



**Township of Howick Council Agenda  
Tuesday, September 19, 2023 at 7 p.m.  
Howick Council Chambers**

**1. Call to Order**

**2. Acceptance of Agenda**

**Recommended Motion:**

That the Council of the Township of Howick hereby adopts the September 19, 2023 Council Addendum agenda as presented.

**3. Declaration of Pecuniary Interest or Potential Conflict of Interest**

**4. Public Meeting/Delegations**

**4.1 Beth Rumble, County Librarian and Trina Huffman, North Team Branch Manager, [Huron County Library](#) - Presentation**

**4.2 Curtis Harding, Coreen Harding and Justine Macdonald, Fordwich Parks Board re. Fordwich Playground Renewal**

**4.3 Peter King and Bill Miller, Fordwich Village Management, re. Village Management Mandate**

**4.4 Barry Schaefer, Mitch Inglis & Angela Bross, Belmore Homecoming Committee, re. 2025 Belmore Homecoming June 20-22, 2025**

**5. Approval of Minutes**

**Recommended Motion:**

That Council of the Township of Howick hereby adopts the [September 5, 2023](#) Council Minutes and the [September 12, 2023](#) Special Council Minutes as presented.

**6. Staff Reports**

**6.1 Drainage Superintendent Wray Wilson**

**6.1.1 [DRN-2023-19](#), Tile Drain Loan**

**Recommended Motion:**

That the Council of the Township of Howick accept the Tile Drain Application from JJC Farms for a tile drain loan on Lot 32, Concession 16 (property roll number 40 46 001 600 032 00 0000), in an amount not to exceed \$50,000,

subject to the Township of Howick receiving Tile Drain Loan funding from the Ministry of Agriculture, Food and Rural Affairs.

**6.2 Operations Manager Dean Nicholson**

**6.2.1 PW-2023-22, Department Update**

**For Information.**

**6.2.2 PW-2023-23, Walking Trail Grand Opening**

**Recommended Motion:**

That the Council of the Township of Howick approve October 29, 2023 as the official grand opening celebration for the Walking Trails, to be held at the Gorrie Walking Trail.

**6.3 Treasurer Brenda Weishar**

**6.3.1 FIN-2023-33, Accounts Payable**

**Recommended Motion:**

**That Council receive this report as information only.**

**6.3.2 FIN-2023-34, Draft Asset Retirement Obligations Policy**

**Recommended Motion:**

**That the Council of the Township approve the Draft Asset Retirement Obligations Policy dated September 19, 2023.**

**6.3.3 FIN-2023-35, Draft Employee Business Expense Policy and Draft Corporate Credit Card and Debit Card Policy**

**Recommended Motion:**

That Council receive and approve this report regarding the Employee Business Expense Policy and the Corporate Credit Card and Debit Card Policy.

**6.3.4 FIN-2023-36, Approval for Hiring Event Planner**

**Recommended Motion:**

That the Council of the Township of Howick approve the rehiring of Janice Gibson as the Event Planner for the Festival of Lights at Step 1 of Administrative Assistant position; and

That Council approve rental fees to be that of 30% of approved fees and charges for hall and ice rentals for November 25<sup>th</sup>.

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**7. Notice of Motion**

**8. Committee and Board Reports**

**Recommendation:**

That Council of the Township of Howick receive the minutes of Council Committees and Boards as listed:

**Wroxeter Hall Board – August 3, 2023**

**Huron County Community Safety and Well-being Plan Oversight Committee – May 24, 2023**

**9. Correspondence**

**9.1 Ministry of Natural Resources and Forestry** re. Proposed Oil, Gas and Salt Resources Act regulation changes for special projects and well security

**9.2 Maitland Valley Conservation Authority** re. August 2023 Update Report

**9.3 Ontario Provincial Police** re. Distribution of Police Record Check Revenue to Municipalities

**9.4 Ministry of Municipal Affairs and Housing** re. Responding to the Housing Affordability Task Force's Recommendations

**9.5 Office of the Fire Marshal** re. Interpretation of s. 6(3) of the Fire Protection and Prevention Act

**9.6 Drinking Water Source Protection** re. Notice of Source Protection Committee Vacancy and Opportunity to Jointly Nominate One Representative to Source Protection Committee

**Recommended Motion:**

That the Council of the Township of Howick nominate \_\_\_\_\_ as a representative for Municipal Grouping 2 for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region Committee.

**10. Members Privilege – Good News & Celebrations**

(This is an opportunity for Council members to share information not included in the agenda that does not require any action)

**11. Closed Meeting Session**

**Recommended Motion:**

That a closed meeting of Council of the Township of Howick be held on Tuesday, September 19, 2023 at 7:00 p.m. in the Council Chambers of the Township Office, in accordance with Section 239(2) of the Municipal Act, 2001, for the purpose of considering the following matters:

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1. personal matters about an identifiable individual, including municipal or local board employees;
2. labour relations and employee negotiations.

### **Agenda moves to Closed Agenda**

*See Closed Council Agenda for September 19, 2023*

### **Return to Open Agenda**

#### **12. Motion to Reconvene into Open Session and Reporting Out**

##### **Recommended Motion:**

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

#### **13. Confirming By-law**

##### **By-law 49-2023**

Being a by-law to confirm the proceedings of the Council Meeting held on September 19, 2023.

#### **14. Adjournment**

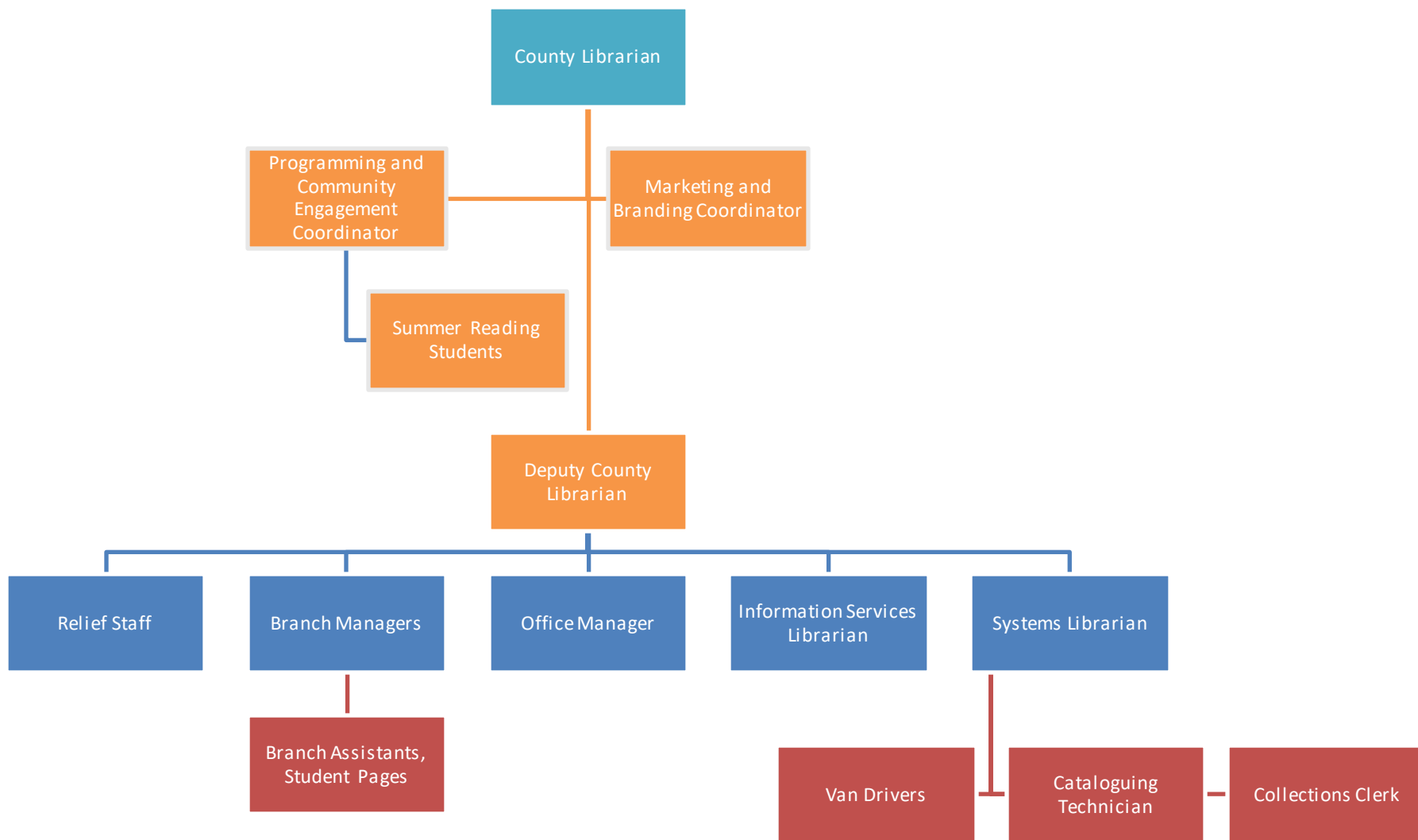
##### **Recommended Motion:**

That the Council of the Township of Howick adjourn the September 19, 2023 Council meeting at \_\_:\_\_ p.m.



# Huron County Library

Overview | 2023





# Huron County Library

In 2021, 134 million visits were made to Ontario public libraries, which is 6 times the annual attendance at all NHL hockey games.

The best things in life are **FREE**.

# Huron County Library Stats

- 350,071 total items borrowed in 2022
- 17,157 library card holders
- 17,295 program attendance in 2022
- 16 full-time and 44 part-time staff
- 97,950 in-branch visits
- [www.HuronCountyLibrary.ca](http://www.HuronCountyLibrary.ca)



# Accolades

- 2022 Recipient of the Ontario Library Association Archival and Preservation Achievement Award
  - Digitized Newspapers
- 2022 Recipient of the Huron County Accessibility Award
  - Curbside Service
- 2023 Recipient of the Ontario Library Service Awards – Minister's Award for Innovation
  - In Your Backyard



# Provincial Landscape

- Public Libraries Act
  - Free borrowing for Huron's residents
  - County Council appoints Board
  - Stipulates the required number of meetings per year and parameters for composition of Board
- Ministry of Tourism, Culture and Sport
  - Annual funding of Public Library Operating Grant
- Ontario Library Service
  - Cooperation and coordination between Ontario libraries

# Partnership with Municipalities

Huron County provides:

Staff, equipment, furniture, materials and service

Local Municipality provides:

Building, maintenance, cleaning, security and utilities



# Huron County Library Vision

The Huron County Library is an inclusive and vibrant community hub. It builds community, enriches lives and fosters creativity by providing access to information, skills, and ideas.

- Celebrate Diversity
- Social Connections
- Lower Economic Barriers
- Learning and Entertainment



# Key Initiatives

- Community Hubs
  - “Libraries Transforming Communities”
    - Turning outward
    - Libraries as agents of positive community change
- New Strategic Plan
- Library Lockers
- Space Refreshes



# Howick Library

# North Team

Branch Manager Trina Huffman



Joy Murray



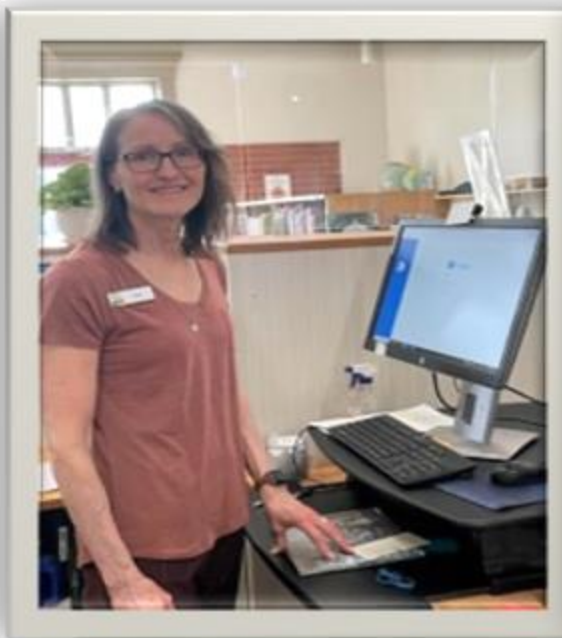
Stephanie Merchant



Hamilton Baker



Paula Mackie



Sharlene Young-Bolen









# Thank You!



Huron County  
**Library**



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

 @HuronCountyLibrary

 @HuronCountyLibrary



**Township of Howick Council Minutes  
Tuesday, September 5, 2023 at 9 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. Acceptance of Agenda**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick adopt the September 5, 2023 Council agenda as presented.

**Carried. Resolution No. 306/23**

**3. Declaration of Pecuniary Interest or Potential Conflict of Interest**

None declared.

**4. Public Meeting/Delegations**

Huron County Planner Meghan Tydd-Hrynyk is in attendance for her last Council meeting, as her contract ends September 15, 2023. Planner Laura Simpson will be Howick's planner going forward and Meghan will introduce her to staff next week. Meghan thanked Council and staff for their collaboration on various planning applications over the last 18 months.

**5. Approval of Minutes**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Grimes**

That the following minutes be approved:

**Council Meeting Minutes – June 27, 2023 and August 15, 2023**

**Special Council Meeting Minutes –August 29, 2023**

**Carried. Resolution No. 307/23**

**6. Staff Reports**

## **6.1 By-law Enforcement Officer Riley Brugess**

### **6.1.1 BLE-2023-15, Pound Services Agreement**

By-Law Enforcement Officer Brugess provided an overview of his report. He is working on getting quotes for Pound Services. Some providers are interested in also picking-up stray dogs, offering 24/7 availability. By-Law Enforcement Officer Brugess explained that on average, the number of at-large dogs picked up annually has been under 12 dogs, or approximately 1 per month. In response to questions from Council, Mr. Brugess recommending Council consider advertising by RFP for a Pound Service. Amendment. He also advised that R&R Kennels in Minto currently provide pound service to the Town of Minto and Wellington North. There is also a local shelter located in Wroxeter that staff could contact again to see if there is a serious interest.

Direction was provided by Council for staff to contact the local shelter in Wroxeter in regard to providing interim pound services. If no interest is found, staff will prepare an RFP for pound services.

## **6.2 Fire Chief Josh Kestner**

### **6.2.1 FIR-2023-11, August Department Update**

Fire Chief Josh Kester provided an overview of his report, outlining the number and types of calls for service in August 2023 and the types of training completed by firefighters. 7 applications were received in the latest recruitment effort. Out of the 7, 3 individuals were chosen to continue with a trial period. A future report with recommendations to hire will come to Council after the completion of the trial period.

South Huron is hosting an “Essentials of Municipal Fire Protection – A Decision Maker’s Guide” seminar on September 27. Council is to please let Clerk-Administrator Gillis know if you wish to attend.

## **6.3 Operations Manager Dean Nicholson**

### **6.3.1 PW-2023-20, Maintenance A Gravel**

Operations Manager Nicholson provided an overview of his report, recommending that staff delay the order of 500 tonnes gravel for the stockpile as there is still approximately 250 tonnes left over from 2022. This will help decrease the budget overage.

Council discussed that the amount of gravel put on the roads has decreased over the past few years. It used to be 30,000 tonnes and is currently 25,000 tonnes

Years ago Council had discussed purchasing a retriever that gathers the additional gravel and loads it into the truck. Grinds the shoulder off and conveys it into the truck to reuse. Council discussed purchasing 250 tonnes of gravel to top up the stockpile to 500 tonnes in case the price of maintenance gravel increases again in 2024.

## **Moved by: Councillor Hargrave**

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**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick approve the tender received from Donegan's Haulage (2010) Limited in the amount of \$13.25 per tonnes (\$334,562.50 for 25,250 tonnes plus HST) for Maintenance A Gravel for fall gravel maintenance work.

**Carried. Resolution No. 308/23**

**6.3.2 PW-2023-21, Winter Sand**

Operations Manager Nicholson provided an overview of the report. Three tenders were received with Trevor Tout Custom Dozing being the best.

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Grimes**

That the Council of the Township of Howick approve the tender received from Trevor Tout Custom Dozing in the amount of \$14,750 (plus HST) for the supply and mixing of winter sand.

**Carried. Resolution No. 309/23**

**6.4 Recreation Facilities Supervisor Brady Ropp**

**6.4.1 REC-2023-14, Howick Optimist Pool Liner**

Operations Manager Nicholson provided a summary of the report. There are significant leaks in the pool liner at the Howick Optimist Pool and it should be replaced before the 2024 pool season. Based on the contractor's recommendation, the pool will not be covered by the safety winter cover in order to protect it from damage. Cam Kennedy from Cam's Pools is our contractor. If included in the 2024 budget, it would go to tender. Council provided direction to staff to include the replacement pool liner in the 2024 Capital Budget requests for the Recreation Department.

**6.4.2 REC-2023-16, Programming Facility Expenses**

Operations Manager Nicholson provided an overview of the report for Council. Day camps were previously approved through motion 100/23 to pay 30% facility rental rates in order to move ahead with the day camps regardless of whether we were successful in receiving the Ontario Trillium Foundation grant.

Facility use has been greatly increased through day camps and additional revenue and

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programming has been offered. Additional cleaning and resource costs to host the programs and are fairly well covered by the user fees charged to participants.

**Moved by: Councillor Rognvaldson**

**Seconded by: Deputy Reeve Gibson**

That the Council of the Township of Howick approve a facility rental fee of 30% of the rates listed in the Consolidated Fees and Charges By-law for any internal programming.

**Carried. Resolution No. 310/23**

## **6.5 Treasurer/Tax Collector Brenda Weishar**

### **6.5.1 FIN-2023-32, Information – July 2023, MPAC, Facility Condition Assessment**

Treasurer Weishar provided an overview of her report to Council. Current Budget comparison summary for the period ending July 2023 as well as a summary for the Capital Project costs for the same period has been provided to Council. Treasurer Weishar advised that there will be no updates to the current assessment cycle through MPAC.

Treasurer Weishar explained that the Facility Condition Assessment draft was received from B.M. Ross for compliance for July 1, 2024 deadline under O. Reg. 588/17. Four buildings were included in this report. Gorrie Ball Park building was rated poor, BM Ross gave recommendations and estimated costs to improve. Fordwich Parks washroom and Fire Hall were rated Fair. Fire Hall needs a new roof membrane, Fordwich is working towards updating the washrooms through grant applications. New roof membrane for the Fire Hall will likely come in the 2024 Budget.

### **Recommended Motion:**

For Information.

## **7. Notice of Motion**

## **8. Committee and Board Reports**

None submitted for consideration.

## **9. Correspondence**

### **9.1 Howick Agricultural Society, re. Howick-Turnberry Fall Fair Ambassador Competition**

Township is supporting the Fall Fair Ambassador Competition again in 2023.

### **9.2 The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs, re. Increasing Deadstock Capacity**

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- 9.3 **MPAC re. Post-Enumeration Report**
- 9.4 **Ministry of Municipal Affairs and Housing re. Building Faster Fund**
- 9.5 **Ministry of Natural Resources and Forestry re. Streamlining of Approvals under the Aggregates Resources Act and Supporting Policy**
- 9.6 **Ministry of Infrastructure, Re. Red Tape Reduction for Designated Broadband Projects**
- 10. **Members Privilege – Good News & Celebrations**

There has been a big response to the Bird house building contest. Council was asked to judge the birdhouses for Township's Choice prize on their way out of the meeting.

