



**Township of Howick Council Agenda
Tuesday, February 4, 2025, at 7:00 p.m.
Howick Council Chambers**

- 1. Call to Order**
- 2. Confirmation of the Agenda**

Recommended Motion:

That the Council of the Township of Howick hereby adopts the February 4, 2025, Council Agenda as presented.

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

- 4. Minutes of Previous Meetings**

Recommended Motion:

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

4.1 January 14, 2025 Council Meeting Minutes

- 5. Public Meetings/Hearings**

5.1 FIN-2025-06, 2025 Municipal Budget – Draft # 3

5.1.1 2025 Budget Presentation

5.1.2 2025 Municipal Budget – Draft #3

5.1.3 Questions or Comments from Council

5.1.4 Questions or Comments from the Public

Recommended Motion:

That the Council of the Township of Howick receive report FIN-2025-06 for information;

And That Council approve the 2025 Capital and Operating Budgets as amended;

And That Notice of the Adoption of the 2025 Budget By-law be given for February 25, 2025.

- 6. Delegations and/or Presentations**

6.1 Festival of Lights Committee re. 2026 Festival of Lights

6.2 [FIN-2025-07](#), Festival of Lights Event Summary

Recommended Motion:

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

7. Consent Agenda

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

Recommended Motion:

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

7.1 [FIR-2025-02](#), December 2024 Department Update

For Information.

7.2 [FIR-2025-03](#), 2024 Department Activity Summary

For Information.

7.3 [FIR-2025-04](#), January 2025 Department Update

For Information.

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

10.2.1 [FIR-2025-01](#), Fire Protection Grant Transfer Payment

Agreement

Recommended Motion:

That the Council of the Township of Howick receives report FIR-2025-01, Fire Protection Grant Transfer Payment Agreement for Information;

And That Council adopt a by-law to authorize the Reeve and CAO/Clerk to execute an Agreement Between the Corporation of the Township of Howick and His Majesty the King in Right of Ontario as Represented by the Ministry of the Solicitor General for the Fire Protection Grant – Ontario Transfer Payment Agreement;

And That Council delegate authority to the Treasurer and Fire Chief/By-Law Enforcement Office to complete any forms and/or reports required under this program.

10.2.2 [FIR-2025-05](#), FMPFSC Certification Grant

Recommended Motion:

That the Council of the Township of Howick grant pre-budget approval to the purchase of four (4) Apple iPad tablets at a net cost of \$2,642.60 to meet the Fire Marshal's Public Fire Safety Council Certification Grant deadline of February 21, 2025.

10.3 Manager of Public Works Jamie McCarthy

10.3.1 [PW-2025-03](#), Howick and Morris-Turnberry Boundary Road Agreement

Recommended Motion:

That the Council of the Township of Howick receive report PW-2025-03, Howick and Morris-Turnberry Boundary Road Agreement;

And That Council authorize the Reeve and Chief/Administrative Officer/Clerk to execute the Boundary Road Agreement with the Municipality of Morris-Turnberry.

10.4 Manager of Recreation Brady Ropp

10.5 Treasurer Amy Van Meeteren

10.5.1 [FIN-2025-08](#), 2024 Remuneration and Expenses

Recommended Motion:

That the Council of the Township of Howick accept and adopt the report of the 2024 Remuneration and Expenses as received.

10.5.2 [FIN-2025-09](#), Accounts Payable

Recommended Motion:

That the Council of the Township of Howick approve payment of the February 4, 2025 Accounts Payable in the amount of \$179,877.31.

10.6 CAO/Clerk Caitlin Gillis

11. Committee and Board Reports

None submitted.

12. Correspondence

12.1 [AMDSB](#) re. Board Meeting Highlights – January 28, 2025

- 12.2 **Huron County OPP Detachment Board** re. Meeting Minutes – October 30, 2024
- 12.3 **Huron County OPP Detachment Board** re. Meeting Minutes – December 17, 2024 and Approved 2025 Budget
- 12.4 **Canadian Union of Postal Workers** re. Industrial Inquiry Commission Reviewing Canada Post
- 12.5 **Huron County Economic Development** re. Departmental Update – December 2024
- 12.6 **Maitland Valley Conservation Authority** re. 2025 Draft Work Plan and Budget
- 12.7 **Saugeen Valley Conservation Authority** re. Board of Director's Meeting Minutes – November 21, 2024
- 12.8 **Ministry of Rural Affairs** re. Enabling Opportunity: Ontario's Rural Economic Development Strategy
- 12.9 **Ministry of Natural Resources** re. New Provisions in the Conservation Authorities Act
- 12.10 **City of Stratford** re. Civic Night Invitation
- 12.11 **Saugeen Valley Conservation Authority** re. SVCA 2025 Plan Review Fee Schedule – Township of Howick
- 12.12 **Maitland Valley Conservation Authority** re. Membership Meeting Minutes – December 18, 2024
- 12.13 **Maitland Valley Conservation Authority** re. Invitation to Annual Meeting February 19, 2025

13. Unfinished Business

- 13.1 **Email Memos from Minister of Infrastructure** re. Supporting Ontarios 2025 Connectivity Objectives Municipal Guidance and Expectations

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 7-2025

Recommended Motion:

That the Council of the Township of Howick give first, second, third and final reading to By-law 7-2025;

Being a by-law to Authorize the Execution of an Agreement Between the Corporation of the Township of Howick and His Majesty the King in Right of Ontario as Represented by the Ministry of the Solicitor General for the Fire Protection Grant – Ontario Transfer Payment Agreement.

16.2 By-law 8-2025

Recommended Motion:

That the Council of the Township of Howick give first, second, third and final reading to By-law 8-2025;

Being a by-law to Authorize the Execution of a Development Agreement between Ontario Protective Coatings Inc. and the Corporation of the Township of Howick.

16.3 By-law 9-2025

Recommended Motion:

That the Council of the Township of Howick give first, second, third and final reading to By-law 09-2025;

Being a by-law to Authorize the Execution of a Boundary Road Agreement for MacDonald Line Between the Corporation of the Municipality of Morris-Turnberry and the Corporation of the Township of Howick.

17. Confirming By-law

17.1 By-law 10-2025

That the Council of the Township of Howick give first, second, third and final reading to By-law 5-2025;

Being a By-law to Confirm the Proceedings of the Council meeting held on February 4, 2025.

18. Adjournment

Recommended Motion:

That the Council of the Township of Howick adjourn the February 4, 2025 Council meeting at ____:____ p.m.



**Township of Howick Council Minutes
Tuesday, January 14, 2025, at 9:00 a.m.
Howick Council Chambers**

1. Call to Order

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

2. Confirmation of the Agenda

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick hereby adopts the January 14, 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: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

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

4.1 December 17, 2024 Council Meeting Minutes

Carried.

5. Public Meetings/Hearings

6. Delegations and/or Presentations

6.1 Fern Wylie re. Victoria Street Well Association

The Victoria Street Well Association is a separate legal company. Gorrie Hall is a shareholder and receives water from this well. Fern Wylie has been doing the books since the purchase of the building in the early 1990s. Dues are \$100 annually per property. The money has been placed in a bank account and not used toward hydro costs. There is currently \$4200 in the bank account in case of any future repairs or maintenance.

The well is located outside, the pump and pressure system are in the basement of the Wylie insurance building. There is a meter beside the pressure system in the basement that no longer works. The septic system for the Gorrie Hall is also located on Wylie Insurance's property. If no one is willing to take on the annual bookkeeping and invoicing, Fern could decide to decommission the well and the other properties would be forced to dig their own wells. Tim is not willing to take on the books as he would like to retire. In the past, the Ministry of Environment counted the hall and Wylie Insurance building as one system when they were both owned by the Township.

All bookkeeping records were given to the Township of Howick and Treasurer Van Meeteren will be in touch with Fern Wylie to discuss the Well Association bank account.

7. Consent Agenda

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

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That Consent Agenda items 7.1 and 7.2 be received for information and approved.

**7.1 BLDG-2025-01, Annual Building Permit Comparison Summary
For Information Only.**

**7.2 PW-2025-01, December Department Update
For Information Only.**

Carried.

8. Regular Agenda

8.1 Planning – Huron County Planner Jenn Burns

9. Municipal Drains - Drainage Superintendent Scott Richardson

9.1 DRN-2025-01, Tender for the Weber #7 Municipal Drain

Nine bids were received for this Municipal Drain Tender. Marquart Farm Drainage submitted a bid of \$149,666 plus HST. Dietrich's estimate was \$200,235.

Moved by: Councillor Rognvaldson

Seconded by: Councillor Grimes

That the Council of the Township of Howick award the tender to Marquardt Farm Drainage for the construction of the Weber No. 7 Municipal Drain, at the bid price of \$149,666 plus HST.

Carried.

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

10.3.1 PW-2025-02, 2025 Maintenance Gravel

A reduction in the overall tax rate increase was requested by Council at the December 17, 2024 Council Meeting following the review of Draft #1 of the 2025 Municipal Budget. Staff were asked to research the impacts of skipping maintenance gravel activities in 2025 in order to decrease the tax rate increase. Road maintenance best practice is to place 3 inches of gravel on each unpaved road every 3 years. Howick is typically putting on 1" of gravel every other year. Staff are recommending that we do not skip maintenance gravel activities in 2025 so that we don't see a decrease in the current service level or add additional costs to future budgets. Staff are recommending that we switch to spring maintenance gravel beginning in 2025 and reduce the tonnage to 20,000 metric tonnes for 2025. A Capital Infrastructure Levy of 2% of the Draft 2025 Municipal Budget has been proposed in Draft # 2 of the Budget for Council's consideration. This would be a separate reserve to save for future infrastructure repairs and replacements, such as bridges and culverts, roads, buildings etc.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick receive report PW-2025-02, 2025 Maintenance Gravel;

And That Council direct staff to proceed with the following:

1. Changing maintenance gravel operations from fall to spring;
2. Budgeting a total of \$316,250 for 2025 Maintenance Gravel of 20,000 metric tonnes;
3. Pre-budget tendering of maintenance gravel for spring 2025 placement; and
4. Setting a 2% Capital Infrastructure Levy of \$87,500.

Carried.

10.4 Recreation Facilities Supervisor Brady Ropp

10.5 Treasurer Amy Van Meeteren

CAO/Clerk Caitlin Gillis reviewed the Finance reports with Council. The CIBC Line of Credit is available for borrowing funds to pay for expenditures before the 2025 Interim taxes are collected. The Interim Tax Levy By-law sets the Interim Tax bill rates and the Council Remuneration By-law is being recommended to be increased by the 2024 Cost of Living Adjustment. The Accounts Payable up to January 14, 2025 are listed for approval as they are not part of a currently approved budget. Council asked whether we can borrow from our own reserves instead of using the CIBC Line of Credit and being charged interest. Treasurer Van Meeteren will clarify this at the next meeting.

10.5.1 FIN-2025-01, Annual Borrowing By-law

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick receive this report for information;

And That Council give consideration to By-law 1-2025, being a by-law authorizing the borrowing of money to meet 2025 current expenditures for the Township of Howick.

Carried.

10.5.2 FIN-2025-02, 2025 Interim Tax Levy By-law

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick receive this report prepared for the Interim Tax Levy By-law 2-2025 for Information;

And That consideration be given to By-law 2-2025, being a by-law to provide for Interim Tax Levies for the year 2025 for the Township of Howick.

Carried.

10.5.3 FIN-2025-03, 2025 Council Remuneration By-law

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick receive this report on the 2025 Council Remuneration By-law for Information Purposes;

And That Council give consideration to By-law 3-2025, being a by-law to fix the remuneration of members of Council and to authorize payment or reimbursement for expenses to members of Council and employees.

Carried.

10.5.4 FIN-2025-04, Accounts Payable

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick approve payment of the January 14, 2025 Accounts Payable in the amount of \$430,468.46.

Carried.

10.6 Clerk-Administrator Caitlin Gillis

11. Committee and Board Reports

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

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

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

11.1 Belmore Community Centre Board - November 18, 2024

Carried.

12. Correspondence

12.1 Huron County Economic Development re. Economic Development Departmental Update – November 2024

Reeve Harding made note of positive additions to staff in the Huron County Economic Development department.

12.2 Independent Electrical System Operator re. IESO Engagement at ROMA Conference

12.3 City of Woodstock re. Adequate and Sustainable Funding for Child Welfare Agencies of Ontario

12.4 Saugeen Valley Conservation Authority re. Fee Freezes for 2025

The Province has extended their fee freeze of Conservation Authorities to the end of December 2025.

Moved by: Councillor Grimes

Seconded by: Councillor Hargrave

That the Council of the Township of Howick accept all correspondence as received.

Carried.

13. Unfinished Business

13.1 Accelerated High Speed Internet Project

Manager of Public Works Jamie McCarthy provided Council with maps of the areas of Howick Township affected by the Accelerated High Speed Internet Project. The dash lines on the map are where the utility company has submitted for municipal consent. They are requesting permission to locate their utility infrastructure within our road right of way. Highlighted areas on the map are where the poles are proposed to be located. Brand new poles are being planned for Spencetown Road, 8-10 poles heading north, new poles out to Highway 87 for two blocks. Gough Road to Harriston Road. Lorrion Technologies out of London is the subcontractor for this work. Council would like to know why poles in this part of the Township and not ploughing the lines in underground. Landowners are not happy.

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

Moved by: Councillor Grimes
Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick send a letter to Xplore Inc., Hydro One, the Ontario Minister of Infrastructure, Lisa Thompson and Lorrion Technology Inc. requesting an explanation of the use of existing hydro poles and installation of new utility poles to facilitate the Accelerated High Speed Internet Program in parts of Howick Township instead of using underground methods.

Carried.

14. Council Reports

14.1 Council Member Reports

Reeve's Verbal Update from County Council

February 12, 2025 is final budget meeting date for Huron County.

CAO/Clerk Gillis will speak to the Township's municipal solicitor regarding what legal implications, if any, there are for taking on the bookkeeping of the Victoria Street Well Association, as a member of the Victoria Street Well Association.

14.2 Requests by Members

14.3 Notice of Motions

14.4 Announcements

Hockey Day in Howick is on Saturday, January 18 at the Howick Community Centre. There will be a food booth and local minor hockey games scheduled.

15. Other Business

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

16.1 By-law 1-2025

Moved by: Councillor Grimes
Seconded by: Deputy Reeve Gibson

That Council of the Township of Howick give third and final reading to By-law 01-2025;

Being a by-law authorizing the borrowing of money to meet 2025 current expenditures for the Township of Howick.

Carried.

16.2 By-law 2-2025

Moved by: Councillor Hargrave

Seconded by: Councillor Rognvaldson

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

That the Council of the Township of Howick give first, second, third and final reading to By-law 02-2025;

Being a by-law to provide for Interim Tax Levies for the year 2025 for the Township of Howick.

Carried.

16.3 By-law 3-2025

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That the Council of the Township of Howick give first, second, third and final reading to By-law 03-2025;

Being a by-law to fix the remuneration of members of Council and to authorize payment or reimbursement for expenses to members of Council and employees.

Carried.

16.4 By-law 4-2025

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 04-2025;

Being a by-law to Award Tender RFT-DRN-2024-01 to Marquardt Farm Drainage Ltd. for the Weber No. 7 Municipal Drain Construction Tender.

Carried.

17. Confirming By-law

17.1 By-law 5-2025

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick give first, second, third and final reading to By-law 5-2025;

Being a By-law to Confirm the Proceedings of the Council meeting held on January 14, 2025.

Carried.

18. Adjournment

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick adjourn the January 14, 2025
Council meeting at 11:43 a.m.

Carried.

Reeve, Doug Harding

CAO/Clerk Caitlin Gillis

Township of Howick**Department: Drainage**

To: Council Meeting**Meeting Date: February 4, 2025****Report Title: 2025 Municipal Budget – Draft # 3**

1. Recommendation:

That the Council of the Township of Howick receive report FIN-2025-06 for information;

And That Council approve the 2025 Capital and Operating Budgets as amended;

And That Notice of the Adoption of the 2025 Budget By-law be given for February 25, 2025.

2. Purpose/Issues:

Staff reviewed the information provided from the January 23, 2025 Draft #2 Budget meeting and have made the recommended changes in the attached Draft #3.

3. Report Highlights:

- Unaudited 2025 opening Reserves balance of \$4,023,749.06
- Proposed 2025 ending Reserve Balance of \$3,356,390.25

Changes from Draft #2

- Adjusted salaries and benefits for Fire, By-Law, Recreation and Public works to reflect new Administrative Assistant position not starting until July 1, 2025

4. Financial Implications:**Draft #3 as presented**

Proposed Revenue: \$3,681,040.41

Proposed Expenses: \$8,382,859.12

Amount to be raised through taxation: \$4,701,818.71

Proposed 2025 Tax rate increase of 5.439% + 2% Capital Infrastructure Levy
(decreased by 2.186% from Draft #1)

2024 Tax rate increase was 6.792%

5. Conclusion / Next Steps:

Unless Council chooses to make any further amendments, staff recommend Council approve Draft #3 of the 2025 Budget and that adoption of the 2025 Budget By-law be considered at the February 25, 2025 Council meeting.

6. Attachments:

Appendix A: 2025 Budget Presentation

Appendix B: 2025 Municipal Budget – Draft # 3

Respectfully submitted by: Amy Van Meeteren, Treasurer



Howick
TOWNSHIP

2025 Budget

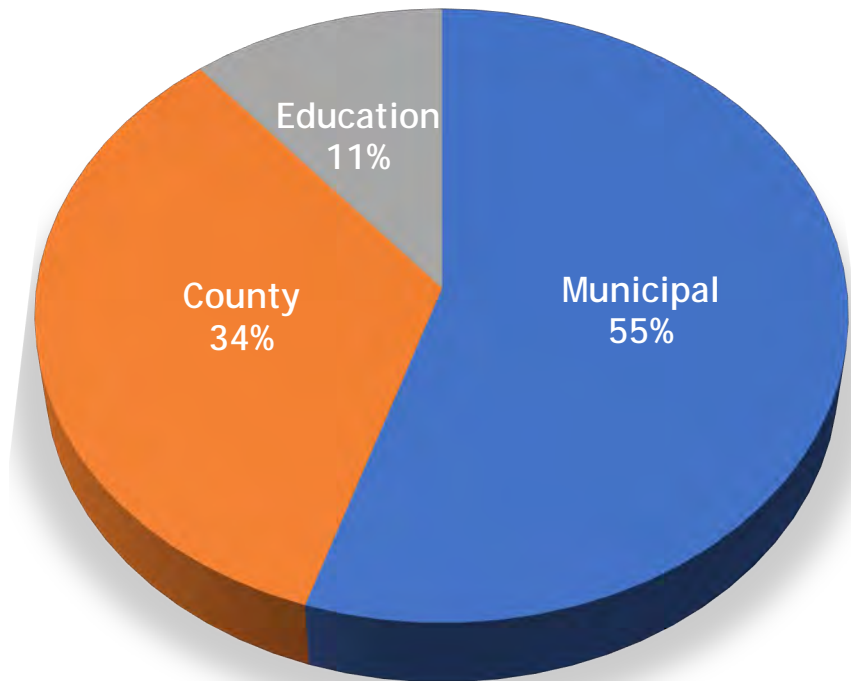
Draft #3

February 4, 2025

Property Tax Dollars Allocation

The property tax bill contains 3 separate portions:

- 55% to pay for services provided by the Township of Howick
- 34% goes to pay for Huron County services
- 11% is allocated to School Boards for education



The County has proposed a 2025 tax rate increase of 6.75%, however this tax rate increase has not yet been approved. The 2025 Education tax rate will remain unchanged.

2025 Budget Highlights

The budget as presented includes a 5.439% + 2% capital levy tax rate increase for 2025. The table below details the change in the total taxes collected over the past 5 years:

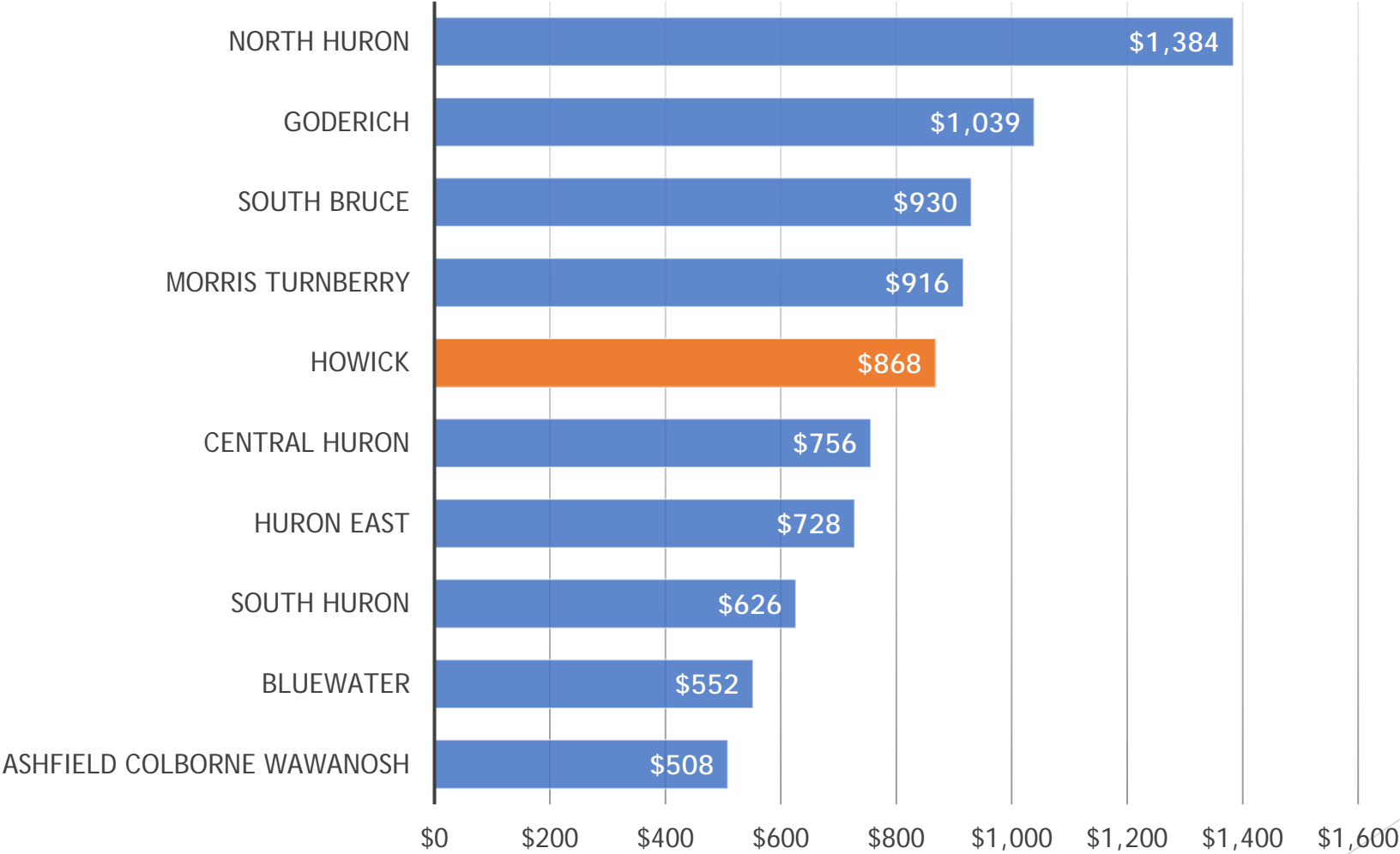
Year	Total Municipal Levy	Year over Year % Change	Local Municipal Tax Rate	Year over Year % Change
2021	3,671,733	2.89%	0.007510240	1.106%
2022	3,744,611	1.98%	0.007705570	2.601%
2023	4,026,295	7.54%	0.008127740	5.479%
2024	4,318,790	7.25%	0.008679820	6.793%
Draft 2025	4,701,819	8.87%	0.009325546	7.439%

2025 Budget Highlights

For the 2025 taxation year, MPAC will once again hold current assessment values. The above tax rates equate to the following total annual impact on the average assessed home in the Township of Howick.

Year	Average Assessed Home	Local Municipal Tax Rate	Local Municipal Tax Rate	Local Municipal Tax Amount Change
2021	210,000	0.007510240	\$1,577	\$17
2022	210,000	0.007705570	\$1,618	\$41
2023	210,000	0.008127740	\$1,707	\$89
2024	210,000	0.008679820	\$1,823	\$116
Draft 2025	210,000	0.009325546	\$1,958	\$136

2024 Municipal Taxes per \$100,000 CVA



Where your Municipal tax dollars go



- \$30 Roads and Transportation
- \$21 Capital Contributions
- \$16 Police, Fire & Protective Services
- \$12 Recreation, Parks & Facilities
- \$12 General Government & Administration
- \$8 Waste & Recycling
- \$1 Planning & Development

Capital Budget

The capital budget represents the Municipality’s plan to purchase, build, maintain, repair and replace assets and infrastructure. The capital budget directly and indirectly impacts the operating budget as funds are needed to cover day-to-day operating expenses associated with the asset.

The 2025 capital budget is funded through a combination of:

- 67% from Reserves
- 31% from Grants (OCIF, CCBF, Modernization & the Fire Protection Grant)
- 2% from Taxation

	2024 Budget	2025 Budget	Budget to Budget Change	Budget to Budget %
Capital Projects	\$1,508,675	\$1,984,930	\$476,255	31.57%

2025 Capital Projects

- IT Review & Council Chamber Technology Upgrade
- Facilities Condition Assessment & Capital Planning Study
- Office Space Needs Assessment
- Fire Equipment
- Generator for Fire Hall
- Fuel Card Lock System split between Public Works, Fire & Recreation
- Fire Hall Upgrades
- Ford F450 for Public Works
- Wood Chipper
- Gorrie Line Culvert #32 - Box Culvert Replacement
- Engineering Culvert #29 (Orange Hill) and Culvert #37 (Adams Line)
- Road work on Centre Street and Brookhaven Drive
- Roads Needs Study
- Pool Heater
- Landfill Improvement Phase 1 (Phase 2 to be completed in 2026)

2025 Operating Budget

General Government & Administration

	2024 Budget	2025 Budget	Budget to Budget Change	Budget to Budget %
Revenue	\$956,117	\$902,402	-\$53,715	-5.95%
Expenses	\$875,700	\$1,027,289	\$151,589	17.31%

Revenue

- OMPF Funding increased from \$431,000 in 2024 to \$475,800 in 2025
- OCIF Funding decreased from \$205,717 in 2024 to \$193,502 in 2025
- Recreation OTF Grant was received in 2024

Expenses

- Council Conferences/Training and remuneration budgets increased by \$9,100
- New Deputy Clerk position added to Administration Salaries & Benefits
- Computer support increased by \$9,000 due to increased IT costs

Police, Fire & Protective Services

	2024 Budget	2025 Budget	Budget to Budget Change	Budget to Budget %
Revenue	\$150,301	\$158,930	\$8,629	5.74%
Expenses	\$1,257,409	\$1,361,046	\$103,637	8.24%

Revenue

- Approved for the Fire Protection Grant in the amount of \$8,230

Expenses

- 50% of new Administrative Assistant position added to Fire & By-Law Salaries & Benefits
- OPP Services & Huron County OPP Detachment costs increased by \$18,858
- MVCA Levy increased by 7.9%
- SVCA Levy increased by 19.65%
- Canine Control Services increased by \$15,000 to cover new contracted services

Roads & Transportation

	2024 Budget	2025 Budget	Budget to Budget Change	Budget to Budget %
Revenue	\$380,500	\$383,750	\$3,250	0.85%
Expenses	\$2,538,002	\$2,584,710	\$46,708	1.84%

Revenue

- Boundary Road maintenance rates and fees increased
- Municipal Consent rates and fees added

Expenses

- Maintenance Gravel decreased by \$23,750
- Storm Sewer expenses increased to investigate storm sewer locations/mapping
- 25% of new Administrative Assistant position added to Public Works Salaries & Benefits

Waste & Recycling

	2024 Budget	2025 Budget	Budget to Budget Change	Budget to Budget %
Revenue	\$136,100	\$191,000	\$54,900	40.34%
Expenses	\$347,095	\$372,172	\$25,077	7.22%

Revenue

- Circular Materials Agreement increased recycling revenue by \$53,000

Expenses

- Landfill Salaries & Benefits increased for the Landfill Improvement capital project

Recreation, Parks & Facilities

	2024 Budget	2025 Budget	Budget to Budget Change	Budget to Budget %
Revenue	\$228,008	\$267,408	\$39,400	17.28%
Expenses	\$908,390	\$956,968	\$48,578	5.35%

Revenue

- Before & After School and Day Camp Revenue increased due to increased participation

Expenses

- In-house grass cutting salaries, benefits, supplies and services added
- Recreation salaries, benefits and supplies increased for HCC flowerbed maintenance
- 25% of new Administrative Assistant position added to Recreation Salaries & Benefits

Planning & Development

	2024 Budget	2025 Budget	Budget to Budget Change	Budget to Budget %
Revenue	\$32,850	\$37,350	\$4,500	13.70%
Expenses	\$90,071	\$95,744	\$5,673	6.30%

Revenue

- Drainage Superintendent grant increased

Expenses

- Increased Unrecoverable Drain expense to write-off small balances not invoiced within 5-year timeframe

2025 Municipal Budget Financial Summary

Proposed Revenue	\$3,681,040.41
Proposed Expenses	\$8,382,859.12
Amount to be raised from Taxation	\$4,701,818.71

2025 Municipal Tax Rate Increase
= 5.439% + 2% Capital Levy

Questions?





2025 Budget



Presented February 4, 2025 - Draft #3
Amy Van Meeteren, Treasurer



2025 Municipal Budget

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- 2. 2025 Budget Summary**
- 3. 2025 Capital Purchases**
- 4. 2025 Reserve Budget**
- 5. 2025 Annual Donation Summary**
- 6. 2025 Detailed Operating Budget**
- 7. 2025 Village Mangement Board Budgets**



Budget Highlights

The budget as presented includes a 5.439% + 2% capital levy tax rate increase for 2025. The table below details the change in the total taxes collected over the past 5 years:

Year	Total Municipal Levy	Year over Year % Change	Local Municipal Tax Rate	Year over Year % Change
2021	3,671,733	2.89%	0.007510240	1.106%
2022	3,744,611	1.98%	0.007705570	2.601%
2023	4,026,295	7.54%	0.008127740	5.479%
2024	4,318,790	7.25%	0.008679820	6.793%
Draft 2025	4,701,819	8.87%	0.009325546	7.439%

For the 2025 taxation year, MPAC will once again hold current assessment values. The above tax rates equate to the following total annual impact on the average assessed home in the Township of Howick.

Year	Average Assessed Home	Local Municipal Tax Rate	Local Municipal Tax Rate	Local Municipal Tax Amount Change
2021	210,000	0.007510240	\$1,577	\$17
2022	210,000	0.007705570	\$1,618	\$41
2023	210,000	0.008127740	\$1,707	\$89
2024	210,000	0.008679820	\$1,823	\$116
Draft 2025	210,000	0.009325546	\$1,958	\$136



**2025 BUDGET SUMMARY
DRAFT #3**

	2024		2025
Revenues	Budget	Q3 Actual	Budget
General Government	\$525,117.00	\$454,465.24	\$426,602.00
OMPF Grant	\$431,000.00	\$323,250.00	\$475,800.00
Protection Services	\$52,301.00	\$58,156.81	\$60,930.45
Building & Bylaw	\$98,000.00	\$78,529.77	\$98,000.00
Transportation	\$380,500.00	\$304,848.57	\$383,750.00
Waste Disposal & Recycling	\$136,100.00	\$112,136.12	\$191,000.00
Cemeteries	\$8.00	\$0.00	\$8.00
Parks & Recreation	\$227,999.96	\$205,366.98	\$267,399.96
Planning & Development	\$15,000.00	\$12,000.77	\$15,000.00
Municipal Drains	\$17,850.00	-\$505.64	\$22,350.00
Reserve Transfers	\$1,331,654.09	\$0.00	\$1,740,200.00
Totals	\$3,215,530.05	\$1,548,248.62	\$3,681,040.41

Total Revenue including Taxes Raised

	2024		2025
Expenses	Budget	Q3 Actual	Budget
General Government	\$977,874.60	\$663,537.20	\$1,292,088.89
Protection Services	\$1,179,375.38	\$686,708.73	\$1,303,711.49
Building & Bylaw	\$190,133.16	\$144,513.78	\$183,564.46
Transportation	\$3,479,401.65	\$1,550,270.23	\$3,549,159.92
Water Systems	\$2,500.00	\$1,546.77	\$2,500.00
Waste Disposal & Recycling	\$467,095.26	\$220,793.29	\$690,622.39
Cemeteries	\$9,100.00	\$3,711.36	\$21,190.76
Parks & Recreation	\$952,269.55	\$577,711.37	\$1,042,777.67
Planning & Development	\$24,000.00	\$7,958.32	\$26,000.00
Municipal Drains	\$252,570.50	\$35,465.21	\$271,243.54
Totals	\$7,534,320.10	\$3,892,216.26	\$8,382,859.12

	2024		2025
Net Costs	Budget	Q3 Actual	Budget
General Government	\$1,309,896.49	\$114,178.04	\$1,350,513.11
Protection Services	-\$1,127,074.38	-\$628,551.92	-\$1,242,781.04
Building & Bylaw	-\$92,133.16	-\$65,984.01	-\$85,564.46
Transportation	-\$3,098,901.65	-\$1,245,421.66	-\$3,165,409.92
Waste Disposal & Recycling	-\$330,995.26	-\$108,657.17	-\$499,622.39
Misc/Water/Cemeteries	-\$11,592.00	-\$5,258.13	-\$23,682.76
Parks & Recreation	-\$724,269.59	-\$372,344.39	-\$775,377.71
Planning & Development	-\$9,000.00	\$4,042.45	-\$11,000.00
Municipal Drains	-\$234,720.50	-\$35,970.85	-\$248,893.54
Totals	-\$4,318,790.05	-\$2,343,967.64	

2025 Proposed Capital Budget			Funding Sources							
		Reserves				Operating				
Item	Budget	Reserves	Gas Tax	Modernization	Accessibility	OCIF	Covid-19	Grants	Taxation	Total
Administration										
Belmore Community Centre Loan	80,000	80,000								80,000
Belmore Community Centre Condition Assessment	50,000	50,000								50,000
IT Review & Council Chamber Technology Update	48,000			48,000						48,000
Council iPad	800			800						800
Facilities Condition Assessment & Capital Planning Study	50,000					50,000				50,000
Office Space Needs Assessment	30,000	18,000				12,000				30,000
Admin Desk	3,000			3000						3,000
Admin Computer	3,000								3,000	3,000
Total Administration	264,800	148,000	0	51,800	0	62,000	0	0	3,000	264,800
Fire										
Radios	3,000	3,000								3,000
Hoses	2,250	2,250								2,250
Helmets	1,250	1,250								1,250
Nozzles & Vehicle Upgrades	2,500	2,500								2,500
Bunker Gear	9,000	9,000								9,000
Building Upgrades	2,500	2,500								2,500
Admin Assistant Computer	3,000	3,000								3,000
Training Laptop	1,800	1,800								1,800
UTV Fire/Medical Skid Unit	5,500	5,500								5,500
4x iPads	3,200	3,200								3,200
Generator for Fire Hall	30,000	30,000								30,000
Fuel Card Lock	3,000	3,000								3,000
Admin Desk/Cabinets	2,500	2,500								2,500
Multi-function Printer	3,500	3,500								3,500
Fire Station Engineer's Report	5,000	5,000								5,000
Fire Hall Upgrades - Sandblast/Painting/New Steel	40,000	40,000								40,000
Gloves/Flash hoods/Decontamination units	8,230							8,230		8,230
Total Fire	126,230	118,000	0	0	0	0	0	8,230	0	126,230
Transportation										
Ford F550 Truck plus box	200,000	200,000								200,000
ARO complete remainder of buildings	20,000					20,000				20,000
Total Transportation	220,000	200,000	0	0	0	20,000	0	0	0	220,000
Road Projects										
Gorrie Line Culvert #32 - Replacement Box Culvert	454,500	357,500				97,000				454,500
Creamery Road Culvert (West of Tollgate) - Paved	20,000	20,000								20,000
Centre Street (Mill to Ann) - Shave and Pave	52,650	52,650								52,650
Brookhaven Drive (Patrick to Victoria) - Padding & Overlay	12,800	12,800								12,800
Adams Line Culvert #37 - Engineering	45,000					45,000				45,000
Orange Hill Road Culvert #29 - Engineering	45,000					45,000				45,000
Road Needs Study	15,000					15,000				15,000

2025 Proposed Capital Budget		Funding Sources								
		Reserves				Operating				
Item	Budget	Reserves	Gas Tax	Modernization	Accessibility	OCIF	Covid-19	Grants	Taxation	Total
Total Road Projects	644,950	442,950	0	0	0	202,000	0	0	0	644,950
Road Equipment										
Wood Chipper	90,000	90,000								90,000
PW Shop Laptop with Docking & Monitor	3,000								3,000	3,000
Fuel Card Lock	9,000	9,000								9,000
Total Road Equipment	102,000	99,000	0	0	0	0	0	0	3,000	102,000
Total Public Works	966,950	741,950	0	0	0	222,000	0	0	3,000	966,950
Recreation										
Tractor with loader and groomer	27,000	27,000								27,000
HVAC Rooftop Units (50% Pending CSRIF Grant)	20,000	20,000								20,000
Refrigeration Condenser (50% Pending CSRIF Grant)	49,000	49,000								49,000
Fuel Card Lock	3,000	3,000								3,000
Total Recreation	99,000	99,000	0	0	0	0	0	0	0	99,000
Pool & Parks										
Pool Heater	8,000	8,000								8,000
Total Pool	8,000	8,000	0	0	0	0	0	0	0	8,000
Landfill										
Tree Removal/Clearing/Levelling	44,000	22,000							22,000	44,000
Gravel	115,500		115,500							115,500
Construction of Entrance/New Bin Area	66,000		66,000							66,000
Scale House & Hydro	66,000		66,000							66,000
Engineering & Ministry Fees	26,950		26,950							26,950
Total Landfill	318,450	22,000	274,450	0	0	0	0	0	22,000	318,450
Drains - Road Crossings										
Metcalfe Wright (2022)	66,500.00	66,500								66,500
Weisner Drain	55,000.00	55,000								55,000
Weber Drain	70,000.00	55,000							15,000	70,000
#10	10,000.00	10,000								10,000
Total Drains	201,500	186,500	0	0	0	0	0	0	15,000	201,500
Total Capital Projects	1,984,930	1,323,450	274,450	51,800	0	284,000	0	8,230	43,000	1,984,930

2025 RESERVE BUDGET

"Unaudited"

		2025	In		Out		2025
Type of Reserve	Account #	Opening Balance	General Tsfs**	Depreciation*	Operating	Capital	Closing Balance
Discretionary Reserves:							
General Operating Reserve	33311	\$ 642,298.50				-272,300.00	\$ 369,998.50
Election Reserve	33312	\$ 13,098.00	3,450.00				\$ 16,548.00
Administration Reserve	33313	\$ 169,508.32		33,787.01		-18,000.00	\$ 185,295.33
Insurance/Legal Reserve	33316	\$ 37,500.00	5,000.00				\$ 42,500.00
Water & Erosion Reserve	33318	\$ 45,000.00	5,000.00				\$ 50,000.00
Fire Reserve	33321	\$ 486,032.26	23,500.00	84,028.61		-118,000.00	\$ 475,560.87
Police Reserve	33322	\$ 51,399.59					\$ 51,399.59
Building Department Reserve	33324	\$ 18,295.24		6,447.89			\$ 24,743.13
OCLIF Reserve	33325	\$ 15,000.00					\$ 15,000.00
Drain Reserve	33334	\$ 193,411.95		19,066.13		-186,500.00	\$ 25,978.08
Roads Construction Reserve	33335	\$ 992,667.99	87,500.00	411,523.23		-442,950.00	\$ 1,048,741.22
Roads Bldg/Equipment Reserve	33338	\$ 391,307.85		142,563.92		-299,000.00	\$ 234,871.77
Winter Control	33372	\$ 5,605.00					\$ 5,605.00
Landfill Operations Reserve	33343	\$ 50,430.35		1,134.38		-22,000.00	\$ 29,564.73
Landfill Expansion Reserve	33344	\$ 74,414.78					\$ 74,414.78
Swim Team Reserve	33370	\$ 2,484.96					\$ 2,484.96
Recreation Reserve	33371	\$ 591,297.13		115,366.02		-107,000.00	\$ 599,663.15
Planning/ED Reserve	33375	\$ 76,048.81					\$ 76,048.81
		\$ 3,855,800.73	\$ 124,450.00	\$ 813,917.19	\$ -	-\$ 1,465,750.00	\$ 3,328,417.92
Obligatory Reserves:							
Federal Gas Tax Reserve	33314	\$ 143,644.38	132,474.00			-274,450.00	\$ 1,668.38
Parkland Reserve Fund	33317	\$ 24,303.95	2,000.00				\$ 26,303.95
TOTAL RESERVES		\$ 4,023,749.06	\$ 258,924.00	\$ 813,917.19	\$ -	-\$ 1,740,200.00	\$ 3,356,390.25

TOWNSHIP OF HOWICK

2025 Donation Summary

Internal Transfers
A/C# 01-0000-0000-71000

Recipient	Reason/Explanation	2024 BUDGET	2024 Q3 Actual	2025 BUDGET	Comments
Various Boards/Committees	Annual Insurance Premium	\$ 18,197.00	\$ 18,196.39	\$ 19,106.85	
Belmore Community Centre	Annual Heating Assistance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Gorrie Hall	Annual Heating Assistance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Wroxeter Hall	Annual Heating Assistance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Fordwich Park	Garbage Grant	\$ 42.00	\$ 42.00	\$ 42.00	14 wks @3.00/tag
Gorrie Park	Garbage Grant	\$ 42.00	\$ 42.00	\$ 42.00	14 wks @3.00/tag
Wroxeter Park	Garbage Grant	\$ 42.00	\$ 42.00	\$ 42.00	14 wks @3.00/tag
Belmore Community Centre	Garbage Sticker Allowance	\$ 78.00	\$ 78.00	\$ 78.00	26 weeks @ 3.00/tag
Gorrie Hall	Garbage Sticker Allowance	\$ 78.00	\$ 78.00	\$ 78.00	26 weeks @ 3.00/tag
Wroxeter Hall	Garbage Sticker Allowance	\$ 78.00	\$ 78.00	\$ 78.00	26 weeks @ 3.00/tag
Totals		\$ 21,557.00	\$ 21,556.39	\$ 22,466.85	

External Transfers
Traditionally \$5000.00 annually
01-0000-0000-79000

Recipient	Reason/Explanation	2024 BUDGET	2024 Q3 Actual	2025 BUDGET	Comments
Howick Ag Society	Insurance/Fair Donation	\$ 1,770.00	\$ 1,763.87	\$ 1,792.08	592.08 Ins/1200 donation
Howick Athletic Assoc	Support active children	\$ 900.00	\$ 900.00	\$ 900.00	
Howick Figure Skating	Support active children	\$ 500.00	\$ 500.00	\$ 500.00	
Howick Optimist Club	Support Bike Rodeo	\$ 150.00	\$ -	\$ 150.00	
North Huron Food Share	Support local food bank	\$ 150.00	\$ 150.00	\$ 150.00	
Remembrance Day	Purchase wreaths	\$ 120.00	\$ 110.00	\$ 120.00	
Salvation Army - Listowel	Support local food bank	\$ 150.00	\$ 150.00	\$ 150.00	
What's Happening	Monthly Newsletter	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	
Totals		4,940.00	4,773.87	4,962.08	

Council Donations
Traditionally \$3500-5000 annually
01-1100-0000-51500

Recipient	Reason/Explanation	2024 BUDGET	2024 Q3 Actual	2025 BUDGET	Comments
Swim Passes	Prize Donations	\$ 300.00	\$ -	\$ -	
Employee Recognition	Gifts/Service Awards/Sp Event	\$ 1,500.00	\$ 600.00	\$ 2,000.00	2 VFF/2 Staff/Gifts
Council Endorsed Events	Volunteer Apprec/Xmas Dinner	\$ 3,500.00	\$ -	\$ 3,500.00	500 Vol App 3000 Xmas
Festival of Lights	Festival of Lights Event	\$ 5,000.00	\$ -	\$ 6,000.00	
Howick Ag Society	Photo Prize/Ambassador Awards	\$ 200.00	\$ 196.00	\$ 250.00	
Various Recipients	Sponsorship Awards	\$ 250.00	\$ -	\$ 200.00	
Various Recipients	Memorial Donations	\$ 200.00	\$ 153.00	\$ 400.00	
Various Recipients	Requests throughout the year	\$ 1,400.00	\$ -	\$ 1,400.00	
Totals		12,350.00	949.00	\$ 13,750.00	

38,847.00	\$ 27,279.26	\$ 41,178.93
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2025 BUDGET - DRAFT #3

