



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

1. Call to Order

2. Confirmation of the Agenda

Recommended Motion:

That the Council of the Township of Howick hereby adopts the April 7, 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 [March 24, 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 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.](#)

8. Regular Agenda

8.1 Planning – Huron County Planner Sarah Kurtz

8.1.1 [2026 Housekeeping Amendment to the Howick Zoning Bylaw](#)

Sarah Kurtz and Denise Van Amersfoort to present and answer questions.

Recommended Motion:

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.

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

Recommended Motion:

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.

10.4.2 [REC-2026-04](#), Authorized Recreation Provider Expanded Hours Declaration

Recommended Motion:

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.

10.4.3 REC-2026-05, Front End Sweeper Purchase

Recommended Motion:

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.

10.5 Treasurer/Manager of Finance - Amy Van Meeteren

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

Recommended Motion:

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.

10.6 CAO/Clerk Caitlin Gillis

10.6.1 ADM-2026-05, Integrity Commissioner Appointment

Recommended Motion:

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.

11. Committee and Board Reports

Recommended Motion:

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

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

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

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 Car 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

Recommended Motion:

That a closed meeting of Council of the Township of Howick be held on Tuesday, April 7, 2026 _____ 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.

Agenda moves to Closed Agenda

Council to refer to Closed Agenda for April 7, 2026

Agenda Returns to Open Agenda

18. Motion to Reconvene into Open Session and Reporting Out

Recommended Motion:

That the Council of the Township of Howick reconvene into Open Session at _____ a.m./p.m.

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

19. Confirming By-law

19.1 By-law 23-2026

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.

20. Adjournment

Recommended Motion:

That the Council of the Township of Howick adjourn the April 7, 2026 Regular Council meeting at ____:____ a.m./p.m.



**Township of Howick Council Minutes
Tuesday, March 24, 2026, at 7:00 p.m.
Howick Council Chambers**

1. Call to Order

Reeve Harding called the meeting to order at 7:00 p.m. and welcomed everyone in attendance.

2. Confirmation of the Agenda

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That the Council of the Township of Howick hereby adopts the March 24, 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: Councillor Rognvaldson

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

4.1 March 10, 2026, Council Meeting Minutes

Carried.

5. Public Meetings/Hearings

6. Delegations and/or Presentations

6.1 Rob Kienapple, Howick Zoning By-Law Housekeeping Amendment

Reeve Harding called upon Rob Kienapple to present his delegation. At the last council meeting Howick's Planner brought the Zoning By-law housekeeping amendments for Council to pass. Rob's property located at Concession 12 N Part Lot 25 was included in the proposed amendment to correct his site specific

ER1 (extractive resources) zoning and re-zone to AG1. This amendment was to be at no cost to him and would avoid zoning issues in the future. The land was rehabilitated from a gravel pit and is now actively being farmed. Rob is frustrated that Council deferred the passing of the amendment, as he has been waiting for this issue to be corrected for quite some time. He has completed a lot of research since that meeting and understands that the minimum lot sizes being proposed for additional residential units are based on nitrate studies to protect our water from contamination. He was also frustrated with Council's lack of explanation for not supporting the amendments or why the concerns were not brought forward during the 6 week commenting period before the amendments were proposed at the March 10, 2026 Public Meeting. Council had given the planner direction to bring the housekeeping amendments to the March 10th meeting for passing. He would like to see Council approve the Housekeeping Amendments.

Reeve Harding apologized to Mr. Kienapple on behalf of Council. Council was unprepared to split the housekeeping amendment into parts to approve the proposed changes that Council was in agreement with during the last meeting.

CAO/Clerk Caitlin Gillis commented that the Huron County Planner is planning on bringing the Housekeeping Amendment back to Council on April 7th, 2026. Any members of council who have questions or are not in favour of any parts of the amendment are asked to reach out to the planning department prior to the next council meeting. Council expressed that should there be concerns around the complete housekeeping amendment, they would consider splitting up the housekeeping amendment to re-zone the site-specific property.

7. Consent Agenda

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

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

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

**7.1 FIN-2026-08, February 18 to March 17, 2026 Accounts Payable
For Information Only.**

Carried.

8. Regular Agenda

9. Municipal Drains - Drainage Superintendent Scott Richardson

10. Staff Reports

10.1 Chief Building Official Ed Podniewicz

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

10.3 Manager of Public Works – Scott Price

10.3.1 PW-2026-05, MTO Improvements to West Heritage Street

Manager of Public Works Scott Price reviewed his report. The Ministry of Transportation has reached out to staff about the reconstruction of HWY 9 in 2027. They are asking to use West Heritage Street for a detour route during the reconstruction (at no cost to the Township) and want to make improvements to West Heritage Street in 2026 prior to reconstruction of Highway 9. They would like the intersections to be improved to allow better traffic flow for larger trucks.

Staff will inspect the intersections prior to any work being completed, after the work is completed and after the detour route has ended to ensure that the work is completed to our standards and left in good condition. Two lifts of asphalt will be completed by the MTO to match what we have there currently.

**Moved by: Councillor Rognvaldson
Seconded by: Councillor Grimes**

That Howick Council receives report PW-2026-05, MTO Improvements to West Heritage Street;

And That Howick Council approve entering into an Agreement with His Majesty the King in Right of the Province of Ontario Represented by the Minister of Transportation for the Province of Ontario (MTO) to Allow Intersection Improvements on West Heritage Street at Highway 9 and Fordwich Line and a Detour Route;

And That the CAO/Clerk be authorized to sign and execute the agreement and all other documentation required on behalf of the Corporation of the Township of Howick.

Carried.

10.4 Manager of Recreation and Facilities - Brady Ropp

10.5 Treasurer/Manager of Finance - Amy Van Meeteren

10.5.1 FIN-2026-09, 2025 Property Tax Adjustment

Under Section 357 of the *Municipal Act, 2001*, as amended,

property owners can apply for the cancelation of taxes associated to changes in property assessment that may result in an increase or decrease of property taxes. For the 2025 tax year, the 357 adjustments totaled \$24,488.21 in reduced taxes. The supplemental and omitted assessment received in 2025 totaled \$49,514.16. The overall net increase to the municipal tax portion was \$25,025.95.

Moved by: Deputy Reeve Gibson
Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick accept and adopt report FIN-2026-09, 2025 Property Tax Adjustments and approve the tax assessment adjustments for the Minutes of Settlements (RFR), 357 reductions, Post Roll Adjustment Notices (PRANS) and Farm Tax Incentive Program adjustments (TIA) for the tax year of 2025 in the amount of \$24,488.21.

Carried.

10.6 CAO/Clerk Caitlin Gillis

11. Committee and Board Reports

Moved by: Deputy Reeve Gibson
Seconded by: Councillor Grimes

That Howick Council adopt the following Board or Committee minutes:

11.1 Community Improvement and Beautification (CIP) – Meeting Minutes March 18, 2026

Carried.

12. Correspondence

12.1 Avon Maitland District School Board – Changes to English Public School Board Governance

12.2 Saugeen Conservation – Annual Spring Freshet

12.3 Saugeen Conservation – Conservation Authority Amalgamation

12.4 Howick Homecoming – Meeting Minutes, Monday March 9, 2026

12.5 Huron County Federation of Agriculture – Annual MP MPP Local Politicians Forum Invitation – Friday March 27, 2026

Should any members of council wish to attend, please reach out to the Clerk as soon as possible.

12.6 Avon Maitland District School Board – Long Term Accommodation

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

Plan

341 Children enrolled at Howick Central Public School currently. The 10-year forecast is 303.

12.7 Ministry of the Environment, Conservation and Parks – Improving Ontario’s Conservation Authority System

12.8 Nuclear Innovation Institute – Clean Energy Frontier Conference 2026

13. Unfinished Business

14. Council Reports

14.1 Council Member Reports

Reeve’s Verbal Update from County Council

Reeve Harding provided an update that the Huron County budget has passed, and a press release went out today, March 24, 2026. The total levy increase is 4.55% with a tax rate increase of 2.78%. Programs have been cut to get the budget to where County Council wanted to see it. A few programs that were cut were the SLED grant and electric car chargers.

Verbal Update from Council Members

Councillor Grimes provided an update from the Belmore Arena Board that ice is out. The Belmore Maple Syrup Festival is the 9th and the 11th of April.

14.2 Requests by Members

14.3 Notice of Motions

14.4 Announcements

15. Other Business

CAO/Clerk Caitlin Gillis addressed Council and advised that the Manager of Children’s Services from Huron County has responded to our inquiries and had the County’s solicitor review the Canada Wide Early Learning and Child Care (CWELCC) program guidelines. Greg Stewart did review the guidelines in the agreement and if we had un-spent funds at the end of December 2026, we would not be asked to pay anything back unless we pulled out of the program completely.

The Ministry of Education has requested to be notified if Howick is proceeding with the construction of a childcare centre before April 2, 2026. Funds would need to be spent before December 31, 2026. No further Infrastructure funds are planned for 2027. The \$2 million allocated to Howick would need to be spent by the end of 2026.

CAO/Clerk Gillis drafted operating revenue calculations and determined that

Howick would be eligible to receive \$1.03 million annually under the cost based funding formula under the CWELCC program. With daily maximum direct costs to parents set at \$22/day, there would be approximately \$200,000 in additional revenue annually. Staff also looked at Goderich and North Perth's daycare budgets, and they tend to break even. North Huron does run a small deficit each year.

Manager of Recreation Brady Ropp received a 48-page agreement from the +VG Architects to move ahead with drawings for the facility. The fee for the plans is based on 7.9% cost of the entire project.

Staff feel that a public meeting is pointless without drawings and cost estimates to provide to the public. To receive accurate cost estimates from contractors, we require engineer stamped drawings, and council would need to approve the cost to develop those drawings.

Council inquired as to whether staff had a chance to speak with local contractors to see if they would have the ability to fit us in yet this year. CAO/Clerk expressed that without drawings, contractors would be unable to provide cost estimates or determine their ability to complete the project.

+VG Architects estimated that the entire construction project would be around \$2.5 million. \$2 million in start-up funds are being provided from the CWELCC program and the remaining \$500,000 would be required to be paid by the Township, likely through a combination of fundraising and an Ontario Infrastructure loan.

Council felt that without new agreements in place between the Federal government and the province for the CWELCC annual operating grant funds, and the fact that the project would need to be completed before the end of 2026, there wasn't enough information available for council to support moving ahead.

Council decided to proceed with a motion to tell the County that we will be turning down the \$2 million dollar funding for the childcare facility in Howick and not proceeding with the project.

Moved by: Councillor Hargrave
Seconded: Councillor Grimes

That the Council of the Township of Howick rescind the Start Up Service Agreement between the County of Huron and the Township of Howick under the Canada Wide Early Learning and Child Care Program and not proceed with the construction of a childcare facility;

And That this decision was made in response to the tight timelines required to complete construction of a new childcare facility before December 31, 2026 and the lack of information available regarding whether the CWELCC program will be extended beyond December 31, 2026.

Carried.

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

16.1 By-law 17-2026

Moved by: Deputy Reeve Gibson
Seconded by: Councillor Grimes

That the Council of the Township of Howick give first, second, third and final reading to By-law 15-2026;

Being a By-law to Authorize the Execution of a Road Reconstruction and Detour Route Agreement between His Majesty the King in Right of the Province of Ontario Represented by the Minister of Transportation for the Province of Ontario (the "MTO") and the Corporation of the Township of Howick

Carried.

17. Confirming By-law

17.1 By-law 18-2026

Moved by: Councillor Hargrave
Seconded by: Councillor Grimes

That the Council of the Township of Howick give first, second, third and final reading to By-law 18-2026;

Being a By-law to Confirm the Proceedings of the Council meeting held on March 24, 2026.

Carried.

18. Adjournment

Moved by: Councillor Grimes
Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick adjourn the March 24, 2026 Special Council meeting at 7 :45 p.m.

Carried.

Reeve Harding

CAO/Clerk Caitlin Gillis

Staff Report to Council

Report From: Ed Podniewicz, Chief Building Official

Meeting Date: April 7, 2026

Report: BLDG-2026-02
 First Quarter Building Permit Comparison Summary

Recommendation:

That Howick Council receive this report for information.

Report Overview

Purpose of Report	For Information
Council Priority Alignment	Safe & Reliable Infrastructure Welcoming & Vibrant Community Inviting Neighbourhoods & Thriving Businesses
Consultations	None.
Attachment(s) to Report	Permit Comparison Summary Jan 1, 2026-Mar 31, 2026

Report Highlights

This report reflects that the total number of permits issued in 2026 was significantly lower than the total number of permits issued in 2025. The total number of dwelling units created in 2026 was slightly higher than in 2025. Total permit values in 2026 were significantly lower compared to the 2025 values.

Context and Background

This report provides Council with information regarding a comparison of building activity in 2025 compared to 2026.

Discussion and Staff Recommendation(s)

The main reason for the drastic difference in permit fee revenue from the first quarter of 2025 to 2026 can be attributed to the number of large barns applied for in the first quarter from applicants wanting to take advantage of the current farm code opposed to the new farm code changes which took effect in April 2025. We anticipate an increase in residential development with the subdivision in Fordwich coming online.

Impact Analysis

We are optimistic that permits fee revenue will stabilize over the course of the year.

Linkages

- [Permit Comparison Summary Jan 1, 2026- Mar 31, 2026](#)

Respectfully submitted,

Ed Podniewicz, Chief Building Official

Township Of Howick

Permit Comparison Summary

Issued For Period JAN 1,2026 To MAR 31,2026

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
Accessory Building Permit	1	876.00	70,000.00	0	0.00	0.00
Agricultural Livestock Barn - Addition P	0	0.00	0.00	2	1,473.55	110,000.00
Agricultural Livestock Barn Permit	3	34,352.75	4,300,000.00	0	0.00	0.00
Agricultural Storage Shed - Addition Per	0	0.00	0.00	3	2,375.70	272,000.00
Agricultural Storage Shed Permit	1	897.25	40,000.00	1	418.80	10,000.00
Alteration / Renovation / Repair Permit	1	630.00	40,000.00	0	0.00	0.00
Commercial Building - Addition Permit	1	231.60	10,000.00	0	0.00	0.00
Demolition Permit	0	0.00	0.00	2	450.00	15,000.00
Grain Bin/Foundation Permit	0	0.00	0.00	1	250.00	50,000.00
New Residential Dwelling Permit	1	4,555.42	600,000.00	1	4,467.90	950,000.00
On Site Sewage System Permit	1	525.00	15,000.00	2	850.00	35,000.00
Residential - Attached Garage Permit	0	0.00	0.00	1	3,439.30	500,000.00
Residential Dwelling - Addition Permit	2	2,137.05	100,000.00	1	411.25	5,000.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	11	14
Total Dwelling Units Created	1	2
Total Permit Value	5,175,000.00	1,947,000.00
Total Permit Fees	44,205.07	14,136.50
Total Compliance Letters Issued	2	5
Total Compliance Letter Fees	160.00	400.00

Inspection Summary

Ward	Permit Inspections	Other Roll Inspections
000	19	0
001	9	0
002	6	0
Total	34	0

Permit Charge	Amount
Agricultural Livestock Barn -	1,473.55
Agricultural Storage Shed - Ad	2,375.70
Agricultural Storage Shed Perm	418.80
Demolition Permit	450.00
Grain Bin/Foundation Permit	250.00
New Residential Dwelling Permi	4,467.90
On Site Sewage System Permit	850.00
Residential - Attached Garage	3,439.30
Residential Dwelling - Additio	411.25
Total	14,136.50

Staff Report to Council

Report From: Scott Price, Manager of Public Works

Meeting Date: April 7, 2026

Report: PW-2026-06
April Department Update

Recommendation:

That Howick Council receive report PW-2026-06, April Department Update, for information.

Report Overview

Purpose of Report	For Information
Council Priority Alignment	Safe & Reliable Infrastructure Welcoming & Vibrant Community Inviting Neighbourhoods & Thriving Businesses
Consultations	None
Attachment(s) to Report	None

Report Highlights

- BM Ross has posted our Spencetown Road Bridge repair tender on their website as of Thursday March 26, 2026, with a closing date of April 21, 2026. The work involves repairs for a 2-span rigid frame concrete bridge, including new curbs and parapet wall, deck top, edge, soffit and pier repairs, waterproofing, paving, and provisional guiderail installation.
- BM Ross also posted our Orange Hill Road culvert replacement tender on their website as of Thursday March 26, 2026, with a closing date of April 14, 2026. The work involves installing a 2500mm x 2500mm x 18000mm concrete box culvert and

associated site and road work. The structure is located on Orange Hill Road, East of Toll Gate Line.

- CAO/Clerk Gillis assisted with preparing and listing the Half-ton Pickup Truck request for tender on Bids and Tenders. There have been seven plan takers so far and the posting is scheduled to close on Friday April 10, 2026.
- CAO/Clerk Caitlin Gillis, Deputy Clerk Alana Dick and I met with Waste Management virtually to discuss ongoing curbside collection issues as well as the transitioning plan for the automated cart implementation.
- Waste Management was also provided with our missed curbside collection tracker spreadsheet. Staff started tracking all reports of missed collection from residents who were missed on their scheduled collection day in November 2025. To date there have been 103 reported missed collections.
- Weekly virtual meetings began on April 1st with Waste Management to review the missed collection tracking sheet and to ensure the number of missed collections continue to decrease. Waste Management staff are reaching out personally to addresses who have been continuously missed.

Highlights of the Waste Management Curbside Collection Meeting

- Waste Management is receiving their new Automated Collection Fleet of trucks in May 2026.
- Cart delivery for Howick is scheduled for Monday July 6, 2026 – Saturday July 25, 2026, for all Howick residents. Waste Management will be using the Howick Community Centre as a staging area for the delivery vehicles and Transport trucks. Waste Management has subcontracted with a company to do the cart delivery. Each bin will be coded and specifically assigned to a designated address and does not leave that property if the owner sells the property.
- Waste Management along with Township Staff will be hosting an Open House/ Information Night at the Howick Community Centre on Monday, June 22, 2026, from 5:30 p.m. – 8:30 p.m. Residents can come out to see the carts in person and ask questions directly to Waste Management representatives.
- Staff will also be visiting the Mennonite community to educate them on the implementation of waste and recycling carts and what to expect once the carts get delivered.
- Waste Management will be providing us with official, branded communication materials to be shared publicly on our social media channels, township website, in the What's Happening in Howick Newsletter and the Pony Express. Businesses that sell bag tags will be provided with an information sheet to post in store to notify residents and to educate staff selling bag tags as to when they will become obsolete. There will also be printed communications material sent in the mail to all residents and available at the township office. Once this is received, we will start advertising

the date of the Open House/Information Session, the cart drop-off period and the first day of curbside cart waste collection.

- The first curbside collection date for the implementation of the waste and recycling carts will be Monday, August 3, 2026, which is a west side collection day.

Impact Analysis

None.

Linkages

None.

Respectfully submitted,

Scott Price, Manager of Public Works



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA
Phone: 519.524.8394 Ext. 3 **Fax:** 519.524.5677
Toll Free: 1.888.524.8394 Ext. 3
www.huroncounty.ca

To: Reeve and Members of Howick Council
From: Sarah Kurtz, Planner
Date: April 1st, 2026

Re: 2026 Housekeeping Amendment to the Howick Zoning Bylaw

PURPOSE

This report is to provide the Reeve and Members of Township of Howick Council with an update on the 2026 Housekeeping Amendment to the Howick Zoning Bylaw and to request further direction be provided by Council.

BACKGROUND

The 2026 Housekeeping Amendment to the Howick Zoning Bylaw was directed by Howick Council to proceed with circulation at the January 27th, 2026 meeting. A Public Meeting was held on March 10th, 2026, at which time the Amendment was deferred by Howick Council, with no further direction provided to staff. A related delegation occurred at the March 27th Council meeting, whereby Howick Council directed the Amendment to be brought forward for consideration.

A question from a member of the public has since been received regarding minimum lot size requirements in residential zones. Planning staff provided a response outlining the history of nitrate planning in the County, along with an example of a nitrate study that supported a landowner's request for an Additional Residential Unit within the VR1 (Village Residential – Low Density) Zone.

No other comments or concerns have been received.

Sincerely,

Sarah Kurtz
Planner

THE CORPORATION OF THE TOWNSHIP OF HOWICK
BY-LAW 14 - 2026

WHEREAS the Municipal Council of the Corporation of the Township of Howick considers it advisable to amend Howick Zoning By-law 23-1984, as amended, of the Corporation of the Township of Howick; and

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

1. The text amendments of this By-law shall apply to all lands within the Township of Howick.
2. The formatting of the By-law be changed to use consistent font, numbering, and bullet points.
3. Section 1.3 is hereby deleted and replaced with the following:

1.3 Application

1.3.1 The provisions of this By-law shall apply to all lands within the boundaries of the Corporation of the Township of Howick.

1.3.2 No person shall use any land, or erect, alter or use any building, structure or part thereof within the limits of the Corporation of the Township of Howick except in conformity with the provisions of this By-law.

1.3.3 No person shall use any building, structure or part thereof, erected or altered in contravention of this By-law so long as such building, structure or part thereof, continues to contravene the provisions of this By-law.

1.3.4 No lot shall be reduced in area by the conveyance, mortgage or other alienation of a part thereof so that any remaining yard or other open space is less than that required by this By-law. If any such reduction occurs, such lots and any building or structure thereon shall not thereafter be used by any person unless and until the said yard or requirements of this By-law are complied with.

1.3.5 The preceding subsection shall not apply to a lot reduced in area by the conveyance to or expropriation by the Corporation of the Township of Howick or any other authority having the powers of expropriation.

1.3.6 No person shall change the purpose for which any lot, building or structure is used, or erect, alter, or use any building or structure, or sever any lands from an existing lot, if the effect of such action is to cause the original, adjoining, remaining or new building, structure or lot to be in contravention of this By-law.

4. Section 2 (Definitions) is hereby amended by the deletion of the following definitions:

Dwelling, Converted Commercial

Means a commercial building constructed for permanent use which has been converted so as to provide therein one dwelling unit provided the main building was erected prior to the passing of this By-law and further that any changes or alterations to convert the building do not increase its area, height or volume or extend beyond the exterior limit of the existing building, with the exception that a stairwell, entrance, vestibule or porch may be established provided that the addition does not increase the total ground floor area by more than 5% and does not change the commercial character of the building.

Gas Station

See 'Motor Vehicle Sales & Services'

Service Station

Means a building and/or lot used for the service and repair of motor vehicles and the sale of fuels, lubricants and parts for motor vehicles.

5. Section 2 (Definitions) is hereby amended by the replacement of the title 'Dwelling, Nursing Home' with "Dwelling, Long-Term Care Home".
6. Section 2 (Definitions) is hereby amended by the deletion of '*The Nursing Home Act*' and replaced with "applicable provincial legislation".
7. Section 2 (Definitions) is hereby amended by the deletion of the title 'Gasoline (Fuel) Bar' and replaced with "Gas Station".
8. Section 2 (Definitions) is hereby amended by deletion of the definition of 'Kennel' and replaced with: "means any lot, building or structure where domesticated animals are commercially housed, groomed, bred, boarded, trained or sold and which may offer provisions for minor medical treatment."
9. Section 3.2 (Accessory Buildings) is hereby deleted.
10. Section 3.3 (Additional Residential Unit (ARU)) is hereby deleted.
11. Section 3.21.4 (Non-Conforming Uses) is hereby deleted.
12. Section 3.21.5 (Non-Conforming Uses) is hereby deleted.
13. Section 3.21.6 (Non-Conforming Uses) is hereby deleted and replaced with:

"3.21.6 Replacement of Buildings or Structures for Non-Conforming Uses

If a building or structure used for a non-conforming use is removed or destroyed, it may be replaced provided the non-conforming use has continued and the replacement building or structure does not further reduce the compliance with the provisions of the By-law to which the removed or destroyed building or structure did not comply, if any."

14. Section 3.22.2.4 (Parking Spaces for Individuals with Special Needs) is hereby amended by the deletion of the following:

Number of Automobile Parking Spaces	Number of Accessible Parking Spaces	Number of Limited Mobility Parking Spaces
301-500	6	4
501 and over	6 plus 1 for each 100 over 500	4 plus 1 for each 100 over 500

15. Section 3.23 (On Farm Diversified Uses) is hereby amended by the deletion of the following: "Agri-tourism uses and Value Added agricultural uses under 1 hectare in size are permitted in the AG1 zone. Uses larger than 1 hectare shall be permitted in the AG3 zone" and replaced with:
"Agri-tourism uses and value added agricultural uses shall be limited to a size of 2 hectares or 2% of the total farm area, whichever is smaller."

16. Section 3.23 (On Farm Diversified Uses) is hereby amended by the deletion of: "Servicing (e.g. private and/or public water & sewage services) for the agri-tourism and value added agricultural uses must be located within the maximum 1 hectare area" and replaced with:
"Servicing (e.g. private and/or public water & sewage services) for the agri-tourism and value added agricultural uses must be located within the maximum calculated area."
17. Section 4.3.6 is hereby amended by the addition of: to a maximum of 4 residential units.
18. Section 4.4.5 (Farm Labour Housing) is hereby amended by the deletion of:
"Be located such that the farm labour dwelling is maximum distance of 60 metres of the main dwelling or if no main dwelling exists, a maximum distance of 60 metres from the largest building (eg. livestock barn, greenhouse, etc.)" and replaced with:
"The farm labour housing will be considered the main dwelling."
19. Section 6 (AG3) is hereby amended by the addition of the following in numerical order:
- 6.X Zone Provisions for Accessory Buildings and Structures
 - 6.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;
 - 6.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;
 - 6.X.X shall not exceed 6 metres in height nor contain more than two storeys;
 - 6.X.X shall not exceed 10 percent coverage of the total lot area;
 - 6.X.X shall not be built closer than 1.25 metres to a lot line;
 - 6.X.X shall not be built closer than 2 metres to a main building;
 - 6.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.
20. Section 7.2.2 (AG4 Permitted Structures) is hereby amended by the deletion of "subject to Section 4.4.4. zone provisions".
21. Section 7.3.1 (AG4 Zone Provisions) is hereby amended by the deletion of "1850 sq metres" and replaced by "4000 square metres (1.0 acres)."
22. Section 7.4 is hereby amended by the addition of: "Must be located in the rear or interior side yard" and "No accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established."
23. Section 7.9.20 (AG4-21 Special Zone) is hereby amended by the deletion of:
iii) One livestock barn is permitted with a maximum capacity of 20 nutrient units.
24. Section 9 (NE2) is hereby amended by the addition of the following in numerical order:

9.X Zone Provisions for Accessory Buildings and Structures

9.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

9.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

9.X.X shall not exceed 6 metres in height nor contain more than two storeys;

9.X.X shall not exceed a total floor area maximum of 115 square metres;

9.X.X shall not be built closer than 1.25 metres to a lot line;

9.X.X shall not be built closer than 2 metres to a main building;

9.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.

25. Section 10 (ER1) is hereby amended by the addition of the following in numerical order:

10.X Zone Provisions for Accessory Buildings and Structures

10.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

10.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

10.X.X shall not exceed 6 metres in height nor contain more than two storeys;

10.X.X shall not exceed 10 percent coverage of the total lot area;

10.X.X shall not be built closer than 1.25 metres to a lot line;

10.X.X shall not be built closer than 2 metres to a main building;

10.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.

26. Section 11 (ER2) is hereby amended by the addition of the following in numerical order:

11.X Zone Provisions for Accessory Buildings and Structures

11.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

11.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

11.X.X shall not exceed 6 metres in height nor contain more than two storeys;

11.X.X shall not exceed 10 percent coverage of the total lot area;

11.X.X shall not be built closer than 1.25 metres to a lot line;

11.X.X shall not be built closer than 2 metres to a main building;

11.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.

27. Section 12.5.1 (RC1 Building Regulations) hereby deleted.

28. Section 12 (RC1) is hereby amended by the addition of the following in numerical order:

12.X Zone Provisions for Accessory Buildings and Structures

12.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

12.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

12.X.X shall not exceed 6 metres in height nor contain more than two storeys;

12.X.X shall not exceed 10 percent coverage of the total lot area;

12.X.X shall not be built closer than 1.25 metres to a lot line;

12.X.X shall not be built closer than 2 metres to a main building;

12.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.

29. Section 13 (RC2) is hereby amended by the addition of the following in numerical order:

13.X Zone Provisions for Accessory Buildings and Structures

13.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

13.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

13.X.X shall not exceed 6 metres in height nor contain more than two storeys;

13.X.X shall not exceed 10 percent coverage of the total lot area;

13.X.X shall not be built closer than 1.25 metres to a lot line;

13.X.X shall not be built closer than 2 metres to a main building;

13.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

30. Section 14 (RC3) is hereby amended by the addition of the following in numerical order:

14.X Zone Provisions for Accessory Buildings and Structures

14.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

14.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

14.X.X shall not exceed 6 metres in height nor contain more than two storeys;

14.X.X shall not exceed 10 percent coverage of the total lot area;

14.X.X shall not be built closer than 1.25 metres to a lot line;

14.X.X shall not be built closer than 2 metres to a main building;

14.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

31. Section 15.2 (VR1 Permitted Structures) is hereby amended by the addition of “One (1)

Additional Residential Unit provided lot size is a minimum of 8000 square metres (2.0 acres).”

32. Section 15 (VR1) is hereby amended by the addition of the following in numerical order:

15.X Zone Provisions for Additional Residential Units

Notwithstanding any other provisions of this By-law to the contrary, the following provisions shall apply to permit the construction of an additional residential unit

as an accessory use to a single detached dwelling in the VR1 zone:

- 15.X.X Maximum one (1) ARU per property
- 16.X.X The additional residential unit is permitted within the main dwelling or within a detached structure
- 15.X.X One (1) additional on-site parking space is provided for the ARU in addition to the parking for the main dwelling
- 15.X.X An exterior stairway provided for the ARU shall not be located in the front yard
- 15.X.X The ARU shall utilize the same laneway as the main dwelling
- 15.X.X When detached, the structure containing the ARU shall be no greater than 75% of the gross area of the main floor of the dwelling including attached garages provided the total buildings do not exceed the maximum lot coverage;
- 15.X.X An additional residential unit located in an accessory structure is subject to the VR1 Zone Provisions for Accessory Buildings and Structures
- 15.X.X Not to be permitted where hazardous lands have been identified and is subject to approval from the conservation authority in areas of conservation authority regulated lands.

33. Section 15.5 (VR1 Regulations for Accessory Buildings and Structures) is hereby deleted

and replaced with the following:

15.5 Zone Provisions for Accessory Buildings and Structures

15.5.1 shall not be used for human habitation except where a dwelling is a permitted accessory use;

15.5.2 shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

15.5.3 shall not exceed 6 metres in height nor contain more than two storeys;

15.5.4 shall not be built closer than 1.25 metres to a lot line;

15.5.5 shall not be built closer than 2 metres to a main building;

15.5.6 no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

15.5.7 Total Accessory Building Floor Area (maximum)

15.5.7.1 For lots less than 1 acre – 75 square metres

15.5.7.1 For lots 1 acre and greater – 115 square metres

(As amended by By-law 40-2022)

34. Section 16.3.1 (VR2 Zone Regulations) is hereby amended by the deletion of “Section

15.4” and replaced with “Section 15.3”.

