



**Township of Howick Council Agenda
Tuesday, April 21, 2026, at 7:00 p.m.
Howick Council Chambers**

1. Call to Order

2. Confirmation of the Agenda

Recommended Motion:

That the Council of the Township of Howick hereby adopts the April 21, 2026, Council Agenda as presented.

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

4. Minutes of Previous Meetings

Recommended Motion:

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

4.1 [April 7, 2026, Council Meeting Minutes](#)

5. Public Meetings/Hearings

6. Delegations and/or Presentations

7. Consent Agenda

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

Recommended Motion:

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

7.1 [FIN-2026-11, March 18 to April 9, 2026, Accounts Payable For Information Only.](#)

8. Regular Agenda

8.1 Planning – Huron County Planner

9. Municipal Drains - Drainage Superintendent Scott Richardson

10. Staff Reports

10.1 Chief Building Official Ed Podniewicz

10.2 Manager of Development and Protective Services/Fire Chief - Josh Kestner

10.3 Manager of Public Works – Scott Price

10.3.1 PW-2026-07, Half-Ton Pickup Truck Tender Results

Recommended Motion:

That Howick Council receives report PW-2026-07, Half-Ton Pickup Truck Tender Results for information;

And that Council award Tender PW-2026-02 to Finch Chevrolet Cadillac Buick GMC Ltd. In the amount of \$53,050.00 plus unrecoverable HST for the purchase of a 2026 Chevrolet Silverado 1500 4WD Crew Cab Work Truck;

And that Council authorize the purchase of provisional items listed in the tender in the amount of \$4,300.00 plus unrecoverable HST;

And That the CAO/Clerk and/or Manager of Public Works be authorized to sign and execute all relevant documents.

10.3.2 PW-2026-08, Cat 420 Backhoe Repairs

Recommended Motion:

That Howick Council receives report PW-2026-08, Cat 420 Backhoe Repairs for information.

And that Howick Council authorizes the Manager of Public Works to proceed with repairs from Toromont Cat (estimated amount of \$27,784.70) with funds coming from the Public Works' Equipment Reserves.

10.3.3 PW-2026-09, Solid Waste Service Agreement

Recommended Motion:

That Howick Council receive report PW-2026-09 Solid Waste Service Agreement for information;

And That Council approve By-law No. 27-2026 being a By-Law to Authorize the Entering into and Execution of an Agreement between the Cooperation of the Township of Howick and Waste Management of Canada;

And That Council authorize the Reeve and the CAO/Clerk to sign and execute the Agreement.

10.3.4 PW-2026-10, Structure 29 Tender Results

Recommended Motion:

That Howick Council receives report PW-2026-10, Structure 29 Tender Results for information;

And that Council award Contract No. BR1619, to Nichols Excavating Inc. In the amount of \$321,625.00 (plus unrecoverable HST) for the replacement of Structure 29 on Orange Hill Road;

And that Council approve By-law No. 28-2026 being a By-law to Authorize the Entering into and Execution of an Agreement between the Corporation of the Township of Howick and Nichols Excavating Inc.;

And That the Reeve and CAO/Clerk be authorized to execute said agreement.

10.4 Manager of Recreation and Facilities - Brady Ropp

10.4.1 REC-2026-06, Community Improvement Plan Project Area

Recommended Motion:

That Howick Council hereby receives report REC-2026-06 Community Improvement Plan Project Area for information;

And That Council consider By-Law No. 29-2026 to designate the entire Township of Howick as a Community Improvement Project Area for the purpose of implementing a Façade Program.

10.4.2 REC-2026-07, Community Improvement Plan

Recommended Motion:

That Howick Council hereby receives report REC 2026-07, Community Improvement Plan for information;

And that Council consider By-law No. 30-2026 to implement a Community Improvement Plan for the Township of Howick.

10.4.3 REC-2026-08, Ontario “Bring Your Own Alcohol” (BYOB) Outdoor Event Permit

Recommended Motion:

That Howick Council hereby receives report REC-2026-06 Ontario “Bring Your Own Alcohol” (BYOB) Outdoor Event Permit for information;

And That Council direct staff not to proceed with the development of a municipal by-law or policy to permit “bring your own alcohol” (BYOB) at outdoor public events within the Township of Howick at this time.

10.5 Treasurer/Manager of Finance - Amy Van Meeteren

10.6 CAO/Clerk Caitlin Gillis

10.6.1 [ADM-2026-07](#), Use of Corporate Resources During an Election Policy

Recommended Motion:

That Howick Council receive report ADM-2026-07, Use of Corporate Resources During an Election Policy for information;

And That in accordance with Section 88.18 of the *Municipal Elections Act, 1996*, Council hereby approves the Use of Corporate Resources During an Election Policy, as presented;

And That Council adopt by-law 31-2026 to adopt the Use of Corporate Resources During an Election Policy.

10.6.2 [ADM-2026-08](#), Election Signs By-law

Recommended Motion:

That Howick Council receive report ADM-2026-08, Election Signs By-law for information:

And That Council approves the Election Signs By-law, as presented, and adopts by-law 32-2026; a by-law to adopt an Election Signs By-law.

11. Committee and Board Reports

Recommended Motion:

That Howick Council adopt the following Committee and Board Minutes:

11.1 [Wroxeter Hall Board – Meeting Minutes March 5, 2026](#)

11.2 [Howick Homecoming – Meeting Minutes April 7, 2026](#)

12. Correspondence

12.1 [Howick Homecoming Committee – re. Request for Increased Share of Bar Profits for the Howick Idol Competition & Optimist Wing Night](#)

Recommended Motion:

That Howick Council approve an extra 25% net bar profits for the Howick Homecoming Committee at their Howick Idol Competition and Howick Optimist Wing Night held on the evening of June 20, 2026 at the Howick

Community Centre

12.2 Howick Family Festival – concluding operations, money disbursement request

Recommended Motion:

That Howick Council approve the disbursement of the remaining funds in the Family Festival Committees bank account as follows. \$1,000.00 to the Howick Fire Department, \$1,000 to the Recreation Department, \$1,000 to the Howick Optimist Club and finally the remaining money to be directed to the Howick 170th Homecoming Committee.

12.3 Howick Minor Hockey – re. Request for Increased Share of Bar Profits for the Hockey Banquet on Thursday April 23

Recommended Motion:

That Howick Council approve an extra 25% net bar profits for the Howick Homecoming Committee at their Howick Minor Hockey Banquet held on Thursday April 23, 2026, at the Howick Community Centre.

12.4 Gorrie Parks Board- Request for Municipal Significance

Recommended Motion:

That Council of the Township of Howick hereby declares the Ladie's Slo-Pitch Tournament scheduled for Friday, May 8, 2026 from 9:00 a.m. to 1:00 a.m. on Saturday, May 9, 2026 at the Gorrie Ball Park and hosted by the Gorrie Parks Board, to be of municipal significance.

12.5 Source Protection Committee – Drinking Water Source Protection

12.6 Municipal Engineers Association – MEA Comments to Ontario Regulatory Registry 26-MTO003

12.7 Ministry of Municipal Affairs and Housing- Municipal Buy Ontario Procurement Directive – Phased Implementation Dates

13. Unfinished Business

14. Council Reports

14.1 Council Member Reports

Reeve's Verbal Update from County Council

Verbal Update from Council Members

14.2 Requests by Members

14.3 Notice of Motions

14.4 Announcements

15. Other Business

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

Recommended Motion:

That By-laws 26-2026, 27-2026, 28-2026, 29-2026, 30-2026 and 31-2026 all receive first, second, third and final reading and are finally passed.

16.1 By-law 26-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 26-2026;

Being a By-law to Authorize the purchase of one (1) 2026 Chevrolet Silverado 1500 AWD Crew Cab Work Truck from Finch Chevrolet Cadillac Buick GMC Ltd.

16.2 By-law 27-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 27-2026;

Being a By-law to Authorize the Execution of an Agreement to Provide Management of Solid Waste Services Between Waste Management Canada Corporation and the Corporation of the Township of Howick.

16.3 By-Law 28-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 28-2026;

Being A By-Law To Authorize the Entering into and Execution of an Agreement between the Corporation of the Township of Howick and Nichols Excavating Inc. for the Replacement of Structure #29.

16.4 By-law 29-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 29-2026

Being a by-law to designate the entire Township of Howick as a Community Improvement Project Area

16.5 By-law 30-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 30-2026

Being a by-law to adopt a Community Improvement Plan for the Township of Howick

16.6 By-law 31-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 31-2026

Being A By-Law to adopt a Use of Corporate Resources During an Election Policy for the Corporation of the Township of Howick

16.7 By-law 32-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 32-2026

Being a By-law to manage and regulate the use and erection of Election Signs and campaign advertisements including third party advertising within the Township of Howick

17. Confirming By-law

17.1 By-law 33-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 33-2026;

Being a By-law to Confirm the Proceedings of the Council meeting held on April 21, 2026.

18. Adjournment

Recommended Motion:

That the Council of the Township of Howick adjourn the April 21, 2026 Regular Council meeting at __:__ p.m.



**Township of Howick Council Minutes
Tuesday, April 7, 2026, at 9:00 a.m.
Howick Council Chambers**

1. Call to Order

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

2. Confirmation of the Agenda

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick hereby adopts the April 7, 2026, Council Agenda as presented.

Carried.

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

None declared.

4. Minutes of Previous Meetings

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

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

4.1 March 24, 2026, Council Meeting Minutes

Carried.

5. Public Meetings/Hearings

6. Delegations and/or Presentations

7. Consent Agenda

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

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

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

**7.1 BLDG-2026-02, First Quarter Building Permit Comparison Summary
For Information Only.**

**7.2 PW-2026-06, April Department Update
For Information Only.**

Carried.

8. Regular Agenda

8.1 Planning – Huron County Planner Sarah Kurtz

Reeve Harding called upon Huron County Planner Sarah Kurtz and Manager of Planning Denise Van Amersfoort to review their report on the 2026 Zoning by-law housekeeping amendments. Planner Sarah Kurtz expressed that she is looking for further direction for the proposed by-law. A member of the public did reach out for additional information, clarification was provided and no additional responses were received.

8.1.1 2026 Housekeeping Amendment to the Howick Zoning Bylaw

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

That Howick Council receive the 2026 Housekeeping Amendment to the Howick Zoning By-Law report and presentation from Sarah Kurtz and Denise Van Amersfoort for Information;

And That Council approve the zoning by-law amendment 2026 Housekeeping Amendment, in accordance with the draft by-law attached to this report;

And That Howick Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the April 7, 2026, Council Agenda.

Carried.

9. Municipal Drains - Drainage Superintendent Scott Richardson

10. Staff Reports

10.1 Chief Building Official Ed Podniewicz

10.2 Manager of Development and Protective Services/Fire Chief - Josh Kestner

10.3 Manager of Public Works – Scott Price

10.4 Manager of Recreation and Facilities - Brady Ropp

10.4.1 REC-2026-03, Authorized Recreation Provider Agreement

This is a renewal of the Authorized Recreation Provider Agreement with the County. This allows families that meet the requirements for financial subsidy to receive financial assistance directly from the County of Huron.

Moved by: Councillor Rognvaldson

Seconded by: Councillor Grimes

That Howick Council receives report REC-2026-02, Authorized Recreation Provider Agreement for information.

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

Carried.

10.4.2 REC-2026-04, Authorized Recreation Provider Expanded Hours Declaration

The renewal of our Authorized Recreation Provider Expanded Hours Declaration with the Ministry of Education. This allows us to operate on PA Days, March Break, and during Christmas Break.

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

That Howick Council hereby receives report REC-2026-04, Authorized Recreation Provider Expanded Hours Declaration

And That Council authorizes the Manager of Recreation and Facilities to Enter into and Execute a Declaration Agreement with the Ministry of Education for the purpose of being recognized as an Authorized Recreation Service Provider with expanded hours for the 2026-27 school year.

Carried.

10.4.3 REC-2026-05, Front End Sweeper Purchase

The Recreation & Facilities Department and Public Works Department would like to purchase a front-end sweeper from their operating budgets. The sweeper would be used for sidewalk sweeping in the spring, recreation would use it for

grass sweeping at the arena as well as trail maintenance. The large sweeper that public works has is not ideal for sidewalks and the grass. The tractor that the recreation department has is already equipped with a quick attach attachment that is required for the sweeper. Staff are recommending purchasing the sweeper from Midwestern Equipment.

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That Howick Council hereby receives report REC-2026-05, Front End Sweeper Purchase for information;

And That Council authorizes the Public Works and Recreation Departments to purchase a BX2814A Kubota Sweeper from Midwestern Equipment in the amount of \$4,410.00 (excluding HST) with funds being used from Public Works and Recreation operating budgets.

Carried.

10.5 Treasurer/Manager of Finance - Amy Van Meeteren

10.5.1 FIN-2026-10, 2026 Tax Rate By-law

At the February 10, 2026 Council meeting, the 2026 Capital and Operating Budgets were passed with a municipal tax rate increase of 5.34% plus a 2% capital levy. The County of Huron passed their 2026 budget on March 18, 2026 with a tax rate increase of 2.78%. The Education Property Tax rates are staying the same as 2025, resulting in the overall 2026 tax rate increase being 5.13%. The total amount of funds to be raised in 2026 is \$8,817,623.00

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick pass by-law 21-2026; being a by-law to adopt the 2026 Tax Rates for the Township of Howick.

Carried.

10.6 CAO/Clerk Caitlin Gillis

10.6.1 ADM-2026-05, Integrity Commissioner Appointment

The *Municipal Act* requires all Ontario Municipalities to appoint an Integrity Commissioner. Aird & Berlis has been our Integrity Commissioner since March 2019. Our last contract ended February 18, 2026. On the advice of John Mescarin, the new agreement covers the 2026-2030 term of Council. The agreement was sent to council to review; there are no up-front fees for retainer.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That Howick Council appoint Aird & Berlis LLP as the Integrity Commissioner for the Corporation of the Township of Howick, for a five-year term beginning March 1, 2026, and ending on March 31, 2031;

And That the CAO/Clerk be Authorized to Enter into and Execute the Agreement and all documents relevant to this appointment.

Carried.

11. Committee and Board Reports

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That Howick Council adopt the following Committee and Board Minutes:

11.1 Belmore Community Centre Arena Board – Meeting Minutes and Financial Report - February 16, 2026

Carried.

12. Correspondence

12.1 Ministry of Municipal Affairs and Housing – Building Homes and Improving Transportation Infrastructure Act, 2026 (Bill 98)

12.2 Saugeen Valley Conservation Authority- Quarterly Update

12.3 Maitland Valley Conservation Authority – Financial Statements

12.4 Municipality of Bluewater – Ontario Regulation 391/21: Blue Box

12.5 Huron OPP Detachment Board – January 26, 2026 Meeting Minutes

12.6 Ministry of Municipal Affairs and Housing – Province-wide Survey on Planning and Building Permitting Systems

12.7 Avon Maitland District School Board – Board Meeting Highlights – March 24, 2026

13. Unfinished Business

14. Council Reports

14.1 Council Member Reports

Reeve's Verbal Update from County Council

Reeve Harding noted that there will be a guest speaker at County Council tomorrow from the Conservation Authority to explain why they are trying to

reduce the number of Conservation Authorities.

Verbal Update from Council Members

Councillor Grimes provided an update from the Good Roads Conference that he and Manager of Public Works Scott Price attended March 29, 2026-April 1-2026 in Toronto. There was a lot of valuable information shared.

14.2 Requests by Members

14.3 Notice of Motions

14.4 Announcements

Thursday, April 9 and Saturday, April 11 are the Belmore Maple Syrup Festival.

15. Other Business

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

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That Council of the Township of Howick give first, second, third and final reading to by-laws 14-2026, 19-2026, 20-2026, 21-2026, and 22-2026.

Carried.

16.1 By-law 14-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 14-2026;

Being a By-law to amend Howick Zoning By-law 23-1984, as amended.

16.2 By-law 19-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 19-2026;

Being a By-law to Authorize the Entering into and Execution of a Recreation Program Service Agreement between the County of Huron and the Township of Howick to provide Fee Subsidies for Recreation Child Care Programs and Services.

16.3 By-Law 20-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 20-2026;

Being a By-law to Authorize the Entering into and Execution of a Recreation Provider Expanded Hours Declaration Agreement between the Minister of Education and the Township of Howick for the Provision of Expanded Hours for the 2026-27 School Year.

16.4 By-law 21-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 21-2026;

Being a By-law to adopt the 2026 Tax Rates for the Township of Howick.

16.5 By-law 22-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 22-2026;

Being a By-law to Appoint 'Aird & Berlis LLP' as the Integrity Commissioner for the Corporation of the Township of Howick.

17. Closed Session

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That a closed meeting of Council of the Township of Howick be held on Tuesday, April 7, 2026 9:34 a.m. in the Council Chambers of the Township Office, in accordance with Section 239(2) of the Municipal Act, 2001, as amended, for the purpose of considering the following matters:

- (a) the security of property of the municipality or local board;
- (b) personal matters about identifiable individual, including municipal and local board employees;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried.

Agenda moved to Closed Agenda

Agenda Returned to Open Agenda

18. Motion to Reconvene into Open Session and Reporting Out

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That the Council of the Township of Howick reconvene into Open Session at 10:17 a.m.

Carried.

Reeve Harding reported out of Closed Session that Council met to discuss the security of the property of the municipality, personal matters about an identifiable individual, litigation or potential litigation and advice that is subject to solicitor-client privilege regarding an unsafe building order and an order to restrict occupancy.

19. Confirming By-law

19.1 By-law 23-2026

Moved by: Councillor Rognvaldson

Seconded by: Councilor Grimes

That the Council of the Township of Howick give first, second, third and final reading to By-law 23-2026;

Being a By-law to Confirm the Proceedings of the Council meeting held on April 7, 2026.

Carried.

20. Adjournment

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick adjourn the April 7, 2026, Regular Council meeting at 10:18 a.m.

Carried.

Reeve Harding

CAO/Clerk Caitlin Gillis

Staff Report to Council

Report From: Amy Van Meeteren, Treasurer/Manager of Finance

Meeting Date: April 21, 2026

Report: FIN-2026-11
 March 18 to April 9, 2026 Accounts Payable

Recommendation:

That the Council of the Township of Howick receive report FIN-2026-11, March 18 to April 9, 2026 Accounts Payable, for information only.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure Welcoming & Vibrant Community Inviting Neighbourhoods & Thriving Businesses People First
Consultations	None
Attachment(s) to Report	Accounts Payable March 18 to April 9, 2026

Context and Background

To update Council on the Accounts Payable Report for the period of March 18 to April 9, 2026 in the amount of \$505,147.57.

Linkages

- [Accounts Payable March 18 to April 9, 2026](#)
-

Respectfully submitted,

Amy Van Meeteren, Treasurer/Manager of Finance

Accounts Payable

Bills and Accounts Mar 18 - Apr 9 2026

Vendor 000000 Through 999999

Invoice Entry Date 2026-03-18 to 2026-04-09 Paid Invoices Cheque Date 2026-03-18 to 2026-04-09

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001105	B.M. ROSS AND ASSOCIATES	30871	ORANGEHILL CULVERT #29 ENG	025053	2026-04-02	2026-04-02	4,327.34
			01-3500-9018-90000 ORANGEHILL CULVERT #29 ENG				4,327.34
001105	B.M. ROSS AND ASSOCIATES	30870	SPENCETOWN BRIDGE #11 ENG	025053	2026-04-02	2026-04-02	10,975.81
			01-3500-9019-90000 SPENCETOWN BRIDGE #11 ENG				10,975.81
001926	BEHRNS METAL FABRICATING	97093	SHIMS FOR GRADER	025054	2026-04-02	2026-04-02	93.23
			01-3800-3825-50553 SHIMS FOR GRADER				93.23
001053	BELL MOBILITY	527167077 MAR 2026	CELL PHONES	001974	2026-03-26	2026-03-26	339.09
			01-3900-3901-50530 5192910879				23.91
			01-7100-7101-50530 5192917106				27.33
			01-2100-2101-50530 FIRE TABLET 2				18.42
			01-2400-2401-50530 5192917732				24.99
			01-2100-2101-50530 FIRE TABLET 1				18.42
			01-2100-2101-50530 5193570847				18.42
			01-2100-2101-50530 5193575825				27.33
			01-3900-3901-50530 5193576834				23.79
			01-3900-3901-50530 5193576845				18.42
			01-3900-3901-50530 5193577394				24.09
			01-3900-3901-50530 5193577531				23.94
			01-3900-3901-50530 5193578031				23.79
			01-2100-2101-50530 5193578451				27.33
			01-2100-2101-50530 FIRE TABLET 4				18.42
			01-2100-2101-50530 FIRE TABLET 3				20.49
001189	BRANDT SECURITY PAP	21-10458	MONTHLY ALARM	001975	2026-03-26	2026-03-26	45.20
			01-1300-0000-50556 MONTHLY ALARM				22.60
			01-3800-3850-50551 MONTHLY ALARM				22.60
001792	CANADA'S FINEST COFFEE	IN418825	COFFEE	025023	2026-03-23	2026-03-23	56.00
			01-3900-3901-50555 COFFEE				56.00
001792	CANADA'S FINEST COFFEE	IN011006	OFFICE COFFEE	025055	2026-04-02	2026-04-02	58.00
			01-1300-0000-50555 OFFICE COFFEE				58.00
Vendor Total							114.00
001558	CANADIAN TIRE	03 05 2026	WIPER BLADES	001978	2026-03-31	2026-03-31	75.68
			01-7100-7101-50555 WIPER BLADES				75.68
001924	CHALMERS FUELS	1748746	OFFICE PROPANE 109.4L @ 0.4990	001986	2026-04-09	2026-04-09	61.69
			01-1300-0000-50510 OFFICE PROPANE 109.4L @ 0.4990				61.69
001924	CHALMERS FUELS	1748747	RDS PROPANE 521.6L @ 0.4990	001986	2026-04-09	2026-04-09	294.12
			01-3900-3901-50510 RDS PROPANE 521.6L @ 0.4990				294.12
001924	CHALMERS FUELS	1751944	HCC PROPANE 1465.10L @ 0.4990	001986	2026-04-09	2026-04-09	826.12
			01-7100-7101-50510 HCC PROPANE 1465.10L @ 0.4990				826.12

Accounts Payable

Bills and Accounts Mar 18 - Apr 9 2026

Vendor 000000 Through 999999

Invoice Entry Date 2026-03-18 to 2026-04-09 Paid Invoices Cheque Date 2026-03-18 to 2026-04-09

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001924	CHALMERS FUELS	1750911	OFFICE PROPANE 56.7L @ 0.4990	001986	2026-04-09	2026-04-09	31.97
			01-1300-0000-50510 OFFICE PROPANE 56.7L @ 0.4990				31.97
001924	CHALMERS FUELS	1750912	RDS PROPANE 242.9L @ 0.4990	001986	2026-04-09	2026-04-09	136.97
			01-3900-3901-50510 RDS PROPANE 242.9L @ 0.4990				136.97
001924	CHALMERS FUELS	1737042	HCC 3-33LB TANK 99L @ 0.4990	001986	2026-04-09	2026-04-09	66.56
			01-7100-7101-50510 HCC 3-33LB TANK 99L @ 0.4990				66.56
001924	CHALMERS FUELS	1744376	HCC 3-33LB TANK 99L @ 0.4990	001986	2026-04-09	2026-04-09	66.56
			01-7100-7101-50510 HCC 3-33LB TANK 99L @ 0.4990				66.56
001924	CHALMERS FUELS	1722025	RDS PROPANE 1052.9L @ 0.4990	001986	2026-04-09	2026-04-09	593.70
			01-3900-3901-50510 RDS PROPANE 1052.9L @ 0.4990				593.70
001924	CHALMERS FUELS	1735527	ALBT PROPANE 64.2L @ 0.4990	001986	2026-04-09	2026-04-09	36.21
			01-9200-0000-50555 ALBT PROPANE 64.2L @ 0.4990				36.21
001924	CHALMERS FUELS	1738029	OFFICE PROPANE 116.5L @ 0.4990	001986	2026-04-09	2026-04-09	65.69
			01-1300-0000-50510 OFFICE PROPANE 116.5L @ 0.4990				65.69
001924	CHALMERS FUELS	1738030	RDS PROPANE 714.7L @ 0.4990	001986	2026-04-09	2026-04-09	403.00
			01-3900-3901-50510 RDS PROPANE 714.7L @ 0.4990				403.00
001924	CHALMERS FUELS	1742625	HCC PROPANE 1926.9L @ 0.4990	001986	2026-04-09	2026-04-09	1,086.52
			01-7100-7101-50510 HCC PROPANE 1926.9L @ 0.4990				1,086.52
001924	CHALMERS FUELS	1742008	OFFICE PROPANE 89.2L @ 0.4990	001986	2026-04-09	2026-04-09	50.30
			01-1300-0000-50510 OFFICE PROPANE 89.2L @ 0.4990				50.30
001924	CHALMERS FUELS	1742009	RDS PROPANE 326.2L @ 0.4990	001986	2026-04-09	2026-04-09	183.93
			01-3900-3901-50510 RDS PROPANE 326.2L @ 0.4990				183.93
001924	CHALMERS FUELS	1747379	FH PROPANE 656.4L @ 0.4990	001986	2026-04-09	2026-04-09	370.12
			01-2100-2101-50510 FH PROPANE 656.4L @ 0.4990				370.12
001924	CHALMERS FUELS	1744915	OFFICE PROPANE 148L @ 0.4990	001986	2026-04-09	2026-04-09	83.45
			01-1300-0000-50510 OFFICE PROPANE 148L @ 0.4990				83.45
001924	CHALMERS FUELS	1744916	RDS PROPANE 1053.6L @ 0.4990	001986	2026-04-09	2026-04-09	594.10
			01-3900-3901-50510 RDS PROPANE 1053.6L @ 0.4990				594.10
001924	CHALMERS FUELS	1747377	HCC PROPANE 1800.9L @ 0.4990	001986	2026-04-09	2026-04-09	1,015.47
			01-7100-7101-50510 HCC PROPANE 1800.9L @ 0.4990				1,015.47
001924	CHALMERS FUELS	1747049	ALBT PROPANE 89.6L @ 0.4990	001986	2026-04-09	2026-04-09	50.52
			01-9200-0000-50555 ALBT PROPANE 89.6L @ 0.4990				50.52
Vendor Total							6,017.00
001009	COUNTY OF HURON	21573	CSWB FOR HURON	025042	2026-03-25	2026-03-25	100.00
			01-2900-0000-50556 CSWB FOR HURON				100.00
001050	CSN LISTOWEL	2026-1 9215	CAR REPAIR #9215-1	025024	2026-03-23	2026-03-23	2,801.69
			01-3800-3811-50554 CAR REPAIR #9215-1				2,801.69

Accounts Payable

Bills and Accounts Mar 18 - Apr 9 2026

Vendor 000000 Through 999999

Invoice Entry Date 2026-03-18 to 2026-04-09 Paid Invoices Cheque Date 2026-03-18 to 2026-04-09

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001050	CSN LISTOWEL	2026-2 9215	CAR RENTAL #9215-2	025024	2026-03-23	2026-03-23	254.25
			01-3800-3811-50554	CAR RENTAL #9215-2			254.25
Vendor Total							3,055.94
001262	D & E CLEANING	2229	MAT RENTAL	025056	2026-04-02	2026-04-02	129.96
			01-2100-2101-50554	MAT RENTAL			129.96
001394	D & M AUTO SERVICE	11160	REAR BRAKE PADS/ROTORS	025043	2026-03-25	2026-03-25	927.09
			01-3800-3812-50554	REAR BRAKE PADS/ROTORS			927.09
001576	DATAFIX	11391	VOTERVIEW DATA FIX	025025	2026-03-23	2026-03-23	1,695.00
			01-1100-0000-51200	VOTERVIEW DATA FIX			1,695.00
001241	DONNELLY & MURPHY	13094	LEGAL GENERAL	025026	2026-03-23	2026-03-23	310.75
			01-0000-0000-51010	LEGAL GENERAL			310.75
001241	DONNELLY & MURPHY	14468	WEIGEL/GIBSON CLAIM	025057	2026-04-02	2026-04-02	2,776.41
			01-0000-0000-51010	WEIGEL/GIBSON CLAIM			2,776.41
Vendor Total							3,087.16
001969	DOUGLAS R ARMSTRONG TR.38265		16X8 OFFICE - LANDFILL	025058	2026-04-02	2026-04-02	395.50
			01-4300-0000-50556	16X8 OFFICE - LANDFILL			395.50
001050	EMILY BOYER	101	FIRST AID TRAINING	025059	2026-04-02	2026-04-02	1,215.00
			01-3900-3901-50103	FIRST AID TRAINING PW			405.00
			01-7100-7101-50103	FIRST AID TRAINING REC			405.00
			01-1300-0000-50205	FIRST AID TRAINING ADMIN			405.00
001764	EQUITABLE LIFE OF CANADA APR 2026		APR 2026 BENEFITS	001981	2026-04-08	2026-04-08	9,211.63
			01-1300-0000-50102	APR 2026 BENEFITS			2,995.44
			01-2400-2401-50102	APR 2026 BENEFITS			548.20
			01-3900-3901-50102	APR 2026 BENEFITS			3,150.76
			01-7100-7101-50102	APR 2026 BENEFITS			1,432.31
			01-2100-2101-50102	APR 2026 BENEFITS			1,084.92
001435	FLUENT IMS	INV-10718	ANNUAL SUBSCRIPTION	025027	2026-03-23	2026-03-23	1,243.00
			01-2100-2101-50556	ANNUAL SUBSCRIPTION			1,243.00
001109	FORDWICH TIRE LTD	REP014929	M110 TIRES	025060	2026-04-02	2026-04-02	2,887.74
			01-3800-3835-50553	M110 TIRES			2,887.74
002026	FORT 44 INC	4021	UNIFI 24PORT STANDARD	025061	2026-04-02	2026-04-02	86.67
			01-1100-0000-90000	UNIFI 24PORT STANDARD			86.67
001597	FOXTON FUELS LIMITED	657734	DIESEL CLEAR 978.7L @ 1.5810	001987	2026-04-09	2026-04-09	1,892.24
			01-3900-3901-50559	DIESEL CLEAR 978.7L @ 1.5810			1,892.24
001597	FOXTON FUELS LIMITED	657733	DIESEL DYED 1238.4L @ 1.5810	001987	2026-04-09	2026-04-09	2,268.42

Accounts Payable

Bills and Accounts Mar 18 - Apr 9 2026

Vendor 000000 Through 999999

Invoice Entry Date 2026-03-18 to 2026-04-09 Paid Invoices Cheque Date 2026-03-18 to 2026-04-09

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-3900-3901-50559	DIESEL DYED 1238.4L @ 1.5810			2,268.42
001597	FOXTON FUELS LIMITED	658452	DIESEL CLEAR 1435.5L @ 1.7060	001987	2026-04-09	2026-04-09	2,978.21
			01-3900-3901-50559	DIESEL CLEAR 1435.5L @ 1.7060			2,978.21
001597	FOXTON FUELS LIMITED	658453	DIESEL DYED 1402.8L @ 1.7060	001987	2026-04-09	2026-04-09	2,767.70
			01-3900-3901-50559	DIESEL DYED 1402.8L @ 1.7060			2,767.70
001597	FOXTON FUELS LIMITED	658454	GAS REG 931.9L @ 1.2350	001987	2026-04-09	2026-04-09	1,500.59
			01-3900-3901-50559	GAS REG 931.9L @ 1.2350			1,500.59
						Vendor Total	11,407.16
001824	FREIBURGER WELDING & MAINT	172347	C-22 BOLT/NUTS/WASHER	025028	2026-03-23	2026-03-23	271.03
			01-3800-3825-50553	C-22 BOLT/NUTS/WASHER			271.03
001281	GEORGIAN BAY FIRE & SAFETY	1104612	FIRE INSPECTION	025044	2026-03-25	2026-03-25	1,407.84
			01-7100-7101-50556	FIRE INSPECTION			1,407.84
002031	GHD DIGITAL	723-0006117	WEBSITE IMPLEMENTATION	025029	2026-03-23	2026-03-23	4,780.58
			01-1100-0000-90000	WEBSITE IMPLEMENTATION			4,780.58
001333	GLOBAL PAYMENTS PAP	022826	DEBIT CHARGES - FEB 2026	001976	2026-03-26	2026-03-26	46.41
			01-1300-0000-50220	DEBIT CHARGES - FEB 2026			23.20
			01-7100-7101-50556	DEBIT CHARGES - FEB 2026			23.21
001646	HEINMILLER REPAIRS LTD	11428	T-08 HOSE/ CLAMP REPAIR	025030	2026-03-23	2026-03-23	80.64
			01-3800-3813-50554	T-08 HOSE/ CLAMP REPAIR			80.64
001994	HOWICK HOMECOMING	04 02 2026	DONATIONS	025062	2026-04-02	2026-04-02	20,449.00
			01-0000-0000-57100	DONATIONS			20,449.00
001994	HOWICK HOMECOMING	04 02 2026 2	DONATIONS	025062	2026-04-02	2026-04-02	500.00
			01-0000-0000-57100	DONATIONS			500.00
						Vendor Total	20,949.00
001720	HURONIA WELDING AND INDUSTRIAL	312116	OXY GAS/ACET DISS/COMP GAS	025063	2026-04-02	2026-04-02	1,132.35
			01-3900-3901-50555	OXY GAS/ACET DISS/COMP GAS			1,132.35
001575	HV POWER	3947	GORRIE XMAS LIGHTS REMOVAL	025045	2026-03-25	2026-03-25	211.88
			01-9300-0000-50556	GORRIE XMAS LIGHTS REMOVAL			211.88
001298	HYDRO ONE NETWORKS INC	FEB 2026	FEB 2026 USAGE	001988	2026-04-09	2026-04-09	13,692.03
			01-9400-0000-50500	FEB 2026 USAGE			48.01
			01-1300-0000-50500	FEB 2026 USAGE			353.65
			01-3900-3901-50500	FEB 2026 USAGE			464.76
			01-9400-0000-50500	FEB 2026 USAGE			32.88
			01-7100-7102-50500	FEB 2026 USAGE			46.10
			01-2100-2101-50500	FEB 2026 USAGE			641.36

Accounts Payable

Bills and Accounts Mar 18 - Apr 9 2026

Vendor 000000 Through 999999

Invoice Entry Date 2026-03-18 to 2026-04-09 Paid Invoices Cheque Date 2026-03-18 to 2026-04-09

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-7100-7101-50500		FEB 2026 USAGE		9,333.25
			01-9300-0000-50500		FEB 2026 USAGE		30.08
			01-9400-0000-50500		FEB 2026 USAGE		85.04
			01-9400-0000-50500		FEB 2026 USAGE		812.03
			01-9300-0000-50500		FEB 2026 USAGE		899.28
			01-9000-0000-50500		FEB 2026 USAGE		65.99
			01-8900-0000-50500		FEB 2026 USAGE		17.58
			01-9200-0000-50500		FEB 2026 USAGE		739.06
			01-9400-0000-50500		FEB 2026 USAGE		53.44
			01-9400-0000-50500		FEB 2026 USAGE		10.11
			01-9300-0000-50500		FEB 2026 USAGE		8.21
			01-9200-0000-50500		FEB 2026 USAGE		13.50
			01-9400-0000-50500		FEB 2026 USAGE		10.11
			01-4300-0000-50500		FEB 2026 USAGE		27.59
001128	INNOVATIVE PRINTING	90345	RINK BOARD PRINT	025031	2026-03-23	2026-03-23	203.81
			01-7100-7101-50555		RINK BOARD PRINT		203.81
001128	INNOVATIVE PRINTING	90543	RINK BOARD PLEXIGLASS	025031	2026-03-23	2026-03-23	242.95
			01-7100-7101-50555		RINK BOARD PLEXIGLASS		242.95
					Vendor Total		446.76
001171	J. STEWART ELECTRIC	MAR 16 2026	FH - ELECTRICAL UPDATE	025046	2026-03-25	2026-03-25	335.05
			01-2100-2101-50556		FH - ELECTRICAL UPDATE		335.05
001171	J. STEWART ELECTRIC	MARCH 16 2026 2	OFFICE - ELECTRICAL UPDATE	025046	2026-03-25	2026-03-25	634.04
			01-1300-0000-50556		OFFICE - ELECTRICAL UPDATE		634.04
					Vendor Total		969.09
001050	JASON BENNINGER	02 21 2026	PUMP PARTS	025032	2026-03-23	2026-03-23	24.83
			01-2100-2101-50553		PUMP PARTS		24.83
001490	JOSH KESTNER	26 02 2026	OFM MEETING MEAL	025033	2026-03-23	2026-03-23	70.75
			01-2100-2101-50103		OFM MEETING MEAL		70.75
001845	KJA ELECTRIC	25-37	HCC - INSTALL POTS LGHTS FRONT	025047	2026-03-25	2026-03-25	343.97
			01-7100-7101-50556		HCC - INSTALL POTS LGHTS FRONT		343.97
001165	MAITLAND VALLEY CONSERV.11390		2026 COST APPORTIONMENT	025048	2026-03-25	2026-03-25	103,198.00
			01-2300-2301-79000		2026 COST APPORTIONMENT		103,198.00
001859	MARCC APPAREL	103616	HATS & APPAREL	025049	2026-03-25	2026-03-25	3,174.76
			01-3900-3901-50205		PUBLIC WORKS HATS		1,269.72
			01-8100-0000-50555		ADMINISTRATION HATS		1,049.21
			01-7100-7101-50205		RECREATION HATS		380.55
			01-2100-2101-50205		FIRE HATS		475.28
001391	MICROAGE BASICS	575342	MINI THERMAL ROLL	025064	2026-04-02	2026-04-02	9.28

Accounts Payable

Bills and Accounts Mar 18 - Apr 9 2026

Vendor 000000 Through 999999

Invoice Entry Date 2026-03-18 to 2026-04-09 Paid Invoices Cheque Date 2026-03-18 to 2026-04-09