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
REVENUES						
GENERAL GOVERNMENT & ADMINISTRATION						
41010	Taxation - Supps & Omits	30,000.00	37,017.60	30,000.00	0.00	0.00%
41020	Payment in Lieu	7,100.00	7,897.75	7,100.00	0.00	0.00%
41700	Penalties & Interest - Taxes	52,000.00	42,665.03	52,000.00	0.00	0.00%
43100	General Government Revenues	10,000.00	10,325.84	10,000.00	0.00	0.00%
43110	Interest Income - Accounts Receivables	3,000.00	4,140.17	3,000.00	0.00	0.00%
43120	Interest - Bank	100,000.00	126,731.65	110,000.00	10,000.00	10.00%
43130	Rental Income - Bldg Dept	7,000.00	0.00	7,000.00	0.00	0.00%
43200	Sale of Goods - Miscellaneous	-	0.00	-	0.00	#DIV/0!
43300	Licences & Permits	9,000.00	7,832.31	8,000.00	(1,000.00)	-11.11%
43500	Certifications, Tax & Zoning	6,000.00	5,187.50	6,000.00	0.00	0.00%
44000	Donations - General Administration	-	0.00	-	0.00	#DIV/0!
45000	OMPF Grant - Unconditional	431,000.00	323,250.00	475,800.00	44,800.00	10.39%
45100	Grants - Conditional - OCIF Formula	205,717.00	171,431.00	193,502.00	(12,215.00)	-5.94%
	Grants - Conditional - BCC Trillium Grant OTF	-	-	-	0.00	#DIV/0!
	Grants- Conditional - Rec Programming OTF	95,300.00	76,200.00	-	(95,300.00)	-100.00%
	Grant - Save on Energy	-	-	-	0.00	#DIV/0!
	Grant - Modernization - Intake 3 Recycling	-	-	-	0.00	#DIV/0!
	Grant - Pool Infrastructure	-	-	-	0.00	#DIV/0!
	Grant - CCRF Trail	-	-	-	0.00	#DIV/0!
	Grant - Fordwich Park Enabling Accessibility	-	-34,963.61	-	0.00	#DIV/0!
	Grants - Conditional - Southwest Tourism	-	-	-	0.00	#DIV/0!
46100	Sale of Property Revenue	-	-	-	0.00	#DIV/0!
01-0000-0000-XXXXX TOTAL GENERAL GOVERNMENT REVENUE		\$ 956,117.00	\$ 777,715.24	\$ 902,402.00	(53,715.00)	-5.95%
PROTECTION TO PERSONS & PROPERTY						
2101-43000	Misc Fire Recoveries (Fines/Chgs)	2,000.00	348.60	1,000.00	(1,000.00)	-50.00%
2101-44000	Grants	0.00	0.00	8,230.45	8,230.45	#DIV/0!
2102-43000	Vehicle Accident Recoveries	18,000.00	20,240.00	19,000.00	1,000.00	5.56%
2102-45000	Donations	2,000.00	8,073.21	2,000.00	0.00	0.00%
2109-43000	Other Revenue - Fire	6,500.00	5,350.00	6,000.00	(500.00)	-7.69%
2200-45100	Prisoner Transport Revenue	1,301.00	325.00	1,200.00	(101.00)	-7.76%
2402-43300	Dog Licence Revenues	21,000.00	23,820.00	22,000.00	1,000.00	4.76%
2403-45100	Provincial Claims - Livestock Damages	1,500.00	0.00	1,500.00	0.00	0.00%
01-21 to 24-X-XXXXX TOTAL PROTECTION REVENUE		\$ 52,301.00	\$ 58,156.81	\$ 60,930.45	8,629.45	16.50%
BUILDING & BYLAW SERVICES						
2401-43300	Building Permit Revenues	95,000.00	77,500.80	95,000.00	0.00	0.00%
2404-43100	Bylaw Enforcement Revenues	3,000.00	1,028.97	3,000.00	0.00	0.00%
01-2400-24XX-XXXXX TOTAL BUILDING & BY-LAW REVENUE		\$ 98,000.00	\$ 78,529.77	\$ 98,000.00	0.00	0.00%
TRANSPORTATION SERVICES						
3601-44500	Boundary Mtce Recoveries	8,000.00	0.00	10,000.00	2,000.00	25.00%
3811-44000	Rental to Ops - # 2020 Tandem	35,000.00	19,204.20	35,000.00	0.00	0.00%
3812-44000	Rental to Ops - #2(20) Ford Pickup	3,000.00	4,699.65	3,000.00	0.00	0.00%
3813-44000	Rental to Ops - T08 - Tandem	30,000.00	27,960.30	30,000.00	0.00	0.00%
3814-44000	Rental to Ops - #3(19) Ford Pickup	20,000.00	19,904.40	20,000.00	0.00	0.00%
3818-44000	Rental to Ops -#C18 (Newest Grader)	42,000.00	29,408.04	42,000.00	0.00	0.00%
3821-44000	Rental to Ops - (15) F450	16,000.00	15,427.50	16,000.00	0.00	0.00%
3823-44000	Rental to Ops - Grader 3(94)	10,000.00	17,693.63	10,000.00	0.00	0.00%
3824-44000	Rental to Ops - Grader 4(12)	36,000.00	29,408.05	36,000.00	0.00	0.00%
3825-44000	Rental to Ops - Grader 5(14)	42,000.00	19,239.27	42,000.00	0.00	0.00%
3831-44000	Rental to Ops - Backhoe(420E)	30,000.00	19,440.00	30,000.00	0.00	0.00%
3835-44000	Rental to Ops - Tractor(M110)	12,000.00	7,659.00	12,000.00	0.00	0.00%
3840-44000	Rental to Ops - Moto(18)	500.00	0.00	500.00	0.00	0.00%
3842-44000	Rental to Ops - Wood Chipper	500.00	0.00	500.00	0.00	0.00%
3970-43000	License Pit Fees	90,000.00	90,706.53	90,000.00	0.00	0.00%
3970-43100	Municipal Consent Fees	-	0.00	1,250.00	1,250.00	#DIV/0!
3970-43200	Sale of Goods	2,000.00	1,598.00	2,000.00	0.00	0.00%
3970-43300	Entrance Permit Fees	3,000.00	2,500.00	3,000.00	0.00	0.00%
3970-44000	Rental to Ops - Custom Work	500.00	0.00	500.00	0.00	0.00%
3970-46100	Sale of Property/Equipment	-	0.00	-	0.00	#DIV/0!
01-3XXX-XXXX-XXXXX TOTAL TRANSPORTATION REVENUE		\$ 380,500.00	\$ 304,848.57	\$ 383,750.00	3,250.00	0.85%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
WASTE DISPOSAL & RECYCLING						
4300-43100	User Fees	80,000.00	61,915.25	82,000.00	2,000.00	2.50%
4300-43200	Sale of Goods - Landfill	0.00	0.00	0.00	0.00	#DIV/0!
4400-43100	Circular Materials Agreement	0.00	15,213.29	84,000.00	84,000.00	#DIV/0!
4400-43200	Sale of Goods - Recycling	25,000.00	1,923.90	25,000.00	0.00	0.00%
4400-45100	Grants - Conditional	31,100.00	33,083.68	0.00	(31,100.00)	-100.00%
01-4XXX-0000-XXXXX	TOTAL WASTE DISPOSAL & RECYCLING REVENUE	\$ 136,100.00	\$ 112,136.12	\$ 191,000.00	54,900.00	40.34%
CEMETERIES						
5501-41700	Penalty & Interest	8.00	0.00	8.00	0.00	0.00%
01-5500-5501-41700	TOTAL CEMETERY REVENUE	\$ 8.00	\$ -	\$ 8.00	0.00	0.00%
PARKS & RECREATION						
7120-44000	Rental to Ops - Exmark Lawn Tractor	0.00	0.00	10,633.00	10,633.00	#DIV/0!
7130-44000	Rental to Ops - Kubota Lawn Tractor	0.00	0.00	8,267.00	8,267.00	#DIV/0!
7101-43000	Rental Income - Auditorium	6,000.00	9,057.72	8,500.00	2,500.00	41.67%
7101-43100	Rental Income - Arena Floor	1,500.00	0.00	500.00	(1,000.00)	-66.67%
7101-43200	HCC Donations	500.00	2,180.00	2,500.00	2,000.00	400.00%
7101-47100	Fundraising Income - HCC	0.00	0.00	0.00	0.00	#DIV/0!
7101-47110	Booth Receipts	1,000.00	1,268.61	1,000.00	0.00	0.00%
7101-47120	Ice Rentals	100,000.00	73,762.03	100,000.00	0.00	0.00%
7101-47123	Ice Rentals - Public Skating	500.00	340.76	500.00	0.00	0.00%
7101-47124	Miscellaneous Income (Recreation Courses)	1,000.00	780.00	1,000.00	0.00	0.00%
7101-47125	Bar Income	20,000.00	12,871.68	18,000.00	(2,000.00)	-10.00%
7101-47126	Advertising Income	3,500.00	371.68	4,000.00	500.00	14.29%
7102-43000	Admissions/Lessons - Pool	21,000.00	23,763.89	22,000.00	1,000.00	4.76%
7102-43100	Swim Team Registrations - Pool	800.00	3,205.66	1,000.00	200.00	25.00%
7102-43200	Donations-Pool	0.00	359.55	0.00	0.00	#DIV/0!
7102-45000	Grants - Summer Jobs	6,000.00	4,637.00	4,500.00	(1,500.00)	-25.00%
7102-47100	Fundraising Income - Pool	200.00	0.00	0.00	(200.00)	-100.00%
7201-43000	Registrations - Before & After Program	30,000.00	31,467.64	45,000.00	15,000.00	50.00%
7202-43000	Registrations - Day Camp	26,000.00	34,134.12	30,000.00	4,000.00	15.38%
7202-45000	Grants - Conditional	0.00	500.00	0.00	0.00	#DIV/0!
7500-45100	Grants - Library	9,999.96	6,666.64	9,999.96	0.00	0.00%
01-7100-7XXX-00000	TOTAL PARKS & RECREATION REVENUE	\$ 227,999.96	\$ 205,366.98	\$ 267,399.96	39,400.00	17.28%
PLANNING & DEVELOPMENT						
8100-43100	Planning Application Fees	15,000.00	12,000.77	15,000.00	0.00	0.00%
01-8100-0000-XXXXX	TOTAL PLANNING & DEVELOPMENT REVENUE	\$ 15,000.00	\$ 12,000.77	\$ 15,000.00	0.00	0.00%
MUNICIPAL DRAINS						
8400-43100	Mun Drain Mtce Recoveries	0.00	661.24	0.00	0.00	#DIV/0!
8400-43110	Interest Earned - Municipal Drains	0.00	0.00	0.00	0.00	#DIV/0!
8400-45100	Conditional - Grants - Drain Superintendent	17,500.00	-1,391.88	22,000.00	4,500.00	25.71%
8500-43200	Tile Drain Inspection Fees	350.00	225.00	350.00	0.00	0.00%
01-84/8500-0000-XXXX	TOTAL MUNICIPAL DRAINS REVENUE	\$ 17,850.00	-\$ 505.64	\$ 22,350.00	4,500.00	25.21%
RESERVE TRANSFERS						
OPERATING	Transfer from General Reserves	65,000.00	0.00	181,800.00		0.00%
	Transfer from Gen - Accessibility	0.00	0.00	0.00		#DIV/0!
	Transfer from Election Reserve	0.00	0.00	0.00		#DIV/0!
	Transfer from Recreation Reserves	0.00	0.00	0.00		#DIV/0!
	Transfer from Parkland Reserve	8,979.09	0.00	0.00		0.00%
CAPITAL	Transfer from Administration Capital	112,175.00	0.00	18,000.00		0.00%
	Transfer from Fire Capital	67,100.00	0.00	118,000.00		0.00%
	Transfer from Building Services	45,000.00	0.00	0.00		0.00%
	Transfer from Roads/Bridges Capital	425,000.00	0.00	442,950.00		0.00%
	Transfer from Roads Equipment Capital	1,900.00	0.00	299,000.00		0.00%
	Transfer from OCIF	0.00	0.00	90,500.00		#DIV/0!
	Transfer from Roads Bldg Reserve	11,000.00	0.00	0.00		0.00%
	Transfer from Winter Control Reserve	0.00	0.00	0.00		#DIV/0!
	Transfer from Drain Reserve	131,500.00	0.00	186,500.00		0.00%
	Transfer from Landfill Reserve	30,000.00	0.00	22,000.00		0.00%
	Transfer from Recreation Capital	44,000.00	0.00	107,000.00		0.00%
SPECIAL	Transfer from Gas Tax Reserve	390,000.00	0.00	274,450.00		0.00%
01-0000-0000-33810	TOTAL TRANSFERS FROM OWN FUNDS	\$ 1,331,654.09	\$ -	\$ 1,740,200.00	408,545.91	30.68%
TOTAL TOWNSHIP REVENUES		\$ 3,215,530.05	\$ 1,548,248.62	\$ 3,681,040.41	465,510.36	14.48%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
EXPENSES						
GENERAL GOVERNMENT & ADMINISTRATION						
0000-46200	Gain/Loss on Disposal of Assets	-			0.00	#DIV/0!
0000-50556	Services	6,000.00	3,267.79	5,000.00	(1,000.00)	-16.67%
0000-51010	Legal/Insurance Deductibles	6,000.00	4,321.59	8,000.00	2,000.00	33.33%
0000-51400	Billing & Collection	2,500.00	0.00	2,500.00	0.00	0.00%
0000-54100	Tax Write Offs	35,000.00	7,616.64	35,000.00	0.00	0.00%
0000-71000	Donations - Internal	21,557.00	21,556.39	22,466.85	909.85	4.22%
0000-79000	Donations - External	4,940.00	4,663.87	4,962.08	22.08	0.45%
01-0000-0000-XXXXX	TOTAL GENERAL GOVERNMENT EXPENSES	\$ 75,997.00	\$ 41,426.28	\$ 77,928.93	1,931.93	2.54%
1100-50101	Council Honorarium	42,348.47	28,232.24	43,517.27	1,168.80	2.76%
1100-50102	Benefits & Payroll Expenses	5,138.41	3,206.94	5,454.49	316.08	6.15%
1100-50103	Conferences/Training	4,000.00	7,088.45	9,000.00	5,000.00	125.00%
1100-50104	Memberships	200.00	200.00	250.00	50.00	25.00%
1100-50105	Mileage	1,000.00	1,526.70	1,500.00	500.00	50.00%
1100-51101	Meeting Remuneration	26,867.00	22,997.00	30,966.00	4,099.00	15.26%
1100-51102	Misc Council Expenses*	500.00	470.40	500.00	0.00	0.00%
1100-51200	Election Expense	2,000.00	1,526.40	2,000.00	0.00	0.00%
1100-51500	Council Donations	12,350.00	949.00	13,750.00	1,400.00	11.34%
1100-56100	Land Sale Purchase Expense	500.00	0.00	500.00	0.00	0.00%
1100-72000	Transfer to Election Reserve**	3,450.00	0.00	3,450.00	0.00	0.00%
01-1100-0000-XXXXX	TOTAL COUNCIL EXPENSES	\$ 98,353.88	\$ 66,197.13	\$ 110,887.76	12,533.88	12.74%
1300-50101	Salaries - Administration	382,398.56	290,997.31	489,118.94	106,720.38	27.91%
1300-50102	Benefits & Payroll Expenses	94,504.78	88,569.29	150,300.66	55,795.88	59.04%
1300-50103	Conferences/Training	10,000.00	5,862.01	12,000.00	2,000.00	20.00%
1300-50104	Memberships	4,500.00	4,797.35	6,000.00	1,500.00	33.33%
1300-50105	Mileage	1,500.00	645.12	1,500.00	0.00	0.00%
1300-50200	Office Supplies	8,000.00	4,888.13	8,000.00	0.00	0.00%
1300-50205	Health & Safety Supplies	1,000.00	289.95	1,000.00	0.00	0.00%
1300-50210	Postage	9,000.00	6,436.94	9,000.00	0.00	0.00%
1300-50220	Bank Charges	2,000.00	1,190.32	2,000.00	0.00	0.00%
1300-50230	Advertising	1,500.00	800.79	2,000.00	500.00	33.33%
1300-50250	Computer Support	43,000.00	37,866.96	52,000.00	9,000.00	20.93%
1300-50500	Hydro	3,500.00	1,924.89	3,500.00	0.00	0.00%
1300-50510	Heating	3,000.00	1,475.83	3,000.00	0.00	0.00%
1300-50520	Insurance	19,300.56	19,300.56	20,265.59	965.03	5.00%
1300-50530	Telephone/Internet	5,000.00	1,751.60	5,000.00	0.00	0.00%
1300-50552	Grass Cutting	2,600.00	1,409.40	-	(2,600.00)	-100.00%
1300-50555	General Supplies - Bldg & Office	4,000.00	1,571.71	4,000.00	0.00	0.00%
1300-50556	General Services - Bldg & Office	3,000.00	1,039.49	3,000.00	0.00	0.00%
1300-51000	Annual Audit	23,000.00	-1,477.76	23,000.00	0.00	0.00%
1300-63031	Annual Depreciation Building*	10,557.16	0.00	9,757.64	(799.52)	-7.57%
1300-63071	Annual Depreciation - Equipment*	24,987.66	0.00	24,029.37	(958.29)	-3.84%
1300-72100	Transfer to/from Reserves - Working Reserve	35,000.00	0.00	-	(35,000.00)	-100.00%
	Transfer to/from Reserves - Modernization Funds	-			0.00	#DIV/0!
1300-72100	Transfer to/from Insurance/Legal Reserve**	5,000.00	-	5,000.00	0.00	0.00%
	Tsf to/from Water & Erosion Control Reserve**	5,000.00	-	5,000.00	0.00	0.00%
1300-72100	Transfers to/from Reserves - Property Sale	-	-		0.00	#DIV/0!
	Transfers to/from Reserves - Accessibility	-	-	-	0.00	#DIV/0!
01-1300-0000-XXXXX	TOTAL ADMINISTRATION EXPENSES	\$ 701,348.72	\$ 469,339.89	\$ 838,472.20	137,123.48	19.55%
01-1100-0000-90000	Capital Purchases - Council	6,000.00	7,136.05	178,800.00	172,800.00	2880.00%
01-1300-0000-90000	Capital Purchases - Administration	96,175.00	79,437.85	86,000.00	(10,175.00)	-10.58%
	TOTAL GENERAL AND ADMINISTRATION CAPITAL EXPENSES	\$ 102,175.00	\$ 86,573.90	\$ 264,800.00	162,625.00	159.16%
GENERAL GOVERNMENT & ADMINISTRATION		\$ 977,874.60	\$ 663,537.20	\$ 1,292,088.89	314,214.29	32.13%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
PROTECTION TO PERSONS & PROPERTY						
2101-50101	Salaries - Fire	209,430.31	111,775.91	223,659.13	14,228.82	6.79%
2101-50102	Benefits & Payroll Expenses	32,323.53	24,726.36	35,469.58	3,146.05	9.73%
2101-50103	Training & Meeting Expenses	10,500.00	6,963.80	12,000.00	1,500.00	14.29%
2101-50104	Memberships	2,000.00	1,439.10	2,000.00	0.00	0.00%
2101-50105	Travel	500.00	979.20	1,000.00	500.00	100.00%
2101-50200	Office Supplies	2,100.00	1,621.14	2,500.00	400.00	19.05%
2101-50205	Health & Safety Supplies	1,000.00	0.00	1,000.00	0.00	0.00%
2101-50250	Training & Education Supplies	2,300.00	966.07	2,500.00	200.00	8.70%
2101-50500	Hydro	3,000.00	2,107.33	3,000.00	0.00	0.00%
2101-50510	Heat	4,500.00	4,633.50	5,000.00	500.00	11.11%
2101-50520	Insurance	16,096.34	15,260.91	16,901.16	804.82	5.00%
2101-50530	Telephone	3,200.00	3,450.17	4,000.00	800.00	25.00%
2101-50552	Grass Cutting	1,200.00	804.44	-	(1,200.00)	-100.00%
2101-50553	Repairs/Mtce Equip - Supplies	6,000.00	5,106.10	7,000.00	1,000.00	16.67%
2101-50554	Repairs/Mtce Equip - Services	15,000.00	8,445.30	15,000.00	0.00	0.00%
2101-50556	Dispatch & MA Services	16,500.00	16,153.86	17,400.00	900.00	5.45%
2102-50510	Unit 2-7 Fuel	1,000.00	1,597.00	1,500.00	500.00	50.00%
2102-50553	Repairs/Mtce Unit 2-7 - Supplies	750.00	553.96	800.00	50.00	6.67%
2102-50554	Repairs/Mtce Unit 2-7 - Services	1,500.00	416.87	1,500.00	0.00	0.00%
2102-54100	Uncollectable Acct	500.00	4,110.00	2,000.00	1,500.00	300.00%
2103-50510	Unit 2-4 Fuel	1,500.00	857.12	1,500.00	0.00	0.00%
2103-50553	Repairs/Mtce Unit 2-4 - Supplies	1,300.00	475.91	1,300.00	0.00	0.00%
2103-50554	Repairs/Mtce Unit 2-4 - Services	3,500.00	877.94	3,000.00	(500.00)	-14.29%
2104-50510	Unit 2-5 Fuel	2,000.00	1,106.74	2,000.00	0.00	0.00%
2104-50553	Repairs/Mtce Unit 2-5 - Supplies	1,000.00	0.00	1,000.00	0.00	0.00%
2104-50554	Repairs/Mtce Unit 2-5 - Services	2,500.00	4,089.21	3,000.00	500.00	20.00%
2106-50510	Unit 2-6 Fuel	1,500.00	972.64	1,500.00	0.00	0.00%
2106-50553	Repairs/Mtce Unit 2-6 - Supplies	1,500.00	512.51	1,500.00	0.00	0.00%
2106-50554	Repairs/Mtce Unit 2-6 - Services	2,500.00	950.81	2,500.00	0.00	0.00%
2107-50510	Unit 2-1 Fuel	1,500.00	1,849.13	2,000.00	500.00	33.33%
2107-50553	Repairs/Mtce Unit 2-1 - Supplies	750.00	705.53	800.00	50.00	6.67%
2107-50554	Repairs/Mtce Unit 2-1 - Services	1,000.00	1,227.35	1,500.00	500.00	50.00%
2109-50556	Minto Fire Service Contract	6,500.00	0.00	6,500.00	0.00	0.00%
Various	Annual Depreciation Transfer*	89,569.52	0.00	84,028.61	(5,540.91)	-6.19%
2101-73000	Transfer to Capital Reserves**	23,500.00	0.00	23,500.00	0.00	0.00%
01-2100-210X-XXXXX	TOTAL FIRE SERVICES EXPENSES	\$ 469,519.70	\$ 224,735.91	\$ 489,858.48	20,338.78	4.33%
2200-50556	Police Services	532,084.00	307,484.92	550,942.00	18,858.00	3.54%
2200-73000	Transfer to Reserves	0.00	0.00	0.00	0.00	#DIV/0!
01-2200-0000-XXXXX	TOTAL POLICING EXPENSES	\$ 532,084.00	\$ 307,484.92	\$ 550,942.00	18,858.00	3.54%
2301-50101	Grass Cutting Wages - MVCA	0.00	0.00	1,084.57	1,084.57	#DIV/0!
2301-50102	Grass Cutting Benefits - MVCA	0.00	0.00	216.91	216.91	#DIV/0!
2301-50400	Grass Cutting Machine Time - MVCA	0.00	0.00	1,250.00	1,250.00	#DIV/0!
2301-50552	Grass Cutting-MVCA	3,500.00	1,556.86	0.00	(3,500.00)	-100.00%
2301-79000	MVCA Annual Levy	89,620.00	89,620.00	96,699.00	7,079.00	7.90%
2302-79000	SVCA Annual Levy	6,393.00	6,393.00	7,649.00	1,256.00	19.65%
01-2300-230X-xxxxx	TOTAL CONSERVATION EXPENSES	\$ 99,513.00	\$ 97,569.86	\$ 106,899.48	7,386.48	7.42%
2402-50555	Canine Control Supplies	650.00	0.00	650.00	0.00	0.00%
2402-50556	Canine Control Services	5,000.00	915.84	20,000.00	15,000.00	300.00%
2403-50105	Livestock Protection Supplies	50.00	0.00	50.00	0.00	0.00%
2403-50556	Livestock Protection Services	2,000.00	0.00	2,000.00	0.00	0.00%
01-2400-240X-xxxxx	TOTAL OTHER PROTECTION EXPENSES	\$ 7,700.00	\$ 915.84	\$ 22,700.00	15,000.00	194.81%
2900-50101	Salaries - CEMC	2,408.68	0.00	2,831.53	422.85	17.56%
2900-50102	Benefits & Payroll Expenses	0.00	0.00	0.00	0.00	#DIV/0!
2900-50103	Training	250.00	0.00	250.00	0.00	0.00%
2900-50105	Travel	0.00	0.00	0.00	0.00	#DIV/0!
2900-50530	Telephone	0.00	0.00	800.00		
2900-50555	Supplies	800.00	504.79	500.00	(300.00)	-37.50%
2900-50556	Community Wellness	0.00	0.00	2,000.00	2,000.00	#DIV/0!
2900-50656	Contracted Services	0.00	0.00	700.00	700.00	#DIV/0!
01-2900-0000-XXXXX	TOTAL EMERGENCY MANAGEMENT EXPENSES	\$ 3,458.68	\$ 504.79	\$ 7,081.53	3,622.85	104.75%
2101-90000	Capital Purchases - Fire Equipment	49,000.00	36,950.84	76,230.00	27,230.00	55.57%
2101-90001	Capital Purchases - Vehicles	12,100.00	11,123.37	2,500.00	(9,600.00)	-79.34%
2101-90002	Capital Purchases - Building	6,000.00	7,423.20	47,500.00	41,500.00	691.67%
	TOTAL PROTECTION CAPITAL EXPENSES	\$ 67,100.00	\$ 55,497.41	\$ 126,230.00	59,130.00	88.12%
PROTECTION TO PERSONS & PROPERTY		\$ 1,179,375.38	\$ 686,708.73	\$ 1,303,711.49	124,336.11	10.54%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
BUILDING & BYLAW SERVICES						
2401-50101	Salaries - Building	71,082.54	57,665.89	80,335.32	9,252.78	13.02%
2401-50102	Benefits & Payroll Expenses	10,585.90	8,618.45	12,447.26	1,861.36	17.58%
2401-50103	Training	4,000.00	1,016.58	3,000.00	(1,000.00)	-25.00%
2401-50104	Memberships	600.00	561.20	650.00	50.00	8.33%
2401-50105	Travel	1,500.00	1,231.66	1,200.00	(300.00)	-20.00%
2401-50200	Office Supplies	500.00	59.97	500.00	0.00	0.00%
2401-50510	Fuel	1,200.00	342.00	1,500.00	300.00	25.00%
2401-50520	Insurance	1,800.00	0.00	1,890.00	90.00	5.00%
2401-50530	Telephone	1,200.00	691.64	1,000.00	(200.00)	-16.67%
2401-50553	R & M Equipment Supplies	500.00	0.00	500.00	0.00	0.00%
2401-50554	R & M Equipment Service	500.00	0.00	500.00	0.00	0.00%
2401-50556	Services	1,000.00	0.00	500.00	(500.00)	-50.00%
2401-50656	Contracted Services	4,000.00	0.00	3,000.00	(1,000.00)	-25.00%
2401-53000	Rent Expense	7,000.00	0.00	7,000.00	0.00	0.00%
2401-63071	Depreciation	363.89	0.00	6,447.89	6,084.00	1671.93%
2401-72000	Transfer to Building Reserve**	-		-	0.00	#DIV/0!
01-2400-2401-XXXXX	TOTAL BUILDING EXPENSES	\$ 105,832.33	\$ 70,187.39	\$ 120,470.47	14,638.14	13.83%
2404-50101	Salaries - Bylaw Services	24,086.82	24,357.50	42,340.71	18,253.89	75.78%
2404-50102	Benefits & Payroll Expenses	6,364.01	5,717.95	11,853.28	5,489.27	86.25%
2404-50103	Memberships/Training	1,000.00	0.00	1,000.00	0.00	0.00%
2404-50555	Miscellaneous Supplies	350.00	94.84	400.00	50.00	14.29%
2404-50556	Services(phone etc)	2,500.00	928.13	2,500.00	0.00	0.00%
2404-51010	Legal Fees	5,000.00	1,831.68	5,000.00	0.00	0.00%
01-2400-2404-XXXXX	TOTAL BYLAW EXPENSES	\$ 39,300.83	\$ 32,930.10	\$ 63,093.99	23,793.16	60.54%
2401-90000	Capital Purchase - Building Services	\$ 45,000.00	\$ 41,396.29	\$ -	(45,000.00)	-100.00%
2404-90000	Capital Purchase - By-Law	\$ -	\$ -	\$ -	0.00	#DIV/0!
	TOTAL BUILDING & BYLAW CAPITAL EXPENSES	\$ 45,000.00	\$ 41,396.29	\$ -	(45,000.00)	-100.00%
BUILDING & BYLAW SERVICES		\$ 190,133.16	\$ 144,513.78	\$ 183,564.46	(6,568.70)	-3.45%
TRANSPORTATION SERVICES						
3000-63001	Depreciation Exp - Roads	355,512.70	0.00	352,332.58	(3,180.12)	-0.89%
3000-63011	Depreciation Exp - Bridges	36,772.59	0.00	39,960.59	3,188.00	8.67%
3000-63012	Depreciation Exp - Culverts	19,230.06	0.00	19,230.06	0.00	0.00%
3000-63031	Depreciation Exp - Buildings	12,805.29	0.00	13,505.29	700.00	5.47%
3000-63061	Depreciation Exp - Fleet	124,653.12	0.00	116,654.09	(7,999.03)	-6.42%
3000-63071	Depreciation Exp - Equipment	16,490.52	0.00	12,404.54	(4,085.98)	-24.78%
01-3000-0000-XXXXX	TOTAL DEPRECIATION EXPENSES	\$ 565,464.28	\$ -	\$ 554,087.15	(11,377.13)	-2.01%
3101-50101	Salaries - Traffic Control Signs	20,982.70	12,692.37	18,684.80	(2,297.90)	-10.95%
3101-50102	Ben & Payroll Exp - Traffic Control Signs	5,945.31	2,738.39	5,324.72	(620.59)	-10.44%
3101-50400	Machine Expense- Traffice Control Signs	7,000.00	4,678.80	7,000.00	0.00	0.00%
3101-50555	Traffic Control - In House Expense Supplies	7,000.00	7,882.36	7,500.00	500.00	7.14%
3102-50101	Salaries - Guiderails	162.75	338.07	479.05	316.30	194.35%
3102-50102	Ben & Payroll Exp - Guiderails	18.47	34.41	64.62	46.15	249.86%
3102-50400	Machine Expense- Guiderails	1,000.00	99.00	1,000.00	0.00	0.00%
3102-50555	Guiderails - In House Expense Supplies	1,000.00	160.00	1,000.00	0.00	0.00%
3103-50101	Salaries -Tree Trimming	23,476.95	23,854.14	34,778.61	11,301.66	48.14%
3103-50102	Ben & Payroll Expense - Tree Trimmng	6,698.46	5,122.01	9,854.58	3,156.12	47.12%
3103-50400	Machine Expense - Tree Trimming	10,000.00	15,495.35	10,000.00	0.00	0.00%
3103-50555	Tree Trimming - In House Expense Supplies	4,000.00	1,292.05	4,000.00	0.00	0.00%
3103-50656	Tree Trimming - Contracted Services	20,000.00	7,443.74	20,000.00	0.00	0.00%
3104-50101	Salaries - Tree Planting	490.74	487.46	690.74	200.00	40.75%
3104-50102	Ben & Payroll Expense - Tree Planting	152.60	115.20	216.35	63.75	41.78%
3104-50400	Machine Expense- Tree Planting	300.00	165.00	300.00	0.00	0.00%
3104-50555	Tree Planting - In House Expenditures	1,500.00	1,180.42	1,500.00	0.00	0.00%
3105-50101	Salaries - Ditching	11,898.68	6,066.23	12,393.30	494.62	4.16%
3105-50102	Ben & Payroll Expense - Ditching	3,502.24	1,426.18	4,086.02	583.78	16.67%
3105-50400	Machine Expense - Ditching	6,000.00	5,892.45	6,000.00	0.00	0.00%
3105-50555	Ditching - In House Expenditures	1,000.00	355.34	1,000.00	0.00	0.00%
3105-50656	Ditching - Contracted Services	30,000.00	10,337.70	30,000.00	0.00	0.00%
3106-50101	Salaries - Weed Control	14,657.26	5,735.87	16,717.02	2,059.76	14.05%
3106-50102	Ben & Payroll Expense - Weed Control	4,423.17	1,359.05	5,681.63	1,258.46	28.45%
3106-50400	Machine Expense - Weed Control	8,000.00	5,008.80	8,000.00	0.00	0.00%
3106-50555	Weed Control - In House Expenses-Supplies	2,000.00	2,025.73	2,000.00	0.00	0.00%
3106-50556	Weed Control Services incl Boundary Mtce Costs	12,000.00	12,549.38	12,500.00	500.00	4.17%
3107-50101	Salaries - Debris Cleanup	4,465.65	1,172.25	1,661.09	(2,804.56)	-62.80%
3107-50102	Ben & Payroll Expense - Debris Clean up	1,265.26	217.94	409.29	(855.97)	-67.65%
3107-50400	Machine Expenses - Debris Clean up	1,800.00	618.60	1,800.00	0.00	0.00%
3107-50555	Debris Cleanup - In House Expenses- Supplies	400.00	0.00	400.00	0.00	0.00%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
3108-50101	Salaries - Catchbasin/Storm Sewers	883.03	1,118.29	4,418.64	3,535.61	400.40%
3108-50102	Ben & Payroll Expense - Catchbasin/Storm Sewers	245.97	258.26	1,611.82	1,365.85	555.29%
3108-50400	Machine Expense - Catchbasin/Storm Sewers	600.00	670.35	700.00	100.00	16.67%
3108-50555	Catchbasin/Storm Sewers - In House Expenditures	500.00	48.82	1,000.00	500.00	100.00%
3108-50656	Catchbasin/Storm Sewers - Contracted Services	2,000.00	1,370.79	5,000.00	3,000.00	150.00%
3109-50101	Salaries- Roadside Culvert Mtce	102.10	0.00	0.00	(102.10)	-100.00%
3109-50102	Ben & Payroll Expense - Roadside Culvert Mtce	32.80	0.00	0.00	(32.80)	-100.00%
3109-50400	Machine Expense - Roadside Culvert Mtce	200.00	0.00	200.00	0.00	0.00%
3109-50555	Roadside Culvert Mtce - In House Expenditures	1,000.00	0.00	1,000.00	0.00	0.00%
3110-50101	Salaries - Roadside Drain Mtce	118.37	0.00	745.05	626.68	529.42%
3110-50102	Ben & Payroll Expense - Roadside Drain Mtce	36.93	0.00	197.19	160.26	433.96%
3110-50400	Machine Expense - Roadside Drain Mtce	400.00	0.00	500.00	100.00	25.00%
3110-50656	Roadside Drain Mtce - Contracted Services	1,500.00	0.00	2,000.00	500.00	33.33%
01-3100-31XX-XXXXX		\$ 218,759.44	\$ 140,010.80	\$ 242,414.52	23,655.08	10.81%
3301-50101	Salaries - Gravel Resurfacing	9,418.29	435.00	10,793.09	1,374.80	14.60%
3301-50102	Ben & Payroll Expense - Gravel Resurfacing	2,600.70	94.46	3,177.23	576.53	22.17%
3301-50400	Machine Expense - Gravel Resurfacing	8,000.00	1,138.90	8,000.00	0.00	0.00%
3301-50555	Gravel Resurfacing - In House Expenditures	500.00	0.00	500.00	0.00	0.00%
3301-50556	Gravel Resurfacing - Boundary Roads	0.00	0.00	0.00	0.00	#DIV/0!
3301-50656	Gravel Resurfacing - Contracted Services	340,000.00	0.00	316,250.00	(23,750.00)	-6.99%
3302-50101	Salaries- Grading	39,747.18	12,593.67	29,187.66	(10,559.52)	-26.57%
3302-50102	Ben & Payroll Expense - Grading	11,660.26	2,809.45	8,592.67	(3,067.59)	-26.31%
3302-50400	Machine Expense- Grading	60,000.00	30,148.33	60,000.00	0.00	0.00%
3302-50555	Grading - In House Expenses - Supplies	500.00	0.00	500.00	0.00	0.00%
3302-50556	Grading - Boundary Roads - Service	0.00	0.00	0.00	0.00	#DIV/0!
3303-50101	Salaries- Patch /Washout	3,094.41	1,654.53	2,344.48	(749.93)	-24.23%
3303-50102	Ben & Payroll Expense- Patch/Washout	945.15	362.19	680.20	(264.95)	-28.03%
3303-50400	Machine Expense - Patch/Washout	5,000.00	1,797.65	5,000.00	0.00	0.00%
3303-50555	Patching/Washouts - In House Expenditures	500.00	0.00	300.00	(200.00)	-40.00%
3303-50656	Patching/Washout - Contracted Services	500.00	0.00	0.00	(500.00)	-100.00%
3304-50101	Salaries - Dust Suppression	15,992.14	14,802.63	20,975.46	4,983.32	31.16%
3304-50102	Ben & Payroll Expense- Dust Suppression	4,708.84	3,442.74	6,465.49	1,756.65	37.31%
3304-50400	Machine Expense - Dust Suppression	16,000.00	29,156.25	20,000.00	4,000.00	25.00%
3304-50555	Dust Suppression - Supplies	500.00	79.25	500.00	0.00	0.00%
3304-50556	Dust Suppression - Boundary Mtce Services	500.00	0.00	500.00	0.00	0.00%
3304-50656	Dust Suppression - Contracted Services	170,000.00	147,965.66	170,000.00	0.00	0.00%
01-3300-33XX-XXXXX	TOTAL LOOSETOP MAINTENANCE EXPENSES	690,166.97	246,480.71	663,766.28	(26,400.69)	-3.83%
3401-50101	Salaries - Bridges & Culverts	622.76	568.66	805.80	183.04	29.39%
3401-50102	Ben & Payroll Expenses - Bridges & Culverts	160.82	135.77	254.98	94.16	58.55%
3401-50400	Machine Expenses - Bridges & Culverts	1,000.00	448.65	1,000.00	0.00	0.00%
3401-50555	Bridge/Culvert Repair In House Expenditures- Supplies	500.00	117.58	500.00	0.00	0.00%
3401-50656	Bridge/Culvert Repair - Contracted Services	12,500.00	0.00	12,500.00	0.00	0.00%
01-3400-3401-XXXXX	TOTAL BRIDGE & CULVERT EXPENSES	\$ 14,783.58	\$ 1,270.66	\$ 15,060.78	277.20	1.88%
3501-50101	Salaries - Shoulder Maintenance	956.88	574.14	8,265.61	7,308.73	763.81%
3501-50102	Ben & Payroll Expense- Shoulder Maintenance	213.32	121.21	1,438.42	1,225.10	574.30%
3501-50400	Machine Expense- Shoulder Maintenance	2,000.00	132.00	2,000.00	0.00	0.00%
3501-50555	Shoulder Maintenance In House Expenditures- Supplies	340.00	0.00	300.00	(40.00)	-11.76%
3503-50101	Salaries - Patching	2,127.46	838.60	1,188.30	(939.16)	-44.14%
3503-50102	Ben & Payroll Expense - Patching	603.44	198.01	371.86	(231.58)	-38.38%
3503-50400	Machine Expense - Patching	500.00	363.00	500.00	0.00	0.00%
3503-50555	Patching In House Expenditures - Supplies	500.00	0.00	500.00	0.00	0.00%
3503-50656	Patching - Contracted Services	10,000.00	0.00	10,000.00	0.00	0.00%
3504-50101	Salaries - Sweeping	5,225.78	2,653.75	3,760.39	(1,465.39)	-28.04%
3504-50102	Ben & Payroll Expense - Sweeping	1,648.69	610.48	1,146.49	(502.20)	-30.46%
3504-50400	Machine Expenses - Sweeping	3,500.00	2,152.80	3,500.00	0.00	0.00%
3504-50555	Sweeping - In House Expenditures	1,000.00	1,371.26	1,000.00	0.00	0.00%
3504-50556	Sweeping - Contracted Services	3,500.00	0.00	3,500.00	0.00	0.00%
01-3500-35XX-XXXXX	TOTAL HARDTOP MAINTENANCE EXPENSES	\$ 32,115.57	\$ 9,015.25	\$ 37,471.07	5,355.50	16.68%
3601-50101	Salaries - Snow Removal	57,581.83	25,889.97	37,822.94	(19,758.89)	-34.31%
3601-50102	Ben & Payroll Expenses - Snow Removal	15,301.64	5,306.45	10,278.71	(5,022.93)	-32.83%
3601-50400	Machine Expense - Snow Removal	65,000.00	39,358.97	65,000.00	0.00	0.00%
3601-50555	Snow Plowing/Removal - In House - Supplies	7,000.00	11,320.18	10,000.00	3,000.00	42.86%
3601-50656	Snow Plowing/Removal - Contracted Services	9,300.00	4,167.07	9,300.00	0.00	0.00%
3602-50101	Salaries- Sand/Salt	16,952.85	5,955.37	9,982.13	(6,970.72)	-41.12%
3602-50102	Ben& Payroll Expenses - Sand/Salt	4,192.62	1,245.69	2,738.04	(1,454.58)	-34.69%
3602-50400	Machine Expense - Sand/Salt	14,000.00	7,685.45	14,000.00	0.00	0.00%
3602-50555	Sand/Salt - In House Expenditure Supplies	30,000.00	144.89	30,000.00	0.00	0.00%
3602-50656	Sand/Salt - Contracted Services	5,300.00	2,017.39	5,300.00	0.00	0.00%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
3603-50101	Salaries - Scarifying	14,209.34	5,714.94	8,098.12	(6,111.22)	-43.01%
3603-50102	Ben & Payroll Expenses - Scarifying	3,856.70	1,173.82	2,204.44	(1,652.26)	-42.84%
3603-50400	Machine Expenses - Scarifying	18,000.00	12,649.93	18,000.00	0.00	0.00%
3603-50555	Scarifying In House Expenditures Supplies	7,000.00	4,695.66	7,000.00	0.00	0.00%
01-3600-36XX-XXXX	TOTAL WINTER CONTROL EXPENSES	\$ 267,694.98	\$ 127,325.78	\$ 229,724.38	(37,970.60)	-14.18%
3701-50555	Winter Standby In House Expenditures-Supplies	0.00	0.00	0.00	0.00	#DIV/0!
3701-50656	Winter Standby - Contracted Services	15,000.00	12,038.21	15,000.00	0.00	0.00%
3702-50101	Salaries- Winter Patrol	25,685.01	15,537.22	22,416.06	(3,268.95)	-12.73%
3702-50102	Ben & Payroll Expenses - Winter Patrol	7,106.38	3,265.44	6,226.14	(880.24)	-12.39%
3702-50400	Machine Expenses - Winter Patrol	11,000.00	8,559.30	11,000.00	0.00	0.00%
3702-50555	Winter Patrol In House Expenditures	500.00	0.00	500.00	0.00	0.00%
3703-50101	Salaries- Non Winter Patrol	8,635.26	5,724.28	9,997.44	1,362.18	15.77%
3703-50102	Ben & Payroll Expense - Non Winter Patrol	2,495.43	1,246.10	2,825.91	330.48	13.24%
3703-50400	Machine Expenses - Non Winter Patrol	4,000.00	3,350.70	4,000.00	0.00	0.00%
3703-50555	Non-Winter Patrol In House Expenditures	250.00	0.00	250.00	0.00	0.00%
01-3700-37XX-XXXX	TOTAL PATROLLING EXPENSES	\$ 74,672.08	\$ 49,721.25	\$ 72,215.55	(2,456.53)	-3.29%
3811-50101	Salaries - 2020 Tandem	\$3,866.51	1,698.12	\$2,406.25	(1,460.26)	-37.77%
3811-50102	Ben & Payroll Expenses - 2020 Tandem	\$1,076.09	380.79	\$715.13	(360.96)	-33.54%
3811-50400	Machine Expenses- 2020 Tandem	\$550.00	169.20	\$500.00	(50.00)	-9.09%
3811-50510	Fuel Charges - 2020 Tandem	\$15,000.00	6,490.28	\$15,285.00	285.00	1.90%
3811-50553	R & M Equip Supplies - 2020 Tandem	\$5,000.00	2,437.49	\$10,000.00	5,000.00	100.00%
3811-50554	R & M Equip Services - 2020 Tandem	\$4,000.00	4,154.91	\$4,000.00	0.00	0.00%
3812-50101	Salaries Truck # 2(20)Ford PU(Op Manager)	\$1,210.18	283.43	\$401.62	(808.56)	-66.81%
3812-50102	Ben & Payroll Expense - # 2(20)Ford PU (Op Manager)	\$315.68	64.96	\$122.00	(193.68)	-61.35%
3812-50400	Machine Expenses- #2(20)Ford PU (Op Manager)	\$50.00	89.25	\$50.00	0.00	0.00%
3812-50510	Fuel Charges - #2(20)Ford PU -(Op Manager)	4,000.00	2,755.39	4,076.00	76.00	1.90%
3812-50553	Repairs & Mtce - Supplies #2(20)Ford PU (Op Manager)	1,500.00	49.49	1,500.00	0.00	0.00%
3812-50554	Repairs & Mtce - Services - Incl In House#2(20)Ford PU (Op Manager)	1,200.00	2,736.48	1,500.00	300.00	25.00%
3813-50101	Salaries- Dump Truck (T08)	5,469.65	2,542.26	3,880.88	(1,588.77)	-29.05%
3813-50102	Ben & Payroll Expense (T08)	1,511.21	570.12	1,147.82	(363.39)	-24.05%
3813-50400	Machine Expense (T08)	300.00	0.00	300.00	0.00	0.00%
3813-50510	Fuel Charges Dump Truck (T08)-	11,000.00	8,244.31	11,209.00	209.00	1.90%
3813-50553	Repairs & Mtce - Supplies Dump Truck (T08)	6,000.00	485.39	6,000.00	0.00	0.00%
3813-50554	Repairs & Mtce - Services - Incl In House Dump Truck (T08)	8,000.00	9,244.66	12,000.00	4,000.00	50.00%
3814-50101	Salaries - #3(19)Ford PU (Patrol)	1,748.02	353.83	565.22	(1,182.80)	-67.67%
3814-50102	Ben & Payroll Expense #3(19)Ford PU (Patrol)	518.04	81.09	171.86	(346.18)	-66.82%
3814-50400	Machine Expense - #3(19)Ford PU (Patrol)	200.00	33.00	200.00	0.00	0.00%
3814-50510	Fuel Charges - #3(19)FordPU-Patrol (Patrol)	6,000.00	5,286.65	6,114.00	114.00	1.90%
3814-50553	Repairs & Mtce - Supplies #3(19)Ford PU (Patrol)	1,500.00	0.00	1,500.00	0.00	0.00%
3814-50554	Repairs & Mtce - Services - Incl In House #3(19) Ford PU (Patrol)	7,000.00	7,668.91	15,000.00	8,000.00	114.29%
3818-50101	Salaries- Grader #6(C18)	9,759.04	5,774.11	9,273.12	(485.92)	-4.98%
3818-50102	Ben & Payroll Expense -Grader #6(C18)	2,946.27	1,333.89	2,811.68	(134.59)	-4.57%
3818-50400	Machine Expense - Grader # 6(C18)	200.00	0.00	200.00	0.00	0.00%
3818-50510	Fuel Charges - Grader #6(C18)(New)	16,000.00	13,507.02	16,304.00	304.00	1.90%
3818-50553	Repairs & Mtce - Supplies Grader #6(C18)	3,000.00	3,699.43	3,000.00	0.00	0.00%
3818-50554	Repairs & Mtce - Services - Incl In House - Grader #6(C18)	15,000.00	17,935.37	15,000.00	0.00	0.00%
3821-50101	Salaries- Service Truck(15)F450	1,379.99	563.08	892.77	(487.22)	-35.31%
3821-50102	Ben & Payroll Expense -Truck (15)F450	400.81	131.57	271.26	(129.55)	-32.32%
3821-50400	Machine Expense - Truck(15)F450	200.00	0.00	200.00	0.00	0.00%
3821-50510	Fuel Charges - Service Truck (15)F450	4,500.00	4,755.05	4,585.50	85.50	1.90%
3821-50553	Repairs & Mtce - Supplies Truck (15)F450	1,000.00	1,595.65	2,000.00	1,000.00	100.00%
3821-50554	Repairs & Mtce - Services - Incl In House Truck(15)F450	2,000.00	3,241.91	3,000.00	1,000.00	50.00%
3823-50101	Salaries - Grader #3(94)	3,412.58	2,951.34	4,843.29	1,430.71	41.92%
3823-50102	Ben & Payroll Expenses Grader #3(94)	1,000.44	683.48	1,476.45	476.01	47.58%
3823-50400	Machine Expense - Grader#3(94)	200.00	0.00	200.00	0.00	0.00%
3823-50510	Fuel Charges -Grader #3(94)	5,000.00	5,000.23	5,095.00	95.00	1.90%
3823-50553	Repairs & Mtce - Supplies - Grader #3(94)	2,000.00	263.59	2,000.00	0.00	0.00%
3823-50554	Repairs & Mtce - Services - Incl In House- Grader#3(94)	7,000.00	2,999.70	5,000.00	(2,000.00)	-28.57%
3824-50101	Salaries - Grader # 4(12)	8,808.18	2,075.00	2,982.85	(5,825.33)	-66.14%
3824-50102	Ben & Payroll Expense - Grader #4(12)	2,423.72	460.68	878.25	(1,545.47)	-63.76%
3824-50400	Machine Expense - Grader #4(12)	200.00	610.13	200.00	0.00	0.00%
3824-50510	Fuel Charges Grader #4(12)	16,000.00	12,178.16	16,304.00	304.00	1.90%
3824-50553	Repairs & Mtce - Supplies - Grader# 4(12)	4,000.00	1,078.92	4,000.00	0.00	0.00%
3824-50554	Repairs & Mtce - Services - Incl In House - Grader# 4(12)	7,000.00	398.37	7,000.00	0.00	0.00%
3825-50101	Salaries - Grader # 5(22)	7,111.00	1,725.52	2,752.95	(4,358.05)	-61.29%
3825-50102	Ben & Payroll Expense Grader #5(22)	2,176.06	390.49	811.47	(1,364.59)	-62.71%
3825-50400	Machine Expense - Grader #5(22)	200.00	0.00	200.00	0.00	0.00%
3825-50510	Fuel Charges Grader #5(22)	16,000.00	9,057.03	16,304.00	304.00	1.90%
3825-50553	Repairs & Mtce - Supplies - Grader #5(22)	4,000.00	414.81	4,000.00	0.00	0.00%
3825-50554	Repairs & Mtce - Services - Incl In House - Grader#5(22)	6,000.00	864.96	6,000.00	0.00	0.00%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
3831-50101	Salaries - Backhoe(420E)	4,668.88	1,681.89	2,627.25	(2,041.63)	-43.73%
3831-50102	Ben & Payroll Expenses - Backhoe(420E)	1,391.01	384.97	786.42	(604.59)	-43.46%
3831-50400	Machine Expense - Backhoe (420E)	200.00	144.60	200.00	0.00	0.00%
3831-50510	Fuel Charges -Backhoe (420E)	6,000.00	4,453.10	6,114.00	114.00	1.90%
3831-50553	Repairs & Mtce - Supplies -Backhoe (420E)	2,000.00	392.06	2,000.00	0.00	0.00%
3831-50554	Repairs & Mtce - Services - Incl In House- Backhoe (420E)	5,000.00	6,235.74	5,000.00	0.00	0.00%
3835-50101	Salaries- Tractor (M110)	2,884.65	2,310.22	4,265.64	1,380.99	47.87%
3835-50102	Ben & Payroll Expense - Tractor (M110)	816.32	544.16	1,280.48	464.16	56.86%
3835-50400	Machine Expense - Tractor (M110)	100.00	0.00	100.00	0.00	0.00%
3835-50510	Fuel Charges - Tractor (M110)	3,300.00	2,185.89	3,362.70	62.70	1.90%
3835-50553	Repairs & Mtce - Supplies - Tractor (M110)	2,000.00	2,383.68	2,000.00	0.00	0.00%
3835-50554	Repairs & Mtce - Services - Incl In House - Tractor (M110)	2,000.00	2,460.74	2,000.00	0.00	0.00%
3840-50510	Fuel Charges - Moto(18)	300.00	30.63	305.70	5.70	1.90%
3840-50555	R & M Supplies - Moto(18)	750.00	310.04	750.00	0.00	0.00%
3842-50510	Wood Chipper - Fuel Charges	100.00	0.00	101.90	1.90	1.90%
3842-50553	Repairs & Mtce - Supplies - Incl In House	300.00	0.00	300.00	0.00	0.00%
3850-50101	Salaries- Garage	11,181.08	13,522.31	20,294.97	9,113.89	81.51%
3850-50102	Ben & Payroll Expense - Garage	3,015.40	2,652.90	5,303.14	2,287.74	75.87%
3850-50400	Machine Expense - Garage	300.00	1,334.55	500.00	200.00	66.67%
3850-50550	Garage Repairs & Mtce - Supplies	3,000.00	2,822.97	3,000.00	0.00	0.00%
3850-50551	Repairs & Mtce - Services - Incl In House	3,000.00	2,945.78	3,000.00	0.00	0.00%
01-3800-38XX-XXXXX	TOTAL EQUIPMENT MAINTENANCE EXPENSES	\$ 288,240.81	\$ 196,305.73	\$ 299,523.57	11,282.76	3.91%
3901-50101	Salaries - Overhead	161,501.80	112,466.67	185,961.00	24,459.20	15.14%
3901-50102	Benefits & Payroll Expenses	37,599.81	50,288.59	52,359.47	14,759.66	39.25%
3901-50103	Training	15,000.00	11,545.31	15,000.00	0.00	0.00%
3901-50104	Memberships	1,500.00	1,169.17	1,800.00	300.00	20.00%
3901-50200	Office Supplies	500.00	162.47	500.00	0.00	0.00%
3901-50201	Wages - Tsf to Admin	10,000.00	0.00	10,000.00	0.00	0.00%
3901-50203	Training Supplies	500.00	0.00	500.00	0.00	0.00%
3901-50204	Clothing Allowance	1,500.00	428.66	1,800.00	300.00	20.00%
3901-50205	Health & Safety	5,000.00	3,927.85	5,000.00	0.00	0.00%
3901-50400	Machine Expenses	200.00	4,659.35	200.00	0.00	0.00%
3901-50500	Hydro Costs	4,000.00	2,120.41	4,080.00	80.00	2.00%
3901-50510	Heating Costs	10,000.00	6,954.73	10,200.00	200.00	2.00%
3901-50520	Insurance	38,741.88	38,741.88	40,678.97	1,937.09	5.00%
3901-50530	Communications	13,000.00	11,807.76	16,000.00	3,000.00	23.08%
3901-50555	Supplies	10,000.00	5,097.51	10,000.00	0.00	0.00%
3901-50556	Service	3,500.00	1,703.34	3,500.00	0.00	0.00%
3901-50559	Fuel Inventory	6,500.00	-4,552.24	6,623.50	123.50	1.90%
3901-50560	Equipment Inventory	2,000.00	0.00	2,000.00	0.00	0.00%
3970-50101	Salaries - Custom Work	2,738.17	941.91	1,334.69	(1,403.48)	-51.26%
3970-50102	Ben & Payroll Expense - Custom Work	822.28	217.78	408.99	(413.29)	-50.26%
3970-50400	Machine Expense - Custom Work	1,000.00	1,231.80	1,000.00	0.00	0.00%
3970-50555	Custom Work - In House Expenditures	2,000.00	1,955.63	3,000.00	1,000.00	50.00%
3970-54100	Uncollectable Acct	500.00	0.00	500.00	0.00	0.00%
3900-72100	Transfer to Construction Reserve**	50,000.00	0.00	87,500.00	37,500.00	75.00%
3500-73000	Transfer to Equipment/Buildings Reserve/Excess	0.00	0.00		0.00	#DIV/0!
01-3900-39XX-XXXXX	TOTAL OVERHEAD EXPENSES	\$ 378,103.94	\$ 250,868.58	\$ 459,946.62	81,842.68	21.65%
4100-50556	Storm Sewers	5,500.00	6,702.12	8,000.00	2,500.00	45.45%
01-4100-XXXX-XXXXX	TOTAL STORM SEWER EXPENSES	\$ 5,500.00	\$ 6,702.12	\$ 8,000.00	2,500.00	45.45%
01-3500-9000-90000	Capital Purchases - Roads Projects	0.00	0.00	125,000.00	125,000.00	#DIV/0!
01-3500-0000-90000	Capital Purchases - Bridges/Culverts	320,000.00	248,236.31	474,500.00	154,500.00	48.28%
01-3500-0000-90000	Capital Purchases - Road Construction	541,000.00	251,025.52	65,450.00	(475,550.00)	-87.90%
01-3800-0000-90000	Capital Purchases - Vehicles	0.00	0.00	200,000.00	200,000.00	#DIV/0!
01-3900-0000-90000	Capital Purchases - Buildings	81,000.00	23,307.52		(81,000.00)	-100.00%
01-3900-0000-90000	Capital Purchases - Equipment	1,900.00	0.00	102,000.00	100,100.00	5268.42%
	TOTAL ROAD DEPT CAPITAL EXPENSES	\$ 943,900.00	\$ 522,569.35	\$ 966,950.00	23,050.00	2.44%
TRANSPORTATION SERVICES		\$ 3,479,401.65	\$ 1,550,270.23	\$ 3,549,159.92	69,758.27	2.00%
WATER SYSTEM EXPENSES						
4200-50556	Services	2,500.00	1,546.77	2,500.00	0.00	0.00%
01-4200-0000-XXXXX	TOTAL WATER SYSTEM EXPENSES	\$ 2,500.00	\$ 1,546.77	\$ 2,500.00	0.00	0.00%
WATER SYSTEM		\$ 2,500.00	\$ 1,546.77	\$ 2,500.00	0.00	0.00%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
WASTE DISPOSAL & RECYCLING						
4300-50101	Salaries - Landfill	64,665.96	45,430.21	90,543.64	25,877.68	40.02%
4300-50102	Benefits & Payroll Expenses	16,056.72	8,381.09	20,853.01	4,796.29	29.87%
4300-50103	Training	500.00	0.00	1,000.00	500.00	100.00%
4300-50104	Memberships	100.00	0.00	100.00	0.00	0.00%
4300-50400	Machine Expenses	15,000.00	9,392.38	15,000.00	0.00	0.00%
4300-50520	Insurance	4,063.20	4,063.20	4,266.36	203.16	5.00%
4300-50530	Telephone	800.00	823.91	1,000.00	200.00	25.00%
4300-50555	Supplies	1,500.00	17.29	4,000.00	2,500.00	166.67%
4300-50556	Daily Operation Services	5,000.00	5,372.07	9,000.00	4,000.00	80.00%
4300-50590	Closure Costs	16,000.00	0.00	16,000.00	0.00	0.00%
4300-50656	Contracted Services - Waste Management	90,000.00	63,870.32	92,000.00	2,000.00	2.22%
	Contracted Services - Engineering (Monitoring)	27,000.00	12,851.21	27,000.00	0.00	0.00%
	Contracted Services - Excavation Services	20,000.00	11,496.33	20,000.00	0.00	0.00%
4300-73000	Transfer to Reserve - Future Landfill Expansion**	15,000.00	0.00	0.00	(15,000.00)	-100.00%
4300-63031	Depreciation Expense*	1,134.38	0.00	1,134.38	0.00	0.00%
01-4300-0000-XXXXX	TOTAL WASTE DISPOSAL EXPENSES	\$ 276,820.26	\$ 161,698.01	\$ 301,897.39	25,077.13	9.06%
4400-50555	Supplies	25.00	0.00	25.00	0.00	0.00%
4400-50556	Services	250.00	137.42	250.00	0.00	0.00%
4400-50656	Contracted Services	70,000.00	46,213.70	70,000.00	0.00	0.00%
01-4400-0000-XXXXX	TOTAL RECYCLING EXPENSES	\$ 70,275.00	\$ 46,351.12	\$ 70,275.00	0.00	0.00%
01-4300-0000-90000	Capital Purchases - Landfill	120,000.00	12,744.16	318,450.00	198,450.00	165.38%
	TOTAL WASTE DISPOSAL CAPITAL EXPENSES	\$ 120,000.00	\$ 12,744.16	\$ 318,450.00	198,450.00	165.38%
WASTE DISPOSAL & RECYCLING		\$ 467,095.26	\$ 220,793.29	\$ 690,622.39	223,527.13	47.85%
CEMETERIES						
5500-50101	Salaries - Cemteries	0.00	0.00	2,633.97	2,633.97	#DIV/0!
5500-50102	Benefits & Payroll Expenses - Cemeteries	0.00	0.00	526.79	526.79	#DIV/0!
5500-50400	Machine Time - Cemeteries	0.00	0.00	3,030.00	3,030.00	#DIV/0!
5500-50552	Grass Cutting - Cemeteries	8,500.00	3,694.08	3,000.00	(5,500.00)	-64.71%
5500-50556	Services	600.00	17.28	12,000.00	11,400.00	1900.00%
01-5500-0000-XXXXX	TOTAL CEMETERY EXPENSES	\$ 9,100.00	\$ 3,711.36	\$ 21,190.76	12,090.76	132.87%
CEMETERIES		\$ 9,100.00	\$ 3,711.36	\$ 21,190.76	12,090.76	132.87%
PARKS & RECREATION						
7100-50101	Salaries - Parks (In-House Grass Cutting)	0.00	0.00	5,526.17	5,526.17	#DIV/0!
7100-50102	Benefits & Payroll Expenses (In-House Grass Cutting)	0.00	0.00	1,105.23	1,105.23	#DIV/0!
7100-50400	Machine Time - (In House Grass Cutting)	0.00	0.00	6,360.00	6,360.00	#DIV/0!
7100-50552	Grass Cutting - Parks	6,500.00	6,940.87	0.00	(6,500.00)	-100.00%
7100-50556	Services - Parks	0.00	0.00	1,000.00	1,000.00	#DIV/0!
7100-63031/71	Depreciation - Parks	0.00	0.00	5,122.90	5,122.90	#DIV/0!
7120-50510	Fuel Charges - 2019 Exmark Lawn Tractor	0.00	0.00	1,500.00	1,500.00	#DIV/0!
7120-50553	Repairs & Mtce - Supplies 2019 Exmark Lawn Tractor	0.00	0.00	200.00	200.00	#DIV/0!
7120-50554	Repairs & Mtce - Services - 2019 Exmark Lawn Tractor	0.00	0.00	200.00	200.00	#DIV/0!
7130-50510	Fuel Charges - 2019 Kubota Lawn Tractor	0.00	0.00	1,200.00	1,200.00	#DIV/0!
7130-50553	Repairs & Mtce - Supplies 2019 Kubota Lawn Tractor	0.00	0.00	200.00	200.00	#DIV/0!
7130-50554	Repairs & Mtce - Services - 2019 Kubota Lawn Tractor	0.00	0.00	200.00	200.00	#DIV/0!
01-7100-0000-XXXXX	TOTAL PARK EXPENSES	\$ 6,500.00	\$ 6,940.87	\$ 22,614.30	16,114.30	247.91%
7101-50101	Salaries - Recreation - HCC	178,008.85	141,599.05	242,249.91	64,241.06	36.09%
7101-50102	Benefits & Payroll Expenses	46,670.81	38,196.67	69,914.46	23,243.65	49.80%
7101-50103	Training	1,000.00	0.00	1,000.00	0.00	0.00%
7101-50104	Memberships	300.00	190.00	300.00	0.00	0.00%
7101-50105	Travel	100.00	0.00	100.00	0.00	0.00%
7101-50205	Health & Safety	500.00	266.98	500.00	0.00	0.00%
7101-50400	Machine Expenses	3,000.00	387.20	3,000.00	0.00	0.00%
7101-50500	Hydro Costs	80,000.00	49,352.31	83,000.00	3,000.00	3.75%
7101-50510	Heating Costs	38,000.00	18,348.27	39,000.00	1,000.00	2.63%
7101-50520	Insurance	26,704.63	26,704.63	28,839.86	2,135.23	8.00%
7101-50530	Telephone/Communications	2,500.00	1,599.42	2,500.00	0.00	0.00%
7101-50550	Cleaning Supplies	4,000.00	2,026.98	4,000.00	0.00	0.00%
7101-50553	Program Expenses	500.00	559.65	600.00	100.00	20.00%
7101-50554	Flowerbed Supplies	-	0.00	3,000.00	3,000.00	#DIV/0!
7101-50555	Maintenace Supplies	13,000.00	5,588.08	13,000.00	0.00	0.00%
7101-50556	Contract Mtce Services	30,500.00	30,638.11	35,000.00	4,500.00	14.75%
7101-54100	Uncollectable Acct	-	144.75	500.00		
7101-57100	Profits Shared w/Local Groups	8,000.00	5,154.33	8,000.00	0.00	0.00%
7101-57200	Bar Supplies	12,000.00	5,149.98	10,000.00	(2,000.00)	-16.67%
7101-57550	Booth Supplies	800.00	643.44	800.00	0.00	0.00%
7101-58100	Interest on Long Term Debt	361.59	361.59	0.00	(361.59)	-100.00%
7101-58200	Principal on Long Term Debt	36,434.37	36,434.37	0.00	(36,434.37)	-100.00%
63031-71	Depreciation Exp - Land/Equip/IT/Bldgs*	113,977.17	0.00	115,366.02	1,388.85	1.22%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
7140-50510	Fuel Charges - 07 Ford Pickup	-	0.00	2,200.00	2,200.00	#DIV/0!
7140-50553	Repairs & Mtce - Supplies 07 Ford Pickup	-	0.00	200.00	200.00	#DIV/0!
7140-50554	Repairs & Mtce - Services - 07 Ford Pickup	-	0.00	1,000.00	1,000.00	#DIV/0!
7101-73000	Tsf to Reserves - Recreation Reserve**	-	0.00		0.00	#DIV/0!
01-71-7101-XXXXX	TOTAL HOWICK ARENA EXPENSES	\$ 596,357.42	\$ 363,345.81	\$ 664,070.25	67,712.83	11.35%
7102-50101	Salaries - Pool	47,586.24	40,274.52	56,525.66	8,939.42	18.79%
7102-50102	Benefits & Payroll Expenses	11,031.78	5,422.24	12,827.20	1,795.42	16.27%
7102-50103	Training	250.00	0.00	250.00	0.00	0.00%
7102-50104	Memberships	400.00	325.00	400.00	0.00	0.00%
7102-50105	Travel	100.00	0.00	0.00	(100.00)	-100.00%
7102-50200	Office Supplies	100.00	86.29	100.00	0.00	0.00%
7102-50205	Health & Safety	500.00	1,721.65	1,000.00	500.00	100.00%
7102-50500	Hydro Costs	5,000.00	2,501.91	4,000.00	(1,000.00)	-20.00%
7102-50520	Insurance	976.84	976.84	1,025.68	48.84	5.00%
7102-50530	Telephone/Communications	1,500.00	1,169.58	1,500.00	0.00	0.00%
7102-50550	Cleaning Supplies	400.00	0.00	200.00	(200.00)	-50.00%
7102-50552	Grass Cutting	1,500.00	1,110.70	0.00	(1,500.00)	-100.00%
7102-50555	Maintenance Supplies	5,300.00	1,008.29	3,500.00	(1,800.00)	-33.96%
7102-50556	Contract Mtce Services	3,000.00	1,641.40	3,000.00	0.00	0.00%
7102-50557	Chemicals	5,000.00	3,465.75	4,500.00	(500.00)	-10.00%
7102-57100	Fundraising Supplies	200.00	0.00	200.00	0.00	0.00%
01-71-7102-XXXXX	TOTAL HOWICK POOL EXPENSES	\$ 82,844.86	\$ 59,704.17	\$ 89,028.54	6,183.68	7.46%
01-7100-7101-90000	Capital Purchases - Comm Ctr	24,000.00	12,947.59	99,000.00	75,000.00	312.50%
01-7100-7102-90000	Capital Purchases - Pool/Parks	28,979.09	27,170.89	8,000.00	(20,979.09)	-72.39%
	TOTAL RECREATION CAPITAL EXPENSES	\$ 52,979.09	\$ 40,118.48	\$ 107,000.00	54,020.91	101.97%
7103-50101	Trails - Wages	5,700.76	1,740.38	5,700.76	0.00	0.00%
7103-50102	Trails - Benefits	1,043.99	371.90	1,043.99	0.00	0.00%
7103-50400	Trails - Machine Time	2,000.00	306.60	5,000.00	3,000.00	150.00%
7103-50555	Trails - Supplies	4,000.00	282.11	4,000.00	0.00	0.00%
7103-50556	Trails - Services	2,000.00	289.61	2,000.00	0.00	0.00%
7103-50656	Trails - Contracted Services	5,000.00	1,455.17	5,000.00	0.00	0.00%
01-7100-7103-XXXXX	TOTAL TRAIL EXPENSES	\$ 19,744.75	\$ 4,445.77	\$ 22,744.75	3,000.00	0.151939123
7201-50101	Salaries - Before & After School Program	36,693.30	26,875.44	57,998.30	21,305.00	58.06%
7201-50102	Benefits & Payroll Expenses	7,338.66	4,076.97	12,692.28	5,353.62	72.95%
7201-50103	Training	500.00	0.00	500.00	0.00	0.00%
7201-50104	Memberships	200.00	0.00	200.00	0.00	0.00%
7201-50550	Supplies - Snacks	2,300.00	1,361.83	2,300.00	0.00	0.00%
7201-50555	Supplies - Program	1,000.00	375.72	1,000.00	0.00	0.00%
7201-50556	Service	6,000.00	4,608.42	6,000.00	0.00	0.00%
01-7200-7201-XXXXX	TOTAL BEFORE & AFTER SCHOOL EXPENSES	\$ 54,031.96	\$ 37,298.38	\$ 80,690.58	\$ 26,658.62	0.493386137
7202-50101	Salaries - Day Camp	70,156.75	32,189.32	32,288.26	(37,868.49)	(0.54)
7202-50102	Benefits & Payroll Expenses	14,031.35	4,104.62	3,767.10	(10,264.25)	(0.73)
7202-50103	Training	10,318.00	180.00	500.00	(9,818.00)	(0.95)
7202-50104	Memberships	200.00	200.00	200.00	0.00	0.00
7202-50555	Supplies	15,538.52	10,412.38	2,500.00	(13,038.52)	(0.84)
7202-50556	Service	15,000.00	7,780.56	8,000.00	(7,000.00)	(0.47)
01-7200-7202-XXXXX	TOTAL DAY CAMP EXPENSES	\$ 125,244.62	\$ 54,866.88	\$ 47,255.36	(77,989.26)	-0.62269549
7300-50400	Ball Diamonds - Machine Time	\$ -	\$ -	\$ 3,267.00	3,267.00	#DIV/0!
7300-50555	Ball Diamonds - Supplies	\$ -	\$ -	\$ 1,000.00	1,000.00	#DIV/0!
7300-50556	Ball Diamonds - Services	\$ -	\$ -	\$ 500.00	500.00	#DIV/0!
01-7300-0000-XXXXX	TOTAL BALL DIAMOND EXPENSES	\$ -	\$ -	\$ 4,767.00	4,767.00	#DIV/0!
PARKS & RECREATION		\$ 937,702.70	\$ 566,720.36	\$ 1,038,170.79	100,468.09	10.71%
7500-50101	Salaries - Library	3,575.85	0.00	4,606.88	1,031.03	28.83%
7500-58100	Interest on Long Term Debt	108.00	108.01	0.00	(108.00)	-100.00%
7500-58200	Principal on CIBC Loan	10,883.00	10,883.00	0.00	(10,883.00)	-100.00%
01-7500-0000-XXXXX	TOTAL LIBRARY EXPENSES	\$ 14,566.85	\$ 10,991.01	\$ 4,606.88	(9,959.97)	-68.37%
LIBRARY SERVICES		\$ 14,566.85	\$ 10,991.01	\$ 4,606.88	(9,959.97)	-68.37%
PLANNING & DEVELOPMENT						
8100-50554	Administration/Advertising	500.00	354.17	500.00	0.00	0.00%
8100-50555	Supplies & Promotional Items	1,500.00	701.07	1,500.00	0.00	0.00%
8100-50556	Planning Services	15,000.00	3,412.77	15,000.00	0.00	0.00%
8100-50557	Economic Development - Projects	4,000.00	1,624.74	7,000.00	3,000.00	75.00%
8100-50558	Miscellaneous Project Costs	500.00	231.07	500.00	0.00	0.00%
8100-51010	Legal Fees	1,500.00	1,634.50	1,500.00	0.00	0.00%
8100-72100	Transfer to Planning Reserve/EDC Reserves	1,000.00	0.00	0.00	(1,000.00)	-100.00%
01-8100-0000-XXXXX	TOTAL PLANNING & DEVELOPMENT EXPENSES	\$ 24,000.00	\$ 7,958.32	\$ 26,000.00	2,000.00	8.33%
PLANNING & DEVELOPMENT		\$ 24,000.00	\$ 7,958.32	\$ 26,000.00	2,000.00	8.33%

