,000 by the way of public advertising or invitational bid, as outlined in the Township's Purchasing Policy.

The Department Head will draft and arrange for circulation, an advertisement and tender documents providing the following information, and the Department Head will have plans and specifications prepared at least one day before the ad appears.

- description of work
- dollar value
- Council authority
- Closing date
- All public tenders are advertised locally, at the discretion of the Department Head. Tenders may be advertised in a local, regional, and/or construction newspaper
- In some instances the contract may be advertised to *pre-qualify* potential bidders. Pre-qualification of bidders includes the screening of potential vendors in which such factors as financial capability, reputation, qualified staff and equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders
- Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 15 calendar days after date of issue. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) being tendered.

Advertised tender packages are available from the Municipal Office, 44816 Harriston Road, RR #1, Gorrie ON, N0G 1X0. The tender fee (if applicable) is payable to the Township of Howick. A copy is available for viewing prior to purchase.

All tender submissions must be addressed to the Municipal Clerk, Township of Howick, and returned in the envelope provided with the tender package. All **sealed** tender submissions will be received at the business office, and will be date and time-stamped.

Administration staff will refuse to accept any tender submission that is

- not sealed
- received after the specified closing deadline
- submitted after a tender has been cancelled.

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the Municipal Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders close at the specified time on the appointed day, and are opened publicly immediately thereafter (unless otherwise specified in the tender documents).

Each tender is reviewed to determine whether a bid irregularity exists, and action is taken according to the nature of the irregularity (see Appendix B).

Tenders are tabulated and evaluated by the using department.

A report initiated by the issuing Department Head and reviewed by the Treasurer shall be prepared for Council's consideration and approval.

Following Council's approval, the Department Head shall either issue a purchase order, or ensure that a contract that legally binds the corporation is executed by the Reeve and Clerk.

Tender results, if requested, shall be made public by the Department Head.

Schedule "D"
REQUEST FOR PROPOSAL PROCESS

REQUEST FOR PROPOSALS (RFP's) may be called instead of tenders, by the way of public advertising or invitational bid, as outlined in the Township's Purchasing Policy:

- when requirements or services are non-standard or specialized in nature, or
- when the requirements or services are non-standard or specialized in nature, or
- when the cost is a minor component making up the award.

The following information must be provided:

- approximate dollar value
- budget authority
- description of work
- closing date

The user Department Head will initiate the RFP process by preparing documents, with input and assistance from the Administrator-Treasurer, if required.

Prior to printing, documents will be reviewed by the Administrator-Treasurer to ensure that all provisions other than specifications have been included in the proper format.

The Department Head will advertise and distribute RFP packages.

All public RFP's are advertised at the discretion of the Department Head, RFP's may be advertised in a local, regional, and/or construction newspapers. Advertisements must include the following information (if applicable): site meeting time/date/location, contacts name for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 15 calendar days after date of issue. However, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Request for Proposal document packages are available from the Municipal Office, 44816 Harriston Road, RR #1 Gorrie ON N0G 1X0.

RFP's clearly marked as such, must be addressed to the Municipal Clerk who will receive all sealed submissions, which will be date and time-stamped.

Administrative staff will refuse to accept any submission that is

- not sealed
- received after the closing deadline
- submitted after and RFP has cancelled

Requests for withdrawal of an RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the Municipal Clerk by letter, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone request will not be considered. The withdrawal of a RFP does not disqualify bidder from submitting another RFP on the same contract.

Proposals shall be opened on the appointed day for registration of bids, or at such time as may be set out in the RFP. Only names of bidders will be made public.

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria by an Evaluation Committee.

RFP's with an anticipated value over \$50,000 require the Township Solicitor's review prior to issuance, and a report from the department to Council for consideration and approval prior to the award. Following Council's approval, a contract must be executed by the Reeve and Clerk.

Once an award is made by Council, the report recommending an award shall be a matter of public record.

RFP results, if requested, shall be made public by the Department Head.

CORPORATION OF THE TOWNSHIP OF HOWICK

BY-LAW NO. 40 - 2004

A by-law to adopt policies governing the procurement of goods and services by the Township of Howick.

WHEREAS the *Municipal Act, 2001, Section 271(1)* prescribes that a municipality shall adopt policies with respect to its procurement of goods and services,

AND WHEREAS the Council of the Corporation of the Township of Howick deems it expedient to establish procurement policies in accordance with the requirements delineated in *Section 271(1)(a-i)* of the *Municipal Act*:

NOW THEREFORE the Council of the Corporation of the Township of Howick enacts as follows:

1. THAT the ***'Procurement Policies and Procedures'*** for the Township of Howick, as delineated in Schedule 'A' of this by-law, are hereby adopted.
2. THAT Schedule 'A' attached hereto forms an integral a part of this by-law.
3. THAT this by-law comes into force and effect on the date of final passing, and shall remain in force until amended or repealed by the Council of the Township of Howick.

READ A FIRST AND SECOND TIME THIS 2ND DAY OF NOVEMBER, 2004.

READ A THIRD TIME AND FINALLY PASSED THIS 2ND DAY OF NOVEMBER, 2004.

REEVE

CLERK

Township of Howick**Department: Public Works**

To: Council Meeting**Meeting Date: December 17, 2024****Report Title: Waste Collection and Disposal Fees and Charges Update**

1. Recommendation:

THAT the Council of the Township of Howick receive report PW-2024-25 Waste Collection and Disposal Fees and Charges Update;

AND THAT a by-law be enacted to amend Schedule B of the Consolidated Fees and Charges By-law 60-2024, to come into effect January 1, 2025.

2. Purpose/Issues:

Staff were requested to investigate the possibility of accepting appliances with freon still intact.

3. Report Highlights:

- Staff have looked into the possibility of accepting this type of waste and does not recommend moving forward.
- Historically, the Township PW department did attempt to complete freon removal with the Harriston Home Hardware. This service is no longer offered.
- Additionally, there was another update regarding replacement recycling boxes that was found after the approval of the fees and charges by-law. Staff are recommending increasing the price per blue box by \$5/box. The increased fee is to offset the increased cost of blue boxes and delivery.

4. Background:

During the November 26, 2024 Regular Council meeting, it was requested that staff look into the possibility of accepting appliances that still contain Freon. While researching, it was found that there is a company that will complete this removal for a charge of \$25 per appliance. The company that provides this service is located in Walkerton and it is the company's policy that items are brought to them to complete the removal. The Township would need to use fleet and staff time to take the appliances to Walkerton for the Freon removal, and the item would still need to be brought back to the Township

landfill to be placed for scrap metal. The costs to recover these expenses would be too great to justify offering this service at the Howick Landfill.

The Huron County Hazardous Waste Depot also accepts and processes Freon removal at their facility in Holmesville. The County charges \$60/ per appliance containing Freon and gets rid of the item. The lower-tier municipalities all pay toward the Huron County Hazardous Waste Depot operations and the Township can promote the use of the depot and the hazardous waste days for residents to take advantage of this helpful service.

5. Financial Implications:

Below are the proposed changes to Schedule 'B' of the fees and charges by-law, further clarification for the definition of Non-freon appliances has been included.

Item	Fee/Charge	HST	2025	Unit/Measure
Replacement Blue Box	\$22.12	\$2.88	\$25.00	each
Non-freon Appliances (humidifier, toaster oven, etc.)	No charge		No charge	each item

6. Conclusion / Next Steps:

With Council approval, an amendment will be made to the 2025 Fees and Charges By-law for the above-mentioned changes to the Waste Collection and Disposal Fees.

It was found that residents can take Freon appliance to Walkerton or to the County of Huron Hazardous Waste Depot for safe and secure disposal. Accepting this type of waste is not recommend moving forward at the Howick Landfill.

7. Input from Other Sources:

Shawn Nicholson, Lead Hand

8. Attachments:

[Appendix A](#) – Draft By-law - Waste Collection and Disposal Fees and Charges Update

Respectfully submitted by: Jamie McCarthy, Public Works Manager

Corporation of the Township of Howick

By-law No. __-2024

A By-law to amend Schedule “B” of the Consolidated Fees and Charges By-law 60-2024, to amend the Waste Collection and Disposal Fee Schedule.

WHEREAS the Municipal Act, 2001, S.O. 2001, provides that a municipality may pass by- laws imposing fees and charges on any class of persons;

AND WHEREAS section 391 of the Municipal Act provides that without limiting sections 8, 9 and 10 of the Municipal Act, those sections authorize a municipality to impose fees or charges on persons,

- a) For services or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) For the use of its property including property under its control.

AND WHEREAS section 398 of the Municipal Act provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS Council of the Township of Howick adopted By-law 60-2024 known as the “Consolidated Fees and Charges By-law”;

AND WHEREAS Council of the Township of Howick deems it necessary to amend By-law 60-2024 from time to time;

NOW THEREFORE IT BE ENACTED by the Council of the Corporation of the Township of Howick as follows:

1. That **Schedule “B” to By-law 60-2024**, be amended by deleting the following sections:

Item	Fee/Charge	HST	2025	Unit
Replacement Blue Box	\$17.70	\$2.30	\$20.00	Each
Non-Freon Appliance	No Charge	Exempt	No Charge	Each

2. That **Schedule “B” to By-law 60-2024**, be amended by adding the following sections:

Item	Fee/Charge	HST	2025	Unit
Replacement Blue Box	\$22.12	\$2.88	\$25.00	Each
Non-Freon Appliance (humidifier, toaster oven, etc.)	No charge		No charge	Each

3. All other provisions of By-law 60-2024 remain in force and effect.
4. This by-law shall come into force and takes effect on January 1, 2024

Read a first and second time this 17th day of December, 2024.

Read a third time and finally passed 17th day of December, 2024.

Reeve Doug Harding

Clerk-Administrator Caitlin Gillis

Township of Howick**Department: Recreation**

To: Council Meeting
Meeting Date: December 17, 2024
Report Title: April Ice Operations

1. Recommendation:

That the Council of the Township of Howick approves the Howick Recreation Department to operate ice operations during the month of April 2025 at the Howick Community Centre

2. Purpose/Issues:

To provide council with information on the Recreation Department operating the ice during April 2025.

3. Report Highlights:

- Information on operations.
- Interested groups.
- Estimated Revenue & Expenses.

4. Background:

The Recreation Department has operated April Ice for the previous two years, averaging forty hours of use per week. Saugeen Maitland Lightning Women's Hockey Association is interested in a considerable number of hours and the Howick Skating Club is planning to operate their spring skating school.

Over the previous two years, the department has operated April ice at the facility while maintaining the average ice operation expenses and increasing revenue for the department. Staff feel keeping the ice in for the month of April is a benefit to the facility and the marketability of the facility and department.

5. Financial Implications:

Estimated Revenue \$23,000
Estimated Expenses \$30,000

6. Conclusion / Next Steps:

Upon approval, staff will start to schedule user groups and market ice availability for public and private ice rentals.

Respectfully submitted by: Brady Ropp, Manager of Recreation

Township of Howick**Department: Recreation**

To: Council Meeting

Meeting Date: December 17, 2024

Report Title: Howick Bloomers Request

1. Recommendation:

That the Council of the Township of Howick direct Recreation staff to research and source out grant opportunities for hiring a summer student to maintain the gardens at the Howick Community Centre;

And That accounts be established under the Recreation department to accept donations towards and track expenses associated with garden maintenance and other beautification purposes.

2. Purpose/Issues:

To provide council with a request from the Howick Bloomers' Garden Club.

3. Report Highlights:

- Request (see attached)
- Background and Outline of Howick Bloomers
- Establish a Reserve Fund.

4. Background:

The Howick Bloomers' Garden club was established in 2009. Throughout their history, they have funded, installed and maintained the landscaping and flower beds at the Howick Community Centre. Although active, the club is suffering from volunteer fatigue and limited capability to perform the duties associated with managing the gardens.

The objective of the club is to begin looking for alternative means to ensure the sustainability of the gardens they have laboured over. The club is approaching Recreation staff and Council to determine if funding could be sought out to fund a summer student that could be horticulture and recreation focused. The student would primarily be responsible for the maintenance of the gardens and other beautification projects for the Township, but also could be integrated into multiple departments where staffing levels require assistance.

The Club is hoping that the Township would consider establishing a reserve fund that the club and its members may donate to that would go specifically to capital costs associated with gardens and beautification. Members of the Howick Bloomers have already ear marked \$2000.00 to be placed in this fund if council approves of the fund creation.

The Howick Recreation Department staff wish to extend many thanks to the Club for their continued hard work with the gardens at the Howick Community Centre. Recreation staff enjoy working with the club and look forward to fostering our relationship with the Howick Bloomers' Garden Club.

5. Financial Implications:

Treasurer Van Meeteren is recommending setting up a donation revenue account and expense accounts for gardens and beautification projects under the Recreation department. Donation receipts can be issued for any donations made to the Recreation Department for these purposes. At this point no money has been allocated for garden expenses in the first draft of the 2025 Budget.

6. Conclusion / Next Steps:

Recreation staff to investigate any funding sources for a summer student to maintain the garden at the Howick Community Centre. Accounts can be set up in the Recreation Department to accept donations and to track expenses for the Howick Community Centre gardens and other beautification purposes.

7. Input from Other Sources:

Caitlin Gillis, Clerk-Administrator

Respectfully submitted by: Brady Ropp, Manager of Recreation.

Township of Howick

Department: Administration/Clerk

To: Council Meeting

Meeting Date: December 17, 2024

Report Title: 2025 Joint Annual Accessibility Plan Update and 2024-2029
Joint Multi-Year Accessibility Plan

1. Recommendation:

That the Council of the Township of Howick receives report ADM-2024-22 titled “2025 Joint Annual Accessibility Plan Update and 2024-2029 Joint Multi-Year Accessibility Plan”;

And That Council adopt the 2025 Joint Annual Accessibility Plan and 2024-2029 Joint Multi-Year Accessibility Plan Update as required by the Accessibility for Ontarians with Disabilities Act (AODA), 2005.

2. Purpose/Issues:

To get Council's endorsement of the plans.

3. Background:

When the AODA was passed in 2005, the County of Huron agreed to hire a part-time Accessibility Coordinator to assist both the upper and lower tier in developing the required policies and training programs. It also agreed to coordinate a joint Accessibility Advisory Committee, so that municipalities were not duplicating the service locally.

Huron County and its lower tier Clerks have formed an Accessibility Working Group to coordinate policy/projects and improve communication with the Advisory Committee.

Multi-Year and Annual Accessibility Updates

The AODA requires that municipalities have a written multi-year plan. The multi-year plan must be updated at least once every five years. In Huron County, the Plan and Updates and developed jointly and presented to individual councils for endorsement.

Both plans were circulated to the Huron County Accessibility Advisory Committee (HCAAC) and Huron County Accessibility Working Group (Municipal Clerks) for feedback and comment. The Accessibility Advisory Committee has recommended to County Council and all lower tier municipalities that they both be approved and adopted. Huron County Council approved the plans at their December 4, 2024 meeting.

The Multi-Year Accessibility Plan outlines the priorities of the HCAAC and reviews the 2024 achievements.

The 2025 Accessibility Plan was drafted by the Accessibility Coordinator for all municipal partners in Huron County. It is required under the Act and summarized the activities of the HCAAC in 2024.

4. Financial Implications:

N/A

5. Input from Other Sources:

Huron County Accessibility Advisory Committee & Working Group

Sahil Kaushal, Huron County Inclusion, Diversity, Equity and Accessibility (IDEA) Specialist & Accessibility Coordinator

6. Attachments:

[Appendix A: 2025 Joint Annual Accessibility Plan](#)

[Appendix B: 2024-2029 Joint Multi-Year Accessibility Plan](#)

Respectfully submitted by: Caitlin Gillis, Clerk-Administrator



Annual Accessibility Plan 2025

Huron County Accessibility Advisory Committee (HCAAC)

County of Huron

Email: accessibility@huroncounty.ca



[Return to Top](#)

Contents

Annual Accessibility Plan 2025	0
Contents	1
Land Acknowledgement	3
Chair’s Address	4
Foreword	5
Contact Information	6
Executive Summary	7
HCAAC at a Glance	8
Strategic Alignment	9
Integrated Approach to Inclusion and Accessibility	9
Intersectionality and Disability	10
Reporting and Accountability	10
2024 Achievements	11
Public Accessible Spaces Simplified (PASS)	11
Updated Multi-Year Accessibility Plan (MYAP)	11
HCAAC Awards	12
Accessible Tourism Initiative	12
Electric Vehicle (EV) Charging Space Review	12
AccessSLED Incentive Program	12
National AccessAbility Week	13
Goderich Downtown Renovation	13
2025 Goals	13
Launch AccessSLED in March 2025	13
Enhance Accessibility in Public Spaces	13
Advance the Accessible Tourism Initiative	14
Strengthen Collaboration with Community Stakeholders	14

Promote Accessibility Awareness and Education 14

Closing 14

Appendix..... 15

Priorities for HCAAC Objectives Mandated by Legislation..... 15

 Multi-Year Accessibility Plan and Annual Updates..... 15

 Annual Accessibility Plan 15

 Alignment of Both Plans..... 16

 Review of Building Plans for Renovation, Construction, Purchase, Lease, and Exterior Site
Plans 16

 Provide Accessibility Information to the County and Partner Municipalities 17

Objectives Driven by HCAAC and Community 17

 Enhancing Community Engagement and Information Sharing..... 17

 HCAAC Awards 17

 Community Participation..... 18

Infographic..... 19



Land Acknowledgement

We acknowledge that the County of Huron is situated on the traditional territories of the Anishinaabe, Haudenosaunee, and Neutral peoples and is connected to the Dish with One Spoon wampum, under which multiple nations agreed to care for the land and its resources by the Great Lakes in peace. We also acknowledge the Upper Canada Treaties signed in regard to this land, which include Treaty #29 and Treaty #45.