35. Section 16 (VR2) is hereby amended by the addition of the following in numerical order:

16.X Zone Provisions for Additional Residential Units

Notwithstanding any other provisions of this By-law to the contrary, the following provisions shall apply to permit the construction of an additional residential unit as an accessory use in the VR2 zone:

16.X.X Maximum one (1) ARU per property

16.X.X The additional residential unit is permitted within the main dwelling or within a detached structure

16.X.X One (1) additional on-site parking space is provided for the ARU in

addition to the parking for the main dwelling

16.X.X An exterior stairway provided for the ARU shall not be located in the front yard

16.X.X The ARU shall utilize the same laneway as the main dwelling

16.X.X When detached, the structure containing the ARU shall be no greater than 75% of the gross area of the main floor of the dwelling including attached garages provided the total buildings do not exceed the maximum lot coverage

16.X.X An additional residential unit located in an accessory structure is subject to the VR2 Zone Provisions for Accessory Buildings and Structures

16.X.X Not to be permitted where hazardous lands have been identified and is subject to approval from the conservation authority in areas of conservation authority regulated lands.

36. Section 16.4.2 (VR2 Building Regulations) is hereby deleted.

37. Section 16.5 (VR2 Regulations for Accessory Buildings and Structures) is hereby deleted

and replaced with the following:

16.5 Zone Provisions for Accessory Buildings and Structures

16.5.1 shall not be used for human habitation except where a dwelling is a permitted accessory use;

16.5.2 shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

16.5.3 shall not exceed 6 metres in height nor contain more than two storeys;

16.5.4 shall not exceed a total floor area maximum of 115 square metres;

16.5.5 shall not be built closer than 1.25 metres to a lot line, except for semi-detached garages which may be centered on a mutual side lot line;

16.5.6 shall not be built closer than 2 metres to a main building;

16.5.7 no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

38. Section 16.6 (VR2 Special Provisions) is hereby amended by the deletion of 16.7.1.1,

16.7.2, and 16.7.3 under the subtitle Existing Undersized Developed Lots and the correction of the numbering of the respective remaining subsections.

39. Section 17 (R4) is hereby amended by the addition of the following in numerical order:

17.X Zone Provisions for Accessory Buildings and Structures

17.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

17.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

17.X.X shall not exceed 6 metres in height nor contain more than two storeys;

17.X.X shall not exceed 10 percent coverage of the total lot area;

17.X.X shall not be built closer than 1.25 metres to a lot line;

17.X.X shall not be built closer than 2 metres to a main building;

17.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

40. Section 18.2.1 (OS1 Permitted Structures) is hereby amended by the deletion of “Medical Officer of Health” and replaced with “appropriate authority.”

41. Section 18 (OS1) is hereby amended by the addition of the following in numerical order:

14.X Zone Provisions for Accessory Buildings and Structures

14.X.X shall not be used for human habitation;

14.X.X shall not exceed 6 metres in height;

14.X.X shall not exceed a total floor area maximum of 75 square metres;

14.X.X shall not be built closer than 1.25 metres to a lot line.

42. Section 19.2.1 (OS2 Permitted Structures) is hereby amended by the deletion of “Medical Officer of Health” and replaced with “appropriate authority.”

43. Section 19.3 (OS2 Zone Provisions) is hereby amended by the deletion of Sections 19.3.1

to 19.3.6 and replaced with:

19.3.1 Lot Frontage (minimum)-no minimum

19.3.2 Lot Area (minimum)-no minimum

19.3.3 Lot Depth (minimum)-no minimum

19.3.4 Lot coverage (maximum)-20%

19.3.5 Front Yard Setback (minimum)-6 metres from a Municipal Road or 10 metres from a County Highway

19.3.6 Rear Yard (minimum)-8 metres

19.3.7 Interior Side Yard (minimum)-7.5 metres

19.3.8 Exterior Side Yard (minimum)-6 metres from a Municipal Road or 10 metres from a County Highway

19.3.9 Height of Building (maximum)-11 metres

44. Section 19.4.2 (OS2 Special Provisions) is hereby amended by the deletion of “County By-law 67-79” and replaced by “the County Forest Conservation By-law.”

45. Section 19 (OS2) is hereby amended by the addition of the following in numerical order:

14.X Zone Provisions for Accessory Buildings and Structures

14.X.X shall not be used for human habitation;

14.X.X shall not exceed 6 metres in height;

14.X.X shall not exceed a total floor area maximum of 115 square metres;

14.X.X shall not be built closer than 1.25 metres to a lot line.

46. Section 20.1.1 (VM1 Permitted Uses) is hereby amended by the deletion of “.64”

47. Section 20.4.3.1 (VM1 Zone Regulations for All Other Permitted Uses) is hereby amended by the deletion of “19 metres” and replaced with “20 metres.”

48. Section 20.4.3.2 (VM1 Zone Regulations for All Other Permitted Uses) is hereby amended by the deletion of “15 metres” and replaced with “20 metres.”

49. Section 20 (VM1) is hereby amended by the addition of the following in numerical order:

20.X Zone Provisions for Accessory Buildings and Structures

20.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

20.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

20.X.X shall not exceed 6 metres in height nor contain more than two storeys;

20.X.X shall not exceed 10 percent coverage of the total lot area;

20.X.X shall not be built closer than 1.25 metres to a lot line;

20.X.X shall not be built closer than 2 metres to a main building;

20.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

50. Section 21.1 (VC1 Permitted Uses) is hereby amended by the deletion of “21.1.19 converted commercial dwelling unit.”

51. Section 21.4.9 (VC1 Zone Regulations) is hereby deleted.

52. Section 21.7 (VC1 Regulations for Gas Bar and/or Service Station) is hereby deleted.

53. Section 21 (VC1) is hereby amended by the addition of the following in numerical order:

21.X Zone Provisions for Accessory Buildings and Structures

21.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

21.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

21.X.X shall not exceed 6 metres in height nor contain more than two storeys;

21.X.X shall not exceed 10 percent coverage of the total lot area;

21.X.X shall not be built closer than 1.25 metres to a lot line;

21.X.X shall not be built closer than 2 metres to a main building;

21.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

56. Section 22.4.1 (HC1 Zone Regulations) is hereby amended by the deletion of “1850 sq metres” and replaced by “4000 square metres (1.0 acres).”

57. Section 22.7 (HC1 Regulations for Automotive Sales and Service Use) is hereby deleted.

58. Section 22 (HC1) is hereby amended by the addition of the following in numerical order:

22.X Zone Provisions for Accessory Buildings and Structures

22.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

22.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

22.X.X shall not exceed 6 metres in height nor contain more than two storeys;
22.X.X shall not exceed 10 percent coverage of the total lot area;
22.X.X shall not be built closer than 1.25 metres to a lot line;
22.X.X shall not be built closer than 2 metres to a main building;
22.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

59. Section 23.1.2 (C4) is hereby amended by the deletion of “0.173”

60. Section 23 (C4) is hereby amended by the addition of the following in numerical order:

23.X Zone Provisions for Accessory Buildings and Structures

23.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

23.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

23.X.X shall not exceed 6 metres in height nor contain more than two storeys;

23.X.X shall not exceed a total floor area maximum of 115 square metres;

23.X.X shall not be built closer than 1.25 metres to a lot line;

23.X.X shall not be built closer than 2 metres to a main building;

23.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

61. Section 24.1.6 (CF Zone Permitted Uses) is here amended by the deletion of “(public)” after the word clinic.

62. Section 24.1.18 (CF Zone Permitted Uses) is hereby amended by the deletion of “a
sanitarium.”

63. Section 24.3.1 (CF Zone Regulations) is hereby amended by the deletion of “1850 sq
metres” and replaced by “4000 square metres (1.0 acres).”

64. Section 24 (CF) is hereby amended by the addition of the following in numerical order:

24.X Zone Provisions for Accessory Buildings and Structures

24.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

24.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

24.X.X shall not exceed 6 metres in height nor contain more than two storeys;

24.X.X shall not exceed 10 percent coverage of the total lot area;

24.X.X shall not be built closer than 1.25 metres to a lot line;

24.X.X shall not be built closer than 2 metres to a main building;

24.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

65. Section 25.3 (DS Zone Regulations) is hereby amended by the deletion of “1850

sq metres” and replaced by “4000 square metres (1.0 acres).”

66. Section 25 (DS) is hereby amended by the addition of the following in numerical order:
 - 25.X Zone Provisions for Accessory Buildings and Structures
 - 25.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;
 - 25.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;
 - 25.X.X shall not exceed 6 metres in height nor contain more than two storeys;
 - 25.X.X shall not exceed 10 percent coverage of the total lot area;
 - 25.X.X shall not be built closer than 1.25 metres to a lot line;
 - 25.X.X shall not be built closer than 2 metres to a main building;
 - 25.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established
67. Section 27.5 (D Zone Special Provisions) is hereby amended by the deletion of “Provisions” in the subsection title and replaced by “Zones”.
68. Zoning Key Map “Lakelet South” is amended by changing the zone symbol from ER1 (Extractive Resource) to AG1 (General Agriculture) and NE1 (Natural Environment- Full Protection) for property identified on the attached Schedules 2 and 3.
69. Zoning Key Map “North East Howick” is amended by changing the zone symbol from ER1 (Extractive Resource) to AG1 (General Agriculture) and NE1 (Natural Environment- Full Protection) for property identified on the attached Schedules 4 and 5.
70. All other provisions of By-law 23-1984 shall apply.
71. This by-law shall come into force pursuant to Section 34(21) of the Planning Act, RSO 1990, as amended.

READ A FIRST TIME ON THE 7th DAY OF APRIL, 2026.

READ A SECOND TIME ON THE 7th DAY OF APRIL, 2026.

READ A THIRD TIME AND PASSED THIS 7th DAY OF APRIL, 2026.

Doug Harding, Reeve

Caitlin Gillis, CAO/Clerk

**SCHEDULE 1
CORPORATION OF THE TOWNSHIP OF HOWICK
BY-LAW 14- 2026**

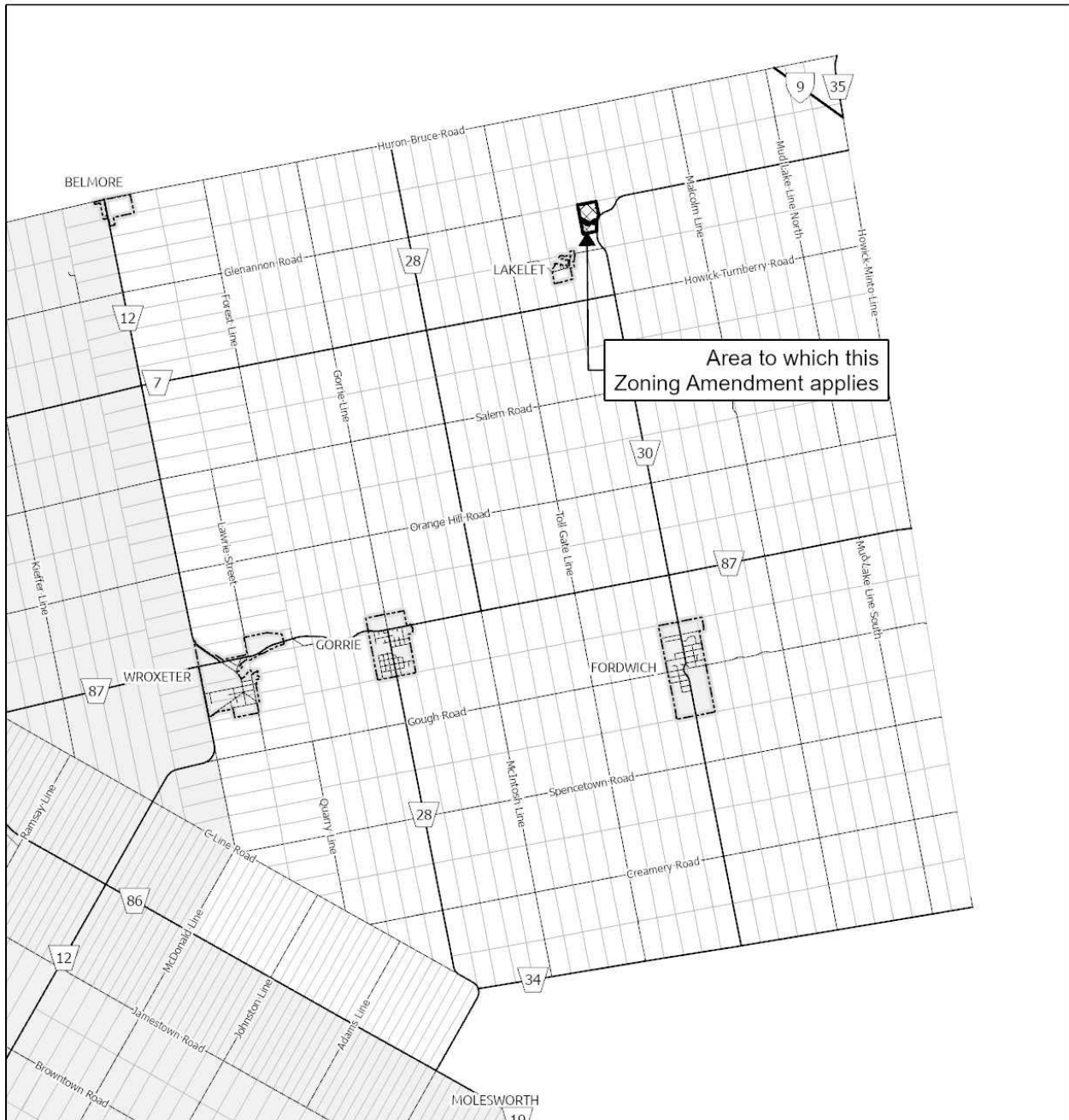
By-law 14 - 2026 has the following purpose and effect:

The purpose of the proposed Housekeeping Amendment is to update the general provisions, zoning provisions, permitted uses and definitions. This amendment applies to the text of the Howick Zoning By-law. There are two site-specific zone changes proposed for mapping corrections and the changes specifically apply to Concession 16 Part Lot 20 as RP 22R;3769 Part 1, Lakelet South and Concession 12 North Part Lot 25 as RP;22R335 Part 1, North East Howick, to be amended from ER1 zone to AG1 and NE1 zones.

1. This by-law amends the Township of Howick Zoning By-law 23-1984. All other zone provisions apply.

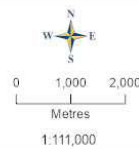
SCHEDULE 2 CORPORATION OF THE TOWNSHIP OF HOWICK BY-LAW 14- 2026

Township of Howick
Location Map



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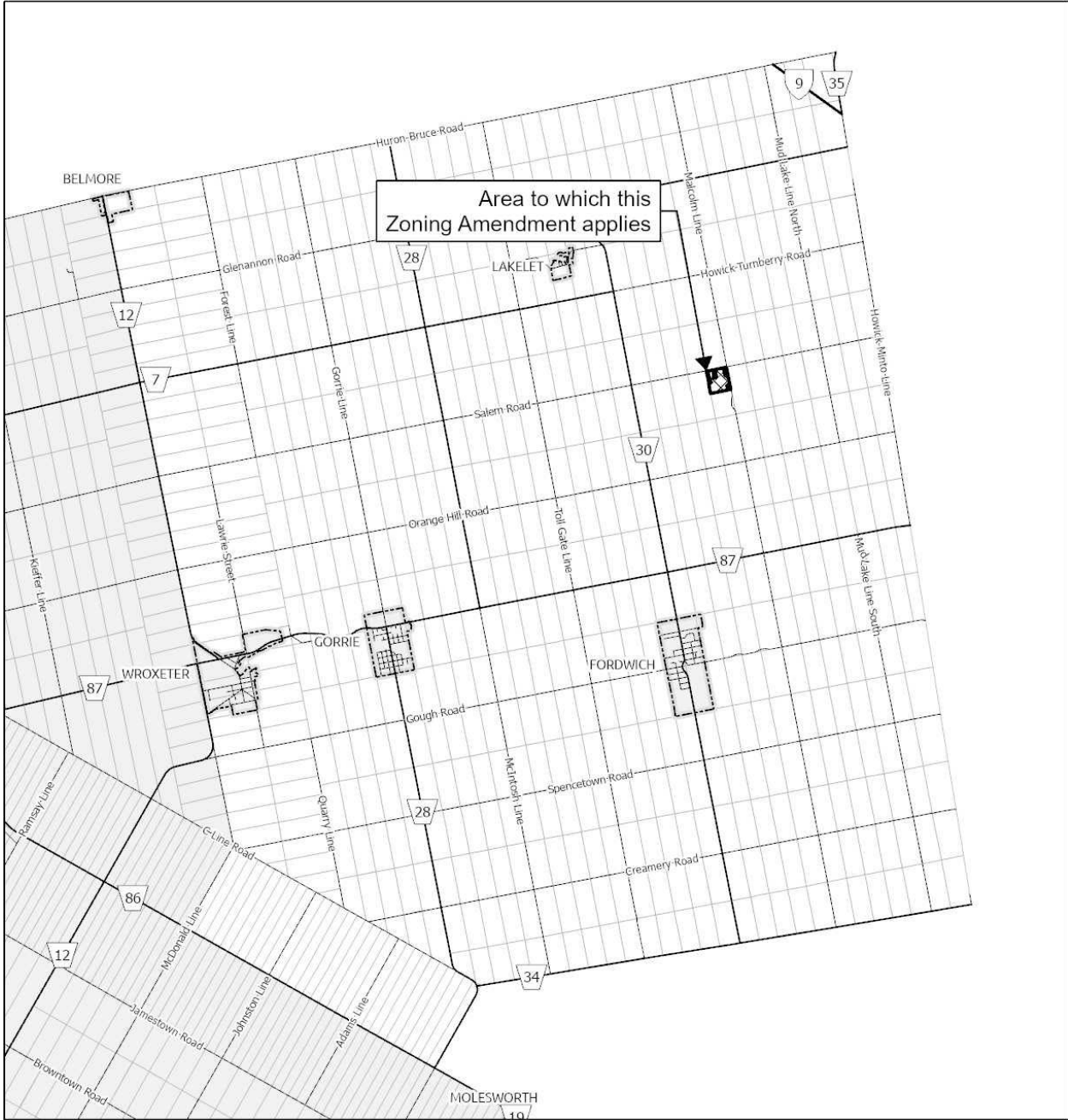
Last Modified 12/9/2025



- Planning Amendment
- Urban Boundary
- Lots and Concessions
- Property Boundary
- Railroad
- Provincial Highway
- County Roads
- Municipal Roads

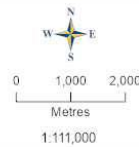
**SCHEDULE 4
CORPORATION OF THE TOWNSHIP OF
HOWICK
BY-LAW 14- 2026**

Township of Howick
Location Map



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Staff Report to Council

Report From: Brady Ropp, Manager of Recreation and Facilities

Meeting Date: April 7, 2026

Report: REC-2026-03
Authorized Recreation Provider Agreement

Recommendation:

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.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Welcoming & Vibrant Community People First
Consultations	CAO/Clerk Caitlin Gillis
Attachment(s) to Report	Huron County Recreation Program Service Agreement Draft By-Law 19-2026

Report Highlights:

The purpose of this report is to renew our Authorized Recreation Provider Agreement with the County of Huron. Entering this agreement allows our registrants to apply for subsidies

from Huron County to offset the costs of recreation child care programs and day camps as part of provincial funding for childcare services.

Context and Background

- The Agreement attached to this report and corresponding By-law 19-2026, allows the municipality to be recognized as an Authorized Recreation Provider with the County of Huron.
- This agreement sets out the parameters we need to follow to keep this designation.
- The policies and training noted in the agreement have been completed by Recreation staff.
- Families that meet the requirements for financial subsidy for Howick's applicable recreation programs will receive financial assistance directly from the County of Huron to help lower the financial burden of participating in our programs.
- The subsidy program is fully operated by Huron County and does not involve any Township staff or resources outside of the execution of this Agreement.

Impact Analysis

No financial impact.

Linkages

- [Draft By-Law 19-2026](#)
- [Huron County Recreation Program Service Agreement](#)

Respectfully submitted,

Brady Ropp, Manager of Recreation & Facilities

Corporation of the Township of Howick

By-law No. 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

WHEREAS the Municipal Act, 2001, as amended permits Councils of all municipalities to enter into certain agreements;

AND WHEREAS Council of the Corporation of the Township of Howick is desirous of executing a Recreation Program Service Agreement with the County of Huron to Provide Fee Subsidies for Recreation Child Care Programs and Services;

AND WHEREAS Council of the Corporation of the Township of Howick deems it expedient to enter into said agreement;

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

1. That the Reeve and CAO/Clerk are hereby authorized to sign, execute and affix the corporate seal to the attached Recreation Program Service Agreement with the County of Huron to provide fee subsidies for Recreation Child Care Programs.
2. That a copy of said Agreement is attached hereto and designated as Schedule 'A' to this By-law and forms part of this by-law.
3. That this By-law shall come into force and take effect immediately upon final passing.

Read a first and second time this 7th day of April, 2026.

Read a third time and finally passed this 7th day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis



RECREATION PROGRAM SERVICE AGREEMENT

This Agreement is made in duplicate.

B E T W E E N: **The Corporation of the County of Huron**

("County of Huron")

- and -

Howick Township

("Service Provider")

WHEREAS, the *Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1* and amendments authorize the County of Huron to enter into this Agreement for the provision of child care and/or early years programs and services.

AND WHEREAS, the Service Provider has agreed to provide child care and/or early years programs and services as described in the *Child Care and Early Years Act, 2014*.

THEREFORE, in consideration of the terms and provisions of this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged THE PARTIES agree as follows:

FOR PURPOSES OF THIS AGREEMENT:

Section 1 of Ontario Regulation 138/15 under the Child Care and Early Years Act, 2014 defines "children's recreation program" as a program that is operated by:

- a) An organization recognized under Regulation 797 of the Revised Regulations of Ontario, 1990 (Recreation Programs) made under the Ministry of Tourism and Recreation Act as a children's recreation service provider by a resolution passed by the local service system manager, municipality, school board or First Nation; or
- b) An authorized recreational and skill-building program as defined under the Child Care and Early Years Act, 2014 and its regulations (see paragraphs 1 to 4 of subsection 6 (4) of the CCEYA and the criteria set out in section 3.1 of Ontario Regulation 137/15 made under the CCEYA); or

c) A member of the Ontario Camps Association.

"County" means the County of Huron.

"County Staff" means the staff of the County of Huron authorized to exercise the rights and perform the duties of the County of Huron under this Agreement.

"Service Provider or Operator" means the party of the second part and shall be the "Delivery Agent" for purposes of provision of children's recreation programs and services pursuant to the *Child Care and Early Years Act, 2014* and its regulations.

PURPOSE:

Ontario regulation 138 made under the *Child Care and Early Years Act, 2014*, provides that CMSM's and DSSAB's may provide fee subsidies for children 4-12 years who are enrolled in recreation programs and whose parents are in financial need as determined by the income test.

The *Child Care and Early Years Act, 2014* exempts camps from obtaining a child care licence if the camp is serving children 4 years and up, not operating for more than 13 weeks per year, and does not operate on instructional school days. Programs serving children under 4 years old would require a licence from the Ministry of Education.

This document outlines the requirements for obtaining a *Recreation Program Fee Subsidy Purchase of Service Agreement* and Special Needs Resource Funding Agreement with the County of Huron.

SERVICE PROVIDERS' REQUIREMENTS FOR RECREATION PROGRAM DELIVERY:

Funded Service Providers will be required to follow the program guidelines outlined in this document.

The County of Huron Recreation Program guidelines is modelled after Ontario Child Care and Early Years Funding Guidelines and 2026 Allocations and the *Child Care and Early Years Act* Regulations.

1. Safe Arrival and Safe Dismissal:

1.1 Recreation programs must have policies and procedures in place to the satisfaction of the County of Huron to ensure the safe arrival and safe dismissal of each child enrolled. At a minimum, these must include.

- 1.1.1 daily sign-in/sign-out procedures so that staff are aware of which children are in attendance each day, and those that have departed for the day.
- 1.1.2 a policy and procedure to be followed if a child does not attend and if staff have not been notified in advance of the reason why.
- 1.1.3 a daily record of attendance is kept showing arrival, departure or absence of each child.

- 1.1.4 a policy and procedure by which parents must inform the program operator in writing of who is or is not allowed to pick up their children.
- 1.1.5 a policy and procedure by which parents must give their written consent for their children to sign themselves in and out.

2. Police Record Checks

2.1 A policy is in place requiring police record checks, inclusive of a Vulnerable Sector Check, to be completed for all recreation program staff (full-time and part-time), or volunteer positions, over the age of 18, who will have direct contact with children. This requirement also includes non-direct services staff or any other staff who are regularly on the premises where on occasion unsupervised contact with the children may be expected (drivers, cooks, facilities/maintenance staff). Staff under the age of 18 are required to sign an offence self-declaration form indicating that they have not been convicted under the Criminal Code of Canada.

3. Quality Assurance:

3.1 Recreation programs must.

3.1.1 Be accredited by the *Ontario Camping Association (OCA)* (and provide proof of accreditation thereof as requested)

Or

3.1.2 Be accredited by ***High Five*** (and provide proof of accreditation thereof as requested)

3.2 programs such as PD Day Program or March Break Program or Winter Camp Programs will also be staffed by 75% of the front-line staff and supervisors trained in High Five Principals of Healthy Child Development. A statement confirming this will be required in writing from the Recreation Program Provider to the County of Huron Children's Services Department prior to care being approved for any program other than summer programs.

4. Child Abuse Reporting

4.1 Each Recreation Program with which the County has a *Purchase of Service Agreement* has a *Child Abuse Reporting Policy* that all staff have reviewed and signed annually.

5. Fire Safety and Emergency Information Policy

5.1 Every operator must ensure that each member of staff and each volunteer in the Recreation Program are instructed as to his/her responsibilities in the event of a fire or emergency before commencing the program.

- 5.2 Fire procedures must be reviewed with participants weekly **OR** fire drill must be conducted at least once per session where the session is less than one month. A written record must be kept of all fire drills.
- 5.3 Every operator must ensure that staff at each location has an up-to-date list of telephone numbers that are accessible in an emergency and includes phone (cell, work, or home) numbers of a parent or guardian of each child enrolled and the name and telephone number of a person to be contacted if the parent or guardian cannot be reached.
- 5.4 Every operator shall ensure that staff has access to a phone in each location where Recreation Programs are provided.

6. III Health and Medical Supervision Policy

- 6.1 Every operator must ensure that there is a stocked first aid kit and current first aid manual readily available for first aid treatment.
- 6.2 A policy is in place regarding ill health and accidental situations. A written record of any incident affecting the health, safety or well-being of the staff, volunteers or child enrolled in the program, must be kept, and shall be maintained and kept for at least two years after the incident.
- 6.3 Every operator will have a procedure in place for reporting serious incidents to the County of Huron within one business day of the date of the incident. Serious incidents are described as any of the following:
 - 6.3.1 Incident resulting in the death of child or staff.
 - 6.3.2 Allegations of abuse and/or neglect of a child while at camp
 - 6.3.3 An incident resulting in a serious or life-threatening injury (serious or life-threatening injury would include anything that involves admittance to a hospital for over 12 hours)
 - 6.3.4 Missing or unsupervised children
 - 6.3.5 Any serious complaint or serious incident that poses a risk to the health safety or well-being of children.
- 6.4 Reporting procedure would be to submit by email, inclusive of a brief description of the incident including time, dates, and details of the incident. The report shall not include any personal or identifying information including names of children or staff. County of Huron Social and Property Services will provide a contact email address for incident reporting and then will follow up within five business days of the incident being reported.
- 6.5 Where an operator agrees to the administration of drugs or medications, the operator shall ensure that all drugs and medications are:
 - 6.5.1 stored in accordance with the instructions for storage on the label.
 - 6.5.2 administered in accordance with the instructions on the label and the authorization received from parents.

- 6.5.3 inaccessible at all times to children
 - 6.5.4 Administered to a child only when a parent of the child gives written authorization for the administration of the drug or medication including a schedule that sets out the times the drug or medication is to be given and amounts to be administered.
 - 6.5.5 administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and instructions for storage and administration.
 - 6.5.6 A policy in place identifying the designated staff person in each program location responsible for all drugs and medications. All drugs and medications are to be handled by that person or a person designated by that person.
- 6.6 Every operator must have anaphylactic policies and procedures in place including the following:
- 6.6.1 a strategy to reduce the risk of exposure to anaphylactic causative agents.
 - 6.6.2 Development of an individual plan, with input from the child's parent or guardian and/or the child's physician, for each child with an anaphylactic allergy that includes emergency procedures in respect of the child.
 - 6.6.3 the individual plan for a child with anaphylaxis and the emergency procedures in respect of the child shall be reviewed as follows:
 - 6.6.3.1 By all employees before they begin their employment and at least annually afterwards.
 - 6.6.3.2 By volunteers and students who will be providing care or guidance at the recreation program before they begin providing that care or guidance and at least annually afterwards.
 - 6.6.3.3 By the staff person in charge of the recreation program before the child is placed at that location and at least annually afterwards.
 - 6.6.4 Training from a physician or a parent on procedures to be followed in the event of a child (who has been identified as having an allergy) who is having an anaphylactic reaction.

Note: The operator may permit a child to carry his or her own asthma medication or emergency allergy medication in accordance with the procedures established.

7. Behaviour Management Policy

7.1 Every operator must ensure that there are written policies and procedures with respect to discipline, punishment, and isolation measures to be used in locations where Recreation Programs are provided.

7.1.1 These policies and procedures are reviewed with all staff including students and volunteers at the time of their initial employment and at least annually thereafter records will be kept with the date of each review of this policy, signed by the reviewer and kept for at least 2 years.

7.1.2 There are written policies and procedures with respect to actions to be taken if staff contravene the agency's *Behaviour Management Policy*.

7.1.3 There are written procedures for monitoring the behaviour management practices of employees, volunteers or students and monitoring records are kept for at least two years.

7.1.4 This policy must state that discipline measures **must not** include:

7.1.4.1 corporal punishment of a child

7.1.4.2 deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect.

7.1.4.3 deprivation of a child of basic needs including food, shelter, clothing

7.1.4.4 Use of a locked room for the purpose of confining a child

8. Enrolment and Records

8.1 Every operator must ensure that current child records are available at all times and are kept at each location at which Recreation Programs are provided.

8.2 Records shall include:

8.2.1 the name, date of birth and home address of the child

8.2.2 the names, home addresses and telephone numbers of the parents or guardians of the child

8.2.3 the address and telephone number at which a parent or guardian of the child or other designated person can be reached in case of an emergency during the hours when the child is receiving care.

8.2.4 the names of persons to whom the child may be released.

8.2.5 the child's history of conditions requiring medical attention.

8.2.6 any symptoms indicative of ill health

8.2.7 written instruction signed by a parent or guardian of the child for any medical treatment or drug or medication that is to be dispensed during the hours the child is receiving care.

- 8.2.8 written instructions signed by a parent or guardian of the child concerning any special requirements in respect of diet, rest, or exercise.