		2024 Budget	2024 Q3 Actual	2025 Budget	Budget to Budget Change	Budget to Budget %
MUNICIPAL DRAINS						
8400-50101	Salaries - Municipal Drains	39,804.26	30,730.99	38,304.64	(1,499.62)	-3.77%
8400-50102	Benefits & Payroll Expenses	5,000.11	3,868.59	5,272.77	272.66	5.45%
8400-50103	Training	0.00	0.00	0.00	0.00	#DIV/0!
8400-50104	Memberships	500.00	178.08	500.00	0.00	0.00%
8400-50400	Miscellaneous Expenses	500.00	5.31	500.00	0.00	0.00%
8400-50555	Supplies	500.00	20.80	500.00	0.00	0.00%
8400-50556	Services	100.00	661.44	100.00	0.00	0.00%
8400-54100	Uncollectible Drains	100.00	0.00	5,000.00	4,900.00	4900.00%
8401-63012	Depreciation Expense*	19,066.13	0.00	19,066.13	0.00	0.00%
8400-72100	Transfer to/from Drain Reserve				0.00	#DIV/0!
01-8400-0000-XXXXX	TOTAL MUNICIPAL DRAIN EXPENSES	\$ 65,570.50	\$ 35,465.21	\$ 69,243.54	3,673.04	5.60%
8500-50101	Salaries - Other Drains	500.00	0.00	500.00	0.00	0.00%
01-8500-0000-XXXXX	TOTAL MISC DRAIN EXPENSES	\$ 500.00	\$ -	\$ 500.00	0.00	0.00%
01-8400-0000-90000	Capital Purchases - Drains Road Crossings (Twp Portion)	186,500.00	0.00	201,500.00	15,000.00	8.04%
	TOTAL DRAIN CAPITAL EXPENSES	\$ 186,500.00	\$ -	\$ 201,500.00	15,000.00	8.04%
MUNICIPAL DRAINS		\$ 252,570.50	\$ 35,465.21	\$ 271,243.54	18,673.04	7.39%
TOTAL TOWNSHIP EXPENSES		\$ 7,534,320.10	\$ 3,892,216.26	\$ 8,382,859.12	848,539.02	10.12%
TOTAL OPERATING REVENUES		\$ 3,215,530.05	\$ 1,548,248.62	\$ 3,681,040.41		
TOTAL OPERATING EXPENSES		\$ 7,534,320.10	\$ 3,892,216.26	\$ 8,382,859.12		
TOTAL TO BE RAISED FROM TAXATION		\$ 4,318,790.05		\$ 4,701,818.71	383,028.66	8.87%
TOTAL SURPLUS/(DEFICIT)			-\$ 2,343,967.64		Levy Increase	
			Taxes to be raised	\$ 4,701,818.71		
			Weighted Assessment	504,186,950		
			2025 Municipal Residential Rate	0.00932555		
			2024 Municipal Residential Rate	0.00867982		
			Diff in rate	0.00064573		
				7.43940%		



2025 BUDGET
Village Management Boards

Acct #	Description	2024		2025			
		Budget	Q3 Actual	Budget	Actual		
LAKELET							
9000-33810	Reserve Transfer					Res Balance Opening	
9000-41000	Taxation	1,300.00	1,309.00	1,300.00			
	TOTAL REVENUES	1,300.00	1,309.00	1,300.00	0.00	\$ 1,771.40	
9000-50500	Streetlights - Lakelet	1,300.00	336.95	1,300.00		Closing \$1,771.40	
9000-54100	Tax Write Off						
9000-73000	Str Light Repymt to Reserve						
	TOTAL EXPENSES	1,300.00	336.95	1,300.00	0.00		
	YEAR END SURPLUS/DEFICIT	\$ -	\$ 972.05	\$ -	\$ -		
FORDWICH							
9200-33810	Reserve Transfer	132,000.00		7,000.00	0.00	Res Balance	
9200-41000	Taxation	32,600.00	32,772.11	40,980.00			
9200-41010	Taxation - Supps & Omits/Adjust					Opening \$52,687.20	
9200-43100	General Revenue			1,400.00			
9200-46100	Sale of Equipment (to Recreation)			17,000.00			
	TOTAL REVENUES	164,600.00	32,772.11	66,380.00	0.00		
9200-50500	Streetlights	9,000.00	3,736.83	9,000.00			Closing \$ 45,687.20
9200-50551	Streetlight Maintenance	2,200.00	986.28	2,500.00			
9200-50552	Grass Cutting	4,400.00	3,000.00	4,400.00			
9200-50555	Supplies	2,200.00	736.69	2,500.00			
9200-50556	Services	14,800.00	4,678.49	20,800.00			
9200-54100	Tax Write Off						
9200-63031	Depreciation - Building			1,200.00			
9200-63071	Depreciation - Equipment			1,980.00			
9200-90000	Capital Projects	132,000.00	59,252.28	24,000.00			
9200-73000	Str Light Repymt to Reserve						
	TOTAL EXPENSES	164,600.00	72,390.57	66,380.00	0.00		
	YEAR END SURPLUS/DEFICIT	\$ -	(39,618.46)	\$ -	\$ -		
GORRIE							
9300-33810	Reserve Transfer			2,000.00			
9300-41000	Taxation	41,000.00	41,659.04	48,500.00			
9300-41010	Taxation - Supps & Omits					Res Balance Opening \$ 67,913.15	
	TOTAL REVENUES	41,000.00	41,659.04	50,500.00	0.00		
9300-50500	Streetlights	9,000.00	4,639.58	9,000.00		Closing \$65,913.15	
9300-50551	Streetlight Maintenance	1,500.00	0.00	1,500.00			
9300-50552	Grass Cutting	3,200.00	0.00	4,850.00			
9300-50555	Supplies	1,000.00	1,000.00	3,500.00			
9300-50556	Services	20,000.00	18,684.05	14,650.00			
9300-54100	Tax Write Off						
9300-90000	Capital Projects	6,300.00	0.00	17,000.00			
9300-73000	Str Light Repymt to Reserve						
	TOTAL EXPENSES	41,000.00	24,323.63	50,500.00	0.00		
	YEAR END SURPLUS/DEFICIT	\$0.00	\$ 17,335.41	\$ -	\$ -		
WROXETER							
9400-33810	Reserve Transfer						
9400-41000	Taxation	57,000.00	57,475.92	56,500.00			
9400-41010	Supplemental Taxation					Res Balance Opening \$73,491.66 Budget Tsf	
	TOTAL REVENUES	57,000.00	57,475.92	56,500.00	0.00		
9400-50500	Streetlights	11,000.00	5,959.47	10,000.00		Sur/Def Tsf	
9400-50551	Streetlight Maintenance	4,500.00	2,348.76	5,000.00			
9400-50552	Grass Cutting	5,000.00	2,075.00	5,000.00			
9400-50555	Supplies	1,500.00	167.29	1,500.00			
9400-50556	Services	29,000.00	19,818.03	29,000.00			
9400-50557	Wroxeter Dam Supplies	4,000.00	1,767.83	4,000.00			
9400-50558	Wroxeter Dam Services	2,000.00	844.86	2,000.00			
9400-54100	Tax Write Off						
9400-72000	Various Projects						
9400-73000	Str Light Repymt to Reserve						
	TOTAL EXPENSES	57,000.00	32,981.24	56,500.00	0.00	Closing \$73,491.66	
	YEAR END SURPLUS/DEFICIT	\$ -	\$ 24,494.68	\$ -	\$ -		
VILLAGE MANAGEMENT BOARDS		\$ -	\$ 3,183.68	\$ -	\$ -		

Township of Howick**Department: Finance**

To: Council Meeting**Meeting Date: February 4, 2025****Report Title: Festival of Lights Event Summary**

1. Recommendation

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

2. Purpose/Issues:

To update Council on the Festival of Lights event held November 23, 2024.

3. Background:

The 2024 Festival of Lights was a successful event for the third consecutive year. They offered such activities as face painting, an alumni hockey game, family skates, outdoor winter games, fireworks and the Optimist held their wing night.

4. Financial Implications:**Festival of Lights**

Council Donations	2024 Actual	2024 Budget
Advertising	\$172.99	
Supplies	\$3,186.43	\$5,000.00
Services	\$647.67	
Total	\$4,007.09	\$5,000.00

Christmas Decorating Contest

	2024 Actual
Township (Economic Development)	\$700.00
Donations Collected at Festival	\$100.00
Total Prizes Awarded	\$800.00

5. Conclusion / Next Steps:

The total cost of the 2024 Festival of Lights and Christmas Decorating Contest was \$4807.09. We have budgeted \$6000 for the Festival of Lights in the 2025 budget, in council donations, as the Festival of Lights Committee plans to add more events to this year's event.

Respectfully submitted by: Amy Van Meeteren, Treasurer

Township of Howick**Department: Fire**

To: Council Meeting**Meeting Date: February 4, 2025****Report Title: December 2024 Department Update**

1. Recommendation:

For information.

2. Purpose/Issues:

To provide council with an overview of the Fire Department's activity for the month of December 2024.

3. Report Highlights:**Call for Service:**

The Howick Township Fire Department responded to 3 calls for service in December 2024. These included two medical assists, and one mutual aid request from North Huron – Wingham Station for a structure fire. 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 December 31st, 2024 is 51. Please see [Appendix A](#) for a summary of calls.

Operations:

Additional 4" Supply Line hose was purchased as part of the capital budget and was put into service. This additional hose brings the department closer to its goal of being able to successfully complete relay pumping operations at fire scenes, when necessary.

All other projected capital and operating purchases were completed before the end of the 2024 calendar year.

Donations totalling \$2,000.00 were received from Leslie Motors Ford, and Howick Mutual Insurance, both of Wingham, to be put towards the purchase of a specialized fire blanket intended for use on electric vehicle fires. Using funds raised from the October

2024 Firefighter's Breakfast, and the above-mentioned donations, the Howick Firefighter's Association was pleased to be able to purchase said blanket and put it into service.

An additional donation in the amount of \$1,500.00 was received from a Howick resident who preferred to remain anonymous. This donation was used, along with funds from the 2025 operating budget, to purchase a new Zoll 3 automatic external defibrillator.

Training:

Training was cancelled in December due to inclement weather.

Personnel:

Firefighter Doug Burns regretfully announced his resignation from the Fire Department effective December 1st, 2024. Doug was a valued member of the department, with 8 years of dedicated service to the community. We wish Doug all the best in his future endeavours.

4. Attachments:

[Appendix A](#): Summary of Calls

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

29 Jan 25 20:36

Incident Summary From Dec 1 24 to Dec 31 24

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Dec 9 24 24-049	16:21:39 1046 VOGT ST Vital signs absent, DOA	126	6		
Dec 13 24 24-050	10:32:39 ORANGE HILL RD / SALEM RD Assisting Other FD: Mutual Aid	504	14		
Dec 31 24 24-051	12:38:33 89450 MALCOLM LI Medical/resuscitator call no action required	52	4		
3 incidents for Howick		11 hrs 22 mins	24		
		11 hrs 22 mins	24		

Township of Howick**Department: Fire**

To: Council Meeting**Meeting Date: February 4, 2025****Report Title: 2024 Department Activity Summary**

1. Recommendation:**For information.****2. Purpose/Issues:**

To provide council with an overview of the Fire Department's activity for 2024.

3. Report Highlights:**Call for Service:**

The Howick Township Fire Department responded to a total of 51 calls for service in 2024. Calls broken down by category were: 12 fire calls (structure, contents, outdoor, pre-fire conditions), 8 mutual aid requests, 10 vehicle collisions, 15 medical assists, 4 alarm calls, 2 other hazard calls. Total incident hours for 2024 totaled 90 hours 41 minutes, total staff hours totaled 1,099 hours 18 minutes. Please see [Appendix A](#) for a summary of calls.

The Minto Fire Department – Clifford Station responded to 5 calls for service in Howick Township in 2024. Calls broken down by category were: 2 vehicle collisions, 1 fire, 1 medical assist, and 1 mutual aid request. Please see [Appendix B](#) for a summary of calls.

Operations:

Notable changes in 2024 included: A sea can storage container was installed beside the Fire Station for additional storage, as well as a lean-to roof structure for covered storage and use at the Firefighter's Breakfasts. A new junior firefighter obstacle course was constructed for use at public events. Upgrades were made to the fire safety trailer to modernize technology in the trailer and improve its capabilities as a training tool. Car 2-1 was purchased for use by the Fire Chief / By-law Enforcement Officer, and the former 2-1 was redesignated as Utility 2-7 for use as a utility vehicle. Notable equipment

purchases in 2024: an aluminum trailer for UTV-2 to be permanently stored on, a Zoll 3 AED, an electric vehicle fire blanket, 4" supply line hose, an updated accountability system, multiple sets of new bunker gear and boots, and a laptop computer.

123 Open-Air Burn Permits were issued in 2024.

Inspections:

16 inspections were completed in 2024: 4 were building/facility fire safety inspections, and 12 were open-air burning inspections.

Training: 42 training sessions were held in 2024. Training broken down by month: January – CPR, Medicals, February – Ropes, March – Fire Control/Rescue, April – RIT Operations, May – Fire Hoses, Streams, Fire Attack, June – Ladders, July – Ground Fire Control, August – HAZMAT, September – Auto Extrication, October – Evacuation and Fire Scene Preplanning, November – Chimney Fires. There was a total of 106 hours, 30 minutes of training in 2024. Please see [Appendix C](#) for a summary of training.

Staff participated in various outside training, including pump operator certification, training officer certification, fire and life safety educator certification, Book 7 training, and first aid certification.

5 Recruits completed an in-house truck ready program over the course of 5 months, preparing them to respond to incidents while they await full certification in 2025.

Personnel:

Training Officer Krystal Lannin resigned with 10 years of service.

Firefighter Doug Burns resigned with 8 years of service.

Matt Brodhaecker was promoted to Training Officer.

Firefighters Dai Matthews and Jason Benninger were recognized for 5 years of service.

Public Education: A total of 21 public education events were held in 2024. These included: 4 children's fire safety presentations at Howick Central Public School, Gorrie Line Mennonite School, and the Howick Day Camp. 6 public events, 3 fire department events, 3 fire drills, 2 fire extinguisher training sessions, and 3 station tours were also held. The Fire Safety Trailer was utilized 4 times and the obstacle course and the Huron County Mutual Aid extinguisher trainer were both used twice. Over \$2,000.00 worth of education material was distributed at these events. Messaging was broadcasted through social media channels, print media, and using physical signage. Permanent fire safety information stations were set up at two locations within the Township.

4. Attachments:

Appendix A – 2024 Fire Call Summary

Appendix B – Minto Calls in Howick 2024

Appendix C – 2024 Training Summary

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



Howick Township Fire Department

Huron Station 2

Fire Chief : Josh Kestner

2005 Nelson St. N Gorrie ON NOG 1XO

PH : 519 335-3202 FAX : 519 335-3210 email : howickfire@howick.ca

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

Appendix A

date
29 Jan 25 20:35

Totals by Type From Jan 1 24 to Dec 31 24

Response Type	# of Incidents	% of total	Incident Hours	Staff Hours	Average # of Responding Personnel	Average Response Time	\$ Loss
January							
29 Other pre fire conditions (no fire)	1	1.96	1 h 3m	10 h 30m	4.0	18:43	
39 Other False Fire Call	1	1.96	0 h 53m	7 h 4m	5.0	13:26	
62 Vehicle Collision	2	3.92	2 h 55m	43 h 43m	11.5	13:31	
71 Asphyxia, Respiratory Condition	1	1.96	0 h 54m	11 h 42m	4.0	07:12	
910 Assisting Other FD: Mutual Aid	2	3.92	10 h 21m	95 h 6m	7.0	01:53	
93 Assistance to Other Agencies (exc 921 and 922)	1	1.96	0 h 52m	6 h 56m	4.0	10:38	
Subtotal for January	8	15.69	16 h 58m	175 h 1m	6.8	16:06	
February							
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	1.96	2 h 0m	34 h 0m	14.0	06:12	
29 Other pre fire conditions (no fire)	1	1.96	1 h 17m	23 h 6m	5.0	08:20	
31 Alarm System Equipment - Malfunction	1	1.96	0 h 59m	14 h 45m	14.0	10:50	
910 Assisting Other FD: Mutual Aid	1	1.96	0 h 35m	7 h 0m	8.0		
Subtotal for February	4	7.84	4 h 51m	78 h 51m	10.3	08:27	
March							
35 Human - Accidental (alarm accidentally activated by person)	1	1.96	0 h 32m	9 h 4m	8.0	02:39	
37 CO false alarm - perceived emergency (no CO present)	1	1.96	1 h 0m	9 h 0m	5.0	11:22	

Howick Township Fire Department

Totals by Type Continued From Jan 1 24 to Dec 31 24




Response Type	# of Incidents	% of total	Incident Hours	Staff Hours	Average # of Responding Personnel	Average Response Time	\$ Loss
50 Power Lines Down, Arcing	1	1.96	0 h 41m	5 h 28m	7.0	06:31	
61 Vehicle Extrication	1	1.96	1 h 45m	19 h 15m	11.0	14:00	
898 Medical/resuscitator call no action required	1	1.96	0 h 39m	5 h 12m	4.0	08:19	
910 Assisting Other FD: Mutual Aid	1	1.96	0 h 49m	9 h 48m	6.0	06:47	
98 Assistance not required by other agency	1	1.96	0 h 54m	8 h 6m	6.0	06:43	
Subtotal for March	7	13.73	6 h 20m	65 h 53m	6.7	08:03	
April							
698 Rescue no action required	1	1.96	2 h 47m	47 h 19m	17.0	04:23	
89 Other Medical/Resuscitator Call	1	1.96	0 h 20m	3 h 20m	6.0	05:31	
Subtotal for April	2	3.92	3 h 7m	50 h 39m	11.5	16:57	
May							
01 Fire	2	3.92	3 h 7m	53 h 45m	16.0	06:40	11,000
03 NO LOSS OUTDOOR fire (see exclusions)	2	3.92	2 h 8m	32 h 52m	13.0	08:30	
50 Power Lines Down, Arcing	1	1.96	1 h 9m	5 h 45m	4.0	02:42	
62 Vehicle Collision	2	3.92	3 h 1m	29 h 12m	9.0	10:52	
702 CPR administered	1	1.96	0 h 56m	12 h 8m	6.0	04:51	
910 Assisting Other FD: Mutual Aid	1	1.96	10 h 47m	129 h 24m	6.0	16:28	
Subtotal for May	9	17.65	21 h 8m	263 h 6m	10.2	08:27	11,000
June							
01 Fire	2	3.92	2 h 45m	39 h 52m	13.0	12:04	20,000
86 Alcohol or drug related	1	1.96	1 h 5m	17 h 20m	12.0	11:56	
Subtotal for June	3	5.88	3 h 50m	57 h 12m	12.7	12:01	20,000
July							
62 Vehicle Collision	2	3.92	2 h 26m	26 h 56m	9.5	10:34	
84 Medical Aid Not Required on Arrival	1	1.96	0 h 30m	2 h 0m	2.0	10:58	
85 Vital signs absent, DOA	1	1.96	0 h 27m	2 h 15m	4.0	10:07	
Subtotal for July	4	7.84	3 h 23m	31 h 11m	6.3	10:33	

Howick Township Fire Department

Totals by Type Continued From Jan 1 24 to Dec 31 24

Response Type	# of Incidents	% of total	Incident Hours	Staff Hours	Average # of Responding Personnel	Average Response Time	\$ Loss
August							
29 Other pre fire conditions (no fire)	1	1.96	1 h 34m	10 h 58m	7.0	10:40	
85 Vital signs absent, DOA	1	1.96	0 h 35m	4 h 5m	5.0	11:18	
89 Other Medical/Resuscitator Call	1	1.96	1 h 5m	11 h 55m	4.0	14:23	
Subtotal for August	3	5.88	3 h 14m	26 h 58m	5.3	12:07	
October							
37 CO false alarm - perceived emergency (no CO present)	1	1.96	0 h 55m	16 h 30m	9.0	06:08	
62 Vehicle Collision	2	3.92	2 h 10m	20 h 58m	7.0	04:52	
85 Vital signs absent, DOA	1	1.96	0 h 18m	3 h 0m	7.0	06:47	
910 Assisting Other FD: Mutual Aid	1	1.96	1 h 29m	22 h 15m	8.0	06:11	
Subtotal for October	5	9.80	4 h 52m	62 h 43m	7.6	05:46	
November							
01 Fire	1	1.96	3 h 11m	60 h 29m	19.0	13:13	500,000
86 Alcohol or drug related	1	1.96	0 h 30m	6 h 30m	6.0	06:50	
910 Assisting Other FD: Mutual Aid	1	1.96	7 h 55m	87 h 5m	6.0	21:29	
Subtotal for November	3	5.88	11 h 36m	154 h 4m	10.3	13:51	500,000
December							
85 Vital signs absent, DOA	1	1.96	2 h 6m	12 h 36m	5.0	05:43	
898 Medical/resuscitator call no action required	1	1.96	0 h 52m	3 h 28m	3.0	09:24	
910 Assisting Other FD: Mutual Aid	1	1.96	8 h 24m	117 h 36m	9.0	07:24	
Subtotal for December	3	5.88	11 h 22m	133 h 40m	5.7	07:30	
Total Number of Responses	51		90 h 41m	1,099 h 18m	8.3	10:34	531,000
						\$\$ Saved:	

Appendix B

<div>  </div> <div>SLICERS</div> <div> <div>PAGES</div> <div>  <div>RESET</div> </div> <div>  </div> </div>	INCIDENTS: REVIEWED INCIDENT COUNTS							5	0	(Blank)	(Blank)	(Blank)	(Blank)
	Minto Fire Rescue Last Refresh: 1/20/2025 7:00 PM							Incidents Filtered	Not Reviewed	Incidents YTD	Prior YTD	Δ over PYTD	% over PYTD
	Incident Number	Incident Date	Incident Hour	Station	Incident Type	Shift	# of People	Apparatuses					
	2024-222	11/18/2024	7 PM	Clifford	Assisting Other FD: Mutual Aid	7	T148,T147						
	2024-111	6/5/2024	5 PM	Clifford	Other Medical/Resuscitator Call	7	P140						
							2024-57	3/19/2024	4 PM	Clifford	Vehicle Collision	15	T147,P140,P110
							2024-54	3/17/2024	9 AM	Clifford	Vehicle Collision	18	T148,T147,P140,P110
							2024-25	2/16/2024	5 PM	Clifford	Fire	17	P140,T148,T147,P110,T117,A114



Howick Township Fire Department

Appendix C

Huron Station 2

Fire Chief :Josh Kestner

2005 Nelson St. N Gorrie ON NOG 1XO

PH : 519 335-3202 FAX : 519 335-3210 email : howickfire@howick.ca

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

date

29 Jan 25 20:30

Training Summary Report

From Jan 1 24 to Dec 31 24

Date: Jan 6 24 **Session Hours:** 6.50
Location: Howick Fire Station

Start: 6 Jan 24 00:00:00
3.9 Ventilation

(Krystal Lannin, Matt
Brodhaecker)

1 SCBA Consumption Testing - Air Management

(Krystal Lannin, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 7

Date: Jan 11 24 **Session Hours:** 2.00
Location: Howick Fire Station

Start: 11 Jan 24 00:00:00
CPR 1 Cardio Pulmonary Recusitation

(Justin Stewart, Krystal
Lannin, Matt
Brodhaecker)

EMC I Emergency Medical Care

(Justin Stewart, Krystal
Lannin, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 9

Date: Jan 18 24 **Session Hours:** 2.00
Location: Howick Fire Station

Start: 18 Jan 24 00:00:00
CPR 1 Cardio Pulmonary Recusitation

(Krystal Lannin, Matt
Brodhaecker)

EMC I Emergency Medical Care

(Krystal Lannin, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 10

Date: Jan 20 24 **Session Hours:** 3.00
Location: Howick Fire Station

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

Start: 20 Jan 24 00:00:00
BC II **Building Construction II** (Krystal Lannin, Matt Brodhaecker)
3.5 **Fire Behaviour** (Krystal Lannin, Matt Brodhaecker)
3.25 **Building Construction** (Krystal Lannin, Matt Brodhaecker)
hours: 0.00 **# of Personnel:** 7

Date: Jan 25 24 **Session Hours:** 2.00
Location: Howick Fire Station

Start: 25 Jan 24 00:00:00
CPR 1 **Cardio Pulmonary Recusitation** (Krystal Lannin, Matt Brodhaecker)
EMC I **Emergency Medical Care** (Krystal Lannin, Matt Brodhaecker)
hours: 0.00 **# of Personnel:** 8

Date: Feb 1 24 **Session Hours:** 2.00
Location: Howick Fire Station

Start: 1 Feb 24 00:00:00
CPR 1 **Cardio Pulmonary Recusitation** (Justin Stewart, Krystal Lannin, Matt Brodhaecker)
EMC I **Emergency Medical Care** (Justin Stewart, Krystal Lannin, Matt Brodhaecker)
hours: 0.00 **# of Personnel:** 20

Date: Feb 3 24 **Session Hours:** 4.50
Location: Howick Fire Station

Start: 3 Feb 24 00:00:00
BC I **Building Construction** (Justin Stewart, Krystal Lannin, Matt Brodhaecker)
BC II **Building Construction II** (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

3.6	Portable Fire Extinguishers	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)
3.5	Fire Behaviour	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)
4.5	Fire Behaviour II	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)

hours: 0.00 # of Personnel: 8

Date: Feb 8 24 Session Hours: 2.00
Location: Howick Fire Station

Start: 8 Feb 24 00:00:00
3.10 Ropes (Krystal Lannin, Matt Brodhaecker)

hours: 0.00 # of Personnel: 5

Date: Feb 15 24 Session Hours: 2.00
Location: Howick Fire Station

Start: 15 Feb 24 00:00:00
3.10 Ropes (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

hours: 0.00 # of Personnel: 8

Date: Feb 17 24 Session Hours: 10.00
Location: Howick Fire Station

Start: 17 Feb 24 00:00:00
3.12 Fire Hose/Appliances/Streams (Justin Stewart, Krystal Lannin, Matt Brodhaecker)
4.12 Fire Hose,Appliances,Stream II (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

hours: 0.00 # of Personnel: 9

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

Date: Feb 22 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 22 Feb 24 00:00:00

3.10 Ropes (Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 12

Date: Feb 29 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 29 Feb 24 00:00:00

3.10 Ropes (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

ROP II Ropes II (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 21

Date: Mar 2 24 **Session Hours:** 9.00

Location: Howick Fire Station

Start: 2 Mar 24 00:00:00

3.18 Rescue (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

3.14 Fire Control (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

4.14 Fire Control II (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 9

Date: Mar 7 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 7 Mar 24 00:00:00

3.4 Fire Alarm and Communication (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

3.18	Rescue	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)
3.14	Fire Control	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)
4.14	Fire Control II	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)

hours: 0.00 # of Personnel: 12

Date: Mar 14 24 Session Hours: 2.00
Location: Howick Fire Station

Start:	14 Mar 24 00:00:00	
3.4	Fire Alarm and Communication	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)
3.18	Rescue	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)
3.14	Fire Control	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)
4.14	Fire Control II	(Justin Stewart, Krystal Lannin, Matt Brodhaecker)

hours: 0.00 # of Personnel: 8

Date: Mar 21 24 Session Hours: 2.00
Location: Howick Fire Station

Start:	21 Mar 24 00:00:00	
3.4	Fire Alarm and Communication	(Matt Brodhaecker)
3.18	Rescue	(Matt Brodhaecker)
3.14	Fire Control	(Matt Brodhaecker)
4.14	Fire Control II	(Matt Brodhaecker)

hours: 0.00 # of Personnel: 9

Date: Mar 28 24 Session Hours: 2.00
Location: Howick Fire Station

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

Start: 28 Mar 24 00:00:00
3.4 **Fire Alarm and Communication** (Justin Stewart, Krystal Lannin, Matt Brodhaecker)
3.18 **Rescue** (Justin Stewart, Krystal Lannin, Matt Brodhaecker)
3.14 **Fire Control** (Justin Stewart, Krystal Lannin, Matt Brodhaecker)
4.14 **Fire Control II** (Justin Stewart, Krystal Lannin, Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 16

Date: Apr 4 24 **Session Hours:** 2.00
Location: 42859 Jamestown Rd

Start: 4 Apr 24 00:00:00
RIT operations (Justin Stewart, Krystal Lannin)

hours: 0.00 **# of Personnel:** 11

Date: Apr 6 24 **Session Hours:** 2.00
Location: 45589 Harriston Road Howick Landfill

Start: 6 Apr 24 00:00:00
FS1 **Fire Supression** (Krystal Lannin)

hours: 0.00 **# of Personnel:** 13

Date: Apr 6 24 **Session Hours:** 2.00
Location: Howick Fire Station

Start: 6 Apr 24 00:00:00
FS1 **Fire Supression** (Krystal Lannin, Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 7

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

Date: Apr 11 24 **Session Hours:** 2.00
Location: 42859 Jamestown Rd

Start: 11 Apr 24 00:00:00
RIT operations

(Justin Stewart, Krystal Lannin)

hours: 0.00 **# of Personnel:** 7

Date: Apr 18 24 **Session Hours:** 2.00
Location: 42859 Jamestown Rd

Start: 18 Apr 24 00:00:00
RIT operations

(Justin Stewart, Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 5

Date: Apr 25 24 **Session Hours:** 2.00
Location: 42859 Jamestown Rd

Start: 25 Apr 24 00:00:00
RIT operations

(Justin Stewart, Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 14

Date: May 9 24 **Session Hours:** 2.00
Location: Howick Fire Station

Start: 9 May 24 00:00:00
FH I Fire Hose/Appliances/Streams

(Krystal Lannin, Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 7

Date: May 16 24 **Session Hours:** 2.00
Location: Howick Fire Station

Start: 16 May 24 00:00:00
FH I Fire Hose/Appliances/Streams

(Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 6

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

Date: May 23 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 23 May 24 00:00:00

FH I Fire Hose/Appliances/Streams

(Justin Stewart, Krystal
Lannin, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 10

Date: May 30 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 30 May 24 00:00:00

FH I Fire Hose/Appliances/Streams

(Justin Stewart, Matt
Brodhaecker)

FH II Fire Hose,Appliances,Stream II

(Justin Stewart, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 14

Date: Jun 2 24 **Session Hours:** 6.00

Location: Howick Fire Station

Start: 2 Jun 24 00:00:00

(Krystal Lannin, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 6

Date: Jun 6 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 6 Jun 24 00:00:00

LAD I Ladders

(Justin Stewart, Matt
Brodhaecker)

LAD II Ladders II

(Justin Stewart, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 7

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

Date: Jun 13 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 13 Jun 24 00:00:00

LAD I **Ladders**

(Justin Stewart, Matt
Brodhaecker)

LAD II **Ladders II**

(Justin Stewart, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 6

Date: Jun 20 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 20 Jun 24 00:00:00

LAD I **Ladders**

(Matt Brodhaecker)

LAD II **Ladders II**

(Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 7

Date: Jul 4 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 4 Jul 24 00:00:00

GFC **Ground Fire Control**

(Krystal Lannin, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 6

Date: Jul 11 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 11 Jul 24 00:00:00

GFC **Ground Fire Control**

(Justin Stewart, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 10

Date: Jul 18 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 18 Jul 24 00:00:00

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

GFC **Ground Fire Control** **(Krystal Lannin, Matt Brodhaecker)**

hours: 0.00 **# of Personnel:** 7

Date: Aug 29 24 **Session Hours:** 3.00
Location: Boyds Farm Supply

Start: 29 Aug 24 00:00:00
HZMT 1 **Response to Hazmat Incidents I** **(Josh Kestner, Justin Stewart, Matt Brodhaecker)**

hours: 0.00 **# of Personnel:** 14

Date: Sep 5 24 **Session Hours:** 0.00
Location: Howick Fire Station

Start: 5 Sep 24 00:00:00
AE 1 **Auto Extrication** **(Justin Stewart, Matt Brodhaecker)**

hours: 0.00 **# of Personnel:** 5

Date: Sep 12 24 **Session Hours:** 0.00
Location: Howick Fire Station

Start: 12 Sep 24 00:00:00
AE 1 **Auto Extrication** **(Justin Stewart, Matt Brodhaecker)**

hours: 0.00 **# of Personnel:** 10

Date: Oct 10 24 **Session Hours:** 2.50
Location: 91138 Belmore Line, Belmore

Start: 10 Oct 24 00:00:00
FAC 1 **Fire Alarm and Communication** **(Josh Kestner, Justin Stewart, Matt Brodhaecker)**

hours: 0.00 **# of Personnel:** 18

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

Date: Oct 24 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 24 Oct 24 00:00:00

AE 1 **Auto Extrication**

(Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 4

Date: Nov 7 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 7 Nov 24 00:00:00

Chimney Fires

(Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 6

Date: Nov 14 24 **Session Hours:** 2.00

Location: Howick Fire Station

Start: 14 Nov 24 00:00:00

Chimney Fires

(Justin Stewart, Matt
Brodhaecker)

hours: 0.00 **# of Personnel:** 5

Date: Nov 21 24 **Session Hours:** 0.00

Location: Howick Fire Station

Start: 21 Nov 24 00:00:00

Chimney Fires

(Matt Brodhaecker)

hours: 0.00 **# of Personnel:** 6

Howick Township Fire Department

Training Summary Report Continued

From Jan 1 24 to Dec 31 24

42 sessions printed for these parameters

30 Subjects Covered

106.50 total session hours

0.00 total staff hours

9.26 average attendees

0.00 total Instructor hours

0 Association Meeting sessions

42 Training sessions

0 Meeting sessions

Township of Howick**Department: Fire**

To: Council Meeting**Meeting Date:** February 4, 2025**Report Title:** January 2025 Department Update

1. Recommendation:**For information.****2. Purpose/Issues:**

To provide council with an overview of the Fire Department's activities for the month of January 2025

3. Report Highlights:**Call for Service:**

The Howick Township Fire Department responded to 2 calls for service in the month of January. These included 2 motor vehicle collisions. 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 January 29th, 2025 is 2. Please see [Appendix A](#) for a summary of calls.