(This is an opportunity for Council members to share information not included in the agenda that does not require any action)

## **11. Closed Session**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Grimes**

That a closed meeting of Council of the Township of Howick be held on Tuesday, September 5, 2023 at 10:22 a.m. in the Council Chambers of the Township Office, in accordance with Section 239 of the Municipal Act, 2001, for the purpose of considering the following matters:

1. Reports under Section 239(2)(b), personal matters about an identifiable individual, including municipal or local board employees.
2. Reports under Section 239(2)(d), labour relations and employee negotiations.

**Carried. Resolution No. 311/23**

**Agenda moved to the Closed Agenda at 10:22 a.m.**

**Council reconvened into Open Session at 12:21 p.m.**

## **13. Motion to Reconvene into Open Session and Reporting Out** **Recommended Motion:**

That Council of the Township of Howick reconvene into Open Session at 12:21 p.m.

**Carried. Resolution No. 317/23**

## **14. Confirming By-law**

**Moved by: Deputy Reeve Gibson**

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**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick give first, second, third and final reading to By-law 48-2023, being a by-law to confirm the proceedings of Council at the September 5, 2023 meeting.

**Carried. Resolution No. 318/23**

**15. Adjournment**

**Recommended Motion:**

That the Council of the Township of Howick adjourn the September 5, 2023 Council meeting at 12:22 p.m.

**Carried. Resolution No. 319/23**

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**Reeve, Doug Harding**

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**Clerk-Administrator, Caitlin Gillis**



**Township of Howick Special Council Minutes  
Tuesday, September 12, 2023 at 9:00 a.m.  
Howick Council Chambers**

**1. Call to Order**

Reeve Harding called the meeting to order at 9:00 a.m.

**2. Acceptance of Agenda**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick adopt the Addendum Agenda for the Special Meeting of Council for Tuesday, September 12, 2023.

**Carried. Resolution No. 320/23**

**3. Declaration of Pecuniary Interest or Potential Conflict of Interest**

None declared.

**4. Closed Meeting Session**

**Moved by: Councillor Grimes**

**Seconded by: Councillor Hargrave**

That a closed meeting of Council of the Township of Howick be held on Tuesday, September 12, 2023 at 9:00 a.m. in the Council Chambers of the Township Office, in accordance with Section 239(2) of the Municipal Act, 2001, for the purpose of considering the following matters:

1. personal matters about an identifiable individual, including municipal or local board employees;
2. labour relations and employee negotiations.

**Carried. Resolution No. 321/23**

**Agenda moved to Closed Agenda at 9:01 a.m.**

**Returned to Open Agenda at 12:00 p.m.**

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

Reeve Harding confirmed that Council met in Closed Session under Section 239(2) of the Municipal Act, 2001 for the purpose of discussing personal information about an identifiable individual and labour relations/employee negotiations to discuss several Human Resources matters.

**Moved by: Councillor Hargrave**

**Seconded by: Councillor Grimes**

That the Council of the Township of Howick reconvene into Open Session at 12:00 p.m.

**Carried. Resolution No. 324/23**

**6. Adjournment**

**Moved by: Deputy Reeve Gibson**

**Seconded by: Councillor Rognvaldson**

That the Council of the Township of Howick adjourn the September 12, 2023 Special Council meeting at 12:01 p.m.

**Carried. Resolution No. 325/23**

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**Reeve, Doug Harding**

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**Clerk-Administrator, Caitlin Gillis**

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**Township of Howick****Department: Drainage**

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**To:** Council Meeting  
**Meeting Date:** September 19, 2023  
**Report Title:** Tile Drain Loan

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**1. Recommendation:**

That Council of the Township of Howick pass the following resolution: "That Council of the Township of Howick accept the Tile Drain Application from JJC Farms for a tile drain loan on Lot 32, Concession 16 (property roll number 40 46 001 600 032 00 0000), in an amount not to exceed \$50,000.00, subject to the Township of Howick receiving Tile Drain Loan funding from the Ministry of Agriculture, Food and Rural Affairs.

**2. Purpose/Issues:**

A request has been received from JJC Farms for a tile drain loan on Lot 32, Concession 16. The applicant is requesting a \$65,000.00 loan to install field tile to drain 45 acres of farmland. The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has set a maximum loan amount of \$50,000.00 per year.

OMAFRA staff have confirmed that a land owner with a \$100,000.00 project (eligible costs) would be able to get a \$50,000.00 loan in the fiscal year the project was completed and \$25,000.00 loan in the following fiscal year (continuation loan). OMAFRA has typically purchased debentures on May 1<sup>st</sup> as the 1<sup>st</sup> debentures of the fiscal year, and March 1<sup>st</sup> as the last debentures of the fiscal year.

**3. Financial Implications:**

The owner of the property is responsible for all costs including the cost of inspections.

**4. Attachments:**

**Appendix A:** Copy of the Tile Drain Loan Application

**Respectfully submitted:**

*Wray Wilson*

Wray Wilson, Drainage Superintendent [drainage@howick.ca](mailto:drainage@howick.ca)

To the council of the Howick of Huron County
**Property Ownership**

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may apply for the loan.

**Ownership Type**
**Applicant Mailing Address and Primary Contact Information**

Last Name <u>JJC Farms</u>		First Name		Middle Initial
Unit Number	Street/Road Number	Street/Road Name		PO Box
City/Town		Province <u>ON</u>		Postal Code
Telephone Number ext.	Cellphone Number (optional)	Email Address (optional)		

**Location of Land to be Drained**

Lot or Part Lot <u>32</u>	Concession <u>16</u>	Geographic Township <u>Howick</u>
Parcel Roll Number		

**Civic Address**

Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town <u>Clifford</u>	Province <u>ON</u>	Postal Code <u>N0G 1M0</u>	

**Description of Drainage System**

Please attach a sketch of the location of the land you are planning to drain.

A mapping tool is available at: [www.ontario.ca/drainage](http://www.ontario.ca/drainage)

Approximate Length of Pipe Material <u>4800</u> ft/m	Area to be Drained <u>45</u> <u>15</u> acre/ha
Proposed Outlet <u>into the bush</u>	Anticipated Date of Commencement <u>today</u>
	Anticipated Date of Completion <u>Friday Sept 8</u>

**Estimated Total Cost of Drainage System**

Material	
Installation	
Inspection Fee	
Other	
Total Cost	<u>\$20000 - 25000</u> → <u>\$65,000</u>

Amount of Loan Requested\*

\* Must be a multiple of \$100 not exceeding 75% of total cost of drainage work.

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**Terms of Agreement**

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In making this application for a loan, I understand and agree to the following:

- a) The granting of the loan is conditional upon all work being conducted in accordance with the *Agricultural Tile Drainage Installation Act*;
- b) The approval or refusal of the application is at the discretion of council whose decision is final;
- c) I will be advised in writing of council's decision regarding the application;
- d) Should the loan application be approved, an inspector of drainage will complete an Inspection and Completion Certificate and submit it to council;
- e) Council shall levy and collect for the term of ten years, over and above all other rates upon the land in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan;
- f) The *Tile Drainage Act* sets out procedural matters which pertain to this application for a loan; and
- g) The sum of all loans issued to me, as an individual, or in my role in a partnership or corporation in this and any other municipality does not exceed \$50,000 for the period of April 1st to March 31st.

Signature of Owner(s)/Primary Contact

Date (yyyy/mm/dd)

2023 / 09 / 05

Signature of Owner(s)/Primary Contact

Date (yyyy/mm/dd)

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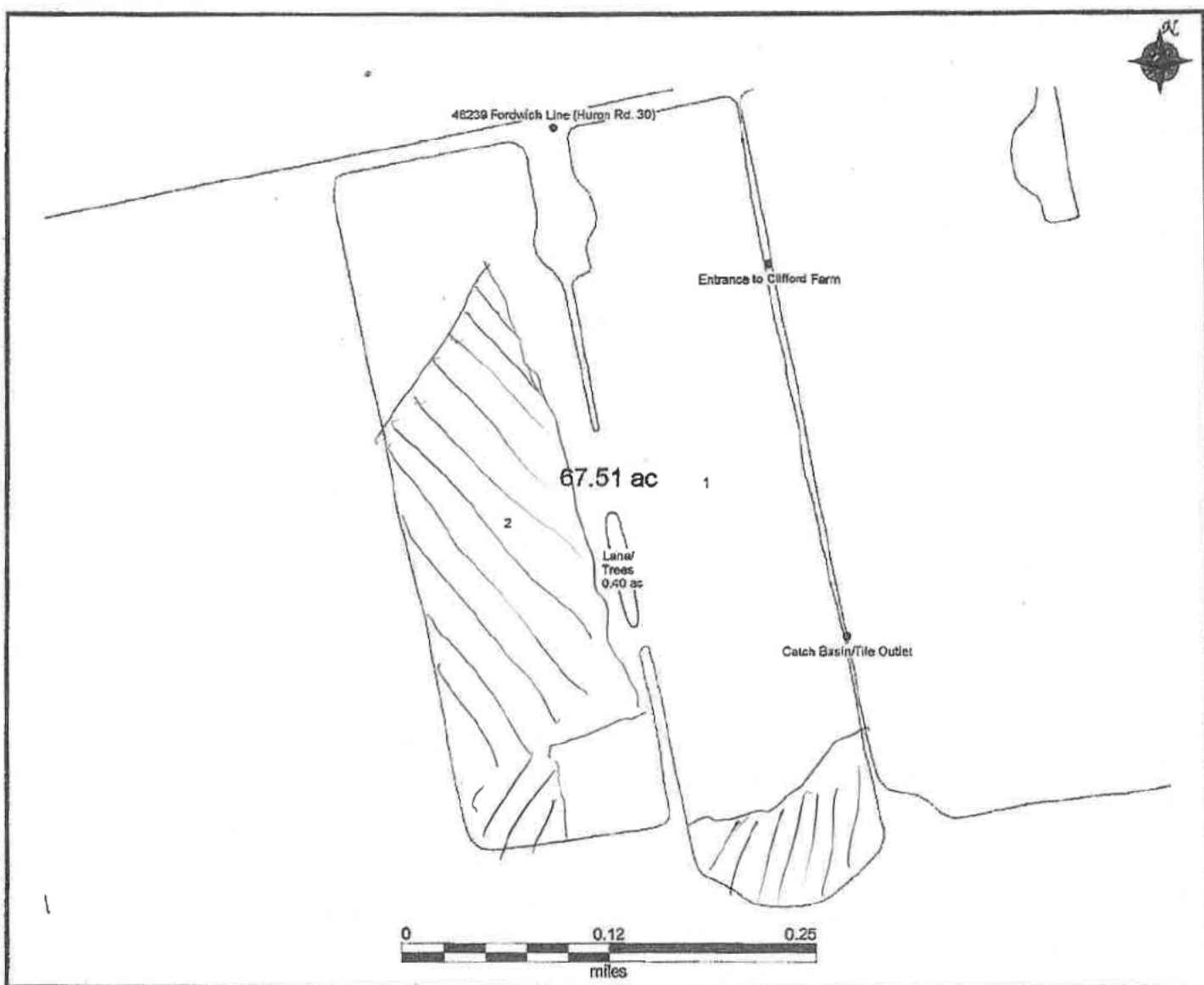
**Notice of Collection of Personal Information**

Any personal information collected on this form is collected under the authority of the *Tile Drainage Act*, R.S.O. 1990, c. T.8 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to:

where the form is addressed to a municipality (*municipality to complete*)

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and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



[Redacted]  
Farm #  
67.50 ac



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

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**To: Council Meeting****Meeting Date: September 19, 2023****Report Title: Department update**

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

Provide update on the Public Works department.

**3. Report Highlights:**

- Reeves Construction has resumed work on the Quarry Line Culvert #27.
- Parking lots for the trails are ready for paving.
- Gough Road construction is half complete and going well.
- Roadside grass cutting is complete.
- Fall grading has started to get ready for fall Gravel.

**4. Background:**

Howick Township will be sending two drivers and two judges to the truck rodeo in Clinton, put on by the Huron County Roads Supervisors (HCRS) on September 19. The HCRS will be hosting the AORS Provincial Rodeo September 20 also in Clinton.

**5. Financial Implications:**

The cost for the rodeo is \$75 per driver.

**6. Conclusion / Next Steps:**

The truck rodeo is a safety training event with the opportunity to meet operators and supervisors from neighbouring municipalities and to network together.

**Respectfully submitted by: Dean Nicholson, Operations Manager**

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

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**To: Council Meeting****Meeting Date: September 19, 2023****Report Title: Walking Trail Grand Opening**

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**1. Recommendation**

**That the Council of the Township of Howick approve October 29<sup>th</sup> 2023 as the official grand opening celebration for the Walking Trails, to be held at the Gorrie Walking Trail.**

**2. Purpose/Issues:**

Seeking Council's approval to host the Walking Trail grand opening celebration at the Gorrie Walking Trail on Sunday October 29<sup>th</sup> 2023 from 1-4. We thought this was a great opportunity as the Howick Fire Department is hosting their Haunted Fire Hall at the exact same time.

**3. Report Highlights:**

- As part of our grant received by Federal Economic Development Agency of Southern Ontario, we are obligated to celebrate the project completion in the form of a public event.
- With the Signage being installed at the end of September, parking lots being paved and the interactive activities the Walking Trail project is wrapping up.
- Hosting the Walking Trail Grand Opening in Gorrie on Sunday October 29<sup>th</sup> would allow everyone in the community to come out and celebrate with us as well as head over to the Fire Hall to participate in the Haunted Fire Hall.
- The Trail Grand Opening in Gorrie would consist of a BBQ, Halloween Treat bags for kids and small promotional items dependant on grant availability.

**4. Conclusion / Next Steps:**

Setting the Walking Trail grand opening date is essential and one of the final requirements to complete our grant. Setting this date will allow us to promote the event and plan the Grand Opening Celebration before the winter weather arrives.

**5. Input from Other Sources:**

**Brenda** – Awaiting response from grant coordinator to confirm we can cover the cost of the Grand Opening Celebration with the grant money.

Awaiting confirmation from Fire Chief Josh Kestner to plan this event for the same day as the Haunted Fire Hall event.

**Respectfully submitted by:**

Dean Nicholson, Operations Manager  
Alana Dick, Administrative Assistant

**Township of Howick**

**Department: Finance**

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**To: Council Meeting**

**Meeting Date: September 19, 2023**

**Report Title: Accounts Payable**

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**1. Recommendation:**

**That Council receive this report as information only.**

**2. Purpose/Issues:**

Please find attached the Accounts Payable report for the period of August 16<sup>th</sup> to September 19, 2023 in the amount of \$1,670,018.08.

**3. Attachments:**

**Appendix A:** Accounts payable August 16<sup>th</sup> to September 19<sup>th</sup> 2023

**Respectfully submitted by:** Brenda Weishar Treasurer/Tax Collector

## Appendix A

2023.08.25 8.0 9759

Township Of Howick

09/08/2023

3:21PM

## Accounts Payable

Bills and Accounts Aug 16 - Sept 19 2023

Vendor 000000 Through 999999

Invoice Entry Date 08/16/2023 to 09/19/2023 Paid Invoices Cheque Date 08/16/2023 to 09/19/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001708 A.J. STONE	176056	MULTI GAS DETECTORS X2	022670	08/22/2023	08/22/2023	2,129.56
		01-2100-2101-90000 MULTI GAS DETECTORS X2				2,129.56
001708 A.J. STONE	176993	REPAIR TO G1 SCBA	022670	08/22/2023	08/22/2023	46.42
		01-2100-2101-50554 REPAIR TO G1 SCBA				46.42
001708 A.J. STONE	177462	CHARGER CRADLE	022708	09/08/2023	09/08/2023	217.49
		01-2100-2101-90000 CHARGER CRADLE				217.49
Vendor Total						2,393.47
001003 AERATION PLUS	9303	AUG 2023 SHOP GRASS	022709	09/08/2023	09/08/2023	226.00
		01-3900-3901-50556 AUG 2023 SHOP GRASS				226.00
001003 AERATION PLUS	9318	AUG 2023 OFFICE GRASS	022709	09/08/2023	09/08/2023	259.90
		01-1300-0000-50552 AUG 2023 OFFICE GRASS				259.90
001003 AERATION PLUS	9306	AUG 2 2023 GRASS	022709	09/08/2023	09/08/2023	777.44
		01-7100-0000-50552 AUG 2 2023 GRASS				107.35
		01-5500-0000-50552 AUG 2 2023 GRASS				101.70
		01-7100-0000-50552 AUG 2 2023 GRASS				67.80
		01-2300-2301-50552 AUG 2 2023 GRASS				158.20
		01-5500-0000-50552 AUG 2 2023 GRASS				79.10
		01-7100-0000-50552 AUG 2 2023 GRASS				67.80
		01-7100-7102-50552 AUG 2 2023 GRASS				71.19
		01-2100-2101-50552 AUG 2 2023 GRASS				50.85
		01-7100-0000-50552 AUG 2 2023 GRASS				16.95
		01-5500-0000-50552 AUG 2 2023 GRASS				56.50
001003 AERATION PLUS	9295	AUG 9 2023 GRASS	022709	09/08/2023	09/08/2023	777.44
		01-7100-0000-50552 AUG 9 2023 GRASS				107.35
		01-5500-0000-50552 AUG 9 2023 GRASS				101.70
		01-7100-0000-50552 AUG 9 2023 GRASS				67.80
		01-2300-2301-50552 AUG 9 2023 GRASS				158.20
		01-5500-0000-50552 AUG 9 2023 GRASS				79.10
		01-7100-0000-50552 AUG 9 2023 GRASS				67.80
		01-7100-7102-50552 AUG 9 2023 GRASS				71.19
		01-2100-2101-50552 AUG 9 2023 GRASS				50.85
		01-7100-0000-50552 AUG 9 2023 GRASS				16.95
		01-5500-0000-50552 AUG 9 2023 GRASS				56.50
001003 AERATION PLUS	9305	AUG 16 2023 GRASS	022709	09/08/2023	09/08/2023	777.44
		01-7100-0000-50552 AUG 16 2023 GRASS				107.35
		01-5500-0000-50552 AUG 16 2023 GRASS				101.70
		01-7100-0000-50552 AUG 16 2023 GRASS				67.80
		01-2300-2301-50552 AUG 16 2023 GRASS				158.20
		01-5500-0000-50552 AUG 16 2023 GRASS				79.10
		01-7100-0000-50552 AUG 16 2023 GRASS				67.80
		01-7100-7102-50552 AUG 16 2023 GRASS				71.19
		01-2100-2101-50552 AUG 16 2023 GRASS				50.85
		01-7100-0000-50552 AUG 16 2023 GRASS				16.95
		01-5500-0000-50552 AUG 16 2023 GRASS				56.50
001003 AERATION PLUS	9311	AUG 23 2023 GRASS	022709	09/08/2023	09/08/2023	777.44