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-1300-0000-50200	MINI THERMAL ROLL			9.28
001391	MICROAGE BASICS	47450	1987 COLOUR/3392 BLACK	025064	2026-04-02	2026-04-02	196.18
			01-1300-0000-50200	1987 COLOUR/3392 BLACK			196.18
001391	MICROAGE BASICS	47529	FD 2487 COLOUR/ 357 BLACK	025064	2026-04-02	2026-04-02	241.77
			01-2100-2101-50200	FD 2487 COLOUR/ 357 BLACK			241.77
Vendor Total							447.23
001185	MIDWESTERN EQUIPMENT (LI63800		M110 FILTER/LIGHTS/SAFETY ELEM	001982	2026-04-08	2026-04-08	884.77
			01-3800-3835-50553	M110 FILTER/LIGHTS/SAFETY ELEM			884.77
001142	MINISTER OF FINANCE-EHT	2025 ASSESSMENT CF	2025 ASSESSMENT CREDIT	001983	2026-04-08	2026-04-08	-367.79
			01-0000-0000-43100	2025 EHT CREDIT			-367.79
001142	MINISTER OF FINANCE-EHT	MAR 2026 EHT	MAR 2026 EHT	001983	2026-04-08	2026-04-08	2,659.39
			01-0000-0000-25110	MAR 2026 EHT			2,659.39
Vendor Total							2,291.60
001063	MINISTER OF FINANCE-OPP	101603261152078	FEBRUARY POLICING	025034	2026-03-23	2026-03-23	50,777.00
			01-2200-0000-50556	FEBRUARY POLICING			50,777.00
001063	MINISTER OF FINANCE-OPP	102602261535165	OCT-DEC 2025 LSR REIMBURSEMENT	025034	2026-03-23	2026-03-23	-960.12
			01-2200-0000-50556	OCT-DEC 2025 LSR REIMBURSEMENT			-960.12
001063	MINISTER OF FINANCE-OPP	102502261143078	JANUARY POLICING	025034	2026-03-23	2026-03-23	50,777.00
			01-2200-0000-50556	JANUARY POLICING			50,777.00
Vendor Total							100,593.88
002034	NATIONAL PAYROLL INSTITU	12603-225838	2026 MEMBERSHIP	025035	2026-03-23	2026-03-23	463.30
			01-1300-0000-50104	2026 MEMBERSHIP			463.30
001507	NEW-LIFT HYDRAULICS LIMITI	197550	REPAIR STEERING TILT CYLINDER	025036	2026-03-23	2026-03-23	861.64
			01-3800-3823-50554	REPAIR STEERING TILT CYLINDER			861.64
001507	NEW-LIFT HYDRAULICS LIMITI	197525	C-12 CRIMP AND PARTS	025036	2026-03-23	2026-03-23	122.12
			01-3800-3824-50554	C-12 CRIMP AND PARTS			122.12
Vendor Total							983.76
001558	NOAHS PIZZA	28 03 2026	PIZZA FOR BABYSITTING COURSE	001979	2026-03-31	2026-03-31	55.36
			01-7100-7101-50553	PIZZA FOR BABYSITTING COURSE			55.36
001081	ONTARIO MUNICIPAL EMPLOY	MAR 2026	MAR 2026	025065	2026-04-02	2026-04-02	23,154.16
			01-0000-0000-25110	MAR 2026			23,154.16
001203	ONTARIO ONE CALL	2026020168	NOTIFICATION SERVICE	025037	2026-03-23	2026-03-23	144.80
			01-3900-3901-50556	NOTIFICATION SERVICE			144.80
001091	P. E. INGLIS HOLDINGS INC.	53603	PORTABLE UNIT	025066	2026-04-02	2026-04-02	192.10

Accounts Payable

Bills and Accounts Mar 18 - Apr 9 2026

Vendor 000000 Through 999999

Invoice Entry Date 2026-03-18 to 2026-04-09 Paid Invoices Cheque Date 2026-03-18 to 2026-04-09

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001091	P. E. INGLIS HOLDINGS INC.	54179	01-4300-0000-50556 PORTABLE UNIT				192.10
			PORTABLE UNIT	025066	2026-04-02	2026-04-02	192.10
			01-4300-0000-50556 PORTABLE UNIT				192.10
Vendor Total							384.20
001020	PUROLATOR COURIER LTD.	520257142	PUROLATOR- A.DICK	025038	2026-03-23	2026-03-23	6.28
			01-0000-0000-12811 PUROLATOR- A.DICK				6.28
001020	PUROLATOR COURIER LTD.	515260403	PUROLATOR-OMERS	025038	2026-03-23	2026-03-23	5.84
			01-1300-0000-50210 PUROLATOR-OMERS				5.84
001020	PUROLATOR COURIER LTD.	550250413	COUNTY/AMDSB/HPCDSB	025050	2026-03-25	2026-03-25	18.84
			01-1300-0000-50210 COUNTY/AMDSB/HPCDSB				18.84
001020	PUROLATOR COURIER LTD.	570266517	COURIER- A VAN MEETEREN	025067	2026-04-02	2026-04-02	169.79
			01-0000-0000-12811 COURIER- A VAN MEETEREN				169.79
001020	PUROLATOR COURIER LTD.	535259253	MINISTER OF FIN OPP	025067	2026-04-02	2026-04-02	6.28
			01-1300-0000-50210 MINISTER OF FIN OPP				6.28
Vendor Total							207.03
001594	RADAR AUTO PARTS - BRUSS5341-500780		HOT WATER HOSE REEL	025068	2026-04-02	2026-04-02	871.72
			01-3900-3901-50555 HOT WATER HOSE REEL				871.72
001594	RADAR AUTO PARTS - BRUSS5341-498840		BEP 904D HVY DUTY 12 MTHS	025068	2026-04-02	2026-04-02	476.28
			01-3900-3901-50555 BEP 904D HVY DUTY 12 MTHS				476.28
001594	RADAR AUTO PARTS - BRUSS5341-498596		MIKWAUKEE CHOP SAW	025068	2026-04-02	2026-04-02	374.88
			01-3900-3901-50555 MIKWAUKEE CHOP SAW				374.88
001594	RADAR AUTO PARTS - BRUSS5341-498574		WINDSHEILD WASH FLUID	025068	2026-04-02	2026-04-02	103.42
			01-3900-3901-50555 WINDSHEILD WASH FLUID				103.42
001594	RADAR AUTO PARTS - BRUSS5341-498523		WALTER 4.5" ZIPCUT	025068	2026-04-02	2026-04-02	209.05
			01-3900-3901-50555 WALTER 4.5" ZIPCUT				209.05
001594	RADAR AUTO PARTS - BRUSS5341-498299		CRIMPED BRUSH/WIRE WHEEL	025068	2026-04-02	2026-04-02	110.60
			01-3900-3901-50555 CRIMPED BRUSH/WIRE WHEEL				110.60
001594	RADAR AUTO PARTS - BRUSS5341-498283		ELECT TAPE/MASKING TAPE	025068	2026-04-02	2026-04-02	147.41
			01-3900-3901-50555 ELECT TAPE/MASKING TAPE				147.41
001594	RADAR AUTO PARTS - BRUSS5341-490325		SEALED BEAM/ LOK DE-ICER	025068	2026-04-02	2026-04-02	57.61
			01-3800-3813-50554 SEALED BEAM/ LOK DE-ICER				57.61
Vendor Total							2,350.97
001064	RECEIVER GENERAL FOR CAIMAR 1-15 2026		PP#5 MAR 1-15 2026	001977	2026-03-26	2026-03-26	19,916.05
			01-0000-0000-25100 PP#5 MAR 1-15 2026				19,916.05
001064	RECEIVER GENERAL FOR CAIMAR 16-31 2026		PP#6 MAR 16-31 2026	001984	2026-04-08	2026-04-08	20,146.87
			01-0000-0000-25100 PP#6 MAR 16-31 2026				20,146.87
001296	RESURFICE CORP.	104945	BLADE SHARPENING	025051	2026-03-25	2026-03-25	146.90
			01-7100-7101-50555 BLADE SHARPENING				146.90

Accounts Payable

Bills and Accounts Mar 18 - Apr 9 2026

Vendor 000000 Through 999999

Invoice Entry Date 2026-03-18 to 2026-04-09 Paid Invoices Cheque Date 2026-03-18 to 2026-04-09

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001303	SENTINEL PEST CONTROL	66427	FIRE HALL-MONTHLY PEST CONTROL	025039	2026-03-23	2026-03-23	180.44
			01-2100-2101-50554				180.44
001303	SENTINEL PEST CONTROL	66729	HCC- MONTHLY PEST CONTROL	025039	2026-03-23	2026-03-23	81.10
			01-7100-7101-50556				81.10
Vendor Total							261.54
001918	SPRIET ASSOCIATES	26-0080	SEVERANCE APP C06-2026	025069	2026-04-02	2026-04-02	333.35
			01-8400-0000-12810				333.35
001050	STEFANE BELANGER	25-05 TAX	RETURN MCAP MTG PROP TAX PYT	025052	2026-03-25	2026-03-25	1,164.00
			01-0000-0000-12811				1,164.00
001305	STILLWATER CONSULTING LII5729		FIRE LEARNING MGMT SYSTEM	025040	2026-03-23	2026-03-23	246.91
			01-2100-2101-50103				246.91
001305	STILLWATER CONSULTING LII5845		FIRE LEARNING MGMT SYSTEM	025040	2026-03-23	2026-03-23	246.91
			01-2100-2101-50103				246.91
Vendor Total							493.82
001210	SUNBELT RENTALS OF CANA I79603173-0001		DANGER SIGN/PANEL LIGHT	025070	2026-04-02	2026-04-02	308.49
			01-2100-2101-50205				308.49
001351	TECHNICAL STANDARDS SAF I10618781		INSPECTION FEE	025071	2026-04-02	2026-04-02	98.31
			01-7100-7101-50556				98.31
001237	TEESWATER CONCRETE LTD 120508		2 TRUCKS / LOADER RENTAL	025041	2026-03-23	2026-03-23	1,703.48
			01-9200-0000-50556				1,703.48
001420	WASTE MANAGEMENT	731411-0256-3	CURBSIDE COLLECTION	001985	2026-04-08	2026-04-08	11,748.09
			01-7100-7101-50556				118.98
			01-4400-0000-50656				1,057.68
			01-4300-0000-50656				8,565.00
			01-4300-0000-50656				2,006.43
001072	WORKPLACE SAFETY & INSURANCE	MAR 2026 INTEREST	MAR 2026 INTEREST	000000	2026-04-08	2026-04-08	-26.86
			01-0000-0000-43110				-26.86
001072	WORKPLACE SAFETY & INSURANCE	FEB 2026 INTEREST	FEB 2026 INTEREST	000000	2026-04-08	2026-04-08	-37.79
			01-0000-0000-43110				-37.79
001072	WORKPLACE SAFETY & INSURANCE	JAN 2026 INTEREST	JAN 2026 INTEREST	000000	2026-04-08	2026-04-08	-54.33
			01-0000-0000-43110				-54.33
001072	WORKPLACE SAFETY & INSURANCE	DEC 2025 INTEREST	DEC 2025 INTEREST	000000	2026-04-08	2026-04-08	-70.91
			01-0000-0000-43110				-70.91

Accounts Payable

Bills and Accounts Mar 18 - Apr 9 2026

Vendor 000000 Through 999999

Invoice Entry Date 2026-03-18 to 2026-04-09 Paid Invoices Cheque Date 2026-03-18 to 2026-04-09

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount	
001072	WORKPLACE SAFETY & INSUFMAR 2026		MAR 2026	000000	2026-04-08	2026-04-08	4,727.79	
		01-0000-0000-25110	MAR 2026				4,727.79	
001072	WORKPLACE SAFETY & INSUFMAR 2026 VFF		MAR 2026 VFF	000000	2026-04-08	2026-04-08	814.07	
		01-2100-2101-50102	MAR 2026 VFF				814.07	
001261	WURTH CANADA LIMITED	26770323	HEAVY DUTY STRAP	025072	2026-04-02	2026-04-02	231.58	
			01-3900-3901-50555				231.58	
001261	WURTH CANADA LIMITED	26790836	LED FLOOD LIGHT	025072	2026-04-02	2026-04-02	79.09	
			01-3800-3813-50554				79.09	
							Unpaid Invoices	5,351.97
							Paid Invoices	396,821.75
							Invoices Total	402,173.72
							Selected G/L Account Total	402,173.72
							Payroll PP#6	44,708.71
							Payroll PP#7 Council	5,731.21
							Payroll PP#7	52,533.93
							Payroll Expenditures	102,973.85
							Grand Total Expenditures	505,147.57



Staff Report to Council

Report From: Scott Price, Public Works Manager

Meeting Date: April 21, 2026

Report: PW-2026-07
Half-Ton Pickup Truck Tender Results

Recommendation:

That Howick Council receives report PW-2026-07, Half-Ton Pickup Truck Tender Results for information;

And that Council award Tender PW-2026-02 to Finch Chevrolet Cadillac Buick GMC Ltd. in the amount of \$53,050.00 plus unrecoverable HST for the purchase of a 2026 Chevrolet Silverado 1500 4WD Crew Cab Work Truck;

And that Council authorize the purchase of provisional items listed in the tender in the amount of \$4,300.00 plus unrecoverable HST;

And That the CAO/Clerk and/or Manager of Public Works be authorized to sign and execute all relevant documents.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure
Consultations	Caitlin Gillis, CAO/Clerk Shawn Nicholson, Public Works Lead Hand
Attachment(s) to Report	None

Report Highlights

- The purchase of a new truck was included in the 2026 Capital Budget for the Public Works Department to replace the 2019 F150.
- Following the Townships Procurement Policy an RFP was listed on Bids and Tenders. Six submissions were received to be considered.
- The 2019 F150 will be transferred to the Recreation Department and continue to serve the Municipality.

Context and Background

The purchase of a new patrol truck was included in the 2026 Capital Budget. This truck will be used primarily for winter patrol operations along with day-to-day roads operations.

The current 2019 patrol truck will be moved to our Recreation Department to assist with Parks and Facilities maintenance. With less milage accumulating on this truck, the expected life expectancy should be lengthened.

RFP was listed on Bids and Tenders for the Supply and Delivery of One(1) New 4WD Half Ton Pickup Truck with the additional provisional items below

Supply and Install Back Rack complete with warning light bracket and tool holder.

Supply and Install 16" warning light

Supply and install 60" Aluminum toolbox (TrailFX Model 160602)

Supply winter tires mounted on black steel rims.

Discussion and Staff Recommendation(s)

Staff recommend purchasing the 2026 Chevrolet Silverado 1500 4WD Crew Cab Work Truck with provisional items included for \$ 58,359.36 from Finch Chevrolet Cadillac Buick GMC Ltd.

Impact Analysis

The following charts show the tender submissions received, including the unrecoverable HST.

Table 1: Finch Chevrolet Cadillac Buick GMC Ltd, London

Business Name	Item Description	Price
Finch Chevrolet Cadillac Buick GMC Ltd	2026 Chevrolet Silverado 1500 V8 Crew Cab White Work Truck	\$53,050.00 Inc Licence Fee

	Provisional Items	
	Back Rack with light bracket and tool holder	\$750.00
	16" Warning Light	\$575.00
	60" Aluminum Tool Box	\$775.00
	Winter tires mounted on black steel rims	\$2,200.00
	Subtotal	\$57,350.00
	Unrecoverable HST	\$1,009.36
	Total	\$58,359.36

Table 2 : Queenston Chevrolet Buick GMC, Hamilton

Business Name	Item Description	Price
Queenston Chevrolet Buick GMC/SETAY MOTORS INC.	2026 GM Sierra/Silverado 1500HD 4WD Crew Cab V8	\$58,809.00 Inc Licence Fee
	Provisional Items	
	Back Rack with light bracket and tool holder	\$350.00
	16" Warning Light	\$1,125.00
	60" Aluminum Tool Box	\$775.00
	Winter tires mounted on black steel rims	\$2,675.00
	Subtotal	\$63,734.00
	Unrecoverable HST	\$1,121.72
	Total	\$64,855.72

Table 3: Trillium Ford Lincoln Ltd

Business Name	Item Description	Price
Trillium Ford Lincoln Ltd	2026 Ford F150 XLT 301A White	\$59,746.00 Inc Licence Fee
	Provisional Items	
	Back Rack with light bracket and tool holder	\$890.00
	16" Warning Light	\$990.00
	60" Aluminum Tool Box	\$820.00
	Winter tires mounted on black steel rims	\$2,172.00
	Subtotal	\$64,618.00
	Unrecoverable HST	\$1,137.28
	Total	\$65,755.28

Table 4: Hallman Motors Ltd, Hanover

Business Name	Item Description	Price
Hallman Motors Ltd	2026 Chev Silverado RST White Crew Cab V8	\$59,979.00 Inc Licence Fee
	Provisional Items	
	Back Rack with light bracket and tool holder	\$1,198.00
	16" Warning Light	\$1,042.40
	60" Aluminum Tool Box	\$874.00
	Winter tires mounted on black steel rims	\$2,699.00
	Subtotal	\$65,792.40
	Unrecoverable HST	\$1,157.95
	Total	\$66,950.35

Table 5: Leslie Motors Ltd, Wingham

Business Name	Item Description	Price
Leslie Motors Ltd	2026 Ford F-150 XLT White Crew Cab V6 EcoBoost	\$62,275.00 Inc Licence fee
	Provisional Items	
	Back Rack with light bracket and tool holder	\$855.00
	16" Warning Light	\$1,103.00
	60" Aluminum Tool Box	\$650.00
	Winter tires mounted on black steel rims	\$2,150.00
	Subtotal	\$67,033.00
	Unrecoverable HST	\$1,179.78
	Total	\$68,212.78

Table 6: Blue Mountain Chrysler Ltd, Collingwood

Business Name	Item Description	Price
Blue Mountain Chrysler Ltd		\$69,071.00 Inc Licence Fee
	Provisional Items	
	Back Rack with light bracket and tool holder	\$600.00
	16" Warning Light	\$950.00
	60" Aluminum Tool Box	\$775.00
	Winter tires mounted on black steel rims	\$2,665.00
	Subtotal	\$74,061.00
	Unrecoverable HST	\$1,303.47
	Total	\$75,364.47

The 2026 Capital Budget allowed \$65,000.00 for the purchase of a new pickup truck to replace the 2019.

Operational Items	Budget Amount	Tender Amount	Variance
2026 Chevrolet Silverado 1500 V8 Crew Cab White Work Truck - Back Rack with light bracket and tool holder - 16" Warning Light - 60" Aluminum Tool Box - Winter tires mounted on black steel rims	\$65,000.00	\$58,359.36 including unrecoverable HST	(\$6,640.64) (under budget)

Respectfully submitted,
Scott Price, Manager of Public Works

Staff Report to Council

Report From: Scott Price, Manager of Public Works

Meeting Date: April 21, 2026

Report: PW-2026-08
 Cat 420 Backhoe Repairs

Recommendation:

That Howick Council receives report PW-2026-08, Cat 420 Backhoe Repairs for information.

And that Howick Council authorizes the Manager of Public Works to proceed with repairs from Toromont Cat (estimated amount of \$27,784.70) with funds coming from the Public Works' Equipment Reserve.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure
Consultations	Amy Van Meeteren, Treasurer/Manager of Finance
Attachment(s) to Report	Toromont Cat Quote

Report Highlights

- Repair 2018 Cat 420 Backhoe transmission
- Payment of repair from Equipment Reserve.

Context and Background

Our 2018 Cat 420 Backhoe experienced some transmission problems and was transported

Staff Report PW-2026-08 1 of 2

to Toromont Cat in Cambridge to do an inspection and troubleshoot the mechanical issue the Backhoe was experiencing

Toromont diagnosed the issue and determined that due to contamination found in the transmission from garbage debris, it will need to be replaced.

With the low hours (3394) and year of this machine, once repairs are complete staff believe that there will be a minimum of three to four more years of useful life left in the backhoe.

Discussion and Staff Recommendation(s)

Staff recommend proceeding with the repairs with funds being withdrawn from the equipment reserve.

Linkages

Quote from Toromont Cat

Respectfully submitted,

Scott Price, Manager of Public Works

HOWICK, THE CORPORATION OF THE TOWN OF
 44816 HARRISTON ROAD

GORRIE ON N0G 1X0

CUSTOMER NO.	QUOTE NO.	DATE	CONTACT
4938570	386874	4/8/2026	SHAWN NICHOLSON
PHONE NO.	FAX NO.	EMAIL	
		roadshop@howick.ca	
MODEL	MAKE	SERIAL NO.	
420-07XE	AA	0H9X00329	
UNIT NO.	HOURS	WO NO.	P.O. NO.
	3394		

SEGMENT : 01 TROUBLESHOOT - ELECTRIC DRIVE MOTOR (035 - 1603)
 MACHINE WILL NOT MOVE FORWARD OR REVERSE.
 DIAGNOSTICS INDICATE 0 PSI TRANSMISSION LUBE
 PRESSURE. RECENT TORQUE CONVERTER OVERHEAT
 EVENTS NOTED. SUSPECT TRANSMISSION OIL PUMP
 FAILURE. MACHINE IS SUGGESTED TO GO TO THE
 SHOP FOR FURTHER DIAGNOSIS AND REPAIR.

Labor

Charge Code	Description	Ext Price
SVL-1*-**-MS	SHOP LABOUR	4,510.00
FLB-10-**-**	FIELD LABOUR	460.00
Total Labor:		4,970.00
Segment 01 Total :		4,970.00

SEGMENT : 02 REPAIR - TRANSMISSION (023 - 3030)
 DUE TO CONTAMINATION FOUND IN THE TRANSMISSION
 FROM GARBAGE DEBRIS ALL SHAFTS AND CASE WILL NEED
 TO BE FULLY DISASSEMBLED AND FLUSHED TO ENSURE ALL
 FLUID PASSAGES ARE OPEN AND CLEAR. DURING THE
 DISASSEMBLY, A FULL INSPECTION OF ALL BEARINGS AND
 CLUTCHES WILL TAKE PLACE. A NEW TRANSMISSION
 PUMP, TORQUE CONVERTER AND ALL SEALS WILL BE
 CHANGED ALONG WITH ANY BEARINGS THAT ARE DEEMED
 UNUSABLE. TRANSMISSION COOLER WILL BE FLUSHED AND
 A NEW FILTER INSTALLED AND NEW FLUID ADDED.
 MACHINE WILL BE RAN UP TO VERIFY AND CONFIRM
 REPAIR.

Parts

Part Number	Description	Qty	Price Adjustment	Ext Price
4664938	SEAL TIP	1		119.79

4F7952	SEAL	1	4.97
7T2651	STRAINER	1	68.05
5P6718	SEAL-O-RING	1	13.89
1209762	O RING	3	25.08
1470262	WASHER	4	9.76
3888330	BEARING AS	1	70.80
9U8886	RING SEAL	1	30.35
4640509	SEAL O RING	4	33.28
9U8886	RING SEAL	4	121.40
1221886	RING-SEAL	1	28.25
6Y1192	RING-SEAL	2	20.40
6Y1192	RING-SEAL	3	30.60
1221878	RING-SEAL	1	5.16
6Y1192	RING-SEAL	2	20.40
7X4741	SEAL	1	12.71
1757904	SEAL-O-RING	1	13.72
6J2680	SEAL O RING	1	8.04
4717003	FILTER HYD	1	45.92
1076826	BOLT	16	129.92
2059244	PLUG	1	16.20
1470232	PLUG	2	21.06
8T4224	WASHER	8	6.64
8T4200	BOLT	8	4.88
2088240	SEAL-LIP TYP	1	70.37
4J0522	SEAL-O-RING	1	4.97
4664938	SEAL TIP	1	119.79
295-5609	SEAL-O-RING	2	41.94
464-0509	SEAL O RING	4	33.28
464-0509	SEAL O RING	4	33.28
121-7385	PUMP GP	1	2,042.18
456-8360	CONVERTER AS	1	2,709.42
	MISC	1	400.00
8T9568	TDTO 10W PAIL 19L	1	154.53

Total Parts: 6,471.03

Labor

Charge Code	Description	Ext Price
SVL-1*-*-MS	SHOP LABOUR	12,300.00
Total Labor:		12,300.00

Misc

Charge Code	Description	Qty	Ext Price
ADV-1*-*-**	CAT HYDO ADV10	10	78.20
Total Misc:			78.20

Segment 02 Total : 18,849.23

SEGMENT : IN CLEAN & INSPECT - MACHINE (571 - 7000)
WASH, INSPECT AND GREASE MACHINE PRIOR TO ENTERING

THE SHOP. PERFORM PRE-LEVELS AND DEFICIENCIES.

Labor

Charge Code	Description	Ext Price
SVL-1*-**-MS	SHOP LABOUR	410.00
Total Labor:		410.00
Segment IN Total :		410.00

SEGMENT : TV TRAVEL TO/FROM - MACHINE (056 - 7000)
TRAVEL ZONE # 2 - ZONE DE DEPLACEMENT # 2

Misc

Charge Code	Description	Qty	Ext Price
#MS-**-**-**	ZONE 2 TRAVEL CHARGE	1	298.00
Total Misc:			298.00
Segment TV Total :			298.00

Total Segments : 24,527.23

ENVIRONMENTAL	61.00
ONTARIO HST 13%	3,196.47
TOTAL ESTIMATE CAD	27,784.70

- This estimate will expire 30 days from the estimate date.
- Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime unless otherwise stated.

ESTIMATED REPAIR TIME: _____ *from start date*

The signature is an authorization to proceed with the required repair work as described within the quote.
PURSUANT TO THE ONTARIO REPAIR AND STORAGE LIENS ACT, THE MANITOBA GARAGE KEEPERS AT, OR THE GARAGE KEEPERS LIEN ACT OF NUNAVUT, AS APPLICABLE, THE UNDERSIGNED HEREBY ACKNOWLEDGES ITSELF INDEBTED TO TOROMONT INDUSTRIES LTD. IN THE AMOUNT OF THIS QUOTE.

Issued PO# _____, **Authorized Name** _____ *Please Print.*

Date ____/____/____ (dd/mm/yy) **Title:** _____
Signature

***** Sole Proprietors/Owner-Operators must provide a drivers licence or date of birth *****

Date of birth ____/____/____ (dd/mm/yy)

Please note all credit card payments in excess of \$10,000 will be subject to a 2% surcharge.

Any Questions? Please Call Alicia Spaling at .

Want a simple way to pay? Why not charge this to a **Cat Card Account!** Ask your local sales rep for more details or learn more at www.catcard.com.

Staff Report to Council

Report From: Scott Price, Manager of Operations

Meeting Date: April 21, 2026

Report: PW-2026-09
 Solid Waste Service Agreement

Recommendation:

That Howick Council receive report PW-2026-09 Solid Waste Service Agreement for information;

And That Council approve By-law No. 27-2026 being a By-law to Authorize the Entering into and Execution of an Agreement between the Cooperation of the Township of Howick and Waste Management of Canada;

And That Council authorize the Reeve and the CAO/Clerk to sign and execute the Agreement.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure Welcoming & Vibrant Community Inviting Neighbourhoods & Thriving Businesses People First
Consultations	Caitlin Gillis, CAO/Clerk
Attachment(s) to Report	Draft By-law 27-2026 Waste Management Solid Waste Agreement Bluewater Recycling Association Quote

Report Highlights

- Solid Waste Curbside collection for all Residential and Commercial properties in Howick Township for the next 5 years.
- Automated cart implementation.
- Cost comparison with Bluewater Recycling Association.

Context and Background

The Township of Howick is currently not under a contract with Waste Management for curbside collection. The previous contract expired in December 2025.

A draft agreement was presented to Howick Council on December 9, 2026 and it was deferred until Waste Management included Industrial, Commercial and Institutional properties to receive waste carts. The agreement now states that *Company shall provide eligible Premises and approved businesses with one 64-gallon (240 litre) Cart for Refuse when Automated Sideload Truck is available.*

Staff have been working closely with Waste Management staff to correct the repetitively missed curbside collections. Staff have had weekly Zoom calls with Waste Management to get these issues corrected. Howick Township staff feel as though they have been taking our concerns and frustrations seriously. Monday, April 13, 2026, was the first week in a very long time that we have not received a call for missed curbside collection.

Based on the inconsistent collection service Howick had been experiencing over the last several months with Waste Management, and based on requests from members of Council, staff requested an updated quote for curbside waste collection services from Bluewater Recycling Association for Council’s information. It is attached to this report.

Discussion and Staff Recommendation(s)

The cost comparison between Waste Management and Bluewater Recycling Association is provided in the below table.

Table 1 : Cost Comparison for Bi-weekly Curbside Waste Collection Waste Management (WM) and Bluewater Recycling Association (BRA)

	Monthly/per property	Annually/per property	# of Properties	Total Cost
WM	\$5.07	\$60.84	1495	\$90,955.80
BRA	\$8.68	\$104.16	1495	\$155,719.20
Variance		\$43.32		\$64,763.40

Based on the large variance between the cost of curbside waste collection with Waste Management or Bluewater Recycling Association, staff are recommending proceeding with signing the attached agreement with Waste Management.

Impact Analysis

Curbside Garbage Collection of 64 Gallon Waste Carts will cost \$90,955.80 + applicable HST for 2026 for 1495 households. The five-year contract includes an annual 5% rate increase.

Year	Cost (plus HST)
2026	\$90,955.80
2027	\$95,503.59
2028	\$100,278.77
2029	\$105,292.71
2030	\$110,557.34

Additional fees are included in Exhibit A of the enclosed Agreement.

Linkages

[Draft By-law 27-2026](#)

[Waste Management Solid Waste Agreement](#)

[BRA Quote](#)

Respectfully submitted,

Scott Price, Manager of Operations

Corporation of the Township of Howick

By-law 27-2026

Being a By-law to Authorize the Execution of an Agreement to Provide Management of Solid Waste Services Between Waste Management Canada Corporation and the Corporation of the Township of Howick.

WHEREAS Subsection 11(1) of the Municipal Act, S.O. 2001, c. 25, authorizes a lower-tier municipality to provide that the municipality considers necessary or desirable for the public;

AND WHEREAS the Council of the Township of Howick considers the management of waste as necessary or desirable for the public;

AND WHEREAS Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for use of its property including property under its control;

AND WHEREAS Subsection 11(2), paragraph 7 of the Municipal Act, 2001, authorizes a lower tier municipality to pass by-laws respecting services that the municipality is authorized to provide;

AND WHEREAS Council deems it necessary and desirable to enter into a contract with Waste Management of Canada Corporation;

AND WHEREAS, on June 3, 2021, the Province of Ontario enacted the Blue Box Regulation (O. Reg. 391/21) transferring operational and financial responsibility for the Corporation of the Township of Howick Blue Box Program to Extended Producer Responsibility (EPR) Blue Box with transition beginning on June 30, 2024;

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

1. That the CAO/Clerk and Reeve are hereby authorized to execute the agreement attached hereto as Schedule A, which forms part of this by-law.
2. That By-laws 33-2016 and 14-2024 are hereby repealed as of April 21, 2026.
3. This by-law shall come into force upon final passing.
4. That this By-law will be known as the "Solid Waste Management Agreement" By-law.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

SOLID WASTE SERVICES AGREEMENT

THIS SOLID WASTE SERVICES AGREEMENT (“Agreement”) is made this **9th day of December 2025** (the “Effective Date”) by and between WASTE MANAGEMENT OF CANADA CORPORATION, a corporation organized and existing under the laws of the province of Nova Scotia (hereafter “Company”), and the CORPORATION OF THE TOWNSHIP OF HOWICK, a municipal corporation created under the laws of Ontario (hereafter “Township”) (Company and Township each a “Party” and collectively the “Parties”).

Cu

WHEREAS, Township desires to provide its residents with collection of solid waste; and

WHEREAS, Company and its affiliates have extensive experience in providing such services; and

WHEREAS, Township wants to contract with the Company for such services in accordance with the terms and conditions contained herein.

NOW THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, Company and Township agree as follows:

1. **DEFINITIONS**

- a) “**Applicable Law**” means any law, regulation, requirement, or order of any federal, provincial or local agency, court or other domestic or foreign governmental body, or interpretation thereof by any court or administrative agency of competent jurisdiction, and requirements of all permits, licenses, and governmental approvals applicable to this Agreement.
- b) “**Cart**” means a watertight heavy plastic receptacle with a rated capacity of approximately sixty-four (64) gallons for waste, having a hinged, tight-fitting lid, and two (2) wheels.
- c) “**Collection Service(s)**” means the process by which Solid Waste is removed from Residential Premises and subsequently disposed.
- d) “**Confidential Information**” means this Agreement; information disclosed to Company in relation to the Municipal Property Assessment Corporation; information relating to Disclosing Party or its affiliates; information relating to Disclosing Party or its affiliates’ business, pricing, or any other information prepared or provided by Disclosing Party in relation to this Agreement, and any of Disclosing Party or its affiliates’ documentation or data, which to the

extent previously, presently, or subsequently disclosed to Receiving Party.

- e) “**Container**” means Cart.
- f) “**Contamination**” refers to materials placed in a Container other than Municipal Solid Waste.
- g) “**CPI**” means the Consumer Price Index, all-items Ontario, as published by Statistics Canada.
- h) “**Disclosing Party**” means a Party to this Agreement, who is disclosing Confidential Information to a Receiving Party.
- i) “**Dwelling Unit**” means any individual living unit that includes a kitchen, and a room or suite of rooms, and is designed or occupied as separate living quarters for an individual or group of individuals. However, Dwelling Unit does not include a hotel or motel unit.
- j) “**Overage**” is defined as (i) Waste exceeding its Container’s intended capacity such that the lid is lifted (or would be lifted if lowered) or (ii) Waste placed on top of or in the immediate vicinity of the Container, in bags or otherwise.
- k) “**Premises**” means any parcel of real-estate property in the Service Area where Solid Waste is generated or accumulated.
- l) “**Rates**” means the fees to be charged by Company to Township, and paid by Township to Company, for the Collection Services and other services provided by Company and included on Exhibit “A” attached hereto, as such may be adjusted from time to time.
- m) “**Receiving Party**” is a Party to this Agreement, who is receiving Confidential Information from another Party to this Agreement.
- n) “**Recyclables**” means the materials defined as blue box material under the Province of Ontario.
- o) “**Refuse**” means Solid Waste that is set out for collection and disposal pursuant to this Agreement. Refuse does not include Recyclables or Unacceptable Waste.
- p) “**Residential Premises**” means a Single-Family Premises or Multi-Family Complex.
- q) “**Service Area**” means (i) the entire territory included within the Township limits as of the Effective Date of this Agreement; and (ii) such additional area as may thereafter become included with the Township limits from time to time due to annexation, incorporation or other means, but only from and after the time as the Company is able to provide collection services in such additional area and has reached agreement with the Township as to the rates for services, and except to the extent providing such services may be otherwise prohibited by law.
- r) “**Service Recipient**” means an owner or occupant of a Residential Premises.
- s) “**Solid Waste**” means all putrescible and non-putrescible solid, semi-solid, and liquid wastes that

are generated or coming to exist in the Service Area, excluding Unacceptable Waste.

- t) “**Unacceptable Waste**” means any waste tires, radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized, or listed under applicable federal, provincial, or local laws or regulations, any materials containing information protected by federal, state or local privacy and security laws or regulations (unless tendered to Company pursuant to a separate agreement), or any material the acceptance or handling of which would cause a violation of any Applicable Law, damage to Company’s equipment or facilities, or present an endangerment to the health or safety of the public or Company’s employees. Title to and liability for Unacceptable Waste shall remain with the generator at all times.

2. **TERM.** The Term of this Agreement shall be for five (5) years commencing on January 1, 2026 (the “Commencement Date”) and expiring December 31, 2031, with an additional 5-year mutual renewal option. Further extensions of one (1) year are available, unless either Party gives the other at least six (6) months’ advance written notice of the intention to terminate the Agreement at the end of the then-current term.

3. **EXCLUSIVE RIGHT.**

- a. The Township does hereby grant to Company and shall have the exclusive duty, right and privilege to provide Collection Services at Residential Premises in the Service Area. Subject to Section 3(b) below, all Residential Premises within the Service Area shall be required by Township to utilize the Collection Services of Company as provided herein.
- b. Notwithstanding the above, nothing in this Agreement shall prevent any owner, occupant or tenant of a Residential Premises from personally handling, hauling, or transporting Solid Waste generated by or from such Premises for purposes of disposing of the same at an authorized disposal area or transfer station.

4. **COLLECTION SERVICES.**

- a. **Service.** The Company will be required to pick up refuse from the street, curb, or other locations on public or private property that is accessible by its collection vehicle. Containers shall be returned to the position from which the Company received it. Collection on Township

side roads and concessions will be single sided collection. Service will be provided every week on Mondays on alternative weeks: week one includes the West side; Week two includes East side.

b. Inaccessible Areas. Alternative service provisions will be provided where roads are not accessible, currently known as transfer locations. Frontload bin services will be provided upon mutual review and acceptance by both parties. Households associated with these inaccessible areas may be provided frontload steel bins, with the number and size of bins determined based on the number of units attached to each area. If frontload bins are applied, the accompanying units will be removed from curbside cart billing, and frontload service billing will apply in its place as set forth in Exhibit “A”.

c. Containers.

- i. Company shall provide eligible Premises and approved businesses with one 64-gallon (240 litre) Cart for Refuse when Automated Sideload Truck is available, estimated to be in 2026. Additional Carts will be available for a fee as set forth in Exhibit “A”.
Company will own all Containers provided to the Township hereunder, unless purchased by the Township, and the Township shall allow Company to retrieve all Company Containers at the termination or expiration of this Agreement.
- ii. Company shall replace any Container that becomes damaged or destroyed during the provision of the Collection Services, or that becomes unusable due to ordinary wear and tear; Company may charge a replacement fee and delivery fee as set forth in Exhibit “A”. However, if a Container in the possession of a Service Recipient is lost, stolen, damaged, or destroyed through no fault of Company, the Township shall be responsible to compensate Company the fair market value for the replacement or repair of such Container. Service Recipients will be responsible for maintaining the cleanliness of Containers, although the Township may request a Container exchange for the fee set forth in Exhibit “A”. Service Recipients may not, itself or through a third party, mechanically compact materials placed in Company-provided Containers.

d. Collection Location, Frequency and Time. Refuse shall be collected from the curbside every other week. Collections shall occur during ordinary hours but in no instance earlier than 7 a.m. Refuse shall be collected at a frequency and from locations determined by Company and the Township.

e. Contamination; Overage.

- i. During the period beginning on the Commencement Date and ending sixty (60) days later (the “Roll-Out Period”), Company shall provide information designed to minimize instances of Contamination and Overage. Where the Company documents that a particular Service Recipient has Contamination or Overage, Company shall collect the offending Container (where it can be done safely and excluding material laying on ground) and provide an electronic notice to the Township with the following information (a “Violation Notice”):

- Date of the offense;
- Description of the offense;
- If available, a photograph or video (or link to photograph or video);
- A description of the materials that are appropriate for collection in said Container and a link to view online.

During the Roll-Out Period, Company shall not impose a Contamination or Overage Charge.