Operations:

An audit of staff uniforms is taking place, with the goal of purchasing any required items and making necessary changes to bring all staff up-to-date in 2025. This was accounted for in the 2025 Operating Budget.

Inspections:

A joint fire / by-law inspection was completed at a building in Wroxeter alongside OPP. No fire orders were issued, but several immediate concerns were addressed during the inspection by the tenants and/or landlord.

Training:

Firefighters trained on the new accountability system and radio best practices in January. After being familiarized with the new system, it has been placed into service for use at fire scenes. Additional training on the accountability system will be integrated into scheduled training throughout the year.

Four recruits participated in the first weekend of the Huron County Recruit Class on January 17th – 19th. There was lots of great feedback from the recruits, as well as other participating stations. The recruits will take part in 5 additional weekends, as well as provincial testing in June.

Personnel:

Recruit Frank Vijil regretfully announced his resignation effective January 9th, 2025. Frank has been a great asset to the department since joining in 2023 and will be missed by his fellow staff.

The Fire Department currently has three vacant positions and will have a fourth vacant position as a result of a maternity leave later this year. The department will begin advertising these positions with hopes to hire mid-2025.

Co-op Student Anabelle Ropp completed her term with the Fire Department on January 23rd. Anabelle was a pleasure to have in the station and showed great initiative when dealing with both Fire Department and By-law Enforcement matters. We wish Anabelle all the best as she continues her education in nursing later in 2025.

Emergency Management:

Huron County has appointed David Wagner as the new CEMC, replacing former CEMC Chad Kregar. David is currently a superintendent with Huron County EMS and will continue to serve in that function alongside his CEMC duties. David will be introducing himself to the member municipalities in the coming months.

4. Attachments:

Appendix A – January 2025 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

29 Jan 25 22:03

Incident Summary

Incident

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Jan 3 25 25-002	15:12:16 MUD LAKE LI S Vehicle Collision	123	13		
Jan 22 25 25-003	10:10:04 GORRIE LI Vehicle Collision	152	4		
2 incidents for Howick		4 hrs 35 mins	17		
		4 hrs 35 mins	17		

Township of Howick**Department: Fire**

To: Council Meeting**Meeting Date: February 4, 2025****Report Title: Fire Protection Grant Transfer Payment Agreement**

1. Recommendation:

That the Council of the Township of Howick receives report FIR-2025-01, Fire Protection Grant Transfer Payment Agreement for information;

And That Council adopt a by-law to authorize the Reeve and CAO/Clerk to execute an Agreement Between the Corporation of the Township of Howick and His Majesty the King in Right of Ontario as Represented by the Ministry of the Solicitor General for the Fire Protection Grant – Ontario Transfer Payment Agreement;

And That Council authorize the Treasurer and Fire Chief/By-law Enforcement Officer to complete any forms and/or reports required under this program.

2. Purpose/Issues:

The Howick Township Fire Department has received notice that they have been successful at securing grant funding from the Ontario Fire Marshal's Office Fire Protection Grant in the amount of \$8,230.45. These funds will be used to purchase additional gloves and flash hoods for firefighters, as well as a firefighter decontamination unit to be used on fire scenes.

3. Report Highlights:

- The Howick Township Fire Department successfully secured \$8,230.45 through the Fire Protection Grant from the Ontario Fire Marshal's Office.
- The funding will be allocated to the purchase of essential firefighter safety equipment, including gloves, flash hoods, and a firefighter decontamination unit.
- The grant is part of a larger \$30.0M initiative by the Ministry of the Solicitor General aimed at improving firefighter health and safety across Ontario.
- Funds must be allocated by March 31, 2025.
- Fire Department staff are in the process of procuring the equipment through trusted vendors.

- There are minimal financial implications for the municipality, as the project is expected to be fully funded through the grant.
- The expenses will be recorded in the 2025 capital budget, with corresponding revenue in the operating budget.

4. Background:

The Ministry of the Solicitor General, through the Office of the Fire Marshal, received Treasury Board (TB) approval for a \$30.0M grant over three years to support municipal fire services. The Fire Protection Grant aims to assist in acquiring critical equipment and resources to enhance fire protection services, with a particular focus on firefighter health and safety, minor infrastructure, and specialized tools.

The first year of the Fire Protection Grant is dedicated to firefighter health and safety, emphasizing cancer prevention measures and minor infrastructure updates. These priorities were determined based on feedback from fire stakeholders across Ontario regarding the risks and challenges firefighters face.

The grant application window was open from July 23, 2024, to September 5, 2024. The Howick Township Fire Department applied for the grant in August 2024 and successfully secured funding to acquire essential safety equipment and a firefighter decontamination unit to support firefighter health and cancer prevention initiatives.

5. Financial Implications:

The project is scaled to the funds received. Any potential overrun in costs (i.e. shipping costs, potential tariffs) will be charged to the Fire Department's operating budget. Additional costs over and above the grant funds received are expected to be minimal. The expenditure will be recorded as part of the 2025 capital budget, with the corresponding grant revenue reflected in the 2025 operating budget.

6. Conclusion / Next Steps:

The Howick Township Fire Department's successful grant application allows for the acquisition of essential safety equipment without financial impact on the municipality. These investments align with provincial priorities to enhance firefighter health and safety, particularly in cancer prevention measures. Moving forward, the Fire Department will proceed with the procurement process through trusted vendors and ensure timely implementation of the funded equipment before the March 31, 2025 deadline to support the health and operational efficiency of firefighters.

7. Attachments:

Appendix A – Draft By-law 7-2025, Fire Protection Grant Transfer Payment Agreement
Appendix B – Fire Protection Grant Transfer Payment Agreement

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

Corporation of the Township of Howick

By-law No. 7-2025

Being a by-law to Authorize the Execution of an Agreement Between the Corporation of the Township of Howick and His Majesty the King in right of Ontario as Represented by the Ministry of the Solicitor General for the Fire Protection Grant – Ontario Transfer Payment Agreement.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25 provides that, except where otherwise provided, the powers of the Council shall be exercised by by-law;

AND WHEREAS the Corporation of the Township of Howick (“Township”) deems it expedient to enter into a Transfer Payment Agreement with His Majesty the King in Right of Ontario as Represented by the Ministry of the Solicitor General for the Fire Protection Grant Program;

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

1. That the Reeve and the Chief Administrative Officer/Clerk are hereby authorized to sign on behalf of the Township of Howick the agreement attached hereto and marked as Schedule “A” to this By-law.
2. That this by-law shall come into force and effect on the date of final passing thereof.

Read a first and second time this 4th day of February, 2025.

Read a third time and finally passed this 4th day of February, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the

BETWEEN:

**His Majesty the King in right of Ontario
as represented by the Minister of the Solicitor General**

(the “Province”)

- and -

(the “Recipient”)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 Schedules to the Agreement. The following schedules form part of the Agreement:

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information and Additional Provisions
Schedule “C” -	Project
Schedule “D” -	Budget
Schedule “E” -	Payment Plan
Schedule “F” -	Reports.

1.2 Entire Agreement. The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 Conflict or Inconsistency. In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

3.0 COUNTERPARTS

3.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

4.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:

- (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) (“FAA”) and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
 - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
 - (ii) the payment having been charged to an appropriation for a previous fiscal year.

SIGNATURE PAGE FOLLOWS

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Office of the Fire Marshal**

Date

Name: Carrie Clarke**Title:** Deputy Fire Marshal

Date

Name:**Title:**

I have authority to bind the Recipient

Date

Name:**Title:**

I have authority to bind the Recipient

SCHEDULE “A” GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

“Budget” means the budget attached to the Agreement as Schedule “D”.

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A12.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

“Maximum Funds” means the maximum set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

“Project” means the undertaking described in Schedule “C”.

“Records Review” means any assessment the Province conducts pursuant to section A7.4.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;

- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 **Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 **Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.
- (e) not use funds to cover any cost that has or will be funded by the recipients regular operating or capital budget.

A4.4 **Interest-Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 **Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 Conflict of Interest Includes. For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
 - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Province Includes. For the purposes of sections A7.4, A7.5 and A7.6, "Province" includes any auditor or representative the Province may identify.

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule "B" :
 - (i) all Reports in accordance with the timelines and content requirements set out in Schedule "F";
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;

- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (ii) signed by an authorized signing officer of the Recipient.

A7.3 Record Maintenance. The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 Records Review. The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

A7.5 Inspection and Removal. For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 Cooperation. To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;

- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 **No Control of Records.** No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual, including public announcements or communications:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.
- (d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

A8.2 **Notice of Project-Related Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days' in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

A9.0 INDEMNITY

A9.1 **Indemnify.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule “B” per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient’s obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days’ written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
 - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province’s request, the Recipient will provide to the Province a copy of any of the Recipient’s insurance policies that relate to the Project or otherwise to the Agreement, or both.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days’ Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

A12.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 **Opportunity to Remedy.** If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A12.4 **Recipient not Remediating.** If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A12.5 When Termination Effective. Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) **demand from the Recipient payment of the unspent Funds;**
- (b) **adjust the amount of any further instalments of Funds accordingly.**

A14.0 FUNDS UPON EXPIRY

A14.1 Funds Upon Expiry. Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an

amount equal to any Funds or any other amounts owing under the Agreement; or

- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 Interest Rate. The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address set out in Schedule “B”.

A15.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

A16.0 NOTICE

A16.1 Notice in Writing and Addressed. Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

A16.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 **Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 **Consent.** When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 **Condonation not a waiver.** Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 **Waiver.** Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 **Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of Her agencies (a “Failure”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 **Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

END OF GENERAL TERMS AND CONDITIONS

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$
Expiry Date	March 31, 2025
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$ 5,000.00
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Name: Program Development & Analytics Unit, Office of the Fire Marshal, Public Safety Division Ministry of the Solicitor General</p> <p>Attention: Katrina Nedeljkovich, Operations Manager</p> <p>Address: 2284 Nursery Road, Midhurst, ON, L0L 1N0</p> <p>Phone: 705-305-4595</p> <p>Email: Katrina.nedeljkovich@Ontario.ca / OFMGrants@Ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>

Additional Provisions:

None

SCHEDULE “C” PROJECT

The Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board (TB) approval for \$30.0M grant over 3 years in funding to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided. These approved funds are provided through what is known as the Fire Protection Grant.

Year one of the Fire Protection Grant focuses on firefighter health and safety (specifically cancer prevention measures) and minor infrastructure updates. These themes were chosen based on feedback from fire stakeholders across Ontario about the challenges and risks firefighters face in performing their duties.

The Ministry has identified four categories of eligibility:

- Cancer Prevention – Equipment (such as exhaust extraction systems in the fire station or washing machines for firefighting gear to remove contaminants, etc.)
- Cancer Prevention - Personal Protective Equipment (such as facepieces, balaclavas, etc.)
- Cancer Prevention – Minor Infrastructure (such as showers in the fire station, etc.)
- Technology – Minor Infrastructure (such as bringing internet to fire stations that do not currently have access to improve connectivity and training opportunities, etc.)

The grant application window opened on July 23, 2024 and closed September 5, 2024.

SCHEDULE "D"

BUDGET

Funding will be provided to the
upon execution of this Agreement.

Funding will be provided to the
explicitly for the purchase of one, or a combination of, the items prescribed within the
listed summary in Schedule "C". Copies of all invoices and receipts for said items will
be provided to the Office of The Fire Marshal as part of the Report Back described in
Schedule "F" that forms part of this agreement.

The funds must be committed to the project as approved by March 31st, 2025.
Subsequently, the funds must be spent by the municipality by the end of Provincial
Financial Quarter Three (Q3) (December 31, 2025).

SCHEDULE “E” PAYMENT PLAN

E.1 MAXIMUM FUNDS

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule “B”.

E.2 PAYMENT SCHEDULE

The Funds will be provided to the Recipient for the Funding Year subject to the Agreement having been signed by the Province.

SCHEDULE "F"

REPORTS

As a condition of the Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by the end of Provincial Financial Quarter, Q3, to outline how the grant was utilized and the benefit(s) seen at the department level.

As part of the report back the municipality will provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule C.

Township of Howick**Department: Fire**

To: Council Meeting**Meeting Date: February 4, 2025****Report Title: FMPFSC Certification Grant**

1. Recommendation:

That the Council of the Township of Howick grant pre-budget approval to the purchase of four (4) Apple iPad tablets at a cost of \$2,642.60 to meet the Fire Marshal's Public Fire Safety Council Certification Grant deadline of February 21st, 2025.

2. Purpose/Issues:

On January 17, 2025, the Fire Department was notified of its successful application for grant funding through the Fire Marshal's Public Fire Safety Council (FMPFSC) Certification Grant. The department was awarded \$855.83 toward the purchase of four iPad tablets. The allocated funds must be utilized by February 21, 2025, which precedes the anticipated approval of the 2025 budget.

3. Report Highlights:

- The FMPFSC Certification Grant provides funding for training materials, programs, and technology to support firefighter training.
- The Fire Department submitted its grant application in October 2024 and was notified in January 2025 of its successful funding award.
- The grant funds must be spent by February 21, 2025, which is prior to the expected approval of the 2025 budget on February 25, 2025.
- The purchase of these tablets was included in the 2025 capital budget; however, capital items cannot be acquired until budget approval is granted.

4. Background:

The FMPFSC provides public education materials and training resources to Ontario fire departments at a reduced cost. The Howick Township Fire Department is an active member of the council. In 2022, the FMPFSC introduced a three-year Certification Grant (2022–2024) to support firefighter certification as mandated by O.Reg. 343/22

(Firefighter Certification). Eligible expenses include textbooks, training programs, and technology. The Fire Department previously received funding in 2022 for textbooks and was recently awarded additional funding to support a technology-based project involving the purchase of four iPad tablets. These funds must be spent before February 21, 2025.

The cost to purchase four tablets was included in the Howick Fire Department's 2025 Capital Budget at an estimated cost of \$3,200.00, which did not account for grant funding. As capital items cannot be purchased before the approval of the current year's budget, and the 2025 Municipal Budget planned to be adopted on February 25, 2025, pre-budget approval is required to ensure compliance with the grant timeline.

Per grant requirements, technology purchases must be made through Best Buy. Staff have completed the quotation process and identified tablets that best meet the department's operational needs.

5. Financial Implications:

- Cost of four (4) iPad tablets with protective cases: **\$3,498.43**
- 2024 FMPFSC Grant funds awarded: **(\$855.83)**
- Final cost to Howick Township: **\$2,642.60**

A total of \$3,200.00 was allocated for these tablets in the 2025 capital budget. The final cost is \$557.40 below budget, with funds originally designated for this purchase to be drawn from the Fire Reserve.

6. Conclusion / Next Steps:

Staff respectfully request that Council grant pre-budget approval for the purchase of four Apple iPad tablets at a total cost of \$2,642.60, to be funded from the Fire Reserve. Proceeding with this purchase within the required timeframe will ensure the full utilization of the grant funds provided by the FMPFSC and enable staff to benefit from this essential technology.

7. Attachments:

Appendix A: Best Buy Business Quotation 980796

Respectfully submitted by: Josh Kestner, Fire Chief / Bylaw Enforcement Officer

QUOTATION	980796
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This Quotation No. Must appear on all invoices, Packing lists, Cartons and Correspondence related to this order.

Page 1 of 2

Date: JANUARY 23, 2025

BILL TO:
Purchaser: FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL
Address: 100 STROWGER BLVD, BROCKVILLE
City: Brockville
Province: ON
Postal Code: K6V 5J9
Contact Name:
Phone:
Email: Cathy@firesafetycouncil.com

SHIP TO: Howick Township Fire Department
Name: ATTN: Josh Kestner
Address: 519-357-5825
City: Howick
Province: On
Postal Code:
Phone: 519-357-5825

GOODS					
Model	Description	SKU#	Qty	Unit \$	Total\$
77-89953	OTTER DEFENDER IPAD 10th GEN 10.9" BLACK	16553511	4	\$74.99	\$299.96
MQ6J3VC/A	IPAD 10TH GEN CELL 64GB SILVER	16566913	4	\$699.00	\$2,796.00

SPECIAL NOTES:

Installation:

Grant Total: 855.83 Balance: 2642.6

Warranty:

SUBTOTAL	\$3,095.96
GST / Net HST	\$.00
PST / QST / HST	\$402.47
TOTAL	\$3,498.43
(DEPOSIT 1)	
(DEPOSIT 2)	
(DEPOSIT 3)	
BALANCE	\$3,498.43

Contact:
 Best Buy Canada Ltd.
 Best Buy Business
 425 W 6th Ave Suite #102
 Vancouver, BC V5Y 1L3

Quote valid for 15 days, Product subject to availability
PLEASE CONFIRM QUOTE VIA PURCHASE ORDER
 Where applicable information related to the EHF and end-of-life recycling programs can be found in our website <https://www.bestbuy.ca/ehf>

Township of Howick**Department: Public Works**

To: Council Meeting**Meeting Date: February 4, 2025****Report Title: Howick and Morris-Turnberry Boundary Road Agreement**

1. Recommendation

That the Council of the Township of Howick receive report PW-2025-03, Howick and Morris-Turnberry Boundary Road Agreement;

And That Council consider By-law 9-2025; being a By-law to authorize the Reeve and Chief Administrative Officer/Clerk to execute the Boundary Road Agreement with the Municipality of Morris-Turnberry.

2. Purpose/Issues:

Boundary road agreements are a straightforward method to indicate the activities for winter and summer maintenance as well as costs associated from sharing a road corridor with a neighbouring municipality.

3. Report Highlights:

- The 2019 boundary road agreement with the Municipality of Morris-Turnberry expired on November 30, 2024.
- A new 5-year agreement is being proposed and will need renewal by February 1, 2030.
- Overall, the agreement has remained the same with the exception of mention of Public Works Coordinator changed to Public Works Manager and the dates of commencement and expiry.

4. Background:

The Township of Howick and Municipality of Morris-Turnberry share McDonald Line between the north limit of County Road 86 (Amberley Road) to the south limit of County Road 12, Brussels Line, a distance of approximately 4.2 km. The Agreement attached

goes over how each public works department deals with winter maintenance and repair of the boundary road. The “Road” includes and not limited to, all bridges, culverts, guide rails, signage, line markings, trees and intersection illumination under the jurisdiction of either or both municipalities.

5. Financial Implications:

There are no financial impacts stemming from this report.

All costs associated with the boundary road are to be split 50/50 with Morris-Turnberry, a cap of \$5,000 has been placed which each Director/Manager is required to notify and get permission for the expenditure.

6. Conclusion / Next Steps:

Staff recommend that Council authorize the Reeve and Chief Administrative Officer/Clerk to execute the Boundary Road Agreement with the Municipality of Morris-Turnberry. Staff for Morris-Turnberry will be presenting the agreement to their respective Council on Tuesday, February 4th, 2025.

7. Input from Other Sources:

Mike Alcock, Director of Public Works, Morris-Turnberry
Shawn Nicholson, Lead Hand, Howick

8. Attachments:

Appendix A: Howick and M-T Boundary Road Agreement

Respectfully submitted by: Jamie McCarthy, Public Works Manager

This agreement made in duplicate this ____ day of _____, 2025.

Between:

The Corporation of the Township of Howick
of the First Part

and

The Corporation of the Municipality of Morris-Turnberry
of the Second Part

The parties are adjoining municipalities and are desirous of entering into an agreement under the provisions of Section 8(1), 9 and 29(1) of the Municipal Act, R.S.O. 2001 and amendments thereto, dealing with winter maintenance and repair of boundary roads between such municipalities and certain other roads totally under the jurisdiction of the respective municipalities. The "Road" is deemed herein to include but not limited to, all bridges, culverts, guide rails, signage, line markings, trees and intersection illumination under the jurisdiction of either or both municipalities.

The said municipalities have jurisdiction over the portions of said highways so assumed as municipal roads and it is deemed expedient and necessary to provide for the division of said highways so that each municipality may be responsible for the maintenance and repair of a particular portion of the same.

This agreement witnesseth that in consideration of the premises and of the mutual agreements and covenants hereinafter contained the parties hereto agree each with the other as follows:

1. The Corporation of the Township of Howick shall maintain and repair the portions of road more particularly described as follows:

1.1. The Corporation of the Township of Howick shall be responsible for 100% of the winter maintenance costs including patrolling, plowing, ice blading, etc. on the following roads under the jurisdiction of Morris-Turnberry:

1.1.1. Gough Road from the east limit of County Road 12 (Brussels Line) to the west limit of McDonald Line.

1.2. All work other than that specifically described in section 1.1. on the road sections described in section 1.1., such as but not limited to, road construction, hot mix asphalt resurfacing, bridge and culvert repairs and/or replacements, surface treatment, etc. shall be the responsibility of the municipality having jurisdiction over that portion of road.

1.3. The Corporation of the Township of Howick shall be responsible for 100% of the winter maintenance costs including patrolling, plowing, ice blading on the portion of the Boundary Line – McDonald Line – between the said Township of Howick and Municipality of Morris-Turnberry extending from the north limit of County Road 86 (Amberley Road) to the south limit of County Road 12, Brussels Line, a distance of approximately 4.2 km. The term for this maintenance is defined as November 1st to April 30th for the duration of this agreement.

1.4. The Corporation of the Municipality of Morris-Turnberry shall be responsible for 100% of the summer maintenance costs including patrolling, dust control and grass cutting on the portion of the Boundary Line – McDonald Line – between the said Township of Howick and Municipality of Morris-Turnberry extending from the north limit of County Road 86 (Amberley Road) to the south limit of County Road 12, Brussels Line, a distance of approximately 4.2 km. The term for this maintenance is defined as May 1st to October 30th for the duration of this agreement.

1.5. All work other than that specifically described in section 1.3. on the road section described in section 1.3., such as but not limited to, road construction, hot mix asphalt resurfacing, bridge and culvert repairs and/or replacements and surface treatment shall be agreed upon by both municipalities and apportioned between and paid by the two municipalities on a 50/50 basis.

1.6. The Corporation of the Municipality of Morris-Turnberry shall be responsible for the application of maintenance gravel on the road section described in section 1.3. It is agreed upon by both municipalities that the cost of supplying the gravel will be apportioned between the two municipalities on a 50/50 basis. The cost of labour and equipment to install the gravel will be borne by the Municipality of Morris-Turnberry.

1.7. The Municipality of Morris-Turnberry shall be solely responsible for all sign maintenance on all roads to this agreement completely under the jurisdiction of Morris-Turnberry and for sign maintenance on the Morris-Turnberry side of boundary roads with joint jurisdiction.

1.8. The Township of Howick shall be solely responsible for all sign maintenance on the Howick side of boundary roads with joint jurisdiction.

2. It is recognized by both parties that this reciprocal agreement directs equal responsibility to each of the parties. With regard to compensation to either municipality, it is agreed that there shall be no reimbursement other than that specifically identified, to either municipality from the other for the maintenance outlined herein.

3. Each municipality shall have full supervision, control and financial responsibility for the maintenance work on its respective portion of said roads and at the end of each financial year or when the work for each year is completed, the respective Director/Manager of Public Works of the said municipalities shall include in their accounts the maintenance expenditures made in such year on the portion of said road under their responsibility.

4. The responsible Director/Manager of each municipality shall forward the details of any planned capital or major maintenance work requiring the financial contribution of more than \$5000 from the other municipality in writing not later than September 1st of the year preceding the work. The cost of approved work shall be apportioned between and paid by the two municipalities on a 50/50 basis.
5. The Director/Manager responsible of each municipality shall also prepare each year a detailed statement of the capital improvements as described in Sections 1.2. and 1.5. and such statement shall be verified by a statutory declaration of the Director/Manager responsible and shall be submitted to the other municipality not later than the first day of January in the year following that in which the expenditure was made and such expenditure shall be paid in said proportions by each of the two municipalities. The capital expenditure by either municipality in any one year on the portion of the work as above set out shall not exceed the sum of \$5,000.00 without first receiving the consent of the municipality to the expenditure of any amount in excess of the said sum.
6. This agreement when confirmed by by-law of the Council of each of the municipalities shall become effective and binding on the parties hereto and shall continue in force until **February 1st, 2030**. Either party may provide the other party with a written notification that this agreement will be terminated six months following receipt of the written notification.
7. After confirmation by by-laws by each municipal Council, each municipality shall have jurisdiction only over that portion of the road which it has undertaken to maintain and keep in repair to the extent aforesaid and shall indemnify and save harmless the other from any loss or damage arising from the want of repair of such road and such other municipality shall be relieved from all liability in respect of the maintenance and repair described herein of such portion of road except as to its liability to contribute its share of the net expenditure therein under the provision of Section 5 and 6 hereof
6. The responsible Director/Manager of each municipality shall also prepare each year a detailed statement of the capital improvements as described in Sections 1.2. and 1.5. and such statement shall be verified by a statutory declaration of the Director/Manager responsible and shall be submitted to the other municipality not later than the first day of January in the year following that in which the expenditure was made, and such expenditure shall be paid in said proportions by each of the two municipalities. The capital expenditure by either municipality in any one year on the portion of the work as above set out shall not exceed the sum of \$5,000.00 without first receiving the consent of the municipality to the expenditure of any amount in excess of the said sum.
7. This agreement when confirmed by by-law of the Council of each of the municipalities shall become effective and binding on the parties hereto and shall continue in force until **February 1st, 2030**. Either party may provide the other party with a written notification that this agreement will be terminated six months following receipt of the written notification.

8. After confirmation by by-laws by each municipal Council, each municipality shall have jurisdiction only over that portion of the road which it has undertaken to maintain and keep in repair to the extent aforesaid and shall indemnify and save harmless the other from any loss or damage arising from the want of repair of such road and such other municipality shall be relieved from all liability in respect of the maintenance and repair described herein of such portion of road except as to its liability to contribute its share of the net expenditure therein under the provision of Section 4 and 5 hereof.

Witness the Corporate seals of the said municipalities as attested by the hands of their respective Heads of Council and Clerks in that behalf.

Corporation of the Township of Howick

Reeve

Clerk

Corporation of the Municipality of Morris-Turnberry

Mayor

Clerk

Township of Howick**Department: Finance**

To: Council Meeting**Meeting Date: February 4, 2025****Report Title: 2024 Remuneration and Expenses**

1. Recommendation:

That the Council of the Township of Howick accept and adopt the report of the 2024 Remuneration and Expenses as received.

2. Background:

Section 284 of the *Municipal Act, 2001* requires the Treasurer to provide Council a statement of the prior year's remuneration and expenses paid by the municipality to each member of Council and persons appointed by Council to local boards, committees or any other body by March 31st of the following year.

3. Attachments:

Appendix A: 2024 Statement of Remuneration and Expenses

Respectfully submitted by: Amy Van Meeteren, Treasurer

Township of Howick
2024 Statement of Remuneration and Expenses

Pursuant to Section 284 (1) of the Municipal Act, 2001, the Treasurer of a municipality shall in each year on or before March 31 provide to Council an itemized statement of the remuneration and expenses paid in the previous year to Councillors and persons appointed by Council to local boards, committees or any other body. Council honourariums and rates were authorized by By-Law #3-2024

Township of Howick Council								
Council Member	Position	Honourarium	Meeting Allowance	Conferences # Attended	Conferences & Training	Lodging	Mileage & Meals	Total
Doug Harding	Reeve	\$9,562.44	\$6,261.00	0	\$0.00	\$0.00	\$235.20	\$16,058.64
Megan Gibson	Deputy Reeve	\$8,442.00	\$5,111.00	0	\$0.00	\$0.00	\$0.00	\$13,553.00
Doug Hargrave	Councillor	\$8,114.64	\$5,646.00	1	\$1,022.69	\$1,096.98	\$190.03	\$16,070.34
Rosemary Rognvaldson	Councillor	\$8,114.64	\$6,990.00	1	\$925.66	\$1,104.90	\$1,644.18	\$18,779.38
Marvin Grimes	Councillor	\$8,114.64	\$6,867.00	1	\$1,022.69	\$1,096.98	\$538.80	\$17,640.11
Total		\$42,348.36	\$30,875.00	3	\$2,971.04	\$3,298.86	\$2,608.21	\$82,101.47

2020 Council remuneration and expenses = \$62,699.24

2021 Council remuneration and expenses = \$58,614.05

2022 Council remuneration and expenses = \$64,986.26

2023 Council remuneration and expenses = \$74,808.69

2024 Council remuneration and expenses = \$82,101.47

Local Boards & Committees	
Fordwich Village Management	Stipend
Peter King	\$500.00
Bill Miller	\$500.00
Jack Ruttan	\$500.00
Gorrie Village Management	Stipend
Ben Blackmore	\$400.00
Reuben Theriault	\$400.00
Wroxeter Village Management	Stipend
Kevin Doig	\$1,000.00
Peter Baranowski	\$1,000.00
Kyle Quipp	\$1,000.00
Wroxeter Cemetery Board	Stipend
Dale Edgar	\$250.00
Sandra Edgar	\$250.00
Total	\$5,800.00

Respectfully submitted this 4th day of February 2025

Amy Van Meeteren, Treasurer

Township of Howick**Department: Finance**

To: Council Meeting**Meeting Date: February 4, 2025****Report Title: Accounts Payable**

1. Recommendation

That the Council of the Township of Howick approve payment of the February 4, 2025 Accounts Payable in the amount of \$179,877.31.

2. Purpose/Issues:

To update Council on the Accounts Payable Report for December 31, 2024 in the amount of \$73,587.02.

For Council to approve the Accounts Payable Report for the period of January 7 to January 29, 2025 in the amount of \$179,877.31 as these payments are not part of an approved budget yet.

3. Attachments:

Appendix A: Accounts Payable December 31, 2024

Appendix B: Accounts Payable January 7 to 29, 2025

Respectfully submitted by: Amy Van Meeteren, Treasurer

Accounts Payable

Bills and Accounts Dec 31 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-12-31 to 2024-12-31 Paid Invoices Cheque Date 2024-12-31 to 2024-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001708 A.J. STONE	188231	FIRE BLANKET/FIRE ISOLATOR	024076	2024-12-31	2024-12-31	4,229.61
		01-2100-2101-90000 FIRE BLANKET/FIRE ISOLATOR				4,229.61
001318 ALPINE TREE SERVICE INC	224	GRIND STUMPS GORRIE LINE/CENTR	024077	2024-12-31	2024-12-31	1,695.00
		01-3100-3103-50656 GRIND STUMPS GORRIE LINE/CENTR				1,695.00
001468 AVENIR ENERGY	3009-Ford Vill	PROPANE TANK INSTALL	001685	2024-12-31	2024-12-31	165.90
		01-9200-0000-50556 PROPANE TANK INSTALL				165.90
001468 AVENIR ENERGY	7175	PROPANE - BALANCE FROM SPARLIN	001685	2024-12-31	2024-12-31	698.18
		01-1300-0000-50510 PROPANE - NOV 2024				698.18
001468 AVENIR ENERGY	34016	PROPANE OFFICE 405.5L@0.5022	001685	2024-12-31	2024-12-31	286.84
		01-1300-0000-50510 PROPANE OFFICE 405.5L@0.5022				286.84
001468 AVENIR ENERGY	13367	PROPANE GARAGE 2150L@0.5022	001685	2024-12-31	2024-12-31	1,520.87
		01-3900-3901-50510 PROPANE GARAGE 2150L@0.5022				1,520.87
001468 AVENIR ENERGY	32519	CYLINDER EXCHANGE	001685	2024-12-31	2024-12-31	161.36
		01-7100-7101-50510 CYLINDER EXCHANGE				161.36
001468 AVENIR ENERGY	17903	CYLINDER EXCHANGE-33LB	001685	2024-12-31	2024-12-31	200.33
		01-7100-7101-50510 CYLINDER EXCHANGE-33LB				200.33
001468 AVENIR ENERGY	46793	CYLINDER EXCHANGE	001685	2024-12-31	2024-12-31	160.27
		01-7100-7101-50510 CYLINDER EXCHANGE				160.27
001468 AVENIR ENERGY	6311	NOVEMBER 2024 CLYINDER EXCH.,	001685	2024-12-31	2024-12-31	240.40
		01-7100-7101-50510 NOVEMBER 2024 CLYINDER EXCH.,				240.40
001468 AVENIR ENERGY	6064	HCC NOVEMBER 2024 PROPANE	001685	2024-12-31	2024-12-31	2,604.83
		01-7100-7101-50510 HCC NOVEMBER 2024 PROPANE				2,604.83
001468 AVENIR ENERGY	13774	HCC PROPANE 2639L@0.5022	001685	2024-12-31	2024-12-31	1,866.77
		01-7100-7101-50510 HCC PROPANE 2639L@0.5022				1,866.77
001468 AVENIR ENERGY	32916	HCC PROPANE 2643.6L@0.5022	001685	2024-12-31	2024-12-31	1,870.03
		01-7100-7101-50510 HCC PROPANE 2643.6L@0.5022				1,870.03
001468 AVENIR ENERGY	34374	HCC PROPANE 2219.4L@0.5022	001685	2024-12-31	2024-12-31	1,569.96
		01-7100-7101-50510 HCC PROPANE 2219.4L@0.5022				1,569.96
001468 AVENIR ENERGY	17838	FS PROPANE-945.9L@0.4972	001685	2024-12-31	2024-12-31	663.77
		01-2100-2101-50510 FS PROPANE-945.9L@0.4972				663.77
Vendor Total						12,009.51
001105 B.M. ROSS AND ASSOCIATES	28140	BRIDGE INSPECTION REPORTS	024078	2024-12-31	2024-12-31	4,780.47
		01-3400-3401-50656 BRIDGE INSPECTION REPORTS				4,780.47
001145 BELMORE COMMUNITY CENT	Dec 31/24-DON	DONATION	024079	2024-12-31	2024-12-31	50.00
		01-0000-0000-57100 DONATION				50.00
001558 CIBC INTERAC	Dec 2/24	BAR SUPPLIES	001686	2024-12-31	2024-12-31	255.42

Accounts Payable

Bills and Accounts Dec 31 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-12-31 to 2024-12-31 Paid Invoices Cheque Date 2024-12-31 to 2024-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-7100-7101-57200 BAR SUPPLIES				255.42
001056 CIBC VISA	Dec 11/24-ADOBE	MONTHLY SUBSCRIPTION	001687	2024-12-31	2024-12-31	29.37
		01-1300-0000-50250 MONTHLY SUBSCRIPTION				29.37
001056 CIBC VISA	Nov 27/24-Canadian T	CHRISTMAS DECOR/TREE	001687	2024-12-31	2024-12-31	203.32
		01-2100-2101-50554 CHRISTMAS DECOR/TREE				203.32
001056 CIBC VISA	Dec 2/24-Canadian Ti	CHRISTMAS LIGHTS	001687	2024-12-31	2024-12-31	90.38
		01-2100-2101-50554 CHRISTMAS LIGHTS				90.38
001056 CIBC VISA	Dec 5/24-Canadian Ti	GENERATOR	001687	2024-12-31	2024-12-31	564.99
		01-4300-0000-50555 GENERATOR				564.99
001056 CIBC VISA	Dec 12/24-CAOF	2024 MEMBERSHIP	001687	2024-12-31	2024-12-31	350.30
		01-2100-2101-50104 2024 MEMBERSHIP				350.30
001056 CIBC VISA	Dec 20/24-AED Canada AED		001687	2024-12-31	2024-12-31	2,695.05
		01-2100-2101-50554 AED				2,695.05
001056 CIBC VISA	Dec 12/24 Amazon	SECURITY CAMERAS-ADMIN OFFICE	001687	2024-12-31	2024-12-31	337.87
		01-1300-0000-90000 SECURITY CAMERAS-ADMIN OFFICE				337.87
001056 CIBC VISA	Dec 13/24-Amazon	SECURITY CAMERAS-HCC	001687	2024-12-31	2024-12-31	429.39
		01-7100-7101-90000 SECURITY CAMERAS-HCC				429.39
001056 CIBC VISA	Dec 20/24-SGS	WATER TESTING	001687	2024-12-31	2024-12-31	576.32
		01-4200-0000-50556 WATER TESTING				576.32
001056 CIBC VISA	Dec 23/24-Amazon	CAO BULLETIN BOARD	001687	2024-12-31	2024-12-31	41.70
		01-1300-0000-50200 CAO BULLETIN BOARD				41.70
Vendor Total						5,318.69
001009 COUNTY OF HURON	Dec 31/24	JULY-DEC 2024 PLANNING FEES	024080	2024-12-31	2024-12-31	1,366.00
		01-8100-0000-50556 JULY-DEC 2024 PLANNING FEES				1,366.00
001597 FOXTON FUELS LIMITED	611812	DIESEL 610.80 @ 1.162	001688	2024-12-31	2024-12-31	949.65
		01-3900-3901-50559 DIESEL 610.80 @ 1.162				949.65
001597 FOXTON FUELS LIMITED	611813	GASOLINE 1018.7 @ 1.0820	001688	2024-12-31	2024-12-31	1,448.23
		01-3900-3901-50559 GASOLINE 1018.7 @ 1.0820				1,448.23
001597 FOXTON FUELS LIMITED	610186	DIESEL 3046.10 @ 1.029	001688	2024-12-31	2024-12-31	4,278.17
		01-3900-3901-50559 DIESEL 3046.10 @ 1.029				4,278.17
001597 FOXTON FUELS LIMITED	610187	DIESEL 1221.80 @ 1.1190	001688	2024-12-31	2024-12-31	1,840.24
		01-3900-3901-50559 DIESEL 1221.80 @ 1.1190				1,840.24
001597 FOXTON FUELS LIMITED	610188	GASOLINE 1379.60 @ 1.0810	001688	2024-12-31	2024-12-31	1,959.75
		01-3900-3901-50559 GASOLINE 1379.60 @ 1.0810				1,959.75
001597 FOXTON FUELS LIMITED	610592	DIESEL 1451.30 @ 1.0270	001688	2024-12-31	2024-12-31	2,035.03
		01-3900-3901-50559 DIESEL 1451.30 @ 1.0270				2,035.03
001597 FOXTON FUELS LIMITED	610593	DIESEL 1862.80 @ 1.1170	001688	2024-12-31	2024-12-31	2,801.48
		01-3900-3901-50559 DIESEL 1862.80 @ 1.1170				2,801.48
001597 FOXTON FUELS LIMITED	611208	DIESEL 1842.30 @ 1.172	001688	2024-12-31	2024-12-31	2,885.17
		01-3900-3901-50559 DIESEL 1842.30 @ 1.172				2,885.17

Accounts Payable

Bills and Accounts Dec 31 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-12-31 to 2024-12-31 Paid Invoices Cheque Date 2024-12-31 to 2024-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001597 FOXTON FUELS LIMITED	611209	DIESEL 2005.20 @ 1.082	001688	2024-12-31	2024-12-31	2,936.35
		01-3900-3901-50559 DIESEL 2005.20 @ 1.082				2,936.35
001597 FOXTON FUELS LIMITED	611811	DYED DIESEL	001688	2024-12-31	2024-12-31	3,197.76
		2200.7@1.072				
		01-3900-3901-50559 DYED DIESEL 2200.7@1.072				3,197.76
Vendor Total						24,331.83
001333 GLOBAL PAYMENTS PAP	113024	DEBIT CHARGES-NOVEMBER	001691	2024-12-31	2024-12-31	112.39
		01-1300-0000-50220 DEBIT CHARGES-NOVEMBER				56.19
		01-7100-7101-50556 DEBIT CHARGES-NOVEMBER				56.20
001333 GLOBAL PAYMENTS PAP	123124	DEBIT CHARGES-DECEMBER	001691	2024-12-31	2024-12-31	110.54
		01-1300-0000-50220 DEBIT CHARGES-DECEMBER				55.27
		01-7100-7101-50556 DEBIT CHARGES-DECEMBER				55.27
Vendor Total						222.93
001575 HV POWER	3944	CENETAPH LIGHT REPLACEMENT	024081	2024-12-31	2024-12-31	768.57
		01-5500-0000-50556 CENETAPH LIGHT REPLACEMENT				768.57
001575 HV POWER	3929	REPAIR STREETLIGHTS	024081	2024-12-31	2024-12-31	710.32
		01-9200-0000-50551 REPAIR STREETLIGHTS				710.32
001575 HV POWER	3946	REMOVE CHRISTMAS LIGHTS	024081	2024-12-31	2024-12-31	244.19
		01-9200-0000-50556 REMOVE CHRISTMAS LIGHTS				244.19
001575 HV POWER	3924	CHRISTMAS LIGHTS/REPAIR STREET	024081	2024-12-31	2024-12-31	542.40
		01-9200-0000-50556 CHRISTMAS LIGHTS INSTALL				339.00
		01-9200-0000-50551 STREETLIGHT REPAIR				203.40
Vendor Total						2,265.48
001526 JEFF HAWKINS	Dec 31/24	OFFICIANT-NETTERFIELD/LAMONT	024082	2024-12-31	2024-12-31	376.10
		01-0000-0000-50556 OFFICIANT-NETTERFIELD/LAMONT				376.10
001407 MARILYN ASHLEY	Dec 31/24	MARRIAGE OFFICIANT-HAUCK	024083	2024-12-31	2024-12-31	188.06
		01-0000-0000-50556 MARRIAGE OFFICIANT-HAUCK				188.06
001507 NEW-LIFT HYDRAULICS LIMIT 94573		SUCTION HOSE	024084	2024-12-31	2024-12-31	50.74
		01-3800-3818-50553 SUCTION HOSE				50.74
001091 P. E. INGLIS HOLDINGS INC. 49863		PORTABLE SERVICE/2 SERVICE MON	024085	2024-12-31	2024-12-31	175.15
		01-4300-0000-50556 PORTABLE SERVICE/2 SERVICE MON				175.15
001091 P. E. INGLIS HOLDINGS INC. 50083		PORTABLE SERVICE/2 SERVICE MON	024085	2024-12-31	2024-12-31	203.40
		01-4300-0000-50556 PORTABLE SERVICE/2 SERVICE MON				203.40
Vendor Total						378.55
001050 PAIGE'S FACE PAINTING	2024	FOL FACE PAINTING	024086	2024-12-31	2024-12-31	198.50
		01-1100-0000-51500 FOL FACE PAINTING				198.50