## Accounts Payable

Bills and Accounts Aug 16 - Sept 19 2023

Vendor 000000 Through 999999

Invoice Entry Date 08/16/2023 to 09/19/2023 Paid Invoices Cheque Date 08/16/2023 to 09/19/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-7100-0000-50552	AUG 23 2023 GRASS			107.35
		01-5500-0000-50552	AUG 23 2023 GRASS			101.70
		01-7100-0000-50552	AUG 23 2023 GRASS			67.80
		01-2300-2301-50552	AUG 23 2023 GRASS			158.20
		01-5500-0000-50552	AUG 23 2023 GRASS			79.10
		01-7100-0000-50552	AUG 23 2023 GRASS			67.80
		01-7100-7102-50552	AUG 23 2023 GRASS			71.19
		01-2100-2101-50552	AUG 23 2023 GRASS			50.85
		01-7100-0000-50552	AUG 23 2023 GRASS			16.95
		01-5500-0000-50552	AUG 23 2023 GRASS			56.50
001003 AERATION PLUS	9317	AUG 30 2023 GRASS	022709	09/08/2023	09/08/2023	777.44
		01-7100-0000-50552	AUG 30 2023 GRASS			107.35
		01-5500-0000-50552	AUG 30 2023 GRASS			101.70
		01-7100-0000-50552	AUG 30 2023 GRASS			67.80
		01-2300-2301-50552	AUG 30 2023 GRASS			158.20
		01-5500-0000-50552	AUG 30 2023 GRASS			79.10
		01-7100-0000-50552	AUG 30 2023 GRASS			67.80
		01-7100-7102-50552	AUG 30 2023 GRASS			71.19
		01-2100-2101-50552	AUG 30 2023 GRASS			50.85
		01-7100-0000-50552	AUG 30 2023 GRASS			16.95
		01-5500-0000-50552	AUG 30 2023 GRASS			56.50
001003 AERATION PLUS	9312	BRANCHES/TREE CLEANUP & SPRAY	022709	09/08/2023	09/08/2023	711.90
		01-5500-0000-50552	TREE CLEAN UP			101.70
		01-5500-0000-50552	TREE CLEAN UP			282.50
		01-7100-0000-50552	BRANCH CLEAN UP			203.40
		01-1300-0000-50552	SPRAY			124.30
Vendor Total						5,085.00
001429 ANGIE KOERSEN	230814	FULL PAGE AD- BIRDHOUSE FLYER	022671	08/22/2023	08/22/2023	150.00
		01-8100-0000-50554	FULL PAGE AD- BIRDHOUSE FLYER			150.00
001429 ANGIE KOERSEN	2023 GRANT	2023 WHAT'S HAPPENING GRANT	022710	09/08/2023	09/08/2023	1,000.00
		01-0000-0000-79000	2023 WHAT'S HAPPENING GRANT			1,000.00
Vendor Total						1,150.00
001051 AVON MAITLAND DISTRICT SC	SEPT 2023	SEPT 2023	022711	09/08/2023	09/08/2023	209,984.83
		01-9500-0000-79500	SEPT 2023			209,984.83
001421 B. EDWARDS TRANSFER	643726	CATCH BASIN CLEANING	022672	08/22/2023	08/22/2023	6,367.55
		01-3100-3108-50656	CATCH BASIN CLEANING			6,367.55
001105 B.M. ROSS AND ASSOCIATES	25089	BUILDING ASSESSMENT REPORT	022673	08/22/2023	08/22/2023	7,793.05
		01-3900-0000-90000	BUILDING ASSESSMENT REPORT			7,793.05
001053 BELL MOBILITY	527167077 JUN 21/23	CELL PHONES	001314	08/23/2023	08/23/2023	261.77
		01-3900-3901-50530	5192910879			24.20
		01-7100-7101-50530	5192917106			26.18

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Bills and Accounts Aug 16 - Sept 19 2023

Vendor 000000 Through 999999

Invoice Entry Date 08/16/2023 to 09/19/2023 Paid Invoices Cheque Date 08/16/2023 to 09/19/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-2400-2401-50530	5192917732			26.70
		01-2400-2404-50556	5193570622			23.94
		01-2100-2101-50530	5193570847			18.42
		01-2100-2101-50530	5193575825			27.33
		01-3900-3901-50530	5193576834			23.79
		01-4300-0000-50530	5193576845			18.42
		01-3900-3901-50530	5193577394			23.82
		01-3900-3901-50530	5193577531			24.39
		01-3900-3901-50530	5193578074			24.58
001053 BELL MOBILITY	527167077 JUL 21/23	CELL PHONES	001314	08/23/2023	08/23/2023	261.75
		01-3900-3901-50530	5192910879			23.90
		01-7100-7101-50530	5192917106			28.37
		01-2400-2401-50530	5192917732			25.37
		01-2400-2404-50556	5193570622			24.09
		01-2100-2101-50530	5193570847			18.42
		01-2400-2401-50530	5193575825			27.33
		01-3900-3901-50530	5193576834			23.79
		01-3900-3901-50530	5193577394			23.98
		01-3900-3901-50530	5193577531			24.24
		01-3900-3901-50530	5193578074			23.84
		01-4300-0000-50530	5193576845			18.42
001053 BELL MOBILITY	527167077 AUG 21/23	CELL PHONES	001325	09/07/2023	09/07/2023	260.63
		01-3900-3901-50530	5192910879			24.03
		01-7100-7101-50530	5192917106			27.42
		01-2400-2401-50530	5192917732			25.36
		01-2400-2404-50556	5193570622			23.95
		01-2100-2101-50530	5193570847			18.42
		01-2100-2101-50530	5193575825			27.33
		01-3900-3901-50530	5193576834			23.79
		01-4300-0000-50530	5193576845			18.42
		01-3900-3901-50530	5193577394			23.83
		01-3900-3901-50530	5193577531			24.17
		01-3900-3901-50530	5193578074			23.91
Vendor Total						784.15
001145 BELMORE COMMUNITY CENT AUG 17/23 DONATION:		MEM DONATIONS: MARY EADIE	022674	08/22/2023	08/22/2023	4,980.00
		01-0000-0000-57100	MEM DONATIONS: MARY EADIE			4,980.00
001145 BELMORE COMMUNITY CENT 2023 GRANT		2023 HEATING & BAG TAG GRANT	022712	09/08/2023	09/08/2023	1,078.00
		01-0000-0000-71000	2023 HEATING GRANT			1,000.00
		01-0000-0000-71000	2023 BAG TAG GRANT			78.00
Vendor Total						6,058.00
001006 BOYDS FARM SUPPLY LTD.	3999	PLAYGROUND GRASS SEED MIXTURE	022675	08/22/2023	08/22/2023	180.74
		01-3100-3105-50656	PLAYGROUND GRASS SEED MIXTURE			180.74
001006 BOYDS FARM SUPPLY LTD.	3981	PLAYGROUND GRASS SEED X3	022675	08/22/2023	08/22/2023	542.23

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Bills and Accounts Aug 16 - Sept 19 2023

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Invoice Entry Date 08/16/2023 to 09/19/2023 Paid Invoices Cheque Date 08/16/2023 to 09/19/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-3500-9008-90000		PLAYGROUND GRASS SEED		180.74
		01-3500-9010-90000		PLAYGROUND GRASS SEED		180.74
		01-3500-9011-90000		PLAYGROUND GRASS SEED		180.75
				Vendor Total		722.97
001189 BRANDT SECURITY PAP	21-4493	AUG 2023 ALARM MONITORING	001315	08/23/2023	08/23/2023	45.20
		01-1300-0000-50556		AUG 2023 ALARM MONITORING		22.60
		01-3800-3850-50551		AUG 2023 ALARM MONITORING		22.60
001533 BRIAN MARTIN	2067646	BCC PAINT DOOR & WALL IN HALL	022676	08/22/2023	08/22/2023	734.50
		01-1100-0000-90000		BCC PAINT DOOR & WALL IN HALL		734.50
001093 CAM'S POOL & SPA SERVICE	272878	PATCH KIT	022677	08/22/2023	08/22/2023	25.99
		01-7100-7102-50555		PATCH KIT		25.99
001093 CAM'S POOL & SPA SERVICE	272881	WINTERIZE POOL	022713	09/08/2023	09/08/2023	271.20
		01-7100-7102-50556		WINTERIZE POOL		271.20
				Vendor Total		297.19
001792 CANADA'S FINEST COFFEE	388543	COFFEE	022714	09/08/2023	09/08/2023	71.00
		01-1300-0000-50555		COFFEE		71.00
001393 CEDAR SIGNS	2023/3308	TRUCK/ACCESS PRK/YIELD SIGNS	022715	09/08/2023	09/08/2023	1,637.44
		01-3100-3101-50555		TRUCK/ACCESS PRK/YIELD SIGNS		1,637.44
001056 CIBC VISA	JUL 13/23 SAUG CONS PERMIT AMENDMENT	METCALFE	001324	08/28/2023	08/28/2023	130.00
		01-8400-8424-12810		PERMIT AMENDMENT METCALFE		130.00
001056 CIBC VISA	JUL 19/23 SGS	WATER TESTING	001324	08/28/2023	08/28/2023	180.80
		01-4200-0000-50556		WATER TESTING		180.80
001056 CIBC VISA	JUN 21/23 WAYFAIR	CAMPFIRE RUG	001324	08/28/2023	08/28/2023	847.49
		01-7100-7101-50551		CAMPFIRE RUG		847.49
001056 CIBC VISA	JUN 23/23 AMAZON2	PARACHUTE/PINNIES/PRO JCTR/VEST	001324	08/28/2023	08/28/2023	1,401.42
		01-7100-7101-50551		PARACHUTE/PINNIES/PROJCTR/VEST		1,401.42
001056 CIBC VISA	JUN 27/23 AMAZON	SAND TOYS	001324	08/28/2023	08/28/2023	216.94
		01-7100-7101-50551		SAND TOYS		216.94
001056 CIBC VISA	JUN 27/23 AMAZON2	BANDANAS/PAINT PENS	001324	08/28/2023	08/28/2023	109.52
		01-7100-7101-50551		BANDANAS/PAINT PENS		109.52
001056 CIBC VISA	JUN 27/23 AMAZON3	SPONGES	001324	08/28/2023	08/28/2023	33.88
		01-7100-7101-50551		SPONGES		33.88
001056 CIBC VISA	JUN 28/23 AMAZON3	PICKLE BALL SET	001324	08/28/2023	08/28/2023	214.69
		01-7100-7101-50551		PICKLE BALL SET		214.69
001056 CIBC VISA	JUN 29/23 AMAZON	SCISSORS	001324	08/28/2023	08/28/2023	33.89
		01-7100-7101-50551		SCISSORS		33.89
001056 CIBC VISA	JUN 28/23 AMAZON4	BRACELET MAKING KIT	001324	08/28/2023	08/28/2023	28.24
		01-7100-7101-50551		BRACELET MAKING KIT		28.24

# Accounts Payable

Bills and Accounts Aug 16 - Sept 19 2023

Vendor 000000 Through 999999

Invoice Entry Date 08/16/2023 to 09/19/2023 Paid Invoices Cheque Date 08/16/2023 to 09/19/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001056 CIBC VISA	JUN 28/23 AMAZON5	HOSE CONNECTOR	001324	08/28/2023	08/28/2023	19.20
		01-7100-7101-50551 HOSE CONNECTOR				19.20
001056 CIBC VISA	JUN 28/23 AMAZON6	GARDEN HOSES X2	001324	08/28/2023	08/28/2023	112.98
		01-7100-7101-50551 GARDEN HOSES X2				112.98
001056 CIBC VISA	JUN 28/23 AMAZON7	RING TOSS GAME	001324	08/28/2023	08/28/2023	33.89
		01-7100-7101-50551 RING TOSS GAME				33.89
001056 CIBC VISA	JUN 28/23 AMAZON8	OUTDOOR GAMES	001324	08/28/2023	08/28/2023	53.10
		01-7100-7101-50551 OUTDOOR GAMES				53.10
001056 CIBC VISA	JUN 28/23 AMAZON9	LAWN SPRINKLER	001324	08/28/2023	08/28/2023	18.07
		01-7100-7101-50551 LAWN SPRINKLER				18.07
001056 CIBC VISA	JUN 28/23 AMAZON10	BRACELET STRING	001324	08/28/2023	08/28/2023	18.07
		01-7100-7101-50551 BRACELET STRING				18.07
001056 CIBC VISA	JUN 28/23 AMAZON11	BALL STORAGE	001324	08/28/2023	08/28/2023	121.77
		01-7100-7101-50551 BALL STORAGE				121.77
001056 CIBC VISA	JUN 28/23 AMAZON12	SOCCER BALLS	001324	08/28/2023	08/28/2023	73.44
		01-7100-7101-50551 SOCCER BALLS				73.44
001056 CIBC VISA	JUN 28/23 AMAZON13	VOLLEYBALLS	001324	08/28/2023	08/28/2023	49.70
		01-7100-7101-50551 VOLLEYBALLS				49.70
001056 CIBC VISA	JUN 28/23 AMAZON14	SLIP & SLIDE	001324	08/28/2023	08/28/2023	157.73
		01-7100-7101-50551 SLIP & SLIDE				157.73
001056 CIBC VISA	JUN 28/23 AMAZON15	SPRINKLER	001324	08/28/2023	08/28/2023	25.99
		01-7100-7101-50551 SPRINKLER				25.99
001056 CIBC VISA	JUN 28/23 AMAZON16	CLOTHES PINS	001324	08/28/2023	08/28/2023	11.58
		01-7100-7101-50551 CLOTHES PINS				11.58
001056 CIBC VISA	JUN 28/23 AMAZON17	JUMP ROPE	001324	08/28/2023	08/28/2023	34.99
		01-7100-7101-50551 JUMP ROPE				34.99
001056 CIBC VISA	JUN 28/23 WALMART	KITCHEN SET	001324	08/28/2023	08/28/2023	384.16
		01-7100-7101-50551 KITCHEN SET				384.16
001056 CIBC VISA	JUN 29/23 AMAZON2	DODGEBALL SET	001324	08/28/2023	08/28/2023	134.79
		01-7100-7101-50551 DODGEBALL SET				134.79
001056 CIBC VISA	JUN 29/23 AMAZON3	STORAGE SYSTEM	001324	08/28/2023	08/28/2023	192.09
		01-7100-7101-50551 STORAGE SYSTEM				192.09
001056 CIBC VISA	JUN 30/23 AMAZON	BASKETBALLS/BB GLOVES/TOYS	001324	08/28/2023	08/28/2023	533.85
		01-7100-7101-50551 BASKETBALLS/BB GLOVES/TOYS				533.85
001056 CIBC VISA	JUN 30/23 AMAZON2	DYE/BEADS/DODGEBALLS	001324	08/28/2023	08/28/2023	358.02
		01-7100-7101-50551 DYE/BEADS/DODGEBALLS				358.02
001056 CIBC VISA	JUN 30/23 AMAZON3	CAMPFIRE TOYS	001324	08/28/2023	08/28/2023	64.41
		01-7100-7101-50551 CAMPFIRE TOYS				64.41
001056 CIBC VISA	JUN 30/23 AMAZON4	CORN HOLE SETS	001324	08/28/2023	08/28/2023	241.45
		01-7100-7101-50551 CORN HOLE SETS				241.45
001056 CIBC VISA	JUN 30/23 IKEA	STORAGE UNITS	001324	08/28/2023	08/28/2023	1,145.80
		01-7100-7101-50551 STORAGE UNITS				1,145.80

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Vendor 000000 Through 999999

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001056 CIBC VISA	JUL 5/23 DOLLARAMA	CRAFTS/WATER PLAY	001324	08/28/2023	08/28/2023	123.48
		01-7100-7101-50551 CRAFTS/WATER PLAY				123.48
001056 CIBC VISA	JUL 5/23 WALMART	CRAFTS/WAGON/RUG	001324	08/28/2023	08/28/2023	362.81
		01-7100-7101-50551 CRAFTS/WAGON/RUG				362.81
001056 CIBC VISA	JUL 12/23 LIFESAV SO	SWIMMER SEALS	001324	08/28/2023	08/28/2023	72.90
		01-7100-7102-50555 SWIMMER SEALS				72.90
001056 CIBC VISA	JUL 13/23 PARKS & RE	HEALTHY CHILD DEV-S	001324	08/28/2023	08/28/2023	98.31
		STONLEY				
		01-7100-7101-50551 HEALTHY CHILD DEV-S STONLEY				98.31
001056 CIBC VISA	JUL 13/23 PARKS& RE	QUEST 2 - B ROPP	001324	08/28/2023	08/28/2023	149.16
		01-7100-7101-50551 QUEST 2 - B ROPP				149.16
001056 CIBC VISA	JUL 13/23 PARKS&RE	QUEST 1-B ROPP	001324	08/28/2023	08/28/2023	169.50
		01-7100-7101-50551 QUEST 1-B ROPP				169.50
001056 CIBC VISA	JUL 13/23 STAPLES	CANON LASER PRINTER	001324	08/28/2023	08/28/2023	459.33
		01-7100-7101-50551 CANON LASER PRINTER				459.33
001056 CIBC VISA	JUL 20/23 AMAZON	RETURN: BABY DOLLS	001324	08/28/2023	08/28/2023	-40.44
		01-7100-7101-50551 RETURN: BABY DOLLS				-40.44
001056 CIBC VISA	JUL 19/23 AMCTO	EDMM - C GILLIS	001324	08/28/2023	08/28/2023	2,271.30
		01-1300-0000-50103 EDMM - C GILLIS				2,271.30
001056 CIBC VISA	JUL 19/23 LULULEMON	GIFT CARD-V NICHOLSON	001324	08/28/2023	08/28/2023	50.00
		01-1100-0000-51500 GIFT CARD-V NICHOLSON				50.00
001056 CIBC VISA	JUL 22/23 AMCTO	MAP UNIT 1 - A DICK	001324	08/28/2023	08/28/2023	480.25
		01-1300-0000-50103 MAP UNIT 1 - A DICK				480.25
001056 CIBC VISA	JUN 29/23 CDN TIRE	TRI-BALL MOUNT & JACK	001324	08/28/2023	08/28/2023	77.95
		01-2100-2102-50553 TRI-BALL MOUNT & JACK				77.95
001056 CIBC VISA	JUL 4/23 FOODLAND	FD WATER	001324	08/28/2023	08/28/2023	34.90
		01-2100-2101-50553 FD WATER				34.90
Vendor Total						11,291.40
001474 CLASSIC DISPLAYS	2023-634	GARBAGE RECYCLING	022678	08/22/2023	08/22/2023	5,085.00
		RECEPTACLES				
		01-7100-7101-50555 GARBAGE RECYCLING RECEPTACLES				2,905.71
		01-7100-7102-50555 GARBAGE RECYCLING RECEPTACLES				2,179.29
001110 CONTINUIT CORP.	65062858-4109	SERVER LICENCING	022679	08/22/2023	08/22/2023	1,863.37
		01-1300-0000-50250 SERVER LICENCING				1,863.37
001110 CONTINUIT CORP.	65062858-4131	NEW SERVER TRANSFER	022679	08/22/2023	08/22/2023	1,567.90
		01-1300-0000-90000 NEW SERVER TRANSFER				1,567.90
001110 CONTINUIT CORP.	65062858-4053	THINKPAD/INSTALL	022679	08/22/2023	08/22/2023	2,438.74
		RECEP COMPUTR				
		01-7100-7101-50551 THINKPAD				1,953.77
		01-1300-0000-90000 INSTALL RECEPTION COMPUTER				484.97
001110 CONTINUIT CORP.	65062858-4161	VEEMAN SUPPORT - 3	022679	08/22/2023	08/22/2023	268.52
		YEAR				
		01-1300-0000-50250 VEEMAN SUPPORT - 3 YEAR				268.52
001110 CONTINUIT CORP.	65062858-4248	CLOUD BACKUP	022716	09/08/2023	09/08/2023	113.00
		MONTHLY				