- ii. Company may opt to not collect Overage, unless caused by Company spillage of non-overloaded Containers during collection; in such event, the Township may correct the Overage and request that Company return to service the Container. Alternatively, Company may collect the Container with Overage if it can safely do so. In either case, the Company shall provide a Violation Notice where such electronic contact information has been provided. If there have been more than three instances of Overage in any twelve (12) month period for a particular service, Company may request Township to communicate violation on its behalf which may result in no collection. 's request (i.e., Additional Container) to mitigate the Overage, and may increase the charges to the Township according to the increased service level.

- f. Overweight Containers.** The Company may refuse to collect any Refuse which the Company reasonably believes to be overweight. A Container shall be considered “overweight” if the total weight of the Container and contents exceeds two times the volume capacity of said Container (e.g., 200 pounds for a 64-gallon Cart). The Company shall provide notification to the Township regarding each instance of non-collection.

- g. Disposal.** Company shall dispose or arrange to dispose of the Refuse collected under this Agreement only at solid waste disposal facilities that are licensed and permitted to accept such solid waste.
- h. Holiday Schedule.** The following days shall be designated holidays on which the Collection Services shall not be provided: New Year’s Day and Christmas Day.
- i. Special Services.** From time to time, the Township may request performance of special services, for which a rate is not provided in Exhibit “A”. Company shall make good faith efforts to provide the requested service at a reasonable rate negotiated with the Township.
- j. Compliance with Laws.** The Collection Services shall be performed in accordance with Applicable Law.
- k. Personnel and Equipment.** The Collection Services shall be performed by properly trained and licensed personnel in adequate numbers and with adequate vehicles to complete the Collection Services in a safe and timely manner.
- l. Supervision.** Company shall provide competent supervision in charge of working crews at all times while providing the Collection Service.
- m. Missed Pick-Ups and Complaints.** All Refuse Containers scheduled for collection, must be placed at the curb or other designated location and ready for pick-up before 7:00 a.m. on the collection day; any Containers not collected because they are not at the curb or other designated location on time shall not be considered a missed pick-up. All complaints as to Company’s provision of the Collection Services, including alleged missed pick-ups, shall be given prompt and courteous attention. Company shall attempt to resolve all complaints promptly and shall cure all missed pick-ups that are a result of Uncontrollable Circumstances within one (1) week, conditions permitting. Company shall attempt to resolve all complaints promptly and shall cure all missed pick-ups that are not the result of Uncontrollable Circumstances within one workday, conditions permitting.
- n. New or Enhanced Diversion Programs.** In the event any federal, provincial, or local law or regulation is adopted or becomes effective after the date of this Agreement which imposes upon Township or Company a requirement for the implementation of any source separated program for the collection of any waste material not already covered by this Agreement, increases Township’s diversion requirement under Applicable Law, changes the methods for obtaining or measuring compliance with diversion requirements, Company shall design and

present a program to Township to comply with such new laws or regulations. Before any such changed services are implemented, Company and Township shall meet and confer in good faith to determine a fair and reasonable adjustment to the maximum rates set forth in Exhibit “A” in order to compensate Company for implementing said changed services.

- o. Natural Disasters.** Company will use commercially reasonable efforts to assist Township, at the Township’s request, with emergency collection service in the event of major disaster, such as an earthquake, storm, riot or civil disturbance, by providing equipment and drivers based on negotiated services and rates between Township and Company. Township is not required to utilize the services of Company. In addition, where the disaster results in the loss of Service Recipient containers, Company shall replace the containers, and Township shall reimburse Company for the cost of replacement.

5. Service Infractions.

In case the Company fails to perform the work in accordance with the terms specified in this contract, including completion of routes and services, the company shall be assessed infraction charges as outlined in the following:

#	Infraction Description	Infraction Charge
1	Failure to complete collection at each dwelling unit in controllable situations. If the Contractor returns to complete Collection on an alternate day within the week, no damages shall apply. Infraction resets after each 6 months.	1st occurrence: Written warning 2nd occurrence: \$200 3rd occurrence: \$300 4th and Subsequent: \$500
2	Recurring misses (more than three times in a six (6) month period) to units, roads or areas as a result of Contractor error and not as a result of actions outside the Contractors control.	Per occurrence: \$300

6. BILLING.

The Township shall compensate the Company monthly for Collection Services, in a total amount based upon the service charges for Collection Services, as they may be adjusted from time to time, and any applicable additional charges, as provided in Exhibit “A”.

In calculating such monthly compensation to the Company, the applicable per unit rates shall be multiplied by the number of Service Recipients. The aggregate number of such Service Recipients is currently estimated by the Township to be as follows as of the effective date of this Agreement: 1495 residential units. The Township shall provide an updated unit count monthly within ten (10) days of the end of each calendar month.

7. SERVICE RATES.

- a. Service Rate Schedule. Company shall provide the Collection Services for the rates set forth in Exhibit “A” (the “Rates”), as the same may be adjusted in accordance with this Section 6.
- b. Annual Adjustment to Rates. Commencing on the date which is one (1) year after the Commencement Date, and on the same date annually thereafter (the “Adjustment Date”), the Rates shall be increased by five percent (5%) to the then-current Rates.
- c. Extraordinary Adjustments. In addition to the annual adjustment provided by subsection (b) above, the Rates shall, upon written request of Company, be further adjusted to fully capture increased expenses and lost revenue associated with performance of the Collection Services hereunder due to any one or more of the following causes:
 - i. Uncontrollable Circumstance (see Section 12);
 - ii. Changes in Applicable Law that is effective after the Effective Date of this Agreement;
 - iii. Increase in surcharges, fees, assessments or taxes levied by federal, provincial or local regulatory authorities or other governmental entities related to the Collection Services;
 - iv. Changes in baseline assumptions, such as changes in volumes collected and changes in the amount of container contamination;
 - v. Increase in the cost of transportation, including fuel and third-party transportation costs;
 - vi. Any other extraordinary circumstances or causes or reasons that are not within the reasonable control of Company.
- d. If Company requests a Rate adjustment pursuant to Section 6(c), it shall prepare a Rate adjustment request setting forth its calculations of the increased costs and accompanying adjustment to the Rates necessary to offset such increased costs. The Township may request

documentation and data reasonably necessary to evaluate such request by Company, and may retain, at its own expense, an independent third party to audit and review such documentation and request. If such third party is retained, the Township shall take reasonable steps, consistent with Applicable Law, to protect the confidential or proprietary nature of any data or information supplied by Company. The Township shall approve all properly calculated Rate adjustments within ninety (90) days of Company's request, and the adjusted Rates shall be deemed to take effect as of the date of Company's request.

8. DEFAULT AND TERMINATION

Except as otherwise provided in Section 12 (Force Majeure), the failure of either Party to perform a material obligation under this Agreement shall be considered a breach of this Agreement, and the breaching Party shall be in default. In the event of default, the non-defaulting Party shall give written notice to the other Party of the default, and the defaulting Party shall have: (i) ten (10) days from the receipt of the notice to cure any failure to pay money under this Agreement, or (ii) thirty (30) days from the receipt of the notice to cure any other default under this Agreement; provided, however, if the particular default is not reasonably capable of being cured within 30 days, then the defaulting Party will have such number of days to cure as is reasonable under the circumstances. If the defaulting Party fails to cure the breach within the allotted time, the non-defaulting Party may, at its option, immediately terminate the Agreement by written notice to the defaulting Party. In the event of a default, the defaulting Party agrees to pay all damages caused by said default, to include, without limitation reasonable legal fees and costs associated with enforcement of this Agreement. Under no circumstances shall either Party be liable for any loss of profits, loss of savings, loss of contracts, or any consequential, indirect, punitive or special damages for any alleged default under this Agreement. The exclusions and limitations of liability set forth herein shall apply irrespective of the nature or cause of action and shall accordingly apply in the event of breach of contract, tort (including negligence), equity, and any other cause of action, whether arising statutorily or otherwise at law.

9. INDEPENDENT CONTRACTOR

Company shall perform the Collection Services as an independent contractor. Company, its officers, employees, agents, contractors or subcontractors, are not and shall not be considered employees,

agents or servants of the Township for any purpose whatsoever under this Agreement or otherwise. Company at all times shall have exclusive control of the performance of the Collection Services. Nothing in this Agreement shall be construed to give Township any right or duty to supervise or control Company, its officers, employees, agents, contractors, or subcontractors, or to determine the manner in which Company shall perform its obligations under the Agreement.

10. INSURANCE

Company shall maintain at its own cost and expense the following minimum limits of occurrence-based insurance during the term of this Agreement:

	<u>Type</u>	<u>Amount</u>
a.	Employer’s Liability	\$5million
b.	Commercial General Liability	\$5million per occurrence
c.	Automobile Liability	\$5million

The Township, its elected and appointed officials and employees, shall be included as additional insured parties under the CGL, Automobile and Excess/Umbrella coverages. Prior to commencement of the Collection Services, Company shall deliver to Township certificate(s) of insurance evidencing the required coverages. The certificate(s) shall require at least ten days’ notice to the Township before cancellation of any such Company policy.

11. OCCUPATIONAL HEALTH AND SAFETY POLICY

The Company accepts and agrees to comply with the Township’s Contractor Safety and Due Diligence Policy, the provisions of which are incorporated in this Agreement.

12. FORCE MAJEURE

Except for the failure to make payment when due, neither Party shall be in default for its failure to perform or delay in performance caused by an Uncontrollable Circumstance, and the affected Party shall be excused from performance during the occurrence of such events. For purposes of this Agreement, “Uncontrollable Circumstances” means any act of terrorism, act of God, landslides, lightning, forest fires, storms, floods, typhoons, hurricanes, severe weather, freezing, earthquakes, volcanic eruptions, other natural disasters or the imminent threat of such natural disasters, pandemics or epidemics, industry-wide labour or equipment shortages, quarantines, civil disturbances, acts of

the public enemy, wars, blockades, public riots, labour unrest (e.g., strikes, lockouts, or other labour disturbances), acts of domestic or foreign governments or governmental restraint or other causes, whether of the kind enumerated or otherwise, and whether foreseeable or unforeseeable, that are not reasonably within the control of a Party.

13. MISCELLANEOUS PROVISIONS.

a. Confidentiality:

- i.** The Parties shall maintain confidentiality of Disclosing Party's Confidential Information using the same standard used to protect its Confidential Information, which shall not be any less than that which a reasonable person placed in the same circumstances would use. This includes implementing and maintaining appropriate security measures to safeguard Disclosing Party's Confidential Information. Receiving Party shall ensure that its employees, agents and consultants maintain the confidentiality of all Disclosing Party's Confidential Information and information related to this Agreement or the proposed activities set out herein and shall not communicate such Confidential Information or information related to this Agreement or the proposed activities set out herein to any third party without the prior written consent of Disclosing Party. Notwithstanding the foregoing, Township agrees that Company is entitled to disclose Confidential Information to its affiliates for the purposes of administering this Agreement.
- ii.** Confidential Information received from Disclosing Party shall be used solely for the purposes of administering this Agreement and for no other purposes.
- iii.** Township confirms that it was entitled to disclose to Company Municipal Property Assessment Corporation information, and Company agrees that such Municipal Property Assessment Corporation information shall be used solely for the purposes of providing Collection Services further to this Agreement, and for no other purpose.
- iv.** Upon a request by Disclosing Party, Receiving Party will turn over to Disclosing Party or destroy all Confidential Information of Disclosing Party and all documents or media containing any such Confidential Information and any and all copies or extracts thereof except with respect to Confidential Information residing on any disaster recovery or business continuity or archiving systems of Receiving Party or which is subject to legal or

litigation holds, and such Confidential Information shall continue to be governed by this Agreement until destroyed.

- v. The obligations regarding confidentiality shall survive for five (5) years following termination or expiration, as applicable, of this Agreement.
 - A. This Agreement shall be binding on and shall inure to the benefit of the Parties hereto and their respective successors and assigns.
 - B. This Agreement shall be construed in accordance with the laws of the Province of Ontario, and the applicable federal laws of Canada.
 - C. All written notification required by this Agreement shall be effective upon receipt and delivered by Certified Mail, Return Receipt Requested, overnight delivery by a recognized overnight delivery service, or by hand delivery to the Party's address below:

If to Company: 200 Sligo Rd. W
Mount Forest, ON N0G 2L1
Attn: Senior District Manager

If to Township: 44816 Harriston Road,
Gorrie ON N0G1Z0
Attn: Public Works Manager

- b. If any provision of this Agreement is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Agreement; however, the Parties shall amend this Agreement to give effect, to the maximum extent allowed, to the intent and meaning of the severed provision.
- c. In the event either Party successfully enforces its rights against the other hereunder, the other Party shall be required to pay the prevailing Party's legal fees and court costs.
- d. Company's rights and obligations under this Agreement may not be assigned without the prior written approval of the Township, which shall not be withheld unreasonably nor required with respect to an assignment to an affiliate of Company.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Agreement, and it is effective as of the Effective Date above.

WASTE MANAGEMENT OF CANADA CORPORATION

By: _____

Name: _____

Title: _____

Signature: _____

CORPORATION OF THE TOWNSHIP OF HOWICK

By: _____

Name: Doug Harding

Title: Reeve

Signature: _____

We have the authority to bind the corporation.

By: _____

Name: Caitlin Gillis

Title: Chief Administrative Officer/Clerk

Signature: _____

**EXHIBIT A
COMPANY RATES**

Item	Description	Units	Unit Rate per month	Total Per Month	Total per Year
1	Curbside Garbage Collection Year 1 64 Gallon Carts	1495	\$5.07	\$ 7,579.65	\$ 90,955.80
2	Curbside Garbage Collection Year 1 95 Gallon Carts	1495	\$5.15	\$ 7,699.25	\$ 92,391.00

Frontload Waste Bin Unit Rates, including disposal

Frontload bins	Rate per service
2 yard	\$ 23.10
4 yard	\$ 34.65
6 yard	\$ 51.45
8 yard	\$ 63.00

Frontload Recycling Bin Unit Rates for Non-Eligible, including processing

Frontload bins	Rate per service
2 yard	\$ 32.00
4 yard	\$ 36.00
6 yard	\$ 40.00

2025 Contingency Supplemental Rates

- Replacement Carts: \$100 per unit plus \$100 delivery
- Special Collection Services (i.e. Bulk): \$180 per hour
- Waste disposal \$105 per Metric Tonne if redirect to WM transfer/Landfill



April 9, 2026

Township of Howick
44816 Harriston Road
Gorrie, ON N0G 1X0

Dear Caitlin:

On behalf of the Bluewater Recycling Association, I am delighted to submit this proposal to bring our award-winning services to your community with the introduction of automated waste collection.

With over 30 years of experience in waste and recycling collection, operating a state-of-the-art material recovery facility, and specializing in the design, implementation, and evaluation of effective waste reduction and diversion programs across more than 80 municipalities, we are well-equipped to exceed your expectations.

The Recycling Council of Ontario has recognized the Association as the Best Program Operator in the Province of Ontario. Our innovative material recovery facility, advanced automated collection technology, professional administration, and award-winning programs make us the ideal choice for your waste management needs.

Thank you for considering our team for your waste management program. We are excited about the prospect of working with your community and are confident we can deliver exceptional service. If you have any questions or need further information, please don't hesitate to contact me at 1-800-265-9799, extension 224, or via email at bluebox@bra.org.

Yours truly,

In this cleaner environment.

A handwritten signature in blue ink, appearing to read 'Michelle Courtney', with a stylized arrow pointing to the right.

Michelle Courtney
President & CEO

Enclosure

Automated Collection Technology

Automated collection represents a significant improvement in waste management services for residents. The use of fixed-lid, wheeled bins provides a uniform appearance on collection day while addressing common challenges such as blowing trash, odors, animal scavenging, and health concerns. Gone are the mismatched containers, loose bags, and other unsightly set-outs of the past.

What is the Automated Collection Program?

The automated collection program uses specialized vehicles equipped with mechanical arms to collect waste from specially designed wheeled bins provided to customers.



Why Automated Collection?

Solid waste collection has traditionally been demanding, physically intensive work, often performed in extreme weather conditions and with exposure to unpleasant odors. Automated collection not only improves work conditions and reduces injury risks for workers but also offers several benefits for residents and communities:

1. **Ease of Use:** The wheeled bins are easy to maneuver, making it simpler for residents to haul them to the curb.
2. **Improved Neighborhood Appearance:** Uniform bins help eliminate unsightly set-outs, enhancing the overall aesthetics of the area.
3. **Reduced Litter:** Bins with secure lids are more resistant to tipping over or being accessed by animals such as dogs, raccoons, and birds.
4. **Odor and Pest Control:** Lidded bins help contain odors and prevent insects from becoming a problem, even when waste is stored for longer periods.
5. **Convenience in Urban Areas:** Bins are collected on both sides of the street, eliminating issues with neighbors' trash ending up on your property.
6. **Cost Savings:** Residents no longer need to purchase garbage bags or bins, as the program provides bins free of charge.
7. **Equitable Capacity:** The bins offer ample capacity, holding up to six regular garbage bags. With three bin sizes available, residents can choose an option that meets their needs, ensuring fairness for all.

Automated collection is a forward-thinking solution that combines convenience, efficiency, and sustainability, making waste management easier and more effective for everyone.

Bin Information

The domed lid design effectively repels water and accommodates occasional over-packing, while the double-contact seal keeps moisture and insects out and traps odors inside.

	Smaller Size	Medium Size	Large Size
Width	20"	27"	29"
Depth	23"	28"	34"
Height	39"	41"	45"
Volume	35 Gallon	65 Gallon	95 Gallon
Capacity	2 bags	4 bags	6 bags
Wheel Size	8"	10"	12"



WASTE INFORMATION

All NON recyclable or compostable materials are accepted except:

Propane Cylinders Lead-Acid Batteries Hazardous Material Radioactive Waste

Paints Liquids Biomedical Waste Construction Demolition Items over 3 feet in length

GENERAL GUIDELINES

- * Keep lid closed when not in use to keep water out
- * Do not compact materials to ensure complete ejection
- * Do not place any hot ashes in the cart
- * Wash out periodically with water
- * Remove from curb after service
- * Do not tilt or roll container with the lid open
- * Do not overload this container (max. load 220 lbs)
- * Do not remove container from property
- * Report lost, stolen, or damaged containers immediately

BIN PLACEMENT

Please place your bin at the curb with **at least 3 feet** from any other bins or obstacles such as trees or cars.

Side view Front view

Bin lid opening should be facing the street while the bin handle should face the house.

Automated Collection Proposal

As part of this proposal, residents and businesses within the municipality will receive a waste wheelie bin for collection purposes, with collection remaining consistent with the current frequency and collection day.

Price	\$104.16

- All collection costs are calculated per unit annually. A unit is defined as one collection stop with an accessible waste bin.
- Waste disposal will occur at the Howick Landfill.
- Disposal charges are the responsibility of the municipality.
- All costs are subject to annual adjustment based on the Consumer Price Index (CPI).
- Collections will occur on all holidays except Christmas Day and New Year's Day.
- Leaf and yard waste beyond the capacity of the wheelie bin is not included.
- Large item collection is not included in this proposal.
- Commercial front-end container collection is excluded.
- The program's startup date will be January 4th, 2027
- Each household and participating business will receive a garbage wheelie bin at no charge. The bins remain the property of the Association.
- Collection will be provided to both sides of the street in urban areas for greater convenience.
- Residents will no longer need to purchase bags or containers, resulting in estimated savings of \$24 per year.
- Tags for waste collection are no longer required
- Wheelie bins are subject to a purchase or return fee if the service agreement is terminated early.
- Pricing assumes the program is mandatory, excluding industrial, commercial, institutional (ICI), and multi-residential properties.
- HST is not applicable.

Staff Report to Council

Report From: Scott Price, Manager of Public Works

Meeting Date: April 21, 2026

Report: PW-2026-10
 Structure 29 Tender Results

Recommendation:

That Howick Council receives report PW-2026-10, Structure 29 Tender Results for information;

And that Council award Contract No. BR1619, to Nichols Excavating Inc. In the amount of \$321,625.00 (plus unrecoverable HST) for the replacement of Structure 29 on Orange Hill Road;

And that Council approve By-law No. 28-2026 being a By-law to Authorize the Entering into and Execution of an Agreement between the Corporation of the Township of Howick and Nichols Excavating Inc.;

And That the Reeve and CAO/Clerk be authorized to execute said agreement.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure
Consultations	Jeff Jones, P. Eng. BM Ross & Associates Ltd. Scott Richardson, Drainage Superintendent
Attachment(s) to Report	BM Ross Tender Review Draft By-law No. 28-2026

Report Highlights

- Tender documents were prepared and advertised by BM Ross and

Associates Ltd.

- Four submissions were received and reviewed by BM Ross.

Context and Background

The existing structure is a 3-meter span concrete culvert. The ends are delaminated and spalled, and footings are exposed to the point of undermining.

This existing structure is too short for the road material. At some point in time concrete blocks have been added to each end to help support the road base.

Completing the replacement and restoration of the culvert on Orange Hill Road will provide proactive activity with a planned financial investment. The new culvert will be installed in the summer of 2026.

BM Ross completed the design and all the tender documentation for this project. In addition, BM Ross will be the contract administrator and inspector during the project.

Four complete bids were received and reviewed by BM Ross.

Discussion and Staff Recommendation(s)

Staff are recommending that Council award the project to Nichols Excavating Inc. Nichols Excavating Inc. provided three references in their tender documents. Both Jeff Jones, BM Ross Engineering and Township staff received positive reviews from the contractor's references listed.

Scott Richardson, Drainage Superintendent also provided positive comments from working with Nichols Excavating Inc. in the past.

Impact Analysis

Tender	Tender Amount (Excl. HST)
Nichols Excavating Inc.	\$321,625.00
Kurtis Smith Excavating Inc.	\$356,000.00
Lavis Contracting Co. Limited	\$406,113.10
VanDriel Excavating Ltd.	\$419,055.94

In the 2026 Capital Budget, staff budgeted \$435,000.00 for the replacement of the culvert on Orange Hill Road. Unless there are unforeseen circumstances, this project should be completed under budget.

Nichols Excavating Inc.	\$321,265.00
Unrecoverable HST	\$5,654.26
Total Project Amount	\$326,919.26
Budgeted Amount	\$435,000.00
Variance	(\$108,080.74)

Linkages

[BM Ross Tender Review](#)

[Draft By-law No. 28-2026](#)

Respectfully submitted,

Scott Price, Manager of Public Works



VIA EMAIL ONLY

April 15, 2026

Scott Price, Manager of Public Works
Township of Howick
44816 Harriston Road
Gorrie, ON N0G 1X0

RE: Replacement of Structure 29

Tenders were received on Tuesday, April 14, 2026 for the above noted project, as summarized by the following table:

Tenderer	Tendered Amount (Excl. HST)	Tendered Amount (Incl. HST)
Nichols Excavating Inc.	\$321,625.00	\$363,436.25
Kurtis Smith Excavating Inc.	\$356,000.00	\$402,280.00
Lavis Contracting Co. Limited	\$406,113.10	\$458,907.80
VanDriel Excavating Ltd.	\$419,055.94	\$473,533.21

All of the tenders were checked and found to be mathematically correct. All tenders were properly signed and each was submitted with the specified tender deposit and Agreement to Bond.

A definitive start date has not been established.

Nichols Excavating Inc. provided three references on their ability and experience form submitted with their tender documents. Two references were Municipal culvert replacement projects. One reference was for a Municipal Drain. References indicate that Nichols Excavating Inc. were good to work with and cooperative.

Since the lowest tender is acceptable contractually, and the tenderer is experienced in culvert replacements, further analysis is limited to the lowest bid. We are not aware of any reason why the contract should not be awarded to Nichols Excavating Inc. for the total tender sum of \$321,625.00+HST.

Tender deposits were received in the form of bid bonds. As such there are no tender deposits to retain or return.

Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per  _____
Jeff Jones, P. Eng.

JPJ:hv

Corporation of the Township of Howick

By-law No. 28-2026

Being A By-Law To Authorize the Entering into and Execution of an Agreement between the Corporation of the Township of Howick and Nichols Excavating Inc. for the Replacement of Structure #29.

WHEREAS Subsection 5(1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that the powers of a municipality shall be exercised by Council;

AND WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council deems it prudent to award Contract BR1619 to Nichols Excavating Inc. for the concrete box culvert replacement on Orange Hill Road in the amount of \$321,625.00, plus HST;

AND WHEREAS both parties have agreed to the Terms in the Contract.

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

1. That the Corporation of the Township of Howick approves the awarding of Contract BR1619 to Nichols Excavating Inc. for the concrete box culvert replacement on Orange Hill Road in the amount of \$321,625, plus HST, as per the Contract attached hereto as Schedule "A" and forming part of this by-law.
2. That the Reeve and CAO/Clerk be authorized to execute and affix the Corporate Seal to all things, papers and documents necessary to the execution of such Contract.
3. That this By-law shall come into force and take effect upon its final passage.
4. That this By-law may be cited as the "Structure #29 Replacement" By-law.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis



Staff Report to Council

Report From: Brady Ropp, Manager of Recreation and Facilities

Meeting Date: April 21, 2026

Report: REC-2026-06
Community Improvement Plan Project Area

Recommendation:

That Howick Council hereby receives report REC-2026-06 Community Improvement Plan Project Area for information

And That Council consider By-law No. 29-2026 to designate the entire Township of Howick as a Community Improvement Project Area for the purpose of implementing a Façade Program

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Welcoming & Vibrant Communities Inviting Neighborhoods & Thriving Business
Consultations	CAO/Clerk Caitlin Gillis
Attachment(s) to Report	Draft By-law No. 29-2026

Report Highlights:

- Township of Howick Official Plan Specifically Community Improvement Plans
- Section 28 Ontario Official Plan (Community Improvement Plans)
- Proposed Project Area

Context and Background

HOWICK OFFICIAL PLAN

9. COMMUNITY-WIDE POLICIES Subsections:

9.1 Community Improvement

9.2 Cultural Heritage Resources

9.3 Energy Conservation and Climate Change Action

9.4 Source water Protection

9.5 Economic Development

9.6 Infrastructure

9.1 COMMUNITY IMPROVEMENT INTRODUCTION

Community improvement activities are intended to improve the existing condition of the built form through municipally driven or incentive-based programs. Tools are available to the Township of Howick through the Planning Act and the Municipal Act to stimulate community improvement, rehabilitation and revitalization. This could be accomplished through the preparation of a Community Improvement Plan within a designated project area. Areas worthy of preservation and enhancement would benefit from a detailed plan which outlines a program for community improvements.

DEFINITIONS Community Improvement: means the planning, design, resub division, clearance, development or redevelopment, reconstruction and rehabilitation, improvement of energy efficiency of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary. Community improvement also includes the provision of affordable housing. Community Improvement Project Area: means a Township or an area within a Township, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason.

GOALS AND OBJECTIVES

The following Community Improvement goals and objectives are adopted:

- 1. To improve the physical appearance and environmental condition of the community,**
- 2. To foster community pride,**

3. To attract business investment and new residents to the villages within the Township of Howick,

4. To involve the public in identifying areas needing community improvement, what deficiencies exist, and the improvement and rehabilitation priorities,

5. To focus on the development and redevelopment of the three villages.

POLICIES

To achieve the Community Improvement goals and objectives, the following policies are adopted:

LEGISLATIVE BASIS

Council may pass a By-law designating a Community Improvement Project Area under Section 28 of the Planning Act, RSO 1990, as amended. The boundary of the Community Improvement Project Area may be the whole of the Township of Howick, or any part thereof.

The Township may develop a comprehensive program for the preservation, rehabilitation, reuse and redevelopment of an area through the preparation of one or more Community Improvement Plans within the Township.

Under Section 28 of the Planning Act, RSO 1990, as amended, the Township has the authority to issue grants, loans or other permitted financial incentives to eligible participants in conformity with the Community Improvement Plan.

Project Area Selection Criteria – In determining the location of a Community Improvement Project Area and preparation of a Community Improvement Plan, one or more of the following conditions shall exist

a. Buildings (including facades), structures, and / or properties which are of heritage or architectural significance in need of preservation, restoration, repair, rehabilitation or redevelopment,

b. Built or natural heritage resources in need of preservation or renewal,

c. Non-conforming or incompatible land uses or activities,

d. Deficiencies in physical infrastructure or community facilities and services,

e. An inadequate mix of housing types,

f. Known or perceived environmental contamination (i.e. brownfields),

g. Poor visual quality, including streetscape and design,

h. High industrial or commercial vacancy rates,

- i. Areas susceptible to flood and requiring protection,
 - j. lack of public and private parking facilities,
 - k. Any other relevant social, economic, or environmental reason, and / or
- l. Demonstrated support by residents and taxpayers of the area.

ACTIONS

1. Ongoing maintenance, rehabilitation, redevelopment of areas containing deficient or deteriorated buildings, land use conflicts, environmental contamination, deficient municipal services, or economic instability,
2. The establishment of financial programs to stimulate private sector redevelopment and rehabilitation that addresses identified economic, social, housing, or environmental needs through: a. Provision of public municipal funds, such as grants and loans; b. Application for financial assistance and participation in programs from senior levels of government; c. The use of private donations.
3. The acquisition of land and/or buildings by the Municipality for environmental remediation, rehabilitation or improvement as permitted under Section 28 of the Planning Act. This may include possible sale or lease to other persons or government authorities, and
4. To continue to support the business support organizations throughout the Township.

Discussion and Staff Recommendation(s)

Staff recommend that the entire geographic area of the Township of Howick be designated as a Community Improvement Project Area.

This approach is intended to:

- Provide flexibility to address community improvement needs across the Township;
- Support both rural and village areas, recognizing that challenges such as building deterioration, underutilized lands, and economic development opportunities are not limited to specific locations.
- Enable the Township to respond to emerging priorities and opportunities as they arise;
- Streamline the implementation of Community Improvement Plans and associated incentive programs.

Impact Analysis

There are no immediate financial implications associated with this report.

Linkages

Draft By-law No. 29-2026

Respectfully submitted,

Brady Ropp, Managers of Recreation Facilities.

Corporation of the Township of Howick

By-law No. 29-2026

**Being a by-law to designate the entire Township of Howick as a
Community Improvement Project Area**

WHEREAS, Section 28(2) of the Planning Act, R.S.O.1990, c. P.13 as amended provides that where there is an official plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the Council may, by bylaw, designate the whole or any part of an area covered by such an official plan as a community improvement project area;

AND WHEREAS, the Official Plan for the Township of Howick contains provisions enabling the Council of The Corporation of the Township of Howick to designate any portion of the municipality a Community Improvement Project Area by bylaw for the purposes of preparing and undertaking a Community Improvement Plan;

AND WHEREAS, the Council of the Corporation of the Township of Howick has deemed it appropriate to designate the Township in its entirety as a Community Improvement Project Area in accordance with Section 23(2) of the Planning Act;

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

1. THAT the entire Township of Howick is designated as a community improvement project area pursuant to Section 28 of the Planning Act, as amended.
2. This by-law shall come into force and takes effect on the date of its final passing.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passe this 21st day of April, 2026.

Reeve, Doug Harding

CAO/Clerk, Caitlin Gillis

Staff Report to Council

Report From: Brady Ropp, Manager or Recreation and Facilities

Meeting Date: April 21, 2026

Report: REC-2026-07
 Community Improvement Plan

Recommendation:

That Howick Council hereby receives report REC 2026-07, Community Improvement Plan for information

And that Council consider By-law No. 30-2026 to implement a Community Improvement Plan for the Township of Howick

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Welcoming & Vibrant Community Inviting Neighbourhoods & Thriving Businesses
Consultations	Community Improvement Committee Alana Dick, Deputy Clerk
Attachment(s) to Report	Community Improvement Plan Final Draft Façade Program Application Form Draft By-law No. 30-2026

Report Highlights

- Community Improvement Plan
- Façade Application Form

Context and Background

The Community Improvement Committee has been working diligently to develop a comprehensive plan that includes both beautification initiatives and a façade improvement program. The Committee has reviewed and approved the attached plan and is now presenting it for Council's consideration, approval, and adoption.

Funding for the façade program was included in the budget, with Council approving up to three grants for a combined total of \$7,500.

Pending Council approval of the plan, the façade program will be promoted, and applications will be accepted for 2026 projects. The Recreation Department will administer the program in coordination with other municipal departments, such as Building Services.

Discussion and Staff Recommendation(s)

Staff would like to proceed with adoption of the plan and than the committee of volunteers who helped create the plan

Impact Analysis

No financial impact.

Linkages

[Community Improvement Plan](#)

[Façade Program Application](#)

[Draft By-law No. 30-2026](#)

Respectfully submitted,

Brady Ropp, Manager of Recreation and Facilities.

TOWNSHIP OF
HOWICK

COMMUNITY IMPROVEMENT PLAN

2026



Howick
TOWNSHIP

TABLE OF CONTENTS

COMMUNITY IMPROVEMENT PLAN

01

Introduction

- A. Preface and Scope
- B. Community Profile
- C. Municipal Strategic Plan

02

Communities

- 1. Fordwich
- 2. Gorrie
- 3. Wroxeter
- 4. Belmore
- 5. Lakelet
- 6. Countryside

03

Plan and Programs

- 1. Improvement plan
- 2. Beautification
- 3. Facade Program

04

Plan Review Policy

- 1. Purpose
- 2. Monitoring and Reporting
- 3. Review Schedule
- 4. Amendments to the Plan
- 5. Public and Stakeholder Engagement

Preface

The Township of Howick is characterized by a strong agricultural economy, and rural communities, and an exceptional small-town quality of life. The municipality is home to the communities of Fordwich, Gorrie, and Wroxeter, as well as the hamlets of Belmore and Lakelet, all surrounded by productive agricultural lands.

Agriculture and agri-business form the backbone of Howick's economy, supported by a diverse range of small and medium-sized businesses, skilled trades, and service providers. Together, these sectors contribute to the Township's economic stability and continued growth.

Howick provides a supportive and welcoming environment for residents, businesses, and visitors alike through quality community services, recreational facilities, and a strong commitment to sustainable rural development. Located within Huron County and benefiting from access to regional markets, the Township continues to encourage economic development while preserving its rural heritage and close-knit community spirit.

Scope of the Plan

Community Improvement Plans (CIPs) are widely used by municipalities across Ontario to support targeted change and development in areas of need. A CIP is designed to encourage private investment by promoting revitalization, redevelopment, and community enhancement through financial incentives and access to information for eligible projects within designated Community Improvement Project Areas. These project areas may encompass the entire municipality or focus on specific geographic areas within it.

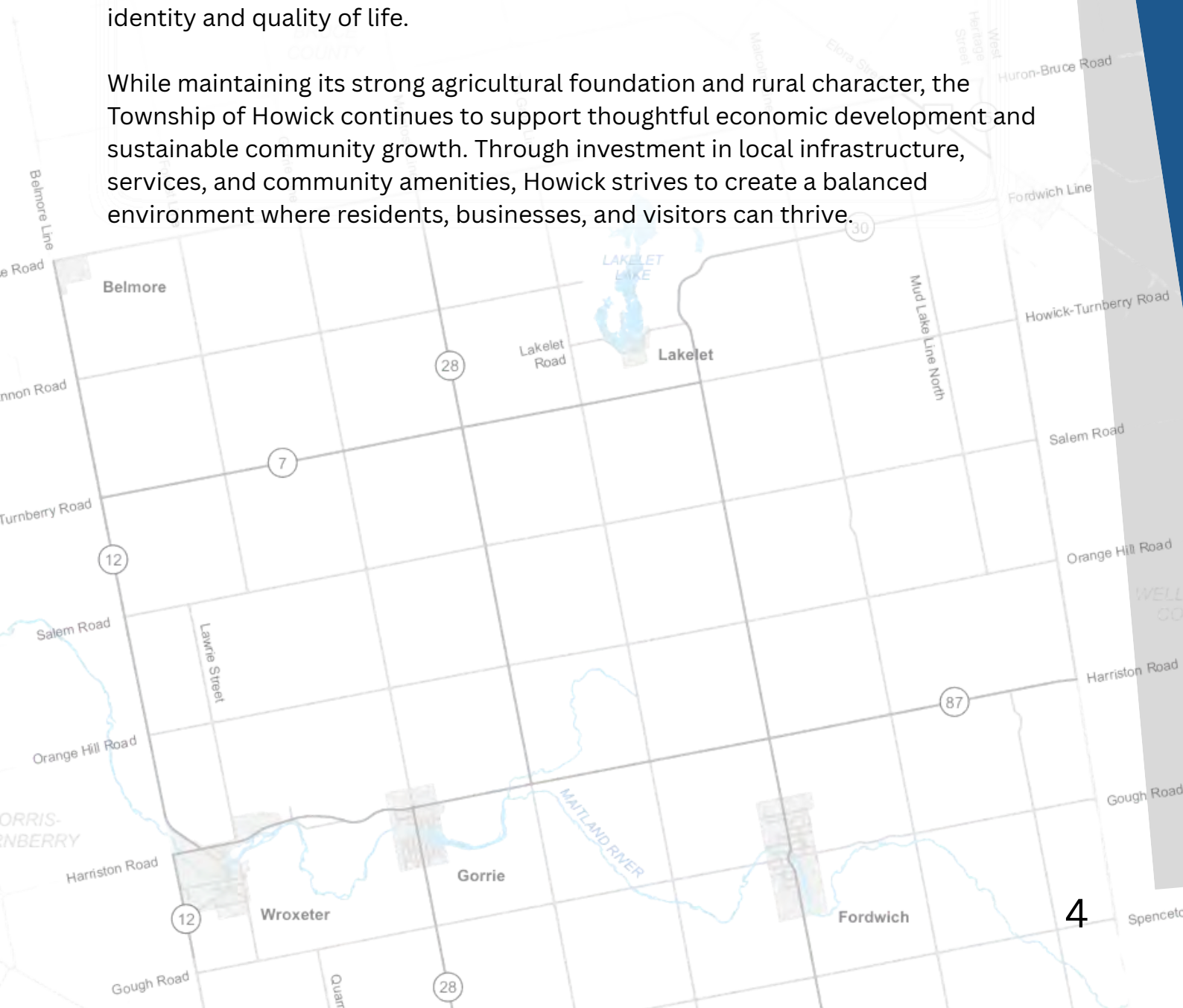
Community Profile

The Township of Howick is a rural lower-tier municipality situated in the northeastern portion of Huron County in southwestern Ontario. Encompassing approximately 286 square kilometres, the Township is home to a population of just over 4,000 residents and offers a welcoming, close-knit community atmosphere rooted in rural traditions.

Howick is comprised of the villages of Fordwich, Gorrie, and Wroxeter, as well as the hamlets of Belmore and Lakelet, all surrounded by rich and productive agricultural lands. These communities each contribute to the Township's unique character, blending small-town charm with a strong sense of local pride and connection.