Accounts Payable

Bills and Accounts Dec 31 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-12-31 to 2024-12-31 Paid Invoices Cheque Date 2024-12-31 to 2024-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001613 PSD CITYWIDE INC	23131	2025 PROPOSED LOS PROJECT	024087	2024-12-31	2024-12-31	7,533.34
		01-3900-0000-90000 2025 PROPOSED LOS PROJECT				7,533.34
001020 PUROLATOR COURIER LTD.	580114458	MOF/OMERS	024088	2024-12-31	2024-12-31	11.75
		01-1300-0000-50210 MOF/OMERS				11.75
001020 PUROLATOR COURIER LTD.	570124830	CONTINUIT/CITATION/BLYTH PRINT	024088	2024-12-31	2024-12-31	53.58
		01-1300-0000-50210 CONTINUIT/CITATION/BLYTH PRINT				53.58
001020 PUROLATOR COURIER LTD.	540094044	WIGHTMAN/CANADIAN SAFETY/GEI	024088	2024-12-31	2024-12-31	59.24
		01-1300-0000-50210 WIGHTMAN/CANADIAN SAFETY/GEI				59.24
001020 PUROLATOR COURIER LTD.	510091875	RADAR/MICROAGE/DONNELLY MURPHY	024088	2024-12-31	2024-12-31	78.42
		01-1300-0000-50210 RADAR/MICROAGE/DONNELLY MURPHY				78.42
001020 PUROLATOR COURIER LTD.	505090523	NEWLIFT/PRECISION/PSD CITYWIDE	024088	2024-12-31	2024-12-31	71.88
		01-1300-0000-50210 NEWLIFT/PRECISION/PSD CITYWIDE				71.88
Vendor Total						274.87
001739 STEVE'S LANDSCAPE AND CC 1979		SNOW REMOVAL-NOV-DEC 2024	024089	2024-12-31	2024-12-31	2,641.38
		01-9300-0000-50556 SNOW REMOVAL-NOV-DEC 2024				2,641.38
001068 THE BARE NECESSITIES	2460	WATER/CREAM	024090	2024-12-31	2024-12-31	65.95
		01-1300-0000-50555 WATER/CREAM				65.95
001068 THE BARE NECESSITIES	2459	WATER JUGS/WATER PACK/CREAM	024090	2024-12-31	2024-12-31	37.92
		01-3900-3901-50555 WATER JUGS/WATER PACK/CREAM				37.92
001068 THE BARE NECESSITIES	2458	PASTA/BAGELS/EGGS/BR EAD/MILK	024090	2024-12-31	2024-12-31	256.88
		01-7200-7202-50555 PASTA/BAGELS/EGGS/BREAD/MILK				256.88
001068 THE BARE NECESSITIES	2457	ICE/POP/CLAMATO/ORANGE JUICE/C	024090	2024-12-31	2024-12-31	370.50
		01-7100-7101-57200 ICE/POP/CLAMATO/ORANGE JUICE/C				370.50
Vendor Total						731.25
001616 TK ELEVATOR (CANADA) LTD 2639537		ELEVATOR MAINTENANCE	024091	2024-12-31	2024-12-31	809.60
		01-7100-7101-50556 ELEVATOR MAINTENANCE				809.60
001812 TREVOR TOUT CUSTOM DOZI3255		MINI EXCAVATOR	024092	2024-12-31	2024-12-31	1,017.00
		01-4300-0000-50656 MINI EXCAVATOR				1,017.00
001975 UPS CANADA	5629317725	DUTY CHARGES	024093	2024-12-31	2024-12-31	14.11
		01-2100-2101-50554 DUTY CHARGES				14.11
001070 WATSON'S BUILDING CENTRE 137274		GROUNDROD ZINC CLAMP	001689	2024-12-31	2024-12-31	10.16
		01-9200-0000-50555 GROUNDROD ZINC CLAMP				10.16
001070 WATSON'S BUILDING CENTRE 137274		SQUEGE/GREASE GUN/SCREWS/HOSE	001689	2024-12-31	2024-12-31	135.53
		01-9200-0000-50555 SQUEGE/GREASE GUN/SCREWS/HOSE				135.53

Accounts Payable

Bills and Accounts Dec 31 2024

Vendor 000000 Through 999999

Invoice Entry Date 2024-12-31 to 2024-12-31 Paid Invoices Cheque Date 2024-12-31 to 2024-12-31

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total						145.69
001090 WIGHTMAN TELECOM LTD	12000832-Dec 2024	OFFICE PHONE SERVICES-DEC 2024	001690	2024-12-31	2024-12-31	749.74
		01-1300-0000-50530	5193353208			84.04
		01-7100-7101-50530	5193353154			62.29
		01-4300-0000-50530	5193353328			85.29
		01-3900-3901-50530	5193353838			68.73
		01-7100-7101-50530	5193353883			73.42
		01-2400-2401-50530	5193356208			62.29
		01-2900-0000-50555	5193356907			62.29
		01-1300-0000-50530	INTERNET-OFFICE			94.61
		01-3900-3901-50530	INTERNET-GARAGE			94.61
		01-1300-0000-50530	WEB HOSTING			11.24
		01-7100-7101-50530	DIGITAL TV SERVICES			40.62
		01-1300-0000-50530	LONG DISTANCE 5193353208			10.14
		01-3900-3901-50530	LONG DISTANCE 5193353838			0.17
001090 WIGHTMAN TELECOM LTD	12003344-Dec 2024	INTERNET-POOL	001690	2024-12-31	2024-12-31	107.29
		01-7100-7102-50530	INTERNET-POOL			107.29
001090 WIGHTMAN TELECOM LTD	12000827-Dec 2024	PHONE SERVICES-FIRE HALL	001690	2024-12-31	2024-12-31	264.42
		01-2100-2101-50530	PHONE SERVICES-FIRE HALL			264.42
Vendor Total						1,121.45
001087 WINGHAM PRINTING SERVICE	18259	ENVELOPES- WINDOW/REGULAR	024094	2024-12-31	2024-12-31	1,581.44
		01-1300-0000-50200	WINDOW BACKING X 3500			760.94
		01-1300-0000-50200	WINDOW NO BACK X 2500			431.66
		01-1300-0000-50200	REGULAR ENVELOPES			388.84
Unpaid Invoices						0.00
Paid Invoices						73,587.02
Invoices Total						73,587.02
Selected G/L Account Total						73,587.02

Accounts Payable

Bills and Accounts Jan 7-29 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-01-07 to 2025-01-29 Paid Invoices Cheque Date 2025-01-07 to 2025-01-29

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001468 AVENIR ENERGY	45668	PROPANE 2436.8L@0.5512	001675	2025-01-21	2025-01-21	1,858.67
		01-3900-3901-50510 PROPANE 2436.8L@0.5512				1,858.67
001468 AVENIR ENERGY	49176	PROPANE 1857.3L@0.5742	001675	2025-01-21	2025-01-21	1,464.93
		01-7100-7101-50510 PROPANE 1857.3L@ 0.5742				1,464.93
001468 AVENIR ENERGY	49342	PROPANE 1215.1L@0.5742	001675	2025-01-21	2025-01-21	958.43
		01-2100-2101-50510 PROPANE 1215.1L@0.5742				958.43
Vendor Total						4,282.03
001006 BOYDS FARM SUPPLY LTD.	INV11732	HYDRAULIC HOSE	024059	2025-01-20	2025-01-20	17.63
		01-2100-2101-50554 HYDRAULIC HOSE				17.63
001189 BRANDT SECURITY PAP	21-7800	MONTHLY ALARM	001676	2025-01-21	2025-01-21	45.20
		01-1300-0000-50556 MONTHLY ALARM-OFFICE				22.60
		01-3800-3850-50551 MONTHLY ALARM-GARAGE				22.60
001558 CANADIAN TIRE	Jan 3/25	VACCUM - HCC	001677	2025-01-21	2025-01-21	564.99
		01-7100-7101-50550 VACCUM - HCC				564.99
001558 CANADIAN TIRE	Jan 6/25	BOOSTER PACK/JUMP STARTER	001677	2025-01-21	2025-01-21	135.59
		01-7100-7101-50555 BOOSTER PACK/JUMP STARTER				135.59
Vendor Total						700.58
001393 CEDAR SIGNS	2025/0156	ROAD CLOSE SIGNX16	024060	2025-01-20	2025-01-20	413.97
		01-3100-3101-50555 ROAD CLOSE SIGNX16				413.97
001452 CITY OF OWEN SOUND	156019	2025 DISPATCH SERVICE	024061	2025-01-20	2025-01-20	12,541.36
		01-2100-2101-50556 2025 DISPATCH SERVICE				12,541.36
001952 CLEAN TECH SUPPLIES	1813	LENS & SCOPE CLEANER	024062	2025-01-20	2025-01-20	1,173.00
		01-2100-2102-50553 LENS & SCOPE CLEANER				234.60
		01-2100-2103-50553 LENS & SCOPE CLEANER				234.60
		01-2100-2104-50553 LENS & SCOPE CLEANER				234.60
		01-2100-2106-50553 LENS & SCOPE CLEANER				234.60
		01-2100-2107-50553 LENS & SCOPE CLEANER				234.60
001558 COSTCO WHOLESALE	Jan 16/25	SQUARES/ENGLISH MUFFINS/CHEESE	001678	2025-01-21	2025-01-21	152.25
		01-7200-7201-50550 SQUARES/ENGLISH MUFFINS/CHEESE				152.25
001764 EQUITABLE LIFE OF CANADA	Jan 2025	JANUARY 2025 BENEFITS	001679	2025-01-21	2025-01-21	7,538.55
		01-1300-0000-50102 JANUARY 2025 BENEFITS				2,633.39
		01-2400-2401-50102 JANUARY 2025 BENEFITS				483.36
		01-3900-3901-50102 JANUARY 2025 BENEFITS				3,024.05
		01-7100-7101-50102 JANUARY 2025 BENEFITS				995.52
		01-2100-2101-50102 JANUARY 2025 BENEFITS				402.23
001327 GO EVO	2096	MESH SUBSCRIPTION	024063	2025-01-20	2025-01-20	895.24
		01-2400-2404-50556 MESH SUBSCRIPTION				895.24

Accounts Payable

Bills and Accounts Jan 7-29 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-01-07 to 2025-01-29 Paid Invoices Cheque Date 2025-01-07 to 2025-01-29

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001288 HUTCHISON WELDING (2022)	9601	REPAIR DRIVESHAFT	024064	2025-01-20	2025-01-20	254.25
		01-3800-3811-50554 REPAIR DRIVESHAFT				254.25
001288 HUTCHISON WELDING (2022)	9620-Vill Ford	SHOES FOR SNOW BLOWER	024064	2025-01-20	2025-01-20	101.70
		01-9200-0000-50555 SHOES FOR SNOW BLOWER				101.70
					Vendor Total	355.95
001965 JAMIE MCCARTHY	Jan 20/25	DRAINAGE SUPERINTENDENT/MAP#3	024065	2025-01-20	2025-01-20	1,033.95
		01-3900-3901-50203 DRAINAGE SUPERINTENDENT/MAP#3				1,033.95
001171 JAMIE STEWART	Jan 20/25	D2 MEDICAL TEST	024066	2025-01-20	2025-01-20	197.75
		01-2100-2101-50102 D2 MEDICAL TEST				197.75
001558 LCBO	Jan 17/25	LIQUOR/COOLERS	001680	2025-01-21	2025-01-21	96.60
		01-7100-7101-57200 LIQUOR/COOLERS				96.60
001185 MIDWESTERN EQUIPMENT (L 59412		OIL & FILTER SKID SHOE FUES HO	001681	2025-01-21	2025-01-21	157.68
		01-9200-0000-50555 OIL & FILTER SKID SHOE FUES HO				157.68
001038 MINISTER OF FINANCE-DRAIN 1-119670015-9		TILE DR DEB # 2016-01	024067	2025-01-20	2025-01-20	5,217.33
		01-8500-0000-53100 2016-01 PRINICPAL PAYMENT				4,643.40
		01-8500-0000-53200 2016-01 INTEREST PAYMENT				573.93
001038 MINISTER OF FINANCE-DRAIN 1508325828-4		TILE DR DEB # 2021-01	024067	2025-01-20	2025-01-20	3,437.46
		01-8500-0000-53100 2021-01 PRINCIPAL PAYMENT				2,286.11
		01-8500-0000-53200 2021-01 INTEREST PAYMENT				1,151.35
					Vendor Total	8,654.79
001507 NEW-LIFT HYDRAULICS LIMIT 94803		CRIMP AND 47ITC-4	024068	2025-01-20	2025-01-20	125.45
		01-3800-3824-50553 CRIMP AND 47ITC-4				125.45
001323 OACETT	183510-X9C4M5	2025 MEMBER DUES	024069	2025-01-20	2025-01-20	562.18
		01-3900-3901-50104 2025 MEMBER DUES				562.18
001064 RECEIVER GENERAL FOR CA PP#1&2 Jan 1-15/25		PP#1 & 2 JAN 1-15/25	001682	2025-01-21	2025-01-21	34,194.18
		01-0000-0000-25100 PP#1 & 2 JAN 1-15/25				34,194.18
001296 RESURFICE CORP.	101680	BLADE SHARPENING	024070	2025-01-20	2025-01-20	101.70
		01-7100-7101-50555 BLADE SHARPENING				101.70
001649 SCHMIDT'S POWER EQUIPME 55217		CHAIN OIL/GREASING	024071	2025-01-20	2025-01-20	138.07
		01-3100-3103-50555 CHAIN OIL/GREASING				138.07
001303 SENTINEL PEST CONTROL	53987	MONTHLY PEST CONTROL	024072	2025-01-20	2025-01-20	175.17
		01-2100-2101-50554 MONTHLY PEST CONTROL				175.17
001303 SENTINEL PEST CONTROL	54292	MONTHLY PEST CONTROL	024072	2025-01-20	2025-01-20	78.74
		01-7100-7101-50556 MONTHLY PEST CONTROL				78.74

Accounts Payable

Bills and Accounts Jan 7-29 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-01-07 to 2025-01-29 Paid Invoices Cheque Date 2025-01-07 to 2025-01-29

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total						253.91
001681 TOROMONT CAT	WO600852996	OIL LINE REPAIR/AIR FILTERS	024073	2025-01-20	2025-01-20	7,931.63
		01-3800-3818-50554 OIL LINE REPAIR/AIR FILTERS				7,931.63
001681 TOROMONT CAT	WO600852347	REPAIR HYDRAULIC LEAK	024073	2025-01-20	2025-01-20	3,230.04
		01-3800-3818-50554 REPAIR HYDRAULIC LEAK				3,230.04
001681 TOROMONT CAT	PS601166180	PARTS	024073	2025-01-20	2025-01-20	100.75
		01-3800-3831-50553 PARTS				100.75
001681 TOROMONT CAT	PS601166181	ELEMENT	024073	2025-01-20	2025-01-20	229.75
		01-3800-3818-50553 ELEMENT				229.75
001681 TOROMONT CAT	PS601166182	ELEMENT	024073	2025-01-20	2025-01-20	229.75
		01-3800-3825-50553 ELEMENT				229.75
001681 TOROMONT CAT	W600853155	TRANSMISSION AND DRIVE LINE RP	024073	2025-01-20	2025-01-20	828.29
		01-3800-3824-50554 TRANSMISSION AND DRIVE LINE RP				828.29
001681 TOROMONT CAT	WO600853162	REPLACE AIR FILTERS/BELT REPLA	024073	2025-01-20	2025-01-20	2,237.29
		01-3800-3831-50554 REPLACE AIR FILTERS/BELT REPLA				2,237.29
Vendor Total						14,787.50
001497 TOWN OF MINTO	578417	2024 FIRE AGREEMENT WITH CLIFF	024074	2025-01-20	2025-01-20	6,500.00
		01-2100-2109-50556 2024 FIRE AGREEMENT WITH CLIFF				6,500.00
001117 VIKING CIVES LTD	2729369	DRIVE SHAFT	024075	2025-01-20	2025-01-20	449.74
		01-3800-3811-50553 DRIVE SHAFT				449.74
001117 VIKING CIVES LTD	2729794	FULL TRIP LOWER ARM ASSEMBLY	024075	2025-01-20	2025-01-20	784.08
		01-3800-3813-50553 FULL TRIP LOWER ARM ASSEMBLY				784.08
Vendor Total						1,233.82
001558 WHOLESale CLUB	Jan 16/25-Wholesale	CRACKERS/PIZZA SAUCE/CREAM CHE	001683	2025-01-21	2025-01-21	126.65
		01-7200-7201-50550 CRACKERS/PIZZA SAUCE/CREAM CHE				126.65
001090 WIGHTMAN TELECOM LTD	12000827-Jan 2025	PHONE SERVICES - JAN 2025	001684	2025-01-21	2025-01-21	266.52
		01-2100-2101-50530 PHONE SERVICES - JAN 2025				266.52
001090 WIGHTMAN TELECOM LTD	12000832-Jan 2025	PHONE SERVICES	001684	2025-01-21	2025-01-21	799.94
		01-1300-0000-50530 5193353208				135.30
		01-7100-7101-50530 5193353154				62.29
		01-4300-0000-50530 5193353328				85.29
		01-3900-3901-50530 5193353838				68.73
		01-7100-7101-50530 5193353883				73.42
		01-2400-2401-50530 5193356208				62.29
		01-2900-0000-50555 5193356907				62.29
		01-3900-3901-50530 INTERNET				94.61
		01-1300-0000-50530 INTERNET				94.61
		01-1300-0000-50530 WEB HOSTING				11.24

Accounts Payable

Bills and Accounts Jan 7-29 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-01-07 to 2025-01-29 Paid Invoices Cheque Date 2025-01-07 to 2025-01-29

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-7100-7101-50530		DIGITAL TV SERIVCES		40.62
		01-1300-0000-50530		5193353208		8.37
		01-3900-3901-50530		5193353838		0.88
001090 WIGHTMAN TELECOM LTD	12003344-Jan 2025	PHONE SERVICES-JAN 2025	001684	2025-01-21	2025-01-21	110.51
		01-7100-7102-50530		PHONE SERVICES-JAN 2025		110.51
				Unpaid Invoices		0.00
				Paid Invoices		97,456.96
				Invoices Total		97,456.96
				Selected G/L Account Total		97,456.96

Payroll PP#2	41,110.36
Payroll PP#3	41,309.99
Payroll Expenditures	82,420.35
Grand Total Expenditures	179,877.31

Accounts Payable

Bills and Accounts Jan 7-29 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-01-07 to 2025-01-29 Paid Invoices Cheque Date 2025-01-07 to 2025-01-29

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-7100-7101-50530		DIGITAL TV SERIVCES		40.62
		01-1300-0000-50530		5193353208		8.37
		01-3900-3901-50530		5193353838		0.88
001090 WIGHTMAN TELECOM LTD	12003344-Jan 2025	PHONE SERVICES-JAN 2025	001684	2025-01-21	2025-01-21	110.51
		01-7100-7102-50530		PHONE SERVICES-JAN 2025		110.51
				Unpaid Invoices		0.00
				Paid Invoices		97,456.96
				Invoices Total		97,456.96
				Selected G/L Account Total		97,456.96

Payroll PP#2	41,110.36
Payroll PP#3	41,309.99
Payroll Expenditures	82,420.35
Grand Total Expenditures	179,877.31



Land Acknowledgement

Vice Chair Patricia Smith provided a territorial acknowledgement to express gratitude and to honour the Indigenous people who have lived and worked on this land historically and presently. She spoke to our need to work together for the best for all and encouraged the group to pause to reflect on what we are thankful for and how we can live in harmony with other living beings.

Good News

Director's Annual Report for 2023/2024 Now Available!



Director Graham Shantz and Communications Manager Chera Longston presented the 2023/2024 Director's Annual Report. The report highlights the achievements of the board and showcases activities and events that occurred in our schools. It includes sections on:

- Student achievement
- Human right and equity
- Mental health, well-being and engagement
- Pathways and transitions
- Operational effectiveness

The full report can be viewed on the board website: amdsb.ca/DAR

Days of Significance Around the District (January Edition)

Communications Manager Chera Longston presented a new monthly video series that highlights the activities throughout the district celebrating days of significance. At the beginning of each month a summary of the days ahead will be shared on social media and then at the end, a summary of how schools celebrated those days. The January edition included New Year's, Mental Health and Awareness Week and Family Literacy Day. Keep an eye on social media for this new series!

[DOS - Jan 2025 Wrap-Up](#) by AMDSB Communications (note: this video will be embedded on the website version)



Board Approves the 2024/2025 Revised Budget

The Board of Trustees of AMDSB received and approved the 2024/2025 Revised Budget. The operating budget presented includes Operating Revenues and Transfers of Reserves of \$255,649,845 and Operating Expenses of the same. The capital budget approved includes Capital Spending of \$25,796,847. While the operating budget is compliant with the Ministry of Education's budget compliance rule, the total operating deficit for the 2024/2025 year is expected to be \$2,183,690. Please see the [full report of the Finance Committee](#).

Kudos to Romeo PS

Trustee Bruce Whitaker shared that he received high praise from a staff member of Wendy's Wonderful Kids Adoption Program of the Windsor-Essex Children's Aid Society. She shared so many wonderful attributes about Romeo Public School. She stated: "Romeo is unlike any other school. Every time I walk in I immediately feel a warm energy and vibe. The school is absolutely awesome as it seems to be 110% student focused. The kind, caring approach taken by the principal, teachers and staff is so touching. The school should be recognized for its inclusive approach, patience and kindness in dealing with children." Well done Romeo!

Pathways Advisory Committee Hosts First Meeting of 2025

Superintendent Paul Langis highlighted a recent meeting of the Pathways Advisory Committee (PAC). The PAC includes board staff and local businesses who are working to provide recommendations and feedback regarding AMDSB Pathways promotion and to support planning that will enable AMDSB to best support students in their initial postsecondary destination and ultimately to meet local industry needs. The meeting included discussion and feedback on what employers are looking for when interviewing potential employees. Also, a guest presenter from Merit Ontario spoke about their support for small and medium size employers for managing the complexities of managing apprentices.

AMDSB Staff Contributions to United Way Perth-Huron Campaign Surpass Last Year

Superintendent Laura Marotta shared that AMDSB staff participated in the annual campaign to support the United Way Perth-Huron. This year there was an increase of 112% in the number of employees who participated and a 126% increase in the dollars donated over the previous year. Thank you to all those employees who are supporting this very worthy cause!

Chair's Update

Chair Michael Bannerman shared that after attending the Public Education Symposium hosted by the Ontario Public School Board Association (OPSBA) in Toronto last week he was very proud of the work that AMDSB is doing in the area of fiscal responsibility. He expressed a sincere thank you to our staff, particularly the finance team as led by Superintendent Cheri Carter.

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, 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

- Transportation Steering Committee – February 4, 2025 at 3:00 p.m. via Teams
- Parent Involvement Committee (PIC) – February 4, 2025 at 6:30 p.m. via Teams
- Special Education Advisory Committee – February 5, 2025 at 4:00 p.m.
- Equity Steering Committee – February 12, 2025 at 12:00 p.m.
- Supervised Alternative Learning – February 24, 2025 at 8:30 a.m.

MINUTES

Huron County OPP Detachment Board Meeting

1:00 PM – Wednesday, October 30, 2024

OPP Meeting Room – 325 Albert St., Clinton, ON

PRESENT: **COMMITTEE MEMBERS:** Chair South Huron Deputy Mayor Jim Dietrich, Deputy-Chair Central Huron Deputy Mayor Marg Anderson, Goderich Mayor Trevor Bazinet, Bluewater Councillor Greg Lamport, North Huron Councillor Anita van Hittersum, Provincial Appointees Dave Frayne and Jared Petteplace, and Municipal Appointee Jasmine Clark.

STAFF: Administrator Central Huron CAO Steve Doherty, Central Huron Executive Assistant Irelyn St. Onge, and Huron OPP Detachment Commander Jason Younan

REGRETS: Huron East Councillor John Steffler and Municipal Appointee Jennette Walker

1. CALL TO ORDER

- 1.1 Chair Dietrich called the meeting to order at 1:00 pm
Provincial Appointee, Jared Petteplace swore his Oath of Office.

I solemnly swear that I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a member of the Huron County OPP Detachment Board, faithfully, impartially and according to the Community Safety and Policing Act, 2019, any other Act, and any regulation, rule or by-law.

So help me God.

2. CONFIRMATION OF THE AGENDA

- 2.1. Administrator Doherty advised the Board that the Agenda was updated after being sent to include a number of motions for the items being discussed and a draft copy of the 2024 budget.

RES: 7-2024

Moved by Member Bazinet, seconded by Member Frayne

That the agenda as prepared for the October 30, 2024 Huron OPP Detachment Board be adopted as amended.

Carried

3. DECLARATION OF PECUNIARY INTEREST – NONE

4. ADDITIONS TO OR DELEGATIONS FROM THE AGENDA – NONE
5. MINUTES OF THE PREVIOUS MEETING

5.1 **RES: 8-2024**

Moved by Member Clark, seconded by Member van Hittersum

That the Minutes of the October 2, 2024 Huron OPP Detachment Board be adopted as circulated.

Carried

6. DEPUTATIONS – NONE

7. REPORTS

7.1. HOPPDB DRAFT Abuse Violence and Harassment Policy

Member Petteplace inquired about how the policy came about to which Administrator Doherty responded that the policy is a requirement for insurance coverage. Doherty noted that the Board met previously to discuss insurance options and the Board went with the insurance provider Medallion (ultimately ended up being Definity Insurance). That said, the insurer required the Board to have an abuse policy to frame that if anyone on the Board were to claim abuse or harassment, that it would be dealt with via the policy. Administrator Doherty indicated that he reached out to a group of clerks throughout the County and neighboring counties that have created an abuse policy. He further expressed that he tried to reach out to the Ministry of Solicitor General (SOLGEN) to create a standardized abuse policy given that all OPP detachments should operate under the same umbrella, but they did not do so.

Member Lamport asked for clarity regarding if each member was required to sign a copy of the policy to which Administrator Doherty responded expressing that it would be a requirement that each individual either sign, e-sign, print it off electronically and scan it and send it to him.

Member Anderson followed up asking if everyone on the Board has a file (i.e. a place where any required training or documents signed by members are kept or if there is just one file that has everyone's documentation in it). Administrator Doherty indicated that this circles back down to the Remuneration Policy discussion that would be touched on later on in discussion as it is recommended in the Remuneration Policy that the members be assigned to the administrator's municipality (Central Huron) and would have a file that has all information regarding payroll and training related items for members.

Administrator Doherty identified that he has received copies of training certificates from most people and asked the Board members to do their best to send him something that indicates completion of training. He further communicated that he will reach out to anyone whose records he does not have so that he may receive proof of completion.

RES: 9-2024

Moved by Member Lamport, seconded by Member Petteplace

That the HOPPDB Abuse Violence and Harassment Policy be adopted as amended.

Carried

7.2. HOPPDB DRAFT Remuneration Policy

Chair Dietrich expressed that he thinks everyone needs to attend OAPSB meetings for at least their first year as members of the Board because he believes that it is a valuable learning experience, to which Member Petteplace agreed and expressed that the more you know as a member, the better the Board will function.

Member Frayne concurred indicating that it is an opportunity to get to know the faces to the names, to which Member Anderson further indicated that the meetings are especially valuable because usually at every one of the meetings, a training session is provided for the members with different items that are suspected of change.

Member Clark inquired asking how often the meetings take place and location(s) to which Chair Dietrich responded indicating four times a year, but there are two via Zoom. The meetings take place in rather local areas such as Waterloo or Guelph.

Administrator Doherty indicated that it is important to prioritize getting the 2024 budget passed, which is reliant on the Board adopting the Remuneration Policy. He further indicated that he took direction at an earlier meeting where it was the decision of the Board to compensate everyone the same. Therefore, the Remuneration Policy presented currently speaks to everyone equally. Chair Dietrich expressed that he thinks the Board needs to compensate everyone equally. Administrator Doherty explained that the current Remuneration Policy is based on compensation averages collected by Treasurers across Huron County.

Member Lamport suggested that the Board walk through the proposed Remuneration Policy to which is explained below.

Remuneration Policy Breakdown

1.1 Meeting Attendance

Administrator Doherty suggested that to simplify things, attendance to meetings will be tracked to dictate compensation. Board members engaged in conversation discussing that members would be compensated for the meeting time and mileage. Chair Dietrich acknowledged the motion on the floor and was supported by Member Bazinet and Member Anderson. However, Member Lamport did acknowledge the motion on the floor but was wondering whether the Board should consider travel time as a separate item to be discussed to which the Board agreed upon.

RES: 10-2024

Moved by Member Bazinet, seconded by Member Anderson

That the Board consider item 1.1 in the Remuneration Policy as amended to note travel time is not included in the Board meeting time.

Carried

1.2 Training

Member van Hittersum indicated she was concerned with the training hours outlined in the Remuneration Policy as she expressed that it took her well beyond the estimated time to complete the training modules, to which Chair Dietrich agreed.

Administrator Doherty indicated that his purpose of providing these estimated times was to outline what SOLGEN suggested as being expected for budget purposes.

Chair Dietrich clarified that the motion is to be paid \$36.50 an hour for training and members are required to individually submit the actual time spent on the training.

RES: 11-2024

Moved by Member Lamport, seconded by Member van Hittersum

That Board members will be compensated for the time required to complete any mandatory training at the rate of \$36.50/hr.

Carried

1.3 Conferences, Seminars, Association Meetings etc.

Member Lamport put a motion on the table that members be reimbursed for meals per diem rate of \$40 for half a day and \$80 for a full day.

RES: 12-2024

Moved by Member Lamport, seconded by Member Clark

That meals will be covered at a per diem rate of a maximum of \$40 for a half day and \$80 for a full day.

Carried

RES: 13-2024

Moved by Member Lamport, seconded by Member van Hittersum

That the Board approve the HOPPDB Remuneration Policy as amended and;

That Administrator Doherty be instructed to share the HOPPDB Remuneration Policy with the Councils of all lower tiers of Huron County for their adoption via By-law.

Carried

7.3. Budget Discussion/Cost-Sharing

Administrator Doherty shared that in previous discussions prior to the community's safety and well-being act implementation, it was discussed that the municipalities who had elected official representation would each pay 1/7 of the annual costs and the remaining 1/7 would be split between the three lower tiers with no elected official representation on the Board.

Chair Dietrich suggested that to make it fair for everyone, that the Board go the same route as what the OPP and OAPSB costs, which is per property, to which Member(s) Frayne and Lamport agreed.

RES: 14-2024

Moved by Member Petteplace, seconded by Member Anderson

That the annual Detachment Board costs be split across all municipalities in Huron County as per the property count in the OPP service contract.

Carried

Administrator Doherty noted that the Agenda included an estimated 2024 budget of \$15,665 but, in recognition of the Board's intent to have more attendance at OAPSB's meetings – the 2024 budget should be

increased to \$20,000. After some discussion, CAO Doherty proposed budget is \$20,000 for 2024 and \$40,000 for 2025.

Member Anderson indicated that she noticed something missing from the 2024 budget, that being the website and shared that during training prior to April 1, it was said that the new Boards were to have their own websites so that they could post their meetings, their minutes, etc., on that website. Administrator Doherty expressed that he does not have anything in the 2024 budget for website development but that he can get estimates for 2025 which will increase that budget.

RES: 15-2024

Moved by Member Frayne, seconded by Member Anderson

That the Board approve the HOPPDB 2024 Budget as amended and;

That Administrator Doherty be instructed to share the HOPPDB 2024 Budget with the Councils of all lower tiers of Huron County as information.

Carried

7.4. OPP – Discussion re: Action Plan

Huron OPP Detachment Commander Younan indicated that moving forward for the Boards next meetings, he is interested with respect to the frequency of the meetings, the times of the meetings, and where the Board would want the meetings. He further expressed that he did not know how the Board wanted to consider issues that might spark up in various municipalities.

Administrator Doherty noted that the draft Procedural By-law notes an intention to meet four times per year – the minimum required by the Act. Chair Dietrich noted that six meetings might be better until the Board is well established. Doherty noted that more meetings would impact the budget. It was agreed that this item could be discussed at the next meeting when the Procedural By-law is being considered.

The Board collectively agreed that it would be fitting for the OPP to notify the Chair if Police matters relevant to municipalities and then the Chair would notify the Board Members. From there, the Board members should advise their Mayor/Reeve.

RES: 16-2024

Moved by Member Petteplace, seconded by Member Anderson

That the OPP notify Chair Dietrich of issues that may arise in each municipality, to which Chair Dietrich will then notify the Board members.

Carried

Huron OPP Detachment Commander Younan shared with the Board that the formal report that the OPP will provide at a meeting will be a county-wide Board, so it may not have the detail that the Board may want to see from a municipal perspective and added that it can be a work in progress, depending on what each municipal Board representative wants to see. He further expressed that finances will not be overly discussed but if the Board has concerns about billing, it is suggested that the Board go right to the OPP Municipal Policing Bureau.

Huron OPP Detachment Commander Younan directed the Board to consider the naming of the Board and to create a by-law confirming the name and to provide him with a copy once completed which he will send to the OPP.

8. UNFINISHED BUSINESS

- 8.1. Member Frayne reminded the Board that Huron OPP Detachment Commander Younan requested a by-law to be created to confirm the name of the Board, that being, Huron OPP Detachment Board.

RES: 17-2024

Moved by Member Frayne, seconded by Member Petteplace.

That the Board prepare a by-law to confirm the naming of the Huron OPP Detachment Board.

8.2 *Carried*

Member Frayne directed Administrator Doherty to share the contact information of all Board members with Jo-Anne Fields, OAPSB Zone 5 Secretary/Treasurer.

9. NEW BUSINESS – NONE

10. NEXT MEETING

- 10.1. December 17, 2024 at 9:00 am – OPP Meeting Room – 325 Albert St. Clinton, ON

11. ADJOURNMENT

11.1. RES: 18-2024

Moved by Member Bazinet, seconded by Member van Hittersum

That this meeting adjourn at 3:10 PM.

Carried

MINUTES

Huron OPP Detachment Board Meeting

1:00 PM – Tuesday, December 17, 2024

Central Huron Fire Hall Training Room – 401 Beech St., Clinton, ON

PRESENT: **COMMITTEE MEMBERS:** Chair South Huron Deputy Mayor Jim Dietrich, Deputy-Chair Central Huron Deputy Mayor Marg Anderson, Goderich Mayor Trevor Bazinet, Bluewater Councillor Greg Lamport, North Huron Councillor Anita van Hittersum, Provincial Appointees Dave Frayne and Jared Petteplace, and Municipal Appointees Jasmine Clark and Jennette Walker.

STAFF: Administrator Central Huron CAO Steve Doherty, Central Huron Executive Assistant Irelyn St. Onge, Huron OPP Detachment Commander Jason Younan, Huron OPP Operations Manager Andrew Macisaac, Huron OPP Operations Manager Ryan Olmstead, South Huron CAO Rebekah Msuya-Collison, South Huron Clerk Alex Wolfe, Community Relations Manager Stacey Jeffery and OAPSB Executive Director Lisa Darling

REGRETS: Huron East Councillor John Steffler

1. CALL TO ORDER
 - 1.1 Chair Dietrich called the meeting to order at 1:00 pm
2. CONFIRMATION OF THE AGENDA
 - 2.1. **RES: 19-2024**

Moved by Member van Hittersum, seconded by Member Petteplace

That the agenda as prepared for the December 17, 2024 Huron OPP Detachment Board be adopted as amended.

Carried

3. DECLARATION OF PECUNIARY INTEREST – NONE
4. ADDITIONS TO OR DELEGATIONS FROM THE AGENDA
 - 4.1. Change of Administration

Administrator Doherty explained that a few years ago when the Board moved from the Policing Act to the Community Safety and Well-being Act, municipalities were aware that there were going to be some changes to Police Service Board administration. A Working Group was created and elected officials were invited to sit on the meetings and through consultation with County representatives of all the lower tiers, the Board came up with how it was going to be formed in terms of

numbers of members, which lower tiers wanted representation and which of those did not. From there, the Board moved forward and Administrator Doherty was asked to be the first administrator to the new Board.

Administrator Doherty outlined the accomplishments of the Board thus far including but not limited to, the drafting of the Board's Procedural By-law, developing a Remuneration Policy, an Abuse Policy, securing insurance, having all members sworn in including provincial appointees, and the approval and passing of a 2024 budget. Administrator Doherty noted that the 2024 budget may be slightly over the estimate as there were meetings that the Board did not anticipate.

Administrator Doherty expressed that he has participated in conversation with South Huron CAO Rebekah Msuya-Collison and shared that South Huron has offered to take over the administrative function on behalf of the lower tiers and that the transition is anticipated to occur in the New Year if the Board approves.

Member Anderson identified that if the Board is interested in discussing the transfer of the administration, there would have to be a motion from the Board, Member Anderson questioned if it was the appropriate time for the motion to be put on the floor, to which Chair Dietrich suggested discussing the matter under New Business on the agenda.

5. MINUTES OF THE PREVIOUS MEETING

5.1. RES: 20-2024

Moved by Member Frayne, seconded by Member Petteplace

That the Minutes of the October 30, 2024 Huron OPP Detachment Board be adopted as circulated.

Carried

6. DEPUTATIONS – NONE

7. REPORTS

7.1. [Lisa Darling - OAPSB Verbal Discussion/Slides](#)

OAPSB Executive Director Darling indicated that she had noticed that the naming of the Huron OPP Detachment Board was included on the agenda and communicated that once the naming of the Board is passed to send the information to OAPSB@OAPSB.ca and OPP.strategy.management@OPP.ca. OAPSB Executive Director Darling explained that OAPSB and the OPP are working together to

create logos for all OPP Detachment Boards and have to ensure that the names submitted align with what the Ministry has outlined as proper naming. OAPSB Executive Director Darling further explained that the logo created would be the same logo that Huron OPP Detachment Commander Younan would use on all of the reports as well.

OAPSB Executive Director Darling further proceeded sharing helpful tips to ensure continued success of the Board to which are briefly included below. For more detailed information, please refer to OAPSB Executive Director Darling's shared slides.

Terms of Reference vs. Procedural By-laws

OAPSB Executive Director Darling indicated that she recognized that the Board would be passing a Procedural By-law and that a lot of what is in the Procedural By-law is also what could be put in a Terms of Reference document. She identified that some of the key questions could be who is managing the Boards administration and that anything to do with the finances of the Board be done through whoever is the administrator so that the financial policies align as closely as possible to that municipalities financial policies to keep it consistent. In addition, she indicated that the Board could include a policy that explains exactly what the Board has decided in terms of what each municipality will be charged to cover expenses, etc., so that everyone is aware in writing of the decisions of the Board.

Subcommittees and Policies

OAPSB Executive Director Darling shared that Boards have the freedom to create subcommittees (e.g., for the budget) with fewer members than quorum, involving municipal experts if needed. She indicated that policies should be created and implemented to cover areas like naming conventions, finances, media relations, accessibility, community engagement, and donations.

She suggested that once the Boards naming convention is passed and the transition of administration is confirmed, to create policies so there is clear direction for coming years. She further suggested creating a policy to outline how the Board is going to approach the local Action Plan as Huron OPP Detachment Commander Younan will ask the Board for input and to review. Therefore, outlining how this process will look and how the Board wants to proceed is important.

OAPSB Executive Director Darling expressed that it is important for the Board to consider and outline in a policy who has the right to speak on the behalf of the Board and what type of communication the Board wants to be putting out to the community regarding media relations and communication. In addition, she identified that accessibility of Board meetings is equally important to consider when creating policies as well

as any donations or sponsorships. She shared that some boards have in their budgets the ability to provide money to community groups within their detachment boundaries. For example, less than \$500 you can submit a written request and over \$500 you have to do a delegation to the Board.

Hiring

OAPSB Executive Director Darling indicated that a policy should be in place in an instance if there is a Detachment Commander change to outline what the process would look like for the Board and how an individual would be selected to sit on the Board.

OAPSB Executive Director Darling further suggested that a policy should be put in place to outline how often the Board would like to meet with the Detachment Commander, whether it may be in a camera meeting once at the beginning of the year to set the years expectations, once mid-year or at the end of the year. However the Board decides, it should be documented.

Complaints Process

OAPSB Executive Director Darling suggested that a policy be created to clarify how complaints are managed, even though the process is outlined in the Act. Similarly, a policy is recommended for handling Freedom of Information requests, although detachment boards are not currently bound by FIPPA.

Information Sharing

It was further suggested that the Board consider how often and what information will be shared with municipalities, including verbal or written reports to municipal councils.

Community Safety and Well-being

OAPSB Executive Director Darling expressed that Boards can decide if they will participate in local steering committees for community safety and well-being planning. What this may look like is encouraged to be outlined in a policy.

OAPSB Executive Director Darling recognized that the information she shared can seem overwhelming and indicated that there are drop-in sessions at noon hour for board members to ask any questions every third Thursday of the month. There is also a drop-in session for administrators every third Tuesday of the month. These sessions are recorded and be accessed at a later date.

Member Anderson asked if the provincial appointees fall under the same rules and regulations as the municipal appointees and community appointees, to which OAPSB Executive Director Darling responded, yes. They may go through a different appointment process, but once an individual is on the Board, all Board members fall under the same responsibilities.

OAPSB Executive Director Darling shared that OAPSB is currently undergoing a few large projects as they are trying to improve the knowledge level of all boards across Ontario, whether they are municipal or detachment. To do this, they are offering more education sessions and indicated that this is something to keep in mind when budgeting for 2025. One project being in joint partnership with the Canadian Association of Police Governance to offer a webinar each month for 18 months.

Member Anderson asked in mention of the budget, that if one of the municipalities disagrees with how the Board has decided to split the associated costs, what the protocol is. OAPSB Executive Director Darling identified that the legislation says if the Municipality/Board cannot come to an agreement which is in fact fairer than the legislation itself, the legislation says it has to be divided equally among all.

7.2. HOPPDB Procedural By-law

Administrator Doherty indicated that he had started with a Terms of Reference document and then worked in consultation with a group of clerks from Bruce County. Doherty expressed that as he was trying to align with the Bruce County Clerks' Procedural By-law with the Terms of Reference document that there was a lot of overlap. After reviewing with the Clerk group, Doherty recommends going forward with a Procedural By-law as opposed to having both documents because the Procedural By-law is more comprehensive and one document avoids duplication and confusion.

Chair Dietrich asked if anyone had any comments on the Procedural By-Law to which members responded addressing a few concerns.

4.4 Election of Chair and Vice-Chair

Member Anderson expressed that being as the Board is just starting she felt that the verbiage suggested that the Board would have to elect a new Chair now and expressed that this does not seem fair to the Chair as there is not enough time in the year given only 4 meetings to adequately adjust to the role and complete what needs to be done. Member Anderson further suggested changing the verbiage to say every two (2) years.

Member Clark pointed out that the verbiage does not necessarily say that the Chair has to change and questioned that could an individual not stand for Chair again and be reelected each year, to which the Board collectively agreed. With that, it was agreed to leave item 4.4 as worded.

Member Bazinet acknowledged Chair Dietrich's great success as Chair.

4.5 Training

OAPSB Executive Director Darling expressed that she wanted to ensure that it was clear that the Roles and Responsibility Training mandatory through the Ministry is to be completed prior to assuming a seat on the Board as a voting member. Members then have six (6) months after the appointment to the Board to complete the Thematic Training. If it is not completed within that six (6) months, the member is suspended from the Board until it is completed. Doherty note the above changes would be made to 4.5.1.

Various members of the Board expressed frustrations regarding the quality of the online training as they experienced technical errors. OAPSB Executive Director Darling indicated that there is a help desk number that can be contacted and if challenges persist, to contact her and OAPSB will follow up.

6.2 Location of Meetings

Member Anderson expressed concern about the verbiage regarding having the meetings at the OPP station or at the administrator's municipality as she thought that the Board had discussed at the first meeting that the Board was going to keep the meetings at the OPP station because it was central for everybody.

Chair Dietrich agreed with Member Anderson and indicated that under the Board's approval, the location can be changed if needed.

Chair Dietrich and Member Anderson suggested that mention of the administrator's municipality be taken out of the verbiage and changed to say, "the OPP Detachment Board shall meet quarterly, with dates set out by the OPP Detachment Board. Meetings shall be held in the Meeting Room at the Huron OPP Detachment, 325 Albert Street, Clinton, Ontario, or as otherwise determined by the Chair" to which the Board collectively agreed.

6.4.1 Timing of Notice

Member Anderson acknowledged how the Procedural By-law indicates that the Board must post notice of a meeting seven (7) days prior to the meeting. However, she addressed that the Board does not have a

website to post the required notices on and that this should be priority in the New Year.

OAPSB Executive Director Darling expressed that what some boards are doing is having one municipality agree to host the boards webpage and then that link is shared with all municipalities.

6.6 Board Agenda

Chair Dietrich addressed how the current agenda does not match what the Procedural By-law outlines to which Administrator Doherty indicated that the Board can switch the order to South Hurons agenda order or what is outlined in the Procedural By-law. Whatever is chosen as a template needs to be updated in the Procedural By-law to ensure consistency.

Member Lamport addressed the inconsistency of the naming of the Board within the Procedural By-law to which Administrator Doherty advised that the Procedural By-law will be amended to ensure consistency. Doherty subsequently notes – some sections of the Bylaw refer to Detachment Boards in general and that wording will not be changed.

RES: 21-2024

Moved by Member Lamport, seconded by Member Frayne

That the Huron OPP Detachment Board Adopt By-law 1-2024 being a Procedural By-law as amended.

Carried

7.3. [Huron OPP Detachment Board Report](#)

Huron OPP Detachment Commander Younan explained that he tried to align the OPP's corporate initiatives with the Detachment Action Plan, while also linking them to the Community Safety and Well-being Plan in the report.

He acknowledged that he is aware that there are individuals on the panel from the Board that are heavily invested in the Community Safety Well-being Plan. However, he emphasized that understanding the current status of legislation, specifically the CSPA, as well as the OPP's strategic plan and its impact on the local level, is crucial for the Board. He believes this understanding will be important when the OPP releases its new strategic plan. Commander Younan also requested that the Board provide input when necessary.

Huron OPP Detachment Commander Younan further proceeded sharing the report prepared for the Board to which the main points are provided below. For more detailed information, please refer to Huron OPP Detachment Commander Younan's shared report.

Traffic Enforcement

Huron OPP Detachment Commander Younan emphasized that traffic policing involves more than just issuing tickets. He indicated that officers are proactively engaged in enforcement to maintain traffic flow and ensure community safety and expressed further that analytics are being used to deploy resources effectively, especially in areas identified as high-risk for collisions.

Crime Statistics

Huron OPP Detachment Commander Younan identified that there was an error regarding the homicide data and corrected the count to one (1) homicide for the year, following a significant case in 2024.

Huron OPP Detachment Commander Younan explained that the increase in sexual offenses was likely due to improved training and victim support, which encouraged more disclosures, rather than an actual rise in incidents.

He further shared that property crimes and drug-related offenses are on the rise, with the street crimes unit focusing on drug issues, particularly opioids and fentanyl and that efforts to combat crime and drug trafficking continue.

Opioid Overdoses

Huron OPP Detachment Commander Younan further reported that there were no opioid-related fatalities in 2024, which is a significant improvement compared to previous years and indicated that the street crimes unit has targeted drug dealers, which has contributed to this decrease.

Mental Health and Addictions

Huron OPP Detachment Commander Younan shared that the Crisis Response Team, a partnership between police and mental health professionals, is actively working to address mental health crises and connect individuals to resources. He further shared however, that the partnerships effectiveness has been impacted by a lack of funding for additional social workers and that when social worker support was higher, incidents decreased significantly.

He indicated that ongoing collaboration with public health and other community partners persist to address substance misuse and mental health issues, including follow-up after non-fatal overdoses to connect individuals with support services.

OPP Billing and Service Trends

Huron OPP Detachment Commander Younan indicated that there is a trend toward decreasing costs for the OPP's services, signaling a positive trend for municipal billing.

Member Frayne expressed that years ago, the County had experienced frequent theft regarding the theft of pumping gas and not paying. He questioned if this trend still persists to which Huron OPP Detachment Commander Younan indicated that the trend is most likely similar. However, some places have taken steps to require prior payment.

Member Petteplace asked in terms of resources, if the Huron OPP have enough to sustain to which Huron OPP Detachment Commander Younan responded that the Huron OPP do have enough resources but always want more which municipalities can do through enhancements. He expressed further that most detachments will always have some running vacancies, but there is strong commitment from Huron OPP.

