



**Township of Howick Council Agenda
Tuesday, August 12, 2025, 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 August 12, 2025, Council Agenda as presented.

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

4. Minutes of Previous Meetings

Recommended Motion:

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

4.1 July 15, 2025 Council Meeting Minutes

5. Public Meetings/Hearings

6. Delegations and/or Presentations

6.1 FIN-2025-29, 2024 Auditors Report

- Paul Seebach, Seebach & Company to present Howick Township’s 2024 Consolidated Financial Statements

7. Consent Agenda

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

Recommended Motion:

That Consent Agenda items 7.1 to 7.5 be received for information and approved.

**7.1 PW-2025-23, Department Update
For Information Only.**

**7.2 FIR-2025-14, July Department Update
For Information Only.**

7.3 FIR-2025-15, Fuel Station Card Lock

For Information Only.

7.4 FIN-2025-28, Accounts Payable

For Information Only.

7.5 FIN-2025- 31, 2025 2nd Quarter Operating Budget Variance Report

For Information Only.

8. Regular Agenda

8.1 Planning – Huron County Planner Sarah Kurtz

9. Municipal Drains - Drainage Superintendent Scott Richardson

9.1 DRN-2025-03, Municipal Drain Amending By-laws: Drain #10, Farrish Drain-Bowman Culvert, Cathers Drain Gollan Culvert, Blind Lake Drain – Weber Culvert

Recommended Motion:

That the Council of the Township of Howick receive report DRN-2025-03 for information;

And That Council adopt the drainage amending By-laws for the #10 Municipal Drain, Farrish Drain- Bowman Culvert, Cathers Drain- Gollan Culvert, Blind Lake Drain- Weber Culvert.

10. Staff Reports

10.1 Chief Building Official Ed Podniewicz

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

10.2.1 FIR-2025-16, Pumper 2 – 4 Replacement & Future Needs

Recommended Motion:

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

And that Council approve up to \$20,000.00 from the fire reserve for the purchase of a used roll-up door rescue body, when one becomes available, to be installed on a new heavy-duty truck

10.2.2 FIR-2025-17, Car 2-1 Replacement

Recommended Motion:

That the Council of the Township of Howick approve the purchase of a 2011 Ford E350 van from Turner & France Ltd. in the amount of \$7,123.20, including the trade in value of \$4,000.00 for the 2011 Ford Expedition (Car 2-1), pending final inspection by the Fire Chief.

10.2.3 FIR-2025-18, Howick Fire Station Feasibility Study

Recommended Motion:

That the Council of the Township of Howick receive report FIR-2025-18 for information purposes;

And that Council approve an informal expression of interest in a new Fire Station for the Howick Township Fire Department;

And that Council direct staff to enter into preliminary discussions regarding the design and costing of a new Fire Station with Dawley Engineering;

And that Council direct staff to enter into preliminary discussions regarding the purchase of properties from the County of Huron, the Ontario Ministry of Transportation, and a private property owner.

10.3 Manager of Public Works – Scott Price

10.3.1 PW-2025-24, Purchase of Landfill Scale House

Recommended Motion:

That the Council of the Township of Howick receive report PW 2025-24 for information;

And that Council support the purchase of the recommended Howick Landfill Scale House from RM Products Ltd. at a purchase price of \$26,131.60 (including unrecoverable HST).

10.4 Manager of Recreation and Facilities - Brady Ropp

10.4.1 REC-2025-10, Temporary Outdoor Physical Extensions or Temporary Patios for Liquor Licensed Premises on Public & Private Property

Recommended Motion:

That the Council of the Township of Howick receive report REC 2025-10, Temporary Outdoor Physical Extensions or Temporary Patios for Liquor Licensed Premises on Public & Private Property;

And That Council agrees to adopt By-law No. 39-2025, being a By-law to Adopt Requirements and Authority for Temporary Physical Extensions or Temporary Patios for Liquor Licensed Premises in the Township of Howick.