9. Staff Training

9.1 It is the responsibility of the operator to ensure that all staff have received adequate and appropriate training prior to working with children. There must be written policies and procedures in place to ensure this occurs. Such training shall include:

- 9.1.1 job descriptions for each staff
- 9.1.2 orientation to agency and program mandate, policies, and practices
- 9.1.3 certified first aid training; a minimum of emergency first aid or C.P.R.
- 9.1.4 child safety precaution, guidelines re: allergies
- 9.1.5 emergency procedures, accident reports and procedures
- 9.1.6 program planning
- 9.1.7 behaviour management philosophy and procedures
- 9.1.8 conflict resolution
- 9.1.9 child abuse protocol
- 9.1.10 procedures for offsite excursions and trips
- 9.1.11 Confidentiality (including social media)
- 9.1.12 communication with parents and guardians

10. Adult Supervision and Group Size

10.1 The number of employees required for the care of children enrolled when on the premises or during activities off the premises shall be determined by the operator with due attention to the program needs, safety, supervision, and age of the children enrolled in the program.

10.2 The following are minimum requirements.

- 10.2.1 1 staff for every 10 children 4-5 years
- 10.2.2 No children under 4 years are in the program at any time.
- 10.2.3 1 staff for every 15 children ages 6 to 12 years
- 10.2.4 At least one adult (18 years or older) is on-site at all times and is easy to locate in event of an emergency.

10.2.5 All recreation staff are at least 16 years of age.

10.2.6 The maximum number of children in a group shall be 20 (4–5-year old's) or 30 (6–12-year-olds).

10.2.7 Special Needs Resource Teachers/Program Assistants are not to be counted in the ratio for staff.

11. Term

11.1 This agreement is in effect from date of signing to last day of June the following year.

11.2 Either party may at any time terminate this Agreement in whole or in part, without penalty or cause, by giving a minimum of (60) days written notice to the other party and in the event the Agreement is terminated in part, the remainder of the Agreement, if capable of performance, shall continue in full force and effect.

11.3 If in the opinion of the County, the Service Provider is in breach of this Agreement, the County may terminate this Agreement immediately by giving written notice to the Service Provider. Notwithstanding the foregoing, the County may, in its discretion, provide the Service Provider with a reasonable period of time to rectify the breach.

11.4 In the event notice is given under sub-article 4.2, the Service Provider shall, during the notice period, provide only those services which the County, determines are reasonably required to complete the service in progress.

11.5 Upon termination of this Agreement, the Service Provider shall reimburse forthwith to the County any monies advanced by the County which are not expended in accordance with this Agreement.

11.6 Notwithstanding anything to the contrary in this Agreement, in the event that:

11.6.1 The Ministry at any time during the term of this Agreement revokes the designation of the County as a CMSM or ceases to provide sufficient funding to the County for any programs or services covered under this Agreement; or

11.6.2 The Service Provider, if it is a corporation, transfers the majority of its issued shares in the capital stock or if any transfer, issuance or division of any shares of the corporation or of any affiliated corporation of the corporation sufficient to transfer control to others than the then present shareholders of the corporation occur; or

11.6.3 The Service Provider becomes insolvent or makes an application to appoint a receiver or trustee in bankruptcy; this Agreement shall, at the sole discretion of the County, immediately become null and void and the County shall not in any way be liable to the Service Provider.

11.6.4 The County of Huron will pay the Service Provider for admissible expenditures incurred pursuant to this Agreement. The County of Huron reserves the right within reason to determine the amounts, times, and manner of such payments.

11.6.5 It is agreed and understood that the County of Huron may withhold payments if the Service Provider is in breach of its obligations under this Agreement or, as applicable, if the County is advised by the Ministry of Education that the Service Provider is in breach of its license requirements and obligations under the *Child Care and Early Years Act, 2014*.

11.6.6 The Service Provider shall hold any funds advanced to the Service Provider by the County in trust for the County until such time as the funds are expended in accordance with this Agreement.

12. Payment

12.1 The County shall pay the Service Provider funding for the provision of child-care and early years programs and services consistent with the terms of the Agreement and the Schedules that form part of this Agreement. Failure to follow the terms of this Agreement, including submission of reports or data, may result in the suspension of funding or termination of the Agreement.

12.2 The funding and payment amount may be amended from time to time by mutual agreement.

12.3 The Service Provider shall use the funds provided by the County only for the specific purpose for which the funds are provided.

12.4 Notwithstanding anything in this Agreement, no payments shall be due or payable to the Service Provider by the County under this Agreement unless such payments are eligible for Ministry funding pursuant to the Ministry requirements and as approved by the County.

12.5 Notwithstanding anything in this Agreement, any payments made by the County, which are for any reason in excess of the amount to which the Service Provider is entitled, shall be immediately refunded to the County by the Service Provider after due demand by the County or, at its sole option, the County may deduct or set off the overpayment from any subsequent monies due to the Service Provider.

12.6 The Service Provider shall, at the request of the County, change its fiscal year end to coincide with the year-end of the County or to such other date as the County directs.

12.7 The Service Provider shall submit to the County a budget and/or reconciliation with respect to the services it provides pursuant to this Agreement, which budget shall be provided at intervals as determined by the County and set out in the Schedules of this Agreement.

13. Reports

- 13.1 The Service Provider shall maintain the following reports and records:
- 13.1.1 Any report or record required pursuant to a Schedule to this Agreement;
and
 - 13.1.2 Any report or record that the County or Ministry acting reasonably,
requests.
- 13.2 The Service Provider acknowledges that failure to submit the reports may result in either the withholding of payment until such reports are submitted or in the termination of this Agreement.
- 13.3 The Service Provider shall permit County at any time during the term of this Agreement and for seven (7) years after its expiry or termination and during the Service Provider's usual business hours, to review all of the Service Provider's materials, records and other documents relating to this Agreement provided that the County gives the Service Provider twenty-four (24) hours notice of its intention to do so.
- 13.4 Reports shall be submitted in a method compliant with the **Freedom of Information and Protection and Privacy Act** and will be communicated to the Service Provider in a manner determined by the County.
- 13.5 In the event the Service Provider ceases operation, it is agreed that the Service Provider will not dispose of any records related to the programs and services provided for under this Agreement without the prior consent of the County of Huron, which may be given subject to such conditions as the County of Huron deems advisable.

14. Observance of The Law

- 14.1 The Service Provider and its employees and representatives, if any, shall at all times comply with all applicable federal, provincial and municipal legislation, regulations and by-laws, the Guidelines, and the Operating Guidelines, including but not limited to the **Ontario Human Rights Code**, the **Freedom of Information and Protection of Privacy Act**, the **Accessibility for Ontarians with Disabilities Act**, the **Occupational Health and Safety Act**, **Employment Standards Act**, the **Early Childhood Educators Act**, and the **Workplace Safety and Insurance Act**. in respect of the performance of this Agreement.
- 14.2 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 14.3 The parties hereby attorn to the exclusive jurisdiction of the courts of the Province of Ontario with respect to the enforcement and interpretation of this Agreement.

15. The Service Provider's Contractual Status

- 15.1 The Service Provider is an independent contractor and the Service Provider, its agents, officers, and employees, in the performance of this Agreement, shall be taken to be acting in an independent capacity and not as officers or employees of the County.

- 15.2 The Service Provider shall be solely responsible for the payment of any subcontractors employed, engaged, or retained by the Service Provider for the purpose of assisting it in the discharge of its obligation under this Agreement.
- 15.3 The Service Provider shall co-ordinate the services of any subcontractors employed, engaged, or retained by it and the Service Provider shall be liable to the County for any and all costs arising from the errors or omissions of such subcontractors or any of them.
- 15.4 The Service Provider, any of its sub-contractors and any of their respective advisors, partners, directors, officers, employees, agents and volunteers shall not engage in any activity or provide any services to the County of Huron where such activity or the provision of such services, creates a conflict of interest (actually or potentially in the sole opinion of the County of Huron) with the provision of services pursuant to the Agreement. The Service Provider acknowledges and agrees that it shall be a conflict of interest for it to use confidential information of the County of Huron relevant to the services where the County of Huron has not specifically authorized such use.
- 15.5 The Service Provider shall disclose to the County of Huron without delay, any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.
- 15.6 A breach of this section by the Service Provider shall entitle the County of Huron to terminate the Agreement, in addition to any other remedies that the County of Huron has in the Agreement, in law or in equity.
- 15.7 Recreation providers must ensure that all requirements of this document are being met during all approved programs through the contract year.

16. Inspection

- 16.1 The Service Provider will grant access, at reasonable times, to County staff, or their authorized representative, to any premises used by the Service Provider in connection with the programs and services pursuant to this Agreement for the purposes of evaluation of the programs and services and for purposes of inspection of the records, documentation and data required to be maintained by the Service Provider pursuant to the *Child Care and Early Years Act* and Regulations, and if requested by the County, to provide copies of same.
- 16.2 The Service Provider agrees that its staff providing services pursuant to the Agreement shall, upon the request of the County, be available for consultation with employees of the County.
- 16.3 County of Huron Children's Services staff may request a meeting with Recreation Program operators annually to review and complete program guidelines and checklists.
- 16.4 County of Huron reserves the right to an annual on-site visit to each recreation program, or more often as required.

- 16.5 Ongoing contact between the County of Huron and program operators will be facilitated through written, electronic and telephone communication in order to ensure all parties are informed about issues or trends that may relate to Recreation Programs.

17. Confidentiality

- 17.1 The Service Provider, its officers, agents, and employees shall treat all information, especially that relating to children and parents, guardians and caregivers which is obtained by it through its performance under this Agreement as confidential and shall not, unless required to do so by law, disclose same, other than in accordance with this Agreement, without the prior written approval of the County.
- 17.2 The Service Provider shall not unless required to do so by law, release information pertaining to subsidized children and parents, guardians and caregivers receiving its services to third parties without first obtaining the written consent of the affected parent or the person entitled to give consent on behalf of the affected subsidized child.
- 17.3 The collection, use and disclosure of information by the County shall be governed by the **Municipal Freedom of Information and Protection and Privacy Act** in a method determined by the County and communicated to the Service Provider.
- 17.4 Security of confidential information stored and transferred by electronic means shall be ensured using password protection, encryption of data during transmission and use of firewalls.
- 17.5 Security of confidential information stored in hard copy format will be locked to prevent access by those who do not require access to the information for the performance of this Agreement.
- 17.6 Security of confidential information shall be ensured by restricting access to those individuals who require access to collect, use, or transmit the information for the performance of this Agreement.
- 17.7 The Service Provider will protect all confidential information in its possession, including during transmission, in accordance with industry best practices.

18. Indemnity

- 18.1 The Service Provider shall at all times defend, indemnify and save harmless the Corporation of the County of Huron, its officers, elected officials, employees, agents, invitees, successors and assigns (all of which are hereinafter called the "County Indemnities") from and against any and all manner of claims, demands, losses, expenses, fines, costs (including legal, expert and consultant fees), charges, actions, claims, demands and lawsuits or other proceedings whatsoever made or brought against, suffered by or imposed on the County Indemnities, or their property in respect of any loss, damage or injury (including fatal injury) to any person or property (including, without restriction, employees, agents and property

of the County Indemnities, or of the Service Provider) directly or indirectly arising out of, resulting from or sustained as a result of the Service Provider's performance of or failure to perform this Agreement, excepting only those claims, demands, losses, costs, charges and actions that are a result of the negligence of the County Indemnities.

19. Insurance

19.1 During the term of this Agreement and any renewal thereof, the Service Provider shall provide and maintain the general liability insurance acceptable to the County of Huron in an amount not less than two million dollars (\$2,000,000.00) per occurrence and in respect of the services provided pursuant to this Agreement:

19.1.1 The insurance policy shall,

19.1.1.1 Include as an additional insured "the County of Huron" in respect of and during the provision of services by the Service Provider pursuant to this Agreement.

19.1.1.2 Contain a cross-liability clause endorsement; and

19.1.1.3 Contain a clause including liability arising out of the agreement or agreements.

19.2 The provider shall have, as a stand-alone policy or as part of the Commercial General Liability, abuse liability which shall include coverage for physical and sexual abuse. Coverage shall be underwritten by an insurer licensed to conduct business in the Province of Ontario for the following limit of liability for no less than \$2 Million.

19.3 The Service Provider will submit to the County of Huron, upon request, proof of insurance. All policies shall be endorsed to provide the County with not less than 30 days written notice in advance of any cancellation, change, or amendment restricting coverage. All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario. The insurance shall be with insurers acceptable to the County and with policies in a form satisfactory to the County. As determined by the County, the Service Provider may be required to provide and maintain additional insurance coverage(s) or increased limits which are related to this Agreement. All premiums and applicable deductibles under the above required insurance policies are the sole expense of the Service Provider. All policies shall apply as primary and not as excess of any insurance available to the County.

20. Notice

20.1 Any demand or notice to be given pursuant to the Agreement shall be properly made and given if made in writing and either delivered to the party for whom it is

intended to the address as set out below or sent by prepaid registered mail addressed to such party as follows:

- a. Where the County is the intended recipient
The Corporation of the County of Huron
Social and Property Services Division
Children's Services
77722D London Rd. R.R.#5
Clinton, ON N0M 1L0
- b. Where the Service Provider is the intended recipient

**Howick Township
44816 Harriston Road,
Gorrie, ON N0G1X0**

Or to such other addresses as the parties may from time to time notify in writing, and any demand or notice so made or given shall be deemed to have been properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption in postal service in the County affecting the delivery or handling thereof, on the day following three (3) clear business days following the date of mailing.

21. General Provisions

- 21.1 Should any provision of this Agreement be declared or found to be illegal, unenforceable, legally ineffective or void, then each party shall be relieved of any obligation arising from such provision, but the balance of the Agreement, if capable of performance, shall remain in full force and effect.
- 21.2 No term or provision of this Agreement shall be deemed waived, and no breach consented to unless such waiver or consent is in writing and signed by an authorized representative of the party claimed to have waived or consented.
- 21.3 No consent by a party to, or waiver of, a breach under this Agreement shall constitute a consent to, waiver of, or excuse for any other, different, or subsequent breach.
- 21.4 This Agreement shall not be assigned in whole or in part by the Service Provider.
- 21.5 This Agreement shall not be varied, altered, amended, or supplemented except by an instrument in writing duly executed by the authorized representatives of both parties.
- 21.6 Nothing contained in this Agreement, expressed or implied, shall confer upon any person, corporation or other entity, other than the parties hereto and their successors in interest and assigns, any rights or remedies under or by reason of this Agreement.
- 21.7 All representations and warranties and obligations of confidentiality and indemnification and the reporting requirements pursuant to articles 5, 9 and 10 as set forth in the Agreement shall survive termination of this Agreement.

21.8 The Service Provider shall ensure that any and all communication activities, publications, advertising and press releases referring to services provided pursuant to this Agreement must clearly acknowledge the contributions made by the Province of Ontario and the Government of Canada and shall include an appropriate acknowledgement, in term satisfactory to the County, of the County's contribution.

22. Non-Assignment

22.1 The Service Provider will not assign this Agreement, or any part thereof, without the prior written approval of the County of Huron, which approval may be withheld by the County of Huron in its sole discretion or given subject to such conditions as the County of Huron may impose.

22.2 For the purposes of this section, this Agreement shall be deemed to be assigned by the Service Provider: (a) upon the change in control of the Service Provider (as defined by the *Business Corporations Act*), if the Service Provider is a corporation; and (b) upon any reorganization which results in a change in the effective control of the Service Provider, if the Service Provider is a partnership.

23. Schedules

23.1 This Agreement and the attached Schedules embody the entire Agreement and supersede any other understanding or Agreement, collateral, oral or otherwise, existing between the parties at the date of execution and relating to the subject matter of this Agreement.

24. No Partnership

24.1 The County and Service Provider shall not be deemed to be carrying on a partnership or joint venture relating to the delivery of the services pursuant to this agreement and the parties hereto agree that the Service Provider is an entirely independent contractor providing such services for the County pursuant to the terms and conditions of this Agreement.

24.2 The Service Provider acknowledges and agrees this Agreement is in no way deemed or construed to be an Agreement of Employment. Specifically, the parties agree that neither the Service Provider nor its employees are employees of the Municipality for the purpose of, but not limited to, the *Income Tax Act*, *Canadian Pension Plan Act*, *Employment Insurance Act*, *Workplace Safety and Insurance Act*, *Occupational Health and Safety Act Pay Equity Act*, *Health Insurance Act*, as amended from time to time and any legislation in substitution, therefore.

IN WITNESS WHEREOF this agreement has been signed by an authorized County of Huron official on behalf of the County of Huron and the Service Provider by its proper signing officers.

Signed on the _____ day of _____, 2026.

Susan Cronin
County Clerk,
County of Huron

Jamie Heffer
Warden, on behalf of County of Huron

Witness*

By: ** Signing Officer Service Provider

Position

(Seal)

Witness

By: ** Signing Officer Service Provider

Position

* Witness required where the Service Provider is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.

Service Provider: Howick Township

Name:
Title:
(I have authority to bind the corporation)

Witness
Name:

Name:
Title:
(I have authority to bind the corporation)

Witness
Name:

*Witness is required where the program is a sole proprietor or partner in a partnership. Not required when the corporate seal is affixed.

**SCHEDULE A(R)
FEE SUBSIDY
(RECREATION PROGRAMS)**

SERVICE OBJECTIVE: Fee subsidy funding is intended to help families, in most need, to access, authorized camps and recreation services by financially assisting with the cost of care.

ELIGIBILITY: Families living in Huron County may enquire about eligibility for assistance with the cost of program fees by contacting Huron County Children's Services.

Families may be eligible to receive full fee assistance or may be responsible to pay a daily parental fee.

Only Recreation programs that have a Purchase of Service Agreement with the County of Huron will be eligible for fee assistance.

The daily parental fee determined by the County of Huron is payable to the service provider for all approved and scheduled days.

Service providers will be notified in writing of a family's eligibility and termination.

Parents are responsible to pay their daily parental fee in order for the County of Huron to pay the subsidy portion. Additional non base fees, such as bus trips etc. are the responsibility of the parent.

REPORTING REQUIREMENTS:

Service providers are responsible to advise the County of Huron when attendance becomes inconsistent, or families fail to pay their determined daily fee.

During the first week of the month service providers will be able to access the previous month's attendance record on the *Ontario Child Care Management System* (OCCMS on-line). This attendance record will need to be verified by the service provider and submitted to the office by the 20th of each month. (Training on the attendance management program will be provided by Huron County Children's Services)

Payment for the previous month should be processed by the end of the following month.

AUTHORITY AND STANDARDS:

Child Care and Early Years Act, 2014

Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guidelines

Children's Services Early Years and Child Care Service Plan 2024-2029

**SCHEDULE B (R)
SPECIAL RESOURCE FUNDING NEEDS
(RECREATION PROGRAMS)**

SERVICE OBJECTIVE:

To provide base financial support to Recreation Programs that have a Purchase of Service Agreement with the County of Huron, to build capacity and create inclusive environments for children with additional needs. Under Ontario Regulation 138/15, a “child with special needs” means a child whose cognitive, physical, social, emotional, or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child.

ELIGIBILITY:

All program requirements will be met in accordance with the *Child Care and Early Years Act* and the policies, guidelines, and requirements of the County of Huron.

- Approved recreation programs will receive \$1000.00 prior to the commencement of the summer program.
- Additional funding requests will be vetted through the Growing Together Resource Consultant Program
- All additional funding requests must be made prior to the final week of the program and will be subject to available funding.

PURPOSE:

Huron County Social and Property Services agrees to support the approved **recreation program** in building a *program* that is responsive and inclusive to children with additional needs by providing services of Growing Together staff and resources.

The Service Provider will utilize the funding for the intended purpose of including and supporting children with additional needs.

Funding will be used for additional, non-ratio staff wages and/or equipment that builds capacity and will include children with the additional need to participate in summer recreation programs.

The Service Provider will engage in ongoing communication and interaction with the Growing Together Early Learning Resource Consultant ensuring a supportive and inclusive environment.

REPORTING REQUIREMENTS:

- As requested, to provide Huron County Children’s Services with any summer recreation program statistical or financial data that details the use of these funds and outcomes.
- To invoice the County of Huron by September 30 of the year the expenses were incurred for any additional approved dollars.

Failure to fulfill the above stated by either party will result in the following:

- Written notice forwarded to the offending party stating violations(s) of the Recreation Program Service Agreement
- Funding to cease.

AUTHORITY AND STANDARDS:

Child Care and Early Years Act, 2014

Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline (the “Provincial Guideline”)

Children’s Services Early Years and Child Care Service Plan 2024-2029



Staff Report to Council

Report From: Brady Ropp, Manager of Recreation and Facilities

Meeting Date: April 7, 2026

Report: REC-2026-04
Authorized Recreation Provider Expanded Hours Declaration

Recommendation:

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.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	People First
Consultations	CAO/Clerk Caitlin Gillis
Attachment(s) to Report	Draft By-Law 20-2026 Approval Letter Declaration

Report Highlights:

- Sign agreement with the Ministry of Education
- Operate with expanded hours as an Authorized Recreation Provider
- Continuation of Current programming levels

Context and Background

The approval from the Ministry of Education allows us as an Authorized Recreation Provider to operate expanded hours in accordance with the Early Education Act. The exemption allows us to operate before school programming and on non-instructional days such as PA days or March Break.

Discussion and Staff Recommendation(s)

Staff recommend continuing with before and after school program as it operates currently and we feel this has been successful and a great service for the community.

Impact Analysis

No financial impact.

Linkages

- [Draft By-Law 20-2026](#)
- [Declaration Agreement](#)

Respectfully submitted,

Brady Ropp, Manager of Recreation & Facilities

Corporation of the Township of Howick

By-law No. 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

WHEREAS the Municipal Act, 2001, as amended permits Councils of all municipalities to enter into certain agreements;

AND WHEREAS Council of the Corporation of the Township of Howick is desirous of executing a Recreation Provider Expanded Hours Declaration Agreement with the Minister of Education to Provide Expanded Hours for the 2026-27 School Year;

AND WHEREAS Council of the Corporation of the Township of Howick deems it expedient to enter into said agreement;

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

1. That the Manager of Recreation is hereby authorized to sign, execute and affix the corporate seal to the attached Recreation Provider Expanded Hours Declaration Agreement with the Minister of Education to provide Expanded Hours for the 2026-27 School Year.
2. That a copy of said Agreement is attached hereto and designated as Schedule 'A' to this By-law and forms part of this by-law.
3. That this By-law shall come into force and take effect immediately upon final passing.

Read a first and second time this 7th day of April, 2026.

Read a third time and finally passed this 7th day of April, 2026

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Schedule A to 20-2026

Ministry of Education
Early Years and Child Care Division

315 Front Street West, 11th floor
Toronto ON M7A 0B8

Ministère de l'Éducation
Division de la petite enfance et de
la garde d'enfants

315, rue Front Ouest, 11^e étage
Toronto ON M7A 0B8



March 30, 2026

Brady Ropp
Township of Howick
44816 Harriston Rd.
Gorrie ON
N0G 1X0
recreation@howick.ca

Dear Brady Ropp:

The Ministry of Education (the “Ministry”) is pleased to inform you that Township of Howick has been granted approval to operate as an authorized recreational and skill building program (authorized recreation program) with expanded hours for the 2026-27 school year at the following site(s):

Program/Site Name	Address	Approved Spaces
Howick Community Centre	45088 Harriston Road Gorrie	30: Before and/or After school and Non-instructional days

This approval is being provided for the purposes of subsection [3.1 \(2\) of O. Reg. 137/15](#) under the *Child Care and Early Years Act, 2014*, (“CCEYA”) and, as such, exempts the program from having to meet the criteria set out in subparagraph 1 ii of subsection 3.1 (2) of O. Reg. 137/15. More specifically, the approval permits the program to operate for more than one period per day and for more than three consecutive hours on instructional days as well as on non-instructional days during the school year (e.g., September to June).

As a reminder, programs operating under this approval are responsible for managing their operating costs and securing the use of facilities. No new funding is associated with this exemption. As a part of the local child care and before and after school program community, we also encourage you and your leadership team to continue to engage with your [local service system manager\(s\)](#) and school boards to support a collaborative approach for before and after school programs.

Please read through the Declaration of Compliance set out below. **If you agree to comply with the requirements relating to this approval, please email a signed copy of the**

Declaration to tpa.edu.earlylearning@ontario.ca within ten business days of receiving this letter.

A list of “Recommended Operating Provisions” which providers are strongly encouraged to consider and implement, as appropriate, has also been included.

We appreciate your ongoing partnership with the Ministry to provide before and after school programs for children and families. If you have any questions regarding this letter, please email tpa.edu.earlylearning@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Whitney Wilson', written in a cursive style.

Whitney Wilson
Director, Early Years Branch
Ministry of Education

Declaration of Compliance

I understand that the approval to operate an authorized recreational and skill building program with enhanced hours (for the purposes of subsection [3.1 \(2\) of O. Reg. 137/15](#) under the *Child Care and Early Years Act, 2014*) is conditional upon compliance with the following requirements:

1. **Insurance**: Every provider shall ensure that an insurance policy with respect to each program it operates under the exemption is obtained and maintained in full force and effect that includes comprehensive general liability coverage and personal injury coverage, including, where applicable, coverage for the employees of each program and volunteers in each program.
2. **Staff Screening Measures and Police Record Checks**: Every provider shall obtain a vulnerable sector check from the following individuals:
 - Every employee, before the person begins their employment.
 - Every volunteer or student who is on an educational placement with the provider, before the person begins interacting with children at the program.
3. **Standard First Aid/CPR Training**: Every provider shall ensure that the following persons have a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board:
 - Every supervisor of a program.
 - Every employee of a program who is interacting with children at the program.

A person is not required to have the certification mentioned above if the provider is satisfied that the person would not be able to obtain the certification due to a disability.

A provider may employ a person who does not have a valid certification in standard first aid for up to three months if,

- the provider requires the person to obtain the certification as soon as reasonably possible;
 - the length of time required to obtain the certification justifies it; and
 - at any time during which the person is supervising children, another person who is certified as required is available and in such proximity to the children that the certified person would be able to respond to an emergency.
4. **Adult Supervision**: Programs must have adult supervision on-site at all times.
 5. **Monitoring and Evaluation Process**: Approved programs will be required to participate in a monitoring and evaluation process to be implemented by the

Ministry. The Ministry will collect data and other information from program providers to assist in the evaluation of how the exemption is functioning overall.

6. Maintenance of Agreement: Approved programs will maintain a copy of this Declaration of Compliance on the program premises during operating hours.
7. Compliance with the Law: Every provider shall comply with any applicable law, including any Act, regulation, municipal by-law or direction issued by a medical officer of health.
8. Notification of changes: If changes are going to be made to the approved program (i.e. location, number of spaces, hours of operation, offering of Indigenous or Francophone programming, or highest and lowest fee or program closure), the provider must seek approval from the Ministry by emailing tpa.edu.earlylearning@ontario.ca at least 21 days prior to the change coming into effect. If this is not possible due to circumstances beyond the provider's control, the provider must seek approval from the Ministry as soon as reasonably possible prior to the change coming into effect.

I hereby declare that:

- I have authority to bind Township of Howick; and
- Township of Howick will comply with the program requirements set out above throughout the duration of this approval (i.e. 2026-27 school year).

Name: Brady Ropp

Date:

Title: Manager of Recreation & Facilities

Recommended Operating Provisions

In order to support the health, safety and well-being of children, authorized recreational and skill building programs approved by the Ministry to operate with enhanced hours are strongly encouraged to implement the requirements that apply to authorized recreational and skill building programs outlined in the [Before and After School Programs Kindergarten-Grade 6 Policies and Guidelines for School Boards.](#)

Such requirements include, but are not limited to, direction on the following:

- Principles guiding programming
- Staffing ratios and staff qualifications and supervision
- Active play
- Policies in place at each site:
 - An emergency action plan communicated to the school and visibly posted
 - Accident and injury reporting
 - Plans for children with medical or special needs
 - Safety policies to monitor equipment and facilities
 - Reducing risk of and responding to exposure to anaphylactic causative agents
 - Safe arrival and departure procedures for children, particularly regarding transitions after the school day
 - Safe food handling with a minimum of one staff person that has been certified in a licensed safe food handling course
 - Vulnerable sector screening for all staff prior to interacting with children
 - The provision of healthy and nutritious food and drink for students (if the program provides snacks)
 - Ensuring protection of privacy of children, youth and their families
- Professional learning and development



Staff Report to Council

Report From: Brady Ropp, Manager of Recreation and Facilities

Meeting Date: April 7, 2026

Report: REC-2026-05
Front End Sweeper Purchase

Recommendation:

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.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure Welcoming & Vibrant Community
Consultations	Manager of Public Works, Scott Price
Attachment(s) to Report	Roberts Equipment Quote Midwestern Equipment Quote

Report Highlights:

- Purpose for the equipment
- Estimates
- Fund Allocations

Context and Background

Both the Public Works and the Recreation Department see a great benefit to owning a smaller sweeper that can be used with the Recreation department lawn tractor. The intended uses will fall under both departments and include but are not limited to:

- sidewalk seeping
- grass sweeping
- spring cleanup
- trail maintenance

The equipment would be shared by both departments. The Sweeper is built for the Recreation Department's BX2380 Tractor, and we already have the quick attach hitch required to mount it.

Discussion and Staff Recommendation(s)

Staff recommend purchasing the sweeper for the estimated price of \$4,410.00 excluding taxes. The taxes are completely recoverable for the recreation department.

Staff received two quotes: Midwestern Equipment, \$4,410.00 and Roberts Equipment for \$4,425.00. Staff are recommending proceeding with Midwestern Equipment's quote.

Impact Analysis

The equipment will be funded in part from the Public Works' sweeping budget and the Recreation Department's Trail Contracted services budget. These budget items will not need to be used for their intended use this year due to the sweeper purchase and the spring condition of the trails

Linkages

- [Roberts Equipment Quote](#)
- [Midwestern Equipment Quote](#)

Respectfully submitted,

Brady Ropp, Manager of Recreation & Facilities



ROBERT'S EQUIPMENT

014945 County Rd 10, Chesley, Ontario, N0G 1L0

519-363-3192 www.robertsfarm.com



Quote # 2206969

Reference: BX2814A Sweeper

Expires: 03/20/2026

Prepared for: Brady Ropp

By: Bruce Osterndorff

Equipment

Accessories For : Kubota #BX2680-1 23.3HP DSL HST-2 4WD OPEN STATION TRACTOR \$0.00

\$Qty	Item	Class	Description	Serial #
-------	------	-------	-------------	----------



* Not exactly as shown. Shown with optional product.

Notes:

1 New Kubota *BX2814A 60" Front Broom \$4,425.00

\$Qty	Item	Class	Description	Serial #
-------	------	-------	-------------	----------



1	*BX2814A		60" Front Broom	
1	*BX2815		Dust Deflector Kit	

* Not exactly as shown. Shown with optional product.

Notes:

Quote Summary

Notes:

Equipment Total	\$4,425.00
Administration Fees	\$0.00
Other Taxable	\$0.00
Selling Price	\$4,425.00

Less Trades	\$0.00
Total After Trades	\$4,425.00
GST/HST	\$575.25
PST/QST	\$0.00
Non Taxable Environmental Charges	\$0.00
Other Non-Taxable	\$0.00

Total	\$5,000.25
Liens outstanding on trade-in	\$0.00

Subject to availability. Prices quoted are only effective until the current month-end. Every effort is made to ensure accuracy; however, if an error is made, we reserve the right to reject the quote.