We recognize First Peoples' continued stewardship of the land and water and the historical and ongoing injustices they face in Canada. As a committee dedicated to fostering accessibility and inclusion, we acknowledge our responsibility to engage meaningfully with First Nations, Métis, and Inuit Peoples, reinforce our efforts toward reconciliation and uphold and value the traditions, rights, and contributions of Indigenous Peoples.

Chair's Address

People with disabilities often face barriers that limit their ability to work, shop, travel, and engage fully in their communities. One of the greatest strengths of the Huron County Accessibility Advisory Committee (HCAAC) is our dedicated members, who are passionate about informing, educating, and inspiring our community to make Huron County accessible to all. Our committee is committed to providing comprehensive accessibility training to community members across various sectors in alignment with the [O. Reg. 191/11: Integrated Accessibility Standards](#).

We focus on:

- Customer Service
- General Requirements
- Human Rights
- Employment
- Information & Communication
- Design of Public Spaces

Training is tailored to job responsibilities. Facilities staff focus on Human Rights, General Requirements, and Customer Service, while management completes all modules. All stakeholders receive training on accessibility standards and assistive devices. Through training opportunities and resources, we aim to increase awareness and engagement and foster a deeper understanding of government legislation among entities such as businesses, organizations, institutions, services, and facilities.

Governance

Our committee has successfully operated virtually since 2021. We appreciate the dedication and passion of all our committee members, who contribute to creating an inclusive society.

Thank you for your ongoing support and commitment.

Trevor Bazinet (he/him),

Huron County Accessibility Advisory Committee Chair

Foreword

Accessibility is a cornerstone of an inclusive community, ensuring that every individual can participate fully in their community. Disability affects a growing number of Canadians. From 2017 to 2022, the disability rate increased across all provinces and most territories. There were most considerable increases in mental health-related disabilities (10.4% prevalence, +3.2 points), pain-related disabilities (16.7% prevalence, +2.2 points), and seeing disabilities (7.4% prevalence, +2.2 points; see [Infographic](#)). These trends emphasize the growing need for accessible environments and inclusive practices to accommodate the evolving needs of individuals with disabilities nationwide.

Huron County is dedicated to creating an inclusive and accessible community, ensuring everyone can engage fully in all facets of life. In line with this dedication, we introduce our 2025 Annual Accessibility Plan (AAP), detailing our strategic plan to identify, eliminate, and prevent barriers faced by individuals with disabilities in our County.

This plan reflects our dedication to meeting and exceeding the standards set by the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#).

We encourage you to review this plan and join us in our commitment to championing accessibility. Please feel empowered to contact us with any questions, comments, or suggestions.

This report is available online ([click here](#)) and can be provided in various formats upon request. If your inquiry concerns our partner municipality, please contact them directly.

Together, we can make Huron County a place where everyone belongs.

Contact Information

Huron County Accessibility Advisory Committee (HCAAC)

1 Courthouse Square

Goderich, ON, N7A 1M2

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Sahil Kaushal (he/they)

Inclusion, Diversity, Equity, and Accessibility (IDEA) Specialist | Accessibility Coordinator

County of Huron

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Executive Summary

The 2025 Annual Accessibility Plan (AAP) of the Huron County Accessibility Advisory Committee (HCAAC) reflects the County of Huron's ongoing commitment to building a more inclusive and accessible community. This plan outlines the achievements from 2024, highlights our strategic goals for 2025, and underscores our dedication to ensuring that Huron County continues to lead in accessibility and inclusivity.

In 2024, the HCAAC made significant strides in enhancing accessibility across the County. Key achievements included the development of the Multi-Year Accessibility Plan, thorough site plan reviews, and the continued success of the HCAAC Accessibility Awards. The HCAAC enhanced its collaborations with partner municipalities, businesses, and community groups, advocating for accessibility initiatives and exchanging best practices.

In 2025, the HCAAC aims to advance its achievements by concentrating on several significant goals. These consist of ongoing evaluations and recommendations regarding accessible spaces, strengthening ties with partner municipalities, and raising awareness about accessibility through events like National AccessAbility Week. Furthermore, the Committee will collaborate with County staff to revise its policies to ensure they meet accessibility standards and seek funding opportunities for new initiatives.

The 2025 AAP also emphasizes the importance of accountability and reporting. HCAAC is committed to regularly monitoring progress, providing updates to the County Council, and engaging with the community to ensure transparency and continuous improvement.

This plan reaffirms the HCAAC's mission to create a barrier-free Huron County where everyone can fully participate and enjoy all aspects of community life. By prioritizing accessibility in all County operations and collaborating with partners, the County of Huron is confident that the goals outlined in this plan will lead to meaningful and seminal developments.

HCAAC at a Glance



Huron County Map

The Huron County Accessibility Advisory Committee (HCAAC) serves as the Accessibility Advisory Committee (AAC) for Huron County, mandated by the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#). HCAAC is dedicated to advising Huron County Council on the implementation of accessibility standards across the County's nine partner municipalities (see [Appendix](#) for HCAAC's objectives and priorities). Comprising primarily of individuals with disabilities, the committee plays a vital role in creating an accessible community by providing input on accessibility plans, site developments, and public spaces. Through education, consultation, and advocacy, the HCAAC ensures that Huron County remains inclusive and accessible for everyone.

1. [Ashfield-Colborne-Wawanosh](#)
2. [Bluewater](#)
3. [Central Huron](#)
4. [Goderich](#)
5. [Howick](#)
6. [Huron East](#)
7. [Morris-Turnberry](#)
8. [North Huron](#)
9. [South Huron](#)



Strategic Alignment

HCAAC is dedicated to ensuring that the County's operations are accessible and inclusive for all individuals.



Integrated Approach to Inclusion and Accessibility

In alignment with the County of Huron's commitment to inclusion and diversity, the Huron County Accessibility Advisory Committee (HCAAC) embraces an integrated approach where accessibility is seamlessly woven into the broader framework of inclusion. Rather than being a standalone aspect, accessibility is a fundamental component of our overall Inclusion, Diversity, Equity, and Accessibility (IDEA) strategy.

This approach ensures that all initiatives and programs reflect HCAAC's dedication to creating a community where everyone can fully participate and thrive. By integrating accessibility into the IDEA lens, HCAAC strives to foster an environment where accessibility is not just an add-on but a core element of the County's inclusive practices and policies.



Intersectionality and Disability

Intersectionality highlights how various aspects of identity, such as race, gender, socioeconomic status, and disability, intersect and influence an individual's experiences. Disability is deeply intertwined with these factors, affecting how individuals experience barriers and discrimination. For example, a person's experience with disability can differ significantly based on their gender, race, or socioeconomic background.

By recognizing these intersecting identities, we can better understand and address the unique challenges faced by individuals with disabilities. This perspective guides our approach to creating inclusive environments, ensuring that our accessibility initiatives consider and accommodate the diverse needs of all community members. This approach helps us move beyond a one-size-fits-all model and fosters a more equitable and supportive community for everyone.

Reporting and Accountability

The Huron County Accessibility Advisory Committee (HCAAC) is committed to ensuring transparency and accountability in enhancing accessibility across the region. To achieve this, the Committee adheres to a robust framework for monitoring progress, evaluating effectiveness, and reporting outcomes.

- **Regular Monitoring and Evaluation:** HCAAC reviews its initiatives and programs to assess their impact and effectiveness. This involves collecting feedback from stakeholders, analyzing data on accessibility improvements, and evaluating the progress of ongoing projects against established goals and standards.

- **Annual Reporting:** The HCAAC publishes an annual accessibility plan update to provide a comprehensive overview of its activities, achievements, and future goals. This report includes details on compliance with accessibility standards, progress on key projects, and any challenges encountered. It is made available to the public and shared with the County Council and partner municipalities to ensure accountability, transparency, and trust.
- **Public Engagement:** HCAAC encourages input from the community through various channels, including public meetings and feedback mechanisms. This engagement helps ensure that the Committee's work is aligned with the priorities and perspectives of the community.
- **Accountability Framework:** HCAAC operates within a clear accountability framework, with defined roles and responsibilities for Committee members and subcommittees. Regular meetings are held to review progress, address issues, and adjust strategies and actions as needed.
- **Reporting to County Council:** HCAAC provides regular updates to the County Council, including detailed reports on accessibility initiatives and their outcomes. These updates help ensure that accessibility remains a priority within the County's broader strategic goals and facilitates informed decision-making.

2024 Achievements

Public Accessible Spaces Simplified (PASS)

In 2024, HCAAC sponsored the PASS program, enabling free access to the educational content it generates for employees of the County of Huron and partner municipalities. This program emphasizes best practices for developing accessible environments. By ensuring this content is available, HCAAC fosters the advancement of accessible practices throughout the region and addresses a significant need for resources in accessible design.

Updated Multi-Year Accessibility Plan (MYAP)

The MYAP was updated to incorporate new goals, strategies, and timelines to enhance accessibility across the County. This comprehensive revision introduced specific action items and implementation strategies to address emerging accessibility considerations. The

updated plan reflects current accessibility standards and aligns with provincial legislation, ensuring that the County's initiatives are effective and compliant with legal requirements.

HCAAC Awards

The nomination process for the HCAAC Accessibility Awards underwent a significant transformation to enhance accessibility and improve user experience. This revision sought to facilitate submissions, allowing individuals and organizations to participate more easily. Key updates feature simplified application forms, clearer criteria, and better support for both nominators and nominees. These changes were effectively conveyed through multiple media platforms, resulting in a rise in nominations and greater community involvement.

Accessible Tourism Initiative

This initiative, spearheaded by HCAAC, focuses on identifying and cataloging accessible spaces throughout the County, such as parks, trails, and other public spaces. By listing these locations on the County's tourism website, HCAAC aims to make it convenient for residents and visitors to find and enjoy accessible amenities. This effort will enhance the inclusivity of the County's tourism offerings and promote greater awareness and accessibility within the community. In spring 2025, the Site and Plan Review Subcommittee will begin evaluating municipal spaces as part of this tourism initiative.

Electric Vehicle (EV) Charging Space Review

The County's Planning Department has created an innovative guide for EV charging stations that prioritizes accessibility to enhance user experience for everyone. In collaboration with HCAAC, the Planning Department examined the guide focusing on the placement, design, and accessibility of these stations. This guide is the first of its kind in the area, establishing an essential resource for making EV infrastructure accessible to individuals with disabilities. It offers recommendations on accessible layouts, signage, and user support.

AccessSLED Incentive Program

HCAAC initiated the AccessSLED program to provide vital funding to the community for accessibility improvements. In 2024, efforts were made to ensure that the program aligns with the needs of grassroots entities and is sustainable. This included identifying community

outreach as part of the communication strategy and pursuing additional funding from the Government of Canada to expand the program's impact. AccessSLED is set to launch in March 2025.

National Accessibility Week

To honour National Accessibility Week (May 26 - June 1, 2024), HCAAC organized events to highlight accessibility concerns and encourage inclusive practices. These events featured media campaigns focused on educating the public and nurturing a culture of accessibility in the community.

Goderich Downtown Renovation

HCAAC was invited to review Goderich's downtown renovation plans and provide expert input on integrating accessibility considerations into the redevelopment project. This review involved assessing various aspects of the renovation plans, including pedestrian pathways, accessible parking, and public spaces, to ensure that they meet accessibility standards and are inclusive of all individuals. HCAAC's feedback aimed to enhance the accessibility of the downtown area, contributing to a more inclusive and welcoming environment for residents and visitors.

2025 Goals

Launch AccessSLED in March 2025

Roll out the AccessSLED program to the public, using a multi-channel media strategy to maximize awareness and engage a broad audience. The launch will feature informative programming, partnerships with local stakeholders, and collaboration with partner municipalities to maximize the uptake.

Enhance Accessibility in Public Spaces

Proactively encourage public entities to request accessibility audits by highlighting the value of inclusivity and community engagement. Conduct these audits based on demand and share helpful resources to support ongoing accessibility enhancements throughout the County.

Advance the Accessible Tourism Initiative

Develop and feature a list of accessible municipal sites on the County's tourism [website](#). Collaborate with the Economic Development team and partner municipal departments to encourage and implement accessible practices, laying the groundwork for a more inclusive and welcoming tourism experience.

Strengthen Collaboration with Community Stakeholders

Foster stronger collaboration with community organizations, advocacy groups, and other stakeholders to advance accessibility goals. Participate in joint projects and share resources to address common accessibility challenges. Establish regular communication with community partners to ensure ongoing partnership and effective coordination on accessibility initiatives.

Promote Accessibility Awareness and Education

Organize educational programs and workshops for County and municipal personnel to raise awareness about accessibility considerations and promote best practices. Leverage media campaigns to highlight successes, share impactful stories, and educate the community about the importance of accessibility and inclusion. There will be a focus on training volunteers on the AODA Customer Service Standard.

Closing

As we reflect on the progress and goals set for the coming year, HCAAC remains unwavering in its commitment to fostering an inclusive and accessible community. Guided by the principles of diversity, equity, intersectionality, inclusion, and belonging, we recognize that the achievements of 2024 have established a strong foundation. Our 2025 goals are designed to build upon this progress, addressing emerging needs and advancing accessibility in impactful ways.

HCAAC sincerely appreciates the ongoing support and collaboration from the community. Together, we are advancing towards a more inclusive and accessible Huron County.

As we progress on this journey, we remain dedicated to accountability, transparency, active engagement, and ongoing improvement and invite all stakeholders to participate.

Appendix

Priorities for HCAAC Objectives Mandated by Legislation

Multi-Year Accessibility Plan and Annual Updates

In compliance with the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#), and the [O. Reg. 191/11: Integrated Accessibility Standards](#), the County of Huron is required to develop and maintain a Multi-Year Accessibility Plan. This plan outlines strategies for identifying, preventing, and removing barriers for people with disabilities over five years.

- **HCAAC Responsibility:** The Accessibility Coordinator will annually review and update (if needed) the Multi-Year Accessibility Plan. Following County Council approval, the revised plan will be posted on the County's website.
- **Council Responsibility:** The County Council will approve and submit the updated plan to the Ministry of Seniors and Accessibility. The County Clerk will ensure the plan is shared with the CAO and Senior Management Team for implementation. Local Municipal Councils will also approve and implement the plan.
- **HCAAC Municipal Working Group:** Representatives will present the plan to their Councils for approval and post it on their respective municipality websites.

Timeline Targets: The Multi-Year Accessibility Plan shall be reviewed every five years, and updates shall be posted annually. The County Council shall approve it by January 1st of each year, and partner municipalities' Councils shall also approve it by the same date.

Annual Accessibility Plan

The County of Huron is required to create and publish an Annual Accessibility Plan under the [AODA](#). This plan will include the County's goals and achievements from the previous year.

- **HCAAC Responsibility:** The Accessibility Coordinator will develop the Annual Accessibility Plan in consultation with the HCAAC and County staff, presenting it to the committee by December each year.
- **Council Responsibility:** The County Council will approve and submit the plan to the Ministry of Economic Development, Job Creation and Trade.

- **HCAAC Municipal Working Group:** Representatives will present the plan to their Councils for approval and post it on their respective municipality websites.

Timeline Targets: The Annual Accessibility Plan shall be approved by the County Council and partner municipalities Councils by January 1st of each year.

Alignment of Both Plans

The goals outlined in the Annual Accessibility Plan should align with those of the Multi-Year Accessibility Plan.

- **HCAAC Responsibility:** The Annual Accessibility Plan will be posted on the County website following County Council approval.
- **Council Responsibility:** The County Clerk will ensure the plan is implemented across all departments and shared with local municipalities.
- **HCAAC Municipal Working Group:** The Annual Accessibility Plan will be posted on partner municipalities websites once approved.

Timeline Targets: The plans will be aligned with the Annual Accessibility Plan and updated with the Multi-Year Plan.

Review of Building Plans for Renovation, Construction, Purchase, Lease, and Exterior Site Plans

[AODA](#) requires timely reviews of building plans to ensure accessibility for renovations, new constructions, and exterior site plans.

- **HCAAC Responsibility:** The Site and Plan Review Subcommittee will review sites and plans to provide feedback.
- **Council Responsibility:** The County Council will ensure that partner municipalities understand their duty to request reviews before purchasing, constructing, or leasing properties.