10.5 Treasurer/Manager of Finance - Amy Van Meeteren

10.5.1 FIN-2025-30, 2025 Asset Management Plan

Recommended Motion:

That the Council of the Township of Howick receive this report and presentation;

And That Council give consideration to By-law 40-2025 to adopt the 2025 Township of Howick Asset Management Plan as presented.

10.6 CAO/Clerk Caitlin Gillis

10.6.1 [ADM-2025-11](#), Subgrade Fibre Internet Installation Policy

Recommended Motion:

That the Council of the Township of Howick receive report ADM-2025-11, Subgrade Fibre Internet Installation Policy for information;

And That Council approve the policy attached as Appendix 'A' to this report – Subgrade Fibre Internet Installation Policy

10.6.2 [ADM-2025-13](#), Telephone and Internet Voting Service Provider for the 2026 Municipal Election

Recommended Motion:

That the Council of the Township of Howick receives report ADM-2025-13, Telephone and Internet Voting Service Provider for the 2026 Election for information;

And That Council authorizes the CAO/Clerk to engage Simply Voting Inc. for the provision of telephone and internet-based voting services to be provided for the 2026 Municipal Election;

And That Council directs the CAO/Clerk to prepare a by-law for a future council meeting, to enter into an agreement with Simply Voting Inc. for telephone and internet-based voting services.

10.6.3 [ADM-2025-15](#), Rural Ontario Development (ROD) Program Grant Application

Recommended Motion:

That the Council of the Township of Howick receive report ADM-2025-15, Rural Ontario Development Program Grant Application for information;

And That Council provide direction to the CAO/Clerk on which project to prioritize for Howick's Rural Ontario Development (ROD) Program Grant application.

And That Council direct staff to complete the ROD Grant application prior to September 24, 2025 5:00 p.m. ET.

11. Committee and Board Reports

Recommended Motion:

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

11.1 **Belmore Arena Board Meeting Minutes – June 16, 2025**

11.2 **Wroxeter Hall Board Minutes – July 3, 2025**

12. Correspondence

12.1 **Municipality of North Huron – Request for Financial Support for implementation of Community Safety and Well-Being Plan**

Recommended Motion:

That the Council of the Township of Howick endorse the letter sent from the Municipality of North Huron to the Solicitor General of Ontario Michael Kerzner, re. request for financial support for implementation of Community Safety and Well-Being Plan

12.2 **United Way Perth Huron – Belonging matters event to highlight the importance of connection**

12.3 **Bruce Power – Clean Energy Frontier Conference 2025**

12.4 **Maitland Valley Conservation- Membership Meeting Minutes March 19, 2025**

12.5 **Maitland Valley Conservation – Membership Meeting Minutes April 16, 2025**

12.6 **Maitland Valley Conservation – Membership Meeting Minutes May 21, 2025**

12.7 **Ontario Infrastructure – Advancing Designated Broadband Projects, Asset Management Plans, Casual Costs and Fees**

12.8 **Ontario Infrastructure- Advancing Designated Broadband Projects, Running Lines, Depth Requirements and Aerial Infrastructure**

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 – Third and Final Reading

16.1 By-law 39-2025

Recommended Motion:

That the Council of the Township of Howick give first, second, third and final reading to By-law 39-2025;

Being A By-Law to Adopt Requirements and Authority for Temporary Outdoor Physical Extensions or Temporary Patios for Liquor Licensed Premises on Public & Private Property in the Township of Howick

16.2 By-law 40-2025

Recommended Motion:

That the Council of the Township of Howick give first, second, third and final reading to By-law 40-2025;

Being a By-law to adopt a Municipal Asset Management Plan

16.3 By-law 41-2025

Recommended Motion:

That the Council of the Township of Howick give first, second, third and final reading to By-law 41-2025;

Being a by-law to amend By-law No. 56-2023 (Municipal Drain #10) of the Township of Howick, to provide for raising a lessor amount than provided therein