ROBERT'S EQUIPMENT

014945 County Rd 10, Chesley, Ontario, N0G 1L0

519-363-3192 www.robertsfarm.com



Quote # 2206969

Reference: BX2814A Sweeper

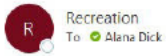
Expires: 03/20/2026

Prepared for: Brady Ropp

By: Bruce Osterndorff

To accept, please sign here and return to dealer

FW: Quote



Summarize



Wed 2026-04-01 11:51 AM

Brady Ropp C.I.T. & C.P.O.
Township of Howick

I would like to acknowledge that the Howick Community Centre is located on the traditional territory of the Anishnabek nation, people of the three fires (Ojibwe, Odawa and Potawatomi), and that we are a part of the Ronbinson Huron treaty 45 1/2 est.1836 (Saugeen Tract)
Chi-Milgwech (thank you) to the ancestral keeper's of the land and water of this territory on turtle Island(north america).

----- Original message -----

From: Dave Diehl [REDACTED]
Date: 2026-03-19 3:32 p.m. (GMT-05:00)
To: Recreation <recreation@howick.ca>
Subject: RE: Quote

4410.00 that is just the sweeper I beleave you have the rest
dave

From: Recreation <recreation@howick.ca>
Sent: Thursday, March 19, 2026 1:02 PM
To: Dave Diehl [REDACTED]
Subject: Quote

We are looking for pricing on new bx2814a sweeper.

We would take used but can't seem to locate one

Brady Ropp C.I.T. & C.P.O.
Township of Howick

Staff Report to Council

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

Meeting Date: April 7, 2026

Report: FIN-2026-10
2026 Tax Rate By-Law

Recommendation:

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.

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	Draft 2026 Tax Rate By-Law 21-2026 Schedule "A" and "B" to By-Law 21-2026, 2026 Tax Rates

Context and Background

At the February 10, 2026 council meeting, the Township of Howick's 2026 Capital and Operating Budgets were passed with a municipal tax rate increase of 5.34% plus 2% capital infrastructure levy. The County of Huron passed their 2026 budget March 18, 2026 with a tax rate increase of 2.78%. The Ontario Ministry of Finance announced that the 2026 Education Property Tax rates would stay the same as 2025. This makes the overall tax rate increase 5.13% for 2026.

Impact Analysis

The breakdown of total taxes to be raised for 2026 are as follows:

Township of Howick	\$5,075,488
County of Huron	\$2,822,798
Education	<u>\$ 919,337</u>
	\$8,817,623

Linkages

- [2026 Tax Rate By-Law 21-2026](#)
 - [Schedule “A” and “B” to By-Law 21-2026](#)
-

Respectfully submitted,

Amy Van Meeteren, Treasurer/Manager of Finance

Corporation of the Township of Howick

By-law No. 21-2026

A By-law to Adopt to Establish Rates of Taxation to be Levied During the Year 2026 and to Provide for Penalty and Interest Charges

WHEREAS Section 312 of the Municipal Act, 2001, as amended, provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a By-Law to levy a separate tax rate, as specified in the By-Law, on the assessment in each property class in the local municipality rateable for local municipality purposes; and

AND WHEREAS Section 326 (1) of the Municipal Act, 2001, as amended, allows a municipality to identify and determine the costs of a special service and to designate the area of the municipality in which the residents and property owners receive or will receive additional benefit from the special service that is not received or will not be received in other areas of the municipality; and

AND WHEREAS Section 326 (4) of the Municipal Act, as amended, authorizes a local council to levy a special local municipality levy under Section 312 on the ratable property in the designated area to raise the costs for the special service; and

AND WHEREAS the County of Huron, under the provisions of Sections 308 and 311 of the Municipal Act, 2001, as amended, has by By-law No. 2026-014 established a county tax levy and tax ratios for the year 2026; and

AND WHEREAS the Minister of Finance, under the provisions of Ontario Regulation 400/98, under the Education Act, 1990, as amended by Ontario Regulation 11/22, has established education tax rates; and

AND WHEREAS the Section 355 of Municipal Act, 2001, as amended, provides that, where the sum of the taxes for which any person is chargeable in any year for municipal, school, local improvement and other purposes upon any real property assessed in one parcel to the same owner would according to the assessment thereon be less than \$10.00, the sum of such taxes shall be deemed to be \$10.00 and shall be so entered on the collector's roll and the difference between the sum that would have been entered but for this section and the sum of \$10.00 shall form part of the general funds of the municipality; and

AND WHEREAS Sections 342, 345 and 346 of the Municipal Act, 2001, as amended, provide that a municipality may establish due dates, places where taxes may be paid, and penalty rates for non-payment of taxes;

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

1. That for the year 2026 the Township of Howick shall levy upon all ratable property assessment the rates of taxation per current value assessment for general municipal purposes as set out in Schedule "A" attached hereto and which forms a part of this by-law.
2. That a special rate area be established for the Hamlet of Lakelet and each of the Villages of Fordwich, Gorrie and Wroxeter to be levied on all assessed properties included in the area receiving the special service.
 - 2.1 That for the year 2026, the Township of Howick shall levy upon all ratable property within the aforementioned areas a special area rate as set out in Schedule "B" attached hereto and which forms part of this by-law.
 - 2.2 That the special rate levy be included on the 2026 property tax billing for the designated properties additional to the general purposes tax rate.
3. That for the year 2026, payments-in-lieu of taxes due to the Corporation of the Township of Howick under the Municipal Act will be as follows:

- The actual amount due will be based on the assessment roll valuation of the subject property and the appropriate municipal taxation rate for the year 2026.

4. That payments of all amounts directed to be levied on property assessment pursuant to the provisions of this by-law as established and set out in Schedule "B" attached hereto and which forms part of this by-law shall become payable in four (4) installments. The interim billing will be due and payable in two installments on or before the 20th day of March 2026 and the 22nd day of May 2026. The final billing will be due and payable in two installments on or before the 18th day of September 2026 and the 20th day of November 2026.

5. Where the sum of the taxes chargeable upon any real property assessed in one parcel is less than \$10.00, the sum of such taxes shall be deemed to be \$10.00.

6. That if taxes owing is not paid on the due date, a penalty of 15% per annum or 1.25% per month for the unpaid taxes shall be levied on the first day of default and on the first day of each calendar month following the due date.

7. That if any taxes remain unpaid by January 1, 2026, interest at the rate of 15% per annum or 1.25% per month will be charged on the unpaid tax balance.

8. That the collector of the taxes is authorized to mail or cause to be mailed the notice specifying the amount of taxes payable by any person liable for taxes.

9. That the taxes are payable in the form of cash, cheque, debit or online (note - credit card and e-transfer payments are only accepted through 3rd party located at www.howick.ca)

Drop or mail payments payable to the Township of Howick at:
Township of Howick Municipal Office
44816 Harriston Rd., RR 1 Gorrie, Ontario, N0G 1X0,

Online/telephone payments can be made at any banking institution or credit union offering this service.

10. That this by-law shall come into force and take effect immediately upon final passing.

Read a first and second time this 7th day of April, 2026.

Read a third time and finally passed this 7th day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Schedule A to By-law 21-2026

By-law # 21-2026

Schedule "A"

Property Class	Class	Municipal	County	Education	Total Rate	2026 CVA	Municipal Levy	County Levy	Education Levy	Total Levy	Levy-Proof
Residential	RT	0.01001002	0.00556720	0.00153000	0.01710722	325,784,100	3,261,105	1,813,705	498,450	5,573,260	5,573,260
Residential Awaiting Dev	R1	0.00250250	0.00139180	0.00038250	0.00427680	776,200	1,942	1,080	297	3,320	3,320
Multi Res	MT	0.01101102	0.00612392	0.00153000	0.01866494	1,660,000	18,278	10,166	2,540	30,984	30,984
Multi Res New	NT	0.01101102	0.00612392	0.00153000	0.01866494	794,000	8,743	4,862	1,215	14,820	14,820
Farmland	FT	0.00250250	0.00139180	0.00038250	0.00427680	620,687,600	1,553,274	863,873	237,413	2,654,560	2,654,560
Managed Forest	TT	0.00250250	0.00139180	0.00038250	0.00427680	680,900	1,704	948	260	2,912	2,912
Commercial	CT	0.01101102	0.00612392	0.00880000	0.02593494	15,057,700	165,801	92,212	132,508	390,521	390,521
Comercial Vacant	CX	0.01101102	0.00612392	0.00880000	0.02593494	191,500	2,109	1,173	1,685	4,967	4,967
Commercial Excess	CU	0.01101102	0.00612392	0.00880000	0.02593494	182,800	2,013	1,119	1,609	4,741	4,741
Industrial	IT	0.01101102	0.00612392	0.00880000	0.02593494	3,446,200	37,946	21,104	30,327	89,377	89,377
Industrial Sm Sc 2	I0	0.00275276	0.00153098	0.00220000	0.00648374	17,700	49	27	39	115	115
Industrail Sm Sc 1	I7	0.00275276	0.00153098	0.00220000	0.00648374	50,000	138	77	110	324	324
Ind - PIL*	IH	0.01101102	0.00612392	0.00880000	0.02593494	30,200	333	185	266	783	783
Aggregate Extraction	VT	0.00895974	0.00498307	0.00511000	0.01905281	2,406,800	21,564	11,993	12,299	45,856	45,856
Pipeline	PT	0.00700701	0.00389704	0.00458716	0.01549121	70,000	490	273	321	1,084	1,084
2025 Total						971,835,700	5,075,488	2,822,798	919,337	8,817,623	8,817,623

2026 Special Area Rates

By-law # 21-2026

Schedule "B"

Property Class	Class	Fordwich	Gorrie	Wroxeter	Lakelet	Fordwich CVA	Fordwich Levy	Gorrie CVA	Gorrie Levy	Wroxeter CVA	Wroxeter Levy	Lakelet CVA	Lakelet Levy
Residential/Farm	RT	0.00068710	0.00103893	0.00089556	0.00021412	54,892,700	37,717	39,340,900	40,873	59,350,500	53,152	6,071,400	1,300
Res/farm farmland class I	R1	0.00017177	0.00025973	0.00022389	0.00005353	379,600	65	87,500	23	309,100	69	-	-
Multiresidential	MT	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	794,000	782	-	-
Multiresidential New	NT	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	794,000	782	-	-
Farmlands	FT	0.00017177	0.00025973	0.00022389	0.00005353	1,255,500	216	1,945,200	505	423,500	95	-	-
Managed Forests	TT	0.00017177	0.00025973	0.00022389	0.00005353	-	-	-	-	-	-	-	-
Commercial	CT	0.00075581	0.00114282	0.00098512	0.00023553	2,957,200	2,235	3,315,800	3,789	1,916,900	1,888	-	-
Commercial - New Const	XT	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	-	-	-	-
Commercial Excess Land	CU	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	182,800	180	-	-
Commercial Vacant Land	CX	0.00075581	0.00114282	0.00098512	0.00023553	98,500	74	93,000	106	-	-	-	-
Industrial	IT	0.00075581	0.00114282	0.00098512	0.00023553	718,500	543	178,400	204	52,000	51	-	-
Industrial Excess Land	IU	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	-	-	-	-
Industrial Vacant Land	IX	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	-	-	-	-
Pipelines	PT	0.00048097	0.00072725	0.00062689	0.00014988	-	-	-	-	-	-	-	-
						60,302,000	40,850	44,960,800	45,500	63,822,800	57,000	6,071,400	1300

Staff Report to Council

Report From: Caitlin Gillis, Chief Administrative Officer/Clerk

Meeting Date: April 7, 2026

Report: ADM-2026-05
 Integrity Commissioner Appointment

Recommendation:

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.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure Welcoming & Vibrant Community Inviting Neighbourhoods & Thriving Businesses People First
Consultations	John Mescarin, Partner/Lawyer, Municipal Law, Aird & Berlis LLP
Attachment(s) to Report	Draft By-law 21-2026, Integrity Commissioner Appointment Integrity Commissioner Re-appointment Agreement (sent separately)

Report Highlights

- The *Municipal Act, 2001*, as amended, requires each Ontario municipality to make arrangements for a mandatory range of responsibilities to be provided

in the municipality by an independent Integrity Commissioner.

- Aird & Berlis LLP was first appointed as the Corporation of the Township of Howick's Integrity Commissioner in March 2019 under By-law 8-2019.
- They were reappointed to this role in March 2022 for an additional four-year term that ended on February 28, 2026.
- Staff are recommending that the Township extend the appointment of Aird & Berlis LLP as Integrity Commissioner for the Corporation of the Township of Howick for an additional five-year term, commencing on March 1, 2026 until March 31, 2026, with the option to extend further upon the mutual agreement of both parties.

Context and Background

Section 223.3 of the *Municipal Act, 2001*, as amended, authorizes municipalities to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1, 5.2 and 5.3 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*. 2017, c. 10, Sched. 1, s. 19 (1); 2022, c. 24, Sched. 3, s. 3.

Integrity Commissioners play a key role in supporting and enhancing accountability and transparency in local municipal government.

Discussion and Staff Recommendation(s)

The end date of this new agreement has been chosen strategically, on the advice of John Mescarin of Aird & Berlis LLP, to cover the 2026-2030 term of Council.

This term will allow the 2030-2034 Council (with a few months of experience in) to select their next Integrity Commissioner and it prevents the 2026-2030 Council from appointing an Integrity Commissioner just as their term is coming to an end.

Impact Analysis

Applicable fees are based upon time spent in relation to a matter and the hourly rate of the person performing the service. The professional rates are outlined in Schedule 'A' of the agreement and may be updated annually. Fees may include retainer, education, investigations, legal advice, court actions etc.

No annual or monthly standby retainer is required under this agreement.

Linkages

- [Draft By-law 22-2026, Integrity Commissioner Appointment](#)
 - Integrity Commissioner Re-appointment Agreement (sent separately to Council)
-

Respectfully submitted,

Caitlin Gillis, Chief Administrative Officer/Clerk

The Corporation of the Township of Howick

By-law No. 22-2026

Being A By-Law to Appoint 'Aird & Berlis LLP' as the Integrity Commissioner for the Corporation of the Township of Howick

WHEREAS pursuant to Section 223.2 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, requires that each municipality in the Province of Ontario establish codes of conduct for members of its Council and local boards;

AND WHEREAS pursuant to Section 223.3 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, requires that each municipality in the Province of Ontario appoint an Integrity Commissioner, who shall be responsible for performing in an independent manner the functions assigned by the municipality with respect to any of the matters referenced in that section;

AND WHEREAS the Council of the Corporation of the Township of Howick desires to appoint an Integrity Commissioner commencing March 1, 2026;

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

1. That the Corporation of the Township of Howick hereby appoints Aird & Berlis LLP as Integrity Commissioner for The Corporation of the Township of Howick pursuant to Section 223.3 of the *Municipal Act, 2001*, as amended, for a five-year term, commencing on March 1, 2026 until March 31, 2031.
2. That the CAO/Clerk be authorized to sign and execute, on behalf of the Corporation of the Township of Howick, the Agreement with Aird & Berlis LLP and any other associated documents to complete this contract.
3. That the Agreement attached as 'Schedule A' to this by-law forms part of this by-law.
4. That this By-law shall come into force and take effect upon its final passage.
5. That this By-law may be cited as the "Integrity Commissioner Appointment (Aird & Berlis LLP) By-law".

Read a first and second time this 7th day of April, 2026.

Read a third time and finally passed this 7th day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Belmore Arena Board Meeting MINUTES February 16, 2026

Time: 8:00pm Location: Lounge, Belmore Community Centre

Board Members: Jeremy Underwood (*Chair*), Jenn Van Dyk (*Treasurer*), Kim Harris (*Rentals/Event Coordinator*), Kyra Wright (*Grants*), Brett McPherson (*Parks & Rec*), Marvin Grimes (*Howick Rep*), Mark Ireland (*South Bruce Rep*), Chris Inglis (*Catering*), Ian Inglis (*Director at Large*), Jamie McCallum (*Morris-Turnberry Rep*), Randy Scott (*Vice Chair*), Lorne Underwood (*Chamber Rep*), Wanda Inglis (*Director at Large*), Heidi Dupuis (*Figure Skating*), Dave Eadie (*Curling*), Lindsay Underwood (*Communications & Programming*), Darlene Loos (*Secretary*)

Attendees: Jeremy Underwood (*Chair*), Jenn Van Dyk (*Treasurer*), Kim Harris (*Rentals/Event Coordinator*), Kyra Wright (*Grants*), Brett McPherson (*Parks & Rec*), Marvin Grimes (*Howick Rep*), Mark Ireland (*South Bruce Rep*),

Guests: Nigel Van Dyk, Abe Versteeg

Regrets: Chris Inglis (*Catering*), Ian Inglis (*Director at Large*), Jamie McCallum (*Morris-Turnberry Rep*), Randy Scott (*Vice Chair*), Lorne Underwood (*Chamber Rep*), Wanda Inglis (*Director at Large*), Heidi Dupuis (*Figure Skating*), Dave Eadie (*Curling*), Lindsay Underwood (*Communications & Programming*),

Secretary/Recorder: Darlene Loos

Time	ITEM	(Discussion, Approval, Information Sharing)	Meeting Notes/Action Items
8:00pm	Call to Order Approval of February 16, 2026 Agenda - <i>Jeremy Underwood</i>		Meeting called to order: 8:04pm Any Additions to Agenda? None Motion to approve agenda by Kim Harris, 2 nd Kyra Wright.
8:02pm	Approve Previous Mtg Minutes December 15, 2025 (attached) - <i>Board</i>		Motion to approve Marvin Grimes, 2 nd Warren Weber. <i>* January Meeting cancelled due to weather. Arena Board Members agreed over email to pay bills. Motion by Dave Eadie, 2nd Kim Harris. Carried.</i>

Agenda Items

8:03	Update Previous Action Items (below agenda items) - <i>Jeremy Underwood</i>	Standing	Reviewed action Items below.
8:10	Correspondence - <i>All</i>	Standing	Structural Condition Assessment Update for the Belmore Community Centre - from Caitlin Gillis, Twp of Howick. Board will review report and create a To-Do List.
8:20	2027 Rental Rate Increase - <i>Kim Harris</i>	Discussion	Proposed Price Increase: Lounge: \$25/hour - \$130/day Small Hall: unlicensed \$95, licensed \$135 Large Hall: unlicensed \$275, licensed - \$350 Celebrations of Life: \$200, licensed \$275 Bartenders \$20/hr Corkage: Beer will stay the same, Alcohol up to \$15/40 Add a line to contract: <i>Additional fees may apply for damages, and or extra clean up.</i>

			Motion that increases be made as suggested: Kyra, 2 nd by Brett. Carried. Jenn will reach out to Amy at Howick and see if they are updating their fees bylaw before the fall. If so, we will update our fees as well. If not, we will update in the fall.
8:25	Grants Update - <i>Kyra Wright</i>	Standing	Discussion: 2026 OTF Grant Application Howick and Belmore will be working on a joint application. Majority of Board Members feel we should be applying for the Chiller. Kyra will talk to Howick to see what work they will be applying for through the grant. Work would have to be completed July 2026 to July 2027.
8:35	Treasurer's Report - <i>Jenn VanDyk</i>	Standing	<i>* January Meeting cancelled due to weather. Arena Board Members agreed over email to pay bills. Motion by Dave Eadie, 2nd Kim Harris. Carried.</i> Bill for brine header was received. \$70,000 for MWS. Bills to be paid: 4823.69 + \$70,000 = \$74,823.69 Motion to pay bills by Jenn, 2 nd Kim Harris. Carried When Lottery Committee donates money to Chamber, it should flow to Arena Board for Curling Club dehumidifier.
8:45	Belmore Catering - <i>Chris Inglis/Kim Harris</i>	Committee Report	Catering has been busy. Inside door of walk-in cooler has been fixed.
8:55	General Maintenance - <i>Jeremy Underwood/Warren Weber</i>	Committee Report	Nothing to report.
9:05	Parks Board - <i>Brett McPherson</i>	Committee Report	Nothing to report
9:15	Rentals - Hall & Lounge - <i>Kim Harris</i>	Committee Report	New Years Eve Stag & Doe was cancelled. Tolton's donated their downpayment to Arena Board. Also donated hotdogs to arena booth. Speaker was repaired. Bil Graham looked at all defibrillators. Many events are coming up where bartenders will be needed. In future would like men's bonspiel to stay away from Wing Night. Kim would like to purchase rechargeable, wireless microphone for \$85. Motion to purchase by Kim, 2 nd Kyra. Wing Night requesting to purchase additional Rubbermaid garbage bins (black with wheels) with tax \$45.20. Would like to purchase 10 of them. These can be stored in the ball diamond booth or above rock room.

			Motion to purchase by Jenn, 2 nd by Kyra. Carried
9:25	Ice Rentals & Installation - <i>Warren Weber</i>	Committee Report	January – 15 hours cancelled due to weather. Walkerton Figure Skating coming March 7 th . Next year – a lot of interest expressed for ice rental. \$5000 in ice sponsorships this winter. Mike does all the shoveling for complex. Arena Board to purchase two AGM Meal tickets for him.
9:35	Belmore Curling - <i>Dave Eadie</i>	Committee Report	Things are going well. Very appreciative that the dehumidifier was fixed and now working well.
9:45	Belmore Figure Skating - <i>Heidi Dupuis, Andrea Warwick</i>	Committee Report	No report.
9:55	South Bruce - <i>Mark Ireland</i>	Committee Report	Budget was completed. 2.4-2.5% increase
10:00	Morris-Turnberry - <i>Jamie McCallum</i>	Committee Report	No report.
10:05	Howick - <i>Marvin Grimes</i>	Committee Report	Budget finalized. 7% increase
10:10	Communication - <i>Lindsay Underwood</i>	Committee Report	No report.
10:15	Belmore Chamber of Commerce - <i>Lorne Underwood / Chamber Member</i>	Committee Report	AGM – March 6 th . \$30/ticket (includes \$5 membership)

Next Meeting – March 16, 2026 at 8pm

Adjournment of Meeting: 9:14pm

Motion to adjourn by: Marvin

Previous Action Items

Lead	Agenda Item/Topic	Actions for Follow Up
Jeremy/ Warren /Kim	General Maintenance	<p>20241118: Glass broken along top of timekeepers' box.</p> <p>20251117: Outside lights at the main hall – water pools within the light fixtures. Will need to have a look and find replacement fixtures.</p> <p>20251117: Constant drip in ladies bathroom (hall side), first sink.</p>
Arena Board	Terms of Reference	<p>20250721: Everyone to take home, review and bring back feedback and suggestions to next meeting</p> <p>20250721: Committee will be established to review the Draft Terms of Reference and bring suggestions back to this group.</p>

		<p>20250818: Committee is still reading through policies and procedures. This will take time. Making a list of questions to discuss with Caitlin and Amy.</p> <p>20251020: Committee met last Thursday with Caitlin and Amy. Better communication needed between arena board and Howick. A lot of talk about insurance and the insurance provider is available to attend the November arena board meeting to answer questions. Suggestion to start November meeting at 7:30pm – Wanda will confirm insurance representatives availability with Caitlin. Board members are encouraged to send insurance questions ahead of the meeting.</p> <p>20251215: Committee would like to ask Gord Harris and Bil Graham to fill two vacancies on committee. Motion to add Gord Harris and Bil Graham to committee: Randy, Kyra. Carried.</p>
Kyra	Grants	<p>20250818: Kyra will begin the grant application process for the Vance Grant. Will need 3 quotes for materials. Will be applying for 100% (<i>will proceed with project if receive 50% or more from the grant</i>).</p> <p>20250818: Motion made to apply for this grant through Howick.</p>
Board	Structural Condition Assessment	20260216: Board will review report and create a To-Do List.
Parking Lot		
Jeremy / Brett	Parks Board	<p>20240715: Willow tree in back corner needs to be taken down before it crashes down. Should do this before winter.</p> <p>20251117: suggestion to contact an arborist for work to be done in 2026.</p>
Jeremy/ Warren	General Maintenance – for Summer	<p>20230228:</p> <ol style="list-style-type: none"> 1) Brine header – preventative maintenance by 2025. <ul style="list-style-type: none"> ○ 20230821: Need to let Municipali.es know (in November/December) about Brine Header replacement project before their budgets are made. ○ 20231016: working on a couple of quotes for brine headers. ○ 20240617: spoke with Ben and his company should have time to repair it. Moving ahead with this. ○ 2024118: Q1-Q2 should hear whether or not we received grant money <ul style="list-style-type: none"> ▪ If we don't receive grant, we need to put it into a budget ○ 20250520: Jeremy will confirm with Ben if he can repair. Chamber will need to know by early June. <p>20250915: BRINE HEADER will be going ahead now and will be completed within a month.</p> <ul style="list-style-type: none"> - Will need new boards over the Curling Header. Kyra will look for Gord's drawings from a few years ago. Then Kim will ask Gord to look at it. <p>20251020: briner header is going in "as we speak"</p> <ol style="list-style-type: none"> 2) Boards around the ice surface need to be replaced. <p>PUT INTO PARKING LOT</p>
Adjournment: 9:14pm		
Next Meeting - Monday, March 16, 2026 at 8pm		

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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234-2026-1123

April 1, 2026

On March 30, 2026, our government introduced the *Building Homes and Improving Transportation Infrastructure Act, 2026*, (Bill 98). Through this legislation and accompanying measures, we are creating the conditions for Ontario to build the housing and infrastructure it needs to grow and remain competitive. These changes will help get shovels in the ground faster for much-needed housing, and housing enabling-infrastructure projects, while improving the way people and goods move across Ontario.

A brief description of the proposals in this bill are included in this letter below. You are also invited to review the [Environmental Registry of Ontario](#) and [Regulatory Registry of Ontario](#) posting links provided with this letter and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at Tanner.Zelenko@ontario.ca

I look forward to our continued collaboration with our municipal partners as we build a more prosperous, resilient and competitive economy that will enhance affordability and the quality of life for Ontario residents and families.

Sincerely,

A handwritten signature in blue ink that reads 'Robert J. Flack'.

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Prabmeet Sarkaria, Minister of Transportation
Todd McCarthy, Minister of the Environment, Conservation and Parks
Graydon Smith, Associate Minister of Municipal Affairs and Housing
Robert Dodd, Chief of Staff, Minister's Office
Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing
Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing
Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing
Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
David McLean, Assistant Deputy Minister, Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing

Development Charges Act, 1997 – Ministry of Municipal Affairs and Housing

Schedule 3 of the Bill would make amendments to the *Development Charges Act, 1997*.

New section 4.5 would provide that non-profit retirement home developments are exempt from development charges.

The Schedule would also make technical amendments to address out-of-date cross-references in provisions related to front-ending agreements.

You may provide your comments on the proposed changes to the *Development Charges Act, 1997* through the Ontario Regulatory Registry

<https://www.regulatoryregistry.gov.on.ca/proposal/52054>

Municipal Act, 2001 – Ministry of Municipal Affairs and Housing

The Schedule repeals and remakes section 93 of the *Municipal Act, 2001*, to address barriers to the development of communal water and wastewater systems and increase housing supply across Ontario.

New subsection 93 (1) of the Act provides that no person shall construct, maintain or operate a non-municipal water or sewage public utility without first applying for and obtaining the consent of the municipality. Under new subsection 93 (2) of the Act, a municipality that receives an application for one of these utilities must review that application and either provide consent subject to conditions and limits that are agreed upon, or, in the case of a regulation having been made setting out criteria or conditions that must be met, and the municipality is of the opinion that regulated requirements have been met, the municipality must provide consent to the application. Regulation-making authority would be made to establish the criteria or conditions related to applications for consent and for the proposed public utility.

You may provide your comments on the proposed changes to the *Municipal Act, 2001* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([ERO 026-0302](#)) from March 30, 2026 to April 29, 2026.

Planning Act – Ministry of Municipal Affairs and Housing

Schedule 7 of the Bill proposes the following amendments to the *Planning Act* that would help create the conditions necessary to support housing and community development. If passed, the proposed changes would:

- Specify a standardized structure and a standardized set of land use designations for local official plans (i.e., lower- and single-tier municipalities and planning boards).
- Provide a two-phased implementation approach for the new official plan framework which focuses on the 29 large and fast-growing municipalities in the first phase,
- Remove redundant requirement for municipalities to include climate change policies in their official plans,
- Provide the Minister with authority to exempt lower-tier municipalities from requirement to conform with upper-tier official plan to facilitate voluntary early implementation of the proposed official plan framework,

- Provide that for an already approved Protected Major Transit Station Area (PMTSA), only official plan amendments changing the boundaries of the PMTSA or the planned population and jobs for the area would require the Minister's approval,
- Remove the legislative requirement for the Minister to provide notice on proposed amendments to or revocations of Minister's Zoning Orders (MZOs),
- Provide flexibility for removing Simcoe County's planning responsibilities in up to three separate phases, based on municipal readiness, and
- Facilitate the implementation of provisions from Bill 23, the *More Homes Built Faster Act, 2022*, that provide for a new framework for developer-identified land, including encumbered land and privately owned public spaces (POPS) arrangements, to count toward municipal parkland dedication requirements.
- Remove references to "sustainable design" from site plan control and restrict municipalities from requiring an owner of land to provide electric vehicle supply equipment in connection with off-street vehicular parking facilities, so that municipalities may not impose 'enhanced' development standards at the lot level that are not required for health, safety, or environmental performance (e.g., stormwater).
- Provide the Minister with authority to establish a minimum lot size through regulation.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Environmental Registry of Ontario and the Ontario Regulatory Registry from March 30, 2026, to April 29, 2026:

- [ERO 026-0300](#): Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026.

We are also interested in receiving any comments you may have on other associated proposals:

- [ERO 026-0315](#): Consultation on upper-tier official plans, secondary plans, and site and area-specific policies
- [ERO 026-0310](#): Consultation on site plan control reform under the *Planning Act* and the *City of Toronto Act, 2006*
- [ERO 026-0305](#): Proposed Changes to Various Regulations Under the *Planning Act* to Facilitate the Electronic Submission of Information and Materials to Approval Authorities and Allow Notices to be Given Electronically to the Province
- [ERO 026-0314](#): Proposed Changes to Various Regulations Under the *Planning Act* and the *City of Toronto Act, 2006* to Specify Additional "Prescribed Professions" for the Purposes of a Complete Application
- [ERO 026-0313](#): Streamlining the Information and Material that Planning Authorities can Require as Part of a Complete Application
- [ERO 026-0309](#): Proposed Regulation to Prohibit Mandatory Enhanced Development Standards as a Condition of Land Division Approvals
- [ERO 026-0311](#): Proposed Regulatory Approach to Establish a Minimum Residential Lot Size in Urban Areas
- [ERO 026-0304](#): Draft Projection Methodology Guideline to support the implementation of the Provincial Planning Statement, 2024
- [ERO 026-0312](#): Proposed Changes to Support Standardizing of Parkland Requirements Under the *Planning Act*

The Environmental Registry postings provide additional details regarding the proposed changes.

Building Code Act, 1992 – Ministry of Municipal Affairs and Housing

Schedule 1 amends the *Building Code Act, 1992* to clarify that standards for the protection or conservation of the environment are included in the meaning of municipal by-laws respecting the construction or demolition of buildings for the purposes of section 35 of the Act.

[ERO 026-0300](#): Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026.