Municipal Working Group: Representatives will inform their staff and share reviewed site plans with building officials.

Timeline Targets: Reviews will be conducted on an ongoing basis.

Provide Accessibility Information to the County and Partner Municipalities

Provide updates and information on accessibility directives and regulations per [AODA](#).

HCAAC Responsibility: The Accessibility Coordinator will gather feedback on the proposed regulations, work with the Directive and Regulation Review Subcommittee to identify concerns, and ensure compliance.

Council Responsibility: The Accessibility Coordinator will regularly update the County Council on regulatory requirements and the County's preparedness.

Municipal Working Group: Representatives will inform their respective staff and provide feedback on regulatory requirements.

Timeline Targets: Updates and feedback will remain ongoing.

Objectives Driven by HCAAC and Community

Enhancing Community Engagement and Information Sharing

Advance the Committee's vision of promoting accessibility across Huron County by building relationships with all stakeholders, including the County Council, partner municipalities, entities, and community members. Develop and distribute information on new legislation and offer educational opportunities.

Initiatives:

- Host webinars and presentations on accessibility for local stakeholders.
- Provide regular updates to the County Council.
- Review and recommend improvements for municipal facilities.
- Execute annual National AccessAbility Week programming.

Timeline Targets: Ongoing

HCAAC Awards

Recognize entities and individuals who excel in creating barrier-free access and promoting accessibility in the community.

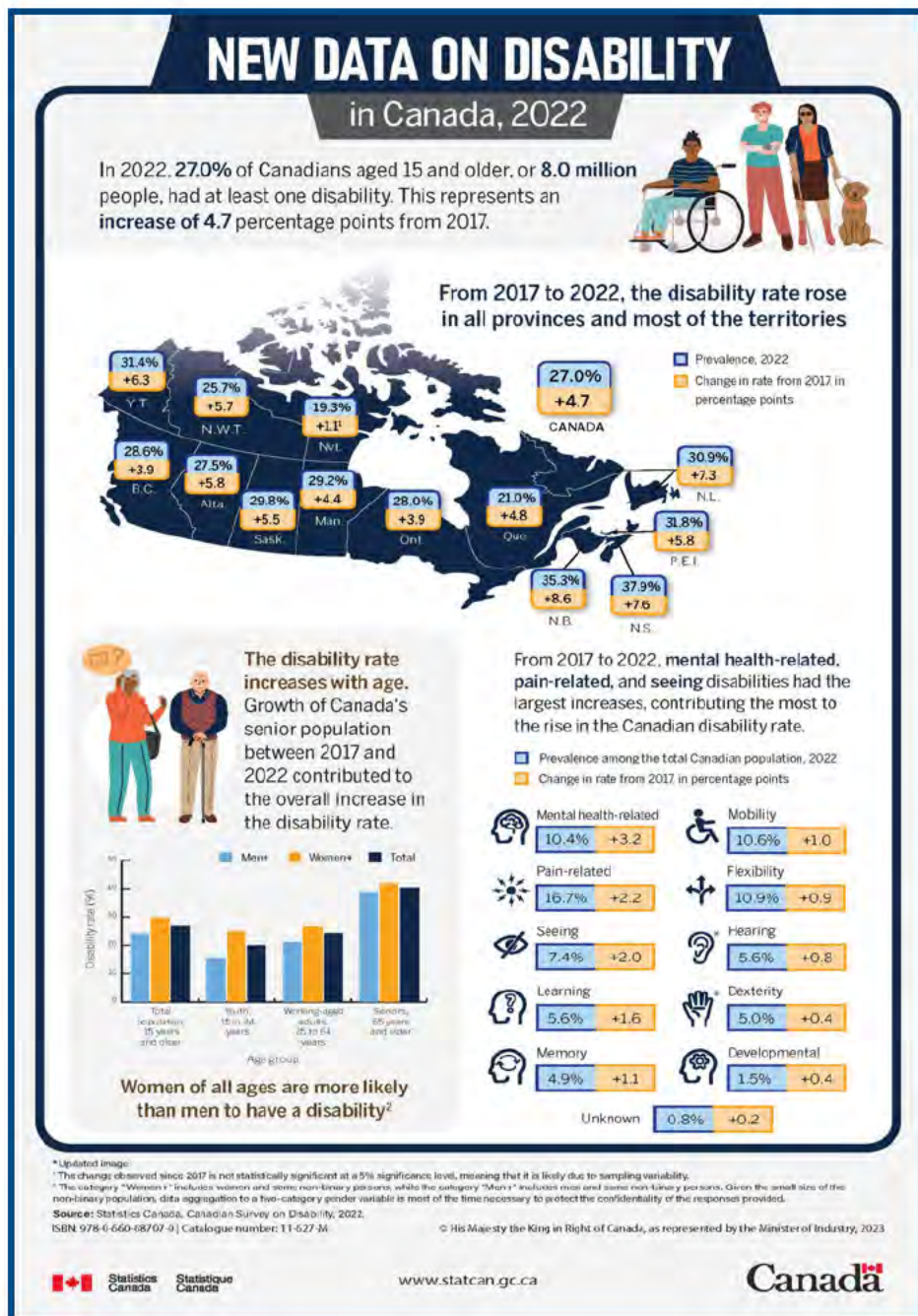
Initiative: Execute HCAAC awards programming annually.

Community Participation

Encourage local events to incorporate accessibility into their operations.

Initiative: Provide resources to facilitators to encourage adherence to accessibility standards and promote inclusive practices.

Timeline Targets: Coordinate with local events throughout the year



Source: Canada. Statistics Canada. "A Demographic, Employment and Income Profile of Canadians with Disabilities Aged 15 Years and Over, 2017." ISBN: 978-0-660-68707-0. <https://www150.statcan.gc.ca/n1/en/pub/11-627-m/11-627-m2023063-eng.pdf?st=gyJ2u1Yn>
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Multi-Year Accessibility Plan 2024-2029

Huron County Accessibility Advisory Committee (HCAAC)

County of Huron

Email: accessibility@huroncounty.ca



[Return to Top](#)

Contents

Multi-Year Accessibility Plan	1
2024-2029	1
Land Acknowledgement	5
Chair’s Address	6
Foreword	7
Contact Information	8
Executive Summary	9
About HCAAC	10
Objective	11
Goals and Priorities	11
2023 Goals Overview	11
HCAAC Composition	12
HCAAC Subcommittees	13
HCAAC Municipal Working Group	13
HCAAC Programs and Initiatives	13
HCAAC Awards for Accessibility Excellence	13
The Sandra Thompson Memorial Accessibility Champion Award	14
The Award of Merit for Barrier-Free Access	14
<i>The Award of Merit for Barrier-Free Access Categories</i>	14
Collaboration with County Council and Municipalities	15
HCAAC Working Group Meetings	15
Support for Small Businesses	15
Accessibility Training	15
Web Accessibility	16
Universal Design and Accessibility Guidelines	16
Public Accessible Spaces Simplified (PASS)	16
Accessibility Standards in Procurement	17

Public Awareness and Engagement	17
Accessible Tourism Development	17
Strategic Alignment	18
Integrated Approach to Inclusion and Accessibility	18
Intersectionality and Disability	19
Strategic and Action Plan	19
Customer Service	20
Information and Communications	20
Employment.....	21
Public Spaces Design	21
Reporting and Accountability	21
Closing	22
Appendix.....	24
Priorities for HCAAC Objectives Mandated by Legislation.....	24
Multi-Year Accessibility Plan and Annual Updates.....	24
Annual Accessibility Plan	24
Alignment of Both Plans.....	25
Review of Building Plans for Renovation, Construction, Purchase, Lease, and Exterior Site Plans	25
Provide Accessibility Information to the County and Partner Municipalities	26
Objectives Driven by HCAAC and Community	26
Enhancing Community Engagement and Information Sharing.....	26
HCAAC Awards	26
Community Participation.....	27
Accessibility Initiatives in Partner Municipalities	28
Township of Ashfield-Colborne-Wawanosh (ACW)	28
Projects Completed	28
Ongoing Accessibility Projects.....	28

Town of Goderich.....	28
<i>Accessible Projects Completed in 2024</i>	28
<i>Ongoing Accessible Projects</i>	30
Municipality of Huron East	31
<i>Accessible Projected Completed in 2024</i>	31
<i>Ongoing Accessible Projects</i>	31
<i>Accessible Projects Proposed for 2025 and Beyond</i>	31
Township of North Huron	31
<i>Projects Completed in 2023/2024</i>	31
<i>Ongoing Accessibility Projects</i>	32
<i>Proposed Projects for 2025 and Beyond</i>	32
Infographic	33

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Since 2021, our committee has successfully operated virtually. We appreciate the dedication and passion of all our committee members, who contribute to creating an inclusive society.

Thank you for your ongoing support and commitment.

Trevor Bazinet (he/him),

Huron County Accessibility Advisory Committee Chair

Foreword

Accessibility is a cornerstone of an inclusive community, ensuring that every individual can participate fully in their community. Disability affects a growing number of Canadians. From 2017 to 2022, the disability rate increased across all provinces and most territories. There were most considerable increases in mental health-related disabilities (10.4% prevalence, +3.2 points), pain-related disabilities (16.7% prevalence, +2.2 points), and seeing disabilities (7.4% prevalence, +2.2 points; see [Infographic](#)). These trends emphasize the growing need for accessible environments and inclusive practices to accommodate the evolving needs of individuals with disabilities nationwide.

Huron County is committed to fostering an inclusive and accessible community where everyone can participate fully in all aspects of life. To this end, we present our 2024 Multi-Year Accessibility Plan (MYAP), which outlines our strategic approach to identifying, removing, and preventing barriers for people with disabilities in Huron County.

This plan reflects our dedication to meeting and exceeding the standards set by the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#). It is a living document developed in consultation with the Huron County Accessibility Advisory Committee (HCAAC).

As we move forward, we remain steadfast in our goal of creating a barrier-free and inclusive Huron County. This plan outlines specific actions and timelines to help us achieve this vision, ensuring that our services, facilities, and programs are accessible to all.

We encourage you to review this plan and join us in our commitment to championing accessibility. Please feel empowered to contact us with any questions, comments, or suggestions.

This report is available online ([click here](#)) and can be provided in various formats upon request. If your inquiry concerns our partner municipality, please contact them directly.

Together, we can make Huron County a place where everyone belongs.

Contact Information

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Sahil Kaushal (he/they)

Inclusion, Diversity, Equity, and Accessibility (IDEA) Specialist | Accessibility Coordinator

County of Huron

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Executive Summary

The **Huron County Accessibility Advisory Committee (HCAAC)** is committed to fostering an inclusive and barrier-free environment for all residents of Huron County. Mandated under the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#), HCAAC advises the Huron County Council and its nine partner municipalities on implementing accessibility standards.

Key highlights of the 2024-2029 MYAP include:

- **Strategic Objectives:** HCAAC focuses on removing barriers in public spaces, enhancing accessible practices, improving communication, and providing comprehensive customer service that meets accessibility standards.
- **HCAAC's Role:** The committee, which mainly consists of individuals with disabilities, advocates for and influences the design and development of accessibility plans for public spaces. It ensures that the County meets its legislative obligations under the AODA.
- **Programs and Initiatives:** HCAAC sponsored the [Public Accessible Spaces Simplified \(PASS\)](#) program, which offers guidelines and best practices for designing accessible spaces. The committee also delivers the [HCAAC Accessibility Awards](#), recognizing local entities and individuals for creating inclusive environments.
- **Collaborations:** Strong partnerships with the Huron County Council, partner municipalities, and entities are essential in driving the County's accessibility agenda. This collaboration is vital to the success of the [HCAAC Municipal Working Group](#), which regularly meets to address accessibility challenges and implement solutions.
- **Future Goals:** The MYAP outlines the County's goals for the coming years, emphasizing the need for continuous community engagement, educational outreach, and infrastructure improvements to meet growing accessibility considerations.

About HCAAC



Huron County Map

The Huron County Accessibility Advisory Committee (HCAAC) serves as the Accessibility Advisory Committee (AAC) for Huron County, mandated by the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#). HCAAC is dedicated to advising Huron County Council on the implementation of accessibility standards across the County's nine partner municipalities (see [Appendix](#) for HCAAC's objectives and priorities). Comprising primarily of individuals with disabilities, the committee plays a vital role in creating an accessible community by providing input on accessibility plans, site developments, and public spaces. Through education, consultation, and advocacy, the HCAAC ensures that Huron County remains inclusive and accessible for everyone.

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9. [South Huron](#)



Objective

HCAAC is dedicated to championing accessibility across Huron County. It advises and collaborates with the County Council and partner municipalities to identify and remove barriers for individuals with disabilities. Through expert advice, community engagement, and adherence to the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#), HCAAC strives to ensure that Huron County provides an inclusive and accessible environment for all.

Goals and Priorities

In November, HCAAC reviews and updates its goals and priorities annually. These updates clearly outline the Committee's roles and responsibilities and serve as a tool to ensure that all tasks are effectively completed.

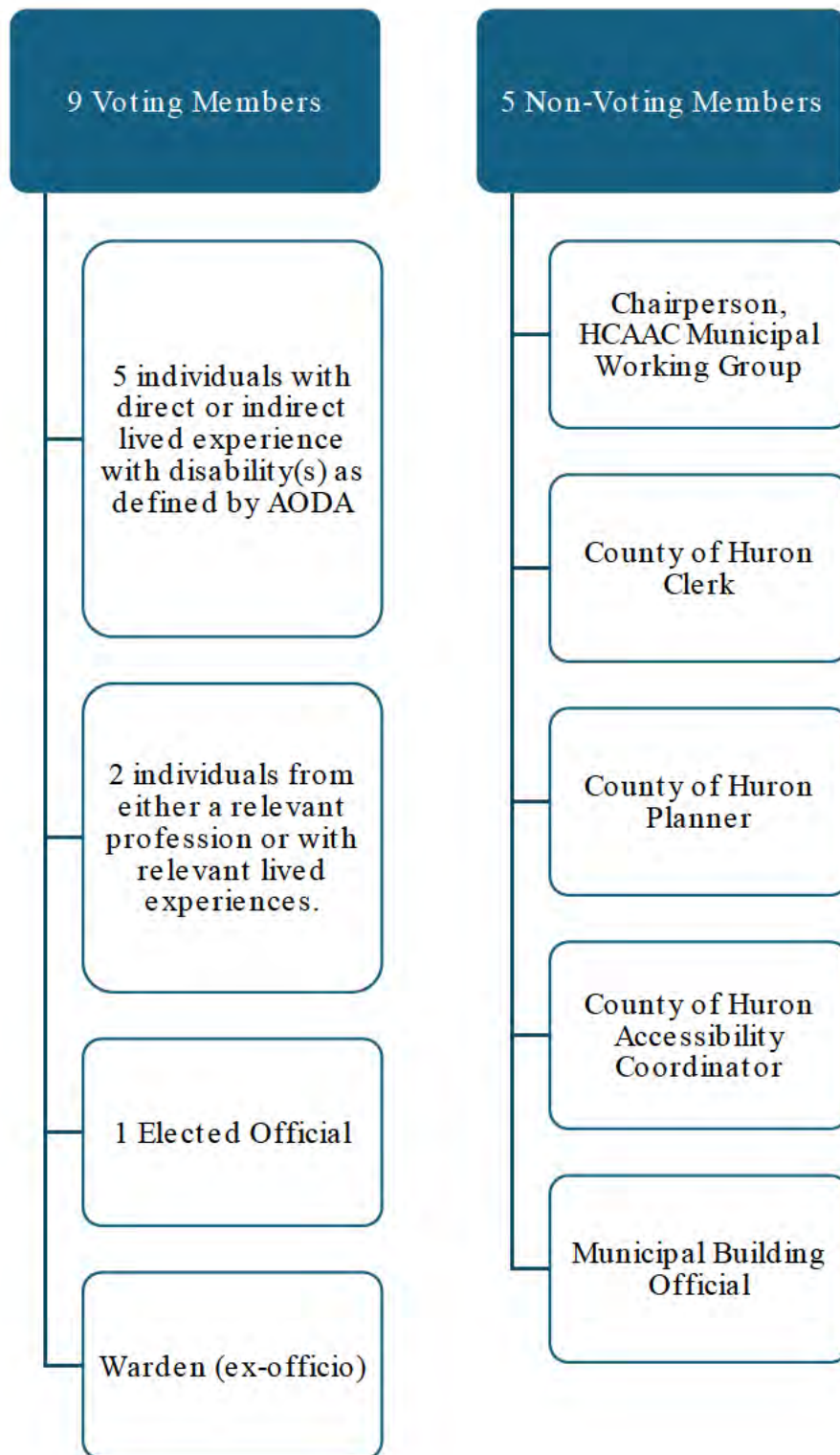
The goals and priorities are divided into two sections (see [Appendix 1](#)):

- **Legislative:** Required by the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#) and [O. Reg. 191/11: Integrated Accessibility Standards](#).
- **HCAAC and Community-Driven:** Aim to achieve the committee's vision of making Huron County accessible to everyone.