16.4 By-law 42-2025

Recommended Motion:

That the Council of the Township of Howick give, first, second, third and final reading to By-law 42-2025;

Being a by-law to amend By-law No. 5-2024 (Cathers Municipal Drain-Gollan Culvert) of the Township of Howick, to provide for raising a lessor amount than provided therein

16.5 By-law 43-2025

Recommended Motion:

That the Council of the Township of Howick give, first, second, third and final reading to By-law 43-2025;

Being a by-law to amend By-law No. 33-2024 (Farrish Municipal Drain-Bowman Culvert) of the Township of Howick, to provide for raising a greater amount than provided herein

16.6 By-law 44-2025

Recommended Motion:

That the Council of the Township of Howick give, first, second, third and final reading to By-law 44-2025;

Being a by-law to amend By-law No. 31-2025 (Blind Lake Municipal Drain – Weber Culvert) of the Township of Howick, to provide for raising a lessor amount than provided therein

17. Closed Session

Recommended Motion:

That a closed meeting of Council of the Township of Howick be held on Tuesday, August 12, 2025 at _____ 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 the property of the municipality or local board;
- b) personal information about identifiable individuals, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- 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 August 12, 2025

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.

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

19. Confirming By-law

19.1 By-law 45-2025

That the Council of the Township of Howick give first, second, third and final reading to By-law 45-2025;

Being a By-law to Confirm the Proceedings of the Council meeting held on August 12, 2025.

20. Adjournment

Recommended Motion:

That the Council of the Township of Howick adjourn the August 12, 2025 Council meeting at ____:____ p.m.



**Township of Howick Council Minutes
Tuesday, July 15, 2025, 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 Rognvaldson

That the Council of the Township of Howick hereby adopts July 15, 2025, Amended 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 Hargrave

Seconded by: Councillor Grimes

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

4.1 June 24, 2025 Council Meeting Minutes

Carried.

5. Public Meetings/Hearings

6. Delegations and/or Presentations

7. Consent Agenda

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

Accounts Payable report – Canada Post Neighbourhood flyers for change in curbside collection date. Waste Management will reimburse the Township for this.

Service Charge from Watsons Home Hardware, not a large amount but was hoping that a local business wouldn't charge that in return for the Township supporting local.

Council feels the Township shouldn't have to pay for the legal invoices regarding the bookkeeping for the Victoria Street Well Association. Direction was provided to staff from Council to send a letter to the shareholders of the well requesting that the Township be reimbursed for all legal costs from the Victoria Street Well Association bookkeeping dispute.

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That Consent Agenda items 7.1 to 7.4 be received for information and approved.

**7.1 BLDG-2025-02, Second Quarter Building Permit Comparison Summary
For Information Only.**

**7.2 PW-2025-19, July Department Update
For Information Only.**

**7.3 FIR-2025-13, June Department Update
For Information Only.**

**7.4 FIN-2025-26, Accounts Payable
For Information Only.**

Carried.

8. Regular Agenda

8.1 Planning – Huron County Planner Sarah Kurtz

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

10.2.1 FIR-2025-12, Advanced Purchase of Extraction Tools

Manager of Development & Protective Services Josh Kestner provided an overview of his report. Staff are requesting the replacement of extrication tools in 2025 instead of 2026 as are reaching the end of their lifespan of 15 years as per OFM regulations. Staff are recommending moving this purchase up to 2025 as price increases are coming in November as well as possible USA tariffs. The new extrication tools would be battery powered instead of hydraulic set. Staff feel they are easier to use and fit into more applications.

In order to have consistency of brand and training on these tools, staff are recommending a single source procurement from PPE Solutions. The old set will be kept as a spare on the second pumper. They have been well maintained. There are currently no rules from OFM for

a maximum useful life span on a secondary set of these tools.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick approve the use of Fire Department Reserve funds in the amount of \$55,370.00 plus applicable shipping costs for the purchase of replacement extrication tools in 2025, originally planned for 2026, to avoid anticipated price increases and tariffs in late 2025.