City of Toronto Act, 2006 – Ministry of Municipal Affairs and Housing

The proposed change would, through various amendments to section 114 of the *City of Toronto Act, 2006*, remove references to “sustainable design” in site plan control. Changes would also be made to allow the Minister to establish a minimum lot size through regulation under the *Planning Act*.

[ERO 026-0300](#): Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026

Water and Wastewater Public Corporations Act, 2025 – Ministry of Municipal Affairs and Housing

The ministry is proposing legislative amendments to the *Water and Wastewater Public Corporations Act, 2025*. These include:

- Explicitly prohibiting private ownership in any new Water and Wastewater Public Corporation (WWPC) to align with the government’s intent to maintain 100% public sector ownership and respond to the strong feedback we have heard on the issue from the public, unions, associations and municipalities regarding privatization.
- Supporting the continuation of services and existing contracts – so that transferred contracts and agreements are not affected by a transfer to a new WWPC. This includes contracts such as employment or insurance, permits, licenses or a collective agreement, helping to support an efficient transfer and continuity of service during the transfer process.
- Supporting labour and employment continuity by clarifying that certain rights (such as successor, employment, and pay equity rights) are carried forward to a new WWPC.
- This would include regulation-making authority to help ensure continuity of services related to contracts and employees that are transferred to a new WWPC.
- Prohibiting the transfer of long-term municipal water and wastewater debt to a WWPC to provide clarity and reduce lender uncertainty, while creating new regulation-making authority to enable future regulations to address other matters related to municipal debt.

You may provide your comments on the proposed changes to the *Water and Wastewater Public Corporations Act, 2025* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([026-0301](https://ero.ontario.ca/notice/026-0301)) from March 30, 2026 to April 29, 2026.
<https://ero.ontario.ca/notice/026-0301>

Safe Drinking Water Act, 2002 – Ministry of the Environment, Conservation and Parks

Schedule 8 of the Bill proposes a change to the *Safe Drinking Water Act, 2002 (SDWA)* to clarify that a drinking water system owned by a WWPC would be considered a municipal drinking water system under the SDWA. This change would ensure that WWPCs are subject to the same public health and safety requirements under the SDWA that apply to all municipal drinking water systems.

The Bill also proposes changes to the *Safe Drinking Water Act* that would deem municipal consent to have been provided under the *Safe Drinking Water Act* for a proposed non-municipal drinking water system if consent has been provided by a municipality under the *Municipal Act* and regulated requirements under that Act were met. This avoids duplication of the municipal consent and helps to remove a barrier to development on communal systems.

You may provide your comments on the proposed changes to the *Safe Drinking Water Act, 2002* through the Environmental Registry of Ontario (ERO) notices related to the *Municipal Act, 2001*, [026-0302](https://ero.ontario.ca/notice/026-0302), and the *Water and Wastewater Public Corporations Act, 2025*, [026-0301](https://ero.ontario.ca/notice/026-0301) from March 30, 2026 to April 29, 2026.
<https://ero.ontario.ca/notice/026-0301>
<https://ero.ontario.ca/notice/026-0302>

Fare Alignment and Seamless Transit Act, 2026 – Ministry of Transportation

Schedule 4 of the bill enacts the *Fare Alignment and Seamless Transit Act, 2026*. The proposed legislation would authorize the Minister of Transportation to make regulations:

1. **Prescribing local transit systems** in the GTHA that are subject to the Act.
2. **Establishing One Fare 2.0**, including: setting fare prices and categories; defining eligibility and fare discount policies; establishing fare and transfer policies between prescribed transit systems (e.g., free transfers); requiring participation in a unified fare payment system approved by the Minister (e.g., PRESTO); and determining how fares shall be apportioned among prescribed transit systems in a geographic zone, which could result in the reallocation of fare revenue collected in one prescribed transit system to another prescribed transit system in a different municipality.
3. **Improving service to key regional destinations** by designating new and existing routes as “priority routes”, including routes that may cross municipal boundaries; setting service standards for priority routes; and prescribing requirements for service integration between prescribed transit systems, including requiring a prescribed transit system to provide services outside of its primary service area (i.e., in other municipalities).

4. **Improving specialized transit service**, including requiring prescribed specialized transit systems to: participate in a unified trip booking system approved by the Minister; and provide transportation a prescribed distance outside of its primary service area (i.e., in another municipality) without requiring a person with a disability to transfer to a different passenger transportation system.
5. **Creating exemptions** from the Act or regulations.

Metrolinx Act, 2006 – Ministry of Transportation

Schedule 5 amends *the Metrolinx Act, 2006* to create a voluntary, streamlined compliance reporting process for Metrolinx which will be more scoped than the traditional building permit process. The proposed compliance reporting process does not override the existing building permit process. Instead, it allows for more flexibility for Metrolinx by creating a streamlined process to get building science expertise from municipalities.

The proposed legislative amendments require municipalities, upon receiving a proposed construction or demolition notice from Metrolinx, to provide Metrolinx with a report that includes:

- An assessment of whether the proposal would contravene the Building Code.
 - Municipalities would not include a review of certain *Planning Act* requirements such as municipal zoning bylaw and site plan approvals.
- An assessment of the applicability of the Architects Act or the Professional Engineers Act.
- An assessment of whether every person who prepared the relevant building documents had the correct qualifications under the Building Code.
- Any other prescribed information.

The proposed legislation also enables the Minister of Transportation, through regulation, to prescribe additional exemptions to applicable law and specific timelines for municipal inspections and conveyance of occupancy reports, among other items.

Quarter 1, 2026

Saugeen Valley Conservation Authority



Saugeen River through Durham Conservation Area, light frazil ice formation visible.

January – March 2026

Saugeen Valley Conservation Authority (SVCA) provides ongoing watershed services to its 15 member municipalities throughout the year. From flood monitoring and water quality tracking to development review, conservation lands management, and municipal collaboration, this work happens continuously across the watershed. This quarterly update highlights key activities from the first quarter of 2026 across SVCA's four departments.

Governance and Municipal Engagement

SVCA staff continued regular engagement with municipal councils and regional partners throughout the quarter.

Staff presented the 2026 SVCA Budget to Chatsworth Council on January 7 and Wellington North Council on February 9. A meeting was also held with Bruce Power on January 16 regarding permitting matters.

SVCA participated in several regional discussions regarding the Province's proposed conservation authority amalgamation framework. General Managers from Southwest Ontario and Lake Huron

conservation authorities met to share information and discuss potential implications for watershed governance, staffing, and liability should changes proceed. A follow-up discussion on the issue was held with MPP Lisa Thompson on February 26.

SVCA staff also attended the Grey Sauble Conservation Authority Annual General Meeting on January 28, recognizing their continued work during a period of significant change for conservation authorities across Ontario.

Corporate Services

Corporate Services focused on strengthening financial systems, payroll accuracy, and year-end financial reporting. Municipal apportionment invoices were issued, invoices were cleared, first quarter filings were completed. Administrative staff also supported governance activities, including Board meeting preparation and updates to municipal contact records.

IT infrastructure improvements also continued, including a network firewall upgrade at the Formosa office in February.

GIS work remains focused on hazard and regulatory mapping updates, particularly in Huron-Kinloss, where new floodplain data is being incorporated through the Flood Hazard Identification and Mapping Program. A public consultation mapping tool for Durham Creek is expected to be released in April.

SVCA continued to maintain an active public presence through social media, website updates, and community programming.

SVCA's digital channels also continue to provide an important service platform for the public, supporting conservation area information, hazard updates, camping reservations, and employment opportunities.

Environmental Planning and Regulations

Environmental Planning and Regulations staff continued to support development review, permit approvals, and education regarding regulated areas. Updated regulation mapping for seven watercourses west of Lake Range Drive in Huron-Kinloss is now in effect. Staff are continuing work on additional mapping updates for the Pine River upstream of Lake Range Drive, with public consultation expected later this year.

Staff also hosted a webinar for real estate law offices on January 22, attended by representatives from 15 law offices, to improve awareness of regulated areas and permitting requirements during property transactions.

Outreach work also continued with Amish and Mennonite communities, with meetings completed with six communities and additional outreach underway.

Permitting activity remained steady and service levels remained strong. In 2025, SVCA issued 295 permits, compared with 293 permits in 2024. Staff issued permits within an average of 3.51 calendar days once all required information was received, and met legislated decision timelines 99.7 percent of the time, reflecting a consistently high level of service delivery.

EPR staff toured the Durham frazil ice monitoring locations to increase familiarity with locations and protocols in preparation for future events when staff could be called upon for assistance.



EPR staff touring frazil ice monitoring locations.

Flood Forecasting and Warning

Winter river conditions required ongoing monitoring across the watershed. A Watershed Conditions Statement – Flood Outlook was issued on January 13 due to the potential for frazil ice formation upstream of Durham. As ice accumulated downstream of the Durham Lower Dam, a Flood Watch Statement was issued on January 20 and remained in effect until January 27.

From January 20 to January 25, SVCA activated its Flood Event Operations Centre, with staff monitoring conditions around the clock and working closely with the Municipality of West Grey. Excavators were used to reduce flooding risk during the frazil ice event.

A second Watershed Conditions Statement – Flood Outlook was issued on February 18 due to freezing rain and concerns related to potential ice movement and ice jams. Snow surveys conducted on February 15 confirmed above average snowpack conditions, reinforcing the importance of continued monitoring as spring melt approaches.

More recently, following rainfall of up to 23 mm and rapidly warming temperatures, SVCA upgraded to a Flood Watch Statement for all watershed municipalities on March 7. Water levels were expected to continue rising across the watershed, with smaller watercourses likely to reach bankfull conditions and larger rivers responding more slowly through the weekend.

SVCA's Flood Event Operations Centre was activated again on March 7 and 8, with strong staff coverage across the watershed monitoring conditions, reporting to municipal partners, and providing public updates as conditions evolved. This coordinated monitoring effort allowed SVCA staff to provide timely updates to municipal partners and the public while maintaining close oversight of changing watershed conditions.



High water levels experienced during spring freshet.

Infrastructure and Capital Projects

SVCA secured additional funding through the Water and Erosion Control Infrastructure (WECI) program, bringing total 2025–2026 WECI funding to \$116,345.50. Additional funding supported work including Durham Upper Dam erosion control repairs, Paisley Dyke CCTV inspections, and a tree remediation assessment across SVCA properties.

On February 1, staff discovered that the Durham Lower Dam walkway gates had been stolen. Temporary fencing was installed the following day and replacement gates were installed on February 10.

SVCA water control structures across the watershed have been prepared for spring freshet, including inspections of flap gates and removal of dam boards where appropriate.

Forestry and Lands

Forestry and Lands staff continued to manage conservation areas, forestry programs, and public recreation opportunities across the watershed.

Winter programming at conservation areas remained very popular. Two Candlelight Night Hikes at Sulphur Spring Conservation Area drew strong participation from the public. The Wolf Moon hike on January 3 attracted more than 300 participants, while the Snow Moon hike on January 31 welcomed over 600 attendees, despite temperatures approaching -20°C . These events were made possible through the support of staff volunteers from across SVCA departments.

At Durham Conservation Area, winter camping continues to grow in popularity. With the park open through the winter season, staff were able to participate in Frazzlefest activities over Family Day weekend, offering free snowshoe rentals, disc golf, guided outdoor activities, and hot beverages. More than 100 participants attended the free community event.

Forestry staff continue to receive steady interest in the Managed Forest Tax Incentive Program, tree purchases, and tree planting projects across the watershed. Forest inventory work is ongoing and early indications suggest 2026 will be a strong tree planting year.

SVCA has also received funding through the Resilient Agricultural Landscape Program (RALP) to support restoration projects on agricultural lands. Eligible projects include watercourse buffers, windbreaks and shelterbelts, and marginal land tree planting, all aimed at improving soil health, reducing erosion, protecting water quality, and supporting pollinator habitat. The program entirely covers the cost of trees and shrubs, contractors, and project coordination, helping landowners implement projects that strengthen the resilience of working agricultural landscapes.

Staff also attended the Toronto Outdoor Adventure Show, promoting camping opportunities and outdoor recreation available across SVCA conservation areas to a broader audience.



SVCA staff at the Toronto Outdoor Adventure Show. Event attendance supported through RTO7.

Water Quality Monitoring

Water quality monitoring programs continued through the winter months. SVCA staff are currently presenting municipal delegations summarizing findings from the 20-Year Water Quality Report, sharing long-term trends across the watershed.

Winter surface water sampling continues through the Provincial Water Quality Monitoring Network, supported by funding from the Ministry of the Environment, Conservation and Parks.

SVCA is also partnering with Ausable Bayfield Conservation Authority and the Ontario Farmland Trust to support water quality monitoring work at the Bourgeois Farm in Tiverton.

Saugeen Valley Conservation Authority

1078 Bruce Road 12, Box 150 | Formosa, Ontario | N0G1W0

519-364-1255 | publicinfo@svca.on.ca | www.saugeenconservation.ca



From left to right: Snow Moon night hike; foxes resting at Formosa Conservation Area; Sulphur Spring Conservation Area.

MAITLAND VALLEY CONSERVATION AUTHORITY
FINANCIAL STATEMENTS
DECEMBER 31, 2025

SEEBACH & COMPANY
Chartered Professional Accountants



MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying consolidated financial statements of Maitland Valley Conservation Authority (the "Authority") are the responsibility of the Authority's management and have been prepared in accordance with Canadian public sector accounting standards, established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada, as described in Note 1 to the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Authority's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded from loss, transactions are properly authorized and recorded, and reliable information is available on a timely basis for preparation of the financial statements. These statements are monitored and evaluated by the Authority's management. The Board of Directors meets with management and the external auditor to review the financial statements and discuss and significant financial reporting or internal control matters prior to their approval.

The financial statements have been audited by Seebach & Company, independent external auditors appointed by the Authority. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Authority's financial statements.

MAITLAND VALLEY CONSERVATION AUTHORITY



Phil Beard
General Manager / Secretary-Treasurer



Danielle Livingston
Administrative Financial Services Coordinator

March 18, 2026

INDEPENDENT AUDITOR'S REPORT

To the Members of Maitland Valley Conservation Authority

Opinion

We have audited the accompanying financial statements of Maitland Valley Conservation Authority ("the Authority"), which are comprised of the statement of financial position as at December 31, 2025 and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2025, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAB).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAB, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

INDEPENDENT AUDITOR'S REPORT (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Seebach & Company

Chartered Professional Accountants
Licensed Public Accountants

Clinton, Ontario
March 18, 2026

**MAITLAND VALLEY CONSERVATION AUTHORITY
STATEMENT OF FINANCIAL POSITION**

As at December 31	2025	2024
FINANCIAL ASSETS		
Cash	504,107	899,181
Short-term investments (note 3)	382,664	366,446
Accounts receivable	385,600	67,036
	1,272,371	1,332,663
LIABILITIES		
Accounts payable and accrued liabilities	54,323	47,951
Deferred revenue (note 4)	175,032	82,500
	229,355	130,451
NET FINANCIAL ASSETS	1,043,016	1,202,212
NON-FINANCIAL ASSETS		
Tangible capital assets, net (note 6)	3,349,112	3,005,319
Prepayments	10,349	26,017
	3,359,461	3,031,336
ACCUMULATED SURPLUS	\$ 4,402,477	\$ 4,233,548

On behalf of the Members:

The accompanying notes are an integral part of this financial statement

**MAITLAND VALLEY CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS**

For the year ended December 31	2025 Budget	2025 Actual	2024 Actual
Revenue			
Municipal			
Municipal levies	2,235,205	2,235,205	2,022,705
Government Grants			
MNRF transfer payment	36,424	36,424	36,424
Other provincial	12,600	12,658	170,068
Federal	173,213	332,229	32,535
Partnership agreements	737,910	969,916	706,743
Authority Generated			
User fees, sales and admissions	1,111,154	1,217,488	1,086,666
Interest income	60,000	71,591	108,569
Donations and fundraising	67,700	134,753	178,967
Facility rentals	7,975	7,470	6,914
Deferred revenue - prior year	82,500	82,500	293,732
Deferred revenue - current year	(5,830)	(175,032)	(82,500)
	<u>4,518,851</u>	<u>4,925,202</u>	<u>4,560,823</u>
Expenditure			
Conservation land management	1,372,166	1,026,913	939,965
Flood safety services	999,892	915,569	781,096
Watershed stewardship	1,370,715	1,771,096	1,645,873
Corporate services	1,063,957	876,185	950,806
Amortization	-	166,510	138,732
	<u>4,806,730</u>	<u>4,756,273</u>	<u>4,456,472</u>
Annual surplus (deficit)	(287,879)	168,929	104,351
Opening balance	<u>4,233,548</u>	<u>4,233,548</u>	<u>4,129,197</u>
Closing balance	<u><u>\$ 3,945,669</u></u>	<u><u>\$ 4,402,477</u></u>	<u><u>\$ 4,233,548</u></u>

The accompanying notes are an integral part of this financial statement

**MAITLAND VALLEY CONSERVATION AUTHORITY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**

For the year ended December 31	2025 Actual	2024 Actual
Annual surplus (deficit)	168,929	104,351
Amortization of tangible capital assets	166,510	138,732
Net acquisition of tangible capital assets	(510,303)	(205,076)
Decrease (increase) in inventory and prepaid expenses	15,668	(7,783)
Increase (decrease) in net financial assets	(159,196)	30,224
Opening balance	1,202,212	1,171,988
Closing balance	<u>\$ 1,043,016</u>	<u>\$ 1,202,212</u>

The accompanying notes are an integral part of this financial statement

**MAITLAND VALLEY CONSERVATION AUTHORITY
STATEMENT OF CASH FLOWS**

For the year ended December 31	2025	2024
Operating activities		
Annual surplus (deficit)	168,929	104,351
Amortization expense not requiring cash outlay	166,510	138,732
Decrease (increase) in accounts receivable	(318,564)	(21,497)
Increase (decrease) in accounts payable	6,372	(80,696)
Increase (decrease) in deferred revenue	92,532	(211,232)
Decrease (increase) in inventory and prepaid expenses	15,668	(7,783)
Cash provided by (used for) operating activities	<u>131,447</u>	<u>(78,125)</u>
Capital activities		
Net disposals (purchases) of tangible capital assets	<u>(510,303)</u>	<u>(205,076)</u>
Cash provided by (used for) capital activities	<u>(510,303)</u>	<u>(205,076)</u>
Investing activities		
Decrease (increase) in short-term investments	<u>(16,218)</u>	<u>(26,587)</u>
Cash provided by (used for) investing activities	<u>(16,218)</u>	<u>(26,587)</u>
Increase (decrease) in cash position	(395,074)	(309,788)
Cash (overdraft) beginning of year	<u>899,181</u>	<u>1,208,969</u>
Cash (overdraft) end of year	<u><u>\$ 504,107</u></u>	<u><u>\$ 899,181</u></u>

The accompanying notes are an integral part of this financial statement

MAITLAND VALLEY CONSERVATION AUTHORITY
NOTES TO FINANCIAL STATEMENTS

For the year ended December 31, 2025

The Maitland Valley Conservation Authority (“the Authority”) is established under the Conservation Authorities Act of Ontario. The purpose of this Act is to provide for the organization and delivery of programs and services that further conservation, restoration, development and management of natural resources in water sheds in Ontario. 2017, c. 23, Sched. 4, s. 1. The watersheds include areas in the Municipalities of Central Huron, Huron East, Morris-Turnberry and South Bruce, the Townships of Ashfield-Colborne-Wawanosh, Howick, North Huron, Perth East, West Perth, Mapleton, Wellington North and Huron-Kinloss, and the Town of Goderich, North Perth and Minto.

The Authority is a registered charity and is exempt from income taxes.

1. Accounting policies

The financial statements have been prepared by the management of the Authority in accordance with generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

Significant aspects of accounting policies adopted by the Authority are as follows:

a) **Accrual basis of accounting**

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable, and recognizes expenditures as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

b) **Portfolio investments**

Investments are recorded at cost less amounts written off to reflect a permanent decline in value.

c) **Vehicles and equipment**

The Authority operates a motor pool of vehicles and equipment. Internal charges for the use of vehicles and equipment are made to the various projects of the Authority based on an hourly or distance travelled rate, which is designed to recover all costs of operating the pool including replacement of vehicles and equipment.

These internal charges are included in the appropriate expense classifications. Expenditures incurred by the motor pool for the purchase of equipment and the operating cost and the recovery of expenses by internal charges are reported in the statement of operations and surplus.

1. Accounting policies (continued)

d) **Tangible capital assets**

Tangible capital assets are recorded at historical cost. Historical cost includes the costs directly related to the acquisition, design, construction, development, improvement or betterment of tangible capital assets. Cost includes overheads directly attributable to construction and development.

Tangible capital asset, except land, are amortized on a straight-line basis over the estimated useful lives as follows:

Category	Amortization Period
Land	not applicable
Land improvements	5 years
Buildings	5 - 75 years
Contents	5 - 50 years
Equipment	5 - 40 years
Furniture	45 - 50 years
Vehicles	5 - 10 years
Machinery	6 - 44 years
Information technology	5 - 9 years

Dams for the purposes of water control are not recorded as assets of the Conservation Authority.

e) **Contributed capital assets**

Contributed capital assets are recognized as assets and revenue at fair value at the time they are received.

f) **Deferred revenue**

Revenue restricted by legislation, regulation or agreement and not available for Authority purposes is reported as deferred revenue on the statement of financial position. The revenue is reported on the statement of financial activities in the year in which it is used for the specified purpose.

g) **Revenue recognition**

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized in revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

h) **Government transfers**

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates can be made.

i) **Classification of expenses**

Expenses are reported in four main categories based on the type of services provided. Within these categories, expenses are broken down into operations and projects.

j) **Accumulated surplus**

Appropriations are made from operations to accumulated surplus for future expenditures and contingencies for such amounts as are deemed appropriate, upon approval of the Membership.

1. Accounting policies (continued)

k) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, the reported amounts of revenues and expenditures during the period, and the accompanying notes. Due to the inherent uncertainty in making estimates, actual results could differ from those estimates.

2. Cash

Interest is paid on the Authority's bank accounts at the bank's monthly average prime rate less 1.7%.

3. Short-term portfolio investments

The Authority has purchased fixed income investments that have a cost of \$382,664 (2024 : \$366,446) and have a market value of \$379,124 (2024 : \$362,693) at year end.

4. Deferred revenue

The balance of the long-term liabilities reported on the consolidated statement of financial position is made up of the following:

	2025	2024
Garvey/Glenn project	60,778	92,631
Stewardship projects	4,786	4,786
Wellington clean water project	5,830	5,830
Middle Maitland Headwaters Restoration	79,731	92,869
Carbon Footprint Initiative	2,907	2,907
Healthy Lake Huron	24,545	(6,163)
RALP	(61,098)	-
Forest Health	59,177	10,285
ECCC Restoration / Natural Hazard	25,269	(96,484)
Hazard Mapping	(32,773)	-
Floods Safety Coastal Resilience	5,880	(24,161)
	<u>\$ 175,032</u>	<u>\$ 82,500</u>

5. Pension plan

Some employees of Maitland Valley Conservation Authority are members of a defined benefit pension plan (OMERS). Contributions made during the year on behalf of the employees amounted to \$187,673 (2024 : \$179,172) and have been included as an expense on the statement of operations.

6. Tangible capital assets

For additional information, see the Schedule of Tangible Capital Assets information on the tangible capital assets of the Authority by major class, as well as for accumulated amortization of the assets controlled.

7. Expenditures by object

	2025	2024
Salaries and benefits	\$ 2,218,711	\$ 2,059,428
Operating goods and services	2,371,052	2,258,312
Amortization	<u>166,510</u>	<u>138,732</u>
	<u>\$ 4,756,273</u>	<u>\$ 4,456,472</u>

8. Financial instrument risk management

Credit risk

The Authority is exposed to credit risk through its cash, trade and other receivables, and short-term investments. There is the possibility of non-collection of its trade and other receivables. The majority of the Authority's receivables are from users and government entities. For trade and other receivables, the Authority measures impairment based on how long the amounts have been outstanding. For amounts outstanding considered doubtful or uncollectible, an impairment allowance is setup.

Liquidity risk

Liquidity risk is the risk that the Authority will not be able to meet its financial obligations as they fall due. The Authority has a planning and a budgeting process in place to help determine the funds required to support the Authority's normal operating requirements on an ongoing basis. The Authority ensures that there are sufficient funds to meet its short-term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and cash equivalents. To achieve this aim, it seeks to maintain an available line of credit balance as approved by the Membership, at a minimum, expected requirements.

Market risk

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates will affect the Authority's income or the value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing return on investments.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Authority is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of temporary borrowings and long-term liabilities and the value of fixed rate long-term liabilities.

There has been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.

9. Budget amounts

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations for comparative purposes. The 2025 budget amounts for the Maitland Valley Conservation Authority approved by the Membership are unaudited and have been restated to conform to the basis of presentation of the revenues and expenditures on the consolidated statement of activities.

MAITLAND VALLEY CONSERVATION AUTHORITY
Schedule of Continuity of Accumulated Surplus
For the Year Ended December 31, 2025

	Balance, beginning of year	From Operations	To Operations	Balance, end of year
Internally restricted surplus				
Vehicle and equipment purchases	103,080	28,692	(73,253)	58,519
Insurance deductible	25,000			25,000
Working capital	644,886	519,069	(448,765)	715,190
Short Term Disability	38,000			38,000
Forestry management	109,088	48,968	(75,526)	82,530
Falls Reserve Conservation Area	272,920		(179,259)	93,661
Wawanosh Park Conservation Area	35,255	5,210	-	40,465
	<u>1,228,229</u>	<u>601,939</u>	<u>(776,803)</u>	<u>1,053,365</u>
Tangible capital assets	<u>3,005,319</u>	<u>343,793</u>		<u>3,349,112</u>
	<u>\$ 4,233,548</u>	<u>945,732</u>	<u>(776,803)</u>	<u>\$ 4,402,477</u>

MAITLAND VALLEY CONSERVATION AUTHORITY
Schedule of Tangible Capital Assets
For the Year Ended December 31, 2025

	Land	Land Improvements	Buildings & Infrastructure	Contents	Furniture	Vehicles	Machinery	Equipment	Information Technology	TOTAL Net Book Value 2025	TOTAL Net Book Value 2024
Cost											
Balance, beginning of year	1,220,137	6,394	2,098,528	26,783	17,786	389,050	70,121	348,108	193,145	4,370,052	4,214,168
Add: Additions during the year			340,286			47,712	101,226	13,981	7,098	510,303	205,076
Less: Disposals during the year			(6,658)			(21,769)	(40,055)		(8,575)	(77,057)	(49,192)
Balance, end of year	<u>1,220,137</u>	<u>6,394</u>	<u>2,432,156</u>	<u>26,783</u>	<u>17,786</u>	<u>414,993</u>	<u>131,292</u>	<u>362,089</u>	<u>191,668</u>	<u>4,803,298</u>	<u>4,370,052</u>
Accumulated Amortization											
Balance, beginning of year		6,394	577,604	21,885	12,021	266,454	59,916	282,634	137,825	1,364,733	1,275,193
Add: Amortization during the year			89,530	336	368	30,473	12,764	14,608	18,431	166,510	138,732
Less: Accumulated amortization on disposals			(6,658)			(21,769)	(40,055)		(8,575)	(77,057)	(49,192)
Balance, end of year	<u>-</u>	<u>6,394</u>	<u>660,476</u>	<u>22,221</u>	<u>12,389</u>	<u>275,158</u>	<u>32,625</u>	<u>297,242</u>	<u>147,681</u>	<u>1,454,186</u>	<u>1,364,733</u>
Net Book Value of Tangible Capital Assets	<u>1,220,137</u>	<u>-</u>	<u>1,771,680</u>	<u>4,562</u>	<u>5,397</u>	<u>139,835</u>	<u>98,667</u>	<u>64,847</u>	<u>43,987</u>	<u>\$ 3,349,112</u>	<u>\$ 3,005,319</u>

**MAITLAND VALLEY CONSERVATION AUTHORITY
SCHEDULE OF EXPENSES**

For the year ended December 31	2025 Budget	2025 Actual	2024 Actual
Conservation Area Services			
Falls Reserve Conservation Area	590,540	565,303	504,942
Management, development and operations	322,916	320,355	303,357
Motor pool	19,650	16,680	13,195
Wawanosh Park Conservation Area	21,808	13,462	13,265
Conservation Area Projects			
Falls Reserve Conservation Area	213,227	62,628	66,544
Forest management	19,000	12,641	19,258
WNC water treatment upgrade	-	-	-
Vehicle/equipment replacement	130,000	5,068	478
Conservation Areas general projects	54,325	30,095	18,144
Carbon offset, footprints to forests, and naturalization	700	681	782
Total Conservation Area	<u>1,372,166</u>	<u>1,026,913</u>	<u>939,965</u>
Flood Protection Services			
Regulations	333,469	321,060	308,537
Flood and erosion control structures	4,790	3,063	4,193
Flood forecasting and warning	308,967	312,026	288,407
Ice management, hazard prevention and information	97,118	67,073	76,802
Flood Safety Projects			
Shoreline	21,428	-	58,996
MNR low flow monitoring	-	46,190	-
Flood safety equipment	30,000	16,629	20,000
Water and erosion control	-	149,528	24,161
Coastal resiliency	204,120	-	-
Total Flood Safety Services	<u>999,892</u>	<u>915,569</u>	<u>781,096</u>

**MAITLAND VALLEY CONSERVATION AUTHORITY
SCHEDULE OF EXPENSES**

For the year ended December 31	2025 Budget	2025 Actual	2024 Actual
Watershed Stewardship Services			
Reforestation services	203,985	257,091	210,853
Watershed monitoring and reporting service	124,926	121,780	138,709
Extension services	184,085	166,459	162,088
Health Assessment	61,221	60,024	-
Watershed Stewardship Projects			
Huron County clean water project	500,000	410,540	446,474
Garvey/Glen Watershed Co-ordination	69,419	41,853	19,378
Drinking water source protection - transition	22,300	25,567	26,303
Middle Maitland rejuvenation project	33,186	70,722	93,838
Stewardship short term projects	4,786	-	-
OMAFRA - COA Healthy Lake Huron	12,837	-	35,363
Watershed Health	111,103	90,276	110,642
Maitland Watershed Resiliency / CFI	2,907	-	310
Nature Based Climate Solutions	-	-	229,262
Stream Restoration / Natural Hazards	34,130	161,363	98,111
Wellington County	5,830	-	5,700
WS ECCC Restoration	-	-	68,842
RALP	-	365,421	-
Total Watershed Stewardship	<u>1,370,715</u>	<u>1,771,096</u>	<u>1,645,873</u>

**MAITLAND VALLEY CONSERVATION AUTHORITY
SCHEDULE OF EXPENSES**

For the year ended December 31	2025 Budget	2025 Actual	2024 Actual
Corporate Services			
Administration	388,865	387,846	388,325
Communications and IT/GIS	313,192	259,842	232,416
Financial management	125,990	109,671	112,037
Service area support costs	54,600	54,320	51,878
Governance	18,100	18,797	14,557
Motor pool	10,500	9,649	7,947
Corporate Services Projects			
Information technology upgrades	48,400	27,949	17,770
Corporate office renovation	104,310	8,111	109,804
Watershed strategy	-	-	16,072
Total Corporate Services	<u>1,063,957</u>	<u>876,185</u>	<u>950,806</u>



March 17, 2026

RE: Ontario Regulation 391/21: Blue Box

The Council of the Municipality of Bluewater passed the following resolution at their March 16, 2026 regular meeting:

MOVED: Councillor Harris **SECONDED:** Councillor Hessel

WHEREAS under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only; and

WHEREAS 'ineligible' sources, which producers are not responsible for, include industrial, commercial, and institutional locations (IC & I) such as businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks; and

WHEREAS failure to include 'ineligible sources under the Ontario Regulation 391/21: Blue Box program is in essence a provincial tax on ineligible sources; and

WHEREAS should a municipality continue to provide services to the 'ineligible sources, the municipality will be required to oversee the collection, transportation, processing of the recycling; and

WHEREAS changes may result in many small businesses and not-for-profit organizations losing access to comparable recycling services and force them to seek providers at a much higher cost than the previous services rendered through the Blue Box collection system; and

WHEREAS the rising costs of collection of recycling for industrial, commercial and institutional recycling may lead to the abandonment of recycling entirely, increasing environmental damage; and

WHEREAS landfilling needs throughout the Province of Ontario are already at capacity in many communities; and

WHEREAS The Municipality of Bluewater has approximately 150 or more "non-eligible" sources that will not be provided service from the Producer Responsibility Organization;

NOW THEREFORE the Municipality of Bluewater Council hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from small businesses and not-for-profit organizations within the industrial, commercial and institutional sectors; and

FURTHER THAT Council hereby request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks; the Honourable Rob Flack, Minister of Municipal Affairs and Housing; and the Honourable Lisa Thompson, Minister of Rural Affairs and the local MPP for Huron-Bruce.