2023 Goals Overview

In 2023, HCAAC's efforts included creating and updating the 2024 Multi-Year Accessibility Plan, reviewing municipal building plans and site drawings for accessibility, and providing ongoing advice to the County Council and participating municipalities on accessibility regulations. HCAAC also prioritized strengthening relationships with local municipalities, businesses, and various stakeholders to promote inclusion and accessibility across the County. Additionally, the Committee worked to keep Huron County officials informed about new legislation and best practices related to the built environment, ensuring a collaborative approach to designing accessible public spaces.

HCAAC Composition



Note: The Committee may include additional staff as required beyond the core composition of the HCAAC committee.

HCAAC Subcommittees

The Huron County Accessibility Advisory Committee (HCAAC) is organized into three subcommittees, each composed of members from the main Committee.

Directive and Regulation Review Subcommittee	Site and Plan Review Subcommittee	Education Subcommittee
Ensures compliance with accessibility directives and regulations.	Reviews municipal site plans and designs to ensure adherence to accessibility standards.	Develops and implements strategies for raising awareness and providing training on ways to champion accessibility.

HCAAC Municipal Working Group

The HCAAC Municipal Working Group brings together employee representatives from partner municipalities within Huron County to collaborate on accessibility initiatives, share best practices, and ensure consistent implementation of accessibility standards across the region. Additional County of Huron staff may provide support as needed.

HCAAC Programs and Initiatives

HCAAC Awards for Accessibility Excellence

The committee continues to enhance its HCAAC awards program, which recognizes entities and individuals making significant contributions to accessibility. The awards promote public awareness and celebrate those who are leading in creating a more inclusive society.

The HCAAC Awards consist of two distinct honours: the **Sandra Thompson Memorial Accessibility Champion Award** and the **Award of Merit for Barrier-Free Access**.

The Sandra Thompson Memorial Accessibility Champion Award

The Sandra Thompson Memorial Accessibility Champion Award was established by HCAAC in 2022 to honour Sandra Thompson's memory and celebrate the International Day of Persons with Disabilities. Sandra Thompson was a devoted advocate for accessibility in Huron County, inspiring others to enhance accessibility in our community. They served as the County of Huron's Accessibility Coordinator until 2016 and were a proud resident of the Bluevale area.

This award honours an individual in Huron County who:

- Shows exceptional dedication to promoting accessibility.
- Demonstrates strong leadership in advancing accessibility.
- Makes a significant impact on the lives of people with disabilities.

The International Day of Persons with Disabilities, observed annually on December 3rd, promotes the rights and well-being of individuals with disabilities in all areas of society.

The Award of Merit for Barrier-Free Access

The Award of Merit for Barrier-Free Access recognizes outstanding contributions to creating spaces and experiences that remove barriers and foster a more inclusive community. It honours those who have demonstrated excellence in designing spaces, products, or services that enhance accessibility for people with disabilities. The award celebrates a commitment to innovation and design that promotes inclusivity and equity.

The Award of Merit for Barrier-Free Access Categories

- **Public:** The Public category honours efforts made by governmental bodies, non-profit, and public entities to create inclusive and accessible environments for all community members.
- **Business:** The Business category recognizes private entities committed to accessibility, ensuring their spaces, products, and services are welcoming and accessible for people with disabilities.

Collaboration with County Council and Municipalities

HCAAC communicates regularly with the County Council, partner municipalities, and local businesses through virtual meetings, phone calls, and in-person engagements. This ongoing dialogue ensures that accessibility remains a key focus in community development.

HCAAC Working Group Meetings

These meetings provide a platform for sharing best practices and addressing everyday considerations. They also include discussions on critical topics related to accessibility, municipal projects, accessibility plans, and training and development opportunities.

Support for Small Businesses

HCAAC has partnered with the County of Huron's Economic Development Department to create AccessSLED. This grant program would help local entities incorporate accessibility into their physical spaces and virtual platforms. This collaboration empowers the community to meet and exceed accessibility standards.

Accessibility Training

HCAAC advocates for comprehensive employee training per the [O. Reg. 191/11: Integrated Accessibility Standards](#). Training modules are tailored to job roles and include:

- General Requirements
- Human Rights Code
- Customer Service Standards
- Employment Standards
- Information & Communication Standards
- Design of Public Spaces Standards

Huron County staff, councillors, and board members receive continuous training on accessibility standards. This training ensures that all County employees can accommodate individuals with disabilities.

Additional Efforts:

- New County employees receive the required accessibility training promptly.
- Councillors, committee, and board members received training in 2022-2023, with ongoing virtual training provided as needed from 2024 onwards.
- As posted on the County's website, information is provided in accessible formats and with communication support at no additional cost.
- Collaboration with the County's Human Resources and Legislative departments ensure continued staff training in Accessibility Standards.
- Incorporation of the accessibility lens in Corporate policies.

Web Accessibility

The [AODA](#) mandates that web content must meet [WCAG 2.0 Level AA](#) success criteria, with the following exceptions:

- **1.2.4 Live Captions:** This criterion requires captions for live audio content in synchronized media.
- **1.2.5 Audio Descriptions:** This criterion requires audio descriptions for video content.

The County's Business Technology Solutions (BTS) department regularly assesses the accessibility of the Huron County website to ensure compliance with WCAG 2.0 AA standards.

Universal Design and Accessibility Guidelines

In collaboration with the County of Huron's Planning Department, HCAAC is reviewing the *Huron County Universal Design and Accessibility Guidelines*. This document, once revised, will assist municipalities in evaluating site plans under Section 41 of the [Planning Act, R.S.O. 1990, c. P.13](#).

Public Accessible Spaces Simplified (PASS)

HCAAC is now a sponsor of the PASS Program. As a result, the educational content produced by [PASS](#) is freely accessible to all County of Huron employees and those of partner municipalities. These videos showcase best practices for making outdoor spaces accessible, including parks, parking lots, EV charging stations, and trails. This initiative addresses a

critical gap in accessible design resources, offering practical guidance to municipalities and other entities committed to fostering inclusivity.

Accessibility Standards in Procurement

Accessibility Standards for Customer Service are integrated into Huron County's procurement process. The procurement policy ensures that accessibility considerations are part of vendor selection and contract management and will be reviewed and updated in 2024-2025.

Public Awareness and Engagement

HCAAC meetings are open to the public, offering active conversation and dialogue opportunities. In the future, the committee plans to broaden engagement through a virtual platform, enabling ongoing public feedback and allowing HCAAC to solicit input actively.

Accessible Tourism Development

This initiative, spearheaded by HCAAC, will focus on identifying and cataloging accessible spaces throughout the County, such as parks, trails, and other public spaces. By listing these locations on the County's tourism [website](#), HCAAC aims to make it convenient for everyone to find and enjoy accessible amenities. This effort will enhance the inclusivity of the County's tourism offerings and promote greater awareness and accessibility within the community.

Strategic Alignment

HCAAC is dedicated to ensuring that the County's operations are accessible and inclusive for all individuals.



Integrated Approach to Inclusion and Accessibility

In alignment with the County of Huron's commitment to inclusion and diversity, the Huron County Accessibility Advisory Committee (HCAAC) embraces an integrated approach where accessibility is seamlessly woven into the broader framework of inclusion. Rather than being a standalone aspect, accessibility is a fundamental component of our overall Inclusion, Diversity, Equity, and Accessibility (IDEA) strategy. This approach ensures that all initiatives and programs reflect HCAAC's dedication to creating a community where everyone can fully participate and thrive. By integrating accessibility into the IDEA lens, HCAAC strives to foster an environment where accessibility is not just an add-on but a core element of the County's inclusive practices and policies.



Intersectionality and Disability

Intersectionality highlights how various aspects of identity, such as race, gender, socioeconomic status, and disability, intersect and influence an individual's experiences. Disability is deeply intertwined with these factors, affecting how individuals experience barriers and discrimination. For example, a person's experience with disability can differ significantly based on their gender, race, or socioeconomic background.

By recognizing these intersecting identities, we can better understand and address the unique challenges faced by individuals with disabilities. This perspective guides our approach to creating inclusive environments, ensuring that our accessibility initiatives consider and accommodate the diverse needs of all community members. This approach helps us move beyond a one-size-fits-all model and fosters a more equitable and supportive community for everyone.

Strategic and Action Plan

This Strategic and Action Plan outlines the key initiatives and actions the HCAAC will undertake to meet the requirements of the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#), and to proactively address and prevent barriers faced by

people with disabilities. Focusing on Customer Service, Information and Communications, Employment, and Public Spaces Design, the plan details specific steps to enhance accessibility and inclusivity across the County.

Customer Service

Initiatives:

1. **Ongoing Training:** To ensure compliance with the AODA's customer service standards, continuous accessibility training will be provided for all stakeholders, including new staff, council, and committee members. Additionally, HCAAC aims to extend this training to volunteers in the future.
 - **Timeframe:** Ongoing; training provided within one month of hiring.
2. **Community Engagement Mechanism:** Implement and maintain a system for receiving and addressing feedback on accessibility from community members.
 - **Timeframe:** HCAAC aims to roll out a virtual engagement platform in the future to enhance community engagement. At present, community members are encouraged to share their input by contacting :
Huron County Accessibility Advisory Committee (HCAAC)
1 Courthouse Square, Goderich, ON N7A 1M2
Telephone: 519.524.8394, ext. 3257
Email: accessibility@huroncounty.ca

Information and Communications

Initiatives:

1. **Website Accessibility:** Ensure that the County's website complies with Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.
 - **Timeframe:** Regularly monitored and verified for compliance.
2. **Accessible Formats:** Provide information in accessible formats and with communication support upon request.
 - **Timeframe:** In place already
3. **Staff Training:** Train staff on creating accessible documents and communications.

- **Timeframe:** Ongoing; training sessions scheduled as needed. HCAAC plans to introduce more comprehensive and periodic training to enhance accessibility efforts further

Employment

Initiatives:

1. **Accessible Recruitment:** Ensure job postings and recruitment processes are accessible to candidates with disabilities. HCAAC aims to improve and adapt to meet continuously evolving accessibility standards.
 - **Timeframe:** Already in place, with regular assessments for improvements.
2. **Workplace Accommodations:** Provide reasonable accommodations for employees with disabilities and ensure that accommodation requests are handled promptly with the goal of making processes even more responsive and proactive.
 - **Timeframe:** Ongoing; policy review and updates as needed.
3. **Employee Training:** Promote comprehensive training for all employees – not just managers or HR personnel – on best practices for accommodating and supporting colleagues with disabilities.
 - **Timeframe:** Ongoing with enhanced annual refreshers.

Public Spaces Design

Initiative:

Public Spaces: Ensure municipal spaces, including parks, parking lots, and facilities, meet or exceed the evolving accessibility standards.

- **Timeframe:** Work towards compliance with accessibility design standards, with a commitment to continue progress into the subsequent MYAP terms and the flexibility to adapt as legislation evolves and new requirements emerge.

Reporting and Accountability

The Huron County Accessibility Advisory Committee (HCAAC) is committed to ensuring transparency and accountability in its efforts to enhance accessibility across the County. To achieve this, the Committee adheres to a robust framework for monitoring progress, evaluating effectiveness, and reporting outcomes.

- **Regular Monitoring and Evaluation:** HCAAC reviews its initiatives and programs to assess their impact and effectiveness. This involves collecting feedback from stakeholders, analyzing data on accessibility improvements, and evaluating the progress of ongoing projects against established goals and standards.
- **Annual Reporting:** The HCAAC publishes an annual accessibility plan update to provide a comprehensive overview of its activities, achievements, and future goals. This report includes details on compliance with accessibility standards, progress on key projects, and any challenges encountered. It is made available to the public and shared with the County Council and partner municipalities to ensure accountability, transparency, and trust.
- **Public Engagement:** HCAAC encourages input from the community through various channels, including public meetings and feedback mechanisms. This engagement helps ensure that the Committee's work is aligned with the priorities and perspectives of the community.
- **Accountability Framework:** HCAAC operates within a clear accountability framework, with defined roles and responsibilities for Committee members and subcommittees. Regular meetings are held to review progress, address issues, and adjust strategies and actions as needed.
- **Reporting to County Council:** HCAAC provides regular updates to the County Council, including detailed reports on accessibility initiatives and their outcomes. These updates help ensure that accessibility remains a priority within the County's broader strategic goals and facilitates informed decision-making.

Closing

The Huron County Accessibility Advisory Committee (HCAAC) remains steadfast in its commitment to fostering an inclusive and accessible environment for all residents. Through a comprehensive approach that integrates accessibility into broader inclusion and equity frameworks, HCAAC continues to drive meaningful progress across various sectors. The Committee ensures its efforts are impactful and transparent by setting clear goals, implementing strategic initiatives, and maintaining rigorous accountability and reporting practices.

The HCAACs ongoing work addresses immediate accessibility needs and builds a foundation for long-term improvements and community engagement. As we progress, the HCAAC will continue collaborating with all stakeholders, including the County Council, partner municipalities, entities, and community members, to enhance accessibility and celebrate achievements that reflect our shared commitment to inclusivity.

HCAACs dedication to advancing accessibility is a testament to our collective vision of a more equitable and welcoming Huron County.

Appendix

Priorities for HCAAC Objectives Mandated by Legislation

Multi-Year Accessibility Plan and Annual Updates

In compliance with the [Accessibility for Ontarians with Disabilities Act \(AODA\), 2005, S.O. 2005, c. 11](#), and the [O. Reg. 191/11: Integrated Accessibility Standards](#), the County of Huron is required to develop and maintain a Multi-Year Accessibility Plan. This plan outlines strategies for identifying, preventing, and removing barriers for people with disabilities over five years.

- **HCAAC Responsibility:** The Accessibility Coordinator will annually review and update (if needed) the Multi-Year Accessibility Plan. Following County council approval, the revised plan will be posted on the County's website.
- **Council Responsibility:** The County Council will approve and submit the updated plan to the Ministry of Seniors and Accessibility. The County Clerk will ensure the plan is shared with the CAO and Senior Management Team for implementation. Local Municipal Councils will also approve and implement the plan.
- **HCAAC Municipal Working Group:** Representatives will present the plan to their Councils for approval and post it on their respective municipality websites.

Timeline Targets: The Multi-Year Accessibility Plan shall be reviewed every five years, and updates shall be posted annually. The County Council shall approve it by January 1st of each year, and partner municipalities' Councils shall also approve it by the same date.

Annual Accessibility Plan

The County of Huron is required to create and publish an Annual Accessibility Plan under the [AODA](#). This plan will include the County's goals and achievements from the previous year.

- **HCAAC Responsibility:** The Accessibility Coordinator will develop the Annual Accessibility Plan in consultation with the HCAAC and County staff, presenting it to the committee by December each year.
- **Council Responsibility:** The County Council will approve and submit the plan to the Ministry of Economic Development, Job Creation and Trade.

- **HCAAC Municipal Working Group:** Representatives will present the plan to their Councils for approval and post it on their respective municipality websites.

Timeline Targets: The Annual Accessibility Plan shall be approved by the County Council and partner municipalities Councils by January 1st of each year.

Alignment of Both Plans

The goals outlined in the Annual Accessibility Plan should align with those of the Multi-Year Accessibility Plan.

- **HCAAC Responsibility:** The Annual Accessibility Plan will be posted on the County website following County Council approval.
- **Council Responsibility:** The County Clerk will ensure the plan is implemented across all departments and shared with local municipalities.
- **HCAAC Municipal Working Group:** The Annual Accessibility Plan will be posted on partner municipalities websites once approved.

Timeline Targets: The plans will be aligned with the Annual Accessibility Plan and updated with the Multi-Year Plan.

Review of Building Plans for Renovation, Construction, Purchase, Lease, and Exterior Site Plans

[AODA](#) requires timely reviews of building plans to ensure accessibility for renovations, new constructions, and exterior site plans.

- **HCAAC Responsibility:** The Site and Plan Review Subcommittee will review sites and plans to provide feedback.
- **Council Responsibility:** The County Council will ensure that partner municipalities understand their duty to request reviews before purchasing, constructing, or leasing properties.

Municipal Working Group: Representatives will inform their staff and share reviewed site plans with building officials.

Timeline Targets: Reviews will be conducted on an ongoing basis.

Provide Accessibility Information to the County and Partner Municipalities

Provide updates and information on accessibility directives and regulations per [AODA](#).

HCAAC Responsibility: The Accessibility Coordinator will gather feedback on the proposed regulations, work with the Directive and Regulation Review Subcommittee to identify concerns, and ensure compliance.

Council Responsibility: The Accessibility Coordinator will regularly update the County Council on regulatory requirements and the County's preparedness.

Municipal Working Group: Representatives will inform their respective staff and provide feedback on regulatory requirements.

Timeline Targets: Updates and feedback will remain ongoing.