Carried.

10.3 Manager of Public Works – Scott Price

10.3.1 PW-2025-20, Kubota Rotary Disc Mower

Spring roadside ditch mowing was started a few weeks ago. The current Kubota Rotary Disc Mower is not holding up and has sustained significant damage again. Huron County has three of the same model disc mowers and has had similar problems. The Acting Manager of Public Works investigated options for completing the spring cut and is looking to replace the Rotary Disc Mower. He looked at a Kubota flail mower model with a farmer who has had the unit for 5 years and cleaned up several farms with it. Kubota model has two in Quebec that could be here within a week. Experience with flail mower

Council mentioned the brush growing up in the ditches. Should we be extending our cutting to the fence line? Should we rent or look to purchase a piece of equipment to cut to the fence line? Staff are investigating grader mounted and tractor mounted options for mowing and brushing. Staff did demo an extendable power head from Bush Hog but found it does not cut grass quick enough and it brought all the debris out onto the roadside.

Council suggested renting a flail mower for the rest of the spring cut and provided direction to staff to investigate fall rental of a flail mower for the two cuts and rental of a brush cutter. Staff will also investigate purchase prices of both pieces of equipment is annual rentals are not available.

The Manager of Public Works stated that the Township would be responsible for any damages to the rental equipment.

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick receive report PW-2025-20 Kubota Rotary Disc Mower for information;

And That Council approves the rental of a Votex rear mount 40x12 flail mower for one week at the estimated price of \$1,250.00 +HST from Colvoy Equipment to complete the spring ditch mowing;

And That Council directs the Manager of Public Works to investigate fall rental of the Flail Mower for two cuts and investigate the quality of the equipment and whether we require a brush cutter also.

Carried.

10.3.2 PW-2025-21, Weigh Scale purchase for the Howick Landfill

Acting Manager of Public Works Scott Price provided a summary of his report. He advised against purchasing the used scale as it was only 10' wide and would require a concrete pit underneath. This would be considered a confined space and would make maintenance more expensive as special training is required. The used scale also wouldn't have any warranty.

Strathroy Scale has a 12' wide scale, piers at each end and on the sides, repairs are accessible on the sides. It would include a 5-year warranty. The extra width would provide additional space for vehicles. Hydro will come in on the east side of the laneway where some clearing has been completed. Staff staked out where the scale house will be. The scale will require a 10-foot flat concrete approach on either end of the scale.

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick approve the purchase of one (1) new 40'x12' Ramara Electronic above ground truck scale from Strathroy Scale to be paid for with the money that was budgeted for gravel at the Howick Landfill in the 2025 Capital Budget;

AND that Council approves the purchase of the complete grounding package and additional options for the traffic light and instillation with Strathroy Scale.

Carried.

10.3.3 PW-2025-22, Tender Results PW-2025-03 2025 Hot Mix Paving

Reference checks went unanswered before the writing of this report. The Town of Alymer does not recommend D Rock Paving

after using them in the Spring 2025. Subcontractors were used. No reply from Saugeen Shores for reference for D Rock Paving.

Manager of Public Works Scott Price has worked with Armstrong Paving and Materials Group in the past and would have no trouble recommending them. Staff are requesting additional funds to complete the provisional work on Albert St. in Fordwich also.

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick receive report PW-2025-22, Tender Results PW-2025-03 Hot Mix Paving for information;

And That Council accepts the tender of Armstrong Paving and Materials Group for Contract PW-2025-03 Hot Mix Paving for the estimated value of \$114,709.06 (\$111, unrecoverable HST) based on estimated quantities, and authorizes the Reeve and CAO/Clerk to execute the tender and all other required documents;

And that Council authorizes the use of Road Construction Reserve Funds in the amount of \$29,259.06 to complete the provisional paving work on Albert Street in Fordwich.