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-1300-0000-50250 CLOUD BACKUP MONTHLY				113.00
001110 CONTINUIT CORP.	65062858-4216	OFFICE 365 MONTHLY	022716	09/08/2023	09/08/2023	346.03
		01-1300-0000-50250 OFFICE 365 MONTHLY				346.03
001110 CONTINUIT CORP.	65062858-4182	NETWORK SUPPORT MONTHLY	022716	09/08/2023	09/08/2023	746.08
		01-1300-0000-50250 NETWORK SUPPORT MONTHLY				746.08
		Vendor Total				7,343.64
001009 COUNTY OF HURON	SEPT 2023	SEPT 2023	022717	09/08/2023	09/08/2023	620,451.00
		01-9100-0000-79100 SEPT 2023				620,451.00
001522 CUNEO INTERIORS (WALKER' CG322161		BCC PAINT	022680	08/22/2023	08/22/2023	211.31
		01-1100-0000-90000 BCC PAINT				211.31
001394 D & M AUTO SERVICE	7111	OIL CHANGE	022681	08/22/2023	08/22/2023	187.40
		01-3800-3821-50554 OIL CHANGE				187.40
001059 D'ARCEY SAND & GRAVEL LTI25220		PEASTONE/GRAVEL/STON EDUST	022682	08/22/2023	08/22/2023	3,934.55
		01-3500-9012-90000 DRAINAGE STONE & A GRAVEL				1,053.27
		01-3500-9011-90000 STONEDUST				1,133.96
		01-7100-7101-50555 PEASTONE, SAND, TOPSOIL				777.21
		01-3900-3970-50555 PEASTONE				970.11
001167 DIETRICH ENGINEERING LIMI' 2077		GREENLEY MD ENGINEERING	022718	09/08/2023	09/08/2023	28,250.00
		01-8400-8431-12810 GREENLEY MD ENGINEERING				28,250.00
001463 DOUG HARKES	DZ LICENCE	REIMB: DZ LICENCE	022719	09/08/2023	09/08/2023	113.75
		01-2100-2101-50103 REIMB: DZ LICENCE				113.75
001463 DOUG HARKES	CHAINSAW SERVICE	REIMB: CHAINSAW SERVICE	022719	09/08/2023	09/08/2023	28.25
		01-2100-2101-50554 REIMB: CHAINSAW SERVICE				28.25
		Vendor Total				142.00
001548 DOZLAN CONSTRUCTION COICERT#2-300052829		METCALFE-WRIGHT MD	022683	08/22/2023	08/22/2023	137,389.09
		01-8400-8424-12810 METCALFE-WRIGHT MD				152,654.55
		01-0000-0000-23200 METCALFE-WRIGHT MD				-15,265.46
001764 EQUITABLE LIFE OF CANADA SEPT 2023		SEPT 2023 BENEFITS	001326	09/07/2023	09/07/2023	5,107.63
		01-1300-0000-50102 SEPT 2023 BENEFITS				1,435.80
		01-2400-2401-50102 SEPT 2023 BENEFITS				362.27
		01-7100-7101-50102 SEPT 2023 BENEFITS				948.88
		01-3900-3901-50102 SEPT 2023 BENEFITS				2,360.68
001444 FORDWICH PARKS BOARD	2023 GRANT	2023 BAG TAG GRANT	022720	09/08/2023	09/08/2023	42.00
		01-0000-0000-71000 2023 BAG TAG GRANT				42.00
001597 FOXTON FUELS LIMITED	555028	DYED DIESEL 649.7L @ 0.975	001316	08/23/2023	08/23/2023	872.78

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001597	FOXTON FUELS LIMITED	555029	01-3900-3901-50559	DYED DIESEL 649.7L @ 0.975		872.78
			GAS 1384.6L @ 1.008	001316 08/23/2023	08/23/2023	2,098.29
			01-3900-3901-50559	GAS 1384.6L @ 1.008		2,098.29
				Vendor Total		2,971.07
001239	GABEL ELECTRIC, PLUMBING 25325		FORD PARK SUBMERSBL	022684 08/22/2023	08/22/2023	1,569.68
			WELL PUMP			
			01-1100-0000-90000	FORD PARK SUBMERSBL WELL PUMP		1,569.68
001281	GEORGIAN BAY FIRE & SAFE 49782		EXTRA WATER	022685 08/22/2023	08/22/2023	514.15
			EXTINGUISHERS X2			
			01-2100-2106-50553	EXTRA WATER EXTINGUISHERS X2		514.15
001333	GLOBAL PAYMENTS PAP	073123	DEBIT CHARGES	001317 08/23/2023	08/23/2023	124.50
			01-1300-0000-50220	DEBIT CHARGES		124.50
001259	GM BLUEPLAN ENGINEERING 127454		GOUGH RD 2023	022686 08/22/2023	08/22/2023	4,182.58
			RECONSTRUCTION			
			01-3500-9007-90000	GOUGH RD 2023 RECONSTRUCTION		4,182.58
001154	GORRIE HALL BOARD	2023 GRANT	2023 HEATING & BAG TAG	022721 09/08/2023	09/08/2023	1,078.00
			GRANT			
			01-0000-0000-71000	2023 HEATING GRANT		1,000.00
			01-0000-0000-71000	2023 BAG TAG GRANT		78.00
001155	GORRIE PARKS BOARD	2023 GRANT	2023 BAG TAG GRANT	022722 09/08/2023	09/08/2023	42.00
			01-0000-0000-71000	2023 BAG TAG GRANT		42.00
001503	HANNA & HAMILTON CONSTR 89804		MACHINE RENTALS	022723 09/08/2023	09/08/2023	21,380.25
			01-3500-9007-90000	MACHINE RENTALS		21,380.25
001646	HEINMILLER REPAIRS LTD	8277	ANNUAL SAFETY	022687 08/22/2023	08/22/2023	5,697.99
			INSPECTION			
			01-3800-3811-50553	ANNUAL SAFETY INSPECTION		5,697.99
001379	HOWICK AGRICULTURAL SOC 2023 GRANT		2023 GRANT	022724 09/08/2023	09/08/2023	1,200.00
			01-0000-0000-79000	2023 GRANT		1,200.00
001380	HOWICK ATHLETIC ASSOCIA12023 GRANT		2023 ACTIVE CHILDREN	022725 09/08/2023	09/08/2023	900.00
			GRANT			
			01-0000-0000-79000	2023 ACTIVE CHILDREN GRANT		900.00
001539	HOWICK FIGURE SKATING CL 2023 GRANT		2023 ACTIVE CHILDREN	022726 09/08/2023	09/08/2023	500.00
			GRANT			
			01-0000-0000-79000	2023 ACTIVE CHILDREN GRANT		500.00
001785	HOWICK OPTIMIST CLUB	2023 GRANT	2023 BIKE RODEO GRANT	022727 09/08/2023	09/08/2023	150.00
			01-0000-0000-79000	2023 BIKE RODEO GRANT		150.00
001052	HURON-PERTH COUNTY ROM SEPT 2023		SEPT 2023	022728 09/08/2023	09/08/2023	11,648.34
			01-9600-0000-79600	SEPT 2023		11,648.34

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001575 HV POWER	3770	BOOM TRUCK-DAM REPAIR	022688	08/22/2023	08/22/2023	339.00
		01-9400-0000-50558 BOOM TRUCK-DAM REPAIR				339.00
001298 HYDRO ONE NETWORKS INC JULY 2023		JULY 2023 USAGE	001327	09/07/2023	09/07/2023	8,401.18
		01-9400-0000-50500 JULY 2023 USAGE				63.50
		01-1300-0000-50500 JULY 2023 USAGE				348.27
		01-3900-3901-50500 JULY 2023 USAGE				309.47
		01-9400-0000-50500 JULY 2023 USAGE				36.00
		01-7100-7102-50500 JULY 2023 USAGE				1,873.08
		01-2100-2101-50500 JULY 2023 USAGE				317.24
		01-7100-7101-50500 JULY 2023 USAGE				2,475.22
		01-9300-0000-50500 JULY 2023 USAGE				36.70
		01-9400-0000-50500 JULY 2023 USAGE				399.85
		01-9400-0000-50500 JULY 2023 USAGE				794.25
		01-9300-0000-50500 JULY 2023 USAGE				880.57
		01-9000-0000-50500 JULY 2023 USAGE				64.59
		01-8900-0000-50500 JULY 2023 USAGE				17.19
		01-9200-0000-50500 JULY 2023 USAGE				722.66
		01-9400-0000-50500 JULY 2023 USAGE				52.05
		01-9400-0000-50500 JULY 2023 USAGE				10.54
001060 IDEAL SUPPLY COMPANY LTE 5127778		ANNUAL TANK RENTAL	001318	08/23/2023	08/23/2023	240.66
		01-3900-3901-50555 ANNUAL TANK RENTAL				240.66
001526 JEFF HAWKINS	JUL 29/AUG 5 2023	NESBITT/TROTTER, WALLACE/BRIDG	022689	08/22/2023	08/22/2023	376.12
		01-0000-0000-50556 NESBITT/TROTTER, WALLACE/BRIDG				376.12
001445 JOHN DEERE FINANCIAL	1610122	2200W GENERATOR	001319	08/23/2023	08/23/2023	1,671.27
		01-2100-2101-90000 2200W GENERATOR				1,671.27
001243 KEVIN DOIG	JULY 2023 GRASS	JULY 2023 GRASS - 15 HOURS	022690	08/22/2023	08/22/2023	375.00
		01-9400-0000-50552 JULY 2023 GRASS - 15 HOURS				375.00
001243 KEVIN DOIG	AUG-SEP/23 GRASS	AUG-SEP/23 GRASS - 25 HOURS	022729	09/08/2023	09/08/2023	625.00
		01-9400-0000-50552 AUG-SEP/23 GRASS - 25 HOURS				625.00
Vendor Total						1,000.00
001884 LEVITT - SAFETY	1286765-00	LABOUR RESP FIT TEST	022691	08/22/2023	08/22/2023	847.50
		01-2100-2101-50554 LABOUR RESP FIT TEST				847.50
001214 LISTOWEL AGRI PIPE	7041	24" DW PIPE	022692	08/22/2023	08/22/2023	4,200.89
		01-3500-9012-90000 24" DW PIPE X3				2,100.45
		01-3500-9011-90000 24" DW PIPE				700.15
		01-3400-3401-50555 24" DW PIPE X2				1,400.29
001214 LISTOWEL AGRI PIPE	7165	4" SW FILTER	022730	09/08/2023	09/08/2023	1,401.20
		01-3500-9007-90000 4" SW FILTER				1,401.20

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001214 LISTOWEL AGRI PIPE	7111	FILTERS/OUTLETS/COUPLERS	022730	09/08/2023	09/08/2023	2,694.19
		01-3500-9007-90000 FILTERS/OUTLETS/COUPLERS				2,694.19
					Vendor Total	8,296.28
001527 LYNNE HUNT	JUL 29/AUG 5,12 2023	MARTIN/FREY,PEEL/SWARTZ,MCLEAN	022693	08/22/2023	08/22/2023	804.32
		01-0000-0000-50556 MARTIN/FREY,PEEL/SWARTZ,MCLEAN				804.32
001552 MICHAEL REINHARDT MASON 746		BCC ENTRANCE BLOCKWORK	022731	09/08/2023	09/08/2023	330.80
		01-1100-0000-90000 BCC ENTRANCE BLOCKWORK				330.80
001391 MICROAGE BASICS	526187	CLERK LASER CARTRIDGE	022732	09/08/2023	09/08/2023	176.27
		01-1300-0000-50200 CLERK LASER CARTRIDGE				176.27
001391 MICROAGE BASICS	526275	COPY PAPER X 10 BOXES	022732	09/08/2023	09/08/2023	621.50
		01-1300-0000-50200 COPY PAPER X 10 BOXES				621.50
001391 MICROAGE BASICS	28246	4786 BLACK/6044 COLOUR	022732	09/08/2023	09/08/2023	440.86
		01-1300-0000-50200 4786 BLACK/6044 COLOUR				440.86
001391 MICROAGE BASICS	190525926	HANGING LEGAL FOLDERS	022732	09/08/2023	09/08/2023	46.17
		01-2100-2101-50200 HANGING LEGAL FOLDERS				46.17
001391 MICROAGE BASICS	525935	CLIPS, STAPLES & TABS	022732	09/08/2023	09/08/2023	15.62
		01-1300-0000-50200 CLIPS, STAPLES & TABS				15.62
					Vendor Total	1,300.42
001001 MIDWEST CO-OP	2355	CONCRETE TANK PAD X12	001320	08/23/2023	08/23/2023	338.86
		01-3500-9011-90000 CONCRETE TANK PAD X4				112.95
		01-3500-9010-90000 CONCRETE TANK PAD X4				112.95
		01-3500-9008-90000 CONCRETE TANK PAD X4				112.96
001142 MINISTER OF FINANCE-EHT	AUG 2023 EHT	AUG 2023 EHT	001328	09/07/2023	09/07/2023	3,091.30
		01-0000-0000-25110 AUG 2023 EHT				3,091.30
001063 MINISTER OF FINANCE-OPP	301708231701076	420310 REIMB LOCAL SERV REALIG	022733	09/08/2023	09/08/2023	-1,451.52
		01-2200-0000-50556 420310 REIMB LOCAL SERV REALIG				-1,451.52
001063 MINISTER OF FINANCE-OPP	302808231403078	JULY 2023 POLICING	022733	09/08/2023	09/08/2023	43,378.00
		01-2200-0000-50556 JULY 2023 POLICING				43,378.00
					Vendor Total	41,926.48
001702 NORTH HURON COMMUNITY I2023 GRANT		2023 LOCAL FOOD BANK GRANT	022734	09/08/2023	09/08/2023	125.00
		01-0000-0000-79000 2023 LOCAL FOOD BANK GRANT				125.00
001081 ONTARIO MUNICIPAL EMPLO`AUG 2023		AUG 2023	022735	09/08/2023	09/08/2023	19,326.08
		01-0000-0000-25110 AUG 2023				19,326.08
001203 ONTARIO ONE CALL	202348381	PHONE CALLS	022694	08/22/2023	08/22/2023	152.41
		01-3900-3901-50556 PHONE CALLS				152.41

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001203 ONTARIO ONE CALL	202349360	PHONE CALL	022736	09/08/2023	09/08/2023	139.42
		01-3900-3901-50556 PHONE CALL				139.42
Vendor Total						291.83
001091 P. E. INGLIS HOLDINGS INC.	44820	PORTABLE UNITS	022695	08/22/2023	08/22/2023	480.25
		01-9400-0000-50556 PORTABLE UNITS				480.25
001091 P. E. INGLIS HOLDINGS INC.	44914	PORTABLE UNIT	022695	08/22/2023	08/22/2023	163.85
		01-4300-0000-50556 PORTABLE UNIT				163.85
Vendor Total						644.10
001314 PERFECT PEN & STATIONERY	100981510	500 PENS	022696	08/22/2023	08/22/2023	864.39
		01-8100-0000-50555 500 PENS				864.39
001613 PSD CITYWIDE INC	19642	COMPLIANT ASSET	022697	08/22/2023	08/22/2023	9,379.00
		MGMT PLAN				
		01-3900-0000-90000 COMPLIANT ASSET MGMT PLAN				9,379.00
001020 PUROLATOR COURIER LTD.	454040654	SGS CANADA	022698	08/22/2023	08/22/2023	7.58
		01-4200-0000-50556 SGS CANADA				7.58
001020 PUROLATOR COURIER LTD.	454091612	MARCO/AJ	022698	08/22/2023	08/22/2023	24.92
		STONE/COUNTY HURON				
		01-0000-0000-12811 COURIER-A DICK				5.65
		01-2100-2101-50554 AJ STONE				13.62
		01-2400-2404-50556 COUNTY OF HURON				5.65
001020 PUROLATOR COURIER LTD.	454303465	AJ STONE	022737	09/08/2023	09/08/2023	14.27
		01-2100-2101-50554 AJ STONE				14.27
Vendor Total						46.77
001021 R. J. BURNSIDE & ASSOCIATE	300052829.0000-12	METCALFE-WRIGHT MD	022699	08/22/2023	08/22/2023	13,990.16
		01-8400-8424-12810 METCALFE-WRIGHT MD				13,990.16
001594 RADAR AUTO PARTS - BRUSS	5341-398856	BLACK	022738	09/08/2023	09/08/2023	319.48
		TIES/WIRE/FILTERS				
		01-3900-3901-50555 BLACK TIES/WIRE				106.79
		01-3800-3813-50553 OIL/FUEL/AIR FILTERS				212.69
001594 RADAR AUTO PARTS - BRUSS	5341-398941	DEF FLUID	022738	09/08/2023	09/08/2023	96.28
		01-2100-2104-50510 DEF FLUID				96.28
Vendor Total						415.76
001064 RECEIVER GENERAL FOR CA	AUG 1-15 2023	PP#16 AUG 1-15 2023	001321	08/23/2023	08/23/2023	14,217.12
		01-0000-0000-25100 PP#16 AUG 1-15 2023				14,217.12
001064 RECEIVER GENERAL FOR CA	AUG 16-31 2023	PP#17/18 AUG 16-31 2023	001329	09/07/2023	09/07/2023	26,369.55
		01-0000-0000-25100 PP#17/18 AUG 16-31 2023				26,369.55
001195 RINTOUL'S POOLS & SPAS	111124	KLEAN SURFACE 4L X4	022700	08/22/2023	08/22/2023	85.83
		01-7100-7102-50557 KLEAN SURFACE 4L X4				85.83

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001703 SALVATION ARMY	2023 GRANT	2023 FOOD BANK GRANT	022739	09/08/2023	09/08/2023	125.00
		01-0000-0000-79000 2023 FOOD BANK GRANT				125.00
001303 SENTINEL PEST CONTROL	40197	FD AUG 2023 PEST CONTROL	022701	08/22/2023	08/22/2023	140.31
		01-2100-2101-50554 FD AUG 2023 PEST CONTROL				140.31
001303 SENTINEL PEST CONTROL	40620	HCC AUG 2023 PEST CONTROL	022701	08/22/2023	08/22/2023	75.71
		01-7100-7101-50556 HCC AUG 2023 PEST CONTROL				75.71
Vendor Total						216.02
001365 SNAP-ON TOOL SALES (LISTC 8292323402		TORX BIT SKTSET & FTLB TQ WRN	022740	09/08/2023	09/08/2023	988.75
		01-3900-3901-50555 TORX BIT SKTSET & FTLB TQ WRN				988.75
001550 STEMPSKI KELLY ASSOCIATE 1		WALKING TRAIL SIGN DESIGN	022702	08/22/2023	08/22/2023	5,072.29
		01-3500-9011-90000 WALKING TRAIL SIGN DESIGN				1,690.76
		01-3500-9008-90000 WALKING TRAIL SIGN DESIGN				1,690.76
		01-3500-9010-90000 WALKING TRAIL SIGN DESIGN				1,690.77
001550 STEMPSKI KELLY ASSOCIATE 2		TRAIL SIGNS DESIGN/BUILD/CONST	022741	09/08/2023	09/08/2023	14,672.77
		01-3500-9008-90000 TRAIL SIGNS DESIGN/BUILD/CONST				4,890.92
		01-3500-9010-90000 TRAIL SIGNS DESIGN/BUILD/CONST				4,890.92
		01-3500-9011-90000 TRAIL SIGNS DESIGN/BUILD/CONST				4,890.93
Vendor Total						19,745.06
001210 SUNBELT RENTALS OF CANA/76069766-0001		DRUM RIDE-ON ROLLER GOUGH RD	022742	09/08/2023	09/08/2023	5,222.32
		01-3500-9007-90000 DRUM RIDE-ON ROLLER GOUGH RD				5,222.32
001351 TECHNICAL STANDARDS SAF 9359226		ELEVATOR LICENCE	022703	08/22/2023	08/22/2023	250.00
		01-7100-7101-50556 ELEVATOR LICENCE				250.00
001616 TK ELEVATOR (CANADA) LTD 2385337		AUG 1-OCT 31 2023 MAINTENANCE	022704	08/22/2023	08/22/2023	786.01
		01-7100-7101-50556 AUG 1-OCT 31 2023 MAINTENANCE				786.01
001812 TREVOR TOUT CUSTOM DOZI2680		EXCAVATOR	022705	08/22/2023	08/22/2023	2,471.88
		01-3100-3105-50656 EXCAVATOR				2,471.88
001812 TREVOR TOUT CUSTOM DOZI2665		TRACTOR FOR WROXETER DAM	022705	08/22/2023	08/22/2023	113.00
		01-9400-0000-50558 TRACTOR FOR WROXETER DAM				113.00
001812 TREVOR TOUT CUSTOM DOZI2678		MINI-EXCAVATOR/SKIDSTEER	022705	08/22/2023	08/22/2023	8,203.80
		01-3500-9011-90000 MINI-EXCAVATOR/SKIDSTEER				2,299.55
		01-3500-9008-90000 MINI-EXCAVATOR/SKIDSTEER				2,299.55
		01-3500-9010-90000 MINI-EXCAVATOR/SKIDSTEER				3,604.70
001812 TREVOR TOUT CUSTOM DOZI2666		LANDFILL SKIDSTEER	022705	08/22/2023	08/22/2023	1,017.00
		01-4300-0000-50656 LANDFILL SKIDSTEER				1,017.00
001812 TREVOR TOUT CUSTOM DOZI2679		SKIDSTEER/TRUCKING	022705	08/22/2023	08/22/2023	3,084.90
		01-3100-3105-50656 SKIDSTEER/TRUCKING				3,084.90

## Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 08/16/2023 to 09/19/2023 Paid Invoices Cheque Date 08/16/2023 to 09/19/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001812 TREVOR TOUT CUSTOM DOZI 2700		EXCAVATOR/TRUCKING	022743	09/08/2023	09/08/2023	9,136.08
		GOUGH RD				
	01-3500-9007-90000	EXCAVATOR/TRUCKING GOUGH RD				9,136.08
001812 TREVOR TOUT CUSTOM DOZI 2695		EXCAVATOR/TRUCKING	022743	09/08/2023	09/08/2023	11,384.76
		GOUGH RD				
	01-3500-9007-90000	EXCAVATOR/TRUCKING GOUGH RD				11,384.76
001812 TREVOR TOUT CUSTOM DOZI 2694		LANDFILL MINI	022743	09/08/2023	09/08/2023	1,395.55
		EXC/SKIDSTEER				
	01-4300-0000-50656	LANDFILL MINI EXC/SKIDSTEER				1,395.55
Vendor Total						36,806.97
001506 UNIVERUS SOFTWARE CANA INV-201536		REGISTRATION MODULE	022706	08/22/2023	08/22/2023	500.00
		SETUP FEE				
	01-7100-7101-50551	REGISTRATION MODULE SETUP FEE				500.00
001420 WASTE MANAGEMENT	0658600-0256-0	CURBSIDE COLLECTION	001330	09/07/2023	09/07/2023	11,534.00
		01-7100-7101-50556				71.83
		01-4400-0000-50656				1,193.86
		01-4400-0000-50656				25.55
		01-4400-0000-50656				5,102.53
		01-4300-0000-50656				5,140.23
001420 WASTE MANAGEMENT	0004843-0677-4	SINGLE STREAM WASTE	001330	09/07/2023	09/07/2023	2,549.00
		01-4300-0000-50656				2,549.00
Vendor Total						14,083.00
001070 WATSON'S BUILDING CENTRE HD9108		GALV COIL WIRE	001322	08/23/2023	08/23/2023	9.59
		01-9400-0000-50557				9.59
001070 WATSON'S BUILDING CENTRE HD8583		POLY FILM, PRESSURE	001322	08/23/2023	08/23/2023	107.15
		TREATED				
		01-9400-0000-50557				107.15
001070 WATSON'S BUILDING CENTRE HD5892		CLEANER,ROLLERS,	001322	08/23/2023	08/23/2023	73.04
		PAINT BRUSHES				
		01-7100-7101-50555				73.04
001070 WATSON'S BUILDING CENTRE HD5896		EXCHANGE PAINT	001322	08/23/2023	08/23/2023	16.95
		BRUSHES				
		01-7100-7101-50555				16.95
001070 WATSON'S BUILDING CENTRE HD6372		GLOVES, DISINFECTANT,	001322	08/23/2023	08/23/2023	50.91
		CLEANERS				
		01-1300-0000-50555				50.91
001070 WATSON'S BUILDING CENTRE HD6877		CAUTION TAPE	001322	08/23/2023	08/23/2023	20.33
		01-3900-3901-50555				20.33
001070 WATSON'S BUILDING CENTRE HD7013		RAKE & CONCRETE MIX	001322	08/23/2023	08/23/2023	55.89
		01-3900-3901-50555				33.89
		01-3900-3970-50555				22.00
001070 WATSON'S BUILDING CENTRE HD7205		FLYING INSECT RAID	001322	08/23/2023	08/23/2023	33.88
		01-4300-0000-50555				33.88
001070 WATSON'S BUILDING CENTRE HD7233		COUPLING,CLAMP,CHAIN,	001322	08/23/2023	08/23/2023	70.03
		LINK				
		01-3900-3970-50555				70.03
001070 WATSON'S BUILDING CENTRE HD7255		HOSE CLAMP &	001322	08/23/2023	08/23/2023	11.23
		COUPLING				

## Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 08/16/2023 to 09/19/2023 Paid Invoices Cheque Date 08/16/2023 to 09/19/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-3900-3970-50555	HOSE CLAMP & COUPLING			11.23
001070 WATSON'S BUILDING CENTRE	HD7306	QUICK LINK	001322	08/23/2023	08/23/2023	12.37
		01-3900-3970-50555	QUICK LINK			12.37
001070 WATSON'S BUILDING CENTRE	HD7320	QUICK LINK	001322	08/23/2023	08/23/2023	4.95
		01-3900-3970-50555	QUICK LINK			4.95
001070 WATSON'S BUILDING CENTRE	HD8036	PADLOCK & TOOL BOX	001322	08/23/2023	08/23/2023	50.26
		01-7100-7102-50555	PADLOCK & TOOL BOX			50.26
001070 WATSON'S BUILDING CENTRE	HD8465	PADLOCKS,WINDEX,CLOT HS,LIMEOUT	001322	08/23/2023	08/23/2023	290.01
		01-4300-0000-50555	PADLOCKS			261.57
		01-1300-0000-50555	WINDEX, CLOTHS, LIME OUT			28.44
001070 WATSON'S BUILDING CENTRE	HD9344	PHONE & GORILLA GLUE	001322	08/23/2023	08/23/2023	48.57
		01-7100-7101-50555	PHONE			37.28
		01-7100-7101-50551	PHONE			11.29
001070 WATSON'S BUILDING CENTRE	HE0479	CHAIN & SCREW ANCHORS	001322	08/23/2023	08/23/2023	304.98
		01-3500-9008-90000	CHAIN & SCREW ANCHORS			101.66
		01-3500-9011-90000	CHAIN & SCREW ANCHORS			101.66
		01-3500-9010-90000	CHAIN & SCREW ANCHORS			101.66
001070 WATSON'S BUILDING CENTRE	HE0595	4X4 PRESSURE TREATED POST	001322	08/23/2023	08/23/2023	19.19
		01-3600-3601-50555	4X4 PRESSURE TREATED POST			19.19
001070 WATSON'S BUILDING CENTRE	HE0596	EXCHANGE PRESS TREATED POST	001322	08/23/2023	08/23/2023	28.05
		01-3600-3601-50555	EXCHANGE PRESS TREATED POST			28.05
001070 WATSON'S BUILDING CENTRE	HD5958	HEX NUTS	001322	08/23/2023	08/23/2023	61.59
		01-7100-7101-50555	HEX NUTS			61.59
001070 WATSON'S BUILDING CENTRE	HE0906	MAILBOX POST	001331	09/07/2023	09/07/2023	94.47
		01-3600-3601-50555	MAILBOX POST			94.47
001070 WATSON'S BUILDING CENTRE	HE0989	RAKE	001331	09/07/2023	09/07/2023	56.49
		01-3900-3901-50555	RAKE			56.49
001070 WATSON'S BUILDING CENTRE	HE1527	TSP CLEANER	001331	09/07/2023	09/07/2023	19.64
		01-7100-7102-50550	TSP CLEANER			19.64
001070 WATSON'S BUILDING CENTRE	HE1633	POWER AUGER BIT	001331	09/07/2023	09/07/2023	54.23
		01-3900-3901-50555	POWER AUGER BIT			54.23
001070 WATSON'S BUILDING CENTRE	HE1680	FREEZER BAGS	001331	09/07/2023	09/07/2023	22.58
		01-7100-7101-50551	FREEZER BAGS			22.58
001070 WATSON'S BUILDING CENTRE	KA7745	THREADED ROD	001331	09/07/2023	09/07/2023	88.11
		01-4300-0000-90000	THREADED ROD			88.11
001070 WATSON'S BUILDING CENTRE	HE1769	FREEZER BAGS & BATTERIES	001331	09/07/2023	09/07/2023	32.17
		01-7100-7101-50551	FREEZER BAGS & BATTERIES			32.17
001070 WATSON'S BUILDING CENTRE	HE1809	CEILING FAN & WALL CONTROL	001331	09/07/2023	09/07/2023	244.90
		01-3900-3901-50555	CEILING FAN & WALL CONTROL			244.90
001070 WATSON'S BUILDING CENTRE	HE1822	TRMR RPLC LINE	001331	09/07/2023	09/07/2023	11.29
		01-7100-7101-50555	TRMR RPLC LINE			11.29

# Accounts Payable

Bills and Accounts Aug 16 - Sept 19 2023

Vendor 000000 Through 999999

Invoice Entry Date 08/16/2023 to 09/19/2023 Paid Invoices Cheque Date 08/16/2023 to 09/19/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001070 WATSON'S BUILDING CENTRE HE1823		LANDFILL GATE WOOD & SCREWS	001331	09/07/2023	09/07/2023	1,216.19
		01-4300-0000-90000 LANDFILL GATE WOOD & SCREWS				1,216.19
001070 WATSON'S BUILDING CENTRE HE1882		NUTS & BOLTS	001331	09/07/2023	09/07/2023	4.58
		01-7100-7101-50555 NUTS & BOLTS				4.58
001070 WATSON'S BUILDING CENTRE HE1979		WOOD, SCREWS, SECURITY LIGHT	001331	09/07/2023	09/07/2023	297.76
		01-4300-0000-90000 WOOD, SCREWS, SECURITY LIGHT				297.76
001070 WATSON'S BUILDING CENTRE HE3079		TAPE/SAW/KNIFE/COMPOUND	001331	09/07/2023	09/07/2023	86.70
		01-7100-7101-50555 TAPE/SAW/KNIFE/COMPOUND				86.70
001070 WATSON'S BUILDING CENTRE HE3358		CLEANER & BATTERIES	001331	09/07/2023	09/07/2023	28.67
		01-2100-2101-50553 CLEANER & BATTERIES				28.67
001070 WATSON'S BUILDING CENTRE HE4221		INDUSTRIAL CEILING FANS	001331	09/07/2023	09/07/2023	446.53
		01-3900-3901-50555 INDUSTRIAL CEILING FANS				446.53
001070 WATSON'S BUILDING CENTRE HE4444		DETERGENT/PPR TOWELS/CLEANER	001331	09/07/2023	09/07/2023	31.14
		01-1300-0000-50555 DETERGENT/PPR TOWELS/CLEANER				31.14
001070 WATSON'S BUILDING CENTRE HE5065		ANTIFREEZE X4	001331	09/07/2023	09/07/2023	24.81
		01-7100-7102-50555 ANTIFREEZE X4				24.81
001070 WATSON'S BUILDING CENTRE HE5086		ANTIFREEZE X2	001331	09/07/2023	09/07/2023	12.41
		01-7100-7102-50555 ANTIFREEZE X2				12.41
001070 WATSON'S BUILDING CENTRE HE5091		ROLLERS, BRUSHES & PAINT	001331	09/07/2023	09/07/2023	154.20
		01-7100-7101-50555 ROLLERS, BRUSHES & PAINT				154.20
Vendor Total						4,195.84
001090 WIGHTMAN TELECOM LTD	12000827 AUG 10/23	PHONE FIRE DEPT	001323	08/23/2023	08/23/2023	260.29
		01-2100-2101-50530 PHONE FIRE DEPT				260.29
001090 WIGHTMAN TELECOM LTD	12000832 AUG 10/23	PHONE ADMIN	001323	08/23/2023	08/23/2023	765.12
		01-1300-0000-50530 5193353208				104.25
		01-7100-7101-50530 5193353154				62.29
		01-4300-0000-50530 5193353328				62.29
		01-1300-0000-50530 5193353328				23.00
		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				92.91
		01-1300-0000-50530 INTERNET				92.92
		01-1300-0000-50530 WEB HOSTING				11.24
		01-7100-7101-50530 DIGITAL TV				38.36
		01-1300-0000-50530 5193353208				8.88
		01-4300-0000-50530 5193353328				0.42
		01-3900-3901-50530 5193353838				1.83
001090 WIGHTMAN TELECOM LTD	12003344 AUG 10/23	PHONE SWIMMING POOL	001323	08/23/2023	08/23/2023	175.35
		01-7100-7102-50530 PHONE SWIMMING POOL				175.35
Vendor Total						1,200.76

# Accounts Payable

Bills and Accounts Aug 16 - Sept 19 2023

Vendor 000000 Through 999999

Invoice Entry Date 08/16/2023 to 09/19/2023 Paid Invoices Cheque Date 08/16/2023 to 09/19/2023

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001291 WILLIAMS DRAINAGE INC	CERT#1-1948	GREENLEY MD	022744	09/08/2023	09/08/2023	226,113.00
		01-8400-8431-12810	GREENLEY MD			259,900.00
		01-0000-0000-23200	GREENLEY MD			-33,787.00
001087 WINGHAM PRINTING SERVICE 18170		THANK YOU CARDS & ENVELOPES	022745	09/08/2023	09/08/2023	372.90
		01-2100-2101-50553	THANK YOU CARDS & ENVELOPES			372.90
001072 WORKPLACE SAFETY & INSU AUG 2023		AUG 2023	001332	09/07/2023	09/07/2023	4,661.98
		01-0000-0000-25110	AUG 2023			4,661.98
001072 WORKPLACE SAFETY & INSU AUG 2023 VFF		AUG 2023 VFF	001332	09/07/2023	09/07/2023	486.75
		01-2100-2101-50102	AUG 2023 VFF			486.75
001163 WROXETER HALL BOARD	AUG 17/23 DONATION	MEM DONATION: JOHN BOLANDER	022707	08/22/2023	08/22/2023	75.00
		01-0000-0000-57100	MEM DONATION: JOHN BOLANDER			75.00
001163 WROXETER HALL BOARD	2023 GRANT	2023 HEATING & BAG TAG GRANT	022746	09/08/2023	09/08/2023	1,078.00
		01-0000-0000-71000	2023 HEATING GRANT			1,000.00
		01-0000-0000-71000	2023 BAG TAG GRANT			78.00
Vendor Total						1,153.00
001164 WROXETER PARKS BOARD	2023 GRANT	2023 BAG TAG GRANT	022747	09/08/2023	09/08/2023	42.00
		01-0000-0000-71000	2023 BAG TAG GRANT			42.00
Unpaid Invoices						0.00
Paid Invoices						1,586,187.07
Invoices Total						1,586,187.07
Selected G/L Account Total						1,586,187.07
Payroll - Aug 16 PP#17						34,893.16
Payroll - Aug 16 (Council)						4,831.47
Payroll - Aug 30 PP#18						38,683.25
Payroll - Sep 7 (Council)						5,423.13
Payroll Expenditures						<u>83,831.01</u>
Grand Total Expenditures						<u>1,670,018.08</u>

**Township of Howick****Department: Finance**

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**To: Council Meeting****Meeting Date: September 19, 2023****Report Title: Draft Asset Retirement Obligations Policy**

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**1. Recommendation:**

**That the Council of the Township of Howick approve the Draft Asset Retirement Obligations Policy dated September 19, 2023.**

**2. Purpose/Issues:**

Recent Changes to reporting standards by the Public Sector Accounting Board requires Municipalities to identify, measure and report certain costs associated with asset retirement.

Municipalities must prepare an Asset Retirement Obligation Policy that establishes guidelines to ensure compliance with the new standard PSAB 3280 – Asset Retirement Obligations. A draft Asset Retirement Obligation Policy has been attached to this report as **Appendix A** for Councils consideration and approval.

The Treasurer will work with Department Heads throughout the year to review all assets owned and controlled by the Township against the Asset Retirement Obligation Policy requirements to identify future liabilities.

**3. Background**

The Public Sector Accounting Board, an independent body created to develop accounting standards for municipalities, has further strengthened municipal asset management practices with the development of a new standard. This new standard, PS 3280 - Asset Retirement Obligations, requires municipalities across Canada to recognize costs associated with the retirement of assets.

An asset retirement obligation is “a legal obligation associated with the retirement of a tangible capital asset” and arises when there is a legal obligation to retire an asset from service. Asset retirement is defined as removing a capital asset from service and includes sale transactions, asset abandonment, and asset disposal. These costs may include, but are not limited to decommissioning, dismantling, and remediation of

tangible capital assets and meeting any legislative mandates around environmental cleanup and/or restoring assets to their original condition.

Municipalities need to approve an Asset Retirement Obligations Policy and incorporate the associated financial obligations into their financial statements beginning in the 2023 fiscal year. The asset retirement obligations should be capitalized and amortized, allocating the future costs of retirement in a rational and systematic manner over the remaining life of the asset.

The recognition of the liability for future costs associated with the retirement of certain assets will ensure that funds will be available for the full cost of the asset disposal at the end of its useful life.

While this standard is new, the practice is not entirely new as municipalities do currently recognize the environmental obligations associated with liabilities for contaminated sites and solid waste facilities. The intent of this new standard is to expand the requirements to other assets which have costs associated with their disposal. Examples of such assets includes: buildings with asbestos, fuel storage tank removal, septic beds, and end of lease provisions.

It is important that asset retirement obligations are reported correctly in the financial statements otherwise municipalities will risk having an adverse or qualified opinion on their financial statements.

#### **4. Analysis**

The financial statements reflect balances and disclosures aligned with Public Sector Accounting Standards addressing general liabilities, landfill liabilities, contractual liabilities, contaminated site liabilities and contingent liabilities. The new standard extends these requirements to include liabilities related to the retirement of existing assets. The standard indicates that recognizing the cost of an asset should consist of the expenses incurred to retire that asset in the future.

These asset retirement obligations exist when there is a legal obligation to incur retirement costs concerning assets. Some examples of when a legal obligation may exist include:

- Assets that require compliance with standards and regulations that, if sold, disposed of, or no longer in use, would require remediation, such as asbestos in buildings and in-ground piping, fuel storage tank removal, wells, firewater holding tanks, and septic beds;
- Leases that require removal of leasehold improvements or other remediation at the end of the lease, such as the reforestation of land subject to a timber lease;
- Land covenants that require removal at the end of their useful life; and
- Assets that need to be returned to their natural state at the end of their useful life, such as mining activities and landfills.

The work required to adhere to the new regulations has already begun with the development of the Draft Asset Retirement Obligations Policy. Staff have attended training webinars and reviewed industry guidance on the topic from a number of sources including the Municipal Finance Officers' Association of Ontario (MFOA).

During the 2023 fiscal year, the Treasurer will work with all Department Heads to review assets in order to identify assets with retirement obligations. These assets will be reviewed with ARO Policy requirements to determine whether a financial liability (in accordance with PS 3280), exists and if it does, staff will work to estimate the liability value and record the necessary entries into the accounting records. In addition, the Treasurer will ensure that the asset retirement obligations are recorded into the asset management software for tracking purposes. The proposed work plan for these activities has been attached as [Appendix B](#).