Objectives Driven by HCAAC and Community

Enhancing Community Engagement and Information Sharing

Advance the Committee's vision of promoting accessibility across Huron County by building relationships with all stakeholders, including the County Council, partner municipalities, entities, and community members. Develop and distribute information on new legislation and offer educational opportunities.

Initiatives:

- Host webinars and presentations on accessibility for local stakeholders.
- Provide regular updates to the County Council.
- Review and recommend improvements for municipal facilities.
- Execute annual National AccessAbility Week programming.

Timeline Targets: Ongoing

HCAAC Awards

Recognize entities and individuals who excel in creating barrier-free access and promoting accessibility in the community.

Initiative: Execute HCAAC awards programming annually.

Community Participation

Encourage local events to incorporate accessibility into their operations.

Initiative: Provide resources to facilitators to encourage adherence to accessibility standards and promote inclusive practices.

Timeline Targets: Coordinate with local events throughout the year.

Accessibility Initiatives in Partner Municipalities

Township of Ashfield-Colborne-Wawanosh (ACW)

Projects Completed

- Customer Service: All new hires receive training upon hire in AODA Customer Service Standards.
- Information and Communications
 - Council meetings are livestreamed and recorded
 - eScribe software is used in the creation of agenda packages. This software meets the WCAG 2.0 Level AA requirements to ensure compliance when producing Council Agendas and reports.

Ongoing Accessibility Projects

- Continue to develop resources, training and continuing education materials for staff, volunteers and contractors to promote awareness and education regarding accessibility.
- Accessible documents – staff are continuing to work ensure that all documents are compliant with AODA standards.

Town of Goderich

Accessible Projects Completed in 2024

- Accessible Floating Wheelchair – In late 2023, a floating wheelchair was donated by Julie Sawchuk to the Town of Goderich for use at the Main Beach. It has provided opportunity for individuals with mobility issues to enjoy the waterfront.
- Accessible Beach Wheelchair – An accessible beach wheelchair was donated by the Goderich Rotary Club to the Town of Goderich for use at the Main Beach. It has also provided an opportunity for individuals with mobility issues to enjoy the beach as it allows for easy movement from the Mobi-Mats and accessible boardwalk.
- Goderich Tourism Centre – In October 2024, the Goderich Tourism Centre moved to 33 St. David Street, an accessible location within the downtown core and offers an accessible public washroom for residents and visitors.

- Goderich Child Care Centre Infant Playground – The Goderich Child Care Centre renovated their infant playground area to be inclusive and accessible. The outdoor playground features accessible and inclusive surface areas and playground equipment.
- Goderich Child Care Centre Sensory Room - A sensory room is being created at the Goderich Child Care Centre with an expected completion date of December 2024. This room is a sensory-friendly space for children with or without sensory processing disorders to help develop their senses through special lighting, music, and objects. It can also be used as a therapy room for children with limited communication skills.
- Downtown Rebuild – Planning for the rebuilding of downtown Goderich has begun. Planning has included public open houses and discussions with various groups and organizations including the Huron County Accessibility Advisory Committee.
- Employment – All employment advertisements inform applicants of our ability to make accommodations throughout the recruitment process, if required. All of the requirements in the Employment Standard continue to be maintained by the Town including those pertaining to the following: recruitment, assessment and selection.
- Municipal Website – The website has been updated to comply with all mandated features required under the Accessibility for Ontarians with Disabilities Act, 2005, specifically Ontario Regulation 191/11 standards to be met by large organizations. It conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, level AA. The Town of Goderich has recently entered into a contract with ReciteMe which will provide an accessible toolbar and analytical tools to assist in maintaining the accessibility standards on the corporate website.
- Goderich Municipal Airport Website - The website has been updated to comply with all mandated features required under the Accessibility for Ontarians with Disabilities Act, 2005, specifically Ontario Regulation 191/11 standards to be met by large organizations. It conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, level AA. The website is monitored to ensure its functionality and content remain accessible and the Town continues to provide accessible formats upon request.

- Goderich Tourism Website - The website has been updated to comply with all mandated features required under the Accessibility for Ontarians with Disabilities Act, 2005, specifically Ontario Regulation 191/11 standards to be met by large organizations. It conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, level AA. The website is monitored to ensure its functionality and content remain accessible and the Town continues to provide accessible formats upon request.
- Customer Service – All new hires receive training upon hire or return in AODA Customer Service Standards.
- Information and Communications
 - Council meetings are livestreamed and recorded
 - eScribe software is used in the creation of agenda packages. This software meets the WCAG 2.0 Level AA requirements to ensure compliance when producing Council Agendas and reports.
- Design of Public Spaces
 - As per standard operational practices, the following is conducted on a regular basis either through legislative or municipal requirements:
 - repair, maintenance, and removal of barriers on municipal trails, sidewalks, and public spaces.
 - Fire Code inspections of private, public, and municipal facilities
 - Building Code inspections of new or renovated facilities
 - Health and safety inspections of all municipal facilities
 - Emergency management measures to promote the safety of the community within times of emergency
 - On-line permitting for building permits – This on-line system is accessible to anyone with any device, browser, and operating system.

Ongoing Accessible Projects

- Regularly reviewing and updating the various websites to ensure compliance with WCAG 2.0, Level AA standards

- Continue to develop resources, training and continuing education materials for staff, volunteers and contractors to promote awareness and education regarding accessibility
- Ongoing training for staff regarding the WCAG 2.0 Level AA requirements in preparation of reports and documents
- Continue to monitor accessibility issues, trends and legislative changes.

Municipality of Huron East

Accessible Projected Completed in 2024

- Audio Walking Tours
- BMGCC additions
- Wheelchair accessible front counter in Town Hall

Ongoing Accessible Projects

- Website Accessibility
- Accessible documents
- Adding Huron East businesses to the Access Now App

Accessible Projects Proposed for 2025 and Beyond

- Vanastra Playground
- Upgrades in Brussels – accessible benches and picnic tables
- VRC dressing room upgrades
- Wayfinding Signage Phase 2: Directional Signage to provide clear direction to community facilities within settlement areas

Township of North Huron

Projects Completed in 2023/2024

- North Huron developed and adopted an Integrated Accessibility Standards Policy. This policy updated and replaced the Township's previous Accessibility Standards for Customer Service & Use of Assistive Device Policy to include updated legislative requirements and to clarify current practices regarding accessibility.

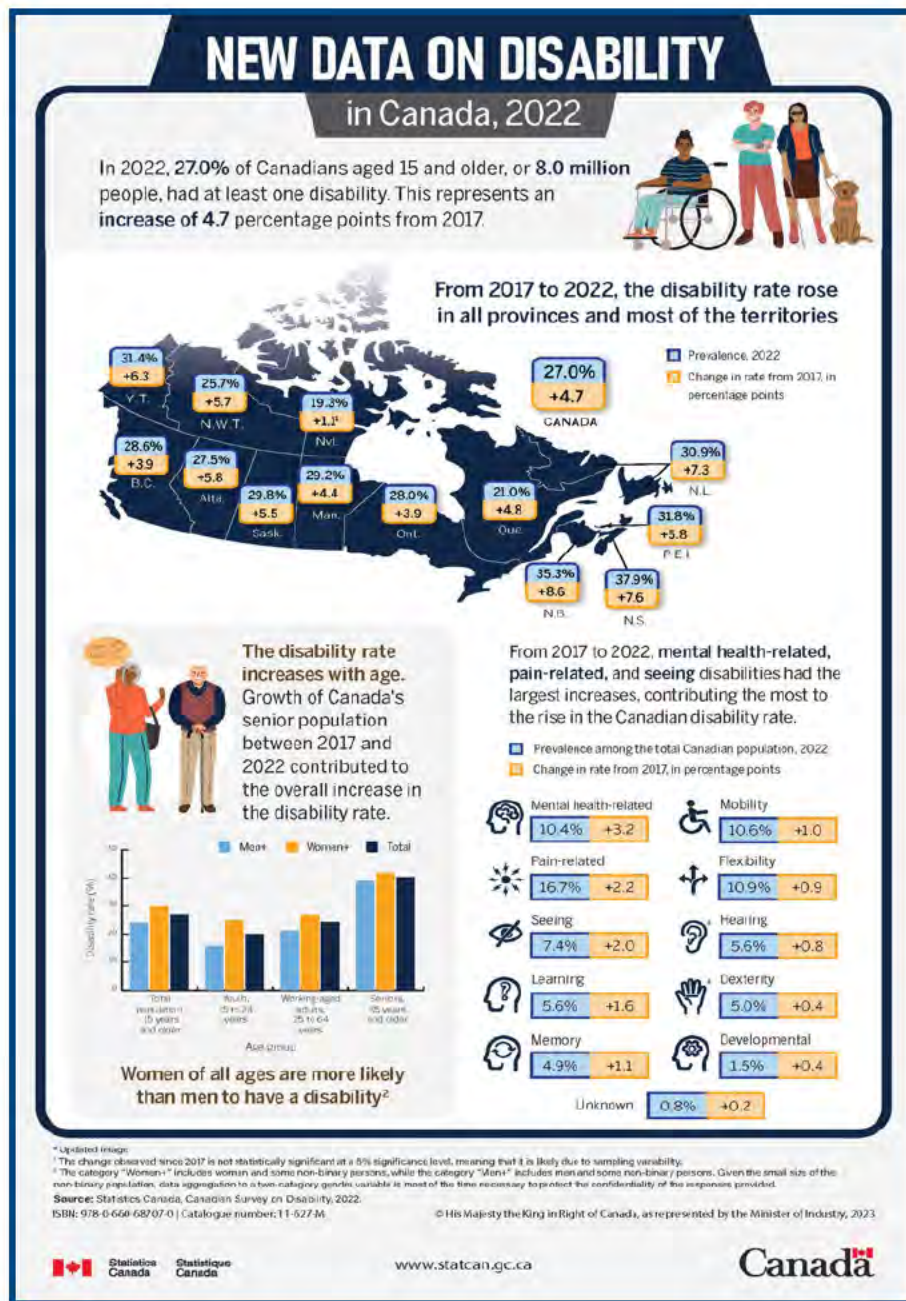
- Accessibility upgrades to the Wingham Firehall washrooms. This project included installing accessible showers, doors, sinks and toilets. This reconstruction of the space was done to meet accessibility standards set out for public buildings under the AODA.
- Creation of a new, accessible Council Chambers space. The new Township of North Huron Council Chambers was designed to be fully accessible. The space contains a fully accessible Council horseshoe on a level surface (no raised platform) that can be accessed by a wheelchair or mobility device. The space also contains a fully accessible public gallery with accessible seating with armrests on chairs, an accessible podium with adjustable height, multiple accessible entrances and doors with lever door handles, colour contrast throughout whole space, a hearing/audio loop microphone system to amplify sound in the space for assisted hearing, appropriate turning radius all throughout the space, multiple tv monitors for visual accessibility, non-slip carpet tile flooring with colour contrast, and the hallway door has a side light for visual accessibility.

Ongoing Accessibility Projects

- Development of a Removal of Identified Barriers for Accessibility Strategy to assist in the identification of barriers, and to provide the means to remove these barriers to accessibility above and beyond the compliance requirements of AODA. As part of this, the HCACC reviewed the North Huron Municipal Office, the North Huron Childrens Centre and the Belgrave Community Centre Playground to identify barriers and propose solutions at these locations. In future, these reviews will be conducted across municipal spaces, adding each reviewed location to the Strategy.
- Continuous updates of the municipal website to ensure accessibility.
- The Township of North Huron continues to make accessible documents a priority. All documentation that is provided on the Township's website is in an accessible format and can be provided in another format, upon request.
- Ongoing training for staff continues regarding the Integrated Accessibility Standards Policy and providing accessible customer service.

Proposed Projects for 2025 and Beyond: Facilities review of the Blyth & District Community Centre and the Wingham Trail System.

Infographic



Source: Canada. Statistics Canada. "A Demographic, Employment and Income Profile of Canadians with Disabilities Aged 15 Years and Over, 2017." ISBN: 978-0-660-68707-0. <https://www150.statcan.gc.ca/n1/en/pub/11-627-m/11-627-m2023063-eng.pdf?st=gyJ2ulYn> Reproduced and distributed on an "as is" basis with the permission of Statistics Canada.

WROXETER HALLBOARD MINUTES OF MEETING

HELD NOVEMBER 7th.

Meeting called to order at 7.00pm

Present:- Marvin, Mary Jane, George, Tony, Bernedette.
Ryan, Carol. Rosemary.

Minutes:- Tony read the minutes of the previous meeting. There were several errors and the minutes had to be amended...once this was done Rosemary moved that they be accepted as amended seconded by Mary Jane....Passed.

Financials:- Mary Jane gave her report on the halls financial standing. Marvin proposed that the report be accepted as presented, seconded by George....Passed.

Matters arising from minutes:- Mary Jane reported that a Thank you card had been received from The Fordwich Nursing Home for the donation sent in memory of Leone Crewson

Discussion followed re. Christmas Dinner...Marvin to look into potatoes and Rosemary will handle the stuffing...both to report back at the December meeting.

New Business:- Quotes are to be obtained for the repair of the sign over the front door.

This being the season for giving, after general discussion, it was decided to make the following donations.

Brussels Legion Poppy Fund.....\$250

Fordwich Nursing Home.....\$500

Howick Primary School Breakfast Fund....\$500

There being no other business the meeting was closed at 8.30 pm.

Next meeting December 5th. At 7.00 pm.

Solicitor General

Office of the Solicitor General

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Tel: 416 326-5000
Toll Free: 1 866 517-0571
Minister.SOLGEN@ontario.ca

Solliciteur général

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Sans frais : 1 866 517-0571
Minister.SOLGEN@ontario.ca



November 29, 2024

His Worship Doug Harding
Reeve
Township of Howick
dharding@howick.ca

Dear Reeve Harding:

Our government is proud to have a strong working relationship with both our municipal partners and the police services that keep our communities safe. The collective agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) earlier this year reflects this strong relationship and will support our brave women and men in uniform across Ontario.

At the same time, we understand the impact these changes are having on the budgets of municipalities that are served by the OPP, including your own, which is why we are stepping up with additional provincial support. With that in mind, I am pleased to share with you the following proposed billing changes:

- A 3.75 per cent reduction of the total 2023 reconciled costs to all communities to approximate the full (100 per cent) impact of the Ontario Provincial Police Association (OPPA) salary increases, excluding the 1 per cent increase that was built into the 2023 estimates; and
- A 44 per cent reduction on overtime 2023 reconciled costs to all communities;
- A 10 per cent reduction of 2025 invoice amounts to all communities to approximate the full (100 per cent) impact of the OPPA salary increases excluding the 1 per cent increase that was already built into the 2023 estimate.

These changes would provide over \$77 million in relief to OPP-policed municipalities.

The total billing statement that was initially provided to you for 2025, inclusive of the increases resulting from the new collective agreement, was \$ 644,627. Today's proposed billing changes will provide an estimated \$ 95,685 in financial relief for your municipality, bringing the new total for OPP services being billed to your municipality in 2025 to \$ 548,941.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

... /2

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

If you have any questions, please contact Ryan Whealy, Deputy Director of Issues and Legislative Affairs, at Ryan.Whealy@ontario.ca.

Thank you for your continued collaboration, valuable relationship, input and dedication to ensuring the safety and well-being of your community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Kerzner", with a long, sweeping underline.

Michael Kerzner
Solicitor General

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2024-5434

November 28, 2024

Dear Head of Council:

Through the *More Homes Built Faster Act, 2022*, changes were made to the *Planning Act* to accelerate implementation of the province's additional residential unit (ARU) framework. These changes allowed "as-of-right" (without the need to apply for a rezoning) the use of up to 3 units per lot in many existing residential areas (i.e., up to 3 units allowed in the primary building, or up to 2 units allowed in the primary building and 1 unit allowed in an ancillary building such as a garage).

To support implementation of ARUs, the *Cutting Red Tape to Build More Homes Act, 2024*, made further changes to the *Planning Act* to provide me, as the Minister of Municipal Affairs and Housing, with broader regulation-making authority to remove municipal zoning by-law barriers that may be limiting the development of ARUs.

Following consultation on the Environmental Registry of Ontario, our government has taken further action to tackle the housing supply crisis and reach our goal of building more homes by amending [Ontario Regulation 299/19 – Additional Residential Units](#) to remove certain municipal zoning by-law barriers. These changes took effect upon filing.

These changes will help to facilitate the creation of ARUs, such as basement suites and garden suites, by eliminating barriers including maximum lot coverage, angular planes, floor space index (FSI), minimum separation distances and minimum lot sizes on parcels of urban residential land subject to the ARU framework in the *Planning Act*. More information on these changes can be found through [Environmental Registry of Ontario posting 019-9210](#).

It is my expectation that municipalities will respect these regulatory changes and the intent behind them. I will not hesitate to use my available powers to ensure these changes to the *Planning Act* are allowed to support our goal of building more homes.

We will continue working with our municipal partners to achieve our goal of building the homes that Ontarians need.