Carried.

10.4 Manager of Recreation and Facilities - Brady Ropp

10.4.1 REC-2025-09, Expression of Interest in a Daycare Facility

Huron County Children's Services has been in discussions with the Manager of Recreation and Facilities over the past year for the creation of a licenced daycare facility in Howick Township. The County has received funds from the provincial and federal governments for the creation and expansion of licensed daycare facilities within Huron County. Northern Huron County and Howick have both been identified as underserved for daycare services.

The Resilient Communities Fund grant that was received in 2023 developed a first draft of a preliminary drawing for adding a licenced daycare facility to the Howick Community Centre.

Council questioned the timing of the development of a childcare facility. The Manager of Recreation and Facilities informed Council that provincial funding will provide \$1,920.00 per child per month for operational costs, and \$25,000 per childcare space developed for capital costs. The initial costs based on the original drawing were \$2.4 million dollars for the construction of the facility, but some reductions have been made since that draft. Council suggested that the Howick Optimist Club is always looking for places to invest funds. Staff could also

investigate the development of a sponsorship program.

A member of Council was hesitant to attach it to the existing facility in case funding did not continue into the future.

Other members of Council felt it could be a gamechanger in the community, providing employment within Howick. Huron County has offered to review the drawings and plans. Members of Council would like to see industry experts in childcare services provide feedback and review our drawings. CAO/Clerk Gillis is working on an application to the Ontario Trillium Foundation for a consultant and feasibility study for a daycare facility.

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick receive report REC-2025-09, Expression of Interest in a Daycare Facility;

And That Council approve the creation of a planning committee comprised of township staff, 1-2 members of council and a few members of the public to begin developing a business plan and a building plan for the proposed facility;

And that an informal expression of interest be approved by council.

Carried.

CAO/Clerk Caitlin Gillis brought forward a request from Kim Spratt asking to hold a Howick swap event September 12-13, 2025 and that the event be approved annually and the rental fee of the Howick Community Centre be waived.

Staff recommend that the organizers figure out what is going to be done after the September event with any leftover items as the Township does not have any capacity for storing items.

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick approve holding a Howick Swap free event the second weekend of September annually;

And That the rental fee be waived for the facility.

Carried

10.5 Treasurer/Manager of Finance - Amy Van Meeteren

10.5.1 FIN-2025-27, Belmore Community Centre Asbestos Abatement

Councillor Marvin Grimes informed Council that the kitchen flooring at the Wroxeter Hall is about the only piece that hasn't been changed in 40 years. Over \$200,000 has been invested into the building from renovations funded through the community. Different levels of ceilings, cables holding the walls together above the ceiling tiles. Leaks repaired in the past. Roof was put on in the 1960's using lead nails. It used to leak around the chimney, but the chimney was removed and replaced with steel.

Treasurer Amy Van Meeteren summarized the report that vinyl tile containing asbestos was found in the player's bench area in the Belmore Community Centre and have been identified as Priority 1 removal as the tiles are damaged and exposed. The Manager of Recreation and Facilities will get quotes for replacing rubberized flooring for the players' bench areas.

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick authorize hiring Canadian Industrial Specialists Ltd. for the Priority 1 asbestos abatement and removal of materials located within the Belmore Community Centre as identified in the Hazardous Materials Survey completed by T. Harris Environmental Management;

And That the \$5,545 (plus HST) estimated cost for these services be pulled from General Reserves;

And That the Manager of Recreation and Facilities proceed with obtaining three quotations for new flooring for the players bench areas located adjacent to the Belmore Community Centre ice surface;

And That the final cost of the asbestos abatement and removal and installation of new flooring at the Belmore Community Centre will be split 1/3 each between the Township of Howick, the Municipality of Morris Turnberry and the Municipality of South Bruce following Schedule A to By-law 24-2005, the Belmore Community Centre Operation and Maintenance Agreement, which was reviewed, updated and approved August 23, 2016.