Member Walker expressed that the health unit is looking for traffic data, more specifically possibly a dangerous roads study and wondered how easy or difficult it would be to produce that for them. Huron OPP Detachment Commander Younan indicated that it would be an easy task to complete.

Member Lamport expressed that it is impressive to see that property crimes have decreased. However, he questioned why fraud has increased from 2022-2024 to which Huron OPP Detachment Commander Younan responded by indicating that the majority of frauds on the up-rise are cyber-related frauds that target the vulnerable.

RES: 22-2024

Moved by Member Anderson, seconded by Member Petteplace

That the Huron OPP Detachment Board receive the report from Huron OPP Detachment Commander Jason Younan entitled "Huron OPP Detachment Board Report" as circulated.

Carried

8. UNFINISHED BUSINESS

8.1. RES: 23-2024

Moved by Member van Hittersum, seconded by Member Lamport

That the Huron OPP Detachment Board Adopt By-law 2-2024 Being a By-law to Name the Huron OPP Detachment Board.

Carried

9. NEW BUSINESS

9.1. Change of Administration

Administrator Doherty noted that Central Huron is looking to have the administrative function transferred to South Huron.

In term of the 2024 budget, Administrator Doherty that Central Huron sees an advantage to treating some annual expenses on a cash-basis as opposed to accrual so there does not have to be so much accounting work when the Admin function moves from one lower tier to another. For example, Doherty noted the OASB billing came in October and that would normally be accrued as a 3-month expense in 2024 and 9 months in 2025.

However, Member Anderson identified that the Board should not have been currently billed for a 2024 OASPB membership as it was billed earlier in the year. Lisa Darling expressed that the bill received and paid in October was for the 2025 membership to which Administrator Doherty responded that Central Huron will bill South Huron as the bill was already paid. Administrator Doherty further expressed that in regards to the payment of insurance, it will be billed out as part of the 2024 budget.

Member Lamport asked that if the transfer of administration occurs, if members will be required to fill out payroll information again to which Administrator Doherty indicated as likely.

Chair Dietrich directed Administrator Doherty to be in contact with South Huron to help a smooth transition and asked to be informed on the progress.

RES: 24-2024

Moved by Member Anderson, Seconded by Member Clark

That the Board approves the transfer of the administration services for this Board from Central Huron to South Huron.

Carried

Name Tags

9.2.

Member Frayne indicated that at the OAPSB Zone Five meeting attendees had name tags which made it helpful when communicating with others. He expressed that it would be nice if the Board had name tags or a lanyard to have for meetings.

RES: 25-2024

Moved by Member Frayne, Seconded by Member Petteplace

That the Board considers the cost of having lanyards made with member names and Huron OPP Detachment on them in the 2025 budget.

Carried

9.3. 2024 Budget – Remuneration By-law

Administrator Doherty expressed that in the Remuneration By-law that was passed, the wording spoke to meetings under three hours and meetings over three hours. Since then, members of the Board attended an OAPSB meeting that was three (3) hours exactly which technically, the by-law does not speak to. After a brief discussion the following was passed.

RES: 26-2024

Moved by Member Petteplace, Seconded by Member Lamport

That the rate in item 1.1 in the Board's Remuneration Policy be changed to, "less than three hours, \$110, three hours and more, \$195"

Carried

10. NEXT MEETING

10.1. January 27, 2025 at 9:00 am – OPP Meeting Room – 325 Albert St. Clinton, ON

11. ADJOURNMENT

11.1. **RES: 27-2024**

Moved by Member Petteplace, seconded by Member van Hittersum

That this meeting adjourn at 2:43 PM.

Carried

Huron OPP Detachment Board
Approved (Resolution 05-2025): January 26, 2025

	Estimate	Notes of Breakdown
Training	\$1,460.00	Includes: 5 hours at training rate \$36.50 (as per remuneration policy) for 10 members
Meetings (5/yr) (combined time and mileage)	\$11,208.00	Includes: mileage and max 3 hour meetings (\$195) for 10 members
OAPSB Conference	\$20,454.84	Includes: all 10 members attending (2 nights hotel, 3 day coference and mileage); South Huron added pay for time (max 195/day)
OAPSB Zone 5 Meetings - Quarterly	\$5,289.93	Includes: for all 10 memebbers 1 in person meeting (time and mileage) and 1 virtual meetings (time); Chair to attend all 4
OAPSB Membership (Annual)	\$6,622.65	Actual Invoice amount for 2025
Insurance	\$4,000.00	Estimate based on 2024 actuals of \$3836
Estimated Annual Cost	\$49,035.42	
Contingency (3%)	\$1,471.06	Includes additional member training if vacancy; misc. supplies etc.
Sub-total	\$50,506.48	
Administration (10%)	\$5,050.65	Includes: staff time for meeting prep, attendance, mileage, etc.
Total Budget Estimate for 2025	\$55,557.13	

Huron OPP Detachment Board
Approved (Resolution 05-2025): January 26, 2025

Municipality	# Properties 2025	Proportion	Cost per property 2025
CH	4632	0.139463463	\$ 1.67
NH	2561	0.077108361	\$ 1.67
SH	5260	0.158371722	\$ 1.67
HE	4382	0.13193629	\$ 1.67
BW	5870	0.176738024	\$ 1.67
GD	4089	0.123114443	\$ 1.67
HW	1648	0.049619125	\$ 1.67
MT	1438	0.0432963	\$ 1.67
ACW	3333	0.100352272	\$ 1.67
	33213		



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CUPW respectfully acknowledges this office is located on the traditional unceded territory of the Anishinaabeg People.

Le STTP reconnaît, en tout respect, que son bureau est situé sur le territoire traditionnel et non cédé des peuples anishinaabés.

BY EMAIL AND MAIL

January 16, 2025

Doug Harding, Reeve
Township of Howick
44816 Harriston Rd
Gorrie, ON N0G 1X0

RECEIVED

JAN 27 2025

TOWNSHIP OF HOWICK

Dear Doug Harding:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
`edsc.cdi-iic.esdc@labour-travail.gc.ca`

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

Corporation of the County of Huron

To: Warden and Members of County Council

From: Vicki Lass, Director

Date: 01/22/2025

Subject: Economic Development Departmental Update, December 2024

Recommendation

Recommended Motion

That:

The Warden and Members of County Council receives the report by Vicki Lass, Economic Development Director, dated January 22, 2025, titled Economic Development Department December 2024 Update, as presented for information.

Background

Huron County Economic Development December 2024 Departmental Update

The following is an update of major projects and initiatives led by the Huron County Economic Development department over the past month.

Huron County Economic Development Department



Mission Statement

Offering support and leadership to enhance the economy and quality of place in Huron County.

Vision Statement

A diverse, thriving, and sustainable economy and rural community.

Upcoming Dates

Council Priorities: Welcoming & Inclusive Communities, Economic Readiness and Youth Engagement

English Conversation Circle – Goderich

Goderich Library

January 13, 20, 27 | 6:30pm – 8:00pm

For community events check the County Event Calendars:

[Huron County Community Events](#) and [Ontario's West Coast Events Calendar](#)

Thank you to local partners who provide us with the list of activities in their municipalities. We encourage you to share with your municipalities and ratepayers that the community events calendar is live and a great resource for sharing and finding information.

Economic Development Board

Council Priorities: Economic Readiness, and Youth Engagement

Supporting Local Youth Program

The Economic Development Board's Supporting Local Youth Program has awarded 6 recipients grants of \$1,000. These grants are for youth-led initiative and activities that provide opportunities for youth.

Nine applications were received to the program with six successful recipients totaling \$6,000 in funding. These projects will take place in the first half of the new year with mentorship from Economic Development Department staff.



Sector Support: Workforce Development

Council Priorities: Workforce Attraction

Progress on the “Huron Works” project continues with a new podcast dropping in December. Episode three of the Huron County Life on the Coast Podcast focused on the youth perspective of workforce recruitment and retention. Three Huron County youth discuss leaving the county to pursue their education, experiences entering the workforce, and why they chose to return to Huron County. Their stories highlight the challenges and opportunities of building a career and life in a rural community.

Guest Speakers:



Hannah Pollock



Ethan Hewitt



Maggie Durnin

That podcast is available on the County’s website at: [Workforce Recruitment & Retention – Youth Perspective – Huron County](#)

Our next podcast will focus on the retiree perspective re-entering the workforce. This episode will drop in early January 2025, followed closely by an episode focusing on newcomers and a final conversation on Workforce with our director Vicki Lass to wrap up this podcast series.

In addition to podcasts, a series of videos are being produced highlighting “in-demand” roles and opportunities in the county. We expect the first of those videos that focus on Education and Manufacturing to be released in January, followed closely by videos featuring Retail and Restaurant opportunities.

Business Services

Council Priorities: Economic Readiness and Youth Engagement

Starter Company Plus

The Starter Company Wrap-Up Celebration took place in December recognizing all of the participants on their completion of the program!

The Starter Company Plus program, administered locally by the County of Huron, provides business training, advisory support, and grant opportunities of up to \$5,000 for eligible participants to start, expand, or buy a business. The 2024 program awarded 11 businesses a total of \$37,250 in grant funding.



The 2024 program intake received 23 applications. After interviews and consultation, 12 businesses were selected to participate in the training program, which began in September. With a 100% retention rate – the highest in years – all 12 participants graduated from the program and competed in a pitch competition for the chance to secure micro-financing grants of up to \$5,000.

Immigration Partnership

Council Priorities: Welcoming & Inclusive Communities

Funding Application Successful

In late November, the Immigration Partnership learned that their funding application for three-year funding to continue its work was successful. The amount directed towards the program is still being negotiated with Immigration, Refugees and Citizenship Canada. The new agreement is scheduled to begin April 1, 2025.

Increasing Knowledge of Immigration Pathways

The Immigration Partnership collaborated with immigration lawyers and organizations on two significant events in December, helping 38 newcomers, employers, and community representatives learn about immigration pathways. The first event, organized in partnership with the YMCA of Southwestern Ontario's settlement services and the FCJ Refugee Centre, was a Spanish-language webinar designed to assist newcomers with temporary status in Canada. The webinar, led by immigration lawyer Jacoba Matta, provided detailed information on various pathways to remain in Canada, offering critical support for those seeking stability and permanency. The second event featured Neena Sandhu, an immigration lawyer from Blaney McMurtry LLP, who shared updates with organizations and businesses on recent changes to Canada's immigration laws affecting temporary workers and international students. These efforts aim to support newcomer retention in our community and enhance awareness of immigration opportunities and policies.

Conversation Circles Wrap Up For 2024

In December, the final Conversation Circle for the year took place, with a potluck at Knox Presbyterian Church in Goderich. About 30 people attended the event. Conversation Circles in Exeter and Goderich occurred on a weekly basis in the fall, in partnership with the Huron County Library, with a total of 20 sessions run by 13 volunteers from September to December. About 20 newcomers took part in Conversation Circles throughout the fall. During the Conversation Circles, individuals practice speaking English in a supportive, interactive environment. They are important because they help participants build confidence, improve language skills, and foster connections within their communities, which are essential for successful integration and communication.

Stay current on all departmental activities by following us online!

Huron County Economic Development [Facebook](#) & [Instagram](#)

Huron County Immigration Partnership [Facebook](#)

Ontario's West Coast [Facebook](#) & [Instagram](#)





January 20, 2025

Township of Howick

Attention: Reeve Harding and Council

Dear Reeve Harding and Council

Re: 2025 Draft Work Plan and Budget

MVCA's 2025 draft work plan and budget has been developed based upon the services and programs included in the agreement that has been approved by all 15 of our member municipalities.

This agreement allows MVCA to have the stability it needs to deliver these services and programs until June 30, 2026.

In 2025 MVCA will be reviewing and updating the services and programs agreement for all our member municipalities to review.

The draft 2025 work plan focuses on continuing our efforts to improve the health of the watershed.

We will continue to focus our efforts on helping landowners, community groups and municipalities to improve the health of soil, water and forests.

The prosperity and health of the watershed is dependent upon the management of our natural resources.

We will also continue to assist our municipalities to undertake projects to update natural hazard risk mapping and to take measures to reduce the risk of damages to their communities from natural hazards.

The attached newsletter provides you with a summary of MVCA's priorities for 2025.

A copy of Maitland Conservation's draft budget and cost apportionment is attached to this letter.

The draft 2025 budget includes a cost apportionment increase of \$175,000. This increase is driven by cost-of-living increase, the phase in of the 2023-2027 salary grid, cost to increase capacity to stewardship extension and watershed health assessment services.

MVCA's Members will be finalizing the 2025 work plan and budget on Wednesday, March 19, 2025. If your municipality would like to submit any comments on the draft work plan and or budget, please submit your comments to us by March 10, 2025.

In closing, I would like to thank you for your support in 2024 and we look forward to working with your municipality in 2025.

Ed McGugan
Chair



WORK PLAN PRIORITIES 2025



Vision:

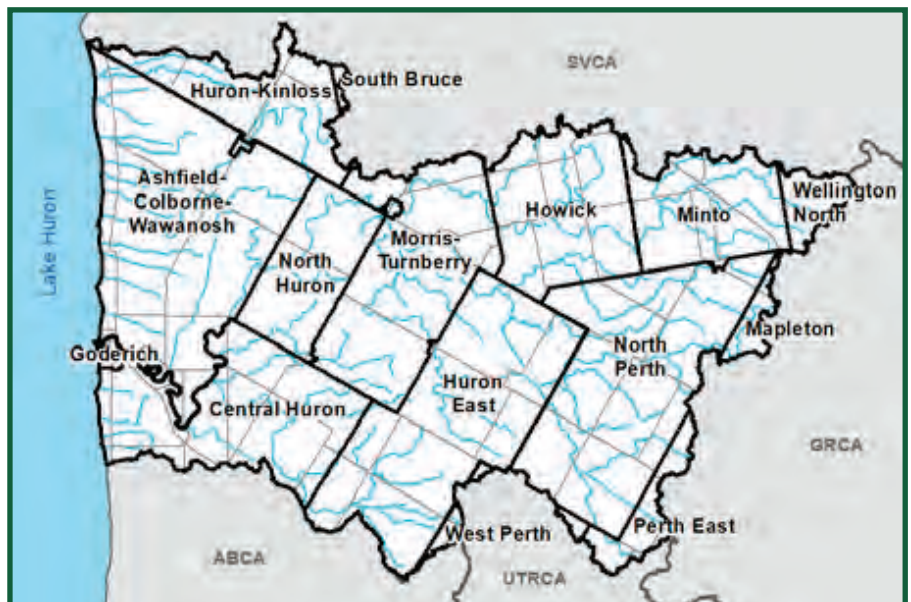
Working for a healthy environment!

Mission:

Providing leadership to protect and enhance water, forests and soils.

Ends:

- To protect life, property and prevent social disruption from flooding and erosion hazards.
- To protect water and related resources for present and future generations.
- To protect and expand natural areas.





Key Priorities for 2025

1. Assist our member municipalities to reduce the potential for loss of life, property damage and social disruption in flood and erosion prone areas.
2. Help our member municipalities and landowners develop and implement soil and water conservation systems that will keep soil and nutrients on the land and out of watercourses and Lake Huron.
3. Ensure that the management of our Conservation Areas sets high standards of conservation practices and are safe for the public to use.
4. To ensure that Maitland Conservation has a stable financial base so we're able to help our member municipalities develop a healthy, resilient and prosperous watershed.

1. CORPORATE SERVICES

- **Three-year Planning:** Update Maitland Conservation's three-year work plan and financial forecast for 2026 - 2028.
- **Municipal Agreements:** Review existing services and programs agreement and identify if changes are needed for the next agreement to be approved by member municipalities before July 1, 2026.
- **One Health Initiative:** Continue to work with the Wildlife Conservation Society, University of Guelph and the One Health Institute on the environmental component of the Healthy Watersheds, People and Wildlife initiative. Continue to encourage the Healthy Lake Huron Steering Committee to incorporate the Healthy Watersheds, People and Wildlife approach in their terms of reference and work plan.
- **First Nations and Metis Collaboration:** Continue efforts to collaborate with First Nations and Metis Councils through the Shared Pathway initiative on land use planning and projects of mutual interest.



2. FLOOD AND EROSION SAFETY SERVICES

- *Helping municipalities to reduce the risk to life and property in areas prone to flooding and erosion.*
- *Conserving features and functions of the river system and Lake Huron shoreline*

Equipment Replacement: Identify a strategy for the replacement of radio telemetry equipment currently used in the headwater portions of the flood forecasting network.

Flood Hazard Mapping: Development of a framework to identify where new flood hazard mapping is needed in rural areas as well as a cost sharing approach with the municipalities where updated mapping is needed.

Southern Lake Huron Adaptation Action Plan: Continued modelling and data gathering work. Formation of a steering committee to guide the four-year project. The Restoring Natural Sediment Pathways project for the Goderich Harbour will continue in 2025.

Flood Hazard Mapping: Updated flood hazard mapping planned for Lucknow. Updated mapping will also be undertaken in Wingham to reflect the impact of the removal of the Howson Dam.



Upgrades to Walton precipitation station, 2024



Little Maitland River, Dec. 2024



Goderich harbour

3. WATERSHED STEWARDSHIP SERVICES

Working with municipalities, landowners and partners to keep soil and nutrients on the land and out of watercourses.

- Promote and implement projects that will restore the health and resiliency of rivers, wetlands and forest ecosystems.
- Review of restoration approaches to incorporate a greater understanding of ecosystem restoration principles as well as climate change science. We want to ensure that our stewardship efforts will have significant benefits and high rates of success.
- Work to develop the resources to deliver proactive stewardship initiatives in priority areas including the Middle Maitland River watershed and Lake Huron north shore sub-basins.



Stream temperature monitoring, 2024



Cover crop workshop, 2024

4. WATERSHED HEALTH ASSESSMENT & MONITORING SERVICES

On-going assessment and monitoring indicates how the health of forests and streams are changing and identifies problems impacting the watershed's natural areas.

Surface & Groundwater Monitoring

- Continue collecting water samples for provincial surface and groundwater monitoring programs.

Watershed Health Assessment

- Survey watercourses to determine the health status of local streams and the stressors impacting them. Develop an evaluation process to determine priority areas for stewardship action. Complete the collection of watercourse temperature data started in 2024.
- Follow up on the recent Forest Health Assessment - undertake a landowner survey and review stewardship programs to support landowners with improving forest health.
- Collect data to assess interventions like buckthorn control and ash land enrichment in improving forest health.



Tree planting site visit, 2024

5. CONSERVATION AREAS

Maitland Conservation owns 28 properties encompassing 1,862 hectares. Key priorities include:

- *showcasing best management practices on conservation lands*
- *ensuring properties are safe for public use*
- *dealing with aging and surplus infrastructure*



Conservation Areas Infrastructure

Disposition of identified surplus buildings including the removal of two buildings and a privy tanks at Maple Keys Sugar Bush. Work with the Municipality of Morris-Turnberry to transfer surplus parkland at Pioneer Conservation Area. Replacement of privy at Naftel's Creek Conservation with an accessible design including access improvements from the parking lot.



Administrative Centre Renovations and Repairs

Washroom upgrades and asphalt replacement at the south entrance are planned for 2025.



Invasive Species Control

Buckthorn and phragmites removal and control will continue including at Wawanosh Valley Conservation Area to prepare for the naturalization of marginal farmland.



Falls Reserve Conservation Area

Renovations to the entranceway and gatehouse parking area. New signage planned at various locations in the park. Washroom improvements including replacing plumbing, stall partitions and shower flooring. Improved accessibility access planned for the day use area.



Wawanosh Park Conservation Area

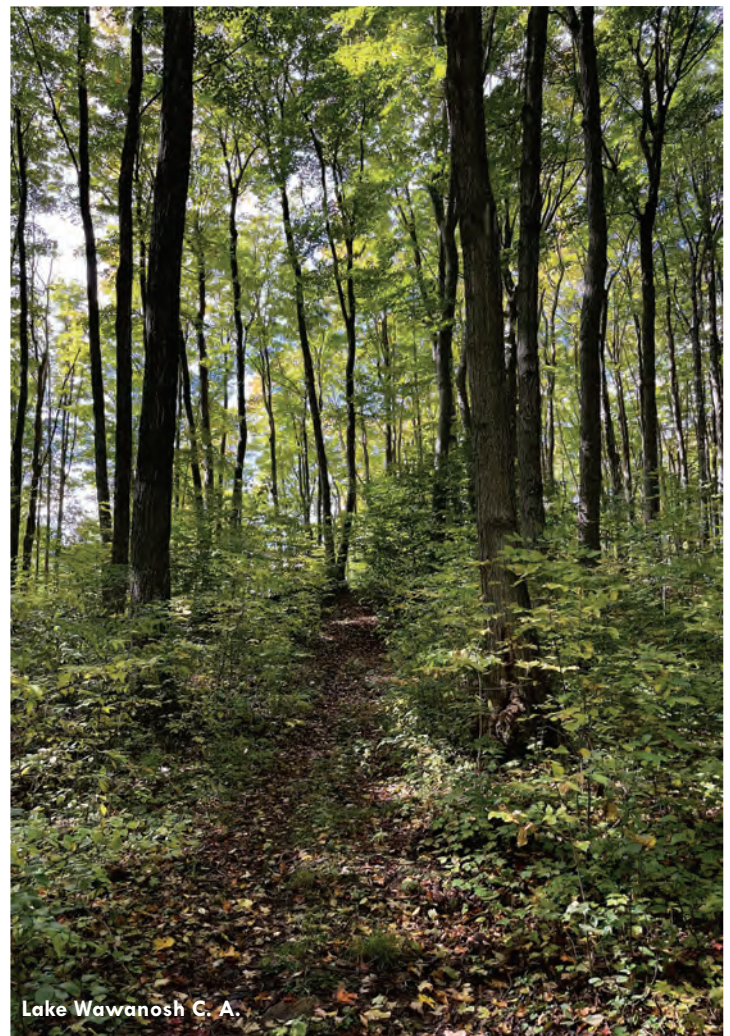
A review of seasonal camping operations to be undertaken to identify any liability and land use compatibility concerns at the site.



Buckthorn removal at Wawanosh Valley C. A.



Campground at Falls Reserve C.. A.



Lake Wawanosh C. A.



6. DRINKING WATER SOURCE PROTECTION

Working with municipalities to protect municipal sources of drinking water.

Governance and Leadership

- On-going Maitland Source Protection Authority meetings.
- Receive annual progress reports and program updates.
- Joint Management Committee to recruit a new Source Protection Committee member.

Communications

- Promote the drinking water source protection program to the public.

Implementation and Technical Support

- Review of planning and development applications located within municipal well head and intake protection areas.
- Issue confirmation notices for new municipal wells in Harriston and Palmerston in the Town of Minto and initiate the related amendment to the Maitland Source Protection Plan.

COMMENTS OR QUESTIONS?



For additional information please contact your Maitland Conservation member.

If your municipality would like to submit comments on the 2025 work plan priorities or budget, please submit them to us March 6, 2025. Comments may be sent to:

Phil Beard, General Manager - Secretary Treasurer
pbeard@mvca.on.ca

CONNECT WITH US

- [w] mvca.on.ca
[e] maitland@mvca.on.ca
[t] 519-335-3557 ext. 226

-  [maitlandconservation](https://www.facebook.com/maitlandconservation)
 [@maitlandvalley](https://twitter.com/maitlandvalley)



Maitland Conservation members, 2024

2025 Draft

Operating Budget Summary - Maitland Valley Conservation Authority

Table 1

ITEM	Revenue	Levy Funds	Deferred Revenue	Reserve Funds	Expense	NET Surplus/ Deficit
Administration	77,617	292,561		18,388	388,566	
Financial Management		123,679			123,679	
Governance		18,100			18,100	
Services Areas Support		54,600			54,600	
Communications, IT, GIS	2,500	268,843		41,730	313,073	
Source Water Protection	22,300				22,300	
Flood Control Structures		3,147			3,147	
Erosion Control Structures		1,640			1,640	
Flood Forecasting and Warning	36,424	272,218			308,642	
Hazard Prevention		24,568			24,568	
Natural Hazard Information		72,550			72,550	
Regulations	76,500	256,710			333,210	
Watershed Monitoring and Reporting	2,000	122,914			124,914	
Watershed Health Assessment Reporting		61,074			61,074	
Extension Services		183,050			183,050	
Forestry Services	174,100			29,871	203,971	
Management/Development/Operations	10,425	312,051			322,476	
Motor Pool	57,104				30,150	26,954
Falls Reserve Conservation Area	743,715				743,715	
Wawanosh Park Conservation Area	21,808				21,808	
Total	1,224,493	2,067,705		89,989	3,355,233	26,954

ITEM	Revenue	Levy Funds	Special Levy Funds	Deferred Revenue	Working Capital Reserves	Forest Management Reserves	Motor Pool Reserves	Expense	Net Surplus / Deficit
Corporate Services Projects									
Administration Centre		67,300						67,300	
GIS/IT Management/Communications		32,700			13,400			46,100	
Flood Forecasting Monitoring Network		30,000						30,000	
ECCC Natural Hazards Outreach & Education				38,284				38,284	
NRCAN Coastal Resiliency Strategy Implementation	190,780		37,500					228,280	
Watershed Health Assessment Project	25,900				65,641			91,541	
Carbon Footprint Initiative				2,907				2,907	
Garvey Glenn Coordination	10,000			75,869				85,869	
Middle Maitland Headwaters Restoration	17,000			5,000				22,000	
Huron Clean Water	500,000							500,000	
Watershed Stewardship Projects				4,786				4,786	
WS ECCC Restoration									
Forestry Management						19,000		19,000	
Vehicles/Equipment Replacement						36,000	91,000	127,000	
Carbon Sequestration Planting							700	700	
Conservation Area Projects					35,600			35,600	
Total	743,680	130,000	37,500	126,846	114,641	55,000	91,700	1,299,367	

Summary:

Projects Budget

The total draft Projects Budget is \$1,299,367.

MVCA's total draft budget for operating and projects for 2025 is \$4,654,600.

2025 Draft Cost Apportionment Schedule Increase Amount: \$175,000 Municipality	% of Municipality In Watershed	2024 CVA (modified) in Watershed \$	Municipal Population in CA jurisdiction	CVA Based Apportionment Percentage	2024 Approved General Levy	2025 Draft General Levy	2025 Draft Special Levy	2025 Draft Total Levy
Ashfield-Colborne-Wawanosh Township	100	\$1,366,086,081	4,559	12.5000	\$ 251,643	\$ 274,712	\$ 10,000	\$ 284,712
Central Huron Municipality	76	\$1,030,972,224	4,619	9.4400	\$ 192,770	\$ 207,463	\$ 10,000	\$ 217,463
Goderich Town	100	\$1,161,508,274	6,118	10.6300	\$ 215,434	\$ 233,615	\$ 17,500	\$ 251,115
Howick Township	92	\$480,737,403	2,645	4.4000	\$ 89,620	\$ 96,699		\$ 96,699
Huron East Municipality	72	\$1,121,489,171	5,685	10.2600	\$ 211,405	\$ 225,485		\$ 225,485
Huron-Kinloss Township	43	\$664,332,688	2,523	6.0800	\$ 121,737	\$ 133,620		\$ 133,620
Mapleton Township	5	\$97,525,427	383	0.8900	\$ 18,205	\$ 19,561		\$ 19,561
Minto Town	64	\$778,354,167	4,134	7.1200	\$ 140,760	\$ 156,476		\$ 156,476
Morris/Turnberry Municipality	95	\$561,603,312	2,702	5.1400	\$ 105,407	\$ 112,962		\$ 112,962
North Huron Township	100	\$608,527,015	3,884	5.5700	\$ 113,476	\$ 122,412		\$ 122,412
North Perth Municipality	98	\$2,504,629,622	11,017	22.9200	\$ 460,198	\$ 503,713		\$ 503,713
Perth East Township	9	\$192,490,588	858	1.7600	\$ 35,677	\$ 38,681		\$ 38,681
South Bruce Municipality	1	\$7,700,881	71	0.0700	\$ 1,435	\$ 1,539		\$ 1,539
Wellington North Township	16	\$301,047,804	1,479	2.7600	\$ 55,428	\$ 60,657		\$ 60,657
West Perth Municipality	3	\$50,531,590	226	0.4600	\$ 9,510	\$ 10,110		\$ 10,110
Total		\$10,927,536,247	50903	100.0000	\$ 2,022,705	\$ 2,197,705	\$ 37,500	\$ 2,235,205



Saugeen Valley Conservation Authority

Minutes – Board of Directors Meeting

Date: Thursday November 21, 2024, 1:00 PM.

Location: Remote via Zoom

Chair: Tom Hutchinson

Members present: Paul Allen, Larry Allison, Barbara Dobreen, Kevin Eccles, Bud Halpin, Greg McLean, Dave Myette, Mike Niesen, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten

Members absent: Sue Paterson, Steve McCabe

Staff present: Matt Armstrong, Adam Chalmers, Erik Downing, Janice Hagan, Darren Kenny, Donna Lacey, Katie Thomas, Brandi Walter

Vice Chair Tom Hutchinson assumed the role of Chair and called the meeting to order at 1 PM.

1. Land Acknowledgement – read by Bud Halpin

We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudenosaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nations, Métis, and Inuit peoples.

2. Adoption of Agenda

Motion #G24-127

Moved by Peter Whitten

Seconded by Kevin Eccles

THAT the agenda for the Saugeen Valley Conservation Authority meeting, November 21, 2024, be adopted as circulated.

Carried

3. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest relative to any item on the agenda.

4. Adoption of Minutes

4.1 Authority meeting – October 17, 2024

Motion #G24-128

Moved by Bill Stewart

Seconded by Dave Myette

THAT the minutes of the Saugeen Valley Conservation Authority meeting, October 17, 2024, be adopted as presented.

Carried

5. Matters Arising from the Minutes – none at this time

6. New Business

6.1 Formosa Administration Office: Lightning Strike update

Erik Downing, GM/S-T, reported that staff have been in communication with the insurance company and the general contractor to address the damage caused by the lightning strike. While the timeline for resuming on-site work remains uncertain, significant progress has been made.

6.2 GM-2024-13: SVCA Operational Plan

The Directors reviewed several items outlined in the plan, and the GM/S-T provided clarifications. Chair Barbara Dobreen joined the meeting at 1:20 PM.

6.3 GM-2024-14: Program Report

The Directors requested additional details on various program report projects, and the GM/S-T provided further information.

6.4 Correspondence

There was no submitted correspondence.

6.5 COR-2024-25: 2025 Authority Meeting Schedule

The GM/S-T presented the proposed meeting schedule for 2025, and the Directors requested that Janice Hagan distribute the meeting dates via calendar invite.

Motion #G24-129

Moved by Barbara Dobreen

Seconded by Greg McLean

THAT the 2025 SVCA Authority meeting and Section 28 Hearing schedules be adopted as presented.

Carried

6.6 COR-2024-26: 2025 Budget Presentation

Staff presented the proposed 2025 budget and reviewed the accomplishments of 2024, as well as the goals for 2025. It was noted that the budget is based on the anticipated continuation of the Environmental Planning and Regulations (EPR) fee freeze mandated by the provincial government since 2022. The budget request is 17.6%, which includes a 12% increase in staff salaries as previously approved by the Board, and a significant withdrawal from reserve funds.

Greg McLean left the meeting at 3:42 PM.

Barbara Dobreen called for a recorded vote for the following motion:

Motion #G24-130

Moved by Bill Stewart

Seconded by Barbara Dobreen

THAT the SVCA Board of Directors approve the 2025 draft budget in principle; and further

THAT staff be authorized to forward the draft budget to the Authority's watershed municipalities for a 30-day review and commenting period and include the offer of a delegation if requested.

Moiken Penner	In favour
Peter Whitten	In favour
Paul Allen	In favour
Larry Allison	In favour
Jennifer Prenger	In favour
Bill Stewart	In favour
Bud Halpin	In favour
Dave Myette	In favour
Mike Niesen	Opposed
Barbara Dobreen	In favour
Kevin Eccles	Opposed
Tom Hutchinson	In favour

Carried

Due to time constraints, Barbara Dobreen requested that Agenda items 6.8, EPR-2024-23: Violation Strategy Update, 6.9 EPR-2024-24: Permits Issued for Endorsement, and 7.0 Closed Session be deferred to the next meeting.

Motion #G24-131

Moved by Barbara Dobreen

Seconded by Kevin Eccles

THAT Agenda Items 6.8, 6.9, and 7.0 be deferred to the next scheduled Authority meeting.

Carried

6.7 Christmas Office Closure

Erik proposed that staff receive regular salaried pay for the three days, December 27, 30, 31st during the time the Administration office is closed for the Christmas holidays. There was no discussion.

Motion #G24-132

Moved by Barbara Dobreen

Seconded by Jennifer Prenger

THAT the SVCA approves that the SVCA be closed between Christmas and New Years in 2024; and further

THAT all eligible staff be allowed to have this time off one time with pay and without use of vacation or overtime.

Carried

6.8 EPR-2024-23: Violation Strategy Update

Deferred to next Authority meeting

6.9 EPR-2024-18: Permits Issued for Endorsement

Deferred to next Authority meeting

6.10 EPR-2024-25: Schedule A Environmental Planning and Regulations Fee

Staff presented the recommended 2025 EPR fee rate for the Board's consideration. These fees will be implemented if the 2024 rates are not suspended by the provincial government.

Motion #G24-133

Moved by Larry Allison

Seconded by Paul Allen

THAT Fee Schedule A, Environmental Planning and Regulations be approved as presented.

Carried

6.11 WR-2024-10: Durham Upper Dam

Staff recommend suspending winter operations at the Durham Upper Dam (DUD) due to its significant deterioration and unsafe conditions. The Board reviewed the 1997 incident where frazil ice buildup led to flooding in some areas of the Town of Durham; however, it was noted that the dam could fail if the winter operations continue. Staff confirmed that WECl funding has been approved for 50% of the project and that the benefitting municipality would cover the remaining 50%.

Jennifer Prenger left the meeting at 4:30 PM.

Motion #G24-134

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT the SVCA Board of Directors approve the cessation of winter operations at the Durham Upper Dam, as recommended based on ongoing engineering reports, with a provision for annual re-evaluation; and further

THAT staff proceed with Phase 2 of a Class Environmental Assessment for the Durham Upper Dam, pending Water and Erosion Control Infrastructure (WECl) funding; and further

THAT the Municipality of West Grey be deemed the benefitting municipality, contributing 100% of the project costs not covered by grant funding.

Paul Allen requested that the Question be divided as the resolution contains two different subjects.

Barbara Dobreen requested a recorded vote for the first part of the Resolution:

Motion #G24-135

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT the SVCA Board of Directors approve the cessation of winter operations at the Durham Upper Dam, as recommended based on ongoing engineering reports, with a provision for annual re-evaluation.

Moiken Penner	In favour
Peter Whitten	Opposed
Paul Allen	Opposed
Larry Allison	In favour
Bill Stewart	In favour
Bud Halpin	In favour
Dave Myette	In favour
Mike Niesen	In favour
Barbara Dobreen	In favour
Kevin Eccles	Opposed
Tom Hutchinson	Opposed

Carried

Barbara Dobreen requested a recorded vote for the second part of the Resolution:

Motion #G24-136

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT staff proceed with Phase 2 of a Class Environmental Assessment for the Durham Upper Dam, pending Water and Erosion Control Infrastructure (WECI) funding; and further

THAT the Municipality of West Grey having been deemed the benefiting municipality, contributing 100% of the project costs not covered by grant funding.

Moiken Penner	In favour
Peter Whitten	Opposed
Paul Allen	In favour
Larry Allison	In favour
Bill Stewart	Opposed
Bud Halpin	In favour
Dave Myette	In favour
Mike Niesen	In favour
Barbara Dobreen	In favour
Kevin Eccles	Opposed
Tom Hutchinson	Opposed

Carried

6.12 NWMO-2024-01: Nuclear Waste Management Organization (NWMO) Update

There was no discussion on the report.

Motion #G24-137

Moved by Bud Halpin

Seconded by Larry Allison

THAT the Saugeen Valley Conservation Authority Board of Directors receive the NWMO-SVCA Environmental Media Baseline Program update for information.

Carried

7. Closed Session – to discuss a litigation matter and personal matters about identifiable individuals

Deferred to next Authority meeting.

8. Adjournment

With no further business to discuss, the meeting was adjourned at 5:07 PM, following a motion by Dave Myette and Peter Whitten.

Tom Hutchinson
Chair

Janice Hagan
Recording Secretary

Ministry of Rural Affairs

Ministère des Affaires rurales

Office of the Minister

Bureau du ministre

777 Bay, 17th Floor
Toronto, Ontario M7A 2J3
Tel: 647-329-1485

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 647-329-1485



January 19, 2025

Carol Watson
Clerk
Township of Howick
clerk@howick.ca

Dear Ms. Watson:

It is my pleasure to share our government's new plan to support rural economic development, increase and nurture a rural workforce, and strengthen rural communities.

[Enabling Opportunity: Ontario's Rural Economic Development Strategy](#) is designed to help rural communities leverage new economic opportunities and prepare themselves for growth.

The Strategy focuses on three key pillars:

- **Safe and Strong Rural Communities** – Improving local economic development capacity and championing local leadership, supporting the rehabilitation of municipal and community infrastructure, optimizing rural connectivity, and supporting communities in developing plans for housing and transportation to ensure rural communities are places where people want to live, work and play.
- **Business Development and Attraction**- Supporting rural and Indigenous communities and other economic development partners in strengthening and growing rural business, encouraging entrepreneurship and innovation, attracting investment, revitalizing downtowns and diversifying regional economies.
- **Growing the Rural Workforce** – Helping grow local talent, raising awareness of job opportunities available in rural Ontario, supporting workers in obtaining the skills needed to succeed, and attracting and retaining workers so that rural communities and small towns thrive.

We brought together municipal and Indigenous leaders and rural stakeholders to provide input into the development of the new strategy. We held 13 regional roundtables to hear the thoughts, experiences, ideas, and inspiration of those living and working in rural Ontario and received many online submissions through our website.

By listening to rural residents, we created a Strategy that represents their concerns. My thanks go out to all of those who participated in the consultation process and I look forward to continuing these conversations.

.../2

Our government has a vision for thriving rural communities and believes that a strong and dynamic rural Ontario is essential for the success of the province's economy. As a proud resident of rural Ontario, I am confident in saying the future is bright for rural Ontario, especially when we work together

By working together, we can continue to build strong economies and position rural Ontario as a destination of choice for individuals, families, and businesses.

Sincerely,

A handwritten signature in blue ink, reading "Lisa M. Thompson". The signature is fluid and cursive, with the first name "Lisa" and last name "Thompson" clearly distinguishable.

Lisa M. Thompson
Minister of Rural Affairs

* This email is being sent on behalf of Jennifer Keyes, Director, Development and Hazard Policy Branch *

Good afternoon:

I am writing to you today to notify you of a new regulation prescribing the circumstances under which the Minister of Natural Resources (“Minister”) may make permitting decisions in the place of a conservation authority or review a conservation authority’s permitting decision.

New provisions in the *Conservation Authorities Act* came into effect on April 1, 2024, that included powers for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority (“Minister’s permit”), and 2) review a conservation authority permit decision at the request of the applicant (“Minister’s review”). It is important to note that when making a permitting decision using one of these tools, the Minister is required to satisfy the same legislative criteria concerning natural hazards and public safety that are considered by conservation authorities.

The new regulation sets out the circumstances under which the Minister may use these powers as circumstances where the proposed development activity or other activity, in the opinion of the Minister, pertains to or supports a matter of provincial interest described in the regulation. Additionally, it includes a transparent process for individuals or businesses to request the use of these powers and sets out the information that must be submitted as part of such a request. This regulation came into effect on January 1, 2025.

A Decision Notice is available at the Environmental Registry of Ontario, posting #[019-8320](#) and supporting information describing the process for requesting the use of these powers is available [online](#).

If you have any questions, please reach out to the Ministry of Natural Resources at ca.office@ontario.ca.

Sincerely,
Jennifer

Jennifer Keyes
Director, Development and Hazard Policy Branch

Ministry of Natural Resources



Taking pride in strengthening Ontario, its places and its people



Mayor Martin Ritsma & Stratford City Council

In co-operation with the

Stratford Festival

Are pleased to invite Municipal Staff, Elected Officials,
their friends and families to join us for

Civic Night

Tuesday, September 25, 2025

"Annie"

Festival Theatre - 55 Queen Street, Stratford

Performance: 8:00 p.m.

Please join us prior to the performance in the
Paul D. Fleck Marquee for a Reception beginning at 6:30 pm

"Annie has reigned as one of the world's most beloved family musicals since its original six-year Broadway run. Annie Bennett is the iconic mop-topped orphan who knows the sun will come out tomorrow for her, no matter how dark it gets today. (Even if "today" is under the domain of Miss Hannigan, the caretaker of the orphanage and an over-the-top misopedist.) When Annie and her scrappy dog, Sandy, are taken in by the secretary of the billionaire Daddy Warbucks, the girl's lifelong search to find her birth parents sets off a chain of wacky, heartwarming adventures."

For this performance, the Stratford Festival is offering a **Two for One** deal. Tickets will sell out quickly for this performance, so please purchase your tickets early.

Tickets can be purchased by contacting the Box Office at 1-800-567-1600 or on-line at www.stratfordfestival.ca and providing the **Promotion Code 117184**. Additional information regarding this performance is available through the Stratford Festival's website.

If you should have any questions or require additional information, please do not hesitate to contact Lindsay Van Gestel, Administrative Assistant to the Mayor, at 519-271-0250 extension 5236 or by email lvangestel@stratford.ca. We look forward to seeing you on September 25th.

SVCA 2025 PLAN REVIEW FEE SCHEDULE – Township of Howick

TYPE OF APPLICATION	2025 FEES
Official Plan Amendment	\$260.00
Zoning By-law Amendment	\$260.00
Consent (per each new lot created)	\$260.00
Minor Variance	\$190.00
Draft Plan of Subdivision	\$80 per lot or block/ \$610 minimum. Maximum \$7340
Draft Plan of Condominium	lesser of \$80 per unit or \$1480/ha with a minimum flat fee of \$610 Maximum \$7340
Site Plan Application	lesser of \$80 per unit or \$1480/ha with a minimum flat fee of \$610 Maximum \$7340
Private "Multi-Lot" Residential Developments	\$80 per lot or block/ \$610 minimum. Maximum \$7340
Other Types of Applications	\$190.00

Notes and Definitions

- Under authority of the Minister of Natural Resources (MNR), dated December 2024; Conservation Authorities, including the Saugeen Valley Conservation Authority (SVCA), plan review fees for 2025 will not be increased from 2024 fee levels.
- The SVCA reserves the right to waive the application fee or reduce the fee on a case by case basis.
- Fees for multiple joint applications made at the same time for the same parcel and for the same development proposal for Official Plan Amendments, Zoning By-law Amendments, Minor Variances and Consents will be discounted as follows:

First Application: Full fee per Application Review Fee above
Additional Applications: 50% of full Application Review Fee per lot/application

Note: The first Application Review Fee shall always be the higher of the applicable fees.



Membership Minutes

Membership Meeting #10-2024

December 18, 2024

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Andrew Fournier, Anita Van Hittersum, Ed Podniewicz, Matt Duncan, Megan Gibson, Evan Hickey, Sharen Zinn

Members Absent: Vanessa Kelly

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Services Coordinator
Jeff Winzenried, Flood Forecasting Supervisor
Michelle Quipp, Executive Assistant

Others Present: Cory Bilyea, Midwestern Newspapers

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 #9-2024 held on November 20, 2024.

Motion FA #108-24

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the minutes from the General Membership Meeting #9-2024 held on November 20 2024, be approved.
(carried)

4. Business out of the Minutes:

a) Review of Per Diem and Honorariums Report #79-2024

Report #79-2024 was presented to the members and the following motions were made:

Motion FA #109-24

Moved by: Alvin McLellan

Seconded by: Alison Lobb

THAT the MVCA 2025 members Per Diems be amended to \$84 for half day meetings and \$150 for full day meetings.

(carried)

Motion FA #110-24

Moved by: Alison Lobb

Seconded by: Ed Podniewicz

THAT the MVCA members Per Diems and Honorariums be adjusted by cost of living each year.

(carried)

b) Conservation Lands Strategy Comments: Report #80-2024

Report #80-2024 was presented to the members and the following motions were made:

Motion FA #111-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT a letter be sent to the Township of Huron-Kinloss in response to their comments and suggestions regarding the Conservation Areas Lands Strategy.

(carried)

Motion FA #112-24

Moved by: Alison Lobb

Seconded by: Evan Hickey

THAT the Members approve the Conservation Lands Strategy;
AND THAT the Conservation Lands Strategy be posted on the MVCA website.

(carried)

c) Fees Policy Comments: Report #81-2024

Report #81-2024 was presented to the members and the following motion was made:

Motion FA #113-24

Moved by: Anita Van Hittersum

Seconded by: Ed Podniewicz

THAT the 2025 Fees Policy be approved.

(carried)

d) Draft 2025 Fee Schedule Comments: Report #82-2024

Report #82-2024 was presented to the members and the following motion was made:

Motion FA #114-24

Moved by: Alison Lobb

Seconded by: Anita Hittersum

THAT the 2025 Fee Schedule be approved.

(carried)

5. Business Requiring Decision and or Direction:

a) Draft 2025 Work Plan & Budget: Report #83-2024

Report #83-2024 was presented to the members and the following motions were made:

Motion FA #115-24

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the 2025 draft budget, work plan and levy be approved for review and comment by MVCA's member municipalities;

AND THAT the final work plan and budget be brought back to the Members on March 19, 2025, for final review and approval;

AND FURTHER THAT the municipal information package be developed and circulated to member municipalities in January based upon the direction provided by the Members.

(carried)

b) Natural Hazard Asset Management Plans: Report #84-2024

Report #84-2024 was presented to the members and the following motion was made:

Motion FA #116-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT the Members approve and submit the Draft Natural Hazard Infrastructure Asset Management Plan to the Ministry of Natural Resources.

(carried)

c) Ice Management Plan: Report #85-2024

Report #85-2024 was presented to the members and the following motion was made:

Motion FA #117-24

Moved by: Andrew Fournier

Seconded by: Ed Podniewicz

THAT the Members approve and submit the Draft Ice Management Plan to the Ministry of Natural Resources.

(carried)

d) Draft Agenda for 2025 Annual Meeting: Report #86-2024

Report #86-2024 was presented to the members and the following motion was made:

Motion FA #118-24

Moved by: Anita Van Hittersum

Seconded by: Matt Duncan

THAT the Annual Meeting be held on February 19 at 2pm;

AND THAT the draft agenda outlined in Report #86-2024 be approved.

(carried)

e) Request from the Maitland Conservation Foundation: Report #87-2024

Report #87-2024 was presented to the members and the following motion was made:

Motion FA #119-24

Moved by: Alison Lobb

Seconded by: Sharen Zinn

THAT the General Manager Secretary Treasurer continue to serve as Interim Executive Director to the MCF Board in 2025;

AND THAT the MCF and JHETF Boards be thanked for their donation to MVCA in 2024.

(carried)

f) First Call for Declarations for Chair, Vice & Second Vice Chairs: Report #88-2024

Report #88-2024 was presented to the members for their information.

6. Chair and Member Reports

Chair Ed McGugan asked the members for ideas on how MVCA can receive more feedback on the work that MVCA does. Suggestions included surveys, social media posts and directly engaging with the public, both young and old, across the watershed.