Once an asset retirement obligation liability has been estimated, a liability and an asset of equal value are recorded on the Statement of Financial Position. This effectively increases the carrying cost of the existing asset at the same time as registering the liability. If the asset is no longer in use, then the liability for the asset retirement obligation will be expensed immediately rather than creating an asset. Estimates will include costs directly related to the asset retirement activities but will be limited to those legally enforceable. An estimate will be made for the future cost of extinguishing the liability and then the future cost will be discounted using a discount rate.

Each year there will be an accrued expense in the Statement of Operations to increase the liability with time. This recognizes the expenses while the asset is in use and results in the liability growing to equal the estimated costs on the date of retirement of the asset.

## 5. Financial Implications

A future report will be prepared for Council to outline the assets which have retirement obligations and the estimated costs of the retirement costs.

It is not anticipated that there will be a significant impact on the Township's financial position as a result of recognizing asset retirement obligations, however, consideration should be given to creating an Asset Retirement Obligation Reserve to accumulate the necessary funds to cover retirement costs, including those associated

with the Township's landfill, when they are required.

**6. Attachments:**     **Appendix A:** Draft Asset Retirement Obligations Policy  
                             **Appendix B:** Draft Proposed Work Plan PS 3280 –  
                             Asset Retirement Obligations Implementation

**Respectfully submitted by: Brenda Weishar Treasurer/Tax Collector**



## Corporation of the Township of Howick Municipal Asset Retirement Obligations Policy September 19 2023

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## 1. Introduction

- 1.1 Recent changes to reporting standards by the Public Sector Accounting Board (PSAB) requires municipalities to identify, measure, and report certain costs associated with asset retirement.

Municipalities must prepare an Asset Retirement Obligation Policy that establishes guidelines to ensure compliance with the new standard PSAB 3280 – Asset Retirement Obligations.

## 2. Policy Statement

- 2.1 A policy governing the recording of qualifying Asset Retirement Obligations (AROs) under Public Sector Accounting Board (PSAB) Section 3280.

## 3. Purpose

- 3.1 To document processes by which asset retirement obligations will be recognized, measured, updated, and integrated into existing processes, related roles and responsibilities.

## 4. Scope

- 4.1 This Policy applies to all departments, boards, and agencies included in the financial reporting of The Corporation of the Township Howick that possess assets with asset retirement obligations including:
- a) Assets with legal title held by Township of Howick;
  - b) Assets controlled by Township of Howick;
  - c) Assets reported in any entities that are consolidated with Township of Howick for financial statement purposes; and
  - d) Assets that have not been capitalized or recorded as tangible capital assets for financial statement purposes.
- 4.2 Scope of applicability is detailed in a decision tree which is attached to this Policy as [Appendix A](#).

## 5. Legislative Authority

- 5.1 *Municipal Act, 2001, S.O. 2001, c. 25*

## 6. Definitions

- 6.1 **Accretion expense** is the increase in the carrying amount of the liability for asset retirement obligations due to the passage of time.

**Asset retirement activities** include all activities related to an asset retirement obligation. These may include, but are not limited to:

- a) decommissioning or dismantling a tangible capital asset that was acquired, constructed or developed;
- b) remediation of contamination of a tangible capital asset created by its normal use;
- c) post-retirement activities such as monitoring; and
- d) constructing other tangible capital assets to perform post-retirement activities.

**Asset retirement cost** is the estimated amount required to retire a tangible capital asset.

**Asset retirement obligation** is a legal obligation associated with the retirement of a tangible capital asset

**Productive use** means the tangible capital asset is held for use in the production or supply of goods and services, for rental to others, for administrative purposes, or for the development, construction, maintenance, or repair of other tangible capital assets.

**Promissory estoppel** is defined in *Black's Law Dictionary* as "the principle that a promise made without consideration may nonetheless be enforced to prevent injustice if the promisor should have reasonably expected the promisee to rely on the promise and the promisee did actually rely on the promise to his or her detriment."

**Retirement of a tangible capital asset** is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

## 7. Administration and Accountability

### 7.1 Departments Heads are required to:

- a) Communicate to the Treasurer any retirement obligations, and any changes in asset condition or retirement timelines;
- b) Assist in the preparation of cost estimates for retirement obligations and are responsible for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and others familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Treasurer for processing; and
- c) Inform the Treasurer of any legal or contractual obligations at the inception of any such obligation.

### 7.2 The Treasurer is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board PS 3280. This includes responsibility for:

- a) Monitoring the application of this Policy;
- b) Managing processes within the accounting systems;

- c) Investigating issues and working with asset stewards to resolve issues;
- d) Ensuring asset management software reflects accurate asset retirement obligation costs; and
- e) Reporting asset retirement obligations in the financial statements of the Township of Howick and other statutory financial documents.

## **8. Reporting Requirements**

- 8.1 The Treasurer shall, for each fiscal year, prepare annual financial statements for the Township of Howick in accordance with Generally Accepted Accounting Principles (GAAP) for municipalities as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. This includes the reporting of ARO in the annual financial statements in accordance with PSAB PS 3280.

## **9. Guiding Principles**

- 9.1 Existing provincial and federal laws and regulations require municipalities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as the removal of asbestos and the retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts, court judgments, or lease arrangements.
- 9.2 The legal obligations, including obligations created by promises made without formal consideration, associated with the retirement of tangible capital assets controlled by the Township of Howick, will be recognized as a liability in the books of the Township of Howick, in accordance with PSAB PS 3280 effective January 1, 2023.
- 9.3 Asset retirement obligations result from the acquisition, construction, development, or normal use of an asset. These obligations are predictable, likely to occur, and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites normally results from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

## **10. Recognition**

- 10.1 A liability should be recognized when, as at the financial reporting date:

- a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b) the past transaction or event giving rise to the liability has occurred;
- c) it is expected that future economic benefits will be given up; and
- d) a reasonable estimate of the amount can be made.

Liabilities for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.

- 10.2 The estimate of the liability would be based on requirements in existing agreements, contracts, legislation, or legally enforceable obligations, and technology expected to be used in asset retirement activities.
- 10.3 The estimate of liabilities should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance, and monitoring which are an integral part of the retirement of the tangible capital asset.
- 10.4 Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.
- 10.5 Upon initial recognition of a liability for an asset retirement obligation, the Township of Howick will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset that is no longer in service, and not providing economic benefit, or to an item not recorded by the Township of Howick as an asset, the obligation is expensed upon recognition.
- 10.6 The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

## **11. Subsequent Measurement**

- 11.1 The asset retirement costs will be capitalized and amortized allocating the future costs of the retirement in a rational and systematic allocation (straight-line method) over the useful life of the tangible capital asset or a component of the asset.
- 11.2 On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

## **12. Presentation and Disclosure**

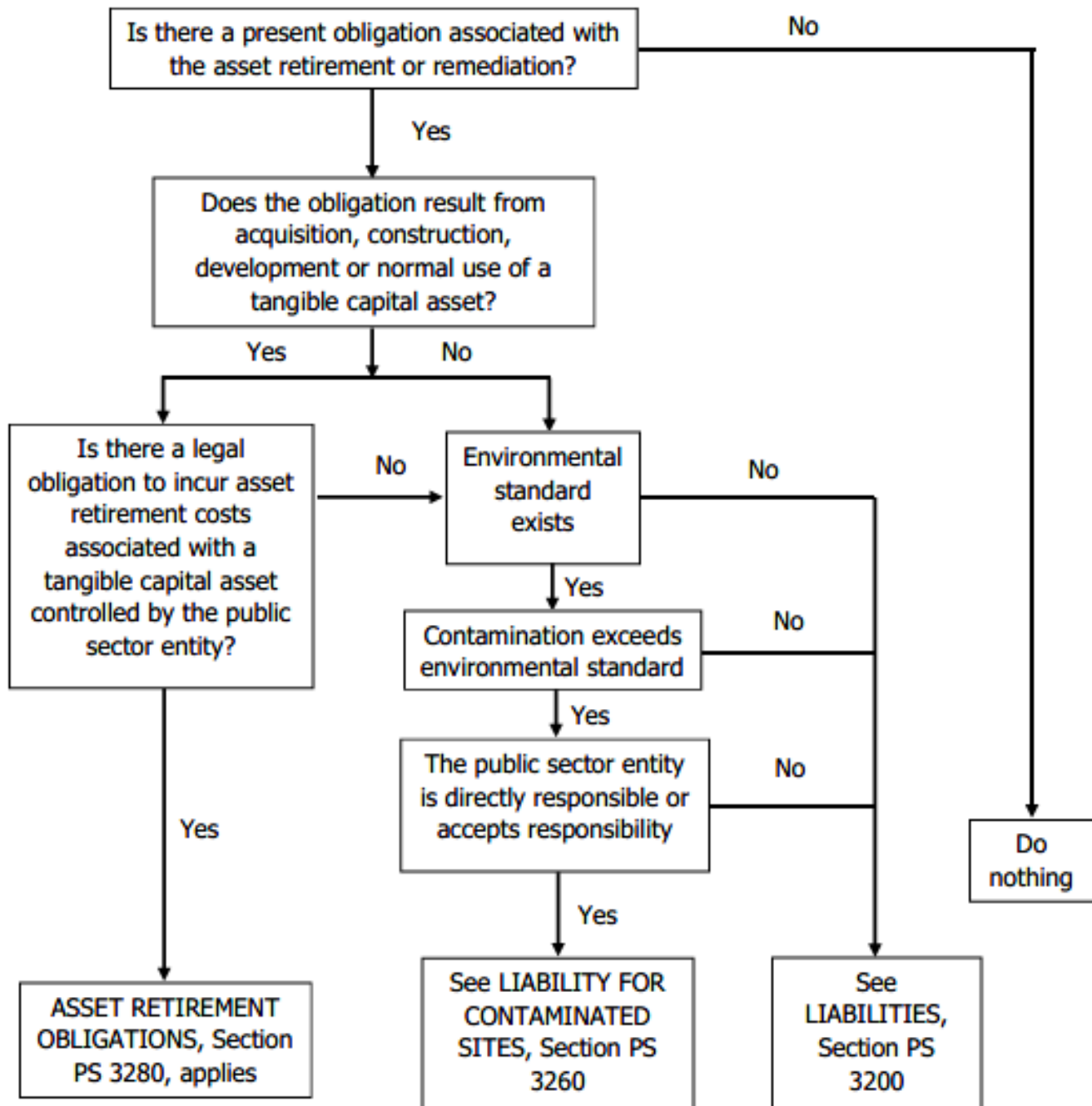
- 12.1 The liability for asset retirement obligations will be disclosed.

## **13. Policy Review**

- 13.1 This policy will be reviewed every five years, or upon the direction of the Township of Howick Council, or if staff identify an issue requiring a revision to occur.

## Appendix A

### Decision Tree – Scope of applicability



## Appendix B

<b>Township of Howick</b> <b>Proposed Work Plan and Timeline</b> <b>PS3280 Asset Retirement Obligations Implementation</b>	September	October	November	December
<b>Phase 1 - Asset Retirement Obligations Policy Development</b>				
Develop draft Asset Retirement Obligations Policy.				
Finalize Township of Howick Asset Retirement Obligation Council Report, Policy, and Work Plan.				
Present draft Asset Retirement Obligations Policy and Work Plans to Council for approval.				
<b>Phase 2 - Asset Retirement Obligations Identification</b>				
Project Kick Off with Department Heads to enhance project awareness.				
In conjunction with Department Heads, review asset ledgers and develop inventory of assets with retirement obligations. External consultations may be necessary.				
In conjunction with Department heads, review agreements, contracts, legislation, regulations, and by-laws to identify retirement obligations.				
In conjunction with Finance staff for consolidated entities, discuss whether retirement obligations exist in accordance with Asset Retirement Obligations Policy.				
<b>Phase 3 - Measurement of Asset Retirement Obligations</b>				
In conjunction with Department Heads, develop a best estimate of the liability for an ARO for each tangible capital asset.				
Determine the appropriate discount rate when applying a present value technique.				
Obtain asset retirement obligation costs from consolidated entities.				
Summarize the financial statement impact, if any, for in-scope retirement obligations.				
Update assets with associated asset retirement obligations in asset management software.				
<b>Phase 4 - Reporting</b>				
Prepare a report for Council to present financial statement impact of asset retirement obligations that must be recognized.				
Record identified and qualifying liabilities in 2023 consolidated financial statements.				
Draft note disclosure related to retirement obligations (including potential obligations) in the 2023 consolidated financial statements.				

**Township of Howick**

**Department: Finance**

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**To: Council Meeting**

**Meeting Date: September 19th, 2023**

**Report Title: Draft Employee Business Expense Policy and Draft Corporate Credit Card and Debit Card Policy**

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**1. Recommendation:**

**That Council receive and approve this report regarding the Employee Business Expense Policy and the Corporate Credit Card and Debit Card Policy.**

**2. Purpose/Issues:**

**Employee Business Expense Policy:**

The Purpose of the policy is to:

- Define reimbursable travel expenses that may be incurred while traveling on authorized Township of Howick business.
- Define reimbursable business expenses that may be incurred while carrying out municipal job requirements.
- Establish approval guidelines and control requirements for travel, business and mileage expenses while travelling or conducting authorized municipal business.
- Provide information necessary to accurately record and report travel, business and mileage claims.

Corporate Credit Card and Debit Card Policy:

The Purpose of the policy is to:

- Provide a uniform and consistent process to establish rules that apply to employees when using Corporate Credit and Debit Cards on behalf of the Township of Howick.
- Provide employees with a policy that is designed to ensure that organizational transactions are carried out as efficiently as possible while minimizing the risk of abuse or fraud involving unauthorized or inappropriate use of the Corporate Credit and Debit Cards.
- Corporate Credit and Debit Cards should not be used with suppliers where the Township is able to secure credit terms (invoicing) or has a pre-existing account. Setting up a vendor account for invoicing should be the default procedure before payment by credit or debit.

With the upcoming review of the Employment Policy, it has been acknowledged that having standalone policy from the Finance Department that specifically addresses Employee Business Expenses and Credit and Debit Card use in detail is very beneficial and complements the Employment Policy. Attached are two draft policies for Councils review and consideration.

**Other Consulted:** Operations Manager Dean Nicholson  
Clerk/Administrator Caitlin Gillis  
Deputy Treasurer Amy Van Meeteren

**3. Attachments:** [Appendix A:](#) Employee Business Expense Policy  
[Appendix B:](#) Corporate Credit Card and Debit Card Policy

**Respectfully submitted by: Brenda Weishar, Treasurer/Tax Collector**



## Employee Business Expense Policy

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## 1. Principles of Business Expenses

1.1 The Township of Howick is committed to providing a uniform and consistent process to establish basic rules that apply to employees when travelling on behalf of the Township of Howick and for general expenses that the employee may incur while completing their day-to-day work. Our goal is to provide our employees with quality services when traveling on Township business, while recognizing our need to be cost effective.

1.2 This policy applies to all Township of Howick Council and Staff

1.3 The purpose of this policy is to:

- Define reimbursable travel expenses that may be incurred while traveling on authorized Township of Howick business
- Define reimbursable business expenses that may be incurred while carrying out Municipal job requirements.
- Establish approval guidelines and control requirements for: travel, business and mileage expenses while travelling or conducting authorized municipal business
- Provide information necessary to accurately record and report travel business and mileage claims.

## 2. Review

2.1 The Business Expense Policy will be reviewed annually.

## 3. Definitions

3.1 “Council” refers to the Council of the Corporation of the Township of Howick;

3.2 “Department Head” refers to the employee responsible for direction and operation control of a department or designate.

3.3 “Employee” or “Staff” refers to an employee of the Corporation of the Township of Howick.

3.4 “Municipality” or Township” refers to the Corporation of the Township of Howick.

3.5 “Personal Vehicle” refers to a vehicle that is owned or in the legal custody of a Municipal staff member.

3.6 “Receipt” refers to the original document showing the name of the vendor as well as the date, amount and detailed description of the expenditure paid by a staff member. Note that a credit card or debit card

slip is not a valid receipt. A valid receipt is an invoice itemizing the types of expenditures and includes HST information.

3.7 “Rental Vehicle” refers to a vehicle that is rented from an agency or dealership for the purpose of providing a temporary vehicle to a customer.

3.8 “Treasurer” refers to the individual appointed by the municipality who is responsible for handling all the financial affairs of the municipality on behalf of and in the manner directed by Council.

#### 4. General

4.1 All travel requirements and arrangements must be approved in advance by your Department Head. Travel requests should be submitted in advance if possible, to enable the Township of Howick to take advantage of any travel or hotel promotions.

4.2 All proposed travel and business expenses must be approved in advance to ensure that such expenses can be accommodated within the current approved budget.

4.3 Council approval must be obtained prior to any travel outside the province of Ontario.

4.4 Tele-conferencing or web-conferencing should always be considered as a possible alternative to reduce expenses while conducting Township business is encouraged.

4.5 Costs associated with a spouse, or partner accompanying a staff member on business related travel shall be eligible for reimbursement, this would include travel, meals and banquet tickets when not accompanied by registrations.

4.6 Staff are responsible to become familiar with this policy and related procedure in order to facilitate compliance.

4.7 It is expected that employees of the Township will keep expense to a minimum and to exercise good judgement in determining appropriate expenses.

#### 5. Approver or Approval Authority

5.1 For employees, the approver is the immediate supervisor/manager or Department Head.

5.2 For Department Heads, the Reeve or Deputy Reeve will approve the claims.

#### 6. Approvers Responsibility

6.1 Approvers must ensure that all employees are aware of this policy.

- 6.2 Approvers must address departmental issues of interpretation of this policy and procedures and promote a consistent application of this policy within the departments.
- 6.3 Ensure that the proposed expenses can be accommodated within the current departmental budget.

## 7. Registration Fees

- 7.1 Registration fees for conferences, seminars and training must be included in the approved budget and will be paid for by the Township at the time of registering for the event. If not included in the budget, separate approval by resolution must be obtained.

## 8. Transportation

- 8.1 The most economical and practical methods of transportation should be used while considering travel time (personal time/absence from work), accommodations and meal expenses for each alternative.
- To request transportation that is not comparable to the lowest cost, the traveler must justify that the premium is reasonable considering convenience and /or time factors.

### 8.2 Automobile Travel

- 8.2.1 If you are using your personal vehicle for business travel, you will be reimbursed at the current approved mileage rate. You will be reimbursed for all toll fees and parking fees with an itemized receipt. The Township assumes no financial responsibility for privately owned vehicles and assumes no liability for accidents involving an employee's private vehicle while on Township business. Personal vehicles used on Township business must be insured at the vehicle owners' expenses and coverage must be greater than or equal to \$2,000,000.00 liability
- 8.2.2 No travel allowances shall be provided to employees for travel to their normal work locations.
- 8.2.3 The shortest distance between the employees place of work and their destination or their home and their destination, will be used to calculate the maximum number of kilometers that can be claimed for distance travelled.
- 8.2.4 The Township mileage reimbursement rate will be in accordance with the annual Canada Revenue Agency (CRA) – Automobile Allowance rates published on January 1<sup>st</sup> of each year.

8.2.5 When renting a vehicle, you must purchase collision insurance and personal liability insurance on the townships behalf. If you get into an accident, you must notify your supervisor immediately.

8.2.6 You may rent only compact or intermediate-sized cars. If you choose to rent a vehicle from the luxury or specialty car class, you will be reimbursed at the intermediate car rate.