Carried.

10.6 CAO/Clerk Caitlin Gillis

10.6.1 ADM-2025-09, Community Safety and Wellbeing Plan Review

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick receive report ADM-2025-09 for information;

And That Council approves the adoption of the report on the Huron County Community Safety and Well Being Plan Review.

Carried.

11. Committee and Board Reports

None submitted.

12. Correspondence

12.1 Fordwich Community Parks Association – Men’s Slow Pitch Tournament, August 22nd to 24th, 2025

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick hereby declares the Men’s Slow Pitch Tournament scheduled for Friday August 22nd, 2025 from 6:00 p.m. – 2:00 a.m. Saturday August 23rd from 9:00 a.m. – 2:00 p.m. and Sunday August 24th, 2025 9:00 a.m. – 7:00 p.m. at the Fordwich Ball Park and hosted by the Fordwich Community and Parks Association to be of municipal significance.

Carried.

12.2 Town of Cobourg – Ontario’s Bill 5 and its impact on the Local Food System, and the Environment

Moved by: Councillor Rognvaldson

Seconded by: Councillor Grimes

That the Council of the Township of Howick endorse the resolution received from the Corporation of the Town of Cobourg opposing Bill 5 in its current form and calls upon the Government of Ontario to strive to uphold the long-term health of our food system, environment and democracy in any future version of this bill.

Carried.

12.3 Huron County Council Minutes – May 21, 2025

12.4 Huron OPP Detachment Board Minutes - March 24, 2025

12.5 Avon Maitland District School Board Meeting Highlights – June 24, 2025

- 12.6 Huron County Food Bank Distribution Centre Invitation for the 12th Annual BETTER TOGETHER Gala, Thursday August 7, 2025**
- 12.7 Letter from the Honorable Lisa Thompson – The expanded Rural Ontario Development (ROD) Program**
- 12.8 CSRI Fund Funding Decline – Community Sport and Recreation Infrastructure Fund Application Decision – June 3, 2025**
- 12.9 Ministry of Municipal Affairs and Housing – Authority of Municipalities in Setting Building Standards – June 19, 2025**
- 12.10 Ministry of Energy and Mines – Follow-up from Municipal Technical Workshops on Broadband Deployment – June 27, 2025**
- 12.11 Municipal Newsletter – Ausable Bayfield and Maitland Valley, Drinking Water Source Protection – July 2025**
- 12.12 Ombudsman Ontario – Annual Report 2024-2025**

13. Unfinished Business

14. Council Reports

14.1 Council Member Reports

Reeve's Verbal Update from County Council

One County Council meeting in July was held on July 3 and the August meeting is at the end of August.

14.2 Requests by Members

14.3 Notice of Motions

14.4 Announcements

Gorrie Gators Swim Meet was held this past weekend in Gorrie. This was the second meet hosted in Gorrie. Gorrie has the biggest team in the league with 37 members. The Gorrie Gators won 1st overall, 1st in the men's and women's competitions. Staff have done a fantastic job developing and promoting the swim team.

Wroxeter Hall Annual Corn Roast is being held August 15, 2025.

15. Other Business

16. Enactment of By-laws – Third and Final Reading

16.1 By-law 37-2025

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick give first, second, third and final reading to by-law 37-2025;

Being A By-Law To Authorize the Entering into and Execution of an Agreement between the Corporation of the Township of Howick and Armstrong Paving and Materials Ltd. for the Hot Mix Paving as outlined in RFT PW-2025-03

Carried.

17. Closed Session

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That a closed meeting of Council of the Township of Howick be held on Tuesday, July 15, 2025 at 8:47 p.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:

- b) personal information about identifiable individuals, including municipal or local board employees;
- e) litigation or pending litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried.

Councillor Grimes
Deputy Reeve Gibson
Reconvene into open session at 9:16 p.m.