7. Consent Agenda:

The following items were circulated to the Members for their information:

a) Revenue/Expenditure Report for November 2024: Report #89-2024

Motion FA #120-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT Report #89 along with the respective motions as outlined in the Consent Agenda be approved.
(carried)

8. In Camera Session: GM - ST Performance Review

Motion FA #121-24

Moved by: Alison Lobb

Seconded by: Evan Hickey

THAT the members move into in camera to discuss the GM-ST Performance Review.
(carried)

Motion FA #122-24

Moved by: Anita Van Hittersum

Seconded by: Alvin McLellan

THAT the members move back into the full authority meeting.
(carried)

Motion FA #123-24

Moved by: Alison Lobb

Seconded by: Antia Van Hittersum

THAT staff are to act as directed within closed session.
(carried)

9. Adjournment: Next meeting: January 22, 2025, at 7:00 pm at the Administrative Centre, Wroxeter.

Motion FA #124-24

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT the Members Meeting be adjourned at 9:06pm.
(carried)



Ed McGugan
Chair



Phil Beard
General Manager / Secretary-Treasurer



Maitland Conservation

Join Us At Our
**Annual
Meeting**

19 February, 2025 at 2:00 p.m.

Wroxeter Community Hall
1094 Centre St., Wroxeter

Please let us know if you're planning
to attend. Email: emagee@mvca.on.ca



Maitland
CONSERVATION

From: [Ontario's Broadband and Cellular Strategy \(MOI\)](#)
To: [Ontario's Broadband and Cellular Strategy \(MOI\)](#)
Cc: [Surma, Kinga \(MOI\)](#); [Veshkini, Ali \(MOI\)](#); KNesbitt@amo.on.ca
Subject: Supporting Ontario's 2025 Connectivity Objectives: Municipal Guidance and Expectations | Soutenir les objectifs de connectivité de 2025 de l'Ontario : Orientations et attentes municipales
Date: December 23, 2024 4:25:05 PM
Attachments: [Supporting Ontarios 2025 Connectivity Objectives Municipal Guidance and Expectations Soutenir les objectifs de connectivité de 2025 de l'Ontario Orientations et attentes municipales.msg](#)

As a follow-up to Minister Surma's recently released memorandum (see attached), the Ministry of Infrastructure (MOI) wants to reiterate the critical role municipalities play in our efforts to ensure provincially funded broadband projects are completed on time and without delay. Provincial broadband deployment is a shared commitment and requires coordination with various partners, including municipalities, to ensure Ontario residents have access to reliable, high-speed internet by the end of 2025.

Our expectation is that each municipality will communicate to their permitting departments that are responsible for coordinating access to rights-of-way requirements for broadband infrastructure their role in supporting the acceleration of broadband deployment. To that end, we expect meaningful progress to be made with respect to running line and installation depth proposals, new aerial infrastructure pole line installation proposals, alignment on long-term asset management plans from Internet Service Providers (ISPs), and transparent cost causality when setting permitting fees.

We continue to encourage municipalities to engage the Technical Assistance Team (TAT) of Infrastructure Ontario (IO) to resolve of any potential issues or challenges they are facing with ISPs. As you may be aware, the Ministry and IO in partnership with the Eastern Ontario Regional Network (EORN), recently released its Municipal Access Agreement (MAA) template designed to support municipalities in their rights-of-way negotiations with ISPs and expedite construction efforts. This resource, shared through the Association of Municipalities of Ontario, is a valuable tool to expedite negotiations and ensure construction proceeds without delay. The Ministry remains committed to supporting municipal partners and is prepared to explore all options that can expedite the approval process and provide certainty for municipalities.

Lastly, as we enter 2025, MOI alongside IO will host technical workshops with municipal representatives involved in rights-of-way negotiations. Dates for these sessions will be announced early in the new year.

If you have any questions or concerns, please contact MOI staff at broadband@ontario.ca.

Sincerely,

Jill Vienneau
Assistant Deputy Minister, Infrastructure Programs & Projects Division
Ministry of Infrastructure

cc. Hon. Kinga Surma, Minister, Ministry of Infrastructure
Ali Veshkini, Deputy Minister, Ministry of Infrastructure
Karen Nesbitt, Senior Manager, Association of Municipalities

Pour faire suite à la note de service récemment publiée par la ministre Surma (voir le document ci-joint), le ministère de l'Infrastructure (INF) souhaite réaffirmer le rôle essentiel que jouent les municipalités dans nos efforts visant à garantir que les projets à large bande financés par le gouvernement provincial soient achevés à temps et sans retard. Le déploiement de la large bande dans la province est un engagement commun et nécessite une coordination avec divers partenaires, y compris les municipalités, afin de garantir que les résidents de l'Ontario aient accès à un service Internet à haute vitesse fiable d'ici à la fin de 2025.

Nous nous attendons à ce que chaque municipalité communique – à ses directions générales responsables de la coordination des besoins en matière d'emprise pour les infrastructures à large bande – leur rôle dans le soutien de l'accélération du déploiement de la large bande. Nous nous attendons donc à ce que des progrès significatifs soient réalisés en ce qui concerne les propositions de profondeur des lignes et des installations, les propositions d'installation de nouvelles files de poteaux pour les lignes aériennes, l'harmonisation avec les plans de gestion des actifs à long terme des fournisseurs de service Internet et la causalité transparente des coûts lors de la fixation des droits de permis.

Nous continuons d'encourager les municipalités à faire appel à l'équipe de soutien technique d'Infrastructure Ontario (IO) dans le but de résoudre tout problème ou défi potentiel auxquels elles sont confrontées avec les fournisseurs de service Internet. Vous savez sans doute que le ministère et IO, en partenariat avec le Réseau régional de l'Est de l'Ontario, ont récemment publié leur modèle d'accord d'accès aux corridors de services municipaux (AACSM), conçu pour aider les municipalités dans leurs négociations sur les emprises avec les fournisseurs de services Internet et pour accélérer les efforts de construction. Cette ressource, partagée par l'Association of Municipalities of Ontario, constitue un outil précieux visant à accélérer les négociations et faire en sorte que la construction se déroule sans retard. Le ministère reste déterminé à soutenir les partenaires municipaux et est prêt à explorer toutes les options susceptibles d'accélérer le processus d'approbation et d'apporter des certitudes aux municipalités.

Enfin, au cours de la nouvelle année, INF et IO organiseront des ateliers techniques avec les représentants municipaux impliqués dans les négociations sur les emprises. Les dates de ces séances seront annoncées au début de l'année prochaine.

Si vous avez des questions ou des préoccupations, veuillez communiquer avec le personnel d'INF au broadband@ontario.ca.

Meilleures salutations,

Jill Vienneau
sous-ministre adjointe, Division des programmes et des projets d'infrastructure
Ministère de l'Infrastructure

c. c. Honorable Kinga Surma, ministre, ministère de l'Infrastructure
Ali Veshkini, sous-ministre, ministère de l'Infrastructure
Karen Nesbitt, gestionnaire principale, Association of Municipalities of Ontario

From: [Minister of Infrastructure](#)
To: [Minister of Infrastructure](#)
Cc: [Clayton, Angela \(IO\)](#); [Veshkini, Ali \(MOI\)](#); [Vienneau, Jill \(MOI\)](#); [Singh, Amar](#); prosborough@amo.on.ca
Subject: Supporting Ontario's 2025 Connectivity Objectives: Municipal Guidance and Expectations | Soutenir les objectifs de connectivité de 2025 de l'Ontario : Orientations et attentes municipales

Good afternoon,

The Government of Ontario has committed nearly \$4 billion to provide every community across Ontario with reliable, high-speed internet access by the end of 2025. Municipalities play a critical role in the success of designated broadband projects by coordinating access to rights-of-way required for broadband infrastructure deployment. As we work together for a more connected Ontario, we recognize that broadband expansion is a strategic initiative for all municipalities as it provides residents with access to essential online services, supports economic growth and creates opportunities for education, commercial and community development.

Ongoing sector engagement has effectively advanced the government's connectivity objectives by identifying barriers to project progress and prioritizing solutions through legislative, regulatory, operational, and administrative actions. Infrastructure Ontario (IO) and the Technical Assistance Team (TAT) have identified opportunities for delivery partners to enhance their effectiveness in supporting the deployment of broadband infrastructure. This letter aims to clarify the role of municipalities in the designated broadband projects program, and helps to identify areas to focus your efforts to build strong partnerships with ISPs, expedite broadband deployment, and better serve the residents and businesses in your region.

The province has put legislative provisions in place to support broadband deployment through the *Building Broadband Faster Act, 2021 (BBFA)*. Ontario municipalities whose boundaries include the geographic areas where there are designated broadband projects are required to provide right of way access for the construction or operation of a designated broadband project. The BBFA also requires local governments to adhere to specific timelines for permitting and approvals for broadband projects, and outlines data sharing requirements. TAT tracks municipal compliance with BBFA timelines. Additionally, the BBFA authorizes the Minister of Infrastructure to issue notices and orders that require certain broadband stakeholders to complete work if the minister believes they have failed to meet applicable requirements.

Given municipalities' role as a key delivery partner, it is important to understand your responsibilities, especially around negotiating deployment terms and managing right-of-way access with Internet Service Providers (ISPs). We expect that municipalities put their best efforts forward to collaborate with ISPs on:

- **Running Line and Installation Depth Requirements:** Municipalities should strive, when possible, to accommodate ISPs' running line and depth proposals. Any location requirements, whether implemented through municipal by-laws or through a Municipal Access Agreement (MAA), that vary from ISPs' proposed running lines are expected to be connected to a legitimate technical and/or

geographic limitation or planned capital works project.

- **New Aerial Infrastructure Proposals:** In rural road segments that require aerial deployment, ISPs may propose adding new poles or additional pole lines. Municipalities should seek to accommodate new pole installations in the public right-of-way where possible and not place moratoriums on new pole lines. These proposals seek to take advantage of the accelerated deployment timelines and cost efficiencies by leveraging aerial infrastructure.
- **Alignment with Asset Management Plans:** Municipalities are expected to work collaboratively and negotiate reasonably with ISPs with respect to aligning long-term asset management plans to ISP proposals for deployment. Municipalities should not reject an ISP's proposal based on excessive caution of future capital works and should enter good-faith negotiations with ISPs to agree on reasonable cost-sharing proposals for maintenance and relocation based on industry standards.
- **Reasonable application of Causal Costs when developing Permit Fees:** Municipalities are expected to calculate Municipal Consent Permit Application fees in a reasonable manner adhering to the tenets of cost recovery and cost neutrality.

Once municipalities have agreed with ISPs on deployment proposals, they should avoid making mid-program changes to technical requirements. These changes cause significant network redesign, additional costs, and drive project delays. By following these guidelines and taking a collaborative approach when working with ISPs, municipalities can effectively support the acceleration of broadband deployment.

The Ministry of Infrastructure and Infrastructure Ontario in partnership with the Eastern Ontario Regional Network developed a Municipal Access Agreement (MAA) template to support municipalities in negotiations over municipal right-of-way. This resource was recently shared through the Association of Municipalities of Ontario and is a valuable tool to expedite negotiations and ensure construction proceeds without delay.

The Ministry also expects ISPs to remain a good partner to municipalities and act in good faith when negotiating municipal rights of way. The TAT team monitors ISPs for the level of engagement they undertake with municipalities and assesses whether sufficient information-sharing has taken place. MOI will also be holding ISPs to account to work constructively and collaboratively with municipalities. If you have any concerns or questions, feel free to email broadband@ontario.ca or the TAT Team.

For additional information on municipalities role in broadband deployment and the legislative and regulatory requirements in place to help support the government's commitment to connect all households by the end of 2025, please see [Guideline 3.0: Building Broadband Faster in Ontario](#).

Your commitment and leadership in advancing the Government's broadband

objectives is sincerely appreciated. Thank you, in advance, for your efforts to ensure timely, successful deployment in your community and for supporting our broader goal of providing every community across Ontario with access to reliable, high-speed internet, by the end of 2025.

We remain committed to supporting our municipal partners and are prepared to explore any options that can expedite the approval process and provide certainty for municipalities. The Ministry of Infrastructure will host a municipal roundtable and other webinars as necessary in the new year. If you have any questions about the roles and responsibilities of municipalities within Ontario designated broadband projects, or any feedback, please reach out to the Technical Assistance Team at TAT@infrastructureontario.ca.

Sincerely,

The Honourable Kinga Surma
Minister of Infrastructure

cc. Angela Clayton, President and Chief Executive Officer, Infrastructure Ontario
Brian Rosborough, Executive Director, Association of Municipalities of Ontario
Ali Veshkini, Deputy Minister, Ministry of Infrastructure
Jill Vienneau, Assistant Deputy Minister, Ministry of Infrastructure
Amar Singh, Executive Vice President, Infrastructure Ontario

Confidentiality Warning: This e-mail contains information intended only for the use of the individual(s) named above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Minister's website at www.ontario.ca/page/ministry-infrastructure and destroy all copies of this message. Thank you.

Corporation of the Township of Howick

By-law No. 7-2025

Being a by-law to Authorize the Execution of an Agreement Between the Corporation of the Township of Howick and His Majesty the King in right of Ontario as Represented by the Ministry of the Solicitor General for the Fire Protection Grant – Ontario Transfer Payment Agreement.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25 provides that, except where otherwise provided, the powers of the Council shall be exercised by by-law;

AND WHEREAS the Corporation of the Township of Howick (“Township”) deems it expedient to enter into a Transfer Payment Agreement with His Majesty the King in Right of Ontario as Represented by the Ministry of the Solicitor General for the Fire Protection Grant Program;

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

1. That the Reeve and the Chief Administrative Officer/Clerk are hereby authorized to sign on behalf of the Township of Howick the agreement attached hereto and marked as Schedule “A” to this By-law.
2. That this by-law shall come into force and effect on the date of final passing thereof.

Read a first and second time this 4th day of February, 2025.

Read a third time and finally passed this 4th day of February, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the

BETWEEN:

**His Majesty the King in right of Ontario
as represented by the Minister of the Solicitor General**

(the “Province”)

- and -

(the “Recipient”)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 Schedules to the Agreement. The following schedules form part of the Agreement:

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information and Additional Provisions
Schedule “C” -	Project
Schedule “D” -	Budget
Schedule “E” -	Payment Plan
Schedule “F” -	Reports.

1.2 Entire Agreement. The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 Conflict or Inconsistency. In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

3.0 COUNTERPARTS

3.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

4.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:

- (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) (“FAA”) and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
 - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
 - (ii) the payment having been charged to an appropriation for a previous fiscal year.

SIGNATURE PAGE FOLLOWS

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Office of the Fire Marshal**

Date

Name: Carrie Clarke

Title: Deputy Fire Marshal

Date

Name:

Title:

I have authority to bind the Recipient

Date

Name:

Title:

I have authority to bind the Recipient

**SCHEDULE “A”
GENERAL TERMS AND CONDITIONS**

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

“Budget” means the budget attached to the Agreement as Schedule “D”.

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A12.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

“Maximum Funds” means the maximum set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

“Project” means the undertaking described in Schedule “C”.

“Records Review” means any assessment the Province conducts pursuant to section A7.4.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;

- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 **Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 **Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.
- (e) not use funds to cover any cost that has or will be funded by the recipients regular operating or capital budget.

A4.4 **Interest-Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 **Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 Conflict of Interest Includes. For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
 - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Province Includes. For the purposes of sections A7.4, A7.5 and A7.6, "Province" includes any auditor or representative the Province may identify.

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule "B" :
 - (i) all Reports in accordance with the timelines and content requirements set out in Schedule "F";
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;

- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (ii) signed by an authorized signing officer of the Recipient.

A7.3 Record Maintenance. The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 Records Review. The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

A7.5 Inspection and Removal. For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 Cooperation. To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;

- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 **No Control of Records.** No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual, including public announcements or communications:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.
- (d) obtain prior written approval from the Province before using any Government of Ontario or ministry logo or symbol in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

A8.2 **Notice of Project-Related Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days' in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

A9.0 INDEMNITY

A9.1 **Indemnify.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
 - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

A12.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 **Opportunity to Remedy.** If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A12.4 **Recipient not Remediating.** If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A12.5 When Termination Effective. Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) **demand from the Recipient payment of the unspent Funds;**
- (b) **adjust the amount of any further instalments of Funds accordingly.**

A14.0 FUNDS UPON EXPIRY

A14.1 Funds Upon Expiry. Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 Debt Due. If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an

amount equal to any Funds or any other amounts owing under the Agreement; or

- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 Interest Rate. The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address set out in Schedule "B".

A15.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

A16.0 NOTICE

A16.1 Notice in Writing and Addressed. Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule "B", or as either Party later designates to the other by Notice.

A16.2 Notice Given. Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 **Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 **Consent.** When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 **Condonation not a waiver.** Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 **Waiver.** Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 **Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of Her agencies (a “Failure”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 **Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

END OF GENERAL TERMS AND CONDITIONS

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$
Expiry Date	March 31, 2025
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$ 5,000.00
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Name: Program Development & Analytics Unit, Office of the Fire Marshal, Public Safety Division Ministry of the Solicitor General</p> <p>Attention: Katrina Nedeljkovich, Operations Manager</p> <p>Address: 2284 Nursery Road, Midhurst, ON, L0L 1N0</p> <p>Phone: 705-305-4595</p> <p>Email: Katrina.nedeljkovich@Ontario.ca / OFMGrants@Ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>

Additional Provisions:

None

SCHEDULE “C” PROJECT

The Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board (TB) approval for \$30.0M grant over 3 years in funding to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided. These approved funds are provided through what is known as the Fire Protection Grant.

Year one of the Fire Protection Grant focuses on firefighter health and safety (specifically cancer prevention measures) and minor infrastructure updates. These themes were chosen based on feedback from fire stakeholders across Ontario about the challenges and risks firefighters face in performing their duties.

The Ministry has identified four categories of eligibility:

- Cancer Prevention – Equipment (such as exhaust extraction systems in the fire station or washing machines for firefighting gear to remove contaminants, etc.)
- Cancer Prevention - Personal Protective Equipment (such as facepieces, balaclavas, etc.)
- Cancer Prevention – Minor Infrastructure (such as showers in the fire station, etc.)
- Technology – Minor Infrastructure (such as bringing internet to fire stations that do not currently have access to improve connectivity and training opportunities, etc.)

The grant application window opened on July 23, 2024 and closed September 5, 2024.

SCHEDULE “D” BUDGET

Funding will be provided to the
upon execution of this Agreement.

Funding will be provided to the
explicitly for the purchase of one, or a combination of, the items prescribed within the
listed summary in Schedule "C". Copies of all invoices and receipts for said items will
be provided to the Office of The Fire Marshal as part of the Report Back described in
Schedule “F” that forms part of this agreement.

The funds must be committed to the project as approved by March 31st, 2025.
Subsequently, the funds must be spent by the municipality by the end of Provincial
Financial Quarter Three (Q3) (December 31, 2025).

SCHEDULE “E” PAYMENT PLAN

E.1 MAXIMUM FUNDS

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule “B”.

E.2 PAYMENT SCHEDULE

The Funds will be provided to the Recipient for the Funding Year subject to the Agreement having been signed by the Province.

SCHEDULE “F” REPORTS

As a condition of the Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by the end of Provincial Financial Quarter, Q3, to outline how the grant was utilized and the benefit(s) seen at the department level.

As part of the report back the municipality will provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule C.

Corporation of the Township of Howick
By-law No. 8-2025

**Being a By-law to Authorize the Execution of a Development Agreement between
Ontario Protective Coatings Inc. and the Corporation of the Township of Howick**

WHEREAS Section 41(7) of the *Planning Act, R.S.O. 1990 c.P.13*, as amended provides that a municipality has the authority to enter into one or more agreements dealing with and ensuring the provision of facilities, works or other matters and the maintenance thereof and to ensure that development proceeds in accordance with approved plans and drawings;

AND WHEREAS Ontario Protective Coatings Inc. has applied to the County of Huron for consent approval of residential lots, File Numbers C107-22(1) and C108-22(2) and such approval dated the 14th day of March, 2013 has been granted subject to the execution and registration of a Development Agreement between the Owner and the Township be on title;

AND WHEREAS Section 51(26) of the Planning Act provides for the Municipality to enter into an Agreement as a condition of the approval of subdivision of a lot which Agreement may be registered on title and is enforceable by the Municipality against all subsequent purchase of land;

AND WHEREAS Ontario Protective Coatings Inc. is the owner of PLAN 317 LOT 34 PT LOT 35, Wroxeter described as Parts 1-5, 22R7270, Township of Howick;

AND WHEREAS the Council of the Corporation of the Township of Howick deems it advisable to enter into a Development Agreement with Ontario Protective Coatings Inc.;

NOW THEREFORE the Council of the Corporation of the Township of Howick hereby **ENACTS AS FOLLOWS:**

1. That the Corporation of the Township of Howick enter into a Development Agreement with Ontario Protective Coating Inc., which agreement is attached and marked as Schedule 'A' to this By-law.
2. That the Council of the Township of Howick hereby authorize the execution of the Development Agreement.
3. That the Reeve and CAO/Clerk be authorized to execute the said Development Agreement together with all documents relating thereto, and further, to make such other motions as may be necessary to complete this matter.
4. That the CAO/Clerk of the Township of Howick is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.
5. That this By-law shall come into effect upon the passing thereof and subsequent registration at the Land Registry Office for the Registry Division for the County of Huron.

Read a First and Second time this 4th day of February, 2025.

Read a Third Time and Finally Passed this 4th day of February, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

CORPORATION OF THE TOWNSHIP OF HOWICK

DEVELOPMENT AGREEMENT

Between

ONTARIO PROTECTIVE COATINGS INC.

-and-

THE CORPORATION OF THE TOWNSHIP OF HOWICK

Dated February 4, 2025

The Corporation of the

Township of Howick

44816 Harriston Road

RR1 Gorrie, ON

N0G 1X0

THE CORPORATION OF THE TOWNSHIP OF HOWICK

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TOWNSHIP OF HOWICK DEVELOPMENT AGREEMENT

THIS AGREEMENT made in triplicate on the 4th day of February, 2025

BETWEEN:

ONTARIO PROTECTIVE COATINGS INC.
hereinafter called the “Developer” of the FIRST PART

- and -

THE CORPORATION OF THE TOWNSHIP OF HOWICK
hereinafter called the “Township” of the SECOND PART

WHEREAS the Developer is the owner of the Land described in Schedule “A” to this Development Agreement (hereinafter called the “Agreement”) and proposes to develop the Land for the purpose of selling, conveying, or leasing five (5) lots created by severance.

AND WHEREAS the Developer declares that it is the registered owner of the lands and has applied to the Land Division Committee of the County of Huron (hereinafter called the “County”), for consent to ultimately create five (5) lots on the Land, shown as Parts 1 to 5 (inclusive) on Reference Plan 22R-7270 (the “Lots”) as in File Nos. C107-2022 and C108-2022 (collectively the “Consents”).

AND WHEREAS the Township has been authorized by the County, as a condition of the Consents, to require the Developer to enter into a development agreement and to construct and install certain municipal services as hereinafter provided and herein referred to as the “Works” set out in Schedule “C” and to make financial arrangements with the Township for the installation and construction of required services before the County will issue consent to create the Lots.

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:

SECTION 1 – INTERPRETATION

1.1 Definitions

The terms defined in this Section 1.1 shall have the following meanings unless the context expressly or by necessary implication otherwise requires:

“Agreement” means this Agreement titled “Development Agreement”.

“Business Day” means any day that is not a Saturday, Sunday or statutory holiday in the Province of Ontario.

“Certificate of Final Acceptance” means the certificate issued by the Township after satisfaction of the conditions identified in Section 4.3.

“Certificate of Inspection Re: Readiness for Occupancy” means the certificate issued by the Township after satisfaction of the conditions identified in Section 8.10.

“Certificate of Preliminary Acceptance” means the certificate issued by the Township after satisfaction of the conditions identified in Section 4.2.

“Chief Building Official” or “CBO” means the Director of Building and Planning or the Chief Building Official or designate for the Township of Howick.

“Conservation Authority” means the Maitland Valley Conservation Authority and its successors and assigns.

“County” means the Corporation of the County of Huron and its successors and assigns.

“Damage/Lot Grading and Drainage Deposit” means the amount of \$2,000.00 per Lot shall be paid by the Developer to the Township by way of letter of credit or certified cheque as described in Section 8.9 of this Agreement.

“Developer” means, collectively, Ontario Protective Coatings Inc. and their respective successors and assigns. “Developer” where used in this Agreement includes an individual, an Association, a Partnership, or a Corporation and wherever the singular is used herein, it shall be construed as including the plural.

“Land and/or Lands” means the real property the legal description of which is attached as Schedule “A”.

“Township” means the Corporation of the Township of Howick and its successors and assigns.

“Township’s Engineer” means a professional engineer appointed by the Township from time to time

“Township’s Solicitor” means a solicitor licensed to practice law in the Province of Ontario appointed by the Township from time to time.

“Public Works Manager” means the Public Works Manager or designate for the Township of Howick.

“Owner” means the Owner of a Lot and may include the “Developer”.

“Plan” means the plan of development relating to the Land and the Works, a draft copy of which is attached as Schedule “B”.

“Works” means the Works and services described in Schedule “C”.

1.2 List of Schedules

The following schedules are attached to and form part of this Agreement:

- | | | |
|--------------|----|---|
| Schedule "A" | -- | Description of Lands Being Developed |
| Schedule "B" | -- | Plan of Development |
| Schedule "C" | -- | List of Approved Construction Drawings and Checklist of Works to be Constructed |
| Schedule "D" | -- | Estimated Cost of Works and Securities |
| Schedule "E" | -- | Owner's Final Grading Certificate |
| Schedule "F" | -- | List of Lands for Municipal Purposes and Easements to be Conveyed to the Township |
| Schedule "G" | -- | No Occupancy Agreement |
| Schedule "H" | -- | Conditions of Consent |

SECTION 2 -- ORDER OF PROCEDURE

Upon application to the Township for the preparation of an Agreement the Developer shall:

- (a) Pay to the Township the fee required by the Township's Tariff of Fees By-law.
- (b) Pay to the Township the sum of one thousand (\$1,000.00) dollars as a deposit in respect of the Township's legal and engineering costs referred to in Section 3.2 (a) herein.
- (c) Submit a general plan outlining the services to be installed.

Prior to Registering the Agreement the Developer shall:

- (d) Deposit with the Township Securities and Insurance as outlined in the Agreement.
- (e) Pay in full any outstanding taxes or drainage, local improvement charges and charges under the Municipal Act as provided by the Township prior to the execution of this Agreement.
- (f) Mutually agree with the Township on the parcel of land to be deeded to the Township for parkland or the amount of cash to be given to the Township in lieu of Parkland.
- (g) Pay the amount in lieu of parkland to the Township or deposit the Transfers/Deed of Land for parkland with the Township.
- (h) Provide proof of postponement of any encumbrances on the lands.
- (i) Deposit with the Township's Solicitor, copies of this Agreement executed by the Developer, to be executed by the Township and retained by the Township's Solicitor for registration as hereinafter provided.
- (j) Deliver to the Township's Solicitor written authorization to register this Agreement or Notice of this Agreement and a cheque in respect of the cost of the said registrations where upon the Township's Solicitor shall register this Agreement.

Prior to starting construction on the Works, the Developer shall:

- (k) Have submitted and obtained the written approval of the Township's Engineer for the following all to be done in accordance with the Municipal Servicing Standards of the Township:
 - The Drainage Area Plans;
 - The Lot Grading Plan
 - The Service Layout Plan for electrical services, telephone, gas, etc.;
 - Final approved drawings for all Works required in Schedule "C" to this Agreement.
- (l) Provide written confirmation of having obtained the approval for drainage, road crossings, encroachment, etc. of all road authorities including the Township, County, Conservation Authority, the Ministry of Transportation of Ontario and any other authority involved.
- (m) Have deeded to the Township the lands/blocks/easements listed in Schedule "F".
- (n) Arrange for and participate in a pre-construction meeting that includes the developer, the Developer's Engineer, the general contractor, municipal representatives, and the Municipal Engineer. The meeting is to be chaired by the Developer's Engineer. The Township can be expected to include discussion on testing requirements for various components of the Works and upon the requirements of this agreement.

Prior to the issuance of building permits the Developer shall:

- (a) Have complied with all requirements of Section 8.9 of this Agreement.

Prior to any person occupying any building, the Developer shall:

- (a) Have complied with all the requirements of Section 8.10 of this Agreement.

SECTION 3 -- INSTALLATION OF ROAD WORKS

3.1 General

The Developer shall design, construct and install at its own expense and in good workmanlike manner, Municipal road works to the standards of the Township.

3.2 Township's Legal and Engineering Costs

- (a) The Developer agrees to pay the Township's cost of the Township's Solicitor and of the Township's Engineer's invoices for the reviewing of plans and specifications and for supervision and inspection on behalf of the Township.
- (b) The Developer shall be invoiced by the Township for all costs incurred by the Township with respect to this Agreement pursuant to Section 3.2 (a).
- (c) The Developer shall reimburse the Township for all costs incurred by the Township as referred to in Section 3.2 (a) herein, within thirty (30) days of each billing, failing which the Township and its agents shall cease all work with respect to the review of the Development.
- (d) The deposit referred to in Section 2.1 (b) of this Agreement shall be retained by the Township as a float against any unpaid bills and such deposit (or the balance thereof, if any) shall be returned to the Developer at Final Acceptance of the Development by the Township and the

Township being satisfied, that all costs in Section 3.2 (a) herein and any contingencies with respect to the Development have been paid in full.

- (e) The Developer shall pay to the Township, on thirty (30) days written notice from the Township, such amount as is necessary to maintain the deposit referred to in Section 2.1 (b) at the sum of one thousand (\$1,000.00) dollars, failing which the Township and its agents shall cease all work with respect to the review of the Development.

3.3 Developer's Engineer

The Developer shall employ engineers holding a certificate of authorization from Professional Engineers Ontario and approved by the Township:

- (a) To prepare designs.
- (b) To prepare and furnish all required drawings.
- (c) To prepare the necessary contract(s).
- (d) To obtain the necessary approvals in conjunction with the Township, the County Health Unit and the Ministry of Environment, Conservation and Parks, and others as required.
- (e) To provide the field layout, the contract documentation and the full-time supervision of construction.
- (f) To maintain all records of construction and upon completion, to advise the Township's Engineer of all construction changes and to prepare final "as built" drawings. Paper prints and digital versions of the "as built" drawings shall be submitted to the Township prior to the issuance of the Certificate of Final Acceptance.
- (g) To act as the representative of the Developer in all matters pertaining to the construction.
- (h) To provide co-ordination and scheduling to comply with the timing provisions of this Agreement and the requirements of the Township's Engineer, for all Works specified in this Agreement.
- (i) To provide certification that the installation of all Works was in conformance to said plans and specifications, such certification to be in a form acceptable to the Township's Solicitor and the Township's Engineer.
- (j) To take such other actions as may be required by the Township, acting reasonably, for the completion of the development in accordance with this Agreement and good engineering practices.

3.4 Works to be Installed

The Works to be installed are set out in Schedule "C" to this Agreement. This schedule is to set out the Works in general terms only and shall not be construed as covering all items in detail. If at any time and from time to time during the development, the Township's Engineer is of the opinion that additional Works are necessary to provide adequately any of the public services required by the Plan, the Developer shall, at the Developer's expense, construct, install or perform such additional Works at the request of the Township's Engineer.

3.5 Approval of Plans

The detailed plans and specifications of all Works must be submitted by the Developer to the Township's Engineer for endorsement of approval and such endorsement of approval shall in no way absolve the Developer or its consulting Engineers of responsibility for errors in or omissions from such plans and specifications.

3.6 Notification of Commencement

The Developer has commenced the Works. Should, for any reason, there be a cessation or interruption of construction, the Developer shall provide 36 hours written notification to the Township's Engineer before work is resumed.

3.7 Progress of Works

The Developer shall install all Works in a timely manner, in accordance with the requirements of Schedule "C" and this Agreement. If the Developer fails to do so, having commenced to install the aforesaid Works, fails or neglects to proceed with reasonable speed, or in the event that the aforesaid Works are not being installed in the manner required by the Township, then upon the Township giving seven (7) days written notice by prepaid registered mail to the Developer, the Township may, without further notice, enter upon the said lands and proceed to supply all materials and to do all the necessary Works in connection with the installation of the said Works, including the repair or reconstruction of faulty work and the replacement of materials not in accordance with the specifications, and to charge the cost thereof together with an engineering fee of ten percent (10%) of the cost of such materials and Works to the Developer who shall forthwith pay the same upon demand. If the Developer fails to pay the Township within thirty (30) days of date on the bill, the money owing may be deducted from the cash deposit, letters of credit, or other securities. It is understood in the event that the Township must enter upon said lands and have Works completed or repaired due to situations as outlined above any or all original mylars and specifications prepared by the Developer's Engineer must be turned over to the Township's Engineer for his use should he require same. It is understood and agreed between the parties hereto that such entry upon the lands shall be as agent for the Developer and shall not be deemed for any purpose whatsoever, as an acceptance or assumption of the said Works by the Township. The Township, in addition to all other remedies may refuse to issue building permits until such Works are completely installed in accordance with the requirements of the Township.

Without limiting the obligations of the Developer herein, if the Developer shall default on the performance of any term, covenant or provision of this Agreement and if such default shall continue for ten (10) days after the Developer receives written notice of such default by the Township (or such shorter time as may be required in the cases of an emergency or other urgent matters or as otherwise provided for herein), the Township may perform that obligation on the Developer's behalf and may enter onto the lands constituting the Plan for this purpose. If the Township is compelled or elects to incur any expense in connection with its performance of the Developer's obligations (including any engineering or legal fees incurred in connection with such actions), any reasonable costs so incurred by the Township, together with all interest thereon and any damages incurred, shall be payable by the Developer and shall be collectible by the Township in like manner as municipal taxes. The Developer also acknowledges and agrees that the Township has the right to draw down any Letters of Credit, cash or other security for the purpose of collecting any such expenses incurred by the Township.

3.8 Scheduling of Works

Prior to the issuance of building permits, the Developer shall supply for the approval of the Township's Engineer a letter from the Developer's Engineer confirming the lots have access to the following services: Currie Street, hydro, telecommunications and proper drainage.

3.9 Contractor

The Works shall be installed by an experienced, competent contractor or contractors retained by the Developer.

3.10 Utility Costs and Charges

The Developer shall deal directly with all Utility companies. The Developer or the Developer's Engineer, shall obtain all approvals and permits and pay all fees and charges directly to the appropriate Utility.

3.11 Movement of Fill

The Developer covenants and agrees that it shall not dump nor permit to be dumped any fill or debris on, nor shall it remove or permit to be removed any fill, topsoil, trees or shrubs from any public lands, other than roads, without the written consent of the Township's Engineer. The Developer further agrees that no topsoil shall be removed from the lots and/or blocks except for construction purposes within the development and then such topsoil shall be stockpiled during grading operations and as each building is completed, the topsoil so stockpiled shall be replaced on the ground around each building to comply with the Municipal standards, and the replacing of such topsoil shall include all surfaces not covered by buildings, driveways or pavement within the development.

Excess topsoil may be removed from the site with the approval of the Township's Public Works Manager and in accordance with Ministry of Environment, Conservation and Parks applicable guidelines and policies.

3.12 Damage to Existing Plant

The Developer shall repair any damage caused to any existing road, road allowance or existing structure or plant located on the road allowance as a result of the development and shall pay for any costs involved in relocation of existing service such as hydrants, telephone poles, hydro poles, pad mount transformers, cubicles and pedestals, etc., which may be necessary because of the development.

3.13 Signs

Signs at least 1.2 m x 1.2 m shall be erected by the Developer in an approved location at each entrance to the Development. The signs shall read as follows:

"Road Not Assumed by Township - Use at Your Own Risk".

These signs shall be installed prior to the start of construction and be removed after all the roads have received a Certificate of Final Acceptance.

3.14 Testing

The Township's Engineer may have any qualitative or quantitative tests made of any materials which have been or are proposed to be used in the construction of any of the Works required by this Agreement, or may require television camera or soil tests to be carried out, and the cost of such tests shall be paid by the Developer within ten days of the account being rendered by the Township. Nothing herein shall relieve the Developer of its responsibility to carry out any tests required by good engineering practice.

3.15 Erosion and Silting Control

The Developer must take all necessary precautions to prevent erosion and sedimentation of sewers, ditches, culverts, slopes, etc., both within the Development and downstream during construction and completion of servicing. Failing adequate precautions being taken, the Developer will be responsible for correcting any damages and paying all maintenance costs resulting therefrom.

3.16 Emergency Access

The Developer shall at all times during construction and development of the Works maintain emergency access to the land to the satisfaction of the Township's Engineer.

3.17 Construction Refuse and Weeds

The Developer, and each subsequent Owner of the Lots, shall regularly dispose of all construction refuse, debris or weeds whether it be from site servicing or house building or any other source related to the development of the site, in an orderly and sanitary fashion in accordance with the applicable Municipal By-laws. If the Developer or subsequent Owner of the Lots fails to remove and dispose of construction refuse, debris or weeds to the satisfaction of the Township's By-law Officer, the Township may give written notice to the Developer or lot Owner. If the Developer or each subsequent Owner of the Lots fails to dispose of the refuse, debris or weeds within forty-eight (48) hours after receiving a written request from the Township to do so, the Township may, without further notice, undertake such removal and disposition and the cost thereof shall be paid by the Developer or each subsequent Owner of the Lots forthwith upon demand, which costs shall include all expenses incurred by the Township in carrying out such removal and disposition. The burning of construction refuse, debris or weeds, whether it be from site servicing or house building or any other source related to the development of the Lands on any part of the Lands is prohibited.

3.18 Dust Control

Until the Final Acceptance of all Services to be constructed under this Agreement, the Developer shall use such reasonable method to prevent any dust problem to traffic or home occupants as the Township shall deem necessary and for this purpose the Township's Public Works Manager shall notify the Developer in writing from time to time of the requirements of the Township.

3.19 Municipal Street Numbers

- (a) All Lot or building numbers for use within the Lands shall be allocated by the Chief Building Official. To obtain such allocation, the Developer shall furnish the Chief Building Official with a copy of a plan showing the Lots which the Chief Building Official will designate the proper numbers for each Lot or building.
- (b) Each Owner shall cause the street number so provided to be placed and maintained in a conspicuous position in the front of the property upon occupancy.
- (c) All costs related to Lot or building numbering shall be the responsibility of the Developer.

3.20 Blasting

The Developer agrees that no blasting will be undertaken without the written consent of the Township's Engineer.

3.21 Driveways

The Developer hereby agrees that the driveways for all lots will be in a location and have a width and design as may be approved by the Township. Further, all driveways for all of the Lots should be located in a manner that will minimize the amount of snow that will accumulate in the Lot's driveway. The location of driveways is particularly important with respect to all corner Lots, as these driveways entrances must be located as far as possible from the street corner to minimize the amount of snow that will block these driveways during the Township's efforts to remove snow.

3.22 Contaminants

In the event the Developer discovers any waste, contaminants, pollutants, hazardous substances or any other similar substances that may be detrimental to the environment during the development of the lands constituting the Plan, the Developer hereby agrees to notify the Township and the Ministry of Environment, Conservation and Parks immediately and take all necessary steps and remedial efforts required by the Ministry of Environment, Conservation and Parks and the Township to remove such waste, contaminants, pollutants, hazardous substances or other substances that could be detrimental to the environment. In taking such action, the Developer shall fulfill all legislative requirements for the remediation and clean-up of lands constituting the Plan and shall comply with all legislative requirements regulating the removal, transportation and disposal of such waste, contaminants, pollutants, hazardous substances or any other similar substances from the said lands.

SECTION 4 -- ACCEPTANCE OF WORKS

4.1 Stages of Construction and Services

The Township will grant Preliminary or Final Acceptance of the Works based upon three (3) stages of construction; and when the development is phased, within the whole of each phase as approved by the Township. Stages of construction are as follows:

- a) Stage 1 - consists of all underground Works including the completion of Granular "B" road base and a portion of the Granular "A" for a riding surface.
- b) Stage 2 - services shall include the balance of the road Works including granular, curbs and gutter, base asphalt, grading of boulevard areas, sidewalks, installation of street and traffic signs, conduits, piping and facilities for the completion of electrical servicing, street lighting and other utilities such as telephone and Cable T.V.
- c) Stage 3 - services including the final coat of asphalt, topsoil and sodding, trees, fencing and any other requirements of this agreement.

4.2 Inspection and Acceptance of the Works

When all of the Works in any stage of servicing as identified above have been completed and the Township's Engineer has been given written certification by the Developer's Engineer that such services have been constructed in each stage in accordance with the approved plans and specifications in this Agreement and upon satisfactory inspection by the Township's Engineer, the Township's Engineer will recommend that the Township grant a Certificate of Preliminary Acceptance. This Certificate may include a list of minor deficiencies which the Developer must repair.

The services shall then be subject to a guaranteed maintenance period as described in Section 5.1.

4.3 Final Acceptance of the Works

On receipt of a written request from the Developer for final inspection and final acceptance following completion of the guaranteed maintenance period outlined in Section 5.1, the Township's Engineer will complete an inspection and if there are no deficiencies, will recommend to the Township that the Certificate of Final Acceptance be issued. This Certificate will be issued provided that the Developer has paid all accounts to the Township and the Township is:

- Satisfied the applicable services have been completely installed;
- Satisfied all repairs or maintenance work on the applicable services have been completed; and

- the Township has:
 - Approved the formal certification of final completion from the Developer's Engineer certifying that all Works and services have been installed;
 - Received as-built drawings as detailed elsewhere in this Agreement..

4.4 Acceptance During Winter Months

The Township will not be required to provide Certificates of Preliminary or Final Acceptance during the winter months or any other time of year when inspection of the Works and services is impractical due to snow cover.

4.5 Use of Works by Township

The Developer agrees that:

- (a) The Works may be used prior to acceptance by the Township, or other authorized persons for the purposes for which such Works were designed.
- (b) Such use shall not be deemed an acceptance of the Works by the Township.
- (c) Such use shall not in any way relieve the Developer of the Developer's obligations in respect of the construction and maintenance of the Works so used.

4.6 Replacement and Installation of Survey Bars

Prior to the final acceptance by the Township, the Developer shall deliver to the Municipal Clerk a statement from an Ontario Land Surveyor approved by the Township that after the completion of the work, he has installed, found or replaced all survey monuments and iron bars as shown on the Plan.

4.7 Ownership of Services

Upon the issuance to the Developer of the Certificate of Final Acceptance, the ownership of the services described shall vest in the Township and the Developer shall have no claim or rights thereto except those occurring as an owner of the lands abutting the streets where such services are installed.

This shall not relieve the Developer of any maintenance responsibilities under this Agreement. Any costs associated with the repair and maintenance of the water infrastructure during the warranty period as outlined in Section 5.2 of this Agreement shall be borne by the Developer.

SECTION 5 -- MAINTENANCE OF WORKS

5.1 Maintenance of Works

The Developer will be responsible for the repair and maintenance of all services including hydro costs for streetlights, until a Certificate of Final Acceptance is issued for the Stage 3 services by the Township. This maintenance period shall extend for one (1) year from the date of the Certificate of Preliminary Acceptance for each Stage of the Works. During this maintenance period, a security holdback shall be retained by the Township in accordance with the provisions of Clause 9.3 (e) of this agreement. If during this period, the Developer fails to carry out maintenance work within seventy-two (72) hours after receipt of the request from the Township, then the Township's Engineer or Public Works Manager may, without further notice, undertake such maintenance work and the total costs of such work, including engineering fees, shall be borne by the Developer. If the Developer fails to pay the Township within thirty (30) days of the date of billing, then the money owing may be deducted from the deposited securities. Towards the end of the Maintenance Period, the Developer shall make written request to the Township for a final inspection to be made in respect to the issuance of the Certificate of Final Acceptance.

5.2 Road Maintenance

The Developer will be responsible for the maintenance of the roads until final acceptance is issued by the Township.

Summer maintenance shall include grading, dust control and general clean-up of the site.

Winter road maintenance shall include all snow plowing, snow removal, sanding and salting to assure proper vehicular access within the Development.

The Township, through its servants, contractors or agents will agree to provide snow plowing and snow removal as part of their regular snow removal operations at no cost to the Developer provided the Township has provided preliminary acceptance of the roadway. The Township agrees to repair any damages to the roadway directly related to the Township's snow plowing and snow removal activities. The Developer shall be responsible for ensuring the roadway remains free of debris, mud, stockpiles of materials and to ensure no parked vehicles exist on the roadway during plowing activities.

Non-compliance regarding any of a forementioned items by Developer will result in delayed or discontinued performance of snow plowing services. Should plowing equipment not be able to service the roadway safely or in a timely manner, the Township retains the right to withdraw services on notice. In extreme or repeat cases of non-compliance this may result in winter maintenance responsibilities reverting back to the Developer.

The Developer further agrees that any work done by the Township pursuant to this contract before the roads are accepted by the Township shall not be deemed in any way, to be an acceptance by the Township of the roads in the said Development upon which such work is done. The Developer acknowledges that any other maintenance performed by the Township as a result of the Developer failing to carry out maintenance, not associated with snow plowing or snow removal, may damage or interfere with the Works of the Developer and cause damage to such Works and the Developer hereby waives all claims against the Township that he might have arising therefrom and covenants that he will make no claim against the Township for such interference or damage.

5.3 Emergency Repairs

Employees or agents of the Township may enter onto the Land at any time or from time to time for the purpose of making emergency repairs to any of the Works. Such entry and repairing shall not be deemed an acceptance of any of the Works by the Township or an assumption by the Township of any liability in connection therewith or a release of the Developer from any of his obligations under this Agreement.

SECTION 6 -- DRAINAGE AND LANDSCAPE DESIGN

6.1 Drainage

The Lands and all lands abutting the Lands shall be graded to drain in accordance with the Drainage Plan as approved by the Township's Engineer. It is understood and agreed by the parties hereto that the drainage of surface waters on the Lots, are the sole responsibility of the Developer and subsequent purchasers of the Lots, and the Developer is to provide and maintain adequate drainage of such surface waters. Satisfactory drainage outlets shall be provided. Drainage outlets shall be constructed from the limits of the Development to a sufficient outlet in accordance with the approved engineering drawings.

6.2 Preservation of Trees

The Developer must preserve all healthy trees within the limits of the Development. Except for the actual area of roadway construction and installation of services, no trees whether on the road allowance, or on the parkland, or on the individual lots, shall be removed without the Township's written permission.

6.3 Lot Grading

All Lands shown within the Plan as depicted in Schedule "B" shall be graded in general conformity with the Grading Plans attached in Schedule "C" including fill and excavation as required for the full width and length of the grades and levels, and to the specifications, requirements and satisfaction of the Township's Engineer; provided that for residential Lots, grading must be brought to accepted pre-grade elevation, and such further residential development may complete the grading. All work done by the Developer must be of such a nature as to ensure that the integrity and intent of the overall grading plan is functional until the Lands are fully developed.

(a) Obligation to Grade According to Overall Grading Plan

The Lands shall not be graded except in general conformity with the grades and elevations shown on the accepted Grading Plan. The Plan as attached in Schedule "C" shall bear the signature and seal of an Ontario Professional Engineer holding a Certificate of Authorization from Professional Engineers Ontario or who is employed by a partnership or corporation holding such Certificate of Authorization to offer professional engineering services to the public (hereinafter called a "Professional Engineer generally conforms with overall grading plan attached to the Agreement or filed with the Township's Engineer.

(b) Damage/Lot Grading and Drainage Plan

Subject to Section 8.9 herein, no building shall be constructed on a Lot until a Lot Grading and Drainage Plan" certified by a Registered Ontario Land Surveyor or Professional Engineer has been filed with and pre-approved by the Chief Building Official of the Township.

The Lot Grading and Drainage Plan shall show:

- the proposed finished elevation of these lands at each corner of the lot or block;
- the proposed finished elevation of these lands at the front and rear of the building;
- the proposed finished elevations of the underside of the footings and the proposed finished height of the foundation of the building;
- the proposed finished elevation of any retaining walls, the proposed elevation of any walk-out onto these lands from the basement of the building, and the proposed finished height of the foundation of the building;
- the proposed finished elevation and slope of any driveway and the proposed location of any swale or rear yard catch basin;
- the location of eavestrough downspouts; no downspouts will be allowed to discharge in a side yard between residences;
- swale location and elevations;
- service and driveway locations;
- any abrupt changes in the proposed finished elevation of these lands; and
- the Lot and Registered Plan number, the municipal address for the subject Lot or Block and the proposed location of the building thereon in relation to the Lot or Block boundaries.
- the distance of buildings and structures from the front, rear and side yards;
- the location of any septic tanks and tile beds, the dimensions of any tile beds, the setbacks of the septic system from existing and proposed lot lines, buildings or structure, and any other significant natural features;
- the location, width, and names of all road allowances, rights-of-way, streets or highways within or abutting the property, indicating whether they are public traveled roads, private roads, seasonal, opened or unopened road allowances;

The Developer hereby agrees that the existing property line grades abutting developed lands are not to be altered or disturbed, except as approved otherwise by the Township's Engineer.

The Developer shall complete such other actions as may be required by the Township, acting reasonably, to ensure that the development is developed in accordance with the terms of this Agreement and good engineering practices.