The Maitland River winds through portions of the Township, enhancing the natural landscape and providing opportunities for outdoor recreation such as fishing, paddling, and enjoying scenic green spaces. This natural feature, along with the surrounding countryside, plays an important role in defining Howick's rural identity and quality of life.

While maintaining its strong agricultural foundation and rural character, the Township of Howick continues to support thoughtful economic development and sustainable community growth. Through investment in local infrastructure, services, and community amenities, Howick strives to create a balanced environment where residents, businesses, and visitors can thrive.



BUILDING OUR FUTURE

Township of Howick Strategic Action Plan

2024 - 2027



SETTING PRIORITIES AND ACHIEVING RESULTS.



A MESSAGE FROM YOUR REEVE

It is my pleasure to present the Township of Howick Strategic Action Plan. This is our roadmap to achieve positive results for our community within this term of Council and beyond.

The Township of Howick has been serving our community since 1856. Our rich heritage is reflected in our rural villages of Fordwich, Gorrie, and Wroxeter and hamlets Belmore and Lakelet. We are blessed with a thriving agricultural sector, picturesque landscapes, and most importantly, hard-working, friendly people. In Howick, we have an unofficial slogan "Proud to be Different". My Council colleagues and I share your pride in doing things our own way. We are committed to working hard with our staff to make our community an even better place to live, play, work, and raise a family. That is what this made-in-Howick Strategic Action Plan is all about.

We know that delivering exceptional services depends on spending our time, energy and money on the things that matter most to our residents. The input received from the citizen questionnaire and the community focus group sessions were extremely valuable to us. You told us how important community safety, bylaw enforcement, well-maintained roads, sidewalks, parks, playgrounds and recreation areas, and timely communication are to you and your family. You want us to find ways to grow our community to better support local businesses and to refresh our historic villages.

On behalf of myself, Members of Council and the entire Township of Howick Team, we are committed to working together to achieve positive results for our community.

Reeve Doug Harding Reeve Doug Harding

WHAT WE HEARD FROM YOU

This project began with an invitation to our residents to tell us why Howick is a great place and what we can do to make it even better. Between March 18 – April 29, 2024, residents had the opportunity to provide their responses to an online questionnaire. We thank the 215 residents who provided valuable input that helped shape this Plan.

We asked you what local government services were most important to you and your household, you told us:

- EMERGENCY SERVICES**
"Police, fire and emergency services" was the most popular selection, with an average score of just over 4.5/5.
- ROADS**
"Safe and well-maintained roads" was the second most popular selection, with an average score of 4.4/5.
- PARKS**
"Parks, trails, playgrounds, and open spaces" was the third most popular selection, with an average score of 4.1/5.
- COMMUNICATION**
"Communication from the Township" was the fourth most popular selection, with an average score of 4/5.
- PUBLIC PROPERTY**
"Maintenance of public property" was the fifth most popular selection, with an average score of just under 4/5.

OUR STRATEGIC ACTION PLAN GOALS

Goal #1
SAFE & RELIABLE INFRASTRUCTURE

Goal #2
WELCOMING & VIBRANT COMMUNITY

Goal #3
INVITING NEIGHBOURHOODS & THRIVING BUSINESSES

Goal #4
PEOPLE FIRST



GOAL #1 : SAFE AND RELIABLE INFRASTRUCTURE

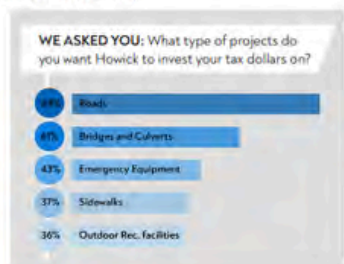
Maintain and continuously improve our infrastructure and buildings to support our community now and in the future.

1.1 Taking a long-term evidence-based approach to determine infrastructure renewal priorities and timelines.

- a. Update the Asset Management Plan and ensure linkages with the budget. (2024, Q4)
- b. Establish a 5-year Capital Forecast and ensure linkages between this forecast and the budget. (2025, Q4)
- c. Complete a Landfill Study with options and costs, including adding weigh scales, staff workspace, electricity, a future septic cleanout facility, and composting. (2025, Q2)
- d. Complete an Asset Condition and Optimization Study establishing a baseline for Township-owned facilities, property, fleet, and equipment. This should include minimum standards, priorities, and timelines for improvements/maintenance. (2026, Q1)
- e. Develop a Roads & Bridges Rebuilding Plan prioritizing infrastructure renewal projects in alignment to the Asset Management Plan and roads and bridges condition study. Introduce a Roads & Bridges Capital Levy in the 2025 Budget. (2025, Q1)
- f. Complete a Fire Services Master Plan to identify future facility and staffing requirements for the Fire Department. (2026, Q2)

1.2 Completing projects on-time and on-budget.

- a. Improve the landfill site based on Council-approved option. (2025, Q4)
- b. Complete the Gough Road project on-time within budget. (2024, Q4)
- c. Complete the Gorrie Line culvert project on-time within budget. (2025, Q1)
- d. Complete improvements to village streets based on priorities identified by road condition reports and the 5-year capital forecast. (2026, Q1)



GOAL #2 : WELCOMING & VIBRANT COMMUNITY

Provide a friendly and safe rural small town that people love living in.

2.1 Expanding opportunities for healthy living and recreation.

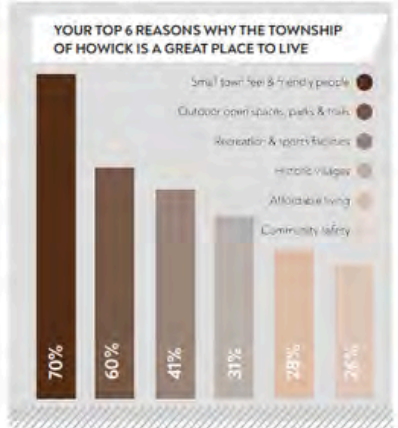
- a. Complete a Recreation Master Plan to identify current and future community needs and preferences. This plan should explore the feasibility of expanding summer and seniors' programming and identify demand and costs to add amenities to Howick parks and facilities. (2026, Q3)
- b. Determine the feasibility of partnering with Huron County to develop and implement a licensed day care program. (2025, Q4)

2.2 Making our community safe and orderly.

- a. Engage Huron County to consider traffic calming methods in the village areas. (2025, Q1)
- b. Establish property standards and bylaw compliance priorities and processes to determine costs and required staff capacity. Once completed, communicate these priorities and processes to effectively set community expectations. (2025, Q1)
- c. Add garbage bins at appropriate locations in parks across the Township. (2024, Q4)
- d. Improve/simplify the citizen complaint process/form. (2024, Q4)

2.3 Protecting our natural environment and local heritage.

- a. Work with community/ neighbourhood groups and village managers to enhance the appearance of main streets by adding flowers/shrubs and establishing a commemorative bench, picnic table, and tree program. (2024, Q4)
- b. Work with conservation authority to introduce a tree planting program with sponsorship opportunities for businesses and community groups. (2025, Q1)
- c. Implement a vacant building bylaw and strengthen ability to enforce. (2025, Q1)





GOAL #3: INVITING NEIGHBOURHOODS & THRIVING BUSINESSES

Promote balanced growth with exciting opportunities to live and work in Howick.

3.1 Pursuing sustainable growth with exciting opportunities to live and work in Howick.

- a. Engage a consulting partner to help develop a Community Improvement Plan (CIP) to stimulate the revitalization of villages through Council-approved incentive programs to fill downtown vacancies; improve façades, signage, and heritage features; and support downtown retail opportunities. (2025, Q2)
- b. Work with Huron County to create a growth management plan that maps out appropriate areas for residential and business growth; initiate zoning changes to accommodate this growth. (2027, Q1)

3.2 Working with our community's entrepreneurial spirit to support local businesses and jobs.

- a. Complete an inventory of local businesses within the Township and share this information on a digital map on the Township website. (2025, Q1)
- b. Introduce a pilot project through the CIP program to provide incentives for entrepreneurs to establish village retail operations. (2025, Q3)
- c. Introduce an annual Made-In-Howick Maker's Market that combines a physical marketplace opportunity with training/support for online marketing/selling. (2025, Q2)

3.3 Contributing to providing housing options for residents of all ages and income levels.

- a. Partner with Huron County on a pilot project to provide Township-owned land (less than market value) to the County to build more affordable housing. (2026, Q1)
- b. Explore the unique opportunity for the Township to purchase a multi-residential building to support village revitalization efforts and provide additional commercial and residential units. (2025, Q3)
- c. Encourage secondary residential units in appropriate areas by amending policies and removing any zoning barriers. (2025, Q3)
- d. Establish a "More Homes in Howick Task Force" with a mandate to streamline the residential development process. This Task Force would include a senior Township manager, Reeve (or designated Member of Council), Huron County planner, and local developers/builders. Using the Fordwich development as a pilot project, the outcome would be a simplified process that encourages other residential development opportunities. (2025, Q2)



GOAL #4: PEOPLE FIRST

Foster a positive and respectful working environment delivering exceptional services to our residents.

4.1 Enhancing communication with our residents.

- a. Initiate annual Reeve/Council-led town hall meetings in different locations each year. (2024, Q4)
- b. Assess the staff capacity and skills to enhance external communication/engagement. (2024, Q3)
- c. Enhance 2-way communication between the Township and village management boards to ensure accountability for tax dollars and consistent, effective operations. (2025, Q1)
- d. Improve the Township website providing easy access to the most requested information. (2025, Q2)

4.2 Continuously improving our day-to-day operations to be more effective, efficient, and customer friendly.

- a. Identify capacity and skillset gaps as part of the organizational review project. (2024, Q3)
- b. Establish an effective management team with appropriate levels of authority and clear roles and responsibilities; introduce regular senior management team meetings. (2024, Q4)
- c. Complete a space optimization study to support future staffing requirements. (2025, Q3)
- d. Investigate online payment options and move forward with the preferred alternative. (2026, Q1)
- e. Consider the rate of inflation during the budgeting process. (ongoing)

4.3 Rewarding hard work and excellence among our employees and volunteers.

- a. Move employees through the salary grid annually based on performance. (2025, Q1)
- b. Establish an employee committee with the mandate to plan staff appreciation/team-building events. (2024, Q3)
- c. Re-establish a volunteer appreciation event with a youth category. Approach local businesses to sponsor the event. (2026, Q2)
- d. Investigate options and costs to enhance benefits to Howick employees. (2025, Q3)
- e. Explore flexible working arrangements and develop a policy to establish clear expectations. (2026, Q4)

**SETTING PRIORITIES
AND ACHIEVING RESULTS.**

Reeve Doug Harding
dharding@howick.ca

Deputy Reeve Megan Gibson
mgibson@howick.ca

Councillor Doug Hargrave
dhargrave@howick.ca

Councillor Marvin Grimes
mgrimes@howick.ca

Councillor Rosemary Rognvaldson
rognvaldson@howick.ca

www.howick.ca

Produced in partnership with
LINTON
Consulting



The Village of Fordwich offers a variety of recreational amenities, including ball diamonds, playgrounds, and scenic walking trails that provide opportunities for residents and visitors to stay active and enjoy the outdoors.

While commercial activity remains modest, it is supported by a mix of service and manufacturing-based businesses, complemented by a small but valued collection of traditional “main street” establishments that contribute to the village’s character.

Fordwich is also well-positioned for future growth, with newly available development lots ready to support residential expansion. These opportunities present an exciting path forward for the village, allowing it to welcome new residents while maintaining its close-knit, rural charm.



The Village of Gorrie offers a wide range of recreational amenities that make it a hub for community activity and family-friendly living. Residents and visitors can enjoy a municipal public pool, splash pad, ball diamonds, playgrounds, and scenic walking trails providing something for all ages to stay active and connected.

Gorrie is also home to the Howick Fire Department, playing an important role in supporting the safety and well-being of the village and surrounding rural area. While commercial activity is modest, the village is supported by a small selection of local businesses, including a handful of traditional “main street” establishments that contribute to its welcoming, small-town atmosphere.

Looking ahead, Gorrie is well-positioned for growth, with new development lots currently available for purchase. These opportunities pave the way for thoughtful residential expansion while preserving the strong sense of community that defines the village.



WROXETER

The Village of Wroxeter offers a variety of recreational amenities, including ball diamonds, walking trails, Wroxeter Community Hall and its signature dam area. As the community’s crown jewel, the dam provides scenic beauty and opportunities for water-based recreation.

Commercial activity is limited, with a small number of Main Street businesses supporting the village’s charm. Wroxeter is also home to the headquarters of the Maitland Valley Conservation Authority, highlighting its connection to environmental stewardship.

While development opportunities are limited, a small number of available lots allow for modest future growth while preserving the village’s unique character.



BELMORE

A portion of the hamlet of Belmore is located within the Township of Howick, offering a small but vibrant community atmosphere. Belmore is best known for its annual Maple Syrup Festival—a beloved, volunteer-driven event that not only brings the community together but also plays a vital role in supporting the operations of the Belmore Community Centre. The Belmore Community centre is a hub of activities and is home to the only Curling rink in the Township.

While commercial activity in the hamlet is limited, Belmore maintains a quiet, rural charm, complemented by a local trailer park that contributes to its residential mix and community fabric.



LAKELET

Lakelet is a quiet hamlet within the Township of Howick, known for its relaxed, cottage-style atmosphere and natural appeal. With low residential density, it offers a peaceful setting ideal for those seeking a slower pace of life.

Centered around a small lake that serves as the focal point of the community and is considered a significant wetland for the area, Lakelet provides a scenic backdrop for seasonal enjoyment and outdoor living. Two nearby campgrounds further enhance its appeal as a destination for relaxation and recreation.

While commercial activity is minimal and there is no traditional “main street,” Lakelet’s charm lies in its simplicity, natural surroundings, and tranquil rural character.



RURAL AREA

The rural heart of Howick Township is alive with rich agricultural opportunities and a deep-rooted farming tradition. Dominated by family-run farms and home to a thriving Amish and Mennonite population, this area reflects a strong sense of community and heritage.

Commercial activity is modest but essential, focusing on services that support and strengthen the agricultural sector. The area is well known for its quantity and quality of gravel and there are many functioning pits.

Community Improvement Plan

Introduction

Incorporated in 1856, the Township of Howick is a community where a rich rural heritage meets vibrant village life. Its population is spread across a thriving agricultural landscape and the charming villages of Fordwich, Gorrie, Wroxeter, Lakelet, and Belmore. Known for its strong agriculture-based economy, Howick takes pride in supporting its farmers while fostering sustainable growth and development throughout the Township.

This Community Improvement Plan (CIP) provides a strategic framework to encourage the maintenance, rehabilitation, and enhancement of buildings and properties across Howick, helping to strengthen both its rural and village communities.

Purpose of a Community Improvement Plan

Community Improvement Plans are a widely used tool across Ontario to guide targeted growth, revitalization, and investment in areas of need. A CIP may also leverage private investment to promote redevelopment, renewal, and community enhancement by providing financial incentives for projects. Areas of concern and priority can encompass the entire municipality or focus on specific neighbourhoods or commercial zones.

This CIP outlines revitalization and improvement strategies for the Township of Howick, aimed at stimulating growth in commercial downtowns, local industries, tourism, and businesses across the Township. It also supports the development of residential units, ensuring that growth is balanced and sustainable. The Plan establishes clear goals and objectives, informed by relevant studies and plans, and sets out Financial Incentive Programs to help achieve them.

Taking a long-term approach, this CIP recognizes that meaningful change often happens incrementally. Over time, small, carefully guided improvements will collectively create a more vibrant, dynamic, and resilient Township—enhancing quality of life for residents, strengthening the local economy, and celebrating Howick’s unique character.



Legislative Authority Planning Act

Ontario's Planning Act, R.S.O. 1990, contains direction for the creation and delivery of CIPs. Section 28 of the Ontario Planning Act allows municipalities, where there are provisions in its Official Plan relating to community improvement, to designate by By-law a "Community Improvement Project Area" and prepare a "Community Improvement Plan".

Section 28(1) of the Planning Act defines community improvement as "the planning or replanning, design or redesign, re-subdivision, clearance, development or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary".

Section 28 of the Planning Act establishes and defines the term "community improvement project area" as "a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason" (S. 28(1)).

Section 28(2) states that the Township of Howick may, by by-law, designate all or part of the Township of Howick as a Community Improvement Project Area (CIPA).

Once a community improvement project area has been designated, a community improvement plan can be prepared for that area. The Township of Howick may use a community improvement plan to:

- acquire, hold, clear, grade or otherwise prepare land;
- construct, repair, rehabilitate or improve buildings on land acquired or held by the township;
- sell, lease or dispose of any land and buildings acquired or held by the township; and/or
- make grants or loans to owners and tenants of land and buildings within the community improvement project area to help them pay for the cost of rehabilitating their lands or building.



Provincial Policy Statement (2024)

Ontario is a vast, fast-growing province that is home to many urban, rural and northern communities distinguished by different populations, economic activity, pace of growth, and physical and natural conditions. More than anything, a prosperous Ontario will see the building of more homes for all Ontarians. This is why the province has set a goal of getting at least 1.5 million homes built by 2031.

Ontario will increase the supply and mix of housing options, addressing the full range of housing affordability needs. Every community will build homes that respond to changing market needs and local demand. Providing a sufficient supply with the necessary mix of housing options will support a diverse and growing population and workforce, now and for many years to come.

A prosperous and successful Ontario will also support a strong and competitive economy that is investment-ready and recognized for its influence, innovation and diversity. Ontario's economy will continue to mature into a centre of industry and commerce of global significance. Central to this success will be the people who live and work in this province. Ontario's land use planning framework, and the decisions that are made, shape how our communities grow and prosper. Prioritizing compact and transit-supportive design, where locally appropriate, and optimizing investments in infrastructure and public service facilities will support convenient access to housing, quality employment, services and recreation for all Ontarians. Cultural heritage and archaeology in Ontario will provide people with a sense of place. And while many Ontarians still face a complex range of challenges, municipalities will work with the Province to support the long term prosperity and well-being of residents through the design of communities responsive to the needs of all Ontarians.





Ontario

Ontario's vibrant agricultural sector and sensitive areas will continue to form part of the province's economic prosperity and overall identity. Growth and development will be prioritized within urban and rural settlements that will, in turn, support and protect the long-term viability of rural areas, local food production, and the agri-food network. In addition, resources, including natural areas, water, aggregates and agricultural lands will be protected. Potential risks to public health or safety or of property damage from natural hazards and human-made hazards, including the risks associated with the impacts of climate change will be mitigated.

Ontario will continue to recognize the unique role Indigenous communities have in land use planning and development, and the contribution of Indigenous communities' perspectives and traditional knowledge to land use planning decisions. Meaningful early engagement and constructive, cooperative relationship-building between planning authorities and Indigenous communities will facilitate knowledge-sharing and inform decision-making in land use planning. Above all, Ontario will continue to be a great place to live, work and visit where all Ontarians enjoy a high standard of living and an exceptional quality of life.

Beautification

Beautifying Howick: A Community Improvement Initiative

The Community Improvement Committee has proudly expanded its mandate to include beautification, recognizing that an inviting, vibrant community inspires further improvement and growth. By enhancing the visual appeal of the Township, the Committee aims to create spaces that residents and visitors alike can enjoy and take pride in.

Thanks to funding from the Rural Ontario Development Grant—and with additional support from Township Council—several exciting beautification projects are now underway. These initiatives will add color, charm, and character to our villages, reinforcing Howick’s unique small-town appeal.

Phase 1 Highlights:

- Raised flower beds to be installed around two signs in each village—Fordwich, Wroxeter, and Gorrie.
- Flower baskets adorning the bridges in all three villages, adding bursts of color for residents and visitors to enjoy.
- Multiple street planters throughout the villages, creating welcoming and picturesque streetscapes.

These projects are just the beginning, with the Committee committed to fostering a more beautiful, vibrant, and thriving Township of Howick.



Facade Program



The Township of Howick Municipal Façade Grant Program assists commercial businesses and or properties of the Township of Howick by providing grants to improve the facades of buildings. The purpose of the Program is to enhance the appearance of commercial businesses and maintain a sense of pride within the community. Township of Howick Council is committed to treating all requests within the Program in a consistent, fair, and equitable manner subject to Council’s priorities and approved budget. As such, the Township will annually commit funds to the Program within the approved annual budget.

This policy establishes the following:

- Eligibility Requirements
- General Provisions
- Administration
 - o Application and Program Process
 - o Approval Process and Consideration
 - o Notification Process
 - o Applicant Reporting



General Provisions

The Township of Howick Municipal Facade Grant Program provides grants to property owners and tenants of commercial properties who improve and/or enhance the cosmetic appeal of their property from a streetscape viewpoint. The grant amount is 50% of the cost to improve the appearance of the facade up to a maximum of \$2500.

The eligible improvements should consider the character of the building or property and promote cohesiveness in core business areas. The list of eligible improvements in this Program include:

- Facade restoration of brickwork, wood, masonry, and metal cladding;
- Replacement or repair of entablature, eaves, parapets, and other architectural details;
- Window and door repair or replacement;
- Signage in accordance with the Township of Howick's by-law(s) respecting signs and the Ontario Building Code and Regulations;
- Painting or cleaning of the façade exterior;
- Exterior lighting;
- Repair, replacement or addition of awnings, marquees or canopies;
- Replacement of façade elements originally in place during initial construction of the building;
- Entranceway/walkway modifications such as sidewalks, steps, and landscaping associated with the entranceway and walkway (not entire property), including provisions to improve accessibility for those with mobility limitations;
- Redesigned shop fronts;
- Professional fees;
- Other improvements/additions to the building exterior as may be approved by the municipal Chief Building Official or their designate

The Recreation Department reserves the right to determine the eligibility of projects.



Administration

The Recreation department, or their designate, in consultation with Council are responsible for the administration of the Township of Howick Municipal Facade Grant Program. The Council of the Township of Howick, in its sole discretion, may change or discontinue this Program at any time.

The funding for the Program should be determined by Council in the beginning of the annual budget process via pre-approval.

Application Process

Interested property owners or tenants who are eligible for the Township of Howick Municipal Facade Grant Program are encouraged to apply when the portal on the municipal website opens each January. Applications are accepted until the end of March each year and to be considered by Council no later than the first Regular Meeting of May.

Applications must include:

- Information about the property and or permission from land owner
- Declaration of outstanding work orders or tax arrears
- Description of the project/improvements including pictures.
- Quotes or cost estimates from independent contractors/suppliers
- A financial breakdown of the project/work to be completed
- Description of the project benefit from such facade improvements

Applications should be submitted online via the portal on the municipal website, however, paper copies or alternative methods are available upon request to the Recreation department. Applications must be received by the deadline as advertised and be a fully completed application in order to be considered for funding. There may only be one application per property per year.

Prior to the submission of an application, applicants may request a pre-consultation meeting with the Recreation department to review the requirements of the program.

Notice of the application period will be advertised on the following, but not limited to, and at the discretion of the Recreation department:

- Municipal website
- Social media accounts
- Local newspaper(s)

The advertisement will include the deadline for applications.

Approval Process and Consideration

During annual budget discussions, Township of Howick Council allots an amount to the Township of Howick Municipal Facade Grant Program. If the amount budgeted is not entirely used within the year it was budgeted it does not carry over into the following year.

All applications will be assessed on funding availability and proportionate to the amount requested. This assessment will be completed by the Recreation department or their designate; the recreation department will seek confirmation from the Building, Fire, and Finance department that there are no outstanding work orders or tax arrears on the subject property.

The Recreation department will present to Council in a formal report for approval which shall include the budgeted amount for the Program, the number of applications submitted, a description of all eligible applications, and the amount requested by each application.

Council will be provided with three options of allocation for consideration:

- Allocating full amounts requested
- Prioritizing first-time and less often applicants within the budgeted amount
- Proportionate allocation of the request within the budgeted amount

The decision of Council regarding distribution of the Program funds will be confirmed by a resolution of support.

Notification Process

All applicants will be notified in writing by the Recreation department whether their application was successful or not within one (1) week of Council's resolution.

Successful applicants will be notified in writing via mail with the approved grant amount.

Successful applicants and the grant amount as part of the Program shall be publicized on the municipal website.

Applicant Reporting

All successful applicants are required to submit a copy of their paid invoices upon completion of the facade project before December 31st each year. Upon receipt of the paid invoices, the Recreation department will have a cheque issued for the approved amount. If the approved amount is more than 50% of the submitted paid invoices then a cheque for 50% of the paid invoices will be issued.

Failure to submit paid invoices or request an extension by December 31st results in the forfeit of the grant.

Copies of paid invoices can be submitted via email or mail.

If the project will not be completed within the year the grant was approved then a request for an extension must be given in writing to the Recreation department before December 31st. Extensions may be granted on a case-by-case basis at the discretion of the Recreation department for a maximum of six (6) months. Failure to request an extension results in the forfeit of the grant.

If the applicant no longer wishes to complete the project that the grant was approved for they must advise the Recreation department in writing as soon as possible.

Plan Review Policy

Purpose

The purpose of this Plan Review Policy is to establish a consistent and transparent process for monitoring, evaluating, and updating the Community Improvement Plan (CIP) to ensure it remains effective, relevant, and aligned with the priorities of the Township of Howick.

Objectives

The Plan Review process is intended to:

- Assess the effectiveness of the CIP in achieving its stated goals and objectives
- Ensure financial incentive programs remain aligned with community needs
- Respond to changing economic, social, and development conditions
- Maintain accountability and transparency in program delivery
- Support continuous improvement of municipal programs and services

Monitoring and Reporting

The Township will monitor the implementation of the CIP on an ongoing basis. Recreation Department, or their designate, will be responsible for tracking program activity and performance.

An annual report may be prepared for Council that includes:

- Number and type of applications received
- Number of approved and completed projects
- Total value of grants issued
- Summary of private sector investment leveraged
- Program uptake trends and geographic distribution
- Any issues, challenges, or opportunities identified

Review Schedule

The CIP will be formally reviewed on a regular basis, as follows:

- Annual Review: A high-level review of program performance and budget allocation
- Comprehensive Review: A full review of the CIP every five (5) years, or sooner if deemed necessary by Council

Evaluation Criteria

The Plan Review will consider the following:

- Achievement of CIP goals and objectives
- Effectiveness of financial incentive programs
- Demand for and uptake of available programs
- Alignment with municipal priorities and strategic plans
- Changes in legislation, policy, or economic conditions
- Feedback from applicants, stakeholders, and the public

Amendments to the Plan

Based on the findings of the review, the Township may:

- Modify existing programs or funding levels
- Introduce new incentive programs
- Discontinue underutilized or ineffective programs
- Update eligibility criteria or application processes

Any amendments to the CIP will be carried out in accordance with the requirements of the Planning Act, including any required public notice or Council approval.

Public and Stakeholder Engagement

Where appropriate, the Township may seek input from:

- Local businesses and property owners
- Community organizations
- Economic development stakeholders
- Members of the public

Feedback may be collected through surveys, public meetings, or direct consultation.

Administration

The Recreation Department, or their designate, in consultation with Council, is responsible for administering the Plan Review process and bringing forward recommendations for consideration.



Howick
TOWNSHIP



TOWNSHIP OF HOWICK

**FACADE IMPROVEMENT
PROGRAM**
APPLICATION FORMS

*PREPARED BY: RECREATION DEPARTMENT
44816 HARRISTON ROAD
GORRIE, ON
NOG 1X0
WWW.HOWICK.CA*

Table of Contents

1.0 Application Checklist	1
2.0 Application Form	2
2.1 Expense Information.....	7
2.2 Declaration	8
2.3 Municipal Freedom of Information Declaration.....	9
2.4 Authorization of Property Owners	10

1.0 Application Checklist

Applicants must complete and submit all items listed for the application to be considered:

- One copy of the completed and signed Application Form.
- A signed letter authorization (where the applicant is not the owner) from the registered owners of the lands affected by the proposed project.
- Good quality photographs of the existing condition of the buildings and property.
- Past/historical and/or drawings (where applicable).
- Specifications of the proposed project, including design drawings prepared by a design professional (if available) or sketches, renderings, and/or elevation drawings illustrating the proposed improvements.
- Two itemized and detailed independent contractor estimates for the proposed project, including model numbers, specs and manufacturer specific identifiers, as applicable.
- Any additional requirements as determined by Municipal staff.

Please note:

- *Applicants may be asked to supply supporting information, at the sole discretion of the Township of Howick Council or designate.*
- *If permits are required for the proposed improvements, additional detailed submission materials may be required.*
- *Additional materials will be required to be submitted upon completion of the project, including photos of the final project, and invoices marked paid with the payee's signature before grant money can be acquired.*
- *Minor adjustments may be made to the application process at the discretion of Council or Council designate*

2.0 Application Form

For Office Use Only

Applicant Number: _____

Date Received: _____

Date Approved: _____

Date Completed: _____

Name of Applicant (Owner): _____

Company Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Authorized Applicant (if the applicant is different than the property owner)

Name of Applicant: _____

Company Name: _____

Mailing Address: _____

Email: _____

Phone: _____

A. Property

Municipal Address: _____

Legal Description (Lot): _____

Property Tax Roll Number: _____

Date acquired by current owner (if known): _____

C. Describe existing buildings on the subject lands

Type/Description: _____ Year Built: _____

Floor area (sq ft): _____ Floors: _____

D. Additional Property Information

Is the property a listed heritage property or designated under the Ontario Heritage Act?

 Yes No

Are property taxes in good standing on this property?

 Yes No

Are there any outstanding Bylaw related work orders on this property?

 Yes (please specify) No**E. Vacancy**

Is your building currently vacant?

 Yes (it has been vacant for more than one year)

Yes (it has been vacant for less than one year)

No

F. Type of Project:

- Redesign the storefront,
- Restore the original façade appearance,
- Repaint or clean the façade,
- Replace or repair windows and doors,
- Replace or repair canopies and awnings,
- Modify entranceways including improving/providing barrier-free accessibility,
- Replace, install or repair signage,
- Install street murals/public art along the building's façade,
- Install flower boxes,
- Other.

Please provide a detailed description of the proposed project and describe how the project will result in an improvement of the existing conditions of the property. List the permits you will need to obtain if the application is approved.

Please provide a detailed explanation of how the proposed project will contribute to achieving one or more of the following goals:

- To stimulate economic growth
- To stimulate quality of place for residents and visitors
- To increase the tax base

2.1 Expense Information

Please attach two detailed independent contractor quotes for each component of the proposed eligible work, or two detailed quotes covering all of the components of the eligible work.

Prices recorded below should not include HST.

Please indicate the contractor you intend to hire by checking the box beside their name.

Component of Work	Low Quote Contractor Name	Low Quote Contractor Price	High Quote Contractor Name	High Quote Contractor Price
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	Total:		Total:	

Grant Request

Total Project Cost (before HST) : _____

Total Grant Request: _____

Timing/Schedule Information

Anticipated Start Date (YYYY/MM/DD): _____

Anticipated Completion Date (YY/MM/DD): _____

2.2 Declarations

I, _____ solemnly declare that all of the statements

(Name of Applicant)

contained in this Application Package for _____

(Description of Property)

and all supporting documents and plans are true and complete. By completing this Declaration, I/we hereby acknowledge and authorize municipal staff to enter upon the property subject to this application for the purpose of conducting a site inspection as it pertains to the project this program is funding.

Declared before me in the Township of Howick this _____ day of _____,

(DD)

(MM)

_____.

(YYYY)

(Signature of Applicant)

(Please Print name of Applicant)

2.3 Municipal Freedom of Information Declaration

In submitting this application and supporting documentation, I

(please print name of Applicant)

the Owner/Applicant, hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultations and solicitors, will be part of the public record and will also be available to general public.

(Signature of Applicant)

(DD/MM/YYYY)

2.4 Authorization of Property Owner

This must be completed by the Owner of the property if the OWNER IS NOT FILING THE APPLICATION.

Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required OR each Owner must sign the following authorization.

If the Owner is an incorporated company, the company seal shall be applied in the signature clock above (if there is one).

I (we) _____

(Print name(s) of owner(s))

being the registered Owner(s) of the subject property, hereby authorize

(Print name of Authorized Applicant)

To prepare and submit an application for financial incentives under the Façade Improvement Program.

Signature of Owner, Individual or Company

(DD/MM/YYYY)

Corporation of the Township of Howick

By-law No. 30-2026

**Being a by-law to adopt a Community Improvement Plan for
the Township of Howick**

WHEREAS, Section 28(2) of Part IV of the *Planning Act*, R.S.O. 1990, c. P. 13 ("the Planning Act"), empowers the council of a municipality in which a by-law designating a community improvement project area has been passed to adopt a community improvement plan;

AND WHEREAS, pursuant to By-law 27-2026, The Corporation of the Township of Howick designated the Township in its entirety as a community improvement project area;

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

1. THAT the document attached hereto as "Schedule A" entitled Township of Howick Community Improvement Plan is hereby adopted as a Community Improvement Plan pursuant to Section 28(4) of the *Planning Act*.
2. This by-law shall come into force and takes effect on the date of its final passing.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve, Doug Harding

CAO/Clerk, Caitlin Gillis

Staff Report to Council

Report From: Brady Ropp, Manager of Recreation and Facilities

Meeting Date: April 21, 2026

Report: REC-2026-08
 Ontario “Bring Your Own Alcohol” (BYOB)
 Outdoor Event Permit

Recommendation:

That Howick Council hereby receives report REC-2026-08 Ontario “Bring Your Own Alcohol” (BYOB) Outdoor Event Permit for information

And That Council direct staff not to proceed with the development of a municipal by-law or policy to permit “bring your own alcohol” (BYOB) at outdoor public events within the Township of Howick at this time.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	
Consultations	CAO/Clerk Caitlin Gillis
Attachment(s) to Report	None.

Report Highlights

This report outlines recent provincial changes permitting “bring your own alcohol” (BYOB) at outdoor public events, subject to municipal participation. Upon review, staff have identified several concerns, including misalignment with the Townships Municipal Alcohol Policy, increased liability risks, and insufficient staffing capacity to support implementation.

Context and Background

The Province of Ontario has introduced regulatory changes under the Liquor Licence and Control Act, 2019 to permit “bring-your-own” (BYOB) alcohol consumption at certain outdoor public events. Effective April 30, 2026, event organizers may apply to the Alcohol and Gaming Commission of Ontario (AGCO) for a permit allowing attendees to bring and consume their own alcohol at designated events.

The regulation defines a “bring-your-own event” as an outdoor public event where attendees may possess and consume alcohol, they have brought themselves, provided the event is either associated with a sporting event or formally designated by a municipal council as a cultural or community event.

1. *Municipal Role and Responsibility*

While enabled at the provincial level, BYOB events rely on municipal participation.

Municipalities are responsible for:

- Designating eligible events
- Supporting and/or reviewing applications
- Coordinating the use of municipal lands
- Managing public safety considerations

This introduces an additional layer of administrative and operational responsibility for the municipality.

2. *Alignment with the Township’s Municipal Alcohol Policy (MAP)*

The Township of Howick’s Alcohol Policy (MAP) is designed to:

- Promote responsible alcohol consumption
- Minimize alcohol-related incidents and liability
- Ensure events are operated in a safe, controlled, and well-managed manner

Key principles within the MAP include:

- Controlled and monitored alcohol service
- Use of licensed servers (e.g., Smart Serve Certified)
- Clear accountability for event organizers
- Defined service areas and regulated distribution

BYOB events fundamentally conflict with these principles, as they:

- Remove centralized control over alcohol distribution

- Limit the ability of trained servers to monitor consumption
- Create challenges in enforcing responsible service practices
- Increase ambiguity around accountability

Permitting BYOB events would require significant amendments to the Township's existing MAP, effectively shifting from a controlled service model to a decentralized consumption model.

3. Liability and Risk Considerations

BYOB events introduce increased complexity related to public safety and municipal liability, including:

- Reduced control over alcohol consumption levels
- Difficulty identifying and managing intoxication
- Increased risk of incidents (e.g., injury, disturbance, impaired driving)
- Unclear delineation of responsibility between event organizers and the municipality

The Township's current MAP mitigates these risks through controlled service and trained personnel. Transitioning to a BYOB model would weaken these safeguards and increase overall exposure.

4. Impact on Existing Events and Community Partners

Allowing BYOB could:

- Undermine existing event operations and revenue models
- Create inconsistencies across events
- Increase pressure on staff to manage exceptions and enforcement challenges

Discussion and Staff Recommendation(s)

Staff recommend that the Township not proceed with enabling BYOB events

Impact Analysis

There are no immediate financial implications associated with this report. However, future implications could include:

- Increased staffing or enforcement costs
 - Insurance impacts
 - Potential loss of event-related revenue streams
-

Respectfully submitted,

Brady Ropp, Manager of Recreation Facilities.

Staff Report to Council

Report From: Caitlin Gillis, Chief Administrative Officer/Clerk

Meeting Date: April 21, 2026

Report: ADM-2026-07
 Use of Corporate Resources During an Election Policy

Recommendation:

That Howick Council receive report ADM-2026-07, Use of Corporate Resources During an Election Policy for information;

And That in accordance with Section 88.18 of the *Municipal Elections Act, 1996*, Council hereby approves the Use of Corporate Resources During an Election Policy, as presented;

And That Council adopt by-law 31-2026 to adopt the Use of Corporate Resources During an Election Policy.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Not Applicable
Consultations	None
Attachment(s) to Report	Draft By-law 31-2026 Use of Corporate Resources During an Election Policy

Report Highlights

- The purpose of this report is to provide Council with a Use of Corporate Resources During an Election Policy for approval in accordance with Section 88.18 of the *Municipal Elections Act, 1996*.

Context and Background

In preparation for the 2026 Municipal Election, the CAO/Clerk has been reviewing applicable by-laws and policies that are required to be reviewed and updated prior to the start of the Nomination Period (May 1, 2026). As part of this process, it was discovered that there is currently not a Use of Corporate Resources During an Election Policy in force in Howick Township.

*As per Section 88.18 of the *Municipal Elections Act, 1996*, (the Act), “Before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period”*

Discussion and Staff Recommendation(s)

A corporate resource refers to anything that is owned or operated by the Township. As noted throughout the policy, this includes, but is not limited to: staff time, electronic devices owned by the Township, Howick Township email addresses, websites, social media pages, logos, crests, Coat of Arms, brands, slogans, municipal property/facilities, specifically for election purposes/campaigning.

The policy applies to all existing members of Council, School Board Trustees, acclaimed Councillors, outgoing Councillors, any individual running in a Municipal Election and any Third-Party Advertiser. As such, this policy is applicable to all Council Members whether or not the Member is seeking re-election. Full details of prohibited uses of corporate resources are outlined within the attached policy.