Sincerely,



Hon. Paul Calandra
Minister of Municipal Affairs and Housing

c. Martha Greenberg, Deputy Minister

Jessica Lippert, Chief of Staff to Minister Calandra

Chief Administrative Officer
Office of The Clerk

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2024-5801

December 12, 2024

Dear Head of Council,

I am pleased to inform you of the introduction of the proposed Municipal Accountability Act, 2024 on December 12, 2024, which, if passed, would make changes to the *Municipal Act, 2001* and *City of Toronto Act, 2006* to strengthen the municipal code of conduct and integrity commissioner framework.

I appreciate the valuable feedback we have received from municipalities and share your commitment to safe and respectful workplaces. The proposed changes, if passed, would:

- enable the creation of a standard municipal code of conduct and standard municipal integrity commissioner investigation processes to help ensure consistency across all Ontario municipalities;
- create a role for the Integrity Commissioner of Ontario in municipal code of conduct and integrity commissioner matters, including providing training to municipal integrity commissioners; and
- establish a mechanism to remove and disqualify members of council and certain local boards for a period of four years for the most serious code of conduct violations following a recommendation from the local integrity commissioner, a concurring report from the Integrity Commissioner of Ontario, and a unanimous vote of council.

In the coming months, I will want to hear your feedback on the Bill as well as other matters regarding local accountability regimes. I look forward to seeing many of you at the upcoming Rural Ontario Municipal Association conference, where we will have the opportunity to discuss these changes and other matters of importance to your communities.

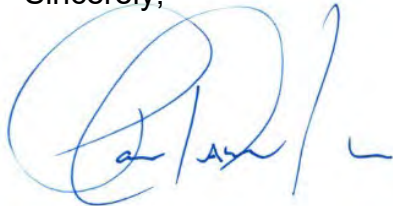
If passed, important work to develop the regulations to support this new framework would lie ahead, and I remain committed to engaging with you throughout that process. Our intention is to have these changes in effect for the new term of councils beginning in Fall 2026 to ensure there is adequate opportunity for local implementation.

.../2

For more information on these amendments, please see the [news release](#). To share your comments on the proposed legislation, please see a posting on the [Regulatory Registry](#) that will be open for comments for 60 days.

If you have any questions regarding these new provisions, please contact your local [Municipal Services Office](#) with the Ministry of Municipal Affairs and Housing.

Sincerely,



Hon. Paul Calandra
Minister of Municipal Affairs and Housing

- c: Jessica Lippert, Chief of Staff
 Owen Macri, Deputy Chief of Staff
 Martha Greenberg, Deputy Minister
 Caspar Hall, Assistant Deputy Minister, Local Government Division
 Sean Fraser, Assistant Deputy Minister, Municipal Services Division
 Municipal Clerks and CAOs



FOR IMMEDIATE RELEASE

November 27, 2024

SPOKESPERSON: Jamie Heffer, Warden

519.524.8394 x3224

warden@huroncounty.ca

Jamie Heffer appointed Warden of Huron County for 2025-2026 term

Huron County, Ontario – Jamie Heffer, the newly appointed Warden of Huron County, brings a wealth of experience in local government and agricultural leadership. A long-time resident of Morris-Turnberry, Heffer and his wife, Lori, reside on their family farm where they are actively involved in sheep, beef, and crop production.

"I am truly honoured to be appointed Warden of Huron County," said Jamie Heffer. "I look forward to working alongside my fellow councillors and the people of Huron to build a prosperous future for our community."

Elected as a Councillor in the Municipality of Morris-Turnberry in 2010, Heffer quickly demonstrated his commitment to public service and the advancement of his community. His leadership skills led to his appointment as Deputy Mayor in 2014, and in 2018, he was elected Mayor of Morris-Turnberry, a position he continues to hold today.

"County of Huron staff congratulate Warden Heffer on his new appointment, and we look forward to working together in this upcoming term," said Meighan Wark, County of Huron Chief Administrative Officer.

Learn more about Huron County Council, including how to attend or participate in Council and committee meetings:

<https://www.huroncounty.ca/administration/county-council/>

-30-

Ministry of Natural Resources

Development and Hazard Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

November 25, 2024

Subject: *Decision on Discussion Paper: Regulating Commercial-Scale Geologic Carbon Storage Projects in Ontario, and Proposal on Enabling the Development of Commercial-Scale Geologic Carbon Storage in Ontario: The Geologic Carbon Storage Act*

Hello,

Over the past two years, the Ministry of Natural Resources has been taking a measured and phased approach to enabling and regulating geologic carbon storage in Ontario. Carbon storage is new to the province, and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Geologic carbon storage (further referred to as carbon storage) involves injecting captured carbon dioxide (CO₂) into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

Today, we are writing to notify you that 1) a decision has been made to proceed with the development of a framework for enabling commercial-scale geologic carbon storage (Environmental Registry of Ontario posting # 019-8767), and 2) that a new *Geologic Carbon Storage Act* is being proposed (Environmental Registry of Ontario posting # 019-9299).

These developments represent significant steps towards Phase 3 of Ontario's [approach to enabling and regulating geologic carbon storage](#). Ontario aims to have a framework in place by summer 2025. Initially, the ministry anticipates that commercial-scale projects would be proposed in Southwestern Ontario, where the geology is expected to be the most suitable.

- 1) In the summer of this year, we shared information about the development of a legislative and regulatory framework for commercial-scale geologic carbon storage. This information included a discussion paper that provided an overview of how various components of the framework could function. Based on feedback received, a decision was made to move forward with the development of the framework.

More details on the decision, the feedback received, and the original discussion paper can be viewed in the decision notice on the Environmental Registry of Ontario: <https://ero.ontario.ca/notice/019-8767>.

- 2) Based on comments received in response to the discussion paper, as well as feedback received in previous phases of framework development, a *Geologic Carbon Storage Act* (the “Act”) is being proposed. The proposed Act would enable the regulation of research and evaluation activities, and carbon storage activities associated with the permanent storage of carbon dioxide in underground geologic formations in Ontario.

We encourage you to review, and submit feedback on, the legislative proposal on the [Environmental Registry of Ontario posting # 019-9299](#).

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: Resources.Development@ontario.ca.

Sincerely,



Jennifer Keyes
Director, Development and Hazard Policy Branch

Treasury Board Secretariat

Secrétariat du conseil du trésor

Emergency Management Ontario

gestion des situations d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1

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Toronto ON M3M 0B1

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Tél. : 416-327-2333
Télééc. : 416-327-3790



DATE: December 9, 2024

MEMORANDUM TO: Emergency Management Partners

FROM: Bernie Derible
Deputy Minister and Commissioner of Emergency
Management
Emergency Management Ontario

SUBJECT: **Proposed Amendments to Modernize the
*Emergency Management and Civil Protection Act***

I am pleased to share an update on an important milestone in modernizing emergency management in the province.

On December 9, 2024, the government [introduced Bill 238, the Emergency Management Modernization Act, 2024](#). This bill proposes amendments to modernize the *Emergency Management and Civil Protection Act* (EMCPA).

The EMCPA is Ontario's legislative framework for emergency management. The EMCPA and its regulations have not been comprehensively updated in more than 15 years. With an increasingly complex emergency management landscape, it is more important than ever to ensure that Ontario is safe, practiced and prepared.

Proposed Amendments to the EMCPA

If passed, the proposed amendments to the EMCPA would strengthen provincial leadership and co-ordination of emergency management. It would also support enhanced community capacity in emergency management to ensure Ontario is ready for the challenges of today and the future.

Proposed amendments to the EMCPA if passed, would:

- Support a unified understanding of emergency management across Ontario.
- Strengthen provincial leadership and co-ordination by facilitating the role of Emergency Management Ontario as the one window for co-ordinating provincial emergency management activities.

- Strengthen planning and co-ordination with emergency management partners, including by outlining the ability to enter into agreements and liaise with public and private sector partners, including municipalities, Indigenous communities and other governments.
- Support municipal emergency management by enabling regulations to allow flexibility for municipal emergency management programs based on needs and capacity, as well as clarify processes for municipal declarations of emergency and requests for assistance.
- Enable a future emergency management program and plan requirements to be established for designated entities that provide or operate critical infrastructure, subject to further engagement with partners, to support continuity of services and operations.

Partner and Stakeholder Feedback

The proposed amendments to the EMCPA are informed by feedback from partners, best practices in emergency management and lessons learned from past emergencies. Over the summer of 2024, Emergency Management Ontario directly engaged over 480 partners and stakeholders through 45 engagements and received 90 written submissions on the [publicly posted discussion guide](#). I would like to express my sincere gratitude for the valuable feedback received.

Emergency Management Ontario is committed to ongoing engagement with our partners and the people of Ontario to ensure we are effectively supporting our collective vision of a safe, practiced and prepared Ontario. The proposed amendments are posted on the [Ontario Regulatory Registry and the Environmental Registry of Ontario](#) for review and feedback.

Phased Implementation Approach

If passed, Emergency Management Ontario would continue to engage partners throughout the phased implementation of proposed amendments and to support regulatory development. This would include ongoing support and guidance on what would be needed to implement required emergency management programs and plans.

If you have any questions, please contact the Emergency Management Policy and Governance Branch at EMOPolicy@ontario.ca.

Thank you again for your valued partnership as we work together to ensure the safety and wellbeing of communities across Ontario.

Best always,



Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Emergency Management Ontario in Treasury Board Secretariat

Cc:

Eric Everett, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Heather Levecque, Assistant Deputy Minister, Emergency Management Operations Division, Emergency Management Ontario, Treasury Board Secretariat

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat

Michelle Astill, Director, Emergency Management Policy and Governance Branch, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat



Membership Minutes

Membership Meeting #8-2024

October 16, 2024

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Megan Gibson, Matt Duncan, Evan Hickey, Anita Van Hittersum, Ed Podniewicz, Sharen Zinn, Matt Duncan

Regrets: Andrew Fournier, Vanessa Kelly

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Services Coordinator
Patrick Huber-Kidby, Planning and Regulations Supervisor
Jayne Thompson, Communications, GIS, IT Coordinator
Shannon Millar, Restoration Supervisor

Others Present: Cory Bilyea, Midwestern News

1. Call to Order

Chair, Ed McGugan, welcomed everyone and called the meeting to order at 7:00pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #7-2024 held on September 18, 2024.

Motion FA #85-24

Moved by: Alvin McLellan

Seconded by: Evan Hickey

THAT the minutes from the General Membership Meeting #7-2024 held on September 18 2024, be approved.

(carried)

4. Business out of the Minutes:

- a) 75th Anniversary Planning Report #60-2024

Report #60-2024 was presented to the members and the following motion was made:

Motion FA #86-24

Moved by: Matt Duncan

Seconded by: Ed Podniewicz

That staff investigate the idea of organizing a river festival as part of MVCA's 75th anniversary in 2026.
(carried)

- b) Administrative Review Draft Policy: Report #61-2024

Report #61-2024 was presented to the members and the following motion was made:

Motion FA #87-24

Moved by: Evan Hickey

Seconded by: Alvin McLellan

THAT the draft Administrative Review policy be approved for posting for 30 days and to review any comments at the November 20th Members meeting
(carried)

- c) Technical Guidelines for Natural Hazards-Response from the Ministry of Natural Resources: Report #62-2024

Report #62-2024 was presented to the members and the following motion was made:

Motion FA #88-24

Moved by: Megan Gibson

Seconded by: Alison Lobb

THAT the draft interim policy utilizing the most updated Technical guidelines available to MVCA be used to review development applications in hazardous area;
AND THAT the draft policy outlined in Report 62-2024 be posted for public comment for 30 days; AND FURTHER THAT the comments be reviewed by the Members at the November 20, 2024 meeting.
(carried)

5. **Business Requiring Decision and or Direction:**

- a) 2025-2027 Work Plan and Budget Forecast: Report #63A&B-2024

Report #63A-2024 was presented to the members and the following motion was made:

Motion FA #89-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT the three-year work plan outlined in Report #63a-2024 be approved for planning purposes as well as a guide for the development of the 2025 work plan.
(carried)

Report #63B-2024 was presented to the members and the following motion was made:

Motion FA #90-24

Moved by: Evan Hickey

Seconded by: Megan Gibson

THAT the 2025-2027 financial forecast be accepted with the addition of the inclusion of including a proposed levy increase of \$128,394 for 2027 for planning purposes;

AND THAT the 2025 draft budget include a proposed levy increase of \$175,000;

AND FURTHER THAT the amount of the approved levy allocated for projects be increased by \$10,000 per year over the next three years.

(carried)

b) Southern Lake Huron Coastal Action Plan-Restoring Sediment Pathways & Dam Decommissioning Project: Report #64-2024

Report #64-2024 was presented to the members and the following motion was made:

Motion FA #91-24

Moved by: Ed Podniewicz

Seconded by: Alvin McLellan

THAT THE MVCA's 2024 budget be amended to include the funding received from Environment Canada and Climate Change for the Southern Lake Huron Coastal Action Plan: Restoring Natural Sediment Transport Pathways Project (2024-2028).

(carried)

c) Comments Received – Draft Watershed Strategy: Report #65-2024

Report #65-2024 was presented to the members and the following motion was made:

Motion FA #92-24

Moved by: Matt Duncan

Seconded by: Megan Gibson

That the Township of Howick be thanked for their comments and that the draft watershed strategy be accepted.

(carried)

d) Conservation Lands Strategy: Report #66-2024

Report #66-2024 was presented to the members and the following motion was made:

Motion FA #93-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT THE Members approve the Draft Conservation Areas Strategy as amended;

AND THAT the members approve public and stakeholder consultation be performed as outlined.

(carried)

6. Chair and Member Reports

No reports.

7. Consent Agenda:

The following items were circulated to the Members for their information:

- a) Revenue/Expenditure Report for September 2024: Report #67-2024
- b) Agreements Signed: Reeport #68-2024
- c) Carbon Footprint Initiative-October 2 Meeting Summary: Report #69-2024
- d) Story: Destination Maitland

Motion FA #94-24

Moved by: Matt Duncan

Seconded by: Alvin McLellan

THAT Report #67-69 along with the respective motions as outlined in the Consent Agenda be approved.
(carried)

8. Adjournment: Next meeting: November 20, 2024, at 7:00 pm at the Administrative Centre, Wroxeter.

Motion FA #95-24

Moved by: Megan Gibson

Seconded by: Matt Duncan

THAT the Members Meeting be adjourned at 8:25pm
(carried)



Ed McGugan
Chair



Phil Beard
General Manager / Secretary-Treasurer



1078 Bruce Road 12 | P.O. Box 150 | Formosa ON
Canada | N0G 1W0 | 519-364-1255
www.saugeenconservation.ca
publicinfo@svca.on.ca

November 25, 2024

Dear Municipal Council Members,

Enclosed is the 2025 Draft Budget for Saugeen Valley Conservation Authority (SVCA). The draft aligns with SVCA's programs and services inventory, and the requirements of the Conservation Authorities Act. It highlights key priorities such as natural hazard management, investing in capital assets, and ensuring compliance with legislative mandates.

This draft proposes an overall municipal levy increase of \$463,864 from the 2024 allocation. Please refer to page 2, to view the cost apportionment calculation for your specific municipality.

The adjustments in this budget primarily reflect SVCA Board-approved directives regarding the salary review and pay policy to align the Authority with current industry practices. In addition, significant reductions were undertaken in operational costs across the Administration, Environmental Planning & Regulations, Flood Forecasting & Warning, and Water Resources Management sectors. Capital expenditures within the Motor Pool budget have also been reduced to minimize the impact on the municipal levy for this year.

The development fee freeze imposed by the province in 2022 is expected to continue into 2025. However, should any changes to this freeze occur, SVCA may revisit the 2025 budget to ensure alignment with updated legislation. Additionally, a cost-of-living adjustment (COLA) may be applied to maintain operational sustainability.

At the next meeting of the SVCA Board of Directors, they will discuss final approval of the 2025 draft budget. While this draft budget is intended for circulation amongst watershed councils, it's important to clarify that, through the Conservation Authorities Act, there's no need for a by-law or motion.

SVCA remains committed to working collaboratively with its municipal partners to protect and enhance our shared watershed. We welcome the opportunity to present the draft budget to your respective councils upon request.