(c) Owner's Final Lot Grading and Drainage Certificate

- A final Lot Grading and Drainage Certificate will be submitted to the Township's Chief Building Official for approval.
- If occupancy occurs between November 1 and May 31 next and an Owner's Final Grading Certificate is not filed prior to occupancy with the Township's Chief Building Official, then the Owner shall provide the Township's Chief Building Official with a written undertaking to file the said Owner's Final Grading Certificate with the Township's Chief Building Official by the following June 1.
- If and when the Owner's Final Lot Grading and Drainage Certificate is accepted by the Township's Chief Building Official that the Lands generally conform with the Lot Grading Plan and the Certified Building Lot Site Plan, the Damage/Lot Grading and Drainage Deposit referred to in Section 8.9 (g) is returnable to the Owner subject to this Section and Section 8.9 (g) of this Agreement.
- The Owner agrees that, should drainage or damage arise onto municipal property that rectification become necessary in the absolute discretion of the Township, and the Owner fails to make such rectification when so instructed by the Township, the Township may, at its option, undertake the correction of such drainage and all costs over and above the two thousand dollar (\$2,000.00) deposit shall be charged back to the Owner and shall include a management fee of 15% of the cost of labour and material shall be a charge against the Lot for which regrading was carried out and shall be payable forthwith. The Owner agrees that neither it nor its successors or assigns will alter the grading or change the elevation or contour of the Land except in accordance with drainage plans approved by the Township. In addition to any other remedy, the cost for such rectification if completed by the Township will be at the expense of the subsequent owner and the Township may recover such expense under Section 446 of the *Municipal Act, 2001* in the same manner as taxes.

(d) Obligation to Maintain Grading

After the Lot is graded in accordance with the Lot Grading and Drainage Plan and the Certified Final Lot Grading and Drainage Plan, no change shall be made to the actual finished elevation and grading of the Lot in any way that results in a material alteration of drainage on or across the Lot or adjacent lands from that shown on the Grading Plan for the adjacent lands or the Owner's Final Grading Certificate for the Lot.

Purchasers are to be advised by the Developer that the grading of the lot is subject to an approved Lot Grading and Drainage Plan. No Owner of any lot shall alter the grade or place or remove any fill material within any yard except in accordance with the approved Lot Grading and Drainage Plan. Changes or alterations to the approved Lot Grading Plan shall require the prior approval from the Township of Howick and the appropriate Conservation Authority."

(e) Prevention of Surface Water Flow

The Developer and each subsequent owner shall not block, impede, obstruct or prevent the flow of surface water as provided for in the Drainage Plan, the Lot Grading Plan or the Certified Building Lot Site Plan over any Lot by the construction, erection or placement thereon of any damming device, building, structure or other means.

(f) Erosion Control

The Developer shall construct silt fences or other facilities as required during construction to control overland flows from this Development to ensure that mud, silt, construction debris, etc. does not adversely affect abutting properties, all to the specifications of the Township's Engineer.

6.4 Maintenance of Lot Grading

The facilities and Works required by Section 6 shall be provided and maintained by the Developer or subsequent Owner of each Lot from time to time at such party's sole risk and expense.

Should, for any reason, the Developer or subsequent Owner fail to maintain the Lot grading, they acknowledge that the Township, or in the case of a subsequent Owner, the Township or the Developer may enter onto said Lot to correct any drainage issues. The cost for any such correction completed by the Township will be at the expense of the subsequent Owner and the Township may recover such expense under Section 427 of the Municipal Act in the same manner as taxes.

SECTION 7 – LANDS TO BE CONVEYED

7.1 Lands for Municipal Purposes

The Developer shall convey in fee simple a good title free from encumbrances to the Township, lands for municipal purposes other than roads, which shall be mutually agreed upon by the Owner and the Township, or to make a cash payment in lieu thereof as stipulated by the Township and also to convey to the Township in fee simple, the 0.3 metre reserves and other lands required by the Township. The deeds for the said lands are to be approved by the Township's Solicitor and thereafter forthwith registered and deposited with the Municipal Clerk. The cost for preparation and registration of the said deeds shall be paid by the Developer. A list of lands for municipal purposes to be conveyed to the Township shall be set out in Schedule "F" of this Agreement.

7.2 Easements

The Developer agrees to grant at his expense all such easements and right-of-ways as may be required for the installation and supply of services to the Development. A list of easements and right-of-ways to be granted to the Township shall be set out in Schedule "F" of this Agreement.

7.3 Turning Circles

The Township may require the installation of temporary turning circles. Where such are required, the Developer shall convey the appropriate blocks to the Township for the purposes of providing the Township with sufficient land to construct said turning circle(s). The block(s) conveyed to the Township shall only constitute that portion of land required by the Township for the actual roadway of the turning circle. The temporary turning circle shall be constructed in accordance with Schedule "C" of this Agreement. The Developer and the Township acknowledge that the block(s) conveyed to the Township for turning circles shall be reconveyed to the owners in the event that the street is connected in the future. Such conveyance and reconveyance of the block(s) shall be completed at no expense to the Township. A list of said blocks is included in Schedule "F" of this Agreement.

SECTION 8 – ADMINISTRATION

8.1 Voiding Agreement

In the event that final approval of the Consents are not obtained within one year from the date of the signing of this Agreement, the Township may at its option declare this Agreement to be null and void. All costs incurred shall be deducted from the deposit paid by the Developer to the Township pursuant to this Agreement or any other agreement between the Developer and the Township referred to herein.

8.2 Developer's Expense

Every provision of this Agreement by which the Developer is obligated in any way shall be deemed to include the words "at the expense of the Developer" and "as approved or accepted by the Township", unless specifically stated otherwise.

8.3 Phasing

No phasing of the development will be allowed.

8.4 Developer's Liabilities

Until the Township has issued the Certificate of Final Acceptance for the Works, the Developer hereby indemnifies and saves harmless the Township against all actions, causes of action, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of the Developer undertaking the Plan.

8.5 Insurance

The Developer shall insure against all damages or claims for damage in an Insurance Company satisfactory to the Municipal Clerk. Such policy or policies shall be issued in the joint names of the Developer, the Township and the Township's Engineer and the form and content shall be subject to the approval of the Township. The minimum limits of such policies shall be \$5,000,000 all inclusive, but the Township shall have the right to set higher amounts. The said insurance policy shall include a provision that requires the insurance company to provide the Township with thirty (30) days' notice of termination of such policy. The policy shall be in effect for the period of this Agreement including the period guaranteed maintenance pursuant to Section 5 of this Agreement. The issuance of such a policy of insurance shall not be construed as relieving the Developer from responsibility for other or larger claims, if any, for which he may be held responsible.

8.6 Legal Notice to Developer and Township

Any notice required to be given hereunder may be given by fax, personal service delivered directly to the Developer or the Developer's engineer or by registered mail addressed to the Developer at its principal place of business, as identified in this Agreement or as provided by the Developer from time to time or as shown on the last revised assessment roll in the possession of the Township's Clerk, and shall be effective as of the date delivered or sent via fax or shall be effective, in the case of registered mail, the 5th day after the date the Notice was deposited in the Post Office.

Any notice required to be given to the Township hereunder shall be given to the Township by registered mail to:

Chief Administrative Officer/Clerk
The Corporation of the Township of Howick
44816 Harriston Road
RR1 Gorrie, ON N0G 1X0

8.7 Registration

The Developer consents and authorizes the registration of this Agreement by the Township's Solicitor on title to the Lands in the Land Registry Office, which said registration is at the sole discretion of the Township and all costs of registration shall be paid for by the Developer.

The Developer hereby agrees that until the Township has registered this Agreement upon title to the Lands, no Lots shall be conveyed.

8.8 Mortgages/Encumbrances

The Developer covenants and agrees to obtain and register, at its sole cost and expense, a postponement from each encumbrancer with a charge registered against title to the Land (or part thereof) so that notice of this Agreement shall be registered in priority to any such charge.

Further, the mortgagee, if any, agrees that in the event of him assigning or transferring the mortgage on the lands, the assignment or transfer shall be subject to the terms hereof in the same manner as if the assignee or transferee had executed this Agreement.

8.9 Requirements for Building Permits

The issuance of the Consents by the County or the acceptance by the Township of the Works shall not be deemed to give any assurance that Municipal building permits, when applied for will be issued in respect of the Lots. Notwithstanding the foregoing, the Developer agrees that the Developer, or anyone claiming title from the Developer or under the Developer's authority, shall not apply for any building permits for Lots until all requirements hereinafter set out have been carried out to the satisfaction of the Township. It is agreed that a copy of this Section 8.9 shall be delivered by the Developer to each and every Purchaser of a Lot or any part of the Lands and to each and every Builder obtaining a Building Permit for any Lot or part of a Lot the Developer shall extract a covenant similar to this covenant from all such Purchasers and Builders. The Township shall have the right to refuse any such application until:

- (a) Preliminary Acceptance has been granted for Stage 1 servicing for that phase of the Development.
- (b) The Developer has provided sufficient documentation to the Township's Engineer confirming that electrical distribution and street lighting and the remaining underground services, telephone, and cable tv are being scheduled for installation; and will be completed within six (6) weeks of the date of issuance of the building permit.
- (c) A certificate has been given by the Township's Chief Building Official that the building location is in compliance with the zoning by-law of the Township.
- (d) All dead trees within the limit of the Plan have been removed.
- (e) All street identification signs required by this Agreement have been installed and are in place.
- (f) Payment to the Township by letter of credit or certified cheque in the amount of \$2,000.00 as a Works Damage/Lot Grading Compliance Deposit (herein "Damage/Lot Grading and Drainage Deposit") per Lot, due at the time of the building permit application, of which the sum of \$100.00 is non-refundable. The balance of the Damage/Lot Grading Deposit shall be refundable in whole or in part after the building has been constructed and occupied, an Owner's Final Grading Certificate has been filed with and accepted by the Township's Chief Building Official and the required service connections have been made and all damages to the Works which form the subject matter of this Agreement resulting from house building and/or landscaping activities on the subject Lot or Block have been repaired to the satisfaction of the Township's Chief Building Official and Township's Public Works Manager.

- (g) With respect to repair of damage to the Works, in the event that the Owner fails to repair the damage to the Works when so instructed by the Township's Chief Building Official or the Township's Public Works Manager, the Township may, at its option, undertake the repair of such damage and all costs over and above the \$2,000.00 deposit shall be charged back to the Owner and shall include a management fee of 15% of the cost of labour and material, shall be a charge against the Lot or Block for which repairs were carried out and shall be payable forthwith.
- (h) A Certified Building Lot Site Plan has been filed with the Chief Building Official of the Township pursuant to Section 6.4 (b).
- (i) The Developer agrees that the preceding requirements in this Section 8.9 are in addition to and not in substitution of the requirements of the Ontario Building Code Act as amended and regulations thereunder with respect to the issuance of Building Permits.

8.10 Requirements for Occupancy

Subject to Section 8.11 herein, no building erected on the Lots shall be occupied until a Certificate of Inspection re: Readiness for Occupancy has been issued by the Township's Chief Building Official and the said Certificate shall not be issued until:

- (a) Preliminary Acceptance has been granted for Stage 2 servicing for the phase of the Development including the Lot or Block.
- (b) The roadway from the entrance of the Development to and including the Lot of which the building is a part, has received the base course asphalt.
- (c) The electrical distribution plant including streetlights have been installed and approved by the Utility.
- (d) The traffic and street signs have been installed and approved by the Township's Engineer.
- (e) Subject to Section 6.4 (c), the final grading of the Lot is in conformity with the overall grading plan or such variances therefrom as have been approved by the Township's Chief Building Official, pursuant to Section 6.4 (c).
- (f) The telephone lines, cable T.V. have been installed and approved by the Township's Engineer.
- (g) The Developer agrees that the preceding requirements in this Section are in addition to and not in substitution of the requirements of the Building Code Act, 1992, S.O. 1992, c.23, and any amendments thereto and regulations thereunder with respect to certificates for occupancy.

8.11 Special Building Permits

Pursuant to Section 8.9 building permits are not obtainable until certain services are installed and approved by the Township's Engineer. The Township agrees that if the Developer or a builder wishes to obtain a building permit prior to the installation of services, as set out in Section 8.9, a permit may be issued provided the Developer or Builder has executed a No-Occupancy Agreement (Schedule "G"). and the Township may require a deposit or Letter of Credit in the amount of \$10,000.00 as a guarantee of no-occupancy. In the event that the Developer fails to meet all the requirements set out in Section 8.10 for any building permit that is issued pursuant to the Developer's delivery of a No-Occupancy Agreement, the Developer hereby acknowledges that the deposit shall be immediately forfeited to the Township. Such failure to meet the Section 8.10 obligations shall constitute a breach of this Agreement and the Township may immediately draw down any security held under this Agreement to complete any work required or fulfill any other requirements of Section 8.10 for any model home that was built pursuant to this Section 8.11.

8.12 Right to Enter into an Agreement

The Developer agrees not to call into question directly or indirectly in any proceedings whatsoever in law or in equity any administrative tribunal, the right to the Township to enter into this Agreement and to enforce each and every term, covenant and condition herein contained, and this Agreement may be pleaded as an estoppel against the Developer in any such proceedings.

The Developer acknowledges that the Township is entering into this Agreement and approving the Plan on the express representation of the Developer that it and its successors and assigns shall observe and perform all the provisions of this Agreement and that the Township is of the opinion that the Plan would not be in the public interest if the Developer, its successors and assigns, the owner or owners from time to time of the land within the Plan were not obligated to observe and perform all the provisions hereof except to the extent the Township may lawfully change them.

8.13 Successors and Assigns

The covenants, agreement, conditions, and undertakings herein contained on the part of the Developer shall run with the land and shall be binding upon it and upon its successors and assigns as owners and occupiers of the said lands from time to time.

8.14 Notification to Purchaser

The Developer shall in every Agreement of Purchase and Sale or Offer to Purchase pertaining to any Lot within the Plan notify each purchaser of all of the payments to be made by the purchaser to the Township pursuant to this Agreement and result in obligations for the Purchaser or subsequent Owner and all of the provisions of this Agreement shall continue in force after the completion of the sale. Further, the Developer shall furnish a list of those services included in the purchase, specifying those installed and those to be installed at no additional cost.

8.15 Scheduling, Progress and Completion

The Developer shall commence construction of services within eighteen (18) months of the signing of this Agreement.

Within eighteen (18) months of the date of commencement of the servicing of any phase, the Developer shall complete the installation of the Stage 1 and Stage 2 services. In any phase, the topcoat of asphalt shall be completed within twenty-four (24) months of preliminary acceptance of Stage 2 of the services; unless written consent altering this condition is received from the Municipal Engineer. Failure to adhere to the above schedule may result in the Township completing the Works in accordance with Section 3.7 of this Agreement. If the development is phased, the date for commencement of construction on the balance of the phases may be delayed for up to five years. Failure to commence construction within the time schedule above may result in the Township declaring this Agreement to be null and void.

8.16 No Municipal Liability

This Agreement and the provisions herein do not give the Developer or any person acquiring any interest in the Lands or the Lots (each hereinafter in this clause called "such person"), any rights against the Township or the Township's Engineer with respect to the failure of any such person to perform any obligations under this Agreement or the failure of the Township to force such person to perform any obligations under this Agreement or any negligence of any such person in the performance of the said obligations.

The only duty and responsibility of the Township's Engineer arising out of this Agreement is to the Township and this Agreement. Any work or services done or performed by the Township's Engineer under this Agreement do not in any way create any liability on the part of the Township's Engineer to the Developer or any person acquiring any interest in the land within the Plan.

8.17 Assignment

The Developer shall not assign this Agreement without the prior written consent of the Township, which consent may not be unreasonably withheld.

8.18 Conflict

In the event of any conflict between or among the plans and specifications relating to the construction of the Works, the Township's Engineer shall decide which provisions shall prevail.

8.19 Severability

If any term, covenant or provision of this Agreement shall be found or declared by a Court of competent jurisdiction to be invalid, unenforceable or ultra vires, such term, covenant or provision shall be conclusively deemed to be severable from all other terms, covenants and provisions of this Agreement and the remainder of this Agreement shall be and remain in full force and effect.

8.20 Amendment

Without in any way limiting the rights of the Township, the Developer agrees that the Township may, with the consent of the then registered owner of any land within the Plan, amend this Agreement insofar as it specifically affects such land or any part thereof.

8.21 Further Assurances

The Developer agrees that it shall and will, on the request of the Township, make, do, execute or cause to be made, done or executed all such further and other deeds, acts, things and assurances to ensure the full implementation of this Agreement and to satisfy the intention of the parties as set out in this Agreement.

8.22 Joint and Several

All terms, covenants, provisions and obligations of the Developer in this Agreement shall be joint and several.

8.23 Headings

The headings contained herein are for reference only.

8.24 Enurement

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

SECTION 9 – FINANCIAL PROVISIONS

9.1 Development Charges, Drainage and Local Improvement Charges

The Developer agrees to pay for all arrears of taxes outstanding against the property herein described prior to the registration of the Agreement. The Developer further undertakes and agrees to pay all taxes levied on the said lands on the basis and in accordance with assessment and collector's roll entries until such time as the lands herein being developed have been assessed and entered on the Collector's Roll.

Prior to the registration of the Agreement, the Developer agrees to commute and pay all charges made with respect to the Drainage Act, the Local Improvement Act, and the Municipal Act, including but not limited to charges or rates outstanding in respect of the Lands under any sewer rate and/or water rate by-law which are assessed against the property on the Plan. Prior to the registration of the Agreement the Developer agrees to commute and pay the Township's share of any charges made under the said Drainage Act, the said Local Improvement Act and the said Municipal Act presently servicing this property and assessed against it.

9.2 Securities

Prior to registering this Agreement, the Developer shall deposit with the Township to cover the faithful performance of the contract for the installation of the road works and the payment of all obligations and contingencies arising thereunder the following securities:

- (a) Letter of Credit or Certified Cheque in the amount set out in Schedule "D" and as approved by the Township's Engineer and Municipal Council, or
- (b) An irrevocable Letter of Credit from a chartered bank, issued in form and content satisfactory to the Township's Solicitor, in the amount set out in Schedule "D" and as approved by the Township's Engineer or
- (c) Some combination of Letter of Credit or Certified Cheque, totaling 100% of the securities required as set out in Schedule "D".
- (d) All Letters of Credit shall be for a minimum guaranteed period of one (1) year or such longer time as the Township may decide. All Letters of Credit referred to in this Section shall contain the following clause:

"It is a condition of the Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date thereof, unless at least thirty (30) days prior to the present or any future expiration date, we notify you in writing by registered mail that we elect not to consider this Letter of Credit to be renewable for any additional period."

- (e) Unless each and every Letter of Credit is renewed as noted above, the Township shall have the absolute right to refuse to issue building permits and to prohibit occupancy of homes, whether partially or fully completed, from the said date thirty (30) days prior to the expiration of that Letter of Credit.
- (f) The Township reserves the right, at any time, to review the amount of security deposited in light of the value of the work remaining to be completed for any current or subsequent phases of the project and to require an adjustment in the securities, such adjustment to be based upon any anticipated changes to site conditions or construction costs.
- (g) As a minimum security, subject to any outstanding deficiencies or contingencies, the Township throughout the maintenance period shall hold as security twenty thousand dollars (\$20,000.00).

9.3 Statutory Declaration of Accounts Paid

The Developer agrees that upon applying for a discharge of securities or for a Certificate of Preliminary Acceptance for the services, The Developer shall supply the Township with a Statutory Declaration that all accounts for work and materials for said services have been paid except normal guarantee holdbacks and that there are no claims for liens or otherwise in connection with such work done or materials supplied for or on behalf of the Developer in connection with the Development.

9.4 The Construction Act, R.S.O. 1990 c. C.30

The Developer agrees that it will hold back in its payments to any Contractor who may construct the services, such sums as are provided in accordance with the Construction Act, R.S.O. 1990, c. C.30, and will otherwise indemnify and save harmless the Township against any claims, actions or demands for construction liens or otherwise in connection with the Works and all costs in connection therewith, and on the demands of the Township's Solicitor will forthwith take such steps to immediately discharge all liens upon the services.

Notwithstanding anything to the contrary contained in this Agreement, the Developer hereby agrees that the filing of any liens pursuant to the said Construction Act, with respect to the land described in Schedule "A" attached hereto, shall constitute a default by the Developer of the terms of this Agreement and shall entitle the Township to draw on any or all of the security referred to in Section 9.2 of this Agreement and to utilize said draw to make payment into Court of the holdback together with costs.

9.5 Best Efforts to obtain Cost Sharing

The Township agrees to use its best efforts to require the owners of land with frontage on Currie Street to compensate the Ontario Protective Coatings Inc. for the fair share of the costs to construct Currie Street as set out in the plans in Schedule "C" to this Agreement, if the owners of the lands develop or redevelop said lands. The Developer agrees that the final determination of the proportionate cost to be paid by an owner will rest with the Township, but the intention is for each owner who makes a site plan application, an application requiring a development agreement, or a consent to sever lands fronting on Currie Street, to pay a proportionate share of costs for the roadworks set out in Schedule "D" to this Agreement. The proportionate share of costs is intended to be based on the amount of frontage the land subject to the application has on the road allowance/Currie Street divided by the total frontage on the road allowance/Currie Street (calculated at 520.294 meters). The Developer agrees that the Township's obligation use best efforts to cause payment of the proportionate costs will lapse 10 years from the date of execution of this Agreement. Subject to Township approval, the obligation to use best efforts to cause payment may be extended by 10 years through an amendment to this Agreement.

SECTION 10 – FINALIZATION OF AGREEMENT

The Developer and Mortgagee(s), if any, hereby authorize the Township to add to Schedule "A" to this Agreement and to all deeds, easements and other documents delivered by the Developer to the Township to fulfil the terms of this Agreement, the number of the Plan once registered.

*** signing page to follow ***

SECTION 11 – SIGNATURES

IN WITNESS WHEREOF the parties hereto have affixed their hands and seals attested to by the hands of the proper officer duly authorized on its behalf.

(ONTARIO PROTECTIVE
(COATINGS LTD.

(

(

(

(

(Title:

(I/We have authority to bind the
Corporation

(THE CORPORATION of THE TOWNSHIP
OF HOWICK

(

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(Reeve

(

(

(

(

(Chief Administrative Office/Clerk

(We have authority to bind the Corporation

Developer's Address:

Developer's Telephone:

Developer's Email:

SCHEDULE "A" OF AGREEMENT

Note: It is understood and agreed that this Schedule forms part of the Township's Agreement.

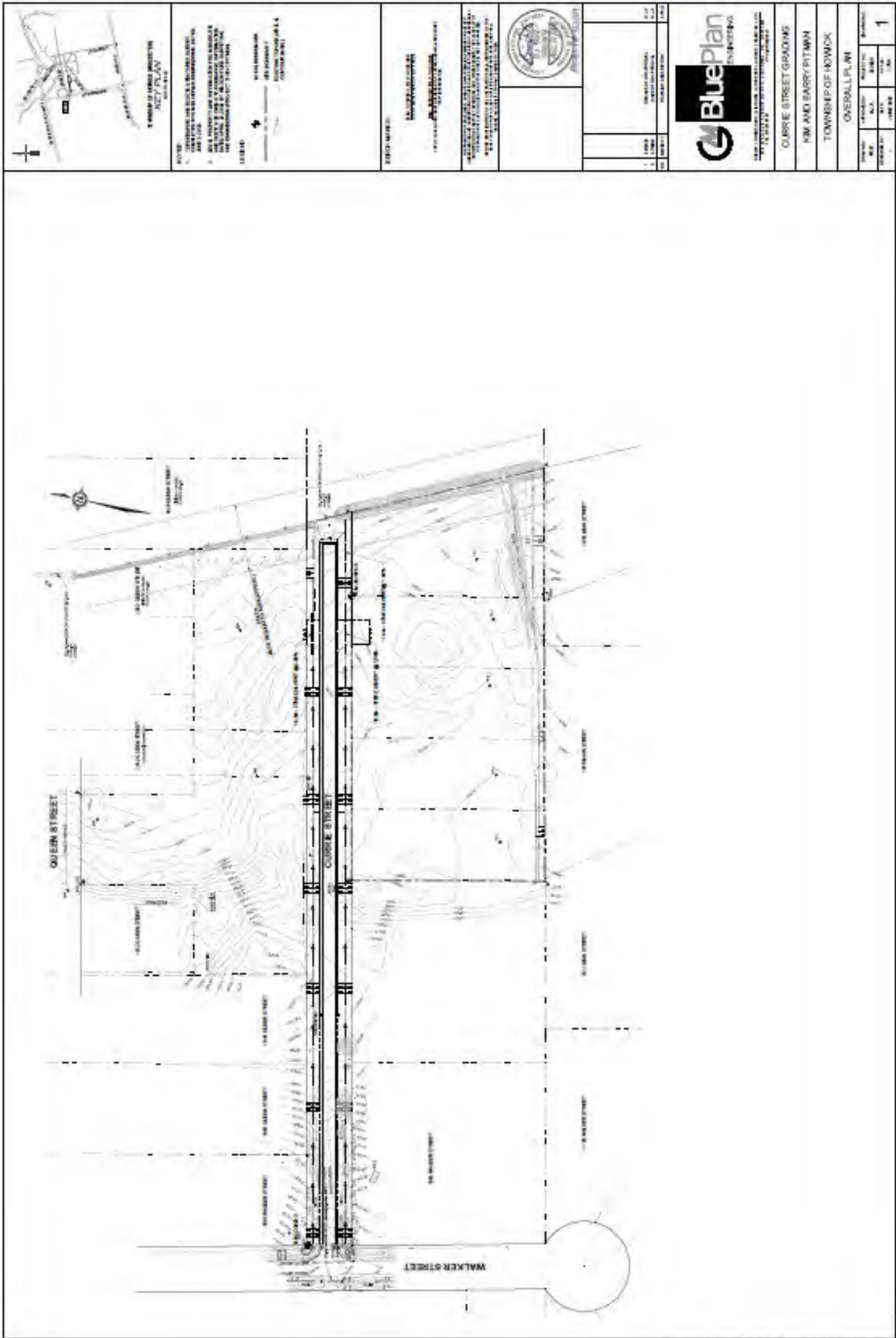
DESCRIPTION OF LANDS BEING DEVELOPED

Lot 34 and Part Lot 35, Plan 317, described as Parts 1-5, 22R7270, Township of Howick

SCHEDULE “B” OF AGREEMENT

Note: It is understood and agreed that this Schedule forms part of the Township’s Agreement.

PLAN OF DEVELOPMENT – attached



SCHEDULE “C” OF AGREEMENT

Note: It is understood and agreed that this Schedule forms part of the Township's Agreement.

LIST OF APPROVED CONSTRUCTION DRAWINGS

Drawing No.	Name	Prepared by	Revision No.	Date
1.	Overall Plan	GM BluePlan Engineering	1	Aug. 01/23
2.	Grading Plan	GM BluePlan Engineering	1	Aug. 01/23
3.	Currie Street Plan & Profile, Station 0+990 to 1+150	GM BluePlan Engineering	1	Aug. 01/23
4.	Currie Street Plan & Profile, Station 1+150 to 1+300	GM BluePlan Engineering	1	Aug. 01/23
5.	Currie Street Plan & Profile, Station 0+300 to 1+340 and Note & Details	GM BluePlan Engineering	1	Aug. 01/23

CHECKLIST OF WORKS TO BE CONSTRUCTED


1.	Roads complete with asphalt paving, shoulder and ditches	X
2.	Guard rail at dead end of Currie Street	X
3.	Hammerhead Turnaround at Lot 4	X
4.	Privacy planting strip along the rear of Lots 1-5	X
5.	Grading and requirements of a site grading plan	X
6.	Electrical distribution system and an electrical service	X
7.	Street lighting	X
8.	Utility obligations – telecommunications	X
9.	Lot house number signs	X
10.	Street name signs	X
11.	Street signs as required.	X
12.	Marietta Street Wroxeter Municipal Drain Apportionment for Lots 1-5	X

Note: Works Required Denoted by X

SCHEDULE “D” OF AGREEMENT

Note: It is understood and agreed that this Schedule forms part of the Township’s Agreement.

ESTIMATED COST OF WORKS AND SECURITIES

Project No. 04080		Table 1			January 27, 2025
		Currie Street Construction Cost Estimate Township of Howick			
Item	Cost Summary				Total
1.0	Road Works				\$207,826.80
2.0	Legal Surveying				\$4,111.77
3.0	Engineering				\$40,382.90
	13% HST				\$32,267.26
	Total Estimated Construction Cost				\$284,588.73
1.0	Road Works	Quantity	Unit	Unit Price	Total
1.1	Topsoil Removal	6,323	m ²	\$4.00	\$25,292.00
1.2	Supply & Place Granular 'B' (400 mm)	2,580	tonnes	\$18.00	\$46,440.00
1.3	Supply & Place Granular 'A' (150 mm)	422	tonnes	\$22.00	\$9,284.00
1.4	HL4 - Hot Mix Asphalt (60 mm)	325	tonnes	\$185.00	\$60,125.00
1.5	Supply and Install 375 mm dia. Driveway Culverts	93.5	m	\$97.00	\$9,069.50
1.6	Construct Roadside Ditches including Topsoil and Seed Restoration	536	m	\$60.00	\$32,160.00
1.7	Supply and Install Hickenbottom Inlet at Lot 5	1	each	\$500.00	\$500.00
1.8	Supply and Install Overhead Electrical Distribution System	1	LS	\$22,956.30	\$22,956.30
1.9	Supply and Install Streetlights	2	each	\$1,000.00	\$2,000.00
	Total Section 1.0				\$207,826.80
Notes:					
1. The estimate of construction costs is provided for budgetary purposes only. This is not to be interpreted as a guarantee by Cobide Engineering Inc. of the actual construction costs.					

Security Required: Twenty Thousand Dollars: \$20,000

Phase	Date Completed
Phase 1 – from Walker Street to Lot 4	May 30, 2023
Phase 2 – from Lot 4 to Lot 5	August 30, 2024

SCHEDULE “E” OF THE AGREEMENT

Note: It is understood and agreed that this Schedule forms part of the Township’s Agreement.

**OWNER’S FINAL LOT GRADING AND DRAINAGE
CERTIFICATE**

The undersigned hereby certifies to the Corporation of the Township of Howick (the “Township”) that the foundations of the buildings and structures and any openings in any such foundation walls constructed on the following property:

STREET NO.	STREET
TOWNSHIP	
LOT/BLOCK	REGISTERED PLAN NO.

Have been constructed, at or above the elevations illustrated on the overall Certified Final Lot Grading and Drainage Plan (as approved by or on behalf of the Township) referred to in the Agreement registered against the title to the above property as shown on the as-built grading survey attached.

The undersigned further certifies to the Township that a field survey has been completed by the undersigned and that:

- 1. The final grading of the above referred to property has been completed in substantial compliance with the Certified Final Lot Grading and Drainage Plan referred to in the Agreement.
- 2. The grade elevation of all lot boundaries and corners including the front lot corners of the property are in substantial compliance with the Certified Final Lot Grading and Drainage Plan; and
- 3. The above lot has been graded to provide positive drainage in the front, rear and side yard and that there is no area of the property which is subject to ponding of water; and
- 4. That in all cases, the final grading conforms to the intent of the grading plan.

This certificate is given and delivered to the Township in full knowledge that the Township relies on this certification in providing a release of the applicable Agreement affecting this property.

DATED at _____, Ontario this _____ day of, _____ 2025.

Signature of OLS/Professional Engineer

NOTE: Copies of this Owner’s Final Grading Certificate are available at the Township’s Building Department.

SCHEDULE “F” OF THE AGREEMENT

Note: It is understood and agreed that this Schedule forms part of the Township’s Agreement.

LANDS FOR MUNICIPAL PURPOSES TO BE CONVEYED TO THE TOWNSHIP

Easement on Lot 4 for the hammerhead turnaround

- 1) Undertaking to grant an easement in favour of the Township to permit municipal vehicles to use Part 1, 22R-7440 to turnaround prior to making any further application for a building permit on the Lands.

SCHEDULE “G” OF AGREEMENT

Intentionally deleted.

SCHEDULE “H” OF AGREEMENT

Note: It is understood and agreed that this Schedule forms part of the Township’s Agreement.

CONDITIONS OF CONSENT

The Notices of Decision for the Applications for Consent numbered C107-2022 and 108-2022.



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

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

Date: March 14, 2023

File No.: **C107-2022**

To: Owner/Applicant: Ontario Protective Coatings Inc. c/o Barry & Kim Pitman
Caitlin Gillis, Clerk – Township of Howick
Municipality of Morris-Turnberry (abutting within 1km of subject property)
Maitland Valley Conservation Authority
Deanna & Jason Ricketts
Anne & Robin Peglar
Connie & Adam Whytock
Katie Benjatschek
Kevin Doig
Nicole Bean, GIS 911 Coordinator
Meghan Tydd-Hrynyk, Planner, Huron County Planning Department

Property Description

Township: Howick

Lot: Plan 317, Lot 34, Part Lot 35

Owner/Applicant: Ontario Protective Coatings Inc. c/o Barry & Kim Pitman

Solicitor: Cynthia Hastings (Waters, Hastings, Grainger PC)

Decision

Attached is a copy of the decision of County Council Day 1 about an application under the Planning Act, Section 53(17), RSO 1990 as amended. Additional information regarding the application is available to the public for review by email or a mailed request to:

Huron County Planning & Development Department
Attention: Lisa Finch, Land Division Administrator

57 Napier Street, 2nd Floor, Goderich, ON N7A 1W2 Tel: (519) 524-8394

Notice of Appeal

Members of the public do not have the right to appeal the decision; only the applicant, the Minister of Municipal Affairs and Housing, a specified person under the Planning Act or public body that has an interest in the matter, may appeal the decision. Please refer to the County of Huron website for details about appeal rights:

<https://www.huroncounty.ca/plandev/guides-and-resources/planning-procedures/additional-appeal-information>

An appeal to the Ontario Land Tribunal (OLT) must be submitted within twenty days of the notice of the decision, by filing a notice of appeal to Susan Cronin, County Clerk, County of Huron, 1 Courthouse, Square, Goderich, On N7A 1M2. You must outline the reasons for the appeal and include the appellant Form (A1) which is available at:

<https://olt.gov.on.ca/appeals-process/forms/> for each application appealed. The fee required by the Ontario Land Tribunal is \$ 400. **The last day for filing an appeal is April 3, 2023.**

Change of Conditions

The approval authority may, prior to the lapsing date, change a condition(s) of consent. You will receive notice of any major changes to the conditions of the provisional consent if you have made a written request. The process of changing a condition to provisional consent will involve another twenty day appeal period, unless the approval authority considers the change to be minor in nature.

Planning Act – Provisional Consent

Date: March 1, 2023

File No.: **C107-2022**

Owner/Applicant: Ontario Protective Coatings Inc. c/o Barry & Kim Pitman

Description: Plan 317, Lot 34, Part Lot 35, Township of Howick

Effect of Public and Agency Comments on Decision

Moved by Councillor Dietrich

Seconded by Councillor Heffer

THAT: Application C107-2022 by Ontario Protective Coatings Inc. c/o Barry & Kim Pitman requesting the severance of a parcel of land for residential development described as Plan 317, Lot 34, Part Lot 35, Township of Howick, **BE GIVEN** Provisional Consent subject to fulfillment of conditions as outlined below.

CARRIED

Moved by Councillor Heffer

Seconded by Councillor Finch

THAT: Public comments were received on the issue of lot size. Comments were thoroughly considered but the effect did not influence the decision of Council to approve the application. Comments were received from agencies on the issues of drainage and a new municipal road. The comments were addressed through conditions to approval.

CARRIED

Conditions:

Expiry Period

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

Municipal Requirements

2. All municipal requirements, financial or otherwise, be met to the satisfaction of the Municipality (for example: servicing connections, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures).
3. The sum of \$500 be paid to the Township as cash-in-lieu of parkland.
4. If a new entrance for the retained lands is required, that an access/entrance permit be obtained to the satisfaction of the Township.
5. Section 65(1) of the Drainage Act with respect to the Wroxeter-Marietta Street Municipal Drain be addressed to the satisfaction of the Township.

6. The applicant must enter into a development agreement with the Municipality addressing issues arising from development of the lot such as but not limited to lot grading and drainage, stormwater management, lighting standards, provisions of services, privacy fencing or plantings as required, sidewalks, placement of driveway and parking space.
7. That the Road Allowance known as Currie St be conveyed to the Township of Howick for the purpose of a municipal road to the satisfaction of the Township.

Survey/Reference Plan

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

Zoning

9. Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.


Please Note:

It is necessary to follow up with the Township and other agencies listed for the completion of conditions. It is important you review your severance file with your solicitor to ensure proper completion of the legal documentation to finalize the severance.

It is the responsibility of the owner/applicant/agent to complete the above conditions within 2 years of the decision.

A letter is required from each agency confirming the condition has been met to its satisfaction. If you require any assistance or further information, please do not hesitate to contact Lisa Finch at: lfinch@huroncounty.ca or 519-524-8394 ext 3237.

Certified to be a true copy of the decision of the Director of Planning
Dated the 1st day of March, 2023.



Lisa Finch, Land Division Administrator
County of Huron Consent Granting Authority





PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

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

Date: March 14, 2023

File No.: **C108-2022**

To: Owner/Applicant: Ontario Protective Coatings Inc. c/o Barry & Kim Pitman
Caitlin Gillis, Clerk – Township of Howick
Municipality of Morris-Turnberry (abutting within 1km of subject property)
Maitland Valley Conservation Authority
Deanna & Jason Ricketts
Anne & Robin Peglar
Connie & Adam Whytock
Katie Benjatschek
Kevin Doig
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Meghan Tydd-Hrynyk, Planner, Huron County Planning Department

Property Description

Township: Howick

Lot: Plan 317, Lot 34, Part Lot 35

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Planning Act – Provisional Consent

Date: March 1, 2023

File No.: **C108-2022**

Owner/Applicant: Ontario Protective Coatings Inc. c/o Barry & Kim Pitman

Description: Plan 317, Lot 34, Part Lot 35, Township of Howick

Effect of Public and Agency Comments on Decision

Moved by Councillor Dietrich

Seconded by Councillor Heffer

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Moved by Councillor Heffer

Seconded by Councillor Finch

THAT: Public comments were received on the issue of lot size. Comments were thoroughly considered but the effect did not influence the decision of Council to approve the application. Comments were received from agencies on the issues of drainage and a new municipal road. The comments were addressed through conditions to approval.

CARRIED

Conditions:

Expiry Period

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

Municipal Requirements

2. All municipal requirements, financial or otherwise, be met to the satisfaction of the Municipality (for example: servicing connections, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures).
3. The sum of \$500 be paid to the Township as cash-in-lieu of parkland.
4. If a new entrance for the retained lands is required, that an access/entrance permit be obtained to the satisfaction of the Township.
5. Section 65(1) of the Drainage Act with respect to the Wroxeter-Marietta Street Municipal Drain be addressed to the satisfaction of the Township.

6. The applicant must enter into a development agreement with the Municipality addressing issues arising from development of the lot such as but not limited to lot grading and drainage, stormwater management, lighting standards, provisions of services, privacy fencing or plantings as required, sidewalks, placement of driveway and parking space.
7. That the Road Allowance known as Currie St be conveyed to the Township of Howick for the purpose of a municipal road to the satisfaction of the Township.

Survey/Reference Plan

8. Provide to the satisfaction of the County and the Township:
 - a) a survey showing the lot lines of the severed parcel and the location of any buildings thereon, and
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Zoning

9. Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.

Please Note:

It is necessary to follow up with the Township and other agencies listed for the completion of conditions. It is important you review your severance file with your solicitor to ensure proper completion of the legal documentation to finalize the severance.

It is the responsibility of the owner/applicant/agent to complete the above conditions within 2 years of the decision.

A letter is required from each agency confirming the condition has been met to its satisfaction. If you require any assistance or further information, please do not hesitate to contact Lisa Finch at: lfinch@huroncounty.ca or 519-524-8394 ext 3237.

Certified to be a true copy of the decision of the Director of Planning
Dated the 1st day of March, 2023.



Lisa Finch, Land Division Administrator
County of Huron Consent Granting Authority

Corporation of the Township of Howick

By-law No. 9-2025

**being a By-law to Authorize the Execution of a Boundary Road Agreement for
MacDonald Line Between the Corporation of the Municipality of Morris-Turnberry
and the Corporation of the Township of Howick**

WHEREAS Section 8 of the *Municipal Act, 2001*, R.S.O. 2001, as amended provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, R.S.O. 2001, as amended provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do so otherwise;

AND WHEREAS Section 27 of the *Municipal Act, 2001*, R.S.O. 2001, as amended provides that a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway;

AND WHEREAS Section 28(1) of the *Municipal Act, 2001*, R.S.O. 2001, as amended sets out the highways over which a municipality has jurisdiction;

AND WHEREAS Section 29.1(1) of the *Municipal Act, 2001*, R.S.O. 2001, as amended provides that municipalities having joint jurisdiction over a boundary line highway may enter into an agreement to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack of repair for that part;

AND WHEREAS the "Road" is deemed herein to include, but not limited to, all bridges, culverts, guide rails, signage, line markings, trees and intersection illumination under the jurisdiction of either or both municipalities;

AND WHEREAS the said municipalities have jurisdiction over the portions of said highways so assumed as municipal roads, and it is deemed expedient and necessary to provide for the division of said highways so that each municipality may be responsible for the maintenance and repair of a particular portion of the same;

NOW THEREFORE the Council of the Corporation of the Township of Howick hereby **ENACTS AS FOLLOWS:**

1. That the Reeve and CAO/Clerk are hereby authorized to execute a Boundary Road Agreement with the Corporation of the Township of Morris-Turnberry;
2. And That the Boundary Road Agreement and map attached hereto as Schedule 'A' shall form a part of this by-law.
3. And That this by-law shall come into force and effect on the date of final passing.

Read a first and second time this 4th day of February, 2025.

Read a third time and finally passed this 4th day of February, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

This agreement made in duplicate this 4th day of February, 2025.

Between:

The Corporation of the Township of Howick
of the First Part

and

The Corporation of the Municipality of Morris-Turnberry
of the Second Part

The parties are adjoining municipalities and are desirous of entering into an agreement under the provisions of Section 8(1), 9 and 29(1) of the Municipal Act, R.S.O. 2001 and amendments thereto, dealing with winter maintenance and repair of boundary roads between such municipalities and certain other roads totally under the jurisdiction of the respective municipalities. The "Road" is deemed herein to include but not limited to, all bridges, culverts, guide rails, signage, line markings, trees and intersection illumination under the jurisdiction of either or both municipalities.

The said municipalities have jurisdiction over the portions of said highways so assumed as municipal roads and it is deemed expedient and necessary to provide for the division of said highways so that each municipality may be responsible for the maintenance and repair of a particular portion of the same.

This agreement witnesseth that in consideration of the premises and of the mutual agreements and covenants hereinafter contained the parties hereto agree each with the other as follows:

1. The Corporation of the Township of Howick shall maintain and repair the portions of road more particularly described as follows:

1.1. The Corporation of the Township of Howick shall be responsible for 100% of the winter maintenance costs including patrolling, plowing, ice blading, etc. on the following roads under the jurisdiction of Morris-Turnberry:

1.1.1. Gough Road from the east limit of County Road 12 (Brussels Line) to the west limit of McDonald Line.

1.2. All work other than that specifically described in section 1.1. on the road sections described in section 1.1., such as but not limited to, road construction, hot mix asphalt resurfacing, bridge and culvert repairs and/or replacements, surface treatment, etc. shall be the responsibility of the municipality having jurisdiction over that portion of road.

1.3. The Corporation of the Township of Howick shall be responsible for 100% of the winter maintenance costs including patrolling, plowing, ice blading on the portion of the Boundary Line – McDonald Line – between the said Township of Howick and Municipality of Morris-Turnberry extending from the north limit of County Road 86 (Amberley Road) to the south limit of County Road 12, Brussels Line, a distance of approximately 4.2 km. The term for this maintenance is defined as November 1st to April 30th for the duration of this agreement.

1.4. The Corporation of the Municipality of Morris-Turnberry shall be responsible for 100% of the summer maintenance costs including patrolling, dust control and grass cutting on the portion of the Boundary Line – McDonald Line – between the said Township of Howick and Municipality of Morris-Turnberry extending from the north limit of County Road 86 (Amberley Road) to the south limit of County Road 12, Brussels Line, a distance of approximately 4.2 km. The term for this maintenance is defined as May 1st to October 30th for the duration of this agreement.

1.5. All work other than that specifically described in section 1.3. on the road section described in section 1.3., such as but not limited to, road construction, hot mix asphalt resurfacing, bridge and culvert repairs and/or replacements and surface treatment shall be agreed upon by both municipalities and apportioned between and paid by the two municipalities on a 50/50 basis.

1.6. The Corporation of the Municipality of Morris-Turnberry shall be responsible for the application of maintenance gravel on the road section described in section 1.3. It is agreed upon by both municipalities that the cost of supplying the gravel will be apportioned between the two municipalities on a 50/50 basis. The cost of labour and equipment to install the gravel will be borne by the Municipality of Morris-Turnberry.

1.7. The Municipality of Morris-Turnberry shall be solely responsible for all sign maintenance on all roads to this agreement completely under the jurisdiction of Morris-Turnberry and for sign maintenance on the Morris-Turnberry side of boundary roads with joint jurisdiction.

1.8. The Township of Howick shall be solely responsible for all sign maintenance on the Howick side of boundary roads with joint jurisdiction.

2. It is recognized by both parties that this reciprocal agreement directs equal responsibility to each of the parties. With regard to compensation to either municipality, it is agreed that there shall be no reimbursement other than that specifically identified, to either municipality from the other for the maintenance outlined herein.

3. Each municipality shall have full supervision, control and financial responsibility for the maintenance work on its respective portion of said roads and at the end of each financial year or when the work for each year is completed, the respective Director/Manager of Public Works of the said municipalities shall include in their accounts the maintenance expenditures made in such year on the portion of said road under their responsibility.

4. The responsible Director/Manager of each municipality shall forward the details of any planned capital or major maintenance work requiring the financial contribution of more than \$5000 from the other municipality in writing not later than September 1st of the year preceding the work. The cost of approved work shall be apportioned between and paid by the two municipalities on a 50/50 basis.
5. The Director/Manager responsible of each municipality shall also prepare each year a detailed statement of the capital improvements as described in Sections 1.2. and 1.5. and such statement shall be verified by a statutory declaration of the Director/Manager responsible and shall be submitted to the other municipality not later than the first day of January in the year following that in which the expenditure was made and such expenditure shall be paid in said proportions by each of the two municipalities. The capital expenditure by either municipality in any one year on the portion of the work as above set out shall not exceed the sum of \$5,000.00 without first receiving the consent of the municipality to the expenditure of any amount in excess of the said sum.
6. This agreement when confirmed by by-law of the Council of each of the municipalities shall become effective and binding on the parties hereto and shall continue in force until **February 1st, 2030**. Either party may provide the other party with a written notification that this agreement will be terminated six months following receipt of the written notification.
7. After confirmation by by-laws by each municipal Council, each municipality shall have jurisdiction only over that portion of the road which it has undertaken to maintain and keep in repair to the extent aforesaid and shall indemnify and save harmless the other from any loss or damage arising from the want of repair of such road and such other municipality shall be relieved from all liability in respect of the maintenance and repair described herein of such portion of road except as to its liability to contribute its share of the net expenditure therein under the provision of Section 5 and 6 hereof
6. The responsible Director/Manager of each municipality shall also prepare each year a detailed statement of the capital improvements as described in Sections 1.2. and 1.5. and such statement shall be verified by a statutory declaration of the Director/Manager responsible and shall be submitted to the other municipality not later than the first day of January in the year following that in which the expenditure was made, and such expenditure shall be paid in said proportions by each of the two municipalities. The capital expenditure by either municipality in any one year on the portion of the work as above set out shall not exceed the sum of \$5,000.00 without first receiving the consent of the municipality to the expenditure of any amount in excess of the said sum.
7. This agreement when confirmed by by-law of the Council of each of the municipalities shall become effective and binding on the parties hereto and shall continue in force until **February 1st, 2030**. Either party may provide the other party with a written notification that this agreement will be terminated six months following receipt of the written notification.

8. After confirmation by by-laws by each municipal Council, each municipality shall have jurisdiction only over that portion of the road which it has undertaken to maintain and keep in repair to the extent aforesaid and shall indemnify and save harmless the other from any loss or damage arising from the want of repair of such road and such other municipality shall be relieved from all liability in respect of the maintenance and repair described herein of such portion of road except as to its liability to contribute its share of the net expenditure therein under the provision of Section 4 and 5 hereof.

Witness the Corporate seals of the said municipalities as attested by the hands of their respective Heads of Council and Clerks in that behalf.

Corporation of the Township of Howick

Reeve

Clerk

Corporation of the Municipality of Morris-Turnberry

Mayor

Clerk

Corporation of the Township of Howick

By-law No. 10-2025

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

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

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

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

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

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

Read a first and second time this 4th day of February, 2025.

Read a third time and finally passed this 4th day of February, 2025.

Reeve, Doug Harding

CAO/Clerk, Caitlin Gillis