A copy of the adopted policy will be provided to all Township staff in advance of the Nomination Period. A copy of the adopted policy will also be provided to every registered candidate, Third Party Advertiser and/or any person inquiring about running in the municipal election.

Impact Analysis

None.

Linkages

[Draft By-law 31-2026](#)

[Use of Corporate Resources During an Election Policy](#)

Respectfully submitted,

Caitlin Gillis, Chief Administrative Officer/Clerk

The Corporation of the Township of Howick

By-law No. 31-2026

**Being A By-Law to adopt a Use of Corporate Resources During an Election Policy
for the Corporation of the Township of Howick**

WHEREAS pursuant to Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 88.18 of the *Municipal Elections Act, 1996*, as amended, states that before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during an election campaign period;

AND WHEREAS the Council of the Corporation of the Township of Howick is desirous of adopting a Use of Corporate Resources During an Election Policy for the Corporation of the Township of Howick

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

1. That the "Use of Corporate Resources During an Election Policy" attached hereto as Schedule 'A' is hereby adopted and shall form part of this by-law.
2. That this By-law shall come into force and take effect upon its final passage.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis



COUNCIL POLICY

Use of Corporate Resources During an Election Policy

Policy Number:

Approved by: Council Resolution passed _____, 2026

Administered by: Clerk's Department

Effective Date: _____, 2026

1. Definitions	2
2. Background.....	3
3. Purpose	4
4. Application and Scope	5
5. Outcomes.....	6
6. Policy Statements	6
7. Roles and Responsibilities	11
8. Monitoring and Compliance	12
9. References and Resources.....	12
10. Revision History	13

1. Definitions

- 1.1 “Campaign”** means any activity performed with the intention to solicit or influence votes in support or opposition of a candidate in a federal, provincial, or municipal election or by-election, or a question on a ballot.
- 1.2 “Campaign Material”** means material in any media (i.e. print, radio, television, websites, digital and social media) used to promote or oppose a candidate, political party, or question on the ballot. Campaign material includes, but is not limited to, pamphlets, brochures, cards, posters, buttons, clothing, and car wraps.
- 1.3 “Campaign Period”** means:
- a. For Candidates, the date on which their Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed).
 - b. For Registered Third Parties, the date on which the Notice of Registration as a third-party advertiser is filed until December 31 in the year of an election (unless a request for extension of Campaign Period has been filed).
 - c. For a provincial or federal election, the date on which the writ of election is issued or a by-election is called and ending on Voting Day. Voting day for a provincial or federal election or by-election is the day set out in the *Elections Act* (provincial) or *Canada Elections Act* (federal).
- 1.4 “Candidate”** means a person who has filed a Nomination Form as a Candidate in the Township’s municipal or local board election or by-election, or a person who is a Candidate or who is seeking a nomination in a provincial or federal election or by-election, including acclaimed Candidates.
- 1.5 “Township Clerk”** means the clerk of The Corporation of the Township of Howick, an election official in accordance with the *Municipal Elections Act, 1996*, and the position responsible for conducting municipal elections within the municipality.
- 1.6 “Township-organized Event(s)”** means events organized or funded solely or jointly by the Township.
- 1.7 “Township Property”** means all Township-owned, leased, operated and/or controlled properties and facilities, including but not limited to indoor and outdoor recreation fields; parks and parkland; gardens; open space and boulevards; buildings and rooms; furniture; equipment and fixtures; vehicles; transit and fleet vehicles; and parking lots.
- 1.8 “Corporate”** means The Corporation of the Township of Howick.

- 1.9 “Elected Official”** means a person elected to an office of municipal, provincial, or federal government, or a local board.
- 1.10 “Member of Council”** means a person elected to an office of the Council of The Corporation of the Township of Howick.
- 1.11 “Municipal Publications”** means any Township publication.
- 1.12 “Nomination Day”** means the third Friday in August in the year of the election, as prescribed in the *Municipal Elections Act, 1996* (MEA). Nomination Day ends at 2 pm local time.
- 1.13 “Nomination Form”** means the prescribed form and declaration of qualification, executed and filed by the Candidate.
- 1.14 “Registered Third Party”** means an individual, corporation or trade union that has filed a Notice of Registration as a third-party advertiser in the federal, provincial, or municipal election.
- 1.15 “Senior Management Team”** consists of the CAO/Clerk, the Manager of Development and Protective Services/Fire Chief, the Manager of Public Works, the Manager of Recreation and Facilities, and the Treasurer/Manager of Finance.
- 1.16 “Social Media”** means online technologies and practices used to share opinions, insights, experiences, and perspectives through words, pictures, music, videos and audio. Social media can take many different forms, including but not limited to internet forums, web logs (blogs), social blogs, messaging, wikis, podcasts, pictures, video, music sharing, rating and bookmarking. A non-exhaustive list of examples of social media include Facebook, X, Instagram, Snapchat, YouTube, Threads and LinkedIn.
- 1.17 “Staff”** means all full-time, part-time, volunteer, and contract employees of the Corporation.
- 1.18 “Voting Day”** means the fourth Monday in October in the year of the election, as prescribed in the *Municipal Elections Act, 1996* (MEA). In the case of a provincial election, Voting Day is referred to as Polling Day and occurs on the fifth Thursday after the date of the writ. For federal elections, Voting Day is also referred to as Polling Day and generally occurs on the third Monday of October in the fourth calendar year following polling day for the last general election.

2. Background

Section 88.18 of the *Municipal Elections Act, 1996* (MEA) requires municipalities and local boards, before May 1 of an election year, to establish rules and procedures with respect to the use of municipal or board resources during an election Campaign Period.

The *MEA* specifies that a municipality or local board cannot make a contribution to or for a municipal election Candidate (Section 88.8 (4)) or a Registered Third Party (Section 88.12 (4)).

A “contribution” includes:

- a) money, goods and services given to and accepted by or on behalf and under the direction of a person for his or her election campaign (Section 88.15 (1))
- b) money, goods and services given to and accepted by or on behalf of an individual, corporation or trade union in relation to third party advertisements (Section 88.15 (2)).

Since a “contribution” may take the form of money, goods, or services, any use of the Township’s resources for an election campaign by Staff, a Member of Council who is a Candidate, or by any other Candidate or any Registered Third Party, would be considered a contribution by the Township for the purposes of the *MEA*. The *Election Finances Act, 1990*, and the *Canada Elections Act, 2000*, impose similar prohibitions for provincial and federal election campaigns in that a contribution can only be made by an individual.

Federal and Provincial Elections

The Township continues to emphasize the importance of strengthening relationships with all levels of government and actively engages in political advocacy campaigns, including during federal and provincial elections, to promote the interests of the Township.

To avoid the appearance of Township support for partisan political activities, discretion will be used in considering requests for government events leading up to and during the period when the writ of election (dissolution of parliament [federal] or legislature [provincial]) is issued.

3. Purpose

The purpose of this Policy is to provide a consistent approach and clear direction regarding the use of corporate resources during a Campaign Period. This Policy should be interpreted as a general prohibition against the use of corporate resources for any election-related purpose.

It is recognized that subject to the provisions of the *Municipal Act, 2001*, persons elected to an office on Township Council (“Member of Council”) are holders of their office until the end of their term and until their successors are elected and the newly elected Council is organized. Nothing in this Policy shall preclude an Elected Official or member of a local board from performing their job responsibilities, nor inhibit them from representing the interests of their constituents.

4. Application and Scope

This Policy applies to:

- All Members of Council (including those not seeking re-election).
- Members of local boards.
- Candidates and Registered Third Parties in a municipal and school board trustee election, or by-election.
- A campaign related to a question on the ballot.
- All Staff during a Campaign Period.
- Candidates and Registered Third Parties for a provincial or federal election or by-election.

Exceptions:

- 4.1** Municipal information prepared, posted and maintained by the Township, names and photographs of Elected Officials, their contact information, and a list of current representation on committees that is prepared, posted and maintained by the Township.
- 4.2** Agendas and minutes of Council and Committee meetings.
- 4.3** Media releases and Township materials that describe inter-governmental activities of the Reeve in the capacity as Head of Council and Chief Executive Officer of the Township.
- 4.4** A provincial or federal announcement in which one government is in a writ period may be permitted if directly related to government business.
- 4.5** A town hall event or debate, involving Candidates in a provincial or federal election or by-election, that is Township-organized or an event organized by non-partisan individuals or organizations, may be held at a Township Property, provided that necessary rental agreements have been secured by the event organizer.
- 4.6** A town hall event or debate, involving Candidates in a municipal election or by-election for one or more specific office(s), that is organized by non-partisan, individuals or organizations, as long as no particular candidate is promoted or opposed at the event, may be held at a Township Property, subject to the consent of the Township Clerk, and provided that the necessary rental agreements have been secured by the event organizer. The Township will not host or organize any town hall events or debates for municipal election candidates. Registered third parties are not permitted to hold town hall events or debates on Township Property.

4.7 Municipal election-related education meetings that are organized by Township Staff may be held at any Township Property.

Note: certain provisions of this Policy may be subject to additional Township by-laws, policies and procedures (see Section 9 – References and Resources).

Guidance should be sought from the Township Clerk or designate if clarification or interpretation is required.

5. Outcomes

This Policy is intended to:

- a) Ensure compliance with the *Municipal Elections Act, 1996*, in regards to the prohibitions against the Township contributing to a municipal, trustee, or a registered third-party election campaign.
- b) Ensure Candidates and Registered Third Parties are treated fairly and consistently within the municipality.
- c) Ensure that the integrity of the election process is maintained at all times.
- d) Establish the appropriate use of Corporate resources during an election period, in order to:
 - I. protect the interests of Elected Officials, Candidates, Registered Third Parties, Staff and the Corporation, and
 - II. ensure accountable and transparent election practices.
- e) Maintain non-partisanship and demonstrate impartiality towards provincial and federal partisan political activities during the Campaign Period.

6. Policy Statements

The statements contained herein provide a consistent approach to the use of Township Corporate resources during a Campaign Period, and expressly prohibit contributions and the use of Corporate resources for campaign purposes. The following applies to Elected Officials, Candidates, Registered Third Parties, and Township Staff.

6.1 Activities

The following activities are not permitted during an election campaign period:

- (a) Use of Township Property, whether directly or indirectly booked, for any election purpose(s) not provided for in subsections 3.5, 3.6, or 3.7.

- (b) Campaigning or solicitation (including display or distribution of Campaign material, wearing Campaign buttons or clothing) within any Township Property.
- (c) Campaigning or solicitation (including display or distribution of Campaign material, wearing Campaign buttons or clothing, etc.) at a Township-organized Event (e.g. Canada Day, flag raisings, etc.).
- (d) Use of equipment, supplies, services, Staff, technology, infrastructure, data or other resources of the municipality for any Campaign or Campaign-related activities.
- (e) Use of Township funds to acquire or produce any resources for any Campaign or Campaign-related activities, including ordering of stationary, print and office supplies.

Note: Campaigning on Township Property, whether it is during or outside of an election campaign period, is not permitted at any time.

Note: Candidates may accept an invitation to address a group that has booked a Township Property, or an organized group that regularly meets at a park or open space (e.g. clubs or ratepayer groups), but they are not permitted to wear any campaign clothing during the address/meeting. Campaign material must be confined to the meeting the candidate is attending. Campaigning must not disrupt the enjoyment or use of the space by others.

Note: It is recommended that current Council members include an auto-reply email message and voicemail message such as *“As a sitting Council member, I must ensure that my actions as a candidate are kept separate from any actions related to the upcoming municipal election. As such, I will not be reading or responding to any campaign-related communications from you to this email address. Election campaign inquiries should be directed to my personal/campaign email and voicemail”*.

6.2 Campaign Material

The following restrictions apply to campaign-related material:

- (a) Use of Member of Council office budgets to sponsor or produce any campaign material (should also be read in accordance with the Employee Business Expense Policy).
- (b) Use of Township funds or resources to print or distribute any material that makes reference to, or contains the names or photographs of, or identifies Candidates or Registered Third Parties.

- (c) Use of lists, data and files produced using Township resources, with the exception of lists to which a particular Candidate is entitled, pursuant to the *Municipal Elections Act*, for the current election (e.g. permitted use of Voters' List for election purposes only).
- (d) No photographic or video material created or funded by the Township shall be used in political advertising, or election-related campaign material.
- (e) Display of Campaign material, including clothing, in or on any Township Property.
- (f) Display of Campaign material at any voting location, including the voting location's parking lot.
- (g) Display of Campaign material, including clothing, by any Township Staff, during working hours.

6.3 Election Signs

Election signs, including "wrapped" cars cannot be posted or displayed on Township property or at voting locations. Placement of election signs for municipal, provincial and federal elections must be in accordance with the current Township Sign By-law and any related election sign by-law.

6.4 Photography at Voting Locations

Election procedures prohibit the use of cameras inside a voting location. Candidates or Registered Third Parties are permitted to be photographed outside a voting location, provided there are no Township identifiers in the photograph.

6.5 Information Technology Resources and Social Media

The following restrictions apply to the use of information technology resources and social media during a Campaign Period:

- (a) Make reference to and/or identify any individual as a Candidate, political party, Registered Third Party or a supporter or opposer of a question on a ballot during an election, on any social media sites, blogs, and other new media created and/or managed by the Township and/or Township staff.
- (b) Use Township owned or managed Technology (IT) assets, infrastructure, or data (e.g. computers, wireless devices, portals, corporate email, web pages, blogs, telephone) to communicate election-related messages.

Note: The Township's online list of Candidates and Registered Third Parties shall be the only area of the Township of Howick's website where a link to external election campaign contacts, websites and/or social media may be posted during the Campaign Period.

6.6 Member of Council Use of Social Media

The following restrictions apply to Member of Council use of social media during a Campaign Period:

- (a) All links to social media accounts and personal external websites shall be removed from Township websites and domains during a municipal election period.
- (b) Members are not permitted to use electronic materials paid for by the Township for municipal election campaign purposes.
- (c) Councillors and candidates may not include election related material on websites or domain names paid for or maintained by the Township.

Note: Members of Council must ensure that their use of social media is consistent with the Council Policy and all other relevant Township policies.

Social media use is not completely “cost-free.” Township images and logos, staff, and volunteers working in council offices and using Township computers, smart phones, services and email accounts are Township resources and shall not be used for campaign purposes.

6.7 Use of Township Logo and Identifiers

The Township’s brand, logos and identifiers are registered trademarks and owned by the Township of Howick. Use of a video, photo, logo, crest, coat of arms, slogan, or identifier for which the Township has proprietary rights, including municipal election logos, in any capacity, are strictly prohibited.

6.8 Member of Council Advertising and Publications

The following services will be discontinued for Members of Council who are a Candidate as of the end of Nomination Day:

- (a) All forms of advertising and communication, including Municipal Publications (e.g. paper or web-based).
- (b) All printing services, including distribution, photocopying and printing of publications, such as newsletters, business cards, with the exception of communications specifically related to an authorized or scheduled Township-organized Event (e.g. Public Meeting).
- (c) Links to Member of Council related websites or social media platforms, unless those platforms are clearly marked as an official Member of Council site and are not used for election Campaign purposes.

Note: If a compelling Corporate need arises between Nomination Day and Voting Day, a Member of Council who is a Candidate may use Corporate Resources to advise or contact their constituents, in keeping with this Policy and subject to the consent of the Township Clerk.

6.9 Candidate and Registered Third-Party Conduct

(a) Candidates and Registered Third Parties who attend Township-organized Events are not permitted to campaign, including without limitation, distribute campaign material, or wear campaign buttons or clothing. The Township's Staff supervising a Township-organized Event may request that a Candidate or Registered Third Party leave the event if campaigning is reported or suspected.

(b) Members of Council attending Township-organized Events, or events held at a Township Property may act as a representative participant in their capacity as an elected official, including speaking and offering greetings. Elected Officials and Members of Council who are also Candidates at the time of their attendance and participation at the Township-organized Event may not campaign. No election signs or Campaign materials, including clothing, may be publicized at the event.

(c) Candidates or Registered Third Parties are not permitted to engage in Campaign activities directed at Township employees while those employees are at their workplace or engaged in work for the Township.

Note: The above extends to registered Candidates and Registered Third Party advertisers for a provincial or federal election or by-election.

6.10 Township Staff Conduct

In recognizing the right of employees and volunteers to participate in political activity, the provisions set out below ensure the requirement for public service to be politically impartial. Township Staff, including volunteers, shall not:

- (a) Canvass or perform any work in support of a Candidate or Registered Third Party (e.g. campaign), during hours in which a person is working for and/or receiving any compensation from the Township, except during scheduled time off (e.g. scheduled vacation time).
- (b) Distribute campaign material on behalf of a Candidate or Registered Third Party at Township facilities or on Township property including Township parks at any time.
- (c) Engage in any political activity while wearing a Township uniform or identifier (e.g. name badge, hat, lanyard).
- (d) Engage in any political activity while wearing clothing or buttons that advertise any Candidate, Registered Third Party or political party while wearing a Township uniform or identifier.

- (e) Use their title or position within the Township in a way that may lead a member of the public to infer that the Township is endorsing a Candidate, Registered Third Party or political party.

Note: The Township Clerk and Township Clerk's Office Election staff may not engage in political activity in any federal, provincial, or municipal election or by-election. Township staff that support the Township Clerk in the administration of a municipal election or by-election may not engage in political activity during such election.

7. Roles and Responsibilities

7.1 Township Clerk

The Township Clerk is responsible for:

- Communicating this Policy to municipal Candidates and Registered Third Parties.
- Ensuring this Policy is reviewed and updated as required, prior to municipal elections or by-elections, or as required by legislative change.
- Ensuring all municipal Candidates and Registered Third Parties are treated equally.

7.2 Senior Management Team

The Chief Administrative Officer/Clerk, and the Senior Management Team are responsible for:

- Communicating this Policy to their Staff.
- Ensuring compliance with this Policy.
- Investigating reported contraventions of the Policy and escalating as required.

7.3 Staff

Township Staff are responsible for:

- Complying with this Policy.
- Seeking clarification from their supervisor if any aspect of this Policy is not understood.

7.4 Members of Council, Candidates and Registered Third Parties

Without exception, all Members of Council, election Candidates, and Registered Third Parties shall comply with this Policy.

7.5 Integrity Commissioner

Subject to limitations set out in the *Municipal Act, 2001*, regarding inquiries, the Integrity Commissioner may provide guidance or advice to Members of Council, proactively or in response to requests from Members, regarding conduct in relation to their elected official responsibilities, as it relates to this Policy and the Council Code of Conduct.

8. Monitoring and Compliance

The Township Clerk's Office shall ensure this Policy is reviewed on a regular basis (not to exceed four years) and remains relevant to the needs of the Corporation, in accordance with legislative requirements and good business practices.

8.1 Non-Compliance

Should a complaint arise regarding the alleged use of Corporate resources in contravention of this Policy, the Township Clerk or their designate shall have the authority to investigate and resolve the complaint.

For information regarding the application of this policy, please contact the Township of Howick, Clerk's Department by phone at 519-335-3208 or email clerk@howick.ca.

8.2 Consequences of non-compliance

Township staff who observe or are made aware of an apparent contravention of this Policy shall address the individual or shall report the apparent contravention to their direct report.

9. References and Resources

This Policy should be read and applied in conjunction with the following references and resources and updated from time to time. Please note that some of the following documents may not be publicly available.

9.1 External references

- [Municipal Elections Act, 1996](#)
- [Canada Elections Act, 2000](#)
- [Election Act, 1990](#)
- [Election Finances Act, 1990](#)

9.2 References to related by-laws, Council policies, and administrative directives

- Council Policy & Council-Staff Relations Policy
- Council Remuneration Policy
- Employment Policy
- Employee Business Expense Policy

10. Revision History

Date	Description
2026/04/11	Approved by Council By-law ___-2026
2030/03/01	Next Scheduled Review (<i>typically four years after approval</i>)



Staff Report to Council

Report From: Caitlin Gillis, Chief Administrative Officer/Clerk

Meeting Date: April 21, 2026

Report: ADM-2026-08
Election Signs By-law

Recommendation:

That Howick Council receive report ADM-2026-08, Election Signs By-law for information:

And That Council approves the Election Signs By-law, as presented, and adopts by-law 32-2026; a by-law to adopt an Election Signs By-law.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Not Applicable
Consultations	Huron County Elections Working Group Lerners LLP (via North Huron)
Attachment(s) to Report	Draft By-law 32-2026

Report Highlights

- The purpose of this report is to provide Council with an Election Signs By-law for approval.

Context and Background

In preparation for the 2026 Municipal Election, the CAO/Clerk has been reviewing applicable by-laws and policies that are required to be reviewed and updated prior to the start of the Nomination Period (May 1, 2026).

As part of this process, it was discovered that there is currently no Election Signs By-law in force in Howick Township.

The Huron County Municipal Election Working Group formed a sub-group to review and update the Election Signs By-law for consideration by the respective Councils. A comprehensive review of election sign regulations was completed by the sub-group with the intention of modernizing sign regulations to align with the Municipal Elections Act, 1996 and current best practices among municipalities. The attached draft Election Signs By-law is being considered by the Huron County member municipalities before the 2026 municipal election.

Discussion and Staff Recommendation(s)

Howick Township currently does not have an Election Signs By-law. The proposed Election Signs By-law provides clarity and modern regulations regarding the placement and use of election signs within the Township. Overall, the By-law aims to provide public safety, ensure fairness in election advertising and provide clear, enforceable regulations.

The attached draft Election Sign By-law was independently reviewed by legal Counsel.

Impact Analysis

The Election Signs By-law is not anticipated to have any financial impact on the Township. The by-law includes provisions to recover costs associated with the removal, storage, and disposal of non-compliant election signs. As such, any additional costs incurred by the Township are expected to be offset through cost recovery from the party responsible.

Adoption of the Election Signs By-law provides important framework to ensure consistent regulation of election signs across all lower-tier municipalities within Huron County. By standardizing rules regarding placement, size, duration, and removal of election signage, the by-law supports fairness and clarity for candidates, political parties, and the public while also ensuring safety.

Linkages

[Draft By-law 32-2026](#)

Respectfully submitted,

Caitlin Gillis, Chief Administrative Officer/Clerk

The Corporation of the Township of Howick

By-law No. 32-2026

Being a By-law to manage and regulate the use and erection of Election Signs and campaign advertisements including third party advertising within the Township of Howick

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS subsection 10(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting among other items structures, including fences and signs;

AND WHEREAS section 23.2 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, permits a municipality to delegate certain legislative and quasi-judicial powers;

AND WHEREAS sections 88.3 and 88.4 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, sets out requirements for Candidate's election campaign advertisements and Third-Party advertisements;

AND WHEREAS the Council for the Corporation of the Township of Howick is of the opinion that the delegation of legislative powers under this by-law to the Clerk, including without limitation the power to prescribe procedures for the retrieval and/or destruction of Election Signs removed under this by-law are powers of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of the power in accordance with subsection 23.2(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

AND WHEREAS section 63 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

AND WHEREAS section 425 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, establishes that any person who contravenes any by-law of the Corporation of the Township of Howick is guilty of an offence;

AND WHEREAS section 445 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;

AND WHEREAS section 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and that the municipality may recover the costs of doing a matter or thing by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

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

1. Definitions

- 1.1. **“Billboard”** means an outdoor sign erected and maintained by a person, firm, corporation, or business engaged in the sale or rental of the space on the sign to a clientele, upon which space is a displayed copy that advertises goods, products, or services not necessarily sold or offered on the property where the sign is located, and the sign is either single faced or double faced.
- 1.2. **“Boulevard”** means that portion of every Street which is not used as a Sidewalk, driveway access, travelled Roadway or shoulder.
- 1.3. **“Campaign Office”** means a building or structure, or part of a building or structure, used by a Candidate to conduct an election campaign.
- 1.4. **“Candidate”** means
 - (i) a Candidate within the meaning of the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996* as amended; and
 - (ii) shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law to the electors under section 8 of the *Municipal Elections Act, 1996* as amended.
- 1.5. **“Clerk”** means the Clerk of the municipality or a person delegated by them for the purpose of this By-law.
- 1.6. **“Crosswalk”** means
 - (i) that part of a Street at an intersection that is included within the connections of the lateral lines of the Sidewalks on opposite sides of the Street measured from the curbs, or in the absence of curbs from the edges of the Roadway; or
 - (ii) any portion of a Roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs, school crossing signs (as per the Ontario Traffic Manual – Book 5 Regulatory Signs) or by lines or other markings on the surface thereof; and
 - (iii) shall include pedestrian crossovers.
- 1.7. **“Election Sign”** means any sign, poster, banner, or device that promotes, opposes, or takes a position with respect to a candidate, political party, by-law question, or election related issue and shall include, but is not necessarily limited to:
 - (i) any Candidate or political party in an election under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*;
 - (ii) an issue associated with a person or political party in an election under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*; or
 - (iii) a question, law or by-law submitted to the electors under the *Canada Elections Act*, the *Election Act (Ontario)* or the *Municipal Elections Act, 1996*.
- 1.8. **“Electoral District”** means a geographic area represented by a Member of Municipal Council, Member of School Board, Member of Provincial Parliament

in the Legislative Assembly of Ontario, and Member of Federal Parliament in the House of Commons.

- 1.9. **“Enforcement Officer”** means a By-law Enforcement Officer appointed by the Municipal Council of the Township.
- 1.10. **“Median Strip”** means the reserved area that separates opposing lanes of traffic on divided roadways.
- 1.11. **“Municipality”** means The Corporation of the Township of Howick.
- 1.12. **“Nomination Day”** means the deadline to file a nomination with the Clerk under the *Municipal Elections Act, 1996* as amended.
- 1.13. **“Owner”** means any candidate, registered third party, campaign, or individual responsible for placing or permitting the placement of an Election Sign. For the purposes of this By-law there may be more than one Owner of an Election Sign.
- 1.14. **“Place”** means attach, install, erect, build, construct, reconstruct, move, display or affix.
- 1.15. **“Public Property”** (or **“Municipal Property”**) means all lands, buildings, parks, facilities, parking lots, boulevards, road allowances, and any other real property owned, leased, or controlled by the Municipality, excluding Streets unless otherwise specified.
- 1.16. **“Roadway”** means the part of a Street improved, designed, or ordinarily used for vehicular traffic, including the traveled portion and shoulder.
- 1.17. **“Sidewalk”** means any municipal walkway, or that portion of a Street between the Roadway and the adjacent property line, primarily intended for the use of pedestrians.
- 1.18. **“Sign Area”** means the area of one side of a sign where a copy can be placed.
- 1.19. **“Sign Height”** means the vertical height of a sign from the lowest point of finished grade to the highest part of the sign.
- 1.20. **“Street”** means a highway, road allowance, street, avenue, parkway, driveway, lane, square, place, bridge, viaduct, trestle or other public way under the jurisdiction of the Township of Howick and this term includes all road works and appurtenant to municipal land.
- 1.21. **“Utility”** means water, sewer, artificial or natural gas, petrochemical, electrical power or energy, steam or hot/chilled water, and telecommunication networks, and includes the works, structures, buildings and appurtenances necessarily incidental to the supplying of such services.
- 1.22. **“Voting Place”** means any location designated by the Clerk for voting, including any property on which the voting location is situated and any abutting roadway.
- 1.23. **“Writ of Election”** means the date as defined in the *Canada Elections Act* and the *Elections Act* (Ontario).

2. Short Title

- 2.1. This by-law may be referred to as the “Election Signs By-law”.

3. General Prohibitions

3.1. All candidate signs shall include:

- (i) name of candidate.

3.2. All registered third-party advertisement signs shall include:

- (i) name of registered third party;
- (ii) the municipality where the registered third party is registered; and
- (iii) telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

3.3. No person shall display on any Election Sign a logo, trademark or official mark, in whole or in part, owned or licensed by the Municipality.

3.4. No person shall cause an election campaign advertisement to appear which contravenes sections 88.3, 88.4, or 88.5 of the *Municipal Elections Act, 1996*.

3.5. No election sign shall contain any word, image, symbol, or representation that:

- (i) Is obscene, profane or vulgar;
- (ii) Threatens, intimidates, or promotes or incites violence against any person or identifiable group;
- (iii) Expresses or promotes hatred, discrimination, or harassment against a person or identifiable group based on a prohibited ground under the Ontario Human Rights Code, including race, ancestry place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- (iv) Promotes racism or other forms of discrimination contrary to law; or
- (v) Otherwise contravenes applicable federal or provincial legislation.

4. Locations, Size, and Distance

4.1. No person shall Place or permit to be Placed an Election Sign that:

- (i) is illuminated;
- (ii) has a Sign Area of more than 6 square metres;
- (iii) interferes with the safe operation of vehicular traffic or the safety of pedestrians; or
- (iv) impedes or obstructs the municipality's maintenance operations.

4.2. No person shall Place or permit to be placed an Election Sign outside of the Electoral District where the Candidate is running for office.

4.3. Subsection 4.3 does not apply to an Election Sign within fifty (50) metres of any Electoral District that is adjacent to the Electoral District where the Candidate is running for office.

4.4. No person shall Place or permit to be Placed an Election Sign on or within fifty (50) metres of the property boundary of a Voting Place, unless otherwise permitted by law.

4.5. No person shall display an election sign on private property,

- (i) where it obstructs or interferes with a door or fire escape of a building; or
- (ii) without the consent of the owner or occupant of such property.

- 4.6. Notwithstanding clause 4.6(ii), a lessee or tenant of property may display an election sign as such conditions to reasonable size or type a landlord, building manager, condominium corporation deems appropriate.
- 4.7. No person shall park or place any vehicle displaying a vehicle election sign within a one block radius of Township Office at 44816 Harriston Road, Gorrie, ON on the voting day of a Municipal election.
- 4.8. Election Signs on Public Property and Streets:
- (i) No person shall Place or permit to be Placed an Election Sign on Public Property as defined in Subsection 1.15 of this By-law.
 - (ii) No person shall Place or permit to be Placed an Election Sign:
 - (a) in a Roadway;
 - (b) within 3 metres of a Roadway;
 - (c) between a Roadway and a Sidewalk;
 - (d) in a way that impedes or obstructs the passage of pedestrians on a Sidewalk;
 - (e) in a Median Strip;
 - (f) less than 3 metres from a Crosswalk;
 - (g) on a tree, or a fence, or a wall, or a gate, or a utility pole located on Public Property or a Street;
 - (h) to a permanent or an official sign or to the guide rail or other highway structure or facility;
 - (i) in a way that interferes with an official sign or with traffic lights or other safety devices.
- 4.9. No person shall Place or permit to be Placed an Election Sign that has a Sign Height:
- (i) of more than 1.8 metres when placed within 3 to 8 metres of the Roadway;
 - (ii) of more than 4 metres when placed beyond 8 metres of the Roadway.

5. Timing and Sign Removal

- 5.1. No person shall Place or permit to be Placed an Election Sign for a federal or provincial election or by-election earlier than the day the Writ of Election or by-election is issued.
- 5.2. No person shall Place or permit to be Placed an Election Sign for a municipal election, except an Election Sign which is Placed on a Campaign Office:
- (i) Earlier than the day all nominations have been certified by the Clerk of the Township in the year of a regular election; or
 - (ii) Earlier than the day all nominations have been certified by the Clerk of the Township for a by-election.

Nominations will be certified by the Clerk before 4:00 p.m. on the Monday following Nomination Day or, if the number of nominations filed for an office and certified is less than the number of persons to be elected to the office, those additional nominations will be certified before 4:00p.m. on the Thursday following Nomination Day.

- 5.3. Despite subsections 5.1. and 5.2. of this By-law, signs identifying the candidate's campaign offices may be displayed once the candidate has filed his or her nomination papers and paid all required fees and been registered as a candidate.

- 5.4. No person shall Place or permit to be Placed an Election Sign for a municipal election on a Campaign Office earlier than the day that Candidate has filed their nomination with the Clerk and paid all required fees and been registered as a candidate.
- 5.5. Removal of Election Signs:
- (i) No person shall display an election sign later than seventy-two (72) hours after the polls close on Election Day.
 - (ii) All candidates and third-party advertisers shall remove their election signs from display on public and private property within seventy-two (72) hours after the polls close on Election Day.
- 5.6. Where an Election Sign is erected or displayed in contravention of this by-law, the Municipality may remove the sign without notice.
- (i) All election signs removed by the Municipality shall be retained for a minimum period of fourteen (14) days from the date of removal to permit retrieval by the candidate or third-party advertiser.
 - (ii) During the retrieval period, the candidate or third-party advertiser may reclaim the sign during regular municipal business hours.
 - (iii) Any election sign not retrieved within the prescribed retention period may be destroyed or otherwise disposed of by the Municipality without further notice and without compensation.
 - (iv) Notwithstanding the foregoing, where an election sign poses an immediate risk to public safety or interferes with emergency access, traffic control devices, or municipal operations, the Municipality may remove and dispose of the sign immediately.

6. Vandalism

- 6.1. The investigation or prosecution for any acts of vandalism to election signs or campaign material of the candidates should be referred to the Ontario Provincial Police by the complainant.

7. Other Approval Authorities

- 7.1. Election signs or similar campaign material that will be installed or affixed to the Ministry of Transportation road system or the County of Huron road system will require the permission of these respective approval authorities.

8. Administration and Enforcement

- 8.1. The administration of this by-law is delegated to the Clerk.
- 8.2. This by-law may be enforced by the Clerk or designate or a By-law Enforcement Officer of the Township of Howick.
- 8.3. In accordance with the process established in subsection 5.6 of this By-law, if an Election Sign is erected or displayed in contravention of this By-law, or is not removed within the required time, the Municipality may remove and store the sign at the risk of the responsible party. All costs of removal, handling,

storage, and disposal (if applicable), including labour, equipment, and administrative fees, are payable by the sign owner and/or the Candidate, registered third party advertiser, or person who caused or permitted the sign to be placed. The Municipality may require payment before releasing the sign and may recover unpaid costs by invoicing and/or by any other means authorized by law, including adding the costs to the tax roll where permitted.

- 8.4. Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33.

9. Severability

- 9.1. In the event that a section or sections of this by-law thereof are found by a Court of competent jurisdiction to be invalid or ultra vires, such section, sections or parts thereof shall be deemed to be severable, with all other sections or parts of this By-law remaining in full force and effect.

10. Force and Effect

- 10.1 This by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

WROXETER HALL BOARD MEETING

March 5, 2026

ATTENDANCE: Tony Clark, Carol Edgar, Barb Fischer, Anne Peglar, Rosemary Rognvaldson, Linda Spurgeon, Marvin Grimes (acting chair)

Call to Order: 1:13

1. MINUTES: Presented by Linda

Motion to accept the minutes as read.

Moved Carol, Seconded Rosemary. Carried

2. FINANCIAL REPORT: Presented by Anne

Motion to accept the financial statement as presented.

Moved Tony, Seconded Rosemary. Carried

Anne initiated discussion re investment of a portion of money in the Hall bank account.

The Township recommended safe options (ex. GIC's) at the same banking institution as account.

Motion to make an investment of \$50,000 in a 1-year non-redeemable, long-term investment.

Moved Carol, Seconded Barb. Carried

3. OLD BUSINESS:

Waste and Recycling: The Hall will receive a wheelie bin for waste when the new system is in place. Marv will continue to deal with recycling. A partial agreement has been reached, 26 weeks at \$5 per week.

Spring Break Program: The Program was cancelled due organizational issues.

4. NEW BUSINESS:

- a) Permission is granted for Line Dancing on Saturday afternoons from April 11th, to May 30th with the understanding that a session would have to be cancelled if there was a Celebration of Life requested for that time frame.

Motion to charge the Line Dancing group \$25 per event. This decision to be reviewed after the third week.

Moved Barb, Seconded Rosemary. Carried

- b) Paint Night is April 16 at 7pm. Linda has offered to open and close for the group.

- c) Tony reports growing support for Bingo to return. Tony to talk with Rosie re feasibility of a Bingo Night soon, possibly the end of May.

The pub night meal is on March 19th. Rosemary (chili)

NEXT MEETING: April 2/26 @ 1pm

ADJOURNMENT: motion to adjourn by Anne at 2:26 pm. Carried

Howick Homecoming Meeting April 07, 2026

6:30pm-9:30pm

Attendance: Lindsay Dinsmore, Stephanie Johnson, Alyssa Van Wyk, Lynda Strong, Kirby Proper, Fay Cross, Leslie Strong, Sarah Skinn, Kristi Shepherd, Candis Fitch, Amanda Watson
Regrets: Ben Blackmore, Travis Brown, Jess Miller

Event Updates

Howick Idol: 8 registered for the competition.

Action Item: Advertise Howick Idol again and specify that registration payments can be made online via e-transfer.

Golf Tournament: Fully registered

Fireworks: Alyssa is working with Pete King to come up with a plan for homecoming

Action: Alyssa to reach out to Driftwood to see if they would be able to help with man power and explore alternative options should the amount of fireworks intended to be purchased not be feasible for Pete to execute.

Scavenger Hunt: Will be in the June issue of What's Happening in hopes to be a "tear out" page. The Women's Institute is creating the scavenger hunt.

"Paint the Town" Decorating Contest- Submissions are due June 22nd. A committee will go around to take pictures and vote on the best three for each category. Three finalists will be announced on social media for community members to vote. Prizes for the winners.

Action Item: Steph to create one form for residential submissions and another for business submissions.

Action Item: Amanda to create a social media post for the contest

Action Item: Connect with Village Management to see if they would be able to assist with decorating the towns.

Car Show: from 12pm-4pm

Action Item: Advertise Car Show

Kids Zone: Has been booked

Chuckles the Clown- 2pm-4pm

Reptile Exhibit- 1pm-4pm

Magic Show- 1:30pm-2:00pm

Inflatables and Carnival Games- 10am-5pm

Facepainting- TBD

Basketball Grain Bin- Has been booked for the weekend

Action Item: Find sponsor/donor for a corn “sandbox”, items for a toddler town, reach out the to Fire Department to see if they would be able to donate generators, look for a fuel sponsor for the generators.

Wright Bloom’s Fundraiser

Received approximately 120 planter orders

Action: Check in with Wright Blooms Greenhouse to do pick up at the greenhouse. Committee members will sort orders.

Merchandise Update

Selling Tiny Word Project Bracelets for \$15.00 each or \$40.00 for 3.

Cups are now available

Action: Logo needs to be made into SVG for screen printing for tank tops

50/50 Raffle tickets have been ordered and should be available for the Maple Syrup Festival.