CARRIED.

Sincerely,

A handwritten signature in black ink that reads "Alexander". The signature is written in a cursive, flowing style.

Chandra Alexander
Acting CAO
Manager of Corporate Services/Clerk

Huron OPP Detachment Board

Minutes

Monday, January 26, 2026, 9:00 a.m.
Huron OPP Detachment Office
325 Albert Street, Clinton, ON, N0M 1L0

Members Present: Marg Anderson, Vice Chair - Elected Official - Central Huron
Anita van Hittersum, Member - Elected Official - North Huron
Greg Lamport, Member - Elected Official - Bluewater
Jim Dietrich, Chair - Elected Official - South Huron
Trevor Bazinet, Member - Elected Official - Goderich
John Steffler, Member - Elected Official - Huron East
Dave Frayne, Member - Provincial Appointee
Jasmine Clark, Member - Community Representative
Jared Petteplace, Member - Provincial Appointee

Member Regrets: Jennette Walker, Member - Community Representative

Staff Present: Stacey Jeffery, Administrator/Recording Secretary
S/Sgt Andrew MacIsaac, Huron OPP

1. Call to Order

Administrator Jeffery called the meeting to order at 9:00 a.m.

2. Election of Chair and Vice-Chair

Member Frayne nominated Member Dietrich for position of Chair. Member Petteplace nominated Member Lamport for the position of Chair. supported the election of Member Dietrich for position of Chair. Member Lamport declined the nomination for the position of Chair. Administrator Jeffery asked Members two more times if there are any other nominations for position of Chair. No additional nominations were identified.

Motion: 01-2026

Moved: DFrayne

Seconded: MAnderson

That Huron OPP Detachment Board elect Member Dietrich as the Chair of the Board for 2026.

Disposition: Carried

Member Bazinet nominated Member Anderson for position of Vice-Chair. Member Petteplace nominated Member Lamport for the position of Vice-Chair. Administrator Jeffery asked Members two more times if there are any other nominations for position of Vice-Chair. No additional nominations were identified. Voting took place with the two nominations.

Results of Vice-Chair voting: Member Anderson (5), Member Lamport (4).

Motion: 02-2026

Moved: TBazinet

Seconded: GLamport

That Huron OPP Detachment Board elect Member Anderson as the Vice-Chair of the Board for 2026.

Disposition: Carried

Members discussed that one year in the position of Chair or Vice-Chair isn't long enough to learn the position and build relationships. Members agreed that the Board discuss this matter in detail at a future meeting.

Chair Dietrich took over the meeting at 9:13 a.m.

3. Approval of Agenda

Motion: 03-2026

Moved: JClark

Seconded: JSteffler

That Huron OPP Detachment Board approves the Agenda, as presented.

Disposition: Carried

4. Disclosure of Pecuniary Interests and the General Nature thereof

5. Approval of Past Minutes

Motion: 04-2026

Moved: JPetteplace
Seconded: TBazinet

That Huron OPP Detachment Board adopts the minutes of December 15, 2025, as printed and circulated.

Disposition: Carried

6. Presentations/Delegations

7. Business from Previous Meetings

7.1 2026 Administration Budget

Motion: 05-2026

Moved: JPetteplace
Seconded: MAnderson

That Huron OPP Detachment Board receives the Financial Report titled 2026 Administration Cost, as presented; and

That Huron OPP Detachment Board approves the Administration cost of \$6,369.14 for inclusion in the 2026 Huron OPP Detachment Board budget.

Disposition: Carried

7.2 Procedural By-law Amendment

Motion: 06-2026

Moved: AvanHittersum
Seconded: TBazinet

That Huron OPP Detachment Board approve the amendment to the Procedural By-law, as presented.

Disposition: Carried

8. Report

8.1 Inspector's Report

Member Steffler left the meeting at 10:28 a.m.

Motion: 07-2026

Moved: DFrayne
Seconded: GLampont

That Huron OPP Detachment Board receives the Inspector's Report as presented.

Disposition: Carried

8.2 Financial Report

Motion: 08-2026

Moved: MAnderson
Seconded: JClark

That Huron OPP Detachment Board receives the Financial Report titled Board Financial Actuals - January 1 to December 31, 2025, as presented; and

That Huron OPP Detachment Board authorizes the Administrator to bill the 2025 Board expenses to the lower-tiers using the OPP property count billing method, as outlined in the report.

Disposition: Carried

9. New Business

9.1 Ontario511 and Municipal511

Members discussed that Municipal511 is the preferred communication method for closed roads, as OPP are now using this system for road closures. It was discussed that the Ministry of Transportation decides where road closure signs may be placed in the event of a closed road and that these locations are already determined.

10. Board Member Comments

11. Correspondence

11.1 Letter from Honourable Michael S. Kerzner, Solicitor General, and the Honourable Rob Flack, Minister of Municipal Affairs and Housing, Strong Mayor Powered Municipalities

11.2 Inspector General Memo #8: Public release of the first Decisions by the Inspector General of Policing with accompanying Findings Reports

Motion: 09-2026

Moved: MAnderson

Seconded: AvanHittersum

That Huron OPP Detachment Board receives correspondence items, as included under Correspondence.

Disposition: Carried

12. Closed Session

S/Sgt Maclsaac left the meeting at 11:06 a.m.

Motion: 10-2026

Moved: JClark

Seconded: DFrayne

That Huron OPP Detachment Board proceeds in Closed Session at 11:06 a.m. for the purpose of review of the draft Detachment Commander Performance Evaluation for 2025 calendar year, as it relates to personal matters about an identifiable individual, in accordance with Section 44 of the Community Safety and Policing Act, 2019; and

That the Detachment Commander and the Administrator remain in attendance.

Disposition: Carried

13. Report from Closed Session

S/Sgt Maclsaac returned to the meeting at 11:47 a.m.

Motion: 11-2026

Moved: DFrayne

Seconded: JClark

That Huron OPP Detachment Board acknowledges receipt of the finalized Detachment Commander Performance Evaluation, as amended by the Board in closed session, for the 2025 calendar year and approves its submission to the OPP Regional Superintendent; and

That Chair Dietrich be authorized to sign and submit the finalized Detachment Commander Performance Evaluation to the Regional Superintendent on behalf of the Board.

Disposition: Carried

14. Next Meeting

March 23, 2026

15. Adjournment

Motion: 12-2026

Moved: TBazinet

Seconded: JPetteplace

That Huron OPP Detachment Board hereby adjourns at 11:51 a.m., to meet again on March 23, 2026 at 9:00 a.m. or at the Call of the Chair.

Disposition: Carried

Jim Dietrich, Chair

Stacey Jeffery, Recording Secretary



Good News

FE Madill Hosts Living Library

Vice Chair Patricia Smith shared that FE Madill SS hosted their third Living Library event which enables students to interact with experts to learn about a particular topic, rather than reading about the topic in a book. A wide variety of guests attended including AMDSB Indigenous Team members Matt Baker and Jessie Dew, past AMDSB staff member Paul Finkelstein, OPP Constable Jamie Stanley and others. Students completed an information sheet in order to interact with the guests and many reported learning something new!



New Agri-Food Discovery Centre Coming to North Perth

Trustee Nancy Rothwell was pleased to share that a first-of-its-kind Ag Science Centre will be opening in Listowel under the leadership of a design team from Moriyama Teshima Architects (proposed design below). Students and community members of all ages will benefit from the educational opportunities that this Centre will bring in the agriculture and food sector in Ontario.



Leroy Hibbert Presents to Students About the Importance of Acceptance

Superintendent Riley Culhane highlighted that in recognition of the International Day for the Elimination of Racial Discrimination (March 21), AMDSB hosted presentations led by Leroy Hibbert of [LUSO Community Services](#). Over 900 students and 40 educators participated, including live Grades 6-8 audiences from Seaforth PS, with a separate session engaging Grades 10-12 students and 60 central office staff. The learning emphasized our collective responsibility to end racial discrimination by deepening understanding through education and amplifying stories shared by individuals with lived experience, reinforcing that differences in skin colour or melanin should never divide us. Next year, the goal is to expand the audience to include Grades 4 and 5.



Local Municipal Council Members Support Trustees Call for Provincial Consultation

Chair Michael Bannerman was pleased to share that the council members of the Municipality of North Perth and the City of Stratford have both endorsed the AMDSB request for public consultation and transparency regarding potential changes to English public school board governance. He wished to publicly thank the members of both councils for their support.

North Perth Access Centre Improves Service for Families in North Perth

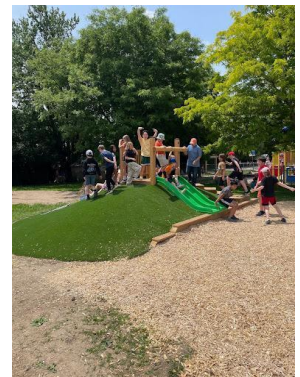
Trustee Nancy Rothwell highlighted a new Access Centre that brings together services from Children's Aid Society, the Well Community Collective, the Optimism Place Women's Shelter, the Canadian Mental Health Association and the Huron Perth Healthcare Alliance. Access Centres across Huron and Perth counties support families and residents with better access to critical services. Full details in a recent [Stratford Beacon Herald article](#).

School Showcase

Communications Manager Chera Longston highlighted **École Bedford Public School**, located in Stratford (Chair Michael Bannerman and Trustee Deepika Mishra), and serves approximately 465 elementary students (grades K to 6). Its progression schools are Stratford Intermediate School for grades 7 and 8 and then Stratford District SS for grades 9 to 12. The current building opened in 1966 and is led by Principal Mike Stanley and Vice Principal Melissa DeBrouwer under the supervision of Superintendent Paul Langis.

Highlights from Bedford include:

- A Focus on Numeracy and Literacy: Primary and French Immersion classes are focusing on literacy skills including phonemic awareness, decoding and encoding as well as reading comprehension. Their French Immersion teachers participate in a Professional Learning Community in order to build their skills and improve collaboration. Junior classes are focusing on math with specific attention given to: numeracy, spatial sense and thinking questions.
- Character Counts: Each month Bedford focuses on a Board Character Trait. Daily announcements highlight the monthly trait and the importance of a positive growth mindset. Teachers select students who demonstrate the character trait of the month and those students are celebrated on the Bedford Character Board and presented with a donut!
- Nutrition Program and Special Food Days: Bedford has an amazing group of parent volunteers who prepare fruit and vegetables weekly for students. Also, throughout the year, students enjoy special food days including: pancake day, yogurt parfait day, quesadilla day, Booster Juice day and popcorn day.
- Successful fundraising campaign for a new playground: A new playground was installed in June 2025 for students and the community to enjoy. It features an accessible rubber base and separate hill slide with artificial grass.



Days of Significance Wrap-Up (March)

Schools celebrated important days throughout March. The video below provides a sampling of these activities! [March DOS Wrap-up Video - 2026](#) by AMDSB Communications

Student Trustee Update

Student Trustee Julia Havenga reported that the student senate hosted a variety of bake sale initiatives in order to raise funds for each school's equity (or benevolent) fund. She explained that students are now more aware that there is a fund that can support them. She also highlighted that later in the evening the Senate will meet with AMDSB Mental Health Lead Heather Hirdes to discuss their mental health social media campaign that will focus on existing support available to students and encourage students to reach out for support when needed in order to reduce the stigma.

Future Board Meetings

Regular Board Meetings are held in person unless otherwise noted. Links to join the Regular Board meetings online will be posted on the [Board Meeting page](#) the day before the meeting.

- Tuesday, April 14, 2026 - Governance and Strategic Planning Committee
- Tuesday, April 28, 2026 at 4:45 p.m. - Regular Session, followed by Committee of the Whole, Closed Session
- Tuesday, May 12, 2026 - Governance and Strategic Planning Committee
- Tuesday, May 26, 2026 at 4:45 p.m. - Regular Session, followed by Committee of the Whole, Closed Session

Future Meetings/Events with Trustee Representation

- Special Education Advisory Committee (SEAC) – Wednesday, April 1, 2026 at 4:00 p.m. (online)
- Parent Involvement Committee (PIC) – Wednesday, April 1, 2026 at 6:30 p.m. (online)
- Supervised Alternative Learning (SAL) – Monday, April 27, 2026 at 8:30 a.m.

THE CORPORATION OF THE TOWNSHIP OF HOWICK
BY-LAW 14 - 2026

WHEREAS the Municipal Council of the Corporation of the Township of Howick considers it advisable to amend Howick Zoning By-law 23-1984, as amended, of the Corporation of the Township of Howick; and

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

1. The text amendments of this By-law shall apply to all lands within the Township of Howick.
2. The formatting of the By-law be changed to use consistent font, numbering, and bullet points.
3. Section 1.3 is hereby deleted and replaced with the following:

1.3 Application

1.3.1 The provisions of this By-law shall apply to all lands within the boundaries of the Corporation of the Township of Howick.

1.3.2 No person shall use any land, or erect, alter or use any building, structure or part thereof within the limits of the Corporation of the Township of Howick except in conformity with the provisions of this By-law.

1.3.3 No person shall use any building, structure or part thereof, erected or altered in contravention of this By-law so long as such building, structure or part thereof, continues to contravene the provisions of this By-law.

1.3.4 No lot shall be reduced in area by the conveyance, mortgage or other alienation of a part thereof so that any remaining yard or other open space is less than that required by this By-law. If any such reduction occurs, such lots and any building or structure thereon shall not thereafter be used by any person unless and until the said yard or requirements of this By-law are complied with.

1.3.5 The preceding subsection shall not apply to a lot reduced in area by the conveyance to or expropriation by the Corporation of the Township of Howick or any other authority having the powers of expropriation.

1.3.6 No person shall change the purpose for which any lot, building or structure is used, or erect, alter, or use any building or structure, or sever any lands from an existing lot, if the effect of such action is to cause the original, adjoining, remaining or new building, structure or lot to be in contravention of this By-law.

4. Section 2 (Definitions) is hereby amended by the deletion of the following definitions:

Dwelling, Converted Commercial

Means a commercial building constructed for permanent use which has been converted so as to provide therein one dwelling unit provided the main building was erected prior to the passing of this By-law and further that any changes or alterations to convert the building do not increase its area, height or volume or extend beyond the exterior limit of the existing building, with the exception that a stairwell, entrance, vestibule or porch may be established provided that the addition does not increase the total ground floor area by more than 5% and does not change the commercial character of the building.

Gas Station

See 'Motor Vehicle Sales & Services'

Service Station

Means a building and/or lot used for the service and repair of motor vehicles and the sale of fuels, lubricants and parts for motor vehicles.

5. Section 2 (Definitions) is hereby amended by the replacement of the title 'Dwelling, Nursing Home' with "Dwelling, Long-Term Care Home".
6. Section 2 (Definitions) is hereby amended by the deletion of '*The Nursing Home Act*' and replaced with "applicable provincial legislation".
7. Section 2 (Definitions) is hereby amended by the deletion of the title 'Gasoline (Fuel) Bar' and replaced with "Gas Station".
8. Section 2 (Definitions) is hereby amended by deletion of the definition of 'Kennel' and replaced with: "means any lot, building or structure where domesticated animals are commercially housed, groomed, bred, boarded, trained or sold and which may offer provisions for minor medical treatment."
9. Section 3.2 (Accessory Buildings) is hereby deleted.
10. Section 3.3 (Additional Residential Unit (ARU)) is hereby deleted.
11. Section 3.21.4 (Non-Conforming Uses) is hereby deleted.
12. Section 3.21.5 (Non-Conforming Uses) is hereby deleted.
13. Section 3.21.6 (Non-Conforming Uses) is hereby deleted and replaced with:

"3.21.6 Replacement of Buildings or Structures for Non-Conforming Uses

If a building or structure used for a non-conforming use is removed or destroyed, it may be replaced provided the non-conforming use has continued and the replacement building or structure does not further reduce the compliance with the provisions of the By-law to which the removed or destroyed building or structure did not comply, if any."

14. Section 3.22.2.4 (Parking Spaces for Individuals with Special Needs) is hereby amended by the deletion of the following:

Number of Automobile Parking Spaces	Number of Accessible Parking Spaces	Number of Limited Mobility Parking Spaces
301-500	6	4
501 and over	6 plus 1 for each 100 over 500	4 plus 1 for each 100 over 500

15. Section 3.23 (On Farm Diversified Uses) is hereby amended by the deletion of the following: "Agri-tourism uses and Value Added agricultural uses under 1 hectare in size are permitted in the AG1 zone. Uses larger than 1 hectare shall be permitted in the AG3 zone" and replaced with:
"Agri-tourism uses and value added agricultural uses shall be limited to a size of 2 hectares or 2% of the total farm area, whichever is smaller."

16. Section 3.23 (On Farm Diversified Uses) is hereby amended by the deletion of: "Servicing (e.g. private and/or public water & sewage services) for the agri-tourism and value added agricultural uses must be located within the maximum 1 hectare area" and replaced with:
"Servicing (e.g. private and/or public water & sewage services) for the agri-tourism and value added agricultural uses must be located within the maximum calculated area."
17. Section 4.3.6 is hereby amended by the addition of: to a maximum of 4 residential units.
18. Section 4.4.5 (Farm Labour Housing) is hereby amended by the deletion of:
"Be located such that the farm labour dwelling is maximum distance of 60 metres of the main dwelling or if no main dwelling exists, a maximum distance of 60 metres from the largest building (eg. livestock barn, greenhouse, etc.)" and replaced with:
"The farm labour housing will be considered the main dwelling."
19. Section 6 (AG3) is hereby amended by the addition of the following in numerical order:
- 6.X Zone Provisions for Accessory Buildings and Structures
 - 6.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;
 - 6.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;
 - 6.X.X shall not exceed 6 metres in height nor contain more than two storeys;
 - 6.X.X shall not exceed 10 percent coverage of the total lot area;
 - 6.X.X shall not be built closer than 1.25 metres to a lot line;
 - 6.X.X shall not be built closer than 2 metres to a main building;
 - 6.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.
20. Section 7.2.2 (AG4 Permitted Structures) is hereby amended by the deletion of "subject to Section 4.4.4. zone provisions".
21. Section 7.3.1 (AG4 Zone Provisions) is hereby amended by the deletion of "1850 sq metres" and replaced by "4000 square metres (1.0 acres)."
22. Section 7.4 is hereby amended by the addition of: "Must be located in the rear or interior side yard" and "No accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established."
23. Section 7.9.20 (AG4-21 Special Zone) is hereby amended by the deletion of:
iii) One livestock barn is permitted with a maximum capacity of 20 nutrient units.
24. Section 9 (NE2) is hereby amended by the addition of the following in numerical order:

9.X Zone Provisions for Accessory Buildings and Structures

9.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

9.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

9.X.X shall not exceed 6 metres in height nor contain more than two storeys;

9.X.X shall not exceed a total floor area maximum of 115 square metres;

9.X.X shall not be built closer than 1.25 metres to a lot line;

9.X.X shall not be built closer than 2 metres to a main building;

9.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.

25. Section 10 (ER1) is hereby amended by the addition of the following in numerical order:

10.X Zone Provisions for Accessory Buildings and Structures

10.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

10.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

10.X.X shall not exceed 6 metres in height nor contain more than two storeys;

10.X.X shall not exceed 10 percent coverage of the total lot area;

10.X.X shall not be built closer than 1.25 metres to a lot line;

10.X.X shall not be built closer than 2 metres to a main building;

10.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.

26. Section 11 (ER2) is hereby amended by the addition of the following in numerical order:

11.X Zone Provisions for Accessory Buildings and Structures

11.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

11.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

11.X.X shall not exceed 6 metres in height nor contain more than two storeys;

11.X.X shall not exceed 10 percent coverage of the total lot area;

11.X.X shall not be built closer than 1.25 metres to a lot line;

11.X.X shall not be built closer than 2 metres to a main building;

11.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.

27. Section 12.5.1 (RC1 Building Regulations) hereby deleted.

28. Section 12 (RC1) is hereby amended by the addition of the following in numerical order:

12.X Zone Provisions for Accessory Buildings and Structures

12.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

12.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

12.X.X shall not exceed 6 metres in height nor contain more than two storeys;

12.X.X shall not exceed 10 percent coverage of the total lot area;

12.X.X shall not be built closer than 1.25 metres to a lot line;

12.X.X shall not be built closer than 2 metres to a main building;

12.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established.

29. Section 13 (RC2) is hereby amended by the addition of the following in numerical order:

13.X Zone Provisions for Accessory Buildings and Structures

13.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

13.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

13.X.X shall not exceed 6 metres in height nor contain more than two storeys;

13.X.X shall not exceed 10 percent coverage of the total lot area;

13.X.X shall not be built closer than 1.25 metres to a lot line;

13.X.X shall not be built closer than 2 metres to a main building;

13.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

30. Section 14 (RC3) is hereby amended by the addition of the following in numerical order:

14.X Zone Provisions for Accessory Buildings and Structures

14.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

14.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

14.X.X shall not exceed 6 metres in height nor contain more than two storeys;

14.X.X shall not exceed 10 percent coverage of the total lot area;

14.X.X shall not be built closer than 1.25 metres to a lot line;

14.X.X shall not be built closer than 2 metres to a main building;

14.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

31. Section 15.2 (VR1 Permitted Structures) is hereby amended by the addition of “One (1)

Additional Residential Unit provided lot size is a minimum of 8000 square metres (2.0 acres).”

32. Section 15 (VR1) is hereby amended by the addition of the following in numerical order:

15.X Zone Provisions for Additional Residential Units

Notwithstanding any other provisions of this By-law to the contrary, the following provisions shall apply to permit the construction of an additional residential unit

as an accessory use to a single detached dwelling in the VR1 zone:

- 15.X.X Maximum one (1) ARU per property
- 16.X.X The additional residential unit is permitted within the main dwelling or within a detached structure
- 15.X.X One (1) additional on-site parking space is provided for the ARU in addition to the parking for the main dwelling
- 15.X.X An exterior stairway provided for the ARU shall not be located in the front yard
- 15.X.X The ARU shall utilize the same laneway as the main dwelling
- 15.X.X When detached, the structure containing the ARU shall be no greater than 75% of the gross area of the main floor of the dwelling including attached garages provided the total buildings do not exceed the maximum lot coverage;
- 15.X.X An additional residential unit located in an accessory structure is subject to the VR1 Zone Provisions for Accessory Buildings and Structures
- 15.X.X Not to be permitted where hazardous lands have been identified and is subject to approval from the conservation authority in areas of conservation authority regulated lands.

33. Section 15.5 (VR1 Regulations for Accessory Buildings and Structures) is hereby deleted

and replaced with the following:

15.5 Zone Provisions for Accessory Buildings and Structures

15.5.1 shall not be used for human habitation except where a dwelling is a permitted accessory use;

15.5.2 shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

15.5.3 shall not exceed 6 metres in height nor contain more than two storeys;

15.5.4 shall not be built closer than 1.25 metres to a lot line;

15.5.5 shall not be built closer than 2 metres to a main building;

15.5.6 no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

15.5.7 Total Accessory Building Floor Area (maximum)

15.5.7.1 For lots less than 1 acre – 75 square metres

15.5.7.1 For lots 1 acre and greater – 115 square metres

(As amended by By-law 40-2022)

34. Section 16.3.1 (VR2 Zone Regulations) is hereby amended by the deletion of “Section

15.4” and replaced with “Section 15.3”.

35. Section 16 (VR2) is hereby amended by the addition of the following in numerical order:

16.X Zone Provisions for Additional Residential Units

Notwithstanding any other provisions of this By-law to the contrary, the following provisions shall apply to permit the construction of an additional residential unit as an accessory use in the VR2 zone:

16.X.X Maximum one (1) ARU per property

16.X.X The additional residential unit is permitted within the main dwelling or within a detached structure

16.X.X One (1) additional on-site parking space is provided for the ARU in

addition to the parking for the main dwelling

16.X.X An exterior stairway provided for the ARU shall not be located in the front yard

16.X.X The ARU shall utilize the same laneway as the main dwelling

16.X.X When detached, the structure containing the ARU shall be no greater than 75% of the gross area of the main floor of the dwelling including attached garages provided the total buildings do not exceed the maximum lot coverage

16.X.X An additional residential unit located in an accessory structure is subject to the VR2 Zone Provisions for Accessory Buildings and Structures

16.X.X Not to be permitted where hazardous lands have been identified and is subject to approval from the conservation authority in areas of conservation authority regulated lands.

36. Section 16.4.2 (VR2 Building Regulations) is hereby deleted.

37. Section 16.5 (VR2 Regulations for Accessory Buildings and Structures) is hereby deleted

and replaced with the following:

16.5 Zone Provisions for Accessory Buildings and Structures

16.5.1 shall not be used for human habitation except where a dwelling is a permitted accessory use;

16.5.2 shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

16.5.3 shall not exceed 6 metres in height nor contain more than two storeys;

16.5.4 shall not exceed a total floor area maximum of 115 square metres;

16.5.5 shall not be built closer than 1.25 metres to a lot line, except for semi-detached garages which may be centered on a mutual side lot line;

16.5.6 shall not be built closer than 2 metres to a main building;

16.5.7 no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

38. Section 16.6 (VR2 Special Provisions) is hereby amended by the deletion of 16.7.1.1,

16.7.2, and 16.7.3 under the subtitle Existing Undersized Developed Lots and the correction of the numbering of the respective remaining subsections.

39. Section 17 (R4) is hereby amended by the addition of the following in numerical order:

17.X Zone Provisions for Accessory Buildings and Structures

17.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

17.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

17.X.X shall not exceed 6 metres in height nor contain more than two storeys;

17.X.X shall not exceed 10 percent coverage of the total lot area;

17.X.X shall not be built closer than 1.25 metres to a lot line;

17.X.X shall not be built closer than 2 metres to a main building;

17.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

40. Section 18.2.1 (OS1 Permitted Structures) is hereby amended by the deletion of “Medical Officer of Health” and replaced with “appropriate authority.”

41. Section 18 (OS1) is hereby amended by the addition of the following in numerical order:

- 14.X Zone Provisions for Accessory Buildings and Structures
- 14.X.X shall not be used for human habitation;
- 14.X.X shall not exceed 6 metres in height;
- 14.X.X shall not exceed a total floor area maximum of 75 square metres;
- 14.X.X shall not be built closer than 1.25 metres to a lot line.

42. Section 19.2.1 (OS2 Permitted Structures) is hereby amended by the deletion of “Medical Officer of Health” and replaced with “appropriate authority.”

43. Section 19.3 (OS2 Zone Provisions) is hereby amended by the deletion of Sections 19.3.1

to 19.3.6 and replaced with:

- 19.3.1 Lot Frontage (minimum)-no minimum
- 19.3.2 Lot Area (minimum)-no minimum
- 19.3.3 Lot Depth (minimum)-no minimum
- 19.3.4 Lot coverage (maximum)-20%
- 19.3.5 Front Yard Setback (minimum)-6 metres from a Municipal Road or 10 metres from a County Highway
- 19.3.6 Rear Yard (minimum)-8 metres
- 19.3.7 Interior Side Yard (minimum)-7.5 metres
- 19.3.8 Exterior Side Yard (minimum)-6 metres from a Municipal Road or 10 metres from a County Highway
- 19.3.9 Height of Building (maximum)-11 metres

44. Section 19.4.2 (OS2 Special Provisions) is hereby amended by the deletion of “County By-law 67-79” and replaced by “the County Forest Conservation By-law.”

45. Section 19 (OS2) is hereby amended by the addition of the following in numerical order:

- 14.X Zone Provisions for Accessory Buildings and Structures
- 14.X.X shall not be used for human habitation;
- 14.X.X shall not exceed 6 metres in height;
- 14.X.X shall not exceed a total floor area maximum of 115 square metres;
- 14.X.X shall not be built closer than 1.25 metres to a lot line.

46. Section 20.1.1 (VM1 Permitted Uses) is hereby amended by the deletion of “.64”

47. Section 20.4.3.1 (VM1 Zone Regulations for All Other Permitted Uses) is hereby amended by the deletion of “19 metres” and replaced with “20 metres.”

48. Section 20.4.3.2 (VM1 Zone Regulations for All Other Permitted Uses) is hereby amended by the deletion of “15 metres” and replaced with “20 metres.”

49. Section 20 (VM1) is hereby amended by the addition of the following in numerical order:

20.X Zone Provisions for Accessory Buildings and Structures

20.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

20.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

20.X.X shall not exceed 6 metres in height nor contain more than two storeys;

20.X.X shall not exceed 10 percent coverage of the total lot area;

20.X.X shall not be built closer than 1.25 metres to a lot line;

20.X.X shall not be built closer than 2 metres to a main building;

20.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

50. Section 21.1 (VC1 Permitted Uses) is hereby amended by the deletion of “21.1.19 converted commercial dwelling unit.”

51. Section 21.4.9 (VC1 Zone Regulations) is hereby deleted.

52. Section 21.7 (VC1 Regulations for Gas Bar and/or Service Station) is hereby deleted.

53. Section 21 (VC1) is hereby amended by the addition of the following in numerical order:

21.X Zone Provisions for Accessory Buildings and Structures

21.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

21.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

21.X.X shall not exceed 6 metres in height nor contain more than two storeys;

21.X.X shall not exceed 10 percent coverage of the total lot area;

21.X.X shall not be built closer than 1.25 metres to a lot line;

21.X.X shall not be built closer than 2 metres to a main building;

21.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

56. Section 22.4.1 (HC1 Zone Regulations) is hereby amended by the deletion of “1850 sq metres” and replaced by “4000 square metres (1.0 acres).”