### 8.3 Air Travel

8.3.1 You must travel economy class on all flights that are less than six hours in duration.

8.3.2 You may fly business class on flights exceeding six hours in duration.

8.3.3 You may keep any benefits earned through frequent flyer club memberships. However, you are responsible for any dues payable on such memberships.

## 9. Accommodations

9.1 Employees will be reimbursed for standard room plus tax for out-of-town travel. If you are required to travel out of town for work-related purposes, we will reimburse you for a standard hotel room in a basic hotel or designated hotel for conferences if:

(a) The work you are performing out of town can not be completed within the same working day: or

(b) Your expected travel time is greater than two (2) hours; or

(c) It is unsafe to travel due to inclement weather.

9.2 The Township of Howick will not cover personal purchases such as mini-bar items, movies, or dry cleaning, while you are away.

9.3 You will be reimbursed for hotel stays on Township business with an appropriate itemized receipt.

9.4 You will need to guarantee all hotel reservations with a Township Credit Card. It is also your responsibility to ensure that any cancellations to reservations are made within the time frames dictated by the hotel's policy.

## 10. Travel Meals/Entertainment

10.1 All meal costs up to a maximum as specified in the current remuneration by law will be reimbursed with a receipt. The Township of Howick expects that while you are travelling for business reasons, you will make appropriate choices regarding your meal expenses. You should be guided by what you would normally eat at home. Please note: you will not be reimbursed for groceries purchased to take home.

- 10.2 Alcohol and movies are not expense able items and will not be reimbursed at any time.
- 10.3 Entertainment expenses will be reimbursed if they are incurred as a result of entertaining Township business associates with your supervisor's prior approval. All entertainment expenses claimed must be accompanied by a receipt.
- 10.4 Additional expenses for employees at conferences for networking will be reimbursed with the approval of the Department Head or Council (examples – Tours, tournaments etc.) Alcoholic events will not be reimbursed. If they are specifically included in registration fees you will be reimbursed for within the daily meal allowance amount when a meal is included. All entertainment expenses claimed must be accompanied by an itemized receipt.

## 11. Records/Expense Reports

- 11.1 You must submit signed expense report to your approval authority within one week after your return to work on an expense report, which includes original receipts.
- 11.2 You will receive your reimbursement payment once your expenses have been approved by your supervisor and forwarded to the Accounts Payable Department for processing.



# Corporate Credit Card and Debit Card Policy

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1. Principles of Corporate Credit Card and Debit Card
  - 1.1 The Township of Howick is committed to providing a uniform and consistent process to establish basic rules that applies to employees when using Corporate Credit Cards on behalf of the Township of Howick. Our goal is to provide our employees with a policy that is designed to ensure that organizational transactions are carried out as effectively as possible while minimizing the risk of abuse or fraud involving unauthorized or inappropriate use of Corporate Credit Cards and Debit Cards.
  - 1.2 Corporate Credit Cards and Debit Cards should not be used with suppliers where the Township is able to secure credit terms (invoicing) or has a pre-existing account. Invoices should always be requested when communicating with new suppliers as the preferred method of transaction.
  - 1.3 This policy applies to all Township of Howick Staff.
2. Related Policies
  - 2.1 Please refer to Employee Business Expense Policy.
3. Review
  - 3.1 The Corporate Credit and Debit Card Policy will be reviewed annually.
4. Definitions
  - 4.1 "Treasurer" refers to the Treasurer for the Corporation of the Township of Howick or designate.
  - 4.2 "Employee" or "Staff" refers to an employee of the Corporation of the Township of Howick
  - 4.3 "Municipality" or "Township" refers to the Corporation of the Township of Howick
  - 4.4 "Receipt" refers to the original document showing the name of the vendor, as well as the date, amount and a detailed description of the expenditure paid by a Council or staff Member;
  - 4.5 "Cardholder" – refers to an employee who has been approved by the Treasurer and has been issued a corporate credit card and or debit card for the Corporation of the Township of Howick.
  - 4.6 "Approver" refers to an employee who has authority to approve purchases made by a corporate credit issued by the Corporation of the Township of Howick.

## 5. Procedure

### 5.1 Card Issuance

- 5.1.1 A Corporate Credit Card or Debit Card may be issued to an employee where it is deemed practical and beneficial to the municipality in terms of productivity, convenience, and economy. The approved Corporate Credit Card or Debit Card list shall be held by the Treasurer.
- 5.1.2 Approvers who would like to receive a Corporate Credit Card for themselves or an employee should send an email request to the Treasurer outlining the reasons for requiring the card, and acknowledgement that they have read and understood this policy.
- 5.1.3 New cards will only be issued with approval of the Treasurer. This does not include cards issued to individuals where the previous position holder had a credit card.
- 5.1.4 Each Corporate Credit Card will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will immediately sign the back of the card and the attached declaration. Copy of the card will be held in safekeeping in the vault.
- 5.1.5 No more than one card shall be issued per cardholder.

## 6. Responsibilities

### 6.1 The Cardholder shall

- 6.1.1 In all cases obtain sufficient supporting documentation to validate the expenses. Detailed receipts including the vendor name, date, amount, HST and a description of the product or service are required, Credit Card and Debit card authorization slips are not sufficient.
- 6.1.2 Check with Accounts Payable to make sure that there are sufficient funds available on the card.
- 6.1.3 Attach the receipts to the monthly credit statement from the bank. Give to the Approver for coding and signing off.
- 6.1.4 Review the monthly statement for inaccuracies (and report these to Accounts Payable)
- 6.1.5 Verify that the goods and services listed were received.
- 6.1.6 Sign and code the appropriate General Ledger accounts on the receipt to verify the transactions have been made for official purposes.
- 6.1.7 Forward the signed receipt to the Approver for review and sign off.
- 6.1.8 Notify the Treasurer immediately if:

- a. The card is lost or stolen
  - b. Any unauthorized transaction is detected or suspected.
- 6.1.9 Notify Accounts Payable of any change in name or contact details.
- 6.1.10 Take adequate measures to ensure the security of the card and immediately report any suspected security breaches to the Treasurer.
- 6.1.11 Return the card to the Treasurer if:
  - a. The cardholder resigns.
  - b. The Treasurer or Clerk- Administrator determines that there is no longer a need for the cardholder to retain his or her card.
  - c. The corporate card has been cancelled by the bank.
  - d. It has been determined that a breach of this policy has taken place and the decision to rescind the use of a corporate credit or debit card has been made.
- 6.2 The Cardholder shall not:
  - 6.2.1 Exceed the monthly spending limit of the credit card without authorization from the Treasurer to do so. If an emergency arises where the health and safety of a staff person or member of the public is at risk, the requirement to seek authorization to exceed the spending limit of the credit card from the Treasurer will be waived, provided a member of Senior Management was made aware of the situation prior to the purchase being made.
  - 6.2.2 Obtain cash advances through their Corporate Credit or Debit Card.
  - 6.2.3 Use the card for any prohibited purchases. In the case where a prohibited purchase is made on a credit or debit card, the individual will be responsible for reimbursing the Township within 30 calendar days. This also applies to travel and expenses that are paid by the Township credit or debit card but are ineligible in the Employee Business Expense Policy.
  - 6.2.4 Authorize their own expenses.
  - 6.2.5 Claim double allowances (i.e. Request reimbursement for an expense already paid by the credit or debit card).
- 6.3 Approvers Responsibility
  - 6.3.1 Forward any requests for the issuance of a Corporate Credit or Debit Card to the Treasurer for approval.

- 6.3.2 Upon receiving the card, ensure that the individual has reviewed this policy and has signed the Corporate Credit and Debit Card Agreement form.
- 6.3.3 Ensure that the proposed expenses can be accommodated with in the current approved department budget.
- 6.3.4 Review all receipts for completeness, accuracy, appropriateness of the expenditures and that all original receipts are obtained and coded. Return any incomplete or inaccurate receipts to the individual for corrections. Review the appropriate General Ledger codes for each expenditure.
- 6.3.5 Forward all correct and complete receipts to Accounts Payable. Report any expenses of dubious nature to the Treasurer or Clerk/Administrator.

#### 6.4 Treasurer, Clerk/Administrator Responsibilities

- 6.4.1 Review any breaches in policy and determine the appropriate disciplinary action in consultation with Reeve or Deputy Reeve.
- 6.4.2 Interpret this policy and arbitrate any disagreements between individuals and the Township.

### 7. Fees and Expenditures

- 7.1 The Card will only be used for those activities that are a direct consequence of the cardholders' function within the organization.
- 7.2 Any Credit Card and Debit Card fees are to be charged to the cardholder's department.
- 7.3 Where the coincident and/or private expenditure occurs on the same transaction (where for example, a person incurs an expense for movies during a hotel stay) the cardholder must settle the private expense prior to charging the balance on the Corporate Credit or Debit Card.
- 7.4 Where doubt exists as to whether or not an item is function-related, prior authorization should be obtained for the Treasurer or Clerk/Administrator.
- 7.5 The use of the Corporate Credit or Debit Card for "services of a dubious nature" is expressly prohibited. "Services of a dubious nature" are defined as any goods or services that might bring the name of the Township into disrepute.

### 8. Credit and Debit Card Use Guidelines

#### 8.1 Guiding Principle

- 8.1.1 Credit and Debit Cards are provided to facilitate the administration of certain purchases related directly to Township operation.

Please refer to the Employee Business Expense Policy relating to travel reimbursement. The use of credit and debit cards shall not conflict with the control inherent in this policy.

8.1.2 Alcohol will not be reimbursed at any time.

8.1.3 Staff should consult their Supervisor, the Treasurer or the Clerk-Administrator if they have questions regarding an expenditure and its appropriateness or issues regarding card security.

8.1.4 Examples of Appropriate Purchases

- Accommodations while travelling on Township business
- Meals while on Township business
- Registrations and reservation
- Memberships
- Subscriptions
- Training
- Books and Reference Materials
- US purchases
- Items that are directly related to the functional areas of the municipality that you are responsible for where a previous account or credit has not been established by the Township.
- Online purchases of goods and services
- Purchases through suppliers where other payment options are not available or a one-time purchase

8.1.5 Examples of Inappropriate Expenditures

- Personal Expenses
- Purchase of personal entertainment while traveling on Township business
- Alcohol
- Items that are to be placed into inventory
- Items that are currently under contract with Township vendor
- Purchase of dubious nature(see Fees and Expenditure section for definition)
- Cash Advances

8.2 Credit Limits

8.2.1 Monthly spending limits for Corporate Credit and Debit Cards must balance internal control needs with efficient procurement and practicality. Spending limits must be strictly adhered to in order to avoid additional fees and charges involved with overspending.

#### 8.2.2 Corporate Card Monthly Limit:

- Credit Card has a shared spending limit of up to \$20,000
- Debit Card has a daily limit of \$1,000

#### 8.3 Breach of Policy and Misconduct

8.3.1 Wherever a breach in this policy occurs the Treasurer and the Clerk/Administrator must assess the nature with the Reeve or Deputy Reeve. If significant the breach will be reported to the Police for a criminal investigation or if lesser in nature, institute an appropriate disciplinary process”

- In the first instance, a written warning to be included in the individual's file.
- In the second instance, confiscation of the card and further disciplinary action to be determined by Council.

#### 9. Appendices

9.1 Appendix A – Corporate Credit and Debit Card Agreement.



The Corporation of the Township of Howick

## Appendix A – Corporate Credit and Debit Card Agreement

Employee Name:

Position:

Department:

Supervisor:

I understand that I am responsible for all expenses charged to the Corporate Credit and/or Debit Cards and I agree to:

- Use the Corporate Credit and/or Debit Cards for approved business expenses only.
- Not charging personal expenses to the card.
- Provide detailed receipts including the date, amount, HST, vendor and description of the product or service purchased with accompanying receipts. Credit and Debit card authorization slips are not sufficient.
- Return the Corporate Credit Card to the Treasurer when my employment ends or any time I am asked to do so.
- Review and abide by the Township of Howick Corporate Credit and Debit Card Policy.

I have read, understand and agree to the above- mentioned terms. I understand that misuse or abuse of my card or willful violation of the terms of this agreement may result in personal financial liability and disciplinary action, up to and including termination.

Employee Signature:

Date:

Approved by:

Date:

Card Issued on:

Card returned on:

**Township of Howick****Department: Finance**

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**To: Council Meeting****Meeting Date: September 19<sup>th</sup>, 2023****Report Title: Approval for Hiring Event Planner**

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**1. Recommendation:**

That the Council of the Township of Howick approve the rehiring of Janice Gibson as the Event Planner for the Festival of Lights at Step 1 of the Administrative Assistant position; and

That Council approve rental fees to be that of 30% of approved fees and charges for hall and ice rentals for November 25<sup>th</sup>.

**2. Purpose/Issues:**

Last year Janice did an amazing job organizing and planning the events for the Festival of Lights. She worked with our community groups and individuals to hold a very successful event for the Township of Howick. Janice is willing to take this on again this year and funds for this were allocated in our 2023 budget.

The agenda of events are in the preliminary planning stages, but focusing on events for all ages and those that were successful last year – Skating, Facepainting, Card Tournament, Fireworks, and Santa visits.

The focus is on having a cost free event to for the community and to bring visitors out to promote economic growth in the Township.

**Preliminary Budget**

Wages	2,400.00
Rentals	717.27
Supplies	200.00
Advertising	400.00
<b>Total</b>	<b>\$3,717.20</b>

Funds Allocated in 2023 Budget \$5,000 + extra \$3,000 form Southwestern Tourism for 2022 costs.

## Christmas Party

Survey was sent out to staff with responses to options 2 & 3 mostly – (Independent options).

We have had inquiries for the December 9<sup>th</sup> Party, presently Janice is contacting a couple groups to see if they would be willing to take this on as a fundraiser. If we can secure a group ,I would suggest that you continue to hold it for this year as the caterer, DJ and hall rental are tentatively booked.

Staff has put a request in for another venue and should have a reply this week for another option to be considered by Council.

**3. Attachments:     None**

**Respectfully submitted by: Brenda Weishar, Treasurer/Tax Collector**

## **Wroxeter Hall Board**

### **Minutes of meeting held August 3<sup>rd</sup>2023**

Meeting was called to order @ 6.55 pm.

**Present:-** Marvin, Carol, Tony, Rosemary and George Patterson.

**Minutes:-** Marvin read the minutes of the last meeting. A typo error was noted on the date and the last line.

Motion to accept the minutes as amended was proposed by Carol, seconded by George....Passed

**Financials:-** Marvin gave the report, the hall is in good standing. The bill for the elevator maintenance has been received.

**Matters arising from the minutes:-** George reported that Pauls' Bench had been fixed down. Everything is in place for the "Fish Fry". Tony to pick up supplies next week. Tony and George to handle logistics for powder coating Ruths' bench.

**New Business:-** The board would like to welcome George Patterson as a returning member. His help and input will be greatly appreciated. Everything is in place for the "Pub Night" on September 15<sup>th</sup>. The date for the Annual General Meeting has been set for September 21<sup>st</sup> at 7.00

pm. “Pub Night” for October has been moved from the third Friday to October 27<sup>th</sup> and will have a “Halloween” theme.

There being no other business, the meeting was closed at 7.45 pm.

**Next meeting:-** September 7<sup>th</sup> @ 7.00pm.

**HURON COUNTY COMMUNITY SAFETY AND WELL-BEING PLAN**  
**OVERSIGHT COMMITTEE**

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**MINUTES – MAY 24, 2023 (OPP HEADQUARTERS, CLINTON)**

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**IN ATTENDANCE:** Anita Snobelen, Marg Anderson, Michaela Johnston, Rick McBurney, Shannon de Vries, Kristin Crane, Catherine Hardman, Dana Bozzato, Rodney Philips, Katrina Clarke, Heather Mackenzie-Card, DC Jason Younan, Deb Logue, A/Inspector R. Olmstead, S/S/Sgt C. Arnold.

**ABSENT:** Paul Klopp, Brad McRoberts, Rosemary Rognvaldson, Sharen Zinn, Jim Dietrich, Rebekah Msuya-Collison, Allison Segeren

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**1) Approval of Agenda**

Co-Chairs Anita Snobelen and Marg Anderson welcomed the Committee members. Round table introductions were made.

MOVED by: Jason Younan

SECONDED by: Katrina Clarke

THAT the Agenda be approved as presented.

CARRIED

**2) Approval of Minutes from March 22, 2023**

MOVED by: Kristin Crane

SECONDED by: Catherine Hardman

THAT the Minutes to be approved as amended.

CARRIED

**3) Mapping Exercise**

Committee members took part in a mapping exercise to identify community services, organizations and committees working on initiatives and campaigns that pertain to the four Priority Areas. A spreadsheet was developed (draft attached) which will be expanded upon by Committee members independently over the next few months and then collated.

During the mapping exercise, it was noted that definitions vary across and amongst the sectors. For instance, agencies define “homeless” differently. There is a need for common definitions as well as indicators.

One priority area that was identified as being under-addressed by current community services is Housing and Homelessness. It was noted that there is a general lack of affordable housing. D. Logue would like to obtain some information from the Women’s Shelter regarding their housing needs as well. It was also noted that North Huron is an underserved area in this regard.

**4) Discussion on How to Move Forward**

D. Bozzato stated that this table is beneficial and is providing an opportunity for cross-sector collaboration. Other committee members agreed.

It was suggested that at the next meeting we review one or two Priority Areas and try to identify what age groups are associated with each of the services, as well as wait lists, capacity or geographic areas served.

D. Logue asked for clarification on what the mandate of this Committee was. M. Johnston noted that pursuant to the current legislation, every municipality was required to establish a Plan and then report on the actions and initiatives taken in respect of the Priority Areas identified in the Plan at least every four years. It was noted that Huron County currently has many campaigns and initiatives in place or underway that address the four Priority Areas and we are in a wonderful position to keep the ball rolling. Other municipalities had just started setting up Situation Tables as a result of establishing the Plan and identifying gaps in services.

K. Crane noted that the United Way is constantly gathering data and she can bring back data at the Fall meeting as well as when any reports are required to be prepared.

J. Younan requested that invitations be sent out to Superintendents of all the area school boards to request their presence on the Committee. It was agreed that their presence would be an asset to the Committee.

MOVED by: J. Younan that the Committee reach out to all school boards represented in Huron County and request that a Superintendent from each of the boards be invited to sit on the Oversight Committee as a guest attendee.

SECONDED by: C. Arnold

CARRIED

Other invitations may also be extended to certain individuals who have expertise in the Priority Areas. This matter will be added as an agenda item for the next meeting.

A. Snobelen noted that her municipality also had a population of Amish who were not being represented at this Committee but she wanted to ensure some of their safety concerns were addressed. She stated that there were concerns with tourists to the Huron County area that may not be familiar with sharing roads with horse and buggies, and also farming equipment. R. McBurney noted that North Huron had similar concerns.

K. Crane shared a Commemoration Policy created by St. Mary's to address their commitment to commemorating a number of matters, including Pride. It was noted that equity, diversity and inclusion training should be more widespread throughout the County, available for people of all ages, and prominent in more settings. M. Johnston will circulate the Commemoration Policy to all members following the meeting.

K. Crane noted that Perth County had a social media campaign with public service messages regarding bus safety. Perth County had seen an increase in school bus violations over the last year and this could provide an opportunity for Perth and Huron Counties to work together by sharing similar messaging at pertinent times of the year. She wondered if there was an opportunity for the Huron County CSWBP to work together with the Perth County CSWBP.

M. Johnston noted that this had been discussed at the Working Group level and the Oversight Committee had been formed following great discussion surrounding this issue. It was suggested that the Committee place an item on the next agenda to discuss the

possibility of pairing with Perth County on some similar campaigns or messaging such as farm equipment safety and road safety re Amish community.