Minor Hockey is holding the lottery license for 50/50 as it does not interfere with any of their fundraising events. Tickets are \$5.00 each and 5,000 tickets are printed.

Currently do not have a last order date.

Pop Ups:

Howick Homecoming has a booth at the Belmore Maple Syrup Festival on Thursday and Saturday.

Action: Ask to see if the Gorrie Hall can be used for Pop Ups and Pick Up points for Merchandise and Tickets

May 3rd- Fireman’s Breakfast Pop Up Shop

Action: Alyssa to double check with Scott

Social Media/Marketing/Advertising

The Howick Homecoming books have been started, the print deadline to have all sponsorship material in and complete is May 4th.

Signage for each town sign is ordered.

Action Item: Committee Members to provide Ideas for the next special in the Newspaper.

- Potential: Past Parade
- Spotlight: Howick Idol, Fireworks, etc.

Parade

Route: Starting at 10:30am near John Wilson Electric , down main street, a right on Adelaide past Fordwich Village Nursing Home, a left on William, a left on Victoria, back to the Main Street, ending at Fordwich Estates.

Action: Advertise parade registration and the parade is through Fordwich

Historical Display

Will be on Sunday in the upstairs of the arena?

Action: Fay is going to reach out within her network to see if anyone would like to contribute to the exhibit

Transportation

Times:

- Friday 4pm-1am
- Saturday 1pm-2am
- Sunday 10am-5pm

Food

Food Truck Times

- Friday 4-12
- Saturday 12-7
- Sunday 11-3

Saturday Late Night Food, looking for a vendor to potentially use the foodbooth. Served from 8pm-1am.

Action Item: Alyssa going to reach out to Frosty Queen to see if they have interest.

Fay- Will set up a table with Cotton Candy and Sweets to sell on Saturday.

Next Meeting Monday April 27th- 6:30pm

Howick Homecoming Committee Howick Township, ON
howickhomecoming2026@gmail.com

April 13, 2026

Township of Howick Attn: Brady Ropp

Re: Request for Increased Share of Bar Profits – Homecoming Howick Idol Competition & Optimist Wing Night

Dear **Brady**,

I'm writing on behalf of the **Homecoming Committee** to request an increased share of the bar profits from the Homecoming Howick Idol Competition and Optimist Wing Night.

This event is a fundraiser for our Homecoming celebrations, and the Committee carries significant costs for entertainment, merchandise and event setup. A larger portion of bar revenue would greatly support our budget and help ensure a successful and well-run Homecoming for the community.

We appreciate the Township's ongoing support and would be happy to discuss possible options. Thank you for your consideration.

Sincerely, **Stephanie Johnson**

On behalf of the Howick Homecoming Committee

stephanie.johnson3@outlook.com

• 519-492-0831

Howick Family Festival

Dear Township of Howick Council,

I am writing on behalf of the Family Festival Committee (formerly the Festival of Lights). The committee was very pleased with this year's event and encouraged to see such strong participation from members of the community.

In light of this success, the committee has carefully considered its future and has decided to dissolve. Volunteer fatigue, along with the increasing difficulty of recruiting new members, has made it challenging to sustain the event. As many of the current members have been involved since the festival's inception, we feel it is the appropriate time to conclude operations.

We would like to sincerely thank Council for its continued support over the years. The success of the festival would not have been possible without your encouragement and assistance.

Over the years, the committee has been fortunate to operate with a surplus. We are pleased to return the remaining funds to the municipality. In recognition of the support we received from various community groups, we respectfully recommend that Council consider allocating funds as follows:

- \$1,000 to the Fire Department
- \$1,000 to the Recreation Department
- \$1,000 to the Howick Optimist Club

These funds are intended to be used at each group's discretion, in appreciation of their contributions to the festival's success.

Additionally, we recommend that any remaining funds be directed to the Howick Homecoming Committee to support their upcoming 170th celebrations.

Thank you again for your support and partnership over the years.

Sincerely,
Pete King
On behalf of the Family Festival Committee

Dear Members of Howick Township Council,

I am writing on behalf of Howick Minor Hockey in advance of our upcoming Hockey Banquet on Thursday, April 23.

We would like to request consideration for receiving a larger portion of the bar profits from that evening. Our organization will be providing volunteers to fully operate the bar during the event, and all proceeds we receive are reinvested directly into our minor hockey program. These funds help support local families and ensure that hockey remains accessible and affordable within our community.

Our banquet is always a well-attended event that brings families together to celebrate a season of growth, teamwork, and community spirit. It is a family-friendly evening filled with recognition, connection, and pride in our local athletes. Any additional support through increased bar proceeds would have a meaningful impact and directly benefit youth in Howick Township.

Thank you for your time and thoughtful consideration. We would be happy to discuss this request further or provide any additional information if needed.

Sincerely,
Lindsay Dinsmore
Howick Minor Hockey

Gorrie Parks Board

2079 Alma Street Gorrie

Dear: Township of Howick Council

This letter is to inform you that the Gorrie Parks Board is holding a Ladies Slo-Pitch Tournament on May 8th to 9th, 2026. The event will be held at the Gorrie Ball Park from 6:00pm to 1:00am on Friday May 8th, 9:00am to 1:00am on Saturday May 9th 2026. Part of the fundraising will include a bar, in which the liquor license will be in my name. We will be serving food, via BBQ. The proceeds of this event will be put toward ballpark improvements. If you have any questions regarding this event, please call me at 519-901-0670. Thank you. If you could please provide us with a copy of the Resolution so to include with the liquor license application, it would be appreciated.

Thank you

Trystan Brick

April 13, 2026

Hon. Todd J. McCarthy
Minister of the Environment, Conservation and Parks

Dear Minister McCarthy,

Upon review of the recent changes to Ontario Conservation Authorities and proposed further changes that could impact the Clean Water Act and its Regulations, our Source Protection Committee collaborated on the following response.

Over the last 25 years, protection of municipal drinking water sources in Ontario has improved dramatically. However, as the landscape and the climate changes, we must remain vigilant and continue with drinking water source protection measures to ensure that there continues to be safe water available for public consumption. Recently, the Province announced changes to boundaries for the regional consolidation of Ontario's conservation authorities. This reconfiguration must align with the fundamental basis of Justice O'Connor's Walkerton Inquiry report recommendation to maintain watershed-based drinking water source protection at the local level. As a Source Protection Committee, we strongly advocate that Justice O'Connor's recommendations are respected to ensure that source protection planning and implementation remain responsive to local issues and policy approaches.

The integrity of the drinking water source protection program is local, watershed-based committees that include members from the agriculture, business/commerce/industry, municipal, environment and health sectors. These members have a vested interest in the sources and drinking water systems that supply their families, neighbours and constituents with a safe supply of drinking water. Dilution of this oversight to the new regional conservation authority scale will not serve the recommendations made by Justice O'Connor following the tragedy that happened in Walkerton in our Source Protection Region. Our region and its residents are considerably more familiar and unwilling to waver on the core principles of the program.

Justice O'Connor's Walkerton Inquiry report recommended watershed-based drinking water source protection planning at the local level by those most directly affected. To ensure that source protection planning and implementation remain responsive to local issues and policy approaches, and to minimize the need for time consuming administrative changes and conformity exercises, the province should consider:

- Adopting the current scale of Source Protection Regions as the largest geographic extent for the proposed regional Conservation Authorities. A single regional Source Protection Authority spanning numerous municipalities risks weakening local accountability, distancing decision-making from watershed-specific realities, and diluting the local focus that is foundational to effective watershed management.



- Retaining the current geographic scale of Source Protection Areas. Ensuring that Assessment Reports (ARs) and Source Protection Plans (SPPs) would continue to be reflective of local drinking water threats, vulnerabilities, and policy approaches. While also helping ensure that conformity exercises and consequential amendments to ARs and SPPs would be minimized. Consolidation of ARs and SPPs to reflect changed Source Protection Area boundaries would be time consuming and contribute little to the outcomes of the source protection program.
- Maintaining local representation on Source Protection Committees (SPCs) to ensure that municipal, economic, public interest holders, and implementation bodies continue to have a voice in identifying needed amendments to plans and overseeing progress towards achieving the objectives of SPPs. Continued alignment of SPCs with Source Protection Region jurisdictions would help ensure local representation and accountability.

The Source Protection Committee has deep concerns about possible implications to the Clean Water Act as a result of the recent Conservation Authority Act changes. It is our intent to continue to work with the province, local municipalities and local Source Protection Authorities to protect our local sources of drinking water in the spirit of Justice O'Connor's recommendations.

Sincerely,



Dick Hibma
Acting Chair, Saugeen, Grey Sauble, Northern Bruce Peninsula
Source Protection Committee

Cc via email: Kirsten Service, MECP
Source Protection Authorities
Municipal Clerks

March 29, 2026

Municipal Standards Harmonization Office (MSHO)

Subject: MEA Comments to Ontario Regulatory Registry 26-MTO003

We are writing to respond to Ontario Regulatory Registry 26-MTO003 - Harmonization of Municipal Road Construction Standards.

Municipal engineers play a vital role in planning, maintaining, renewing, and constructing municipal infrastructure. Their expertise spans all aspects of municipal infrastructure services - from design and construction to project management and leadership – ensuring the successful delivery of both small and large-scale capital infrastructure projects.

Through its membership, MEA provides specialized knowledge in all areas of municipal engineering in Ontario. In partnership with the Ministry of Transportation Ontario (MTO), MEA co-manages the Ontario Provincial Standards & Specifications (Municipal) and delivers training on Ontario Provincial Standards.

While we support the intent of the regulation to promote consistency, quality, and efficiency across municipal road construction projects, we recommend that additional consideration be given to the time and administrative burden associated with preparing, reviewing, and obtaining exemptions, as well as the cumulative impacts on project delivery arising from project-by-project assessments.

Exemption requests that require detailed technical justification across multiple evaluation criteria can take a considerable amount of time to prepare, particularly for complex or large-scale projects. This work frequently requires the involvement of senior engineering, technical, legal, and procurement resources, diverting limited capacity away from active project delivery. The time required to assemble a complete exemption request should therefore be recognized as a potential schedule, cost, and resourcing risk in its own right.

Equally important is the duration and predictability of the Minister's review and response timelines. When exemptions are assessed on a project-by-project basis without defined service standards or response timelines, projects may experience material delays while awaiting decisions. These delays can produce cascading impacts, including missed construction windows, contractor demobilization and remobilization costs, loss of price certainty, and increased exposure to supply-chain volatility. For time-sensitive or critical

infrastructure projects, even relatively short delays in regulatory decision-making can result in disproportionate impacts to project schedules and budgets.

To better reflect these realities, we recommend that the exemption framework explicitly consider additional criteria, including:

- Administrative and decision-cycle timelines, including the anticipated time required for review and approval and the impact of uncertainty on project planning and procurement;
- Cumulative impacts across multiple projects, particularly where similar exemption requests are repeatedly submitted for comparable project types or conditions;
- Schedule dependency and critical path impacts, including whether delays in exemption approval would directly affect construction sequencing, seasonal work constraints, or contractual obligations; and
- Consistency and precedent considerations, whereby prior approvals for similar circumstances could support streamlined or standardized decision-making, rather than requiring repetitive project-level analysis.

Incorporating these considerations would help ensure that the exemption process supports timely and efficient project delivery while still meeting regulatory objectives. Clear expectations regarding submission requirements and response timelines, as well as opportunities for programmatic or category-based exemptions where appropriate, would significantly reduce risk to project schedules and budgets without compromising safety, performance, or sustainability outcomes.

Looking ahead, and assuming the Ministry is able to successfully deliver the current list of harmonized standards within the proposed timeframe, we agree that the remaining OPSS.MUNI standards should be prioritized for future harmonization based on where the greatest time, cost, and administrative efficiencies can be achieved. In our view, this would include:

- Standards with the highest frequency of use across municipalities, where harmonization would reduce repetitive project-specific reviews, municipal deviations, and contract amendments;
- Standards that routinely generate exemptions, interpretations, or disputes, indicating inconsistency or misalignment that drives additional design effort, approval cycles, or delays;
- Standards that significantly affect project schedules or cost certainty, including those related to materials, construction methods, or inspection requirements that influence procurement and delivery timelines;



Office of the President

1525 Cornwall Road

Oakville ON

L6J 0B2

president@municipalengineers.on.ca

- Standards that overlap or interact closely with those already harmonized, where alignment would enhance system coherence and reduce unintended conflicts or inefficiencies; and
- Standards that affect regional or multi-jurisdictional projects, where inconsistent requirements currently increase coordination challenges and administrative complexity.

A transparent, phased approach, supported by demonstrated progress on the initially harmonized standards, would help ensure that future harmonization efforts are achievable and deliver tangible benefits. Clearly articulating how the Ministry will complete the current scope, and how lessons learned will inform the prioritization of remaining standards, will be essential to achieving intended efficiency gains without overextending implementation capacity.

Thank you for the opportunity to comment on this important initiative. We would welcome continued engagement as the regulation is refined and implemented.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Penelope Palmer', with a long horizontal flourish extending to the right.

Penelope Palmer, P. Eng.,
MEA President 2025 – 2026
(Manager, Strategic Initiatives
Strategic Capital Coordination Office
City of Toronto)

March 29, 2026

Municipal Standards Harmonization Office (MSHO)

Subject: Harmonization of Municipal Road Construction Standards and Associated Governance Model

On behalf of the Municipal Engineers Association (MEA) and our municipal members, we acknowledge the Ministry of Transportation of Ontario's (MTO) ongoing efforts to maintain and modernize the Ontario Provincial Standard Specifications (OPSS). As partners and co-stewards of the OPSS, the MEA recognizes the importance of ensuring these standards remain current, effective, and responsive to the evolving needs of infrastructure delivery across Ontario.

The Municipal Engineers Association (MEA) is a non-profit organization representing more than 1,300 professional engineers working across 110+ Ontario municipalities, along with engineers from provincial agencies, conservation authorities, and consulting firms serving smaller municipalities. With a history spanning over 60 years, MEA was formed through the amalgamation of the City Engineers Association and the County Engineers Association. The association supports excellence in municipal engineering, recognizing the critical role municipal engineers play in planning, delivering, maintaining, and renewing infrastructure. The MEA provides specialized expertise across all areas of municipal engineering and, in partnership with the Ontario Ministry of Transportation (MTO), co-manages the Ontario Provincial Standards & Specifications (Municipal) and delivers related training across the province.

The long-standing success and credibility of the OPSS has been built on a collaborative partnership between the MTO and the MEA, grounded in co-stewardship, shared accountability, and balanced provincial and municipal technical expertise. The recent unilateral actions by the Ministry are inconsistent with the principles of partnership, and collaboration that have historically underpinned the success of the OPSS. Successful change and adoption cannot be achieved without first defining the problem, evaluating solutions and their consequences, and engaging partners through meaningful consultation.

The MEA has significant concerns regarding both the process and substance of the proposed harmonization of standards, including the lack of meaningful engagement with MEA and other municipal stakeholders, and the absence of a clear, shared understanding of the issues driving these proposed changes. These concerns are material and must be addressed if the changes are to be successfully implemented, broadly adopted, and supported over the long term.

Problem Definition, Need for Evidence and Supporting Data

At present, it is unclear what problems or deficiencies the MTO perceives to exist within the current OPSS framework. The MEA and its members are not aware of systemic failures or performance issues that would warrant the breadth, scale, or urgency of the changes being proposed. It is also unclear how these changes are expected to lead to reduced costs, improved efficiency, or better outcomes.

The MEA respectfully requests that the MTO clearly identify the concerns with the current framework, and share any analysis, metrics, benchmarking, or other evidence used to justify the anticipated benefits of the proposed modernization. Municipalities are concerned that the proposed changes will likely increase administrative burden, project complexity, and overall costs rather than achieve the intended efficiencies.

There are legitimate questions being raised about how a one-size-fits-all approach can successfully address the diversity of municipal conditions and requirements across Ontario. There is also apprehension that additional approval steps, reporting requirements, and governance layers will likely introduce project delays, uncertainty, and higher delivery costs without demonstrated public or operational benefit.

Clarification on the Modernized Governance Framework

The MEA respectfully requests clarification on how the proposed governance framework differs in a meaningful way from the current model. Municipal and industry engagement, along with technical input into standards development and review, already occurs through established existing technical committees, working groups, and consultation processes.

To build understanding and confidence, MTO must clearly articulate the added value of the proposed approach, including:

- What new roles, authorities, or decision-making structures would be introduced;
- What changes are anticipated in how standards are prioritized, approved, or updated; and
- How the proposed model will measurably improve efficiency, cost-efficiency, transparency, or consistency compared to the existing framework.

Annual Reporting, Exemptions and Compliance

The MEA understands the proposed framework would require mandatory annual reporting to the MTO including the introduction of a new approval process for exemptions. There are significant concerns related to the administrative burden these processes will put on municipalities, which will in turn affect their ability to deliver

projects and programs successfully in any given budget cycle. The administrative effort this approval process creates, without understanding the process, review requirements or timelines, is not demonstrative of an overall benefit. Clarity on these matters is essential. An opaque or slow exemption process introduces material risk to project delivery, schedules, costs, and contractual certainty.

Further clarification on annual reporting collection is essential to understanding the purpose and anticipated outcomes. Specifically, the MEA is requesting more information on the following:

- The specific purpose of the reporting;
- How the data will be used to inform decisions or policy;
- How reporting will account for local context and project complexity; and
- Will the reporting be the basis to track compliance.

Further clarification on the exemption process is perhaps even more essential, as it presents an even greater risk to successful project delivery if the process is overly burdensome, lengthy and lacks defined service standards. Expectations and timelines will need to be factored when municipalities are building programs for infrastructure renewal and rehabilitation. Even at these early stages, municipalities are flagging risks with their ability to deliver Council approved commitments if the exemption process is not clearly defined, and is not well supported. It is imperative that the MTO clarify the following:

- How exemptions will be reviewed and approved;
- Who will sit on the review panel and how municipal representation will be ensured;
- What service standards or timelines will apply to exemption decisions;
- Would an Ontario municipality continue to be recognized as a sponsor for new or revised standards when requests originate from a non-member; and
- What penalties or consequences are contemplated for non-compliance.

A one-size-fits-all approach does not reflect the realities of infrastructure delivery across Ontario. Municipalities operate under widely differing conditions, including climate, geography, asset profiles, operational constraints, material and labour market availability. Effective standards must allow flexibility to account for these differences if they are to be practical, efficient, and consistently applied province-wide.

In this context, the MEA and several municipalities have raised the need for blanket or standing exemptions in certain circumstances where efficiency can be demonstrably improved without compromising safety or performance. Requiring repeated case-by-case exemption requests for well-understood, low-risk municipal practices is viewed as inefficient and counterproductive. A model that combines clear standards

with appropriate flexibility and blanket approvals would better reflect local conditions and established municipal engineering practices while maintaining safety and performance.

Broader Impacts Across the Infrastructure Delivery Sector

While municipalities are directly affected, it is important to underscore that these proposed changes have far reaching implications beyond municipal owners alone. Designers, consulting engineers, contractors, suppliers, and other industry partners will also be impacted through changes to standards, approvals, contract administration, project schedules, and risk allocation. Successful modernization must therefore consider the full infrastructure delivery ecosystem, not solely municipal compliance obligations.

Partnership, Co-Stewardship, and Governance

The absence of the MEA from MTO's proposed development, roll-out and implementation of a standardized OPSS has raised concerns that the framework will shift toward a centralized, MTO-led model and will no longer function as a true partnership or co-stewardship.

The MEA requires clarity on how our role as co-steward will be explicitly protected and embedded within the proposed governance structure. Without a clearly defined, formalized role in decision-making and oversight, municipal confidence in the governance framework will be significantly undermined.

Further, the MEA seeks immediate clarification on the future role of the existing MTO/MEA specialty committees. These committees provide critical technical review, municipal insight, and issue resolution. It is uncertain whether they will be replaced, duplicated, or marginalized under the new framework, and how authority and accountability will be allocated going forward.

Path Forward and MEA's Ongoing Role

In the spirit of collaboration, the MEA offers the following constructive proposal to support a more effective and broadly supported outcome:

- Pause implementation to allow time for a shared understanding of the issues MTO is seeking to address and to explore whether alternative, more effective solutions exist;
- Pursue targeted harmonization, recognizing that some alignment is beneficial while preserving local flexibility. This should include the use of standardized

requirements where appropriate, complemented by blanket or standing approvals to reduce repetitive exemption requests;

- Map proposed review, approval, and reporting processes in detail and work collaboratively to identify and address pressure points before implementation;
- Establish a provincial working group, with representation from MEA members, MTO staff, and subject matter experts across Ontario, to identify priorities, risks, and opportunities from multiple perspectives;
- Engage consultants and contractors to understand how proposed changes will affect design, construction, procurement, and risk allocation and
- Ensure the process is not rushed, recognizing that thoughtful, inclusive development is essential to achieving sustainable and credible outcomes.

The MEA remains committed to the success of OPSS and to working collaboratively with MTO. However, meaningful partnership requires transparency and evidence-based decision-making, appropriate inclusion in governance, and genuine shared stewardship aligned with municipal realities.

Should the MEA continue to be excluded from the governance model or from substantive decision-making related to OPSS, the MEA will need to re-evaluate its role, partnership, and level of support for the framework moving forward. Our strong preference is to address these issues proactively through dialogue, collaboration, and shared clarity around roles and objectives. Providing the requested data, clarifying governance roles, addressing exemption and compliance concerns, and slowing implementation to allow proper consultation are necessary first steps.

The MEA welcomes the opportunity for prompt discussion and looks forward to working collaboratively to ensure any changes to OPSS strengthen—rather than undermine—the confidence, effectiveness, and partnership that have long defined its success.

Sincerely,



**Penelope Palmer, P. Eng.,
MEA President 2025 – 2026**
(Manager, Strategic Initiatives
Strategic Capital Coordination Office
City of Toronto)

BRIEFING NOTE
**OPSS Modernization &
Harmonization Concerns**



TO: Ministry of Transportation of Ontario (MTO)

FROM: Municipal Engineers Association (MEA)

DATE: Tuesday, March 31, 2026

PURPOSE

To convey the MEA's significant concerns regarding the process and substance of MTO's proposed harmonization of the Ontario Provincial Standard Specifications (OPSS), and to request meaningful engagement before implementation proceeds.

BACKGROUND

The OPSS has long been grounded in a collaborative co-stewardship model between MTO and the MEA. Recent unilateral actions by MTO, without prior consultation with municipal stakeholders, are inconsistent with that partnership and risk undermining confidence in the framework. Successful change cannot be achieved without first defining the problem, evaluating solutions, and engaging partners through meaningful consultation.

KEY CONCERNS

1 LACK OF PROBLEM DEFINITION & EVIDENCE

The MEA is unaware of systemic failures in the current OPSS framework justifying the scale or urgency of proposed changes. MTO has not shared analysis, metrics, or benchmarking to support anticipated benefits. Municipalities expect the changes will increase, not reduce, administrative burden and project costs.

2 GOVERNANCE CLARITY & CO-STEWARDSHIP

It is unclear how the proposed model meaningfully differs from the current one, or how the MEA's co-stewardship role will be formally protected. The future of existing MTO/MEA technical committees, which provide critical municipal insight and issue resolution, remains uncertain.

3 EXEMPTIONS & ANNUAL REPORTING

Mandatory reporting and a new exemption approval process introduce material risk to project delivery. Without defined timelines and service standards, municipalities cannot reliably plan Council-approved programs. Blanket exemptions should be available for well-understood, low-risk practices.

4 ONE-SIZE-FITS-ALL LIMITATIONS

Ontario municipalities operate under widely varying conditions including climate, geography, asset profiles, and labour markets. Effective standards must allow appropriate local flexibility to be practical and consistently applied province-wide. A uniform approach risks being neither efficient nor effective.

REQUESTED ACTIONS

- ▶ **Pause implementation** to allow shared problem definition and evaluation of alternatives before proceeding.
- ▶ **Share supporting evidence** including analysis, metrics, and benchmarking used to justify the proposed changes.
- ▶ **Clarify the governance model** and formally embed the MEA's co-stewardship role within the new structure.
- ▶ **Define the exemption process** including review timelines, panel composition, and measurable service standards.
- ▶ **Establish a joint provincial working group** with municipal, MTO, consultant, and contractor representation.

CONCLUSION

The MEA remains committed to the OPSS and to working collaboratively with MTO. Should the MEA continue to be excluded from substantive governance decisions, it will need to re-evaluate its role and level of support for the framework. Transparent, evidence-based, and inclusive engagement is essential to any modernization that strengthens, rather than undermines, the credibility and effectiveness of the OPSS.

April 10, 2026

Memorandum to: Municipal Chief Administrative Officers, City Managers

Subject: Municipal Buy Ontario Procurement Directive – Phased Implementation Dates

In the fall of 2025, the Ontario government introduced and enacted the *Buy Ontario Act (Public Sector Procurement), 2025*. This Act allows the government to issue procurement directives that require prioritizing Ontario/Canadian goods and services in public sector procurements.

To leverage public sector procurement spending to support Ontario's economy, workers and key sectors, municipalities and municipal entities—including local boards and wholly-owned municipal services corporations—are now prescribed as public sector entities under the Act. As a result, all these organizations will have to comply with the newly released Municipal Buy Ontario Procurement Directive.

We recognize the significant work municipalities do to deliver services and build infrastructure in your communities, and we appreciate your partnership as these new requirements are introduced.

Timelines for effective dates

The new Municipal Buy Ontario Procurement Directive will include requirements related to fleet vehicles and capital infrastructure. This applies to municipalities, local boards, and municipal services corporations on the following phased timeline:

Municipalities

- Fleet vehicles requirements: April 13, 2026
- Capital infrastructure requirements: May 15, 2026

Local boards and municipal services corporations (MSCs)

- Capital infrastructure and fleet vehicles requirements: June 1, 2026

To assist with implementation, guidance materials and other support resources are available on [Ontario.ca](https://www.ontario.ca) and [Supply Ontario's website](#) to help your organization understand the requirements and apply them consistently.

Actions required of municipalities

1. Municipalities should begin preparing procurement teams and internal stakeholders in advance of these effective dates. Additional guidance and supports, such as training sessions, will be provided to facilitate implementation.

2. Municipalities should inform applicable local boards and municipal services corporations of the Municipal Buy Ontario Procurement Directive and the phased effective dates above.

Questions related to implementation and support can be directed to doingbusiness@supplyontario.ca.

Yours truly,

Original Signed by

Martha Greenberg
Deputy Minister of Ministry of Municipal Affairs and Housing

c: Samantha Poisson, Deputy Minister, Ministry of Public and Business Service
Delivery and Procurement
Lindsay Jones, Executive Director, Association of Municipalities of Ontario – AMO

Corporation of the Township of Howick

By-law No. 26-2026

Being A By-Law To Authorize the purchase of one (1) 2026 Chevrolet Silverado 1500 AWD Crew Cab Work Truck from Finch Chevrolet Cadillac Buick GMC Ltd.

WHEREAS Subsection 5(1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that the powers of a municipality shall be exercised by Council;

AND WHEREAS Subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that municipal power shall be exercised by By-law;

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

1. That the Reeve and CAO/Clerk are hereby authorized to execute and affix the Corporate Seal to By-law 26-2026 authorizing the purchase of (1) 2026 Chevrolet Silverado 1500 AWD Crew Cab Work Truck from Finch Chevrolet Cadillac Buick GMC Ltd.
2. That this By-law shall come into force and take effect upon its final passage.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

FORM OF TENDER AND AGREEMENT

The Contractor has carefully examined the provisions, plans, specifications and conditions attached to this tender package and has carefully examined the site and locations of the work to be done under this contract and the Contractor understands and accepts the said provisions, plans, specifications and conditions, and for the prices set forth in this tender, hereby offers to furnish all machinery, tools, apparatus and other means of construction, furnish all materials, except as otherwise specified in the contract, and to complete the work in strict adherence to the provisions, plans, specifications and conditions attached to this tender.

It is agreed that the tender quantities are estimated only and may be increased or decreased by the Township of Howick's Manager of Public Works or their designate, without alteration of the contract unit price.

I/We the Contractor hereby certify that we will commence work outlined in the Scope of Work no earlier than _____, 2026, and to diligently perform the work continuously without undue delay and further promise to substantially complete the work on or before _____, 2026.

This form of Tender and Agreement when signed by the Contractor shall constitute a formal and binding contract when accepted and signed on behalf of the Township of Howick.

Legal Business Name (Successful Bidder)	Address of Successful Bidder
---	------------------------------

Signature of Authorized Signing Officer (I have the authority to bind the company)	Email
---	-------

Name and Title of Signing Officer	Registered Business Number
-----------------------------------	----------------------------

This section for completion on acceptance by the Township of Howick

Signature of Township Officer Affix Corporate Seal	Township Officer Name and Title
---	---------------------------------

Signature of Township Officer	Township Officer Name and Title
-------------------------------	---------------------------------

Acceptance date _____, 2026

PW-2026-02 - Supply & Delivery of One (1) New 4WD Half Ton Pickup Truck

Vendor Details

Company Name: Finch Auto Group
Address: 640 Wonderland Road N.
London, Ontario N6H 3E5
Contact: Adam Durkin
Email: adam@finchautogroup.com
Phone: 519-709-2405
HST#: 842468167

Submission Details

Created On: Friday April 10, 2026 10:51:31
Submitted On: Friday April 10, 2026 11:58:03
Submitted By: Adam Durkin
Email: adam@finchautogroup.com
Transaction #: 49f1d531-d154-46f6-b24b-044b9e5e8c3d
Submitter's IP Address: 147.243.65.147

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional.

* Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Township (unless otherwise specified).

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

TENDER PRICING

The total tendered price shall be for the supply and delivery of One (1) New Unused 4X4 Four Door Crew Cab (*or equivalent) Half Ton Pickup Truck complete with all specified equipment.

The vehicle shall be delivered to Township Office(s) and shall include HST, gas, freight, service, and preparatory charges.

Item Description	Quantity	Price *	Total (Excluding HST)
Supply and Delivery of One (1) New, Unused, 4x4, Four Door Crew Cab Half Ton Pickup Truck as per Tender Requirements and Specifications	1	\$52,991.0000	\$ 52,991.00
Licence Fee	1	\$59.0000	\$ 59.00
Delivery Fee	1	\$0.0000	\$ 0.00
Subtotal:			\$ 53,050.00

Summary Table

Bid Form	Amount
TENDER PRICING	\$ 53,050.00
Subtotal Contract Amount:	\$ 53,050.00

Specifications

BIDDER INFORMATION

Line Item	Details *	
1	Company Name:	Finch Chevrolet Cadillac Buick GMC Ltd.
2	Primary Contact Name:	Adam Durkin
3	Address:	640 Wonderland Road North London, Ontario N6H 3E5
4	Telephone:	519-657-9411 ext. 1215
5	Email:	adam@finchautogroup.com
6	H.S.T. Registration Number	842468167

VEHICLE SPECIFICATIONS

The Proponent shall complete the following specifications lists for the vehicles being supplied to help the Township understand the equipment being proposed.

Proposed units shall comply with the specifications, all bidders shall indicate clearly any points that deviate from the specifications. Minor deviations shall not exclude any bid from consideration.

Line Item	Category	Specification	Yes/No *	Specify *
1	General	Make	<input checked="" type="radio"/> Yes <input type="radio"/> No	Chevrolet
2	General	Model	<input checked="" type="radio"/> Yes <input type="radio"/> No	Silverado 1500

3	General	Year (New, Unused)	<input checked="" type="radio"/> Yes <input type="radio"/> No	2026
4	General	Colour	<input checked="" type="radio"/> Yes <input type="radio"/> No	White
5	General	Trim Package	<input checked="" type="radio"/> Yes <input type="radio"/> No	Work Truck
6	Body Style	Minimum 6.5' Box	<input checked="" type="radio"/> Yes <input type="radio"/> No	6.5' Box
7	Body Style	Crew Cab or Equivalent	<input checked="" type="radio"/> Yes <input type="radio"/> No	Crew Cab
8	Engine	V6 or V8 minimum, gasoline powered engine	<input checked="" type="radio"/> Yes <input type="radio"/> No	V8 Gas
9	Engine	Fuel Economy	<input checked="" type="radio"/> Yes <input type="radio"/> No	15.3 L/100 km (city) 12.6 L/100 km (hwy)
10	Engine	Shall have heavy duty engine coolant with extended life coolant	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
11	Engine	Fuel Tank Size	<input checked="" type="radio"/> Yes <input type="radio"/> No	91 L.
12	Engine	Engine Block Heater	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
13	Transmission and Axles	Automatic transmission with transmission oil cooler for trailer package	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
14	Transmission and Axles	Heavy duty, minimum 6-speed automatic transmission complete with overdrive and auxiliary transmission cooler	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
15	Transmission and Axles	Transmission, transfer case and front axle shall be skid plate protected	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
16	Transmission and Axles	Shift on the fly 4-wheel drive	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
17	Wheels, Tires & Suspension	Factory aluminum rims (minimum) with all season tires. Specify Manufacturer, Model, Tire Size	<input checked="" type="radio"/> Yes <input type="radio"/> No	17" Factory Aluminum Rims General Grabber HTS Tires Tire Size: 255/70R17
18	Wheels, Tires & Suspension	Anti-Lock Braking System	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
19	Wheels, Tires & Suspension	Full Size Spare Rim and Tire	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
20	Wheels, Tires & Suspension	State rear axle ratio being provided	<input checked="" type="radio"/> Yes <input type="radio"/> No	3.23
21	Box	Box to be equipped with retractable step for easy box entry	<input checked="" type="radio"/> Yes <input type="radio"/> No	CornerStep, rear bumper - per Addendum # 1
22	Box	Spray-in Box and Tail Gate Line (LINE-X or equivalent)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Factory installed
23	Towing	Integrated trailer brake controller	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
24	Towing	Extendable power heated towing side mirrors complete with lighted entry and high intensity side lights	<input checked="" type="radio"/> Yes <input type="radio"/> No	Mirrors, outside power-adjustable vertical trailing - with heated upper glass, lower convex mirrors, integrated turn signals, clearance lamps and auxiliary lighting; manual folding/extending
25	Towing	Class 4 receiver hitch complete with receiver	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
26	Towing	Wiring harness for both a 7 pin and 4 pin wire trailer electric plugs	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
27	Towing	Front tow hooks	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
28	Towing	Auxiliary Transmission Cooler	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes

29	Cab	Bluetooth compatible AM/FM vehicle sound system with microphone for Bluetooth enabled cell phones	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
30	Cab	Front bucket seats with centre consol	<input checked="" type="radio"/> Yes <input type="radio"/> No	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable)
31	Cab	Rear seats shall fold up and include under seat storage	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
32	Cab	Heavy duty cloth seats	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
33	Cab	Rubber or Vinyl floor covering	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
34	Cab	Tray-style rubber floor mats (front and rear), WeatherTech or approved equivalent (Specify Brand and if Factory or Dealer installed)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Husky X-act Contour Floor Liners
35	Cab	Air conditioning, heater and defrost system	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
36	Cab	Power Locks and Windows	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
37	Cab	Power steering with tilt steering column	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
38	Cab	Intermittent Wipers	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
39	Cab	Cargo area lighting	<input checked="" type="radio"/> Yes <input type="radio"/> No	Lamps, cargo area, cab mounted integrated with centre high mount stop lamp, with switch in bank on left side of steering wheel (LED)
40	Cab	Display package including fuel, odometer, trip meter, oil pressure, outside temperature, and compass direction.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
41	Miscellaneous	Factory installed moulded mud flaps (front and rear)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
42	Miscellaneous	Factory installed tow hooks	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
43	Miscellaneous	Factory installed or dealer installed running boards (Specify Factor or Dealer Installed)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Factory installed
44	Miscellaneous	Rear backup camera and sensors	<input checked="" type="radio"/> Yes <input type="radio"/> No	HD Rear Vision Camera only - NO SENSORS
45	Miscellaneous	Fog Lights	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not available
46	Miscellaneous	Remote Start	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
47	Miscellaneous	2 Key Fobs	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
48	Miscellaneous	Tinted Windows	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
49	Miscellaneous	Service Manuals	<input checked="" type="radio"/> Yes <input type="radio"/> No	Online access - GM Service Information (SI)
50	Miscellaneous	Cruise Control	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
51	Miscellaneous	Vehicle to be plated and licenced	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
52	Miscellaneous	Specify Delivery Date (DD/MM/YYYY)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Approx. 10 weeks (06/30/2026)
53	Miscellaneous	Delivery to Howick Township Office (44816 Harriston Road, Gorrie, ON)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes

54	Warranties	State all warranties including basic vehicle, body and all engine and powertrain warranties. All factory standard features must be included.	<input checked="" type="radio"/> Yes <input type="radio"/> No	3 years/60,000 km (basic) 5 years/160,000 km (powertrain & roadside assistance) 6 years/160,000 km (corrosion, rust-through)
----	------------	--	--	--

PROVISIONAL ITEMS

Please provide a price and specifications for the following provisional items. The Township of Howick reserves the right to purchase a truck with or without any of these items while incurring no financial penalties. It will be a straight deduction of the price shown in the subtotal line if the Township elects not to purchase any of the provisional items. If the item is included in an options package with the specified vehicle, please enter a nil or \$0 value.

Line Item	Minimum Requirement	Pricing *	Specifications *
1	Supply and Install Back Rack complete with 16" center mount warning light bracket and 11 tool landscape tool holder.	\$750.0000	BackRack # 15019, 30122TB, 91002REC, 41011
2	Supply and install warning light to be 16" Amber Mini Century Series by Whelen or approved equivalent on Back Rack. Wiring to be hidden from view.	\$575.0000	SWS # 16211
3	60" Aluminum driver inner side tool box (TrailFX Model 160602 or an approved equivalent).	\$775.0000	UWS # TBSM-60
4	Winter Tires sized match, mounted on black painted steel rims. Specify Manufacturer, Model & Tire Size.	\$2,200.0000	OEM 17" Steel Rims (Silver), Firestone Winterforce II Tires (255/70R17), and Tire Pressure Sensors

All references stated shall be for the same or similar scope as the one described in this Bid.

For newly formed business entity including, corporations, partnerships and sole proprietors or a Contractor teaming arrangement you shall state below in the Client Column that you were not the "Contractor" for the named project and should state whose past experience on the named project is relevant to that reference.

BIDDERS EXPERIENCE

All references stated shall be for the same or similar scope as the one described in this Bid.

For newly formed business entity including, corporations, partnerships and sole proprietors or a Contractor teaming arrangement you shall state below in the Client Column that you were not the "Contractor" for the named project and should state whose past experience on the named project is relevant to that reference.