Agenda moved to Closed Agenda at 8:47 p.m.

Agenda Returned to Open Agenda at 9:16 p.m.

18. Motion to Reconvene into Open Session and Reporting Out

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick reconvene into Open Session at 9:16 p.m.

Carried.

Reeve Harding reported out that Council met in Closed Session to discuss litigation or potential litigation.

19. Confirming By-law

19.1 By-law 38-2025

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick give first, second, third and final reading to By-law 38-2025;

Being a By-law to Confirm the Proceedings of the Council meeting held on July 15, 2025.

Carried.

20. Adjournment

Moved by: Councillor Hargrave

Seconded by: Councillor Grimes

That the Council of the Township of Howick adjourn the July 15, 2025 Council meeting at 9:17 p.m.

Carried.

Reeve, Doug Harding

CAO/Clerk Caitlin Gillis

Township of Howick**Department: Finance**

To: Council Meeting
Meeting Date: August 12, 2025
Report Title: 2024 Auditors Report

1. Recommendation

That the Council of the Township of Howick approve the 2024 Financial Statements as presented.

2. Purpose/Issues:

The 2024 Draft Financial Statements from our Auditors, Seebach & Company, are attached. Paul Seebach will be presenting the 2024 Consolidated Financial Statement to Council. Once these statements are approved by council, finalized copies of the financial statements will be posted on our municipal website and hardcopies will be available to the public upon request.

3. Attachments:

Appendix A: 2024 Consolidated Financial Statement

Appendix B: Draft 2024 Financial Statements

Respectfully submitted by: Amy Van Meeteren, Treasurer

CORPORATION OF THE TOWNSHIP OF HOWICK
REPORT TO COUNCIL
For the year ended December 31, 2024

The financial statements are presented on a consolidated basis and, therefore, include the proportional share of the assets, liabilities, operating revenues and expenditures of the various joint boards which the Township of Howick belongs to.

Financial Indicators	2024	2023	2022 not restated	2021	2020
Cash	4,501,039	2,507,329	2,931,836	3,864,288	2,632,169
Taxes receivable (note 1)	457,874	367,092	386,114	254,308	348,309
Accounts receivable	1,827,317	3,092,035	1,769,208	669,528	1,062,913
Long-term receivables	168,304	138,396	157,352	175,234	125,227
	<u>6,954,534</u>	<u>6,104,852</u>	<u>5,244,510</u>	<u>4,963,358</u>	<u>4,168,618</u>
Accounts payable and accrued liabilities	210,800	234,394	135,285	148,763	133,734
Landfill closure and post closure liability	-	-	440,300	428,300	416,300
Deferred revenue	185,542	288,776	154,875	440,097	191,645
Municipal debt	168,304	185,714	283,904	378,705	403,369
Asset retirement obligations	511,248	494,555	-	-	-
	<u>1,075,894</u>	<u>1,203,439</u>	<u>1,014,364</u>	<u>1,395,865</u>	<u>1,145,048</u>
Net financial assets (note 2)	<u>5,878,640</u>	<u>4,901,413</u>	<u>4,230,146</u>	<u>3,567,493</u>	<u>3,023,570</u>
Tangible capital assets					
Net book value beginning of year	19,129,244	17,999,282	17,079,049	16,805,950	15,425,475
Adjustment for change in accounting policy	-	395,207	-	-	-
Purchases	1,138,306	1,610,846	1,678,970	1,044,393	2,212,033
Disposals and adjustments	-	(1,440)	45,706	-	(38,820)
Amortization	(915,926)	(874,651)	(804,443)	(771,294)	(792,738)
Net book value end of year	<u>19,351,624</u>	<u>19,129,244</u>	<u>17,999,282</u>	<u>17,079,049</u>	<u>16,805,950</u>
Accumulated surplus	<u>25,230,264</u>	<u>24,030,657</u>	<u>22,229,428</u>	<u>20,646,542</u>	<u>19,829,520</u>
Accumulated surplus (note 3)					
Net investment in capital assets less LTD	18,840,376	18,587,371	17,872,730	16,976,087	16,624,800
Reserves	3,914,358	3,586,224	3,474,997	3,207,212	2,803,769
Other surplus	2,475,530	1,857,062	881,701	463,243	400,951
	<u>25,230,264</u>	<u>24,030,657</u>	<u>22,229,428</u>	<u>20,646,542</u>	<u>19,829,520</u>
Note 1: Taxes receivable	-	-	-	-	-
Current year taxes receivable as percentage of					
total levy for year	4.1%	3.1%	3.2%	2.1%	3.2%
Total taxes receivable as percentage of total levy for year	5.7%	4.9%	5.5%	3.8%	5.3%
The Township has maintained a low rate of arrears throughout the comparison period.					