A. Snobelen did note that there was a presentation at the Good Roads Conference in April regarding extra lights and cameras on buses. The implementation of extra lights and cameras could be an action plan by the Oversight Committee

M. Johnston will also send out dates for upcoming festivals and gatherings where it would be possible for the Committee or independent organizations and community service groups could attend and provide some public education.

Discussion was held about public education and promoting all the good work that is happening within Huron County. Interviews with certain media personnel will be entertained and this shall be discussed at the next meeting in greater detail.

D. Bozzato also commented that we may wish to rethink the definition of 'safety'. What does "Community Safety" mean in relation to this Committee?

#### **5) Next Meeting**

M. Johnston shall sent out a doodle poll for an in-person meeting in September 2023.

#### **6) Adjournment**

The meeting was adjourned at 12:09 p.m.

**Ministry of Natural Resources and  
Forestry**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles et  
des Forêts**

Direction des politiques de planification et  
d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

September 1, 2023

Subject: Proposed *Oil, Gas and Salt Resources Act* regulation changes for special projects and well security

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Hello,

We are writing today to share information about regulation changes being proposed under the *Oil, Gas and Salt Resources Act* that would:

- Establish the processes and requirements that would enable projects to test or demonstrate new or innovative activities in Ontario to pursue authorization under the *Oil, Gas and Salt Resources Act*, including measures to support the protection of people and the environment and provide for local and Indigenous community engagement and consultation, where appropriate, on applications for licences and permits.
- Remove well security exemptions and caps, going forward, for all wells under this Act, when
  - wells are newly drilled, deepened or converted to another use, or
  - a well licence is transferred.
- Increase security caps when companies amalgamate (i.e., no longer allow for security to be refunded to operators on the basis of a security cap when companies amalgamate).

If approved, the proposed changes would come into effect on January 1, 2024.

If approved, the proposed changes to well security exemptions and caps would also apply to operators who make requests for transfers, new well licences, conversions, deepening, or consents to adjust security due to amalgamations, that are received by the ministry after the date these proposed changes were posted to the environmental and regulatory registries.

More details on the proposed changes can be viewed in the proposal notice on the Environmental Registry of Ontario: <https://ero.ontario.ca/notice/019-7507>. Feedback on the proposed changes can be provided directly to the ministry or through the environmental registry.

The decision notice for changes to the *Oil, Gas and Salt Resources Act* to support the regulation of special projects and to enhance measures to safeguard people and the environment that were proposed last spring through *Bill 91, Less Red Tape, Stronger Economy Act, 2023* (<https://www.ola.org/en/legislative-business/bills/parliament-43/session-1/bill-91>) has now been posted and can be viewed here: <https://ero.ontario.ca/notice/019-6752>.

If you would like more information or have any questions about the proposed changes, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: [Resources.Development@ontario.ca](mailto:Resources.Development@ontario.ca).

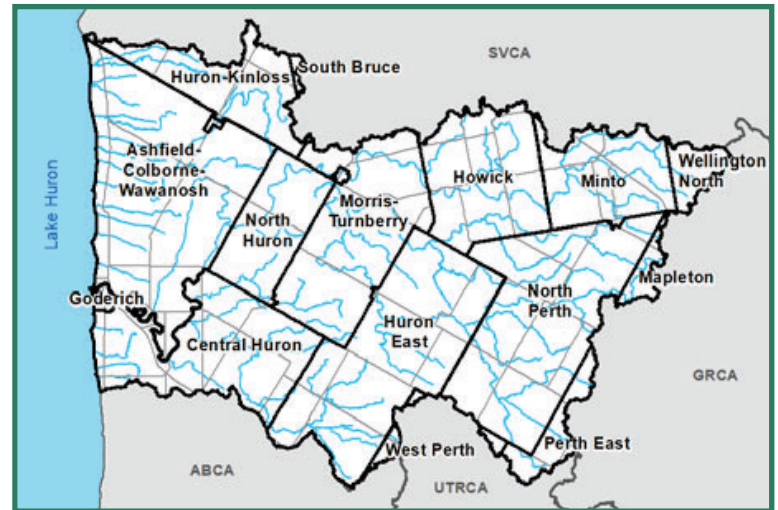
Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Keyes", with a stylized flourish at the end.

Jennifer Keyes  
Director, Resources Planning and Development Policy Branch

# Working for a healthy environment!

# UPDATE REPORT



## MISSION

Maitland Conservation is working to protect and enhance water, forests and soils in the Maitland and Nine Mile River watersheds.

## BACKGROUND

Maitland Conservation is jointly governed by its member municipalities.

Conservation Authorities are established by the provincial government at the request of municipalities. The activities of Maitland Conservation are driven by municipalities, landowners and community partners.

We are committed to providing effective community-based conservation services in a cost efficient manner.

# 1. FLOOD and EROSION SAFETY SERVICES

## Purpose:

To help municipalities reduce the risk to life and property in areas prone to flooding and erosion.  
To conserve features and functions of the river system and Lake Huron shoreline.

- Monitoring of weather and gauge data 24 hours a day, 7 days a week. Messages issued for 6 storm events.
- Consultant selected for North Perth floodplain mapping project.
- Molesworth and Harriston rain gauge stations relocated.

## Land Use Planning Support & CA Development, Interference & Alteration Regulations

### Purpose:

To ensure that development does not increase risk for flooding or erosion and protects the river and shoreline.

Staff continue to respond to an elevated number of inquiries relating to development, often in unsafe areas. To date this year 85 permissions have been issued, 10 drain reviews completed, comments provided on 36 planning inquiries and 145 additional development and planning inquiries dealt with.

# 2. 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.

**Wawanosh Valley** - demolition of barn and shed structures set for October. Nine bat houses constructed and installed. Bat survey work being undertaken by the Toronto Zoo.

**Brussels** - severance conditionally approved. Well at site decommissioned.

**Turnberry Floodplain** - building demolition completed.

**Galbraith** - a lease agreement with the Town of North Perth has been finalized.

**Saratoga & Stapleton** - gates and barrier posts installed to restrict ATV access.

**Falls Reserve** - camping season in full swing. Accessibility renovations to day-use area washroom facility underway.

**Wawanosh Park** - 50 large stock trees planted to buffer pond.

## Coastal Resiliency Project



Project to update to Shoreline Hazard Mapping is nearing completion. This project has provided an improved understanding of the state of the shoreline and coastal processes. The mapping is posted on the Maitland Conservation website at [mvca.on.ca](http://mvca.on.ca).

Two public workshops are being held this summer to discuss the challenges facing the shoreline and to build an understanding of the values of shoreline stakeholders. The workshops are part of an initiative to explore ways to improve the resiliency of the coast to the changing climate. The goal is to connect with the shoreline community to consider what a healthier, less hazardous shoreline could look like in the future.



Falls Reserve Conservation Area



### 3. WATERSHED STEWARDSHIP SERVICES

#### Purpose:

To work with municipalities, landowners and partners to:

- a) implement stewardship practices that help to keep soil and nutrients on the land and out of watercourses,
- b) improve the health of the river system.

#### Stewardship Activities

- 43 tree planting projects completed and inspected.
- 26,225 trees planted by landowners and Maitland Conservation's tree planting services.
- 51 acres of river valley and floodplain land restored through planting. Three km of windbreaks and four km of stream buffers planted.
- Tree survival assessments completed at project sites.
- 70 new applications initiated and approved through the Huron Clean Water Project and Wellington Rural Water Quality Program.
- Two Environment and Climate Change Canada funded dam removal projects underway.

#### Rural Stormwater Management

- Two erosion control projects initiated
- Healthy Lake Huron municipal drain tour held for engineers and drainage superintendents
- Over 100 spring cover crop residue checks completed for the Huron Clean Water Project and Cover Crop Leaders Program. Working with 67 landowners on cover crop projects involving over 6,600 acres.

#### Healthy Watersheds Programming

- 40 landowners participated in three focus groups. Peer-to-peer cover crop mentoring initiative underway.

## Watershed Health Assessment

### Purpose:

To assess the health of forests and rivers.

A three-year intensive study of forest health was completed this spring. Key outcomes include:

- Local forest health is at risk.
- Our forests are losing resiliency.
- 20 % of standing trees were found to be dead during survey. This level of mortality will substantially lower the overall health and resilience of our remaining forests.
- The key disturbances in the woods are:
  - Invasive pests like Emerald Ash Borer and Beech Bark Disease
  - Invasive plants like buckthorn, garlic mustard and periwinkle
  - Woodlot management and wind events (climate change).

The next step is to work with our partners to evaluate how we manage and steward local forests to determine how we can improve their health.

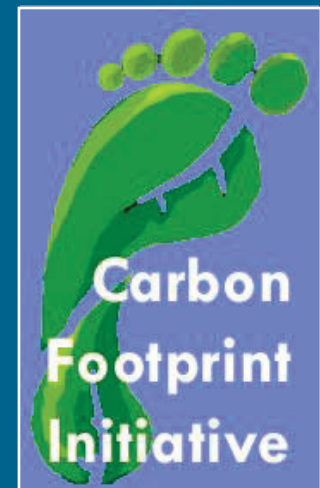
Staff are also in the process of developing a framework to undertake a health assessment of watercourses in the Maitland and Nine Mile River



### ADAPTING to the IMPACTS of a CHANGING CLIMATE

#### Carbon Footprint Initiative

Maitland Conservation is collaborating with local businesses, municipalities and counties to reduce the use of fossil fuels and to sequester carbon by planting trees and shrubs. At our Conservation Areas tree planting efforts continue. This spring 1,500 seedlings were planted at Wawanosh Valley Conservation Area. We're also continuing to transition the motor pool to electric vehicles.



## 4. CORPORATE SERVICES

- To date 14 member municipalities have signed a Memorandum of Understanding supporting Maitland Conservation's services and programs for the next four years. Staff are currently working with the Municipality of Wellington North to have the final MOU signed. Wellington North has indicated they would like to review the MOU's from their three Conservation Authority partners at the same time.

## 5. DRINKING WATER SOURCE PROTECTION

### Purpose:

To assist municipalities to protect sources of drinking water.

- Source Protection Committee met in March to review Annual DWSP Progress Report and finalize updates to the Source Protection Plans.
- Updated Source Protection Plans were submitted to the province in for approval per section 36, Clean Water Act. No concerns have been noted to date.

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Municipal Policing Bureau  
Bureau des services policiers des municipalités**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, avenue Memorial  
Orillia ON L3V 7V3

Tel: 705 329-6140  
Fax: 705 330-4191

Tél. : 705 329-6140  
Téléc.: 705 330-4191

File Reference:

612-10

September 6, 2023

To All OPP-policed Municipalities

Re: Distribution of Police Record Check Revenue to Municipalities

In June 2022, the Ontario Provincial Police (OPP) centralized the police record check process by transferring the responsibility for the process from detachment staff to an Online Police Record Check Unit (OPRCU). The centralization of the police record check process eliminates the need for detachment staff to perform duties associated with the police record checks, with the exception of fingerprinting. This OPRCU has been staffed by reinvesting numerous administrative detachment positions from across the province. The change in staffing at OPP detachment locations will be captured in the overall municipal policing cost-recovery in accordance with the terms set out in *Police Services Act*, Ontario Regulation 267/14.

Historically, the revenue generated from detachment staff completing record checks for municipal residents has been credited back to the applicable municipalities. With the reassignment of the police record check workload to the OPRCU, there will be a gradual reduction of the revenue provided to municipalities, except for the revenue for fingerprinting. Fingerprinting remains a detachment responsibility and, therefore, the revenue for conducting fingerprint services at the detachments will continue to be allocated to municipalities. The gradual reduction of police record check revenue (not related to fingerprinting) will be accompanied by the introduction of some cost savings for municipalities resulting from the impact of reinvesting some detachment positions into the OPRCU. This will provide municipalities with an extended period of time to make appropriate adjustments to any impacted financial plans.

**OPP-policed municipalities will continue to receive police record check revenue in 2023 and 2024.** Commencing in 2025, the revenue will be reduced by 25% per year. In 2028, OPP-policed municipalities will cease to receive police record check revenue associated with police record checks processed by the OPRCU. Municipalities will continue to receive revenue for fingerprinting services provided at the detachment.

The OPP will continue to deliver adequate and effective policing services while focusing on meeting the municipalities' unique policing needs.

Should you have any questions, please email the OPP Municipal Policing Bureau Financial Services Unit at [OPP.Financial.Services.Unit@opp.ca](mailto:OPP.Financial.Services.Unit@opp.ca).

Respectfully,

A handwritten signature in black ink, appearing to read "Phil Whitton", with a long horizontal flourish extending to the right.

Phil Whitton Superintendent  
Commander,  
Municipal Policing Bureau

cc     OPP Deputy Commissioner Chris Harkins  
        OPP Provincial Commander Mary Silverthorn  
        A/Inspector Kirsten Buligan, Community Safety Services  
        OPP Detachment Commanders



234-2023-4597

September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's  
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to [housingsupply@ontario.ca](mailto:housingsupply@ontario.ca) no later than October 16, 2023.**

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a large, stylized initial 'P'.

The Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c: Hon. Rob Flack, Associate Minister of Housing  
Kirstin Jensen, Interim Chief of Staff, Minister's Office  
Martha Greenberg, Deputy Minister  
Joshua Paul, Assistant Deputy Minister, Market Housing Division  
Sean Fraser, Assistant Deputy Minister, Planning and Growth Division  
Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response

**Attachment: Top Five Housing Affordability Task Force (HATF) Recommendations for Response**

Please identify the top 5 HATF recommendations that you support, and rationale / comments	
1.	
2.	
3.	
4.	
5.	



# COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL  
BUREAU DU COMMISSAIRE DES INCENDIES

September 6, 2023

No. 2023-09

## Interpretation of s. 6(3) of the *Fire Protection and Prevention Act*

The Office of the Fire Marshal (OFM) has received a number of enquiries from the fire service about fire chiefs' roles and responsibilities with respect to reporting to municipal council. In light of these enquiries, the Fire Marshal has determined that it is appropriate to provide an interpretation of Section 6(3) of the [Fire Protection and Prevention Act, 1997](#) (FPPA).

Section 6(1) of the FPPA stipulates that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a fire chief for the fire department.

Section 6(3) of the FPPA then specifies the relationship between the fire chief and council as follows:

### ***Responsibility to council***

*6(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.*

While a municipality may choose to have the fire chief report through an administrative organizational structure, the fire chief remains accountable directly and individually to council for all aspects of fire safety and the delivery of fire protection services within the municipality.

It is also important that any consideration of these matters be risk-based, as communities are required under [O. Reg. 378/18: Community Risk Assessments](#) to use their community risk assessments to inform decisions about the provision of fire protection services by no later than July 1, 2024.

If you have any questions, please speak with your Fire Protection Adviser.

September 13, 2023

Memo to:     Municipal Clerks and CAOs of:  
                  Township of Huron-Kinloss  
                  Municipality of Kincardine  
                  Town of Saugeen Shores  
                  Municipality of South Bruce  
                  Municipality of Morris-Turnberry  
                  Township of Howick

Cc.            Carl Kuhnke, Chair, Source Protection Committee  
                  Kyle Davis, Wellington Source Water Protection  
                  Donna Clarkson & Mary Lynn Macdonald, Ausable Bayfield Maitland Valley  
                  Source Protection Region

From:         Carl Seider  
                  Project Manager  
                  Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region

Re:            Notice of Source Protection Committee Vacancy and Opportunity to Jointly  
                  Nominate One Representative to Source Protection Committee

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This is to advise that we are currently seeking a representative for Municipal Grouping 2 for the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region.

Your municipality, as part of Grouping 2, has the opportunity to be involved in the selection of one replacement representative for the Source Protection Committee. The process will be conducted in accordance with Ontario Regulation 288/07 s. 3.

Municipalities in Grouping 2 are requested to jointly submit one list of names to the Source Protection Authority by October 13, 2023. The list may consist of one or more names, from which the local Source Protection Management Committee will choose one name and recommend that this person be appointed to the Source Protection Committee. To assist in the selection process, it is recommended that a one-page biography be supplied by each person on the list of names.

It is suggested that municipalities meet to discuss and make decisions with respect to the list of names from which one person will be chosen as your new representative on the Source Protection Committee. Our Project Manager, Carl Seider, is available to attend meetings as a resource. Please note that nominations must be submitted by the date specified in the attached Notice.

# NOTICE

made under O. Reg 288/07 s. 3

## NOMINATIONS FOR REPRESENTATIVE ON SOURCE PROTECTION COMMITTEE

In accordance with Ontario Regulation 288/07, this Notice is being sent to municipal clerks for municipalities in Group 2 of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Region (SPR). The Notice indicates the opportunity to submit nomination(s) for one representative on the Source Protection Committee.

### Functions of the Source Protection Committee

The Source Protection Committee (SPC) is overseeing a science-based planning process to protect municipal sources of drinking water that is governed by the *Clean Water Act*. The SPC has had its Source Protection Plan and supporting technical work approved by the Minister of the Environment, Conservation and Parks and continues to work to ensure that policies are in place to protect local municipal drinking water sources.

### Nomination of Source Protection Committee Representative

The councils of the municipalities that are within the grouping may jointly submit a list of persons to the Drinking Water Source Protection office. From this list the Management Committee will recommend a name to Grey Sauble Source Protection Authority, which will appoint the new representative to the Source Protection Committee. It is the responsibility of municipalities to organize the process for developing their list of person(s). If requested by the municipalities, our Project Manager, Carl Seider, will attend meetings that municipalities have arranged and serve as a resource person. Carl Seider may be contacted at (519) 470-3000 x. 201.

The deadline for joint submission is:  
**Friday October 13, 2023 at 4:00 p.m.**

Send the List of Persons for Nomination to:

Carl Seider, Project Manager, Drinking Water Source Protection  
Saugeen, Grey Sauble, Northern Bruce Peninsula  
[c.seider@waterprotection.ca](mailto:c.seider@waterprotection.ca)

## **Obligations of SPC Members**

Members of the Source Protection Committee will be dealing with technical information and discussing often complex issues. As such, the following list of duties and expectations are provided for consideration:

- Hold relevant knowledge of the watersheds and local land uses and institutions
- Expected to attend 3-4 Source Protection Committee meetings per year (Members are compensated \$250 per diems for full day meetings)
- Participate at public meetings, attend public information sessions and participate in public consultation forums
- Understand the municipal role, finance, planning issues
- Act as liaison to bring forward common concerns from their knowledge and experience in the municipal sector to the Committee and assist in communicating the Committee's work to municipal councils and staff
- Work collaboratively on the Committee with other Drinking Water Source Protection partners such as community stakeholder groups
- Provide constructive, collaborative and science-based input on local Source Protection Planning issues

A Code of Conduct and Conflict of Interest Policy, as well as a Rules of Procedure have been adopted by the Source Protection Committee.

## **Limitations on Appointments**

The following conditions and restrictions are applied to the appointment of SPC representatives, as per O.Reg. 288/07 s. 7:

- Applicants must reside in, own or rent land in, be employed in, operate a business in, or be employed by a municipality within the Source Protection Region

This application has been posted at: [home.waterprotection.ca](https://home.waterprotection.ca)

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Note: The wording used in this notice to summarize certain portions of the *Clean Water Act, 2006*, and its regulations are provided for guidance. The reader is referred to the approved legislation for accuracy.

**Corporation of the Township of Howick**

**By-law No. 49-2023**

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

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**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 September 19, 2023 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 19<sup>th</sup> day of September, 2023.**

**Read a third time and finally passed this 19<sup>th</sup> day of September, 2023.**

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**Reeve, Doug Harding**

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**Clerk-Administrator, Caitlin Gillis**