Line Item	Year of Project	Client	Client Contact Person	Project Value
1	2025	Huron County	Donald Hastings 519-524-8394 ext. 3424	~\$375,000.00
2	2025	GrandBridge Energy	Norm Taylor 519-621-3530 ext. 2542	~\$500,000.00
3	2025	City of Windsor	Chad Goebel 519-255-6560 ext. 4235	~\$900,000.00

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Township. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

Ensure your bid submission document(s) conforms to the following:

1. Documents should be in PDF format and be compatible with Adobe version 5 or higher. Documents may also be submitted in Microsoft Word or Microsoft Excel format (version 2010 or 2013). Vendors should only submit these file types unless specifically requested to submit other file types that may be required for a specific proposal. If the Township requires video or audio files do NOT upload video or audio files here. You may state a web address link in your bid submission or upload a document stating the web link for the Township of Howick staff to view and/or listen to.

2. Documents should NOT have a security password, as the Township of Howick staff may not be able to open the file.

3. The maximum file upload size is 500MB. To reduce the document size, Proponents may zip/compress files for upload. Also, if a vendor requires to upload more than one (1) document, the vendor may combine the documents into one zipped/compressed file, as per the instructions below. Zipped files must be named accordingly for the submission and must not be password protected.

4. When uploading a file please ensure each document is named, in relation to the submission format item responding to, for example, if responding to the Previous Experience category save the document as "Previous Experience".

5. It is the vendor's sole responsibility to ensure that their uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by the Township of Howick staff. The Township of Howick may reject any Bid where any document(s) cannot be opened and viewed by staff.

- [Vehicle Brochure/Information](#) - 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157in Work Truck.pdf - Friday April 10, 2026 11:48:51
- [Vehicle Warranty Details](#) - 26_MUL_Canadian_WM_en_US_fr_CA_U_19680743B_CA_2025OCT02_2P.pdf - Friday April 10, 2026 11:49:59
- [Certificate of Insurance](#) - COI - Finch Chev.pdf - Friday April 10, 2026 11:50:19
- [WSIB Clearance Certificate](#) - WSIB Clearance Certificate - Finch Chev (20-Feb-2026 to 19-May-2026).pdf - Friday April 10, 2026 11:51:15
- Additional Document (optional)

Addenda, Terms and Conditions

The Bidder hereby acknowledges and agrees:

1. To provide all goods, services and construction, as more specifically set out and in accordance with the Township's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Township), the terms and conditions, etc. stated therein, which are expressly acknowledged and made part of this Contract.
2. This Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
3. I/WE do hereby Bid and offer to enter into a Contract to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to; freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.
4. If I/WE withdraw this Bid before the formal Contract is executed by the Awarded Bidder for the said Work or Ninety (90) Calendar Days, whichever event first occurs, the amount of the Bid Deposit accompanying this Bid (if applicable to this bid) shall be forfeited to the Township.
5. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Calendar Days after notification of Award.
6. I/We acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.

I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Township.

- I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder.
- Adam Durkin, Fleet Manager, Finch Chevrolet Cadillac Buick GMC Ltd.

The bidder shall declare any potential conflict of interest that could arise from bidding on this bid. Do you have a potential conflict of interest? Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addenda #1 Tue April 7 2026 03:05 PM	<input checked="" type="checkbox"/>	2



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

Quote Worksheet

	MSRP
Base Price	\$58,699.00
Dest Charge	\$2,700.00
Total Options	\$8,095.00
Subtotal	\$69,494.00
Remote Start - GM Part # 85773997	\$650.00
Husky X-act Contour Floor Liners	\$200.00
Tire Enviro Fee	\$25.00
OMVIC Fee	\$22.00
Subtotal Pre-Tax Adjustments	\$897.00
Less Customer Discount	-\$17,500.00
Subtotal Discount	-\$17,500.00
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$52,891.00
Vehicle Tax	\$100.00
Sales Tax	13.00% \$6,875.83
Subtotal Taxes	\$6,975.83
Licence Fee	\$59.00
Subtotal Post-Tax Adjustments	\$59.00
Total Sales Price	\$59,925.83

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
CK10743	2026 Chevrolet Silverado 1500 4WD Crew Cab 157" Work Truck	\$58,699.00

COLOURS	
CODE	DESCRIPTION
GAZ	Summit White

AIR CONDITIONING EXCISE TAX		
CODE	DESCRIPTION	MSRP
---	Federal air conditioning excise tax	\$100.00

PREFERRED EQUIPMENT GROUP		
CODE	DESCRIPTION	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	\$0.00

ENGINE		
CODE	DESCRIPTION	MSRP
L84	Engine, 5.3L EcoTec3 V8 (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm); featuring available Dynamic Fuel Management that enables the engine to operate in 17 different patterns between 2 and 8 cylinders, depending on demand, to optimize power delivery and efficiency (Not available with C*10703 Regular Cab model. Retail orders require (G80) auto-locking differential. Fleet or Government order types require (G80) auto-locking differential on CC10543 Crew Cab models or with (PEB) WT Value Package.)	\$2,995.00

TRANSMISSION		
CODE	DESCRIPTION	MSRP
MHT	Transmission, 10-speed automatic, electronically controlled with overdrive and tow-haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (Included and only available with (L84) 5.3L EcoTec3 V8 engine.)	Inc.

GVWR		
CODE	DESCRIPTION	MSRP
C5Y	GVWR, 7100 lbs. (3221 kg) (Requires Crew Cab 4WD model with (L84) 5.3L EcoTec3 V8 engine.)	Inc.

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

AXLE

CODE	DESCRIPTION	MSRP
GU5	Rear axle, 3.23 ratio (Included and only available with (L84) 5.3L EcoTec3 V8 engine.)	Inc.

WHEELS

CODE	DESCRIPTION	MSRP
Q5U	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Bright Silver painted aluminum (Not available with (VYU) Snow Plow Prep Package.)	\$455.00

TIRES

CODE	DESCRIPTION	MSRP
QBN	Tires, 255/70R17 all-season, blackwall (STD)	\$0.00

SPARE TIRE

CODE	DESCRIPTION	MSRP
QBR	Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)	\$0.00

PAINT

CODE	DESCRIPTION	MSRP
GAZ	Summit White	\$0.00

SEAT TYPE

CODE	DESCRIPTION	MSRP
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)	\$0.00

SEAT TRIM

CODE	DESCRIPTION	MSRP
H1T	Jet Black, Cloth seat trim	\$0.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

RADIO

CODE	DESCRIPTION	MSRP
IOR	Audio System, Chevrolet Infotainment 3 System, 7" diagonal HD colour touchscreen, AM/FM stereo Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)	\$0.00

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	MSRP
PCV	WT Convenience Package includes (AKO) tinted windows, (C49) rear-window defogger and (DLF) power mirrors (Upgradeable to (DPO) trailer mirrors and includes (DD8) auto dimming rearview mirror.)	Inc.
PEB	WT Value Package includes (PCV) WT Convenience Package and (Z82) Trailering Package (Not available with (ZW9) pickup bed delete. Fleet or Government order types require (G80) auto-locking differential when (L84) 5.3L EcoTec3 V8 engine is ordered.)	\$750.00
Z82	Trailering Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance (With (L84) 5.3L EcoTec3 V8 engine requires (G80) locking differential. Included with (PEB) WT Value Package.)	Inc.

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	MSRP
G80	Auto-locking rear differential (Required with (L84) 5.3L EcoTec3 V8 engine when (Z82) Trailering Package is ordered. Included with (Z71) Z71 Off-Road Package or (9C1) Police Pursuit Package.)	\$450.00
JL1	Trailer brake controller, integrated (Requires (Z82) Trailering Package.)	\$350.00
K05	Engine block heater	\$195.00
KC4	Cooling, external engine oil cooler (Included and only available with V8 engines.)	Inc.
KNP	Cooling, auxiliary external transmission oil cooler (Included and only available with V8 engines.)	Inc.
KW7	Alternator, 170 amps (Included and only available with (L84) 5.3L EcoTec3 V8 engine. Not available with (L3B) 2.7L TurboMax engine or (VYU) Snow Plow Prep Package.)	\$0.00
NZZ	Skid Plates (Included and only available with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (9C1) Police Pursuit Package. Available free flow with Fleet or Government order type.)	\$195.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
AKO	Glass, deep-tinted (Included with (PCV) WT Convenience Package.)	Inc.
CGN	Chevytec spray-on bedliner, Black (does not include spray-on liner on tailgate due to Black composite inner panel)	\$625.00
DPO	Mirrors, outside power-adjustable vertical trailing with heated upper glass, lower convex mirrors, integrated turn signals, clearance lamps and auxiliary lighting; manual folding/extending (Requires (PCV) WT Convenience Package or (PEB) WT Value Package and either (Z82) Trailing Package or (ZW9) pickup bed delete. Includes (DD8) auto-dimming inside rearview mirror.)	\$570.00

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
C49	Defogger, rear-window electric (Included with (PCV) WT Convenience Package.)	Inc.
DD8	Mirror, inside rearview auto-dimming (Included and only available with (DPO) trailing mirrors.)	Inc.

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	MSRP
CTT	Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Included and only available with (Z82) Trailing Package.)	Inc.

ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION	MSRP
VBJ	LPO, Underseat storage (dealer-installed) (Not available with Regular Cab models.)	\$450.00
VQK	LPO, Moulded splash guards, Black (dealer-installed) (Not available with (ZW9) pickup bed delete.)	\$315.00
VQO	LPO, Black work step (dealer-installed) (Included with (PDW) Assist Step and truck bed cover Value Package I, LPO. Not available with any other assist steps.)	\$745.00
Options Total		\$8,095.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

Standard Equipment

Mechanical

Durabed, pickup bed

Engine, 2.7L TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)

Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) 2.7L TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)

Rear axle, 3.42 ratio

GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (L3B) 2.7L TurboMax engine.)

Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)

Push Button Start

Transfer case, single speed electronic Autotrac with push button control (4WD models only)

Four wheel drive

Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 220 amps (Included with (L3B) 2.7L TurboMax engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)

Frame, fully-boxed, hydroformed front section

Suspension Package, Standard

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill

Exhaust, single outlet

Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)

Tires, 255/70R17 all-season, blackwall (STD)

Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)

Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare

Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

Exterior

Bumpers, front, Black (semi-gloss)

Bumpers, rear, Black (semi-gloss)

CornerStep, rear bumper

Recovery hooks, front, frame-mounted, Black

Cargo tie downs (12), fixed rated at 500 lbs (226.8 kg) per corner

Headlamps, halogen reflector with halogen Daytime Running Lamps

IntelliBeam, automatic high beam on/off

Lamps, cargo area, cab mounted integrated with centre high mount stop lamp, with switch in bank on left side of steering wheel (LED)

Taillamps, with incandescent tail, stop and reverse lights

Mirrors, outside manual, Black (Standard on Crew Cab and Double Cab models only. Not available on Regular Cab models.)

Glass, solar absorbing, tinted

Door handles, Black

Tailgate and bed rail protection cap, top

Tailgate, standard

Tailgate, locking, utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)

Tailgate, gate function manual, no EZ Lift

Entertainment

Audio System, Chevrolet Infotainment 3 System, 7" diagonal HD colour touchscreen, AM/FM stereo Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)

Audio system feature, 6-speaker system, (Requires Crew Cab or Double Cab model.)

Wireless phone projection for Apple CarPlay and Android Auto

Bluetooth for phone, connectivity to vehicle infotainment system

Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.ca or dealer for details.)

Interior

Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

Seat trim, Vinyl

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

Interior

- Seat adjuster, driver 4-way manual
- Seat adjuster, passenger 4-way manual
- Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
- Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
- Steering wheel, urethane
- Steering column, Tilt-Wheel, manual with wheel locking security feature
- Steering column lock, electrical
- Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Centre, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Windows, power rear, express down (Not available with Regular Cab models.)
- Door locks, power
- Remote Keyless Entry with 2 transmitters
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- Power outlet, front auxiliary, 12-volt
- USB Ports, 2, Charge/Data ports located on the instrument panel
- Air conditioning, single-zone manual
- Air vents, rear, heating/cooling (Not available on Regular Cab models.)
- Mirror, inside rearview, manual tilt
- Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Safety-Mechanical

- Automatic Emergency Braking
- Front Pedestrian Braking
- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags, dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag

OnStar services capable (See onstar.ca for details and limitations. Services vary by model. Service plan required.)

HD Rear Vision Camera

Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam

Lane Keep Assist with Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behaviour. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)

Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

OnStar Basics (OnStar Fleet Basics for Fleet) Drive more confidently with up to 8 years of core OnStar services including mobile app commands, connectivity for select apps that provide in-vehicle voice assistance and navigation with real-time traffic, and Automatic Crash Response. (Requires (UE1) OnStar. Term begins on vehicle delivery date. Paid subscription required after expiry. Services are dependent on compatible wireless networks provided by third-party wireless service providers, working vehicle electrical systems, GPS signal and other factors outside GM control. Changes in technology and wireless networks may limit or prevent the operation of certain services. Services, connectivity, and capabilities have additional terms and limitations and are subject to change, and will vary by model, vehicle configuration, software version, conditions, and geographical and technical restrictions. Compatible smartphone required for mobile app commands. Not all vehicles may transmit all crash data; OnStar links to emergency services; Voice and Maps apps are subject to change at any time and may be provided by third parties. Non-refundable and no cash value. See onstar.ca/en/info for terms and details.)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.



Finch Chevrolet Cadillac Buick GMC Ltd.

Adam Durkin | 519-709-2405 | adam@finchautogroup.com

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote: 2026 Chevrolet Silverado 1500 - Township of Horwick (PW-2026-02)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>

Basic Years: 3

Basic Miles/km: 60,000

Drivetrain Years: 5

Drivetrain Miles/km: 100,000

Drivetrain Note: Certain Commercial and/or Government Fleet vehicles and vehicles factory equipped with 6.6L Duramax Turbo-Diesel Engine or equipped with a 3.0L Duramax Turbo-Diesel Engine: 5 years/160,000 km

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 160,000

Corrosion Miles/km: 60,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 100,000

Roadside Assistance Note: Certain Commercial and/or Government Fleet vehicles and vehicles factory equipped with 6.6L Duramax Turbo-Diesel Engine or equipped with a 3.0L Duramax Turbo-Diesel Engine: 5 years/160,000 km

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 29933. Data Updated: 10-Apr-2026 1:48:00 UTC AM.

CERTIFICATE OF LIABILITY INSURANCE

ISSUE DATE YYYY/MM/DD
2025/10/16

BROKER



HUB International Ontario ULC
130 King Street West, Suite 1100
Toronto, ON M5X 1E4
Canada
PHONE: 416-597-0008 FAX: 416-597-2313

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

Company A	Continental Casualty Company
Company B	
Company C	
Company D	
Company E	

INSURED'S FULL NAME AND MAILING ADDRESS

Finch Chevrolet Cadillac Buick GMC Ltd.
640 Wonderland Road North
London, ON N6H 3E5
Canada

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE <input checked="" type="checkbox"/> HIRED AUTOMOBILE	A	HKMB2025040	2025/10/04	2026/10/04	EACH OCCURRENCE	\$ 5,000,000
					GENERAL AGGREGATE	\$ 25,000,000
					PRODUCTS - COMP/OP AGGREGATE	\$ 5,000,000
					PERSONAL INJURY	\$ 5,000,000
					EMPLOYER'S LIABILITY	\$ 5,000,000
					TENANT'S LEGAL LIABILITY	\$ 5,000,000
					NON-OWNED AUTOMOBILE	\$ 5,000,000
					HIRED AUTOMOBILE	\$ 100,000
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input checked="" type="checkbox"/> ALL OWNED AUTOMOBILES <input checked="" type="checkbox"/> LEASED AUTOMOBILES ** <input checked="" type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/>	A	HKMB2025040	2025/10/04	2026/10/04	BODILY INJURY PROPERTY DAMAGE COMBINED	\$ 5,000,000
					BODILY INJURY (Per person)	\$ 5,000,000
					BODILY INJURY (Per accident)	\$ 5,000,000
					PROPERTY DAMAGE	\$ 5,000,000
<small>** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small>						
EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	A	HKMB2025040	2025/10/04	2026/10/04	EACH OCCURRENCE	\$ 15,000,000
					AGGREGATE	\$ 15,000,000
OTHER (SPECIFY)						\$
						\$
						\$
						\$
						\$

DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

The Certificate Holder is added as Additional Insured(s) to the Commercial General Liability Policy but only insofar as their legal liability arises, vicariously, out of operations performed by, or on behalf of, the Named Insured.

Commercial General Liability includes but is not limited to: Contractual Liability, Separation of Insured's and Cross Liability.

CERTIFICATE HOLDER

CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

AUTHORIZED REPRESENTATIVE

Per: _____



Your clearance(s) / Vos certificats de décharge

We confirm that the business(es) listed below are active and in good standing with us.
 Nous confirmons que la ou les entreprises énumérées ci-dessous sont actives et que leurs comptes sont en règle.

Contractor legal or trade name / Raison sociale ou appellation commerciale de l'entrepreneur	Contractor address / Adresse de l'entrepreneur	Contractor NAICS Code and Code Description / Code du SCIAN de l'entrepreneur et description	Clearance certificate number / Numéro du certificat de décharge	Validity period (dd-mm-yyyy) / Période de validité (jj- mmm-aaaa)
FINCH CHEVROLET CADILLAC BUICK GMC LTD.	640 WONDERLAND RD NORTH, LONDON, ON, N6H3E5, CA	441110: New car dealers 811111: General automotive repair	A0000JP44P	20-Feb-2026 to 19-May-2026

Under Section 141 of the *Workplace Safety and Insurance Act*, the WSIB waives our right to hold the principal (the business that has entered into a contractual agreement with the contractor/subcontractor) liable for any unpaid premiums and other amounts the contractor may owe us for the validity period specified.
 Aux termes de l'article 141 de la *Loi sur la sécurité professionnelle et l'assurance contre les accidents du travail*, la WSIB renonce à son droit de tenir l'entrepreneur principal (l'entreprise qui a conclu une entente contractuelle avec l'entrepreneur ou le sous-traitant) responsable de toute prime impayée et autre montant que l'entrepreneur pourrait lui devoir pour la période de validité indiquée.

WSIB Head Office: 200 Front Street West
 Toronto, Ontario, Canada M5V 3J1

Siège social : 200, rue Front Ouest
 Toronto (Ontario) Canada M5V 3J1

1-800-387-0750 | TTY/ATS 1-800-387-0050
 employeraccounts@wsib.on.ca | wsib.ca

Corporation of the Township of Howick

By-law 27-2026

Being a By-law to Authorize the Execution of an Agreement to Provide Management of Solid Waste Services Between Waste Management Canada Corporation and the Corporation of the Township of Howick.

WHEREAS Subsection 11(1) of the Municipal Act, S.O. 2001, c. 25, authorizes a lower-tier municipality to provide that the municipality considers necessary or desirable for the public;

AND WHEREAS the Council of the Township of Howick considers the management of waste as necessary or desirable for the public;

AND WHEREAS Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for use of its property including property under its control;

AND WHEREAS Subsection 11(2), paragraph 7 of the Municipal Act, 2001, authorizes a lower tier municipality to pass by-laws respecting services that the municipality is authorized to provide;

AND WHEREAS Council deems it necessary and desirable to enter into a contract with Waste Management of Canada Corporation;

AND WHEREAS, on June 3, 2021, the Province of Ontario enacted the Blue Box Regulation (O. Reg. 391/21) transferring operational and financial responsibility for the Corporation of the Township of Howick Blue Box Program to Extended Producer Responsibility (EPR) Blue Box with transition beginning on June 30, 2024;

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

1. That the CAO/Clerk and Reeve are hereby authorized to execute the agreement attached hereto as Schedule A, which forms part of this by-law.
2. That By-laws 33-2016 and 14-2024 are hereby repealed as of April 21, 2026.
3. This by-law shall come into force upon final passing.
4. That this By-law will be known as the "Solid Waste Management Agreement" By-law.

Read a first and second time this 21st day of April, 2026. Read a third time and finally passed this 21st day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

SOLID WASTE SERVICES AGREEMENT

THIS SOLID WASTE SERVICES AGREEMENT (“Agreement”) is made this **9th day of December 2025** (the “Effective Date”) by and between WASTE MANAGEMENT OF CANADA CORPORATION, a corporation organized and existing under the laws of the province of Nova Scotia (hereafter “Company”), and the CORPORATION OF THE TOWNSHIP OF HOWICK, a municipal corporation created under the laws of Ontario (hereafter “Township”) (Company and Township each a “Party” and collectively the “Parties”).

Cu

WHEREAS, Township desires to provide its residents with collection of solid waste; and

WHEREAS, Company and its affiliates have extensive experience in providing such services; and

WHEREAS, Township wants to contract with the Company for such services in accordance with the terms and conditions contained herein.

NOW THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, Company and Township agree as follows:

1. DEFINITIONS

- a) “**Applicable Law**” means any law, regulation, requirement, or order of any federal, provincial or local agency, court or other domestic or foreign governmental body, or interpretation thereof by any court or administrative agency of competent jurisdiction, and requirements of all permits, licenses, and governmental approvals applicable to this Agreement.
- b) “**Cart**” means a watertight heavy plastic receptacle with a rated capacity of approximately sixty-four (64) gallons for waste, having a hinged, tight-fitting lid, and two (2) wheels.
- c) “**Collection Service(s)**” means the process by which Solid Waste is removed from Residential Premises and subsequently disposed.
- d) “**Confidential Information**” means this Agreement; information disclosed to Company in relation to the Municipal Property Assessment Corporation; information relating to Disclosing Party or its affiliates; information relating to Disclosing Party or its affiliates’ business, pricing, or any other information prepared or provided by Disclosing Party in relation to this Agreement, and any of Disclosing Party or its affiliates’ documentation or data, which to the

extent previously, presently, or subsequently disclosed to Receiving Party.

- e) “**Container**” means Cart.
- f) “**Contamination**” refers to materials placed in a Container other than Municipal Solid Waste.
- g) “**CPI**” means the Consumer Price Index, all-items Ontario, as published by Statistics Canada.
- h) “**Disclosing Party**” means a Party to this Agreement, who is disclosing Confidential Information to a Receiving Party.
- i) “**Dwelling Unit**” means any individual living unit that includes a kitchen, and a room or suite of rooms, and is designed or occupied as separate living quarters for an individual or group of individuals. However, Dwelling Unit does not include a hotel or motel unit.
- j) “**Overage**” is defined as (i) Waste exceeding its Container’s intended capacity such that the lid is lifted (or would be lifted if lowered) or (ii) Waste placed on top of or in the immediate vicinity of the Container, in bags or otherwise.
- k) “**Premises**” means any parcel of real-estate property in the Service Area where Solid Waste is generated or accumulated.
- l) “**Rates**” means the fees to be charged by Company to Township, and paid by Township to Company, for the Collection Services and other services provided by Company and included on Exhibit “A” attached hereto, as such may be adjusted from time to time.
- m) “**Receiving Party**” is a Party to this Agreement, who is receiving Confidential Information from another Party to this Agreement.
- n) “**Recyclables**” means the materials defined as blue box material under the Province of Ontario.
- o) “**Refuse**” means Solid Waste that is set out for collection and disposal pursuant to this Agreement. Refuse does not include Recyclables or Unacceptable Waste.
- p) “**Residential Premises**” means a Single-Family Premises or Multi-Family Complex.
- q) “**Service Area**” means (i) the entire territory included within the Township limits as of the Effective Date of this Agreement; and (ii) such additional area as may thereafter become included with the Township limits from time to time due to annexation, incorporation or other means, but only from and after the time as the Company is able to provide collection services in such additional area and has reached agreement with the Township as to the rates for services, and except to the extent providing such services may be otherwise prohibited by law.
- r) “**Service Recipient**” means an owner or occupant of a Residential Premises.
- s) “**Solid Waste**” means all putrescible and non-putrescible solid, semi-solid, and liquid wastes that

are generated or coming to exist in the Service Area, excluding Unacceptable Waste.

- t) “**Unacceptable Waste**” means any waste tires, radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized, or listed under applicable federal, provincial, or local laws or regulations, any materials containing information protected by federal, state or local privacy and security laws or regulations (unless tendered to Company pursuant to a separate agreement), or any material the acceptance or handling of which would cause a violation of any Applicable Law, damage to Company’s equipment of facilities, or present an endangerment to the health or safety of the public or Company’s employees. Title to and liability for Unacceptable Waste shall remain with the generator at all times.

2. **TERM.** The Term of this Agreement shall be for five (5) years commencing on January 1, 2026 (the “Commencement Date”) and expiring December 31, 2031, with an additional 5-year mutual renewal option. Further extensions of one (1) year are available, unless either Party gives the other at least six (6) months’ advance written notice of the intention to terminate the Agreement at the end of the then-current term.

3. **EXCLUSIVE RIGHT.**

- a. The Township does hereby grant to Company and shall have the exclusive duty, right and privilege to provide Collection Services at Residential Premises in the Service Area. Subject to Section 3(b) below, all Residential Premises within the Service Area shall be required by Township to utilize the Collection Services of Company as provided herein.
- b. Notwithstanding the above, nothing in this Agreement shall prevent any owner, occupant or tenant of a Residential Premises from personally handling, hauling, or transporting Solid Waste generated by or from such Premises for purposes of disposing of the same at an authorized disposal area or transfer station.

4. **COLLECTION SERVICES.**

- a. **Service.** The Company will be required to pick up refuse from the street, curb, or other locations on public or private property that is accessible by its collection vehicle. Containers shall be returned to the position from which the Company received it. Collection on Township

side roads and concessions will be single sided collection. Service will be provided every week on Mondays on alternative weeks: week one includes the West side; Week two includes East side.

b. Inaccessible Areas. Alternative service provisions will be provided where roads are not accessible, currently known as transfer locations. Frontload bin services will be provided upon mutual review and acceptance by both parties. Households associated with these inaccessible areas may be provided frontload steel bins, with the number and size of bins determined based on the number of units attached to each area. If frontload bins are applied, the accompanying units will be removed from curbside cart billing, and frontload service billing will apply in its place as set forth in Exhibit “A”.

c. Containers.

i. Company shall provide eligible Premises and approved business with one 64-gallon (240 litre) Cart for Refuse when Automated Sideload Truck is available, estimated to be in 2026. Additional Carts will be available for a fee as set forth in Exhibit “A”. Company will own all Containers provided to the Township hereunder, unless purchased by the Township, and the Township shall allow Company to retrieve all Company Containers at the termination or expiration of this Agreement.

ii. Company shall replace any Container that becomes damaged or destroyed during the provision of the Collection Services, or that becomes unusable due to ordinary wear and tear; Company may charge a replacement fee and delivery fee as set forth in Exhibit “A”. However, if a Container in the possession of a Service Recipient is lost, stolen, damaged, or destroyed through no fault of Company, the Township shall be responsible to compensate Company the fair market value for the replacement or repair of such Container. Service Recipients will be responsible for maintaining the cleanliness of Containers, although the Township may request a Container exchange for the fee set forth in Exhibit “A”. Service Recipients may not, itself or through a third party, mechanically compact materials placed in Company-provided Containers.

d. Collection Location, Frequency and Time. Refuse shall be collected from the curbside every other week. Collections shall occur during ordinary hours but in no instance earlier than 7 a.m. Refuse shall be collected at a frequency and from locations determined by Company and the Township.

e. Contamination; Overage.

- i. During the period beginning on the Commencement Date and ending sixty (60) days later (the “Roll-Out Period”), Company shall provide information designed to minimize instances of Contamination and Overage. Where the Company documents that a particular Service Recipient has Contamination or Overage, Company shall collect the offending Container (where it can be done safely and excluding material laying on ground) and provide an electronic notice to the Township with the following information (a “Violation Notice”):
- Date of the offense;
 - Description of the offense;
 - If available, a photograph or video (or link to photograph or video);
 - A description of the materials that are appropriate for collection in said Container and a link to view online.

During the Roll-Out Period, Company shall not impose a Contamination or Overage Charge.

- ii. Company may opt to not collect Overage, unless caused by Company spillage of non-overloaded Containers during collection; in such event, the Township may correct the Overage and request that Company return to service the Container. Alternatively, Company may collect the Container with Overage if it can safely do so. In either case, the Company shall provide a Violation Notice where such electronic contact information has been provided. If there have been more than three instances of Overage in any twelve (12) month period for a particular service, Company may request Township to communicate violation on its behalf which may result in no collection. ’s request (i.e., Additional Container) to mitigate the Overage, and may increase the charges to the Township according to the increased service level.
- f. Overweight Containers.** The Company may refuse to collect any Refuse which the Company reasonably believes to be overweight. A Container shall be considered “overweight” if the total weight of the Container and contents exceeds two times the volume capacity of said Container (e.g., 200 pounds for a 64-gallon Cart). The Company shall provide notification to the Township regarding each instance of non-collection.

- g. Disposal.** Company shall dispose or arrange to dispose of the Refuse collected under this Agreement only at solid waste disposal facilities that are licensed and permitted to accept such solid waste.
- h. Holiday Schedule.** The following days shall be designated holidays on which the Collection Services shall not be provided: New Year’s Day and Christmas Day.
- i. Special Services.** From time to time, the Township may request performance of special services, for which a rate is not provided in Exhibit “A”. Company shall make good faith efforts to provide the requested service at a reasonable rate negotiated with the Township.
- j. Compliance with Laws.** The Collection Services shall be performed in accordance with Applicable Law.
- k. Personnel and Equipment.** The Collection Services shall be performed by properly trained and licensed personnel in adequate numbers and with adequate vehicles to complete the Collection Services in a safe and timely manner.
- l. Supervision.** Company shall provide competent supervision in charge of working crews at all times while providing the Collection Service.
- m. Missed Pick-Ups and Complaints.** All Refuse Containers scheduled for collection, must be placed at the curb or other designated location and ready for pick-up before 7:00 a.m. on the collection day; any Containers not collected because they are not at the curb or other designated location on time shall not be considered a missed pick-up. All complaints as to Company’s provision of the Collection Services, including alleged missed pick-ups, shall be given prompt and courteous attention. Company shall attempt to resolve all complaints promptly and shall cure all missed pick-ups that are a result of Uncontrollable Circumstances within one (1) week, conditions permitting. Company shall attempt to resolve all complaints promptly and shall cure all missed pick-ups that are not the result of Uncontrollable Circumstances within one workday, conditions permitting.
- n. New or Enhanced Diversion Programs.** In the event any federal, provincial, or local law or regulation is adopted or becomes effective after the date of this Agreement which imposes upon Township or Company a requirement for the implementation of any source separated program for the collection of any waste material not already covered by this Agreement, increases Township’s diversion requirement under Applicable Law, changes the methods for obtaining or measuring compliance with diversion requirements, Company shall design and

present a program to Township to comply with such new laws or regulations. Before any such changed services are implemented, Company and Township shall meet and confer in good faith to determine a fair and reasonable adjustment to the maximum rates set forth in Exhibit “A” in order to compensate Company for implementing said changed services.

- o. Natural Disasters.** Company will use commercially reasonable efforts to assist Township, at the Township’s request, with emergency collection service in the event of major disaster, such as an earthquake, storm, riot or civil disturbance, by providing equipment and drivers based on negotiated services and rates between Township and Company. Township is not required to utilize the services of Company. In addition, where the disaster results in the loss of Service Recipient containers, Company shall replace the containers, and Township shall reimburse Company for the cost of replacement.

5. Service Infractions.

In case the Company fails to perform the work in accordance with the terms specified in this contract, including completion of routes and services, the company shall be assessed infraction charges as outlined in the following:

#	Infraction Description	Infraction Charge
1	Failure to complete collection at each dwelling unit in controllable situations. If the Contractor returns to complete Collection on an alternate day within the week, no damages shall apply. Infraction resets after each 6 months.	1st occurrence: Written warning 2nd occurrence: \$200 3rd occurrence: \$300 4th and Subsequent: \$500
2	Recurring misses (more than three times in a six (6) month period) to units, roads or areas as a result of Contractor error and not as a result of actions outside the Contractors control.	Per occurrence: \$300

6. BILLING.

The Township shall compensate the Company monthly for Collection Services, in a total amount based upon the service charges for Collection Services, as they may be adjusted from time to time, and any applicable additional charges, as provided in Exhibit “A”.

In calculating such monthly compensation to the Company, the applicable per unit rates shall be multiplied by the number of Service Recipients. The aggregate number of such Service Recipients is currently estimated by the Township to be as follows as of the effective date of this Agreement: 1495 residential units. The Township shall provide an updated unit count monthly within ten (10) days of the end of each calendar month.

7. SERVICE RATES.

- a. Service Rate Schedule. Company shall provide the Collection Services for the rates set forth in Exhibit “A” (the “Rates”), as the same may be adjusted in accordance with this Section 6.
- b. Annual Adjustment to Rates. Commencing on the date which is one (1) year after the Commencement Date, and on the same date annually thereafter (the “Adjustment Date”), the Rates shall be increased by five percent (5%) to the then-current Rates.
- c. Extraordinary Adjustments. In addition to the annual adjustment provided by subsection (b) above, the Rates shall, upon written request of Company, be further adjusted to fully capture increased expenses and lost revenue associated with performance of the Collection Services hereunder due to any one or more of the following causes:
 - i. Uncontrollable Circumstance (see Section 12);
 - ii. Changes in Applicable Law that is effective after the Effective Date of this Agreement;
 - iii. Increase in surcharges, fees, assessments or taxes levied by federal, provincial or local regulatory authorities or other governmental entities related to the Collection Services;
 - iv. Changes in baseline assumptions, such as changes in volumes collected and changes in the amount of container contamination;
 - v. Increase in the cost of transportation, including fuel and third-party transportation costs;
 - vi. Any other extraordinary circumstances or causes or reasons that are not within the reasonable control of Company.
- d. If Company requests a Rate adjustment pursuant to Section 6(c), it shall prepare a Rate adjustment request setting forth its calculations of the increased costs and accompanying adjustment to the Rates necessary to offset such increased costs. The Township may request

documentation and data reasonably necessary to evaluate such request by Company, and may retain, at its own expense, an independent third party to audit and review such documentation and request. If such third party is retained, the Township shall take reasonable steps, consistent with Applicable Law, to protect the confidential or proprietary nature of any data or information supplied by Company. The Township shall approve all properly calculated Rate adjustments within ninety (90) days of Company's request, and the adjusted Rates shall be deemed to take effect as of the date of Company's request.

8. DEFAULT AND TERMINATION

Except as otherwise provided in Section 12 (Force Majeure), the failure of either Party to perform a material obligation under this Agreement shall be considered a breach of this Agreement, and the breaching Party shall be in default. In the event of default, the non-defaulting Party shall give written notice to the other Party of the default, and the defaulting Party shall have: (i) ten (10) days from the receipt of the notice to cure any failure to pay money under this Agreement, or (ii) thirty (30) days from the receipt of the notice to cure any other default under this Agreement; provided, however, if the particular default is not reasonably capable of being cured within 30 days, then the defaulting Party will have such number of days to cure as is reasonable under the circumstances. If the defaulting Party fails to cure the breach within the allotted time, the non-defaulting Party may, at its option, immediately terminate the Agreement by written notice to the defaulting Party. In the event of a default, the defaulting Party agrees to pay all damages caused by said default, to include, without limitation reasonable legal fees and costs associated with enforcement of this Agreement. Under no circumstances shall either Party be liable for any loss of profits, loss of savings, loss of contracts, or any consequential, indirect, punitive or special damages for any alleged default under this Agreement. The exclusions and limitations of liability set forth herein shall apply irrespective of the nature or cause of action and shall accordingly apply in the event of breach of contract, tort (including negligence), equity, and any other cause of action, whether arising statutorily or otherwise at law.

9. INDEPENDENT CONTRACTOR

Company shall perform the Collection Services as an independent contractor. Company, its officers, employees, agents, contractors or subcontractors, are not and shall not be considered employees,

agents or servants of the Township for any purpose whatsoever under this Agreement or otherwise. Company at all times shall have exclusive control of the performance of the Collection Services. Nothing in this Agreement shall be construed to give Township any right or duty to supervise or control Company, its officers, employees, agents, contractors, or subcontractors, or to determine the manner in which Company shall perform its obligations under the Agreement.

10. INSURANCE

Company shall maintain at its own cost and expense the following minimum limits of occurrence-based insurance during the term of this Agreement:

	<u>Type</u>	<u>Amount</u>
a.	Employer’s Liability	\$5million
b.	Commercial General Liability	\$5million per occurrence
c.	Automobile Liability	\$5million

The Township, its elected and appointed officials and employees, shall be included as additional insured parties under the CGL, Automobile and Excess/Umbrella coverages. Prior to commencement of the Collection Services, Company shall deliver to Township certificate(s) of insurance evidencing the required coverages. The certificate(s) shall require at least ten days’ notice to the Township before cancellation of any such Company policy.

11. OCCUPATIONAL HEALTH AND SAFETY POLICY

The Company accepts and agrees to comply with the Township’s Contractor Safety and Due Diligence Policy, the provisions of which are incorporated in this Agreement.

12. FORCE MAJEURE

Except for the failure to make payment when due, neither Party shall be in default for its failure to perform or delay in performance caused by an Uncontrollable Circumstance, and the affected Party shall be excused from performance during the occurrence of such events. For purposes of this Agreement, “Uncontrollable Circumstances” means any act of terrorism, act of God, landslides, lightning, forest fires, storms, floods, typhoons, hurricanes, severe weather, freezing, earthquakes, volcanic eruptions, other natural disasters or the imminent threat of such natural disasters, pandemics or epidemics, industry-wide labour or equipment shortages, quarantines, civil disturbances, acts of

the public enemy, wars, blockades, public riots, labour unrest (e.g., strikes, lockouts, or other labour disturbances), acts of domestic or foreign governments or governmental restraint or other causes, whether of the kind enumerated or otherwise, and whether foreseeable or unforeseeable, that are not reasonably within the control of a Party.