57. Section 22.7 (HC1 Regulations for Automotive Sales and Service Use) is hereby deleted.

58. Section 22 (HC1) is hereby amended by the addition of the following in numerical order:

22.X Zone Provisions for Accessory Buildings and Structures

22.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

22.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

22.X.X shall not exceed 6 metres in height nor contain more than two storeys;
22.X.X shall not exceed 10 percent coverage of the total lot area;
22.X.X shall not be built closer than 1.25 metres to a lot line;
22.X.X shall not be built closer than 2 metres to a main building;
22.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

59. Section 23.1.2 (C4) is hereby amended by the deletion of “0.173”

60. Section 23 (C4) is hereby amended by the addition of the following in numerical order:

23.X Zone Provisions for Accessory Buildings and Structures

23.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

23.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

23.X.X shall not exceed 6 metres in height nor contain more than two storeys;

23.X.X shall not exceed a total floor area maximum of 115 square metres;

23.X.X shall not be built closer than 1.25 metres to a lot line;

23.X.X shall not be built closer than 2 metres to a main building;

23.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

61. Section 24.1.6 (CF Zone Permitted Uses) is here amended by the deletion of “(public)” after the word clinic.

62. Section 24.1.18 (CF Zone Permitted Uses) is hereby amended by the deletion of “a
sanitarium.”

63. Section 24.3.1 (CF Zone Regulations) is hereby amended by the deletion of “1850 sq
metres” and replaced by “4000 square metres (1.0 acres).”

64. Section 24 (CF) is hereby amended by the addition of the following in numerical order:

24.X Zone Provisions for Accessory Buildings and Structures

24.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;

24.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;

24.X.X shall not exceed 6 metres in height nor contain more than two storeys;

24.X.X shall not exceed 10 percent coverage of the total lot area;

24.X.X shall not be built closer than 1.25 metres to a lot line;

24.X.X shall not be built closer than 2 metres to a main building;

24.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established

65. Section 25.3 (DS Zone Regulations) is hereby amended by the deletion of “1850

sq metres” and replaced by “4000 square metres (1.0 acres).”

66. Section 25 (DS) is hereby amended by the addition of the following in numerical order:
 - 25.X Zone Provisions for Accessory Buildings and Structures
 - 25.X.X shall not be used for human habitation except where a dwelling is a permitted accessory use;
 - 25.X.X shall not be built in a front yard. Where an accessory building or structure is built on a corner lot, it shall be located in the side yard which is not adjacent to the exterior street or in the rear yard and not closer to the street than the setback required for the main building;
 - 25.X.X shall not exceed 6 metres in height nor contain more than two storeys;
 - 25.X.X shall not exceed 10 percent coverage of the total lot area;
 - 25.X.X shall not be built closer than 1.25 metres to a lot line;
 - 25.X.X shall not be built closer than 2 metres to a main building;
 - 25.X.X no accessory building or accessory use shall be established until and unless the main building or use to which is it accessory is established
67. Section 27.5 (D Zone Special Provisions) is hereby amended by the deletion of “Provisions” in the subsection title and replaced by “Zones”.
68. Zoning Key Map “Lakelet South” is amended by changing the zone symbol from ER1 (Extractive Resource) to AG1 (General Agriculture) and NE1 (Natural Environment- Full Protection) for property identified on the attached Schedules 2 and 3.
69. Zoning Key Map “North East Howick” is amended by changing the zone symbol from ER1 (Extractive Resource) to AG1 (General Agriculture) and NE1 (Natural Environment- Full Protection) for property identified on the attached Schedules 4 and 5.
70. All other provisions of By-law 23-1984 shall apply.
71. This by-law shall come into force pursuant to Section 34(21) of the Planning Act, RSO 1990, as amended.

READ A FIRST TIME ON THE 7th DAY OF APRIL, 2026.

READ A SECOND TIME ON THE 7th DAY OF APRIL, 2026.

READ A THIRD TIME AND PASSED THIS 7th DAY OF APRIL, 2026.

Doug Harding, Reeve

Caitlin Gillis, CAO/Clerk

**SCHEDULE 1
CORPORATION OF THE TOWNSHIP OF HOWICK
BY-LAW 14- 2026**

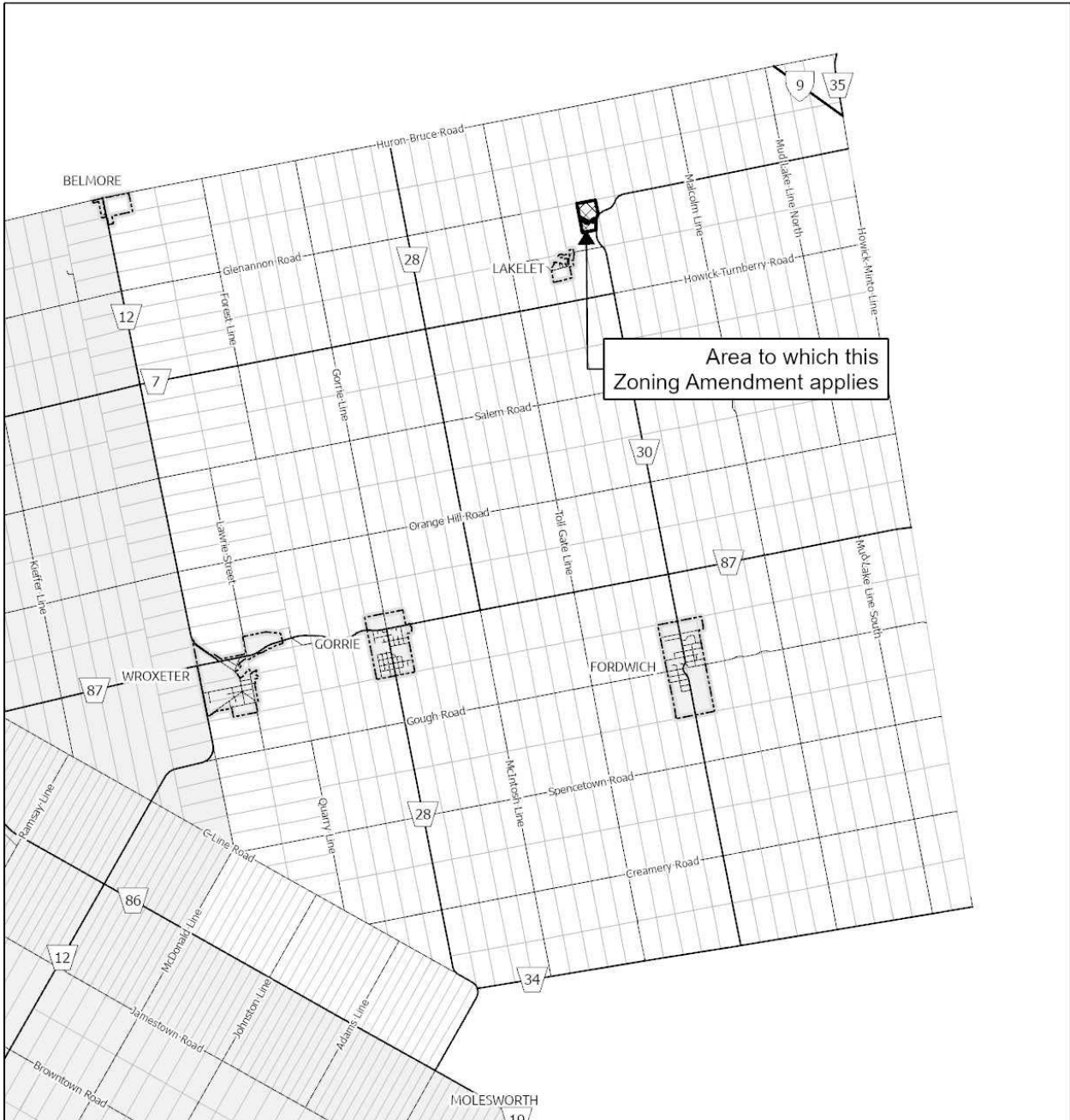
By-law 14 - 2026 has the following purpose and effect:

The purpose of the proposed Housekeeping Amendment is to update the general provisions, zoning provisions, permitted uses and definitions. This amendment applies to the text of the Howick Zoning By-law. There are two site-specific zone changes proposed for mapping corrections and the changes specifically apply to Concession 16 Part Lot 20 as RP 22R;3769 Part 1, Lakelet South and Concession 12 North Part Lot 25 as RP;22R335 Part 1, North East Howick, to be amended from ER1 zone to AG1 and NE1 zones.

1. This by-law amends the Township of Howick Zoning By-law 23-1984. All other zone provisions apply.

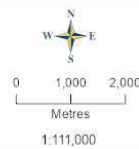
**SCHEDULE 2
CORPORATION OF THE TOWNSHIP OF
HOWICK
BY-LAW 14- 2026**

Township of Howick
Location Map



Produced by the County of Huron GIS Services with data supplied under License by Members of the Ontario Geospatial Data Exchange, MVCA, ABCA, SVCA, UTRCA and MNR&F. Orthoimagery flown in 2020. This map is illustrative only. Do not rely on it as a precise indicator of routes, feature locations, nor as a guide to navigation. Copyright © King's Printer 2025.

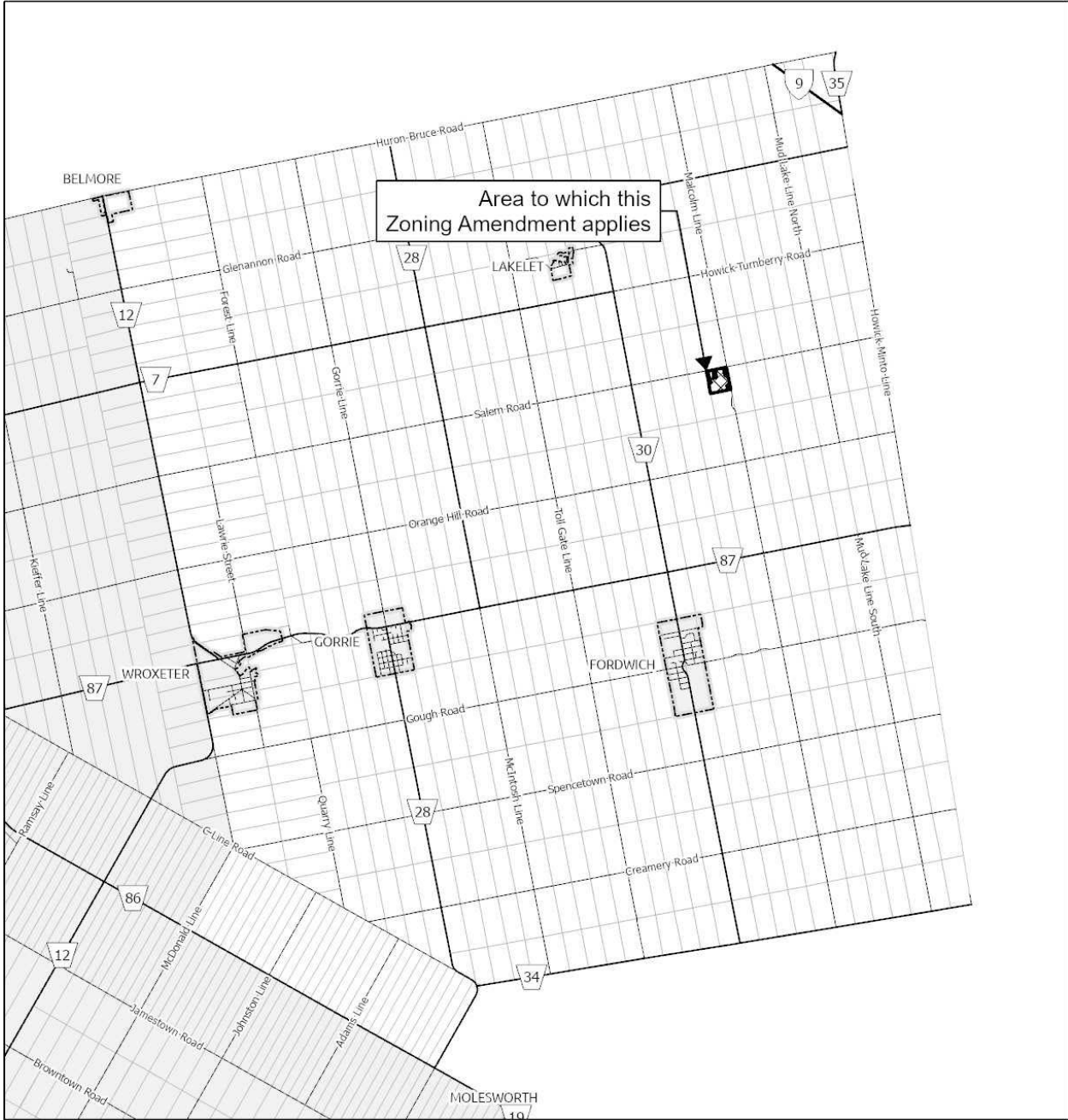
Last Modified 12/9/2025



- Planning Amendment
- Urban Boundary
- Lots and Concessions
- Property Boundary
- Railroad
- Provincial Highway
- County Roads
- Municipal Roads

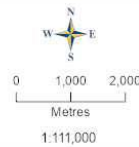
**SCHEDULE 4
CORPORATION OF THE TOWNSHIP OF
HOWICK
BY-LAW 14- 2026**

Township of Howick
Location Map



Produced by the County of Huron GIS Services with data supplied under License by Members of the Ontario Geospatial Data Exchange, MVCA, ABCA, SVCA, UTRCA and MNR&F. Orthorectification in 2020. This map is illustrative only. Do not rely on it as a precise indicator of routes, feature locations, nor as a guide to navigation. Copyright © King's Printer 2025.

Last Modified 12/9/2025



- Planning Amendment
- Urban Boundary
- Lots and Concessions
- Property Boundary
- Railroad
- Provincial Highway
- County Roads
- Municipal Roads

Corporation of the Township of Howick

By-law No. 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

WHEREAS the Municipal Act, 2001, as amended permits Councils of all municipalities to enter into certain agreements;

AND WHEREAS Council of the Corporation of the Township of Howick is desirous of executing a Recreation Program Service Agreement with the County of Huron to Provide Fee Subsidies for Recreation Child Care Programs and Services;

AND WHEREAS Council of the Corporation of the Township of Howick deems it expedient to enter into said agreement;

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

1. That the Reeve and CAO/Clerk are hereby authorized to sign, execute and affix the corporate seal to the attached Recreation Program Service Agreement with the County of Huron to provide fee subsidies for Recreation Child Care Programs.
2. That a copy of said Agreement is attached hereto and designated as Schedule 'A' to this By-law and forms part of this by-law.
3. That this By-law shall come into force and take effect immediately upon final passing.

Read a first and second time this 7th day of April, 2026.

Read a third time and finally passed this 7th day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis



RECREATION PROGRAM SERVICE AGREEMENT

This Agreement is made in duplicate.

B E T W E E N: **The Corporation of the County of Huron**

("County of Huron")

- and -

Howick Township

("Service Provider")

WHEREAS, the *Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1* and amendments authorize the County of Huron to enter into this Agreement for the provision of child care and/or early years programs and services.

AND WHEREAS, the Service Provider has agreed to provide child care and/or early years programs and services as described in the *Child Care and Early Years Act, 2014*.

THEREFORE, in consideration of the terms and provisions of this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged THE PARTIES agree as follows:

FOR PURPOSES OF THIS AGREEMENT:

Section 1 of Ontario Regulation 138/15 under the Child Care and Early Years Act, 2014 defines "children's recreation program" as a program that is operated by:

- a) An organization recognized under Regulation 797 of the Revised Regulations of Ontario, 1990 (Recreation Programs) made under the Ministry of Tourism and Recreation Act as a children's recreation service provider by a resolution passed by the local service system manager, municipality, school board or First Nation; or
- b) An authorized recreational and skill-building program as defined under the Child Care and Early Years Act, 2014 and its regulations (see paragraphs 1 to 4 of subsection 6 (4) of the CCEYA and the criteria set out in section 3.1 of Ontario Regulation 137/15 made under the CCEYA); or

c) A member of the Ontario Camps Association.

"County" means the County of Huron.

"County Staff" means the staff of the County of Huron authorized to exercise the rights and perform the duties of the County of Huron under this Agreement.

"Service Provider or Operator" means the party of the second part and shall be the "Delivery Agent" for purposes of provision of children's recreation programs and services pursuant to the *Child Care and Early Years Act, 2014* and its regulations.

PURPOSE:

Ontario regulation 138 made under the *Child Care and Early Years Act, 2014*, provides that CMSM's and DSSAB's may provide fee subsidies for children 4-12 years who are enrolled in recreation programs and whose parents are in financial need as determined by the income test.

The *Child Care and Early Years Act, 2014* exempts camps from obtaining a child care licence if the camp is serving children 4 years and up, not operating for more than 13 weeks per year, and does not operate on instructional school days. Programs serving children under 4 years old would require a licence from the Ministry of Education.

This document outlines the requirements for obtaining a *Recreation Program Fee Subsidy Purchase of Service Agreement* and Special Needs Resource Funding Agreement with the County of Huron.

SERVICE PROVIDERS' REQUIREMENTS FOR RECREATION PROGRAM DELIVERY:

Funded Service Providers will be required to follow the program guidelines outlined in this document.

The County of Huron Recreation Program guidelines is modelled after Ontario Child Care and Early Years Funding Guidelines and 2026 Allocations and the *Child Care and Early Years Act* Regulations.

1. Safe Arrival and Safe Dismissal:

1.1 Recreation programs must have policies and procedures in place to the satisfaction of the County of Huron to ensure the safe arrival and safe dismissal of each child enrolled. At a minimum, these must include.

- 1.1.1 daily sign-in/sign-out procedures so that staff are aware of which children are in attendance each day, and those that have departed for the day.
- 1.1.2 a policy and procedure to be followed if a child does not attend and if staff have not been notified in advance of the reason why.
- 1.1.3 a daily record of attendance is kept showing arrival, departure or absence of each child.

- 1.1.4 a policy and procedure by which parents must inform the program operator in writing of who is or is not allowed to pick up their children.
- 1.1.5 a policy and procedure by which parents must give their written consent for their children to sign themselves in and out.

2. Police Record Checks

2.1 A policy is in place requiring police record checks, inclusive of a Vulnerable Sector Check, to be completed for all recreation program staff (full-time and part-time), or volunteer positions, over the age of 18, who will have direct contact with children. This requirement also includes non-direct services staff or any other staff who are regularly on the premises where on occasion unsupervised contact with the children may be expected (drivers, cooks, facilities/maintenance staff). Staff under the age of 18 are required to sign an offence self-declaration form indicating that they have not been convicted under the Criminal Code of Canada.

3. Quality Assurance:

3.1 Recreation programs must.

3.1.1 Be accredited by the *Ontario Camping Association (OCA)* (and provide proof of accreditation thereof as requested)

Or

3.1.2 Be accredited by ***High Five*** (and provide proof of accreditation thereof as requested)

3.2 programs such as PD Day Program or March Break Program or Winter Camp Programs will also be staffed by 75% of the front-line staff and supervisors trained in High Five Principals of Healthy Child Development. A statement confirming this will be required in writing from the Recreation Program Provider to the County of Huron Children's Services Department prior to care being approved for any program other than summer programs.

4. Child Abuse Reporting

4.1 Each Recreation Program with which the County has a *Purchase of Service Agreement* has a *Child Abuse Reporting Policy* that all staff have reviewed and signed annually.

5. Fire Safety and Emergency Information Policy

5.1 Every operator must ensure that each member of staff and each volunteer in the Recreation Program are instructed as to his/her responsibilities in the event of a fire or emergency before commencing the program.

- 5.2 Fire procedures must be reviewed with participants weekly **OR** fire drill must be conducted at least once per session where the session is less than one month. A written record must be kept of all fire drills.
- 5.3 Every operator must ensure that staff at each location has an up-to-date list of telephone numbers that are accessible in an emergency and includes phone (cell, work, or home) numbers of a parent or guardian of each child enrolled and the name and telephone number of a person to be contacted if the parent or guardian cannot be reached.
- 5.4 Every operator shall ensure that staff has access to a phone in each location where Recreation Programs are provided.

6. III Health and Medical Supervision Policy

- 6.1 Every operator must ensure that there is a stocked first aid kit and current first aid manual readily available for first aid treatment.
- 6.2 A policy is in place regarding ill health and accidental situations. A written record of any incident affecting the health, safety or well-being of the staff, volunteers or child enrolled in the program, must be kept, and shall be maintained and kept for at least two years after the incident.
- 6.3 Every operator will have a procedure in place for reporting serious incidents to the County of Huron within one business day of the date of the incident. Serious incidents are described as any of the following:
 - 6.3.1 Incident resulting in the death of child or staff.
 - 6.3.2 Allegations of abuse and/or neglect of a child while at camp
 - 6.3.3 An incident resulting in a serious or life-threatening injury (serious or life-threatening injury would include anything that involves admittance to a hospital for over 12 hours)
 - 6.3.4 Missing or unsupervised children
 - 6.3.5 Any serious complaint or serious incident that poses a risk to the health safety or well-being of children.
- 6.4 Reporting procedure would be to submit by email, inclusive of a brief description of the incident including time, dates, and details of the incident. The report shall not include any personal or identifying information including names of children or staff. County of Huron Social and Property Services will provide a contact email address for incident reporting and then will follow up within five business days of the incident being reported.
- 6.5 Where an operator agrees to the administration of drugs or medications, the operator shall ensure that all drugs and medications are:
 - 6.5.1 stored in accordance with the instructions for storage on the label.
 - 6.5.2 administered in accordance with the instructions on the label and the authorization received from parents.

- 6.5.3 inaccessible at all times to children
 - 6.5.4 Administered to a child only when a parent of the child gives written authorization for the administration of the drug or medication including a schedule that sets out the times the drug or medication is to be given and amounts to be administered.
 - 6.5.5 administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and instructions for storage and administration.
 - 6.5.6 A policy in place identifying the designated staff person in each program location responsible for all drugs and medications. All drugs and medications are to be handled by that person or a person designated by that person.
- 6.6 Every operator must have anaphylactic policies and procedures in place including the following:
- 6.6.1 a strategy to reduce the risk of exposure to anaphylactic causative agents.
 - 6.6.2 Development of an individual plan, with input from the child's parent or guardian and/or the child's physician, for each child with an anaphylactic allergy that includes emergency procedures in respect of the child.
 - 6.6.3 the individual plan for a child with anaphylaxis and the emergency procedures in respect of the child shall be reviewed as follows:
 - 6.6.3.1 By all employees before they begin their employment and at least annually afterwards.
 - 6.6.3.2 By volunteers and students who will be providing care or guidance at the recreation program before they begin providing that care or guidance and at least annually afterwards.
 - 6.6.3.3 By the staff person in charge of the recreation program before the child is placed at that location and at least annually afterwards.
 - 6.6.4 Training from a physician or a parent on procedures to be followed in the event of a child (who has been identified as having an allergy) who is having an anaphylactic reaction.

Note: The operator may permit a child to carry his or her own asthma medication or emergency allergy medication in accordance with the procedures established.

7. Behaviour Management Policy

7.1 Every operator must ensure that there are written policies and procedures with respect to discipline, punishment, and isolation measures to be used in locations where Recreation Programs are provided.

7.1.1 These policies and procedures are reviewed with all staff including students and volunteers at the time of their initial employment and at least annually thereafter records will be kept with the date of each review of this policy, signed by the reviewer and kept for at least 2 years.

7.1.2 There are written policies and procedures with respect to actions to be taken if staff contravene the agency's *Behaviour Management Policy*.

7.1.3 There are written procedures for monitoring the behaviour management practices of employees, volunteers or students and monitoring records are kept for at least two years.

7.1.4 This policy must state that discipline measures **must not** include:

7.1.4.1 corporal punishment of a child

7.1.4.2 deliberate harsh or degrading measures that would humiliate a child or undermine a child's self-respect.

7.1.4.3 deprivation of a child of basic needs including food, shelter, clothing

7.1.4.4 Use of a locked room for the purpose of confining a child

8. Enrolment and Records

8.1 Every operator must ensure that current child records are available at all times and are kept at each location at which Recreation Programs are provided.

8.2 Records shall include:

8.2.1 the name, date of birth and home address of the child

8.2.2 the names, home addresses and telephone numbers of the parents or guardians of the child

8.2.3 the address and telephone number at which a parent or guardian of the child or other designated person can be reached in case of an emergency during the hours when the child is receiving care.

8.2.4 the names of persons to whom the child may be released.

8.2.5 the child's history of conditions requiring medical attention.

8.2.6 any symptoms indicative of ill health

8.2.7 written instruction signed by a parent or guardian of the child for any medical treatment or drug or medication that is to be dispensed during the hours the child is receiving care.

- 8.2.8 written instructions signed by a parent or guardian of the child concerning any special requirements in respect of diet, rest, or exercise.

9. Staff Training

9.1 It is the responsibility of the operator to ensure that all staff have received adequate and appropriate training prior to working with children. There must be written policies and procedures in place to ensure this occurs. Such training shall include:

- 9.1.1 job descriptions for each staff
- 9.1.2 orientation to agency and program mandate, policies, and practices
- 9.1.3 certified first aid training; a minimum of emergency first aid or C.P.R.
- 9.1.4 child safety precaution, guidelines re: allergies
- 9.1.5 emergency procedures, accident reports and procedures
- 9.1.6 program planning
- 9.1.7 behaviour management philosophy and procedures
- 9.1.8 conflict resolution
- 9.1.9 child abuse protocol
- 9.1.10 procedures for offsite excursions and trips
- 9.1.11 Confidentiality (including social media)
- 9.1.12 communication with parents and guardians

10. Adult Supervision and Group Size

10.1 The number of employees required for the care of children enrolled when on the premises or during activities off the premises shall be determined by the operator with due attention to the program needs, safety, supervision, and age of the children enrolled in the program.

10.2 The following are minimum requirements.

- 10.2.1 1 staff for every 10 children 4-5 years
- 10.2.2 No children under 4 years are in the program at any time.
- 10.2.3 1 staff for every 15 children ages 6 to 12 years
- 10.2.4 At least one adult (18 years or older) is on-site at all times and is easy to locate in event of an emergency.

10.2.5 All recreation staff are at least 16 years of age.

10.2.6 The maximum number of children in a group shall be 20 (4–5-year old's) or 30 (6–12-year-olds).

10.2.7 Special Needs Resource Teachers/Program Assistants are not to be counted in the ratio for staff.

11. Term

11.1 This agreement is in effect from date of signing to last day of June the following year.

11.2 Either party may at any time terminate this Agreement in whole or in part, without penalty or cause, by giving a minimum of (60) days written notice to the other party and in the event the Agreement is terminated in part, the remainder of the Agreement, if capable of performance, shall continue in full force and effect.

11.3 If in the opinion of the County, the Service Provider is in breach of this Agreement, the County may terminate this Agreement immediately by giving written notice to the Service Provider. Notwithstanding the foregoing, the County may, in its discretion, provide the Service Provider with a reasonable period of time to rectify the breach.

11.4 In the event notice is given under sub-article 4.2, the Service Provider shall, during the notice period, provide only those services which the County, determines are reasonably required to complete the service in progress.

11.5 Upon termination of this Agreement, the Service Provider shall reimburse forthwith to the County any monies advanced by the County which are not expended in accordance with this Agreement.

11.6 Notwithstanding anything to the contrary in this Agreement, in the event that:

11.6.1 The Ministry at any time during the term of this Agreement revokes the designation of the County as a CMSM or ceases to provide sufficient funding to the County for any programs or services covered under this Agreement; or

11.6.2 The Service Provider, if it is a corporation, transfers the majority of its issued shares in the capital stock or if any transfer, issuance or division of any shares of the corporation or of any affiliated corporation of the corporation sufficient to transfer control to others than the then present shareholders of the corporation occur; or

11.6.3 The Service Provider becomes insolvent or makes an application to appoint a receiver or trustee in bankruptcy; this Agreement shall, at the sole discretion of the County, immediately become null and void and the County shall not in any way be liable to the Service Provider.

11.6.4 The County of Huron will pay the Service Provider for admissible expenditures incurred pursuant to this Agreement. The County of Huron reserves the right within reason to determine the amounts, times, and manner of such payments.

11.6.5 It is agreed and understood that the County of Huron may withhold payments if the Service Provider is in breach of its obligations under this Agreement or, as applicable, if the County is advised by the Ministry of Education that the Service Provider is in breach of its license requirements and obligations under the *Child Care and Early Years Act, 2014*.

11.6.6 The Service Provider shall hold any funds advanced to the Service Provider by the County in trust for the County until such time as the funds are expended in accordance with this Agreement.

12. Payment

12.1 The County shall pay the Service Provider funding for the provision of child-care and early years programs and services consistent with the terms of the Agreement and the Schedules that form part of this Agreement. Failure to follow the terms of this Agreement, including submission of reports or data, may result in the suspension of funding or termination of the Agreement.

12.2 The funding and payment amount may be amended from time to time by mutual agreement.

12.3 The Service Provider shall use the funds provided by the County only for the specific purpose for which the funds are provided.

12.4 Notwithstanding anything in this Agreement, no payments shall be due or payable to the Service Provider by the County under this Agreement unless such payments are eligible for Ministry funding pursuant to the Ministry requirements and as approved by the County.

12.5 Notwithstanding anything in this Agreement, any payments made by the County, which are for any reason in excess of the amount to which the Service Provider is entitled, shall be immediately refunded to the County by the Service Provider after due demand by the County or, at its sole option, the County may deduct or set off the overpayment from any subsequent monies due to the Service Provider.

12.6 The Service Provider shall, at the request of the County, change its fiscal year end to coincide with the year-end of the County or to such other date as the County directs.

12.7 The Service Provider shall submit to the County a budget and/or reconciliation with respect to the services it provides pursuant to this Agreement, which budget shall be provided at intervals as determined by the County and set out in the Schedules of this Agreement.

13. Reports

- 13.1 The Service Provider shall maintain the following reports and records:
- 13.1.1 Any report or record required pursuant to a Schedule to this Agreement;
and
 - 13.1.2 Any report or record that the County or Ministry acting reasonably,
requests.
- 13.2 The Service Provider acknowledges that failure to submit the reports may result in either the withholding of payment until such reports are submitted or in the termination of this Agreement.
- 13.3 The Service Provider shall permit County at any time during the term of this Agreement and for seven (7) years after its expiry or termination and during the Service Provider's usual business hours, to review all of the Service Provider's materials, records and other documents relating to this Agreement provided that the County gives the Service Provider twenty-four (24) hours notice of its intention to do so.
- 13.4 Reports shall be submitted in a method compliant with the **Freedom of Information and Protection and Privacy Act** and will be communicated to the Service Provider in a manner determined by the County.
- 13.5 In the event the Service Provider ceases operation, it is agreed that the Service Provider will not dispose of any records related to the programs and services provided for under this Agreement without the prior consent of the County of Huron, which may be given subject to such conditions as the County of Huron deems advisable.

14. Observance of The Law

- 14.1 The Service Provider and its employees and representatives, if any, shall at all times comply with all applicable federal, provincial and municipal legislation, regulations and by-laws, the Guidelines, and the Operating Guidelines, including but not limited to the **Ontario Human Rights Code**, the **Freedom of Information and Protection of Privacy Act**, the **Accessibility for Ontarians with Disabilities Act**, the **Occupational Health and Safety Act**, **Employment Standards Act**, the **Early Childhood Educators Act**, and the **Workplace Safety and Insurance Act**. in respect of the performance of this Agreement.
- 14.2 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 14.3 The parties hereby attorn to the exclusive jurisdiction of the courts of the Province of Ontario with respect to the enforcement and interpretation of this Agreement.