Sincerely,

Erik Downing, General Manager/Secretary-Treasurer
Saugeen Valley Conservation Authority

Encl: 2025 Draft SVCA Budget

Cc: Authority Members, SVCA (via e-mail)

2025 Saugeen Valley Conservation Authority Budget

Category of Program or Service – Summary	Levy	Self Generated	Reserves	Cost Apportioning	Special Levy	Other
Category 1: Mandatory Programs and Services	\$2,785,664	\$1,153,576	\$290,205	\$0	\$250,502	\$253,950
Category 2: Non-mandated program or service delivered to municipality through an agreement	\$0	\$0	\$0	\$0	\$0	\$0
Category 3: Programs and services are cost-apportioned with municipalities	\$0	\$1,298,200	\$449,200	\$111,113	\$0	\$0
TOTAL	\$2,785,664	\$2,451,776	\$739,405	\$111,113	\$250,502	\$253,950
TOTAL 2025 BUDGET	\$6,592,410					

2025 Budget by Municipality

Municipality	2024 Levy	2025 Levy	Levy \$ Change	Assessment % Change	Levy % Change	2025 Cost Apportioning
Municipality of Arran-Elderslie	\$57,817	\$69,251	\$11,434	2.07%	17.71%	\$2,762
Municipality of Brockton	\$199,326	\$239,920	\$40,594	2.57%	17.80%	\$9,570
Township of Chatsworth	\$68,978	\$81,860	\$12,882	1.13%	17.55%	\$3,265
Municipality of Grey Highlands	\$100,110	\$119,901	\$19,791	2.06%	17.71%	\$4,783
Town of Hanover	\$150,613	\$179,831	\$29,218	1.75%	17.65%	\$7,173
Township of Howick	\$6,216	\$7,356	\$1,140	0.84%	17.49%	\$293
Township of Huron-Kinloss	\$128,710	\$154,952	\$26,242	2.59%	17.80%	\$6,181
Municipality of Kincardine	\$404,192	\$480,746	\$76,554	1.35%	17.59%	\$19,176
Town of Minto	\$63,151	\$77,038	\$13,887	3.95%	18.04%	\$3,073
Municipality of Morris-Turnberry	\$4,425	\$5,201	\$776	0.16%	17.37%	\$207
Town of Saugeen Shores	\$490,290	\$594,050	\$103,760	3.25%	17.91%	\$23,695
Municipality of South Bruce	\$113,252	\$134,147	\$20,895	0.94%	17.51%	\$5,351
Township of Southgate	\$165,185	\$202,843	\$37,658	4.64%	18.16%	\$8,091
Township of Wellington North	\$91,182	\$109,253	\$18,071	2.10%	17.72%	\$4,358
Municipality of West Grey	\$278,353	\$329,317	\$50,964	2.36%	15.94%	\$13,136
TOTAL	\$2,321,800	\$2,785,664	\$463,864	2.12%	17.60%	\$111,114

FOR IMMEDIATE RELEASE – December 5th, 2024

Saugeen Conservation Invites Public Feedback on Updated Policies Manual

SAUGEEN WATERSHED, ONTARIO – Bruce, Dufferin, Huron, Grey, and Wellington Counties.

Saugeen Valley Conservation Authority (SVCA) is inviting the public to share their thoughts on the updated Environmental Planning and Regulations (EPR) Policies Manual through an open consultation process.

This important document outlines how SVCA reviews planning and development applications and ensures safety around natural hazards like flooding and erosion. The manual has been updated to reflect current provincial guidelines, improve accessibility, and make it easier for everyone to understand.

The public is encouraged to review the manual and share their feedback through an easy-to-use online form.

The consultation period closes on Monday, January 6th, 2025, so now is the time to have your say. Whether you're a local resident, developer, farmer, or business owner, your input is valuable in shaping policies that impact development and natural spaces across the region.

"Our goal is to make these policies transparent and user-friendly. This is a chance for the community to help guide decisions that will protect people and property from natural hazards like flooding and erosion."

- Matt Armstrong, Manager of Environmental Planning and Regulations, SVCA

For more information and to submit your feedback, visit www.saugeenconservation.ca/policymanual

For more information, please contact:

Saugeen Valley Conservation Authority

Email: media@svca.on.ca

Cell: 519-369-4295

Website: www.saugeenconservation.ca



Organizational Meeting

Michael Bannerman and Patricia Smith Elected as Chair and Vice-chair

We are excited to share that Trustee Michael Bannerman has been acclaimed as Chair and Trustee Patricia Smith as Vice-Chair for 2025. Congratulations to both!



Good News

North Perth Westfield ES Hosts Citizenship Ceremony

Trustee Nancy Rothwell was pleased to share that North Perth Westfield ES partnered with Immigration, Refugees and Citizenship Canada to host a warm and welcoming citizenship ceremony. Trustee Rothwell, Director Graham Shantz, Superintendent Jane Morris, and other guests participated in the ceremony welcoming new Canadians. A member of the Royal Canadian Mounted Police was in attendance. The highlights from the event included: touring the Mountie around the school, a performance by the school choir, and singing of the National Anthem. This is the first time this event has been hosted at a school in our area, and we look forward to hosting future events!





AMDSB Schools Commemorate Remembrance Day

Communications Manager Chera Longston highlighted the school's participation in Remembrance Day commemorations. Schools organized events that welcomed community members, veterans, and special guests, while others took part in local community ceremonies. Watch the summary in [this short video](#).

Professional Development Highlights

Superintendent Riley Culhane highlighted a full day of professional learning for secondary educators. Over 300 educators participated in more than 30 workshops, each tailored to diverse professional interests and ministry priorities. Highlights included sessions on Indigenous Education, Collaborative Learning Structures, Digital Tools in Mathematics, Suicide Prevention Training, and AI in Education, among others. The wide variety of topics ensured relevance for all subject areas. Participant feedback was overwhelmingly positive, with many praising the practical relevance of the sessions and the opportunity to connect meaningfully with colleagues. A heartfelt thank-you goes out to the dedicated volunteers who designed and facilitated the workshops, as well as the educators who engaged with such enthusiasm and openness. This day exemplified our shared commitment to professional growth and student success.



Superintendent Kathy Boyd also shared that Educational Assistants and Child and Youth Workers participated in learning options provided by our community partners. Thames Valley Children's Centre presented universal supports and general strategies most often recommended by Occupational Therapists for use in classrooms, and Community Living St Marys equipped support staff with the skills to help students understand healthy relationships and the distinction between public and private behaviours. A huge thank you to our partners for their support!

Anonymous Donor Helps Revitalize CHSS Tennis Courts

Superintendent Cheri Carter was pleased to share that the Central Huron municipality recently received an anonymous donation to renovate the tennis courts at Central Huron SS. These courts will be refinished and ready to go in 2025 and students and community members will be able to enjoy them!

Trustees Approve Boundary Review in North Perth

A review of the current attendance boundaries for the Board's schools in Listowel and the surrounding area has been approved. Impacted schools include Elma Township Public School, Howick Central Public School, Listowel District Secondary School, Listowel Eastdale Public School, Mornington Central Public School, Milverton Public School, North Perth Westfield Elementary School, and North Woods Elementary School. The review will help determine how the boundaries might be adjusted to alleviate the enrolment pressures at Listowel schools. A committee will be formed and parents/guardians from the impacted schools will be asked to volunteer to participate. Full details about the project are posted on the [North Perth Boundary Review page](#).

Student Trustee Update

Student Trustees Sophia Buckman (South Huron DHS) and Alexandra Haviaras (Stratford District SS) attended their first meeting of the 24/25 school year. They reported that the student senators have been busy launching their projects. Sophia reported that the senators recently provided input on the revised AMDSB Code of Conduct and are working with the Mental Health team to launch a series of infographics aimed at supporting students during challenging times (e.g. exams, applying to post-secondary, etc.). Alexandra reported that many of the senators recently attended a student symposium hosted in partnership with [unlearn](#) where unconscious biases were examined and local school needs and priorities were discussed. She also highlighted a project brought forward by Listowel District SS that examines strategies to reduce the costs of participating in school extra-curricular activities.

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, December 10, 2024 at 4:45 p.m. (Regular Board Meeting and Committee of the Whole, Closed Session)
Tuesday, January 28, 2025, at 4:45 p.m. (Regular Board Meeting and Committee of the Whole, Closed Session)

Future Meetings/Events with Trustee Representation

- Accessibility for Ontarians with Disabilities Act (AODA) – December 4, 2024 at 3:00 p.m. (online)
- Special Education Advisory Committee (SEAC) – December 4, 2024 at 4:00 p.m. (online)

Good News

Pathways Updates

Superintendent Paul Langis provided a summary of the various activities related to Pathways programming. A group of AMDSB Guidance, Career Studies and Student Success Teachers attended TradeUcation at Conestoga College. They participated in various trades-based workshops on carpentry, masonry, CNC machining, electrical engineering, and welding. Also, the LevelUp! career fair was hosted at the Western Fairgrounds in London and the Ontario Youth Apprenticeship Program (OYAP) provided transportation for over 1,000 grade 7 and 8 students to attend. Trades and Tapas was a two-night event for students in grades 9 or 10 to experience the culinary and carpentry worlds along with a significant adult in their lives. Participants made a charcuterie board, pickled red onions, and grainy mustard. They also learned about OYAP and the apprenticeship pathway and how they can access pathways programming in high school.



In addition, Langis reported that AMDSB continues to surpass provincial averages in Specialist High Skills Major (SHSM) participation and completion. New partnerships with Gauge Hydraulics in St Marys and Equipment Ontario in Listowel enable additional opportunities for our students.

Finally, 14 young women from across AMDSB successfully completed the inaugural Electrical for Women Dual Credit course. This ground-breaking program welcomed young women to explore Residential and

Industrial Electrical studies, including an introduction to the requirements for entering the Powerline Technician program. This new program was recently featured in a [Stratford Beacon Herald news article](#).

Thanks and Appreciation During Inclement Weather

Director Graham Shantz provided a sincere thank you to the staff who supported students throughout the snowy weather last week. Several bus cancellations occurred throughout the week but educators and support staff continued to ensure students who were able to arrive safely were engaged. He wished to particularly acknowledge our custodial and facilities staff as they are the first to arrive at school buildings and ensure that the facilities are safe for staff and students. Trustee Robert Hunking also pointed out that clearing the snow from buildings (roofs, etc.) was crucial throughout this time and shared his sincere appreciation.

Student Trustee Update

Student Trustee Alexandra Haviaras shared that the Student Senate continues to work with the equity group at LDSS in order to develop a survey for students and staff. They are also working on a student mental health initiative that will be rolled out in the New Year.

Chair's Update

Chair Michael Bannerman expressed a sincere thank you to staff and warm holiday wishes to our AMDSB community.

Senior Staff Updates

North Perth Boundary Review Update

Superintendent Cheri Carter indicated that the board is actively recruiting parents/guardians from the affected schools to join the North Perth Boundary Review Committee. The recruitment survey closes December 13 and the first meeting is scheduled for January 9, 2025. Full details about the project are posted on the board website: [North Perth Boundary Review 24/25](#).

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, January 28, 2025, at 4:45 p.m. Regular Session, followed by Committee of the Whole, Closed Session
- Tuesday, February 11, 2025, at 4:45 p.m. Committee of the Whole, Open Session
- Tuesday, February 25, 2025, at 4:45 p.m. Regular Session, followed by Committee of the Whole, Closed Session

Future Meetings/Events with Trustee Representation

- Special Education Advisory Committee (SEAC) – January 15, 2025
- OPSBA Public Education Symposium in Toronto – January 24 and 25, 2025
- Supervised Alternative Learning (SAL) – January 27, 2025

From: [Lisa Harper](#)
To: [Caitlin Gillis](#)
Subject: Coldest Night of the Year Event - February 22, 2025...
Date: December 4, 2024 2:09:23 PM
Attachments: [image003.png](#)

Hi Caitlin:

Just a note to touch and invite your to join us for our annual Coldest Night of the Year Event, happening on February 22, 2025 - <https://cnoy.org/location/wingham>

We'd love to have someone from Howick Township bring greetings to the walkers – it is starting/finishing at the Maitland River Community Church again this year, with walker registration from 4 pm – 5 pm, and the walkers being sent off at 5 pm. So if someone can join us around 4:45 pm, that would be great.

Any questions, please pop us a note. Thanks for your time, take care!

Lisa



Lisa Harper

Community Development Manager / 211 Community Information Associate
Pronouns: she/her

United Way Perth-Huron



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-
United Way expresses gratitude and respect to those Indigenous people who have stewarded the land where we are currently standing. We are committed to the path of ongoing reconciliation, recognition of rights, respect, cooperation, collaboration, and partnership.

-
This message and any attachments contain information, which may be confidential or privileged. If you are not the intended recipient, please refrain from disclosure, copying, distribution or use of this information. Please be aware that such actions are prohibited. If you have received this transmission in error, please notify us immediately. We appreciate your cooperation.

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the "Weber No. 7 Municipal Drain 2024 by-law".

First reading 2024/10/15

Second reading 2024/10/15

Provisionally adopted this 15 day of October, 20 24

Name of Head of Council (Last, First Name)

Harding, Doug

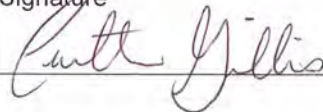
Signature



Name of Clerk (Last, First Name)

Gillis, Caitlin

Signature



Third reading 2024/12/17

Enacted this 17 day of December, 20 24

Name of Head of Council (Last, First Name)

Harding, Doug

Signature

Name of Clerk (Last, First Name)

Gillis, Caitlin

Signature

I, Caitlin Gillis

clerk of the Corporation of the Township of Howick,

certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name)

Gillis, Caitlin

Signature

Corporation of the Township of Howick

By-law No. 63-2024

Being a By-law to appoint a Chief Administrative Officer and Clerk for the Corporation of the Township of Howick and to Define the Authority, General Duties, Roles, and Responsibilities of the Chief Administrative Officer/Clerk

WHEREAS Section 229 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may appoint a Chief Administrative Officer who be responsible for:

- a) Exercising the general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- b) Performing such other duties as are assigned by the municipality.

AND WHEREAS Section 228(1) of the *Municipal Act, 2001, S.O. 2001* provides that a municipality shall appoint a Clerk whose duty it is:

- 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 the *Municipal Act, 2001, c. 25* or under any other Act; and
- e) To perform such other duties as are assigned by the municipality;

AND WHEREAS Section 227 of the *Municipal Act, 2001, c.25*, as amended, states that it is the role of the officers and employees of the municipality to:

- a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b) Undertake research and provide advice to Council on the policies and programs of the municipality;
- c) Perform other duties required under this or any Act and other duties assigned by the municipality;

AND WHEREAS the Council of the Corporation of the Township of Howick (the "Municipality") desires to appoint a Chief Administrative Officer/Clerk for the Township of Howick and to define their duties and responsibilities:

NOW THEREFORE, the Council of the Corporation of the Township of Howick ENACTS as follows:

1.0 SHORT TITLE

- 1.1 That This By-law may be referred to as the "CAO/Clerk By-law."

2.0 APPOINTMENT, TERMS & CONDITIONS

- 2.1 Council hereby establishes the position of Chief Administrative Officer/Clerk (CAO/Clerk)
- 2.2 Council must, by resolution, appoint an individual to the position of CAO/Clerk.
- 2.3 The person appointed by Council to the position of CAO/Clerk will hold the position under terms and conditions established by an employment agreement as determined by Council.
- 2.4 Council may, by resolution, appoint an interim CAO. The Interim CAO must act as the CAO if the CAO will be absent for over a month or is otherwise prevented from fulfilling the role of the CAO.

2.4.1 The Interim CAO/Clerk shall have all the duties, powers and functions of the CAO/Clerk as provided in the Act, this By-law, the job description for the CAO/Clerk, and other provincial legislation and Township Bylaws, Policies and Procedures.

2.5 The CAO/Clerk may appoint an Acting CAO/Clerk where such absences are for a period of less than one month:

2.5.1 The Acting CAO/Clerk shall have all the duties, powers and functions of the CAO/Clerk as provided in the Act, this By-law, the job description for the CAO/Clerk, and other Provincial legislation and Township Bylaws, Policies and Procedures.

2.6 The appointment of a person to the position of CAO/Clerk may only be made, suspended, or revoked if the majority of the whole Council votes to do so.

2.7 The Chief Administrative Officer/Clerk shall take direction from and be responsible to the Council of the Corporation of the Township of Howick and to its standing and special committees, but they shall not be instructed or directed by or be responsible to any individual member of the Council.

2.8 The Chief Administrative Officer/Clerk shall have the right and duty to address Council, or its Committees, with the consent of the Reeve or Chairperson, on any matter where their advice will assist Council or its Committees in its deliberations, subject to the following provisions:

2.8.1 Where a member of the public, the press or a local board requests the CAO/Clerk to state an opinion on a matter that, in the view of the CAO/Clerk is a matter of legislative policy, the CAO/Clerk shall refer the request to an elected member of Council;

2.8.2 Where they feel they are adequately prepared to provide advice or information, the CAO/Clerk shall respond to a request from a member of Council for information or for an opinion concerning any matter before Council or its Committees; and

2.8.3 The CAO/Clerk shall neither vote nor attempt to influence the outcome of a vote by Council or any of its Committees, except insofar as they are requested or provides their opinion pursuant to this clause.

2.9 The Chief Administrative Officer will hold office at the pleasure of Council for the agreed upon term. Council may, at its sole discretion, suspend or dismiss the CAO/Clerk, subject to compliance with any statutory requirements or contractual agreements, and subject to the right of the CAO/Clerk to a hearing before Council or such Committee thereof as Council may, by by-law, authorize in respect of such suspension or dismissal, if so requested by the CAO/Clerk.