13. MISCELLANEOUS PROVISIONS.

a. Confidentiality:

- i.** The Parties shall maintain confidentiality of Disclosing Party's Confidential Information using the same standard used to protect its Confidential Information, which shall not be any less than that which a reasonable person placed in the same circumstances would use. This includes implementing and maintaining appropriate security measures to safeguard Disclosing Party's Confidential Information. Receiving Party shall ensure that its employees, agents and consultants maintain the confidentiality of all Disclosing Party's Confidential Information and information related to this Agreement or the proposed activities set out herein and shall not communicate such Confidential Information or information related to this Agreement or the proposed activities set out herein to any third party without the prior written consent of Disclosing Party. Notwithstanding the foregoing, Township agrees that Company is entitled to disclose Confidential Information to its affiliates for the purposes of administering this Agreement.
- ii.** Confidential Information received from Disclosing Party shall be used solely for the purposes of administering this Agreement and for no other purposes.
- iii.** Township confirms that it was entitled to disclose to Company Municipal Property Assessment Corporation information, and Company agrees that such Municipal Property Assessment Corporation information shall be used solely for the purposes of providing Collection Services further to this Agreement, and for no other purpose.
- iv.** Upon a request by Disclosing Party, Receiving Party will turn over to Disclosing Party or destroy all Confidential Information of Disclosing Party and all documents or media containing any such Confidential Information and any and all copies or extracts thereof except with respect to Confidential Information residing on any disaster recovery or business continuity or archiving systems of Receiving Party or which is subject to legal or

litigation holds, and such Confidential Information shall continue to be governed by this Agreement until destroyed.

- v. The obligations regarding confidentiality shall survive for five (5) years following termination or expiration, as applicable, of this Agreement.
 - A. This Agreement shall be binding on and shall inure to the benefit of the Parties hereto and their respective successors and assigns.
 - B. This Agreement shall be construed in accordance with the laws of the Province of Ontario, and the applicable federal laws of Canada.
 - C. All written notification required by this Agreement shall be effective upon receipt and delivered by Certified Mail, Return Receipt Requested, overnight delivery by a recognized overnight delivery service, or by hand delivery to the Party's address below:

If to Company: 200 Sligo Rd. W
Mount Forest, ON N0G 2L1
Attn: Senior District Manager

If to Township: 44816 Harriston Road,
Gorrie ON N0G1Z0
Attn: Public Works Manager

- b. If any provision of this Agreement is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Agreement; however, the Parties shall amend this Agreement to give effect, to the maximum extent allowed, to the intent and meaning of the severed provision.
- c. In the event either Party successfully enforces its rights against the other hereunder, the other Party shall be required to pay the prevailing Party's legal fees and court costs.
- d. Company's rights and obligations under this Agreement may not be assigned without the prior written approval of the Township, which shall not be withheld unreasonably nor required with respect to an assignment to an affiliate of Company.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have executed this Agreement, and it is effective as of the Effective Date above.

WASTE MANAGEMENT OF CANADA CORPORATION

By: _____

Name: _____

Title: _____

Signature: _____

CORPORATION OF THE TOWNSHIP OF HOWICK

By: _____

Name: Doug Harding

Title: Reeve

Signature: _____

We have the authority to bind the corporation.

By: _____

Name: Caitlin Gillis

Title: Chief Administrative Officer/Clerk

Signature: _____

**EXHIBIT A
COMPANY RATES**

Item	Description	Units	Unit Rate per month	Total Per Month	Total per Year
1	Curbside Garbage Collection Year 1 64 Gallon Carts	1495	\$5.07	\$ 7,579.65	\$ 90,955.80
2	Curbside Garbage Collection Year 1 95 Gallon Carts	1495	\$5.15	\$ 7,699.25	\$ 92,391.00

Frontload Waste Bin Unit Rates, including disposal

Frontload bins	Rate per service
2 yard	\$ 23.10
4 yard	\$ 34.65
6 yard	\$ 51.45
8 yard	\$ 63.00

Frontload Recycling Bin Unit Rates for Non-Eligible, including processing

Frontload bins	Rate per service
2 yard	\$ 32.00
4 yard	\$ 36.00
6 yard	\$ 40.00

2025 Contingency Supplemental Rates

- Replacement Carts: \$100 per unit plus \$100 delivery
- Special Collection Services (i.e. Bulk): \$180 per hour
- Waste disposal \$105 per Metric Tonne if redirect to WM transfer/Landfill

Corporation of the Township of Howick

By-law No. 28-2026

Being A By-Law To Authorize the Entering into and Execution of an Agreement between the Corporation of the Township of Howick and Nichols Excavating Inc. for the Replacement of Structure #29.

WHEREAS Subsection 5(1) of the Municipal Act, S.O. 2001, c. 25 as amended, provides that the powers of a municipality shall be exercised by Council;

AND WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council deems it prudent to award Contract BR1619 to Nichols Excavating Inc. for the concrete box culvert replacement on Orange Hill Road in the amount of \$321,625.00, plus HST;

AND WHEREAS both parties have agreed to the Terms in the Contract.

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

1. That the Corporation of the Township of Howick approves the awarding of Contract BR1619 to Nichols Excavating Inc. for the concrete box culvert replacement on Orange Hill Road in the amount of \$321,625, plus HST, as per the Contract attached hereto as Schedule "A" and forming part of this by-law.
2. That the Reeve and CAO/Clerk be authorized to execute and affix the Corporate Seal to all things, papers and documents necessary to the execution of such Contract.
3. That this By-law shall come into force and take effect upon its final passage.
4. That this By-law may be cited as the "Structure #29 Replacement" By-law.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Corporation of the Township of Howick

By-law No. 29-2026

**Being a by-law to designate the entire Township of Howick as a
Community Improvement Project Area**

WHEREAS, Section 28(2) of the Planning Act, R.S.O.1990, c. P.13 as amended provides that where there is an official plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the Council may, by bylaw, designate the whole or any part of an area covered by such an official plan as a community improvement project area;

AND WHEREAS, the Official Plan for the Township of Howick contains provisions enabling the Council of The Corporation of the Township of Howick to designate any portion of the municipality a Community Improvement Project Area by bylaw for the purposes of preparing and undertaking a Community Improvement Plan;

AND WHEREAS, the Council of the Corporation of the Township of Howick has deemed it appropriate to designate the Township in its entirety as a Community Improvement Project Area in accordance with Section 23(2) of the Planning Act;

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

1. THAT the entire Township of Howick is designated as a community improvement project area pursuant to Section 28 of the Planning Act, as amended.
2. This by-law shall come into force and takes effect on the date of its final passing.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passe this 21st day of April, 2026.

Reeve, Doug Harding

CAO/Clerk, Caitlin Gillis

Corporation of the Township of Howick

By-law No. 30-2026

**Being a by-law to adopt a Community Improvement Plan for
the Township of Howick**

WHEREAS, Section 28(2) of Part IV of the *Planning Act*, R.S.O. 1990, c. P. 13 ("the Planning Act"), empowers the council of a municipality in which a by-law designating a community improvement project area has been passed to adopt a community improvement plan;

AND WHEREAS, pursuant to By-law 27-2026, The Corporation of the Township of Howick designated the Township in its entirety as a community improvement project area;

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

1. THAT the document attached hereto as "Schedule A" entitled Township of Howick Community Improvement Plan is hereby adopted as a Community Improvement Plan pursuant to Section 28(4) of the *Planning Act*.
2. This by-law shall come into force and takes effect on the date of its final passing.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve, Doug Harding

CAO/Clerk, Caitlin Gillis

The Corporation of the Township of Howick

By-law No. 31-2026

**Being A By-Law to adopt a Use of Corporate Resources During an Election Policy
for the Corporation of the Township of Howick**

WHEREAS pursuant to Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 88.18 of the *Municipal Elections Act, 1996*, as amended, states that before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during an election campaign period;

AND WHEREAS the Council of the Corporation of the Township of Howick is desirous of adopting a Use of Corporate Resources During an Election Policy for the Corporation of the Township of Howick

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

1. That the "Use of Corporate Resources During an Election Policy" attached hereto as Schedule 'A' is hereby adopted and shall form part of this by-law.
2. That this By-law shall come into force and take effect upon its final passage.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis



Use of Corporate Resources During an Election Policy

Policy Number:

Approved by: Council Resolution passed _____, 2026

Administered by: Clerk's Department

Effective Date: _____, 2026

1. Definitions	2
2. Background.....	3
3. Purpose	4
4. Application and Scope	5
5. Outcomes.....	6
6. Policy Statements	6
7. Roles and Responsibilities	11
8. Monitoring and Compliance	12
9. References and Resources.....	12
10. Revision History	13

1. Definitions

- 1.1 “Campaign”** means any activity performed with the intention to solicit or influence votes in support or opposition of a candidate in a federal, provincial, or municipal election or by-election, or a question on a ballot.
- 1.2 “Campaign Material”** means material in any media (i.e. print, radio, television, websites, digital and social media) used to promote or oppose a candidate, political party, or question on the ballot. Campaign material includes, but is not limited to, pamphlets, brochures, cards, posters, buttons, clothing, and car wraps.
- 1.3 “Campaign Period”** means:
- a. For Candidates, the date on which their Nomination Form is filed until December 31 in the year of an election (unless a request for extension of campaign period has been filed).
 - b. For Registered Third Parties, the date on which the Notice of Registration as a third-party advertiser is filed until December 31 in the year of an election (unless a request for extension of Campaign Period has been filed).
 - c. For a provincial or federal election, the date on which the writ of election is issued or a by-election is called and ending on Voting Day. Voting day for a provincial or federal election or by-election is the day set out in the *Elections Act* (provincial) or *Canada Elections Act* (federal).
- 1.4 “Candidate”** means a person who has filed a Nomination Form as a Candidate in the Township’s municipal or local board election or by-election, or a person who is a Candidate or who is seeking a nomination in a provincial or federal election or by-election, including acclaimed Candidates.
- 1.5 “Township Clerk”** means the clerk of The Corporation of the Township of Howick, an election official in accordance with the *Municipal Elections Act, 1996*, and the position responsible for conducting municipal elections within the municipality.
- 1.6 “Township-organized Event(s)”** means events organized or funded solely or jointly by the Township.
- 1.7 “Township Property”** means all Township-owned, leased, operated and/or controlled properties and facilities, including but not limited to indoor and outdoor recreation fields; parks and parkland; gardens; open space and boulevards; buildings and rooms; furniture; equipment and fixtures; vehicles; transit and fleet vehicles; and parking lots.
- 1.8 “Corporate”** means The Corporation of the Township of Howick.

- 1.9 “Elected Official”** means a person elected to an office of municipal, provincial, or federal government, or a local board.
- 1.10 “Member of Council”** means a person elected to an office of the Council of The Corporation of the Township of Howick.
- 1.11 “Municipal Publications”** means any Township publication.
- 1.12 “Nomination Day”** means the third Friday in August in the year of the election, as prescribed in the *Municipal Elections Act, 1996* (MEA). Nomination Day ends at 2 pm local time.
- 1.13 “Nomination Form”** means the prescribed form and declaration of qualification, executed and filed by the Candidate.
- 1.14 “Registered Third Party”** means an individual, corporation or trade union that has filed a Notice of Registration as a third-party advertiser in the federal, provincial, or municipal election.
- 1.15 “Senior Management Team”** consists of the CAO/Clerk, the Manager of Development and Protective Services/Fire Chief, the Manager of Public Works, the Manager of Recreation and Facilities, and the Treasurer/Manager of Finance.
- 1.16 “Social Media”** means online technologies and practices used to share opinions, insights, experiences, and perspectives through words, pictures, music, videos and audio. Social media can take many different forms, including but not limited to internet forums, web logs (blogs), social blogs, messaging, wikis, podcasts, pictures, video, music sharing, rating and bookmarking. A non-exhaustive list of examples of social media include Facebook, X, Instagram, Snapchat, YouTube, Threads and LinkedIn.
- 1.17 “Staff”** means all full-time, part-time, volunteer, and contract employees of the Corporation.
- 1.18 “Voting Day”** means the fourth Monday in October in the year of the election, as prescribed in the *Municipal Elections Act, 1996* (MEA). In the case of a provincial election, Voting Day is referred to as Polling Day and occurs on the fifth Thursday after the date of the writ. For federal elections, Voting Day is also referred to as Polling Day and generally occurs on the third Monday of October in the fourth calendar year following polling day for the last general election.

2. Background

Section 88.18 of the *Municipal Elections Act, 1996* (MEA) requires municipalities and local boards, before May 1 of an election year, to establish rules and procedures with respect to the use of municipal or board resources during an election Campaign Period.

The *MEA* specifies that a municipality or local board cannot make a contribution to or for a municipal election Candidate (Section 88.8 (4)) or a Registered Third Party (Section 88.12 (4)).

A “contribution” includes:

- a) money, goods and services given to and accepted by or on behalf and under the direction of a person for his or her election campaign (Section 88.15 (1))
- b) money, goods and services given to and accepted by or on behalf of an individual, corporation or trade union in relation to third party advertisements (Section 88.15 (2)).

Since a “contribution” may take the form of money, goods, or services, any use of the Township’s resources for an election campaign by Staff, a Member of Council who is a Candidate, or by any other Candidate or any Registered Third Party, would be considered a contribution by the Township for the purposes of the *MEA*. The *Election Finances Act, 1990*, and the *Canada Elections Act, 2000*, impose similar prohibitions for provincial and federal election campaigns in that a contribution can only be made by an individual.

Federal and Provincial Elections

The Township continues to emphasize the importance of strengthening relationships with all levels of government and actively engages in political advocacy campaigns, including during federal and provincial elections, to promote the interests of the Township.

To avoid the appearance of Township support for partisan political activities, discretion will be used in considering requests for government events leading up to and during the period when the writ of election (dissolution of parliament [federal] or legislature [provincial]) is issued.

3. Purpose

The purpose of this Policy is to provide a consistent approach and clear direction regarding the use of corporate resources during a Campaign Period. This Policy should be interpreted as a general prohibition against the use of corporate resources for any election-related purpose.

It is recognized that subject to the provisions of the *Municipal Act, 2001*, persons elected to an office on Township Council (“Member of Council”) are holders of their office until the end of their term and until their successors are elected and the newly elected Council is organized. Nothing in this Policy shall preclude an Elected Official or member of a local board from performing their job responsibilities, nor inhibit them from representing the interests of their constituents.

4. Application and Scope

This Policy applies to:

- All Members of Council (including those not seeking re-election).
- Members of local boards.
- Candidates and Registered Third Parties in a municipal and school board trustee election, or by-election.
- A campaign related to a question on the ballot.
- All Staff during a Campaign Period.
- Candidates and Registered Third Parties for a provincial or federal election or by-election.

Exceptions:

- 4.1** Municipal information prepared, posted and maintained by the Township, names and photographs of Elected Officials, their contact information, and a list of current representation on committees that is prepared, posted and maintained by the Township.
- 4.2** Agendas and minutes of Council and Committee meetings.
- 4.3** Media releases and Township materials that describe inter-governmental activities of the Reeve in the capacity as Head of Council and Chief Executive Officer of the Township.
- 4.4** A provincial or federal announcement in which one government is in a writ period may be permitted if directly related to government business.
- 4.5** A town hall event or debate, involving Candidates in a provincial or federal election or by-election, that is Township-organized or an event organized by non-partisan individuals or organizations, may be held at a Township Property, provided that necessary rental agreements have been secured by the event organizer.
- 4.6** A town hall event or debate, involving Candidates in a municipal election or by-election for one or more specific office(s), that is organized by non-partisan, individuals or organizations, as long as no particular candidate is promoted or opposed at the event, may be held at a Township Property, subject to the consent of the Township Clerk, and provided that the necessary rental agreements have been secured by the event organizer. The Township will not host or organize any town hall events or debates for municipal election candidates. Registered third parties are not permitted to hold town hall events or debates on Township Property.

4.7 Municipal election-related education meetings that are organized by Township Staff may be held at any Township Property.

Note: certain provisions of this Policy may be subject to additional Township by-laws, policies and procedures (see Section 9 – References and Resources).

Guidance should be sought from the Township Clerk or designate if clarification or interpretation is required.

5. Outcomes

This Policy is intended to:

- a) Ensure compliance with the *Municipal Elections Act, 1996*, in regards to the prohibitions against the Township contributing to a municipal, trustee, or a registered third-party election campaign.
- b) Ensure Candidates and Registered Third Parties are treated fairly and consistently within the municipality.
- c) Ensure that the integrity of the election process is maintained at all times.
- d) Establish the appropriate use of Corporate resources during an election period, in order to:
 - I. protect the interests of Elected Officials, Candidates, Registered Third Parties, Staff and the Corporation, and
 - II. ensure accountable and transparent election practices.
- e) Maintain non-partisanship and demonstrate impartiality towards provincial and federal partisan political activities during the Campaign Period.

6. Policy Statements

The statements contained herein provide a consistent approach to the use of Township Corporate resources during a Campaign Period, and expressly prohibit contributions and the use of Corporate resources for campaign purposes. The following applies to Elected Officials, Candidates, Registered Third Parties, and Township Staff.

6.1 Activities

The following activities are not permitted during an election campaign period:

- (a) Use of Township Property, whether directly or indirectly booked, for any election purpose(s) not provided for in subsections 3.5, 3.6, or 3.7.

- (b) Campaigning or solicitation (including display or distribution of Campaign material, wearing Campaign buttons or clothing) within any Township Property.
- (c) Campaigning or solicitation (including display or distribution of Campaign material, wearing Campaign buttons or clothing, etc.) at a Township-organized Event (e.g. Canada Day, flag raisings, etc.).
- (d) Use of equipment, supplies, services, Staff, technology, infrastructure, data or other resources of the municipality for any Campaign or Campaign-related activities.
- (e) Use of Township funds to acquire or produce any resources for any Campaign or Campaign-related activities, including ordering of stationary, print and office supplies.

Note: Campaigning on Township Property, whether it is during or outside of an election campaign period, is not permitted at any time.

Note: Candidates may accept an invitation to address a group that has booked a Township Property, or an organized group that regularly meets at a park or open space (e.g. clubs or ratepayer groups), but they are not permitted to wear any campaign clothing during the address/meeting. Campaign material must be confined to the meeting the candidate is attending. Campaigning must not disrupt the enjoyment or use of the space by others.

Note: It is recommended that current Council members include an auto-reply email message and voicemail message such as *“As a sitting Council member, I must ensure that my actions as a candidate are kept separate from any actions related to the upcoming municipal election. As such, I will not be reading or responding to any campaign-related communications from you to this email address. Election campaign inquiries should be directed to my personal/campaign email and voicemail”*.

6.2 Campaign Material

The following restrictions apply to campaign-related material:

- (a) Use of Member of Council office budgets to sponsor or produce any campaign material (should also be read in accordance with the Employee Business Expense Policy).
- (b) Use of Township funds or resources to print or distribute any material that makes reference to, or contains the names or photographs of, or identifies Candidates or Registered Third Parties.

- (c) Use of lists, data and files produced using Township resources, with the exception of lists to which a particular Candidate is entitled, pursuant to the *Municipal Elections Act*, for the current election (e.g. permitted use of Voters' List for election purposes only).
- (d) No photographic or video material created or funded by the Township shall be used in political advertising, or election-related campaign material.
- (e) Display of Campaign material, including clothing, in or on any Township Property.
- (f) Display of Campaign material at any voting location, including the voting location's parking lot.
- (g) Display of Campaign material, including clothing, by any Township Staff, during working hours.

6.3 Election Signs

Election signs, including "wrapped" cars cannot be posted or displayed on Township property or at voting locations. Placement of election signs for municipal, provincial and federal elections must be in accordance with the current Township Sign By-law and any related election sign by-law.

6.4 Photography at Voting Locations

Election procedures prohibit the use of cameras inside a voting location. Candidates or Registered Third Parties are permitted to be photographed outside a voting location, provided there are no Township identifiers in the photograph.

6.5 Information Technology Resources and Social Media

The following restrictions apply to the use of information technology resources and social media during a Campaign Period:

- (a) Make reference to and/or identify any individual as a Candidate, political party, Registered Third Party or a supporter or opposer of a question on a ballot during an election, on any social media sites, blogs, and other new media created and/or managed by the Township and/or Township staff.
- (b) Use Township owned or managed Technology (IT) assets, infrastructure, or data (e.g. computers, wireless devices, portals, corporate email, web pages, blogs, telephone) to communicate election-related messages.

Note: The Township's online list of Candidates and Registered Third Parties shall be the only area of the Township of Howick's website where a link to external election campaign contacts, websites and/or social media may be posted during the Campaign Period.

6.6 Member of Council Use of Social Media

The following restrictions apply to Member of Council use of social media during a Campaign Period:

- (a) All links to social media accounts and personal external websites shall be removed from Township websites and domains during a municipal election period.
- (b) Members are not permitted to use electronic materials paid for by the Township for municipal election campaign purposes.
- (c) Councillors and candidates may not include election related material on websites or domain names paid for or maintained by the Township.

Note: Members of Council must ensure that their use of social media is consistent with the Council Policy and all other relevant Township policies.

Social media use is not completely “cost-free.” Township images and logos, staff, and volunteers working in council offices and using Township computers, smart phones, services and email accounts are Township resources and shall not be used for campaign purposes.

6.7 Use of Township Logo and Identifiers

The Township’s brand, logos and identifiers are registered trademarks and owned by the Township of Howick. Use of a video, photo, logo, crest, coat of arms, slogan, or identifier for which the Township has proprietary rights, including municipal election logos, in any capacity, are strictly prohibited.

6.8 Member of Council Advertising and Publications

The following services will be discontinued for Members of Council who are a Candidate as of the end of Nomination Day:

- (a) All forms of advertising and communication, including Municipal Publications (e.g. paper or web-based).
- (b) All printing services, including distribution, photocopying and printing of publications, such as newsletters, business cards, with the exception of communications specifically related to an authorized or scheduled Township-organized Event (e.g. Public Meeting).
- (c) Links to Member of Council related websites or social media platforms, unless those platforms are clearly marked as an official Member of Council site and are not used for election Campaign purposes.

Note: If a compelling Corporate need arises between Nomination Day and Voting Day, a Member of Council who is a Candidate may use Corporate Resources to advise or contact their constituents, in keeping with this Policy and subject to the consent of the Township Clerk.

6.9 Candidate and Registered Third-Party Conduct

(a) Candidates and Registered Third Parties who attend Township-organized Events are not permitted to campaign, including without limitation, distribute campaign material, or wear campaign buttons or clothing. The Township's Staff supervising a Township-organized Event may request that a Candidate or Registered Third Party leave the event if campaigning is reported or suspected.

(b) Members of Council attending Township-organized Events, or events held at a Township Property may act as a representative participant in their capacity as an elected official, including speaking and offering greetings. Elected Officials and Members of Council who are also Candidates at the time of their attendance and participation at the Township-organized Event may not campaign. No election signs or Campaign materials, including clothing, may be publicized at the event.

(c) Candidates or Registered Third Parties are not permitted to engage in Campaign activities directed at Township employees while those employees are at their workplace or engaged in work for the Township.

Note: The above extends to registered Candidates and Registered Third Party advertisers for a provincial or federal election or by-election.

6.10 Township Staff Conduct

In recognizing the right of employees and volunteers to participate in political activity, the provisions set out below ensure the requirement for public service to be politically impartial. Township Staff, including volunteers, shall not:

- (a) Canvass or perform any work in support of a Candidate or Registered Third Party (e.g. campaign), during hours in which a person is working for and/or receiving any compensation from the Township, except during scheduled time off (e.g. scheduled vacation time).
- (b) Distribute campaign material on behalf of a Candidate or Registered Third Party at Township facilities or on Township property including Township parks at any time.
- (c) Engage in any political activity while wearing a Township uniform or identifier (e.g. name badge, hat, lanyard).
- (d) Engage in any political activity while wearing clothing or buttons that advertise any Candidate, Registered Third Party or political party while wearing a Township uniform or identifier.

- (e) Use their title or position within the Township in a way that may lead a member of the public to infer that the Township is endorsing a Candidate, Registered Third Party or political party.

Note: The Township Clerk and Township Clerk's Office Election staff may not engage in political activity in any federal, provincial, or municipal election or by-election. Township staff that support the Township Clerk in the administration of a municipal election or by-election may not engage in political activity during such election.

7. Roles and Responsibilities

7.1 Township Clerk

The Township Clerk is responsible for:

- Communicating this Policy to municipal Candidates and Registered Third Parties.
- Ensuring this Policy is reviewed and updated as required, prior to municipal elections or by-elections, or as required by legislative change.
- Ensuring all municipal Candidates and Registered Third Parties are treated equally.

7.2 Senior Management Team

The Chief Administrative Officer/Clerk, and the Senior Management Team are responsible for:

- Communicating this Policy to their Staff.
- Ensuring compliance with this Policy.
- Investigating reported contraventions of the Policy and escalating as required.

7.3 Staff

Township Staff are responsible for:

- Complying with this Policy.
- Seeking clarification from their supervisor if any aspect of this Policy is not understood.

7.4 Members of Council, Candidates and Registered Third Parties

Without exception, all Members of Council, election Candidates, and Registered Third Parties shall comply with this Policy.

7.5 Integrity Commissioner

Subject to limitations set out in the *Municipal Act, 2001*, regarding inquiries, the Integrity Commissioner may provide guidance or advice to Members of Council, proactively or in response to requests from Members, regarding conduct in relation to their elected official responsibilities, as it relates to this Policy and the Council Code of Conduct.

8. Monitoring and Compliance

The Township Clerk's Office shall ensure this Policy is reviewed on a regular basis (not to exceed four years) and remains relevant to the needs of the Corporation, in accordance with legislative requirements and good business practices.

8.1 Non-Compliance

Should a complaint arise regarding the alleged use of Corporate resources in contravention of this Policy, the Township Clerk or their designate shall have the authority to investigate and resolve the complaint.

For information regarding the application of this policy, please contact the Township of Howick, Clerk's Department by phone at 519-335-3208 or email clerk@howick.ca.

8.2 Consequences of non-compliance

Township staff who observe or are made aware of an apparent contravention of this Policy shall address the individual or shall report the apparent contravention to their direct report.

9. References and Resources

This Policy should be read and applied in conjunction with the following references and resources and updated from time to time. Please note that some of the following documents may not be publicly available.

9.1 External references

- [Municipal Elections Act, 1996](#)
- [Canada Elections Act, 2000](#)
- [Election Act, 1990](#)
- [Election Finances Act, 1990](#)

9.2 References to related by-laws, Council policies, and administrative directives

- Council Policy & Council-Staff Relations Policy
- Council Remuneration Policy
- Employment Policy
- Employee Business Expense Policy

10. Revision History

Date	Description
2026/04/11	Approved by Council By-law ___-2026
2030/03/01	Next Scheduled Review (<i>typically four years after approval</i>)

The Corporation of the Township of Howick

By-law No. 32-2026

Being a By-law to manage and regulate the use and erection of Election Signs and campaign advertisements including third party advertising within the Township of Howick

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS subsection 10(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting among other items structures, including fences and signs;

AND WHEREAS section 23.2 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, permits a municipality to delegate certain legislative and quasi-judicial powers;

AND WHEREAS sections 88.3 and 88.4 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, sets out requirements for Candidate's election campaign advertisements and Third-Party advertisements;

AND WHEREAS the Council for the Corporation of the Township of Howick is of the opinion that the delegation of legislative powers under this by-law to the Clerk, including without limitation the power to prescribe procedures for the retrieval and/or destruction of Election Signs removed under this by-law are powers of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of the power in accordance with subsection 23.2(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;

AND WHEREAS section 63 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

AND WHEREAS section 425 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, establishes that any person who contravenes any by-law of the Corporation of the Township of Howick is guilty of an offence;

AND WHEREAS section 445 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;

AND WHEREAS section 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and that the municipality may recover the costs of doing a matter or thing by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

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

1. Definitions

- 1.1. **“Billboard”** means an outdoor sign erected and maintained by a person, firm, corporation, or business engaged in the sale or rental of the space on the sign to a clientele, upon which space is a displayed copy that advertises goods, products, or services not necessarily sold or offered on the property where the sign is located, and the sign is either single faced or double faced.
- 1.2. **“Boulevard”** means that portion of every Street which is not used as a Sidewalk, driveway access, travelled Roadway or shoulder.
- 1.3. **“Campaign Office”** means a building or structure, or part of a building or structure, used by a Candidate to conduct an election campaign.
- 1.4. **“Candidate”** means
 - (i) a Candidate within the meaning of the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996* as amended; and
 - (ii) shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law to the electors under section 8 of the *Municipal Elections Act, 1996* as amended.
- 1.5. **“Clerk”** means the Clerk of the municipality or a person delegated by them for the purpose of this By-law.
- 1.6. **“Crosswalk”** means
 - (i) that part of a Street at an intersection that is included within the connections of the lateral lines of the Sidewalks on opposite sides of the Street measured from the curbs, or in the absence of curbs from the edges of the Roadway; or
 - (ii) any portion of a Roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs, school crossing signs (as per the Ontario Traffic Manual – Book 5 Regulatory Signs) or by lines or other markings on the surface thereof; and
 - (iii) shall include pedestrian crossovers.
- 1.7. **“Election Sign”** means any sign, poster, banner, or device that promotes, opposes, or takes a position with respect to a candidate, political party, by-law question, or election related issue and shall include, but is not necessarily limited to:
 - (i) any Candidate or political party in an election under the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996*;
 - (ii) an issue associated with a person or political party in an election under the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996*; or
 - (iii) a question, law or by-law submitted to the electors under the *Canada Elections Act*, the *Election Act* (Ontario) or the *Municipal Elections Act, 1996*.
- 1.8. **“Electoral District”** means a geographic area represented by a Member of Municipal Council, Member of School Board, Member of Provincial Parliament

in the Legislative Assembly of Ontario, and Member of Federal Parliament in the House of Commons.

- 1.9. **“Enforcement Officer”** means a By-law Enforcement Officer appointed by the Municipal Council of the Township.
- 1.10. **“Median Strip”** means the reserved area that separates opposing lanes of traffic on divided roadways.
- 1.11. **“Municipality”** means The Corporation of the Township of Howick.
- 1.12. **“Nomination Day”** means the deadline to file a nomination with the Clerk under the *Municipal Elections Act, 1996* as amended.
- 1.13. **“Owner”** means any candidate, registered third party, campaign, or individual responsible for placing or permitting the placement of an Election Sign. For the purposes of this By-law there may be more than one Owner of an Election Sign.
- 1.14. **“Place”** means attach, install, erect, build, construct, reconstruct, move, display or affix.
- 1.15. **“Public Property”** (or **“Municipal Property”**) means all lands, buildings, parks, facilities, parking lots, boulevards, road allowances, and any other real property owned, leased, or controlled by the Municipality, excluding Streets unless otherwise specified.
- 1.16. **“Roadway”** means the part of a Street improved, designed, or ordinarily used for vehicular traffic, including the traveled portion and shoulder.
- 1.17. **“Sidewalk”** means any municipal walkway, or that portion of a Street between the Roadway and the adjacent property line, primarily intended for the use of pedestrians.
- 1.18. **“Sign Area”** means the area of one side of a sign where a copy can be placed.
- 1.19. **“Sign Height”** means the vertical height of a sign from the lowest point of finished grade to the highest part of the sign.
- 1.20. **“Street”** means a highway, road allowance, street, avenue, parkway, driveway, lane, square, place, bridge, viaduct, trestle or other public way under the jurisdiction of the Township of Howick and this term includes all road works and appurtenant to municipal land.
- 1.21. **“Utility”** means water, sewer, artificial or natural gas, petrochemical, electrical power or energy, steam or hot/chilled water, and telecommunication networks, and includes the works, structures, buildings and appurtenances necessarily incidental to the supplying of such services.
- 1.22. **“Voting Place”** means any location designated by the Clerk for voting, including any property on which the voting location is situated and any abutting roadway.
- 1.23. **“Writ of Election”** means the date as defined in the *Canada Elections Act* and the *Elections Act* (Ontario).

2. Short Title

- 2.1. This by-law may be referred to as the “Election Signs By-law”.

3. General Prohibitions

3.1. All candidate signs shall include:

- (i) name of candidate.

3.2. All registered third-party advertisement signs shall include:

- (i) name of registered third party;
- (ii) the municipality where the registered third party is registered; and
- (iii) telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

3.3. No person shall display on any Election Sign a logo, trademark or official mark, in whole or in part, owned or licensed by the Municipality.

3.4. No person shall cause an election campaign advertisement to appear which contravenes sections 88.3, 88.4, or 88.5 of the *Municipal Elections Act, 1996*.

3.5. No election sign shall contain any word, image, symbol, or representation that:

- (i) Is obscene, profane or vulgar;
- (ii) Threatens, intimidates, or promotes or incites violence against any person or identifiable group;
- (iii) Expresses or promotes hatred, discrimination, or harassment against a person or identifiable group based on a prohibited ground under the Ontario Human Rights Code, including race, ancestry place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- (iv) Promotes racism or other forms of discrimination contrary to law; or
- (v) Otherwise contravenes applicable federal or provincial legislation.

4. Locations, Size, and Distance

4.1. No person shall Place or permit to be Placed an Election Sign that:

- (i) is illuminated;
- (ii) has a Sign Area of more than 6 square metres;
- (iii) interferes with the safe operation of vehicular traffic or the safety of pedestrians; or
- (iv) impedes or obstructs the municipality's maintenance operations.

4.2. No person shall Place or permit to be placed an Election Sign outside of the Electoral District where the Candidate is running for office.

4.3. Subsection 4.3 does not apply to an Election Sign within fifty (50) metres of any Electoral District that is adjacent to the Electoral District where the Candidate is running for office.

4.4. No person shall Place or permit to be Placed an Election Sign on or within fifty (50) metres of the property boundary of a Voting Place, unless otherwise permitted by law.

4.5. No person shall display an election sign on private property,

- (i) where it obstructs or interferes with a door or fire escape of a building; or
- (ii) without the consent of the owner or occupant of such property.

- 4.6. Notwithstanding clause 4.6(ii), a lessee or tenant of property may display an election sign as such conditions to reasonable size or type a landlord, building manager, condominium corporation deems appropriate.
- 4.7. No person shall park or place any vehicle displaying a vehicle election sign within a one block radius of Township Office at 44816 Harriston Road, Gorrie, ON on the voting day of a Municipal election.
- 4.8. Election Signs on Public Property and Streets:
- (i) No person shall Place or permit to be Placed an Election Sign on Public Property as defined in Subsection 1.15 of this By-law.
 - (ii) No person shall Place or permit to be Placed an Election Sign:
 - (a) in a Roadway;
 - (b) within 3 metres of a Roadway;
 - (c) between a Roadway and a Sidewalk;
 - (d) in a way that impedes or obstructs the passage of pedestrians on a Sidewalk;
 - (e) in a Median Strip;
 - (f) less than 3 metres from a Crosswalk;
 - (g) on a tree, or a fence, or a wall, or a gate, or a utility pole located on Public Property or a Street;
 - (h) to a permanent or an official sign or to the guide rail or other highway structure or facility;
 - (i) in a way that interferes with an official sign or with traffic lights or other safety devices.
- 4.9. No person shall Place or permit to be Placed an Election Sign that has a Sign Height:
- (i) of more than 1.8 metres when placed within 3 to 8 metres of the Roadway;
 - (ii) of more than 4 metres when placed beyond 8 metres of the Roadway.

5. Timing and Sign Removal

- 5.1. No person shall Place or permit to be Placed an Election Sign for a federal or provincial election or by-election earlier than the day the Writ of Election or by-election is issued.
- 5.2. No person shall Place or permit to be Placed an Election Sign for a municipal election, except an Election Sign which is Placed on a Campaign Office:
- (i) Earlier than the day all nominations have been certified by the Clerk of the Township in the year of a regular election; or
 - (ii) Earlier than the day all nominations have been certified by the Clerk of the Township for a by-election.

Nominations will be certified by the Clerk before 4:00 p.m. on the Monday following Nomination Day or, if the number of nominations filed for an office and certified is less than the number of persons to be elected to the office, those additional nominations will be certified before 4:00p.m. on the Thursday following Nomination Day.

- 5.3. Despite subsections 5.1. and 5.2. of this By-law, signs identifying the candidate's campaign offices may be displayed once the candidate has filed his or her nomination papers and paid all required fees and been registered as a candidate.

- 5.4. No person shall Place or permit to be Placed an Election Sign for a municipal election on a Campaign Office earlier than the day that Candidate has filed their nomination with the Clerk and paid all required fees and been registered as a candidate.
- 5.5. Removal of Election Signs:
- (i) No person shall display an election sign later than seventy-two (72) hours after the polls close on Election Day.
 - (ii) All candidates and third-party advertisers shall remove their election signs from display on public and private property within seventy-two (72) hours after the polls close on Election Day.
- 5.6. Where an Election Sign is erected or displayed in contravention of this by-law, the Municipality may remove the sign without notice.
- (i) All election signs removed by the Municipality shall be retained for a minimum period of fourteen (14) days from the date of removal to permit retrieval by the candidate or third-party advertiser.
 - (ii) During the retrieval period, the candidate or third-party advertiser may reclaim the sign during regular municipal business hours.
 - (iii) Any election sign not retrieved within the prescribed retention period may be destroyed or otherwise disposed of by the Municipality without further notice and without compensation.
 - (iv) Notwithstanding the foregoing, where an election sign poses an immediate risk to public safety or interferes with emergency access, traffic control devices, or municipal operations, the Municipality may remove and dispose of the sign immediately.

6. Vandalism

- 6.1. The investigation or prosecution for any acts of vandalism to election signs or campaign material of the candidates should be referred to the Ontario Provincial Police by the complainant.

7. Other Approval Authorities

- 7.1. Election signs or similar campaign material that will be installed or affixed to the Ministry of Transportation road system or the County of Huron road system will require the permission of these respective approval authorities.

8. Administration and Enforcement

- 8.1. The administration of this by-law is delegated to the Clerk.
- 8.2. This by-law may be enforced by the Clerk or designate or a By-law Enforcement Officer of the Township of Howick.
- 8.3. In accordance with the process established in subsection 5.6 of this By-law, if an Election Sign is erected or displayed in contravention of this By-law, or is not removed within the required time, the Municipality may remove and store the sign at the risk of the responsible party. All costs of removal, handling,

storage, and disposal (if applicable), including labour, equipment, and administrative fees, are payable by the sign owner and/or the Candidate, registered third party advertiser, or person who caused or permitted the sign to be placed. The Municipality may require payment before releasing the sign and may recover unpaid costs by invoicing and/or by any other means authorized by law, including adding the costs to the tax roll where permitted.

- 8.4. Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33.

9. Severability

- 9.1. In the event that a section or sections of this by-law thereof are found by a Court of competent jurisdiction to be invalid or ultra vires, such section, sections or parts thereof shall be deemed to be severable, with all other sections or parts of this By-law remaining in full force and effect.

10. Force and Effect

- 10.1 This by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 21st day of April, 2026.

Read a third time and finally passed this 21st day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Corporation of the Township of Howick

By-law No. 33-2026

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

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

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

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

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

1. That the actions and decisions of the Council of the Corporation of the Township of Howick at its special Council meeting held April 21, 2026 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 21st day of April, 2026.

Read a third time and finally passe this 21st day of April, 2026.

Reeve, Doug Harding

CAO/Clerk, Caitlin Gillis