15. The Service Provider's Contractual Status

- 15.1 The Service Provider is an independent contractor and the Service Provider, its agents, officers, and employees, in the performance of this Agreement, shall be taken to be acting in an independent capacity and not as officers or employees of the County.

- 15.2 The Service Provider shall be solely responsible for the payment of any subcontractors employed, engaged, or retained by the Service Provider for the purpose of assisting it in the discharge of its obligation under this Agreement.
- 15.3 The Service Provider shall co-ordinate the services of any subcontractors employed, engaged, or retained by it and the Service Provider shall be liable to the County for any and all costs arising from the errors or omissions of such subcontractors or any of them.
- 15.4 The Service Provider, any of its sub-contractors and any of their respective advisors, partners, directors, officers, employees, agents and volunteers shall not engage in any activity or provide any services to the County of Huron where such activity or the provision of such services, creates a conflict of interest (actually or potentially in the sole opinion of the County of Huron) with the provision of services pursuant to the Agreement. The Service Provider acknowledges and agrees that it shall be a conflict of interest for it to use confidential information of the County of Huron relevant to the services where the County of Huron has not specifically authorized such use.
- 15.5 The Service Provider shall disclose to the County of Huron without delay, any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.
- 15.6 A breach of this section by the Service Provider shall entitle the County of Huron to terminate the Agreement, in addition to any other remedies that the County of Huron has in the Agreement, in law or in equity.
- 15.7 Recreation providers must ensure that all requirements of this document are being met during all approved programs through the contract year.

16. Inspection

- 16.1 The Service Provider will grant access, at reasonable times, to County staff, or their authorized representative, to any premises used by the Service Provider in connection with the programs and services pursuant to this Agreement for the purposes of evaluation of the programs and services and for purposes of inspection of the records, documentation and data required to be maintained by the Service Provider pursuant to the *Child Care and Early Years Act* and Regulations, and if requested by the County, to provide copies of same.
- 16.2 The Service Provider agrees that its staff providing services pursuant to the Agreement shall, upon the request of the County, be available for consultation with employees of the County.
- 16.3 County of Huron Children's Services staff may request a meeting with Recreation Program operators annually to review and complete program guidelines and checklists.
- 16.4 County of Huron reserves the right to an annual on-site visit to each recreation program, or more often as required.

- 16.5 Ongoing contact between the County of Huron and program operators will be facilitated through written, electronic and telephone communication in order to ensure all parties are informed about issues or trends that may relate to Recreation Programs.

17. Confidentiality

- 17.1 The Service Provider, its officers, agents, and employees shall treat all information, especially that relating to children and parents, guardians and caregivers which is obtained by it through its performance under this Agreement as confidential and shall not, unless required to do so by law, disclose same, other than in accordance with this Agreement, without the prior written approval of the County.
- 17.2 The Service Provider shall not unless required to do so by law, release information pertaining to subsidized children and parents, guardians and caregivers receiving its services to third parties without first obtaining the written consent of the affected parent or the person entitled to give consent on behalf of the affected subsidized child.
- 17.3 The collection, use and disclosure of information by the County shall be governed by the **Municipal Freedom of Information and Protection and Privacy Act** in a method determined by the County and communicated to the Service Provider.
- 17.4 Security of confidential information stored and transferred by electronic means shall be ensured using password protection, encryption of data during transmission and use of firewalls.
- 17.5 Security of confidential information stored in hard copy format will be locked to prevent access by those who do not require access to the information for the performance of this Agreement.
- 17.6 Security of confidential information shall be ensured by restricting access to those individuals who require access to collect, use, or transmit the information for the performance of this Agreement.
- 17.7 The Service Provider will protect all confidential information in its possession, including during transmission, in accordance with industry best practices.

18. Indemnity

- 18.1 The Service Provider shall at all times defend, indemnify and save harmless the Corporation of the County of Huron, its officers, elected officials, employees, agents, invitees, successors and assigns (all of which are hereinafter called the "County Indemnities") from and against any and all manner of claims, demands, losses, expenses, fines, costs (including legal, expert and consultant fees), charges, actions, claims, demands and lawsuits or other proceedings whatsoever made or brought against, suffered by or imposed on the County Indemnities, or their property in respect of any loss, damage or injury (including fatal injury) to any person or property (including, without restriction, employees, agents and property

of the County Indemnities, or of the Service Provider) directly or indirectly arising out of, resulting from or sustained as a result of the Service Provider's performance of or failure to perform this Agreement, excepting only those claims, demands, losses, costs, charges and actions that are a result of the negligence of the County Indemnities.

19. Insurance

19.1 During the term of this Agreement and any renewal thereof, the Service Provider shall provide and maintain the general liability insurance acceptable to the County of Huron in an amount not less than two million dollars (\$2,000,000.00) per occurrence and in respect of the services provided pursuant to this Agreement:

19.1.1 The insurance policy shall,

19.1.1.1 Include as an additional insured "the County of Huron" in respect of and during the provision of services by the Service Provider pursuant to this Agreement.

19.1.1.2 Contain a cross-liability clause endorsement; and

19.1.1.3 Contain a clause including liability arising out of the agreement or agreements.

19.2 The provider shall have, as a stand-alone policy or as part of the Commercial General Liability, abuse liability which shall include coverage for physical and sexual abuse. Coverage shall be underwritten by an insurer licensed to conduct business in the Province of Ontario for the following limit of liability for no less than \$2 Million.

19.3 The Service Provider will submit to the County of Huron, upon request, proof of insurance. All policies shall be endorsed to provide the County with not less than 30 days written notice in advance of any cancellation, change, or amendment restricting coverage. All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario. The insurance shall be with insurers acceptable to the County and with policies in a form satisfactory to the County. As determined by the County, the Service Provider may be required to provide and maintain additional insurance coverage(s) or increased limits which are related to this Agreement. All premiums and applicable deductibles under the above required insurance policies are the sole expense of the Service Provider. All policies shall apply as primary and not as excess of any insurance available to the County.

20. Notice

20.1 Any demand or notice to be given pursuant to the Agreement shall be properly made and given if made in writing and either delivered to the party for whom it is

intended to the address as set out below or sent by prepaid registered mail addressed to such party as follows:

- a. Where the County is the intended recipient
The Corporation of the County of Huron
Social and Property Services Division
Children's Services
77722D London Rd. R.R.#5
Clinton, ON N0M 1L0
- b. Where the Service Provider is the intended recipient

**Howick Township
44816 Harriston Road,
Gorrie, ON N0G1X0**

Or to such other addresses as the parties may from time to time notify in writing, and any demand or notice so made or given shall be deemed to have been properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption in postal service in the County affecting the delivery or handling thereof, on the day following three (3) clear business days following the date of mailing.

21. General Provisions

- 21.1 Should any provision of this Agreement be declared or found to be illegal, unenforceable, legally ineffective or void, then each party shall be relieved of any obligation arising from such provision, but the balance of the Agreement, if capable of performance, shall remain in full force and effect.
- 21.2 No term or provision of this Agreement shall be deemed waived, and no breach consented to unless such waiver or consent is in writing and signed by an authorized representative of the party claimed to have waived or consented.
- 21.3 No consent by a party to, or waiver of, a breach under this Agreement shall constitute a consent to, waiver of, or excuse for any other, different, or subsequent breach.
- 21.4 This Agreement shall not be assigned in whole or in part by the Service Provider.
- 21.5 This Agreement shall not be varied, altered, amended, or supplemented except by an instrument in writing duly executed by the authorized representatives of both parties.
- 21.6 Nothing contained in this Agreement, expressed or implied, shall confer upon any person, corporation or other entity, other than the parties hereto and their successors in interest and assigns, any rights or remedies under or by reason of this Agreement.
- 21.7 All representations and warranties and obligations of confidentiality and indemnification and the reporting requirements pursuant to articles 5, 9 and 10 as set forth in the Agreement shall survive termination of this Agreement.

21.8 The Service Provider shall ensure that any and all communication activities, publications, advertising and press releases referring to services provided pursuant to this Agreement must clearly acknowledge the contributions made by the Province of Ontario and the Government of Canada and shall include an appropriate acknowledgement, in term satisfactory to the County, of the County's contribution.

22. Non-Assignment

22.1 The Service Provider will not assign this Agreement, or any part thereof, without the prior written approval of the County of Huron, which approval may be withheld by the County of Huron in its sole discretion or given subject to such conditions as the County of Huron may impose.

22.2 For the purposes of this section, this Agreement shall be deemed to be assigned by the Service Provider: (a) upon the change in control of the Service Provider (as defined by the *Business Corporations Act*), if the Service Provider is a corporation; and (b) upon any reorganization which results in a change in the effective control of the Service Provider, if the Service Provider is a partnership.

23. Schedules

23.1 This Agreement and the attached Schedules embody the entire Agreement and supersede any other understanding or Agreement, collateral, oral or otherwise, existing between the parties at the date of execution and relating to the subject matter of this Agreement.

24. No Partnership

24.1 The County and Service Provider shall not be deemed to be carrying on a partnership or joint venture relating to the delivery of the services pursuant to this agreement and the parties hereto agree that the Service Provider is an entirely independent contractor providing such services for the County pursuant to the terms and conditions of this Agreement.

24.2 The Service Provider acknowledges and agrees this Agreement is in no way deemed or construed to be an Agreement of Employment. Specifically, the parties agree that neither the Service Provider nor its employees are employees of the Municipality for the purpose of, but not limited to, the *Income Tax Act*, *Canadian Pension Plan Act*, *Employment Insurance Act*, *Workplace Safety and Insurance Act*, *Occupational Health and Safety Act Pay Equity Act*, *Health Insurance Act*, as amended from time to time and any legislation in substitution, therefore.

IN WITNESS WHEREOF this agreement has been signed by an authorized County of Huron official on behalf of the County of Huron and the Service Provider by its proper signing officers.

Signed on the _____ day of _____, 2026.

Susan Cronin
County Clerk,
County of Huron

Jamie Heffer
Warden, on behalf of County of Huron

Witness*

By: ** Signing Officer Service Provider

Position

(Seal)

Witness

By: ** Signing Officer Service Provider

Position

* Witness required where the Service Provider is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.

Service Provider: Howick Township

Name:
Title:
(I have authority to bind the corporation)

Witness
Name:

Name:
Title:
(I have authority to bind the corporation)

Witness
Name:

*Witness is required where the program is a sole proprietor or partner in a partnership. Not required when the corporate seal is affixed.

**SCHEDULE A(R)
FEE SUBSIDY
(RECREATION PROGRAMS)**

SERVICE OBJECTIVE: Fee subsidy funding is intended to help families, in most need, to access, authorized camps and recreation services by financially assisting with the cost of care.

ELIGIBILITY: Families living in Huron County may enquire about eligibility for assistance with the cost of program fees by contacting Huron County Children's Services.

Families may be eligible to receive full fee assistance or may be responsible to pay a daily parental fee.

Only Recreation programs that have a Purchase of Service Agreement with the County of Huron will be eligible for fee assistance.

The daily parental fee determined by the County of Huron is payable to the service provider for all approved and scheduled days.

Service providers will be notified in writing of a family's eligibility and termination.

Parents are responsible to pay their daily parental fee in order for the County of Huron to pay the subsidy portion. Additional non base fees, such as bus trips etc. are the responsibility of the parent.

REPORTING REQUIREMENTS:

Service providers are responsible to advise the County of Huron when attendance becomes inconsistent, or families fail to pay their determined daily fee.

During the first week of the month service providers will be able to access the previous month's attendance record on the *Ontario Child Care Management System* (OCCMS on-line). This attendance record will need to be verified by the service provider and submitted to the office by the 20th of each month. (Training on the attendance management program will be provided by Huron County Children's Services)

Payment for the previous month should be processed by the end of the following month.

AUTHORITY AND STANDARDS:

Child Care and Early Years Act, 2014

Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guidelines

Children's Services Early Years and Child Care Service Plan 2024-2029

SCHEDULE B (R)
SPECIAL RESOURCE FUNDING NEEDS
(RECREATION PROGRAMS)

SERVICE OBJECTIVE:

To provide base financial support to Recreation Programs that have a Purchase of Service Agreement with the County of Huron, to build capacity and create inclusive environments for children with additional needs. Under Ontario Regulation 138/15, a “child with special needs” means a child whose cognitive, physical, social, emotional, or communicative needs, or whose needs relating to overall development, are of such a nature that additional supports are required for the child.

ELIGIBILITY:

All program requirements will be met in accordance with the *Child Care and Early Years Act* and the policies, guidelines, and requirements of the County of Huron.

- Approved recreation programs will receive \$1000.00 prior to the commencement of the summer program.
- Additional funding requests will be vetted through the Growing Together Resource Consultant Program
- All additional funding requests must be made prior to the final week of the program and will be subject to available funding.

PURPOSE:

Huron County Social and Property Services agrees to support the approved **recreation program** in building a *program* that is responsive and inclusive to children with additional needs by providing services of Growing Together staff and resources.

The Service Provider will utilize the funding for the intended purpose of including and supporting children with additional needs.

Funding will be used for additional, non-ratio staff wages and/or equipment that builds capacity and will include children with the additional need to participate in summer recreation programs.

The Service Provider will engage in ongoing communication and interaction with the Growing Together Early Learning Resource Consultant ensuring a supportive and inclusive environment.

REPORTING REQUIREMENTS:

- As requested, to provide Huron County Children’s Services with any summer recreation program statistical or financial data that details the use of these funds and outcomes.
- To invoice the County of Huron by September 30 of the year the expenses were incurred for any additional approved dollars.

Failure to fulfill the above stated by either party will result in the following:

- Written notice forwarded to the offending party stating violations(s) of the Recreation Program Service Agreement
- Funding to cease.

AUTHORITY AND STANDARDS:

Child Care and Early Years Act, 2014

Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline (the “Provincial Guideline”)

Children’s Services Early Years and Child Care Service Plan 2024-2029

Corporation of the Township of Howick

By-law No. 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

WHEREAS the Municipal Act, 2001, as amended permits Councils of all municipalities to enter into certain agreements;

AND WHEREAS Council of the Corporation of the Township of Howick is desirous of executing a Recreation Provider Expanded Hours Declaration Agreement with the Minister of Education to Provide Expanded Hours for the 2026-27 School Year;

AND WHEREAS Council of the Corporation of the Township of Howick deems it expedient to enter into said agreement;

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

1. That the Manager of Recreation is hereby authorized to sign, execute and affix the corporate seal to the attached Recreation Provider Expanded Hours Declaration Agreement with the Minister of Education to provide Expanded Hours for the 2026-27 School Year.
2. That a copy of said Agreement is attached hereto and designated as Schedule 'A' to this By-law and forms part of this by-law.
3. That this By-law shall come into force and take effect immediately upon final passing.

Read a first and second time this 7th day of April, 2026.

Read a third time and finally passed this 7th day of April, 2026

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Schedule A to 20-2026

Ministry of Education
Early Years and Child Care Division

315 Front Street West, 11th floor
Toronto ON M7A 0B8

Ministère de l'Éducation
Division de la petite enfance et de
la garde d'enfants

315, rue Front Ouest, 11^e étage
Toronto ON M7A 0B8



March 30, 2026

Brady Ropp
Township of Howick
44816 Harriston Rd.
Gorrie ON
N0G 1X0
recreation@howick.ca

Dear Brady Ropp:

The Ministry of Education (the “Ministry”) is pleased to inform you that Township of Howick has been granted approval to operate as an authorized recreational and skill building program (authorized recreation program) with expanded hours for the 2026-27 school year at the following site(s):

Program/Site Name	Address	Approved Spaces
Howick Community Centre	45088 Harriston Road Gorrie	30: Before and/or After school and Non-instructional days

This approval is being provided for the purposes of subsection [3.1 \(2\) of O. Reg. 137/15](#) under the *Child Care and Early Years Act, 2014*, (“CCEYA”) and, as such, exempts the program from having to meet the criteria set out in subparagraph 1 ii of subsection 3.1 (2) of O. Reg. 137/15. More specifically, the approval permits the program to operate for more than one period per day and for more than three consecutive hours on instructional days as well as on non-instructional days during the school year (e.g., September to June).

As a reminder, programs operating under this approval are responsible for managing their operating costs and securing the use of facilities. No new funding is associated with this exemption. As a part of the local child care and before and after school program community, we also encourage you and your leadership team to continue to engage with your [local service system manager\(s\)](#) and school boards to support a collaborative approach for before and after school programs.

Please read through the Declaration of Compliance set out below. **If you agree to comply with the requirements relating to this approval, please email a signed copy of the**

Declaration to tpa.edu.earlylearning@ontario.ca within ten business days of receiving this letter.

A list of “Recommended Operating Provisions” which providers are strongly encouraged to consider and implement, as appropriate, has also been included.

We appreciate your ongoing partnership with the Ministry to provide before and after school programs for children and families. If you have any questions regarding this letter, please email tpa.edu.earlylearning@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Whitney Wilson', written in a cursive style.

Whitney Wilson
Director, Early Years Branch
Ministry of Education

Declaration of Compliance

I understand that the approval to operate an authorized recreational and skill building program with enhanced hours (for the purposes of subsection [3.1 \(2\) of O. Reg. 137/15](#) under the *Child Care and Early Years Act, 2014*) is conditional upon compliance with the following requirements:

1. **Insurance**: Every provider shall ensure that an insurance policy with respect to each program it operates under the exemption is obtained and maintained in full force and effect that includes comprehensive general liability coverage and personal injury coverage, including, where applicable, coverage for the employees of each program and volunteers in each program.
2. **Staff Screening Measures and Police Record Checks**: Every provider shall obtain a vulnerable sector check from the following individuals:
 - Every employee, before the person begins their employment.
 - Every volunteer or student who is on an educational placement with the provider, before the person begins interacting with children at the program.
3. **Standard First Aid/CPR Training**: Every provider shall ensure that the following persons have a valid certification in standard first aid, including infant and child CPR, issued by a training agency recognized by the Workplace Safety and Insurance Board:
 - Every supervisor of a program.
 - Every employee of a program who is interacting with children at the program.

A person is not required to have the certification mentioned above if the provider is satisfied that the person would not be able to obtain the certification due to a disability.

A provider may employ a person who does not have a valid certification in standard first aid for up to three months if,

- the provider requires the person to obtain the certification as soon as reasonably possible;
 - the length of time required to obtain the certification justifies it; and
 - at any time during which the person is supervising children, another person who is certified as required is available and in such proximity to the children that the certified person would be able to respond to an emergency.
4. **Adult Supervision**: Programs must have adult supervision on-site at all times.
 5. **Monitoring and Evaluation Process**: Approved programs will be required to participate in a monitoring and evaluation process to be implemented by the

Ministry. The Ministry will collect data and other information from program providers to assist in the evaluation of how the exemption is functioning overall.

6. Maintenance of Agreement: Approved programs will maintain a copy of this Declaration of Compliance on the program premises during operating hours.
7. Compliance with the Law: Every provider shall comply with any applicable law, including any Act, regulation, municipal by-law or direction issued by a medical officer of health.
8. Notification of changes: If changes are going to be made to the approved program (i.e. location, number of spaces, hours of operation, offering of Indigenous or Francophone programming, or highest and lowest fee or program closure), the provider must seek approval from the Ministry by emailing tpa.edu.earlylearning@ontario.ca at least 21 days prior to the change coming into effect. If this is not possible due to circumstances beyond the provider's control, the provider must seek approval from the Ministry as soon as reasonably possible prior to the change coming into effect.

I hereby declare that:

- I have authority to bind Township of Howick; and
- Township of Howick will comply with the program requirements set out above throughout the duration of this approval (i.e. 2026-27 school year).

Name: Brady Ropp

Date:

Title: Manager of Recreation & Facilities

Recommended Operating Provisions

In order to support the health, safety and well-being of children, authorized recreational and skill building programs approved by the Ministry to operate with enhanced hours are strongly encouraged to implement the requirements that apply to authorized recreational and skill building programs outlined in the [Before and After School Programs Kindergarten-Grade 6 Policies and Guidelines for School Boards.](#)

Such requirements include, but are not limited to, direction on the following:

- Principles guiding programming
- Staffing ratios and staff qualifications and supervision
- Active play
- Policies in place at each site:
 - An emergency action plan communicated to the school and visibly posted
 - Accident and injury reporting
 - Plans for children with medical or special needs
 - Safety policies to monitor equipment and facilities
 - Reducing risk of and responding to exposure to anaphylactic causative agents
 - Safe arrival and departure procedures for children, particularly regarding transitions after the school day
 - Safe food handling with a minimum of one staff person that has been certified in a licensed safe food handling course
 - Vulnerable sector screening for all staff prior to interacting with children
 - The provision of healthy and nutritious food and drink for students (if the program provides snacks)
 - Ensuring protection of privacy of children, youth and their families
- Professional learning and development

Corporation of the Township of Howick

By-law No. 21-2026

A By-law to Adopt to Establish Rates of Taxation to be Levied During the Year 2026 and to Provide for Penalty and Interest Charges

WHEREAS Section 312 of the Municipal Act, 2001, as amended, provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a By-Law to levy a separate tax rate, as specified in the By-Law, on the assessment in each property class in the local municipality rateable for local municipality purposes; and

AND WHEREAS Section 326 (1) of the Municipal Act, 2001, as amended, allows a municipality to identify and determine the costs of a special service and to designate the area of the municipality in which the residents and property owners receive or will receive additional benefit from the special service that is not received or will not be received in other areas of the municipality; and

AND WHEREAS Section 326 (4) of the Municipal Act, as amended, authorizes a local council to levy a special local municipality levy under Section 312 on the ratable property in the designated area to raise the costs for the special service; and

AND WHEREAS the County of Huron, under the provisions of Sections 308 and 311 of the Municipal Act, 2001, as amended, has by By-law No. 2026-014 established a county tax levy and tax ratios for the year 2026; and

AND WHEREAS the Minister of Finance, under the provisions of Ontario Regulation 400/98, under the Education Act, 1990, as amended by Ontario Regulation 11/22, has established education tax rates; and

AND WHEREAS the Section 355 of Municipal Act, 2001, as amended, provides that, where the sum of the taxes for which any person is chargeable in any year for municipal, school, local improvement and other purposes upon any real property assessed in one parcel to the same owner would according to the assessment thereon be less than \$10.00, the sum of such taxes shall be deemed to be \$10.00 and shall be so entered on the collector's roll and the difference between the sum that would have been entered but for this section and the sum of \$10.00 shall form part of the general funds of the municipality; and

AND WHEREAS Sections 342, 345 and 346 of the Municipal Act, 2001, as amended, provide that a municipality may establish due dates, places where taxes may be paid, and penalty rates for non-payment of taxes;

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

1. That for the year 2026 the Township of Howick shall levy upon all ratable property assessment the rates of taxation per current value assessment for general municipal purposes as set out in Schedule "A" attached hereto and which forms a part of this by-law.
2. That a special rate area be established for the Hamlet of Lakelet and each of the Villages of Fordwich, Gorrie and Wroxeter to be levied on all assessed properties included in the area receiving the special service.
 - 2.1 That for the year 2026, the Township of Howick shall levy upon all ratable property within the aforementioned areas a special area rate as set out in Schedule "B" attached hereto and which forms part of this by-law.
 - 2.2 That the special rate levy be included on the 2026 property tax billing for the designated properties additional to the general purposes tax rate.
3. That for the year 2026, payments-in-lieu of taxes due to the Corporation of the Township of Howick under the Municipal Act will be as follows:

- The actual amount due will be based on the assessment roll valuation of the subject property and the appropriate municipal taxation rate for the year 2026.

4. That payments of all amounts directed to be levied on property assessment pursuant to the provisions of this by-law as established and set out in Schedule "B" attached hereto and which forms part of this by-law shall become payable in four (4) installments. The interim billing will be due and payable in two installments on or before the 20th day of March 2026 and the 22nd day of May 2026. The final billing will be due and payable in two installments on or before the 18th day of September 2026 and the 20th day of November 2026.

5. Where the sum of the taxes chargeable upon any real property assessed in one parcel is less than \$10.00, the sum of such taxes shall be deemed to be \$10.00.

6. That if taxes owing is not paid on the due date, a penalty of 15% per annum or 1.25% per month for the unpaid taxes shall be levied on the first day of default and on the first day of each calendar month following the due date.

7. That if any taxes remain unpaid by January 1, 2026, interest at the rate of 15% per annum or 1.25% per month will be charged on the unpaid tax balance.

8. That the collector of the taxes is authorized to mail or cause to be mailed the notice specifying the amount of taxes payable by any person liable for taxes.

9. That the taxes are payable in the form of cash, cheque, debit or online (note - credit card and e-transfer payments are only accepted through 3rd party located at www.howick.ca)

Drop or mail payments payable to the Township of Howick at:
Township of Howick Municipal Office
44816 Harriston Rd., RR 1 Gorrie, Ontario, N0G 1X0,

Online/telephone payments can be made at any banking institution or credit union offering this service.

10. That this by-law shall come into force and take effect immediately upon final passing.

Read a first and second time this 7th day of April, 2026.

Read a third time and finally passed this 7th day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Schedule A to By-law 21-2026

By-law # 21-2026

Schedule "A"

Property Class	Class	Municipal	County	Education	Total Rate	2026 CVA	Municipal Levy	County Levy	Education Levy	Total Levy	Levy-Proof
Residential	RT	0.01001002	0.00556720	0.00153000	0.01710722	325,784,100	3,261,105	1,813,705	498,450	5,573,260	5,573,260
Residential Awaiting Dev	R1	0.00250250	0.00139180	0.00038250	0.00427680	776,200	1,942	1,080	297	3,320	3,320
Multi Res	MT	0.01101102	0.00612392	0.00153000	0.01866494	1,660,000	18,278	10,166	2,540	30,984	30,984
Multi Res New	NT	0.01101102	0.00612392	0.00153000	0.01866494	794,000	8,743	4,862	1,215	14,820	14,820
Farmland	FT	0.00250250	0.00139180	0.00038250	0.00427680	620,687,600	1,553,274	863,873	237,413	2,654,560	2,654,560
Managed Forest	TT	0.00250250	0.00139180	0.00038250	0.00427680	680,900	1,704	948	260	2,912	2,912
Commercial	CT	0.01101102	0.00612392	0.00880000	0.02593494	15,057,700	165,801	92,212	132,508	390,521	390,521
Comercial Vacant	CX	0.01101102	0.00612392	0.00880000	0.02593494	191,500	2,109	1,173	1,685	4,967	4,967
Commercial Excess	CU	0.01101102	0.00612392	0.00880000	0.02593494	182,800	2,013	1,119	1,609	4,741	4,741
Industrial	IT	0.01101102	0.00612392	0.00880000	0.02593494	3,446,200	37,946	21,104	30,327	89,377	89,377
Industrial Sm Sc 2	I0	0.00275276	0.00153098	0.00220000	0.00648374	17,700	49	27	39	115	115
Industrail Sm Sc 1	I7	0.00275276	0.00153098	0.00220000	0.00648374	50,000	138	77	110	324	324
Ind - PIL*	IH	0.01101102	0.00612392	0.00880000	0.02593494	30,200	333	185	266	783	783
Aggregate Extraction	VT	0.00895974	0.00498307	0.00511000	0.01905281	2,406,800	21,564	11,993	12,299	45,856	45,856
Pipeline	PT	0.00700701	0.00389704	0.00458716	0.01549121	70,000	490	273	321	1,084	1,084
2025 Total						971,835,700	5,075,488	2,822,798	919,337	8,817,623	8,817,623

2026 Special Area Rates

By-law # 21-2026

Schedule "B"

Property Class	Class	Fordwich	Gorrie	Wroxeter	Lakelet	Fordwich CVA	Fordwich Levy	Gorrie CVA	Gorrie Levy	Wroxeter CVA	Wroxeter Levy	Lakelet CVA	Lakelet Levy
Residential/Farm	RT	0.00068710	0.00103893	0.00089556	0.00021412	54,892,700	37,717	39,340,900	40,873	59,350,500	53,152	6,071,400	1,300
Res/farm farmland class I	R1	0.00017177	0.00025973	0.00022389	0.00005353	379,600	65	87,500	23	309,100	69	-	-
Multiresidential	MT	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	794,000	782	-	-
Multiresidential New	NT	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	794,000	782	-	-
Farmlands	FT	0.00017177	0.00025973	0.00022389	0.00005353	1,255,500	216	1,945,200	505	423,500	95	-	-
Managed Forests	TT	0.00017177	0.00025973	0.00022389	0.00005353	-	-	-	-	-	-	-	-
Commercial	CT	0.00075581	0.00114282	0.00098512	0.00023553	2,957,200	2,235	3,315,800	3,789	1,916,900	1,888	-	-
Commercial - New Const	XT	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	-	-	-	-
Commercial Excess Land	CU	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	182,800	180	-	-
Commercial Vacant Land	CX	0.00075581	0.00114282	0.00098512	0.00023553	98,500	74	93,000	106	-	-	-	-
Industrial	IT	0.00075581	0.00114282	0.00098512	0.00023553	718,500	543	178,400	204	52,000	51	-	-
Industrial Excess Land	IU	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	-	-	-	-
Industrial Vacant Land	IX	0.00075581	0.00114282	0.00098512	0.00023553	-	-	-	-	-	-	-	-
Pipelines	PT	0.00048097	0.00072725	0.00062689	0.00014988	-	-	-	-	-	-	-	-
						60,302,000	40,850	44,960,800	45,500	63,822,800	57,000	6,071,400	1300

The Corporation of the Township of Howick

By-law No. 22-2026

Being A By-Law to Appoint 'Aird & Berlis LLP' as the Integrity Commissioner for the Corporation of the Township of Howick

WHEREAS pursuant to Section 223.2 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, requires that each municipality in the Province of Ontario establish codes of conduct for members of its Council and local boards;

AND WHEREAS pursuant to Section 223.3 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, requires that each municipality in the Province of Ontario appoint an Integrity Commissioner, who shall be responsible for performing in an independent manner the functions assigned by the municipality with respect to any of the matters referenced in that section;

AND WHEREAS the Council of the Corporation of the Township of Howick desires to appoint an Integrity Commissioner commencing March 1, 2026;

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

1. That the Corporation of the Township of Howick hereby appoints Aird & Berlis LLP as Integrity Commissioner for The Corporation of the Township of Howick pursuant to Section 223.3 of the *Municipal Act, 2001*, as amended, for a five-year term, commencing on March 1, 2026 until March 31, 2031.
2. That the CAO/Clerk be authorized to sign and execute, on behalf of the Corporation of the Township of Howick, the Agreement with Aird & Berlis LLP and any other associated documents to complete this contract.
3. That the Agreement attached as 'Schedule A' to this by-law forms part of this by-law.
4. That this By-law shall come into force and take effect upon its final passage.
5. That this By-law may be cited as the "Integrity Commissioner Appointment (Aird & Berlis LLP) By-law".

Read a first and second time this 7th day of April, 2026.

Read a third time and finally passed this 7th day of April, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Corporation of the Township of Howick

By-law No. 23-2026

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 7, 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 7th day of April 2026.

Read a third time and finally passed this 7th day of April, 2026.

Reeve, Doug Harding

CAO/Clerk, Caitlin Gillis