3.0 DEFINITIONS

3.1 In this By-law, words have the meanings set out in the Act, except as defined in section 3.2 to 3.14:

3.2 “the Act”: the Municipal Act, 2001, as amended.

3.3 “Acting CAO”: Sort-term appointment to carry out the duties of the CAO/Clerk due to an absence of the CAO/Clerk.

3.4 “Administration”: the administrative and operational arm of the Township, comprised of the various Departments and including all employees who operate under the leadership of the CAO/Clerk.

3.5 “Chief Administrative Officer/Clerk”: the person appointed by Council to the position of Chief Administrative Officer of the Township of Howick, or their designate.

3.6 “Consult”: A two-way conversation between Council and the CAO/Clerk which allows the CAO/Clerk to understand Council’s position on a matter, when the matter is under the CAO/Clerk’s authority.

- 3.7 “Council”: the municipal council of the Township of Howick, including the Reeve, Deputy Reeve and three (3) Councillors.
- 3.8 “Department Head”: means each individual employed by the Township of Howick in the most senior position of each department. Consists of the following positions: Manager of Financial Services/Treasurer, Manager of Public Works, Manager of Parks, Recreation & Facilities, Manager of Fire, Enforcement & Inspections (Fire Chief).
- 3.9 “Employment Agreement”: any written contract of employment between the Township as employer and the CAO/Clerk as employee as it may from time to time be amended by written amending agreements between the Township and the CAO/Clerk.
- 3.10 “Member of Council”: a member of Council including Reeve, Deputy Reeve, and Councillors.
- 3.11 “Municipality/Township”: the municipal corporation of the Township of Howick.
- 3.12 “Interim CAO”: Appointed by Council to perform the duties of the CAO for a specific period of time beyond which an Acting CAO/Clerk should cover, due to a vacancy in the CAO/Clerk position.
- 3.13 “Organizational Chart”: a graphic representation of the structure of an organization showing the relationships of the positions or jobs within it.
- 3.14 ““Senior Management Team””: a group employees made up of all the Department Heads of the Township of Howick and the CAO/Clerk.

3.0 RESPONSIBILITIES

- 3.1 In order to carry out the responsibilities of the position, in accordance with any Bylaw or Policy of Council, Section 229 of the Act, and any other enactment, the CAO/Clerk has the authorities and responsibilities set out in this section. The CAO/Clerk also has all of the powers, duties, and functions that are given to a CAO or Clerk under the Act or any other enactment.

3.2 CAO/Clerk Administrative Management Duties:

- 3.2.1 Hire, dismiss, promote, demote, reward or discipline any municipal employee;
- 3.2.2 Direct, supervise and annually review the performance of all departments and employees of the Municipality;
- 3.2.3 Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality in consultation with the Manager of Financial Services/Treasurer respecting the financial implications of such changes;
- 3.2.4 Determine the structure of Administration including establishing, merging, dividing and eliminating Departments and establishing a managerial hierarchy as required for the effective, efficient and safe operation of the Town;
- 3.2.5 Bring to Council for approval any change to the structure of the Administration of the Town which requires an increase to the approved budget and the approved Operating Plan;
- 3.2.6 Seek approval from Council regarding the creation or elimination of a Deputy CAO position;
- 3.2.7 Implement all programs and policies of the Municipality;
- 3.2.8 Present the Organizational Chart to Council on a yearly basis as an information item.
- 3.2.9 Lead the Senior Management Team in the effectiveness and efficient administration of the Township in accordance with policies and plans approved by Council. Act as Chair of Senior Management Team meetings;
- 3.2.10 Consult with Department Heads of the Township and direct that appropriate reports be prepared for their consideration and for Council’s consideration;

3.3 CAO/Clerk Council-Related Duties:

3.3.1 Meeting Attendance:

- a) Be present at any meeting of Council unless excused therefrom;
- b) Attend meetings of such boards, committees or other bodies as may be required.

3.3.2 Budgeting:

- a) To direct, in cooperation with the Manager of Financial Services/Treasurer and the Senior Management Team, the preparation and presentation of budgets for operating and capital programs annually;
- b) At the end of each fiscal year, or as required by Council, direct the Manager of Financial Services/Treasurer to prepare and present a complete financial report on all financial activities of the Township during the preceding year;
- c) To exercise financial control over all corporate operations in conjunction with the Manager of Financial Services/Treasurer, to ensure compliance with the annual estimates of revenue and expenditure approved by Council;
- d) To secure Council approval where emerging priorities (i.e. provincial initiatives, changing community priorities, Council direction) give rise to the need to introduce new programs or increased service levels, or to increases in staffing that add cost to the current or subsequent budget years;
- e) to secure Council approval where service levels or program reductions are contemplated;
- f) To direct the review of fiscal policy and its management;
- g) At no time may the CAO/Clerk authorize cumulative operating and capital expenditures in excess of the approved total operating and capital budgets unless in accordance with established Policy and Procedure respecting unbudgeted expenditures.

3.3.3. Communication:

- a) Advise and inform Council or Council committees on the operation and affairs of the Township;
- b) Provide reports and updates to Council regarding activities and community concerns;
- c) Ensure that Council is aware of any key administrative and/or political issues as they arise;
- d) Ensure that Council is made aware of all available information for each issue, at least to the extent that Administration is aware of such information;
- e) Keep Council informed on progress, recommended changes and new matters that relate to the strategic plan and work programs on a regular basis;
- f) Prior to the execution of Section 3.2.4 above, the CAO must consult and inform Council of any substantial impact to the function and/or focus of Administration resulting from the structural change.

3.3.4 Council and Committee Reports:

- a) Prepare and submit reports and recommendations as required by Council and Council committees;
- b) Undertake research and provide advice to Council.
- c) Ensure that Council has access to reasonable decision options as well as the recommendation of the CAO/Clerk;
- d) Utilize a consistent format and be proactive in providing a full range of information, purpose/issues, background, report highlights, and financial implications required for decision-making in Council reports'

3.4 CAO/Clerk Bylaw & Policy Development Duties:

3.4.1 Research, develop and recommend, for Council approval, Bylaws, policies and procedures dealing with non-administrative matters as directed by Council, or at the initiation of Administration; and

3.4.2 Develop, approve and implement policies, procedures and practices dealing strictly with Administrative matters.

3.5 CAO/Clerk Third Party Relations Duties:

- 3.5.1 Negotiate contracts, agreements and transactions required for the effective operation of the Municipality provided the expenditure does not exceed the amount approved by Council in its annual budget or result in a decrease to anticipated revenue which will impact the budget;
- 3.5.1 Conduct contract negotiations on behalf of the Municipality to a financial limit established by policy or resolution; and
- 3.5.3 Sign any order, agreement, cheque, negotiation instrument, or document made or executed on behalf of the Municipality.

3.6 CAO/Clerk Other Duties:

- 3.6.1 Hire or retain legal counsel on behalf of the Municipality;
- 3.6.2 In the case of an emergency, while still following the Procurement Policy, authorize any expenditure not previously approved by Council provided a detailed Report on such expenditure and its need is presented at the next meeting of Council;
- 3.6.3 Maintain a current understanding of applicable Municipal legislation and leadership, as well as relevant programs, policies and initiatives of the provincial and federal governments; and
- 3.6.4 Take such other actions as necessary to carry out the responsibilities and duties assigned by Council.
- 3.6.5 The Chief Administrative Officer may be assigned such other duties, responsibilities, privileges and authorities a Council may legally assign, provided that the Chief Administrative Officer/Clerk shall have the right to request Council's reconsideration of any such additional assignment and to propose alternative courses of action.

4.0 CONDUCT OF THE CAO/CLERK

4.1 In their relationship with Council, the CAO/Clerk must:

- 4.1.1 Conduct themselves as the Municipality's Chief Policy Advisor in an honest and ethical manner;
- 4.1.2 Provide professionally sound, ethical and legal advice that is in accordance with the policies and objectives of Council;
- 4.1.3 Share information to all members of Council when deemed appropriate in responding to a request from one member of Council;
- 4.1.4 Ensure that members of Council are accorded respect in all personal and public comments;
- 4.1.5 Treat members of Council with respect and integrity;
- 4.1.6 Lead, establish and maintain a positive and constructive environment for Members of Council, residents, stakeholders, businesses and Township employees;
- 4.1.7 Listen carefully to the concerns of Council via the CAO/Clerk's performance review and seek to improve any deficiencies on an ongoing basis; and
- 4.1.8 Admit to mistakes of substance made the by the CAO/Clerk or Administration and take corrective action.

4.2 Through the process of carrying out their Administrative duties, the CAO/Clerk must:

- 4.2.1 Act on the will of Council as a whole only, not on the will of an individual member of Council, as established by resolutions, policies and By-laws of Council;
- 4.2.2 Implement Council's directions and strategic plan, provide decision-making advice and communicate customer needs;
- 4.2.3 Direct the actions of Administration so that it is in accordance with the policies and objectives of Council;
- 4.2.4 Forward any complains or concerns to the appropriate area or individual so that reasonable and prompt follow up is assured; and
- 4.2.5 Address Administration activities that harm relationships with members of Council, citizens or stakeholders.

4.3 The CAO/Clerk must refrain from abusive conduct, public comments on staff performance, personal charges, or verbal attacks upon the character or motives of members of Council, citizens, stakeholders, boards and committees or staff.

5.0 INDEMNIFICATION

The Township shall indemnify the CAO/Clerk provided that the CAO/Clerk was acting in good faith to carry out the powers, duties and functions given to the CAO/Clerk by this By-law, the Act, any other applicable agreement binding on the Township, enactment or any other applicable by-law, resolution or procedure.

6.0 CONFLICT

The provisions of this By-law shall prevail in any case where there is conflict between this By-law and any previous resolution or By-law of Council.

7.0 SEVERABILITY

7.1 If any portion of this Bylaw is found by a court of competent jurisdiction to be invalid, such portion shall be severed from the Bylaw, and the remainder is to remain valid.

8.0 APPOINTMENT

8.1 That Caitlin Gillis is hereby appointed as Chief Administrative Officer/Clerk (CAO/Clerk) of the Corporation of the Township of Howick and shall have all of the powers conferred upon her and perform all of the duties imposed on the Chief Administrative Officer/Clerk as provided for by the Municipal Act, 2001, the Regulations made thereunder, and any other Act.

9.0 REPEAL

9.1 That By-law No. 60-2022; being a by-law to appoint a Clerk-Administrator with the Township of Howick and to Authorize Entering into an Employment Agreement, is hereby repealed.

10.0 EMPLOYMENT CONTRACT

10.1 That Council authorizes the Reeve to enter into an Employment Contract with Caitlin Gillis for the position of Chief Administrative Officer/Clerk effective from December 17, 2024 and continue in force from year to year until amended or repealed by the Council of the Township of Howick.

11.0 DELEGATION

11.1 That pursuant to Section 288(4)(5) of the Municipal Act, 2001, Chapter 25, the Clerk may delegate in writing to any person other than a member of council, any of the Clerk's powers and duties under this or any other Act, and that in spite of this delegation, may continue to exercise the delegated powers and duties.

12.0 ENACTMENT

12.1 That this By-law shall come into force and take effect on the day upon which it is passed and shall remain in force until repealed by Council.

Read a first and second time this 17th day of December, 2024.

Read a third time and finally passed this 17th day of December, 2024.

Reeve Doug Harding

Clerk- Administrator Caitlin Gillis

Corporation of the Township of Howick

By-Law No. 64-2024

Being a By-Law to amend By-Law #40-2004, Procurement Policy and Procedures for the Corporation of the Township of Howick to allow joint, group and collaborative purchasing.

WHEREAS Section 5 of the Municipal Act, S.O. 2001, c. 25 as amended, provides that the powers of the Municipal Council shall be exercised by By-Law, unless the municipality is specifically authorized to do otherwise; and

WHEREAS, Whereas Section 270 (1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that a municipality and a local board shall adopt policies with respect to its procurement of goods and services; and

WHEREAS Section 286 (1) of the Municipal Act, S.O. 2001, c. 25 provides that the Treasurer is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality; and

WHEREAS it is deemed necessary to adopt a Purchasing Policy in accordance with the requirements of the Municipal Act, 2001, S.O. 2001, c. 25, as amended; and

WHEREAS the Council of the Township of Howick has passed By-law No. 40–2004, to adopt the Procurement of Goods and Services Policy for the Corporation of the Township of Howick and deems it necessary to amend same;

NOW THEREFORE Be It Resolved That the Council of the Corporation of the Township of Howick enacts as follows:

1. THAT **Section I – DEFINITIONS** of Schedule A to By-Law 40-2024 be amended by adding the following:

“**Buying Group**’ means a cooperative arrangement in which individual members administer the procurement function for specific contracts for the group, and more formal corporate arrangements in which the buying group administers procurement for group members. Buying groups may consist of a variety of entities, including the federal government, provincial/territorial government, other municipalities, or any combination of procuring entities, private sector entities, or not-for-profit organizations.

‘**Group Procurement Organization**’ (GPO) means an entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors based on the collective buying power of the GPO members.

‘**Senior Management Team**’ means any Department Head of the Township of Howick.

‘**Sole Source**’ means that the goods and/or services are available from only one supplier.”

2. THAT **Section VIII – METHODS OF PROCUREMENT, 4. EXCEPTIONS TO METHODS OF ACQUISITION** of Schedule A to By-Law 40-2024 be amended by deleting the following:

“d. CO-OPERATIVE OR JOINT VENTURES

The Township may participate with other government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a “piggy

back clause” within public sector contracts, whenever it is determined to be in the best interest of the Township to do so.”

3. That **Section VIII – METHODS OF PROCUREMENT, 4. EXCEPTIONS TO METHODS OF ACQUISITION** of Schedule A to By-Law 40-2024 be amended by adding the following:

“d. COOPERATIVE PROCUREMENT (BUYING GROUPS)

1. The Township may join one or more Buying Groups or purchase from an existing Buying Group Contract with the Treasurer’s approval.
 2. Once the Treasurer has approved the Township’s participation in a Buying Group or Buying Group contract, members of the Senior Management Team may purchase from an existing Buying Group.
 3. A Buying Group contract is deemed to be a competitively awarded Contract. Approvals to award the Contract or to purchase from a Buying Group Contract must be obtained as set out in this policy based on the Contract Value of the Contract prior to committing the Township to purchase any Goods or Services.
 4. The cooperative procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of:
 - a) It is advantageous to the Township to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body or a Group Procurement Organization (GPO).
 - b) Cooperation with Other Public Agencies in Order to Obtain the Best Possible Value for Every Tax Dollar. The Township is a member of a cooperative procurement group. Made up of several public agencies, this group pools its expertise and resources in order to practice good Value Analysis and to purchase goods and/or services in volume and save tax dollars.
4. THAT Schedule A to By-law 40-2024 be amended to the extent of this By-law.
 5. THAT this by-law comes into force and effect on the date of final passing.

Read a first and second time this 17th day of December, 2024.

Read a third time and finally passed this 17th day of December, 2024.

Reeve, Doug Harding

Clerk-Administrator Caitlin Gillis

Corporation of the Township of Howick

By-law No. 65-2024

A By-law to amend Schedule “B” of the Consolidated Fees and Charges By-law 60-2024, to amend the Waste Collection and Disposal Fee Schedule.

WHEREAS the Municipal Act, 2001, S.O. 2001, provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

AND WHEREAS section 391 of the Municipal Act provides that without limiting sections 8, 9 and 10 of the Municipal Act, those sections authorize a municipality to impose fees or charges on persons,

- a) For services or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) For the use of its property including property under its control.

AND WHEREAS section 398 of the Municipal Act provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS Council of the Township of Howick adopted By-law 60-2024 known as the “Consolidated Fees and Charges By-law”;

AND WHEREAS Council of the Township of Howick deems it necessary to amend By-law 60-2024 from time to time;

NOW THEREFORE IT BE ENACTED by the Council of the Corporation of the Township of Howick as follows:

- 1. That **Schedule “B” to By-law 60-2024**, be amended by deleting the following sections:

Item	Fee/Charge	HST	2025	Unit
Replacement Blue Box	\$17.70	\$2.30	\$20.00	Each
Non-Freon Appliance	No Charge	Exempt	No Charge	Each

- 2. That **Schedule “B” to By-law 60-2024**, be amended by adding the following sections:

Item	Fee/Charge	HST	2025	Unit
Replacement Blue Box	\$22.12	\$2.88	\$25.00	Each
Non-Freon Appliance (humidifier, toaster oven, etc.)	No charge		No charge	Each

- 3. All other provisions of By-law 60-2024 remain in force and effect.
- 4. This by-law shall come into force and takes effect on January 1, 2024

Read a first and second time this 17th day of December, 2024.

Read a third time and finally passed 17th day of December, 2024.

Reeve Doug Harding

Clerk-Administrator Caitlin Gillis

Corporation of the Township of Howick

By-law No. 66-2024

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 December 17, 2024 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 17th day of December, 2024.

Read a third time and finally passed this 17th day of December, 2024.

Reeve, Doug Harding

Clerk-Administrator, Caitlin Gillis