Note 2: Net financial assets

Net financial assets indicates the extent of resources available to finance future operations.
The Township has continued to increase net financial assets.

Note 3: Accumulated surplus

Total accumulated surplus indicates the resources available to provide future services.
Adequate reserves are an indicator of flexibility and ability to deal with contingencies.

CORPORATION OF THE TOWNSHIP OF HOWICK
REPORT TO COUNCIL
For the year ended December 31, 2024

Five Year Comparison of Operating Revenue Expenses

	2024 Budget	2024 Actual	2023 Actual	2022 Actual	2021 Actual	2020 Actual
Revenue				not restated		
Taxation	4,452,790	4,490,621	4,131,479	3,851,367	3,693,702	3,626,801
Grants						
OMPF grant	431,000	431,000	428,200	403,200	456,100	515,900
Modernization funding	-	-	-	30,528	-	-
Federal Gas Tax grant	-	257,341	-	426,281	-	441,204
Canada Community Revitalization Fund	-	-	183,494	140,882	-	-
Trillium funding	95,300	95,300	83,500	113,400	-	-
Southwest Tourism funding	-	-	-	97,000	-	-
OCIF	205,717	205,717	205,362	178,576	88,051	88,051
Safe restart funding	-	-	-	-	49,527	324,100
Other government grants	57,401	24,225	320,235	101,362	86,572	74,680
User fees						
Garbage collection and disposal	80,000	83,278	78,362	78,642	78,982	85,108
Recreation	159,800	221,171	177,294	123,728	87,640	91,075
Building department	95,000	107,195	102,405	97,919	86,386	71,547
Halls and boards	-	303,564	243,722	190,842	141,414	154,632
Other fees and charges	231,350	287,744	205,677	238,289	155,984	186,002
Other income						
Bank interest and penalties on taxes	155,008	244,593	300,216	126,153	80,861	83,794
Other	78,700	264,118	273,465	251,628	128,147	161,876
Total revenue per financial statements	6,042,066	7,015,867	6,733,411	6,449,797	5,133,366	5,904,770
Expenditures						
(line items exclude depreciation and capital)						
Council	94,904	97,051	91,242	88,629	72,193	71,255
Other general government	661,801	741,042	619,202	624,633	457,355	449,948
Fire	356,450	315,451	260,442	261,872	218,732	197,975
Policing	532,084	528,943	516,165	517,093	517,874	516,250
Conservation authority	99,513	98,119	91,982	88,960	81,798	75,556
Building, water quality, and other protective services	155,928	150,823	119,506	121,552	124,029	99,376
Roads and streetlights	1,787,638	1,542,325	1,523,403	1,512,908	1,356,649	1,246,090
Waste collection and disposal	324,461	302,603	300,910	269,467	266,394	268,756
Cemeteries and other health and social services	9,100	33,498	45,964	26,494	28,652	25,357
Recreation programs, facilities and cultural	732,996	749,908	537,882	325,055	271,417	284,256
Cemetery, Parks and Recreation and Hall Boards	-	226,207	229,942	153,262	91,394	124,016
Planning and development	69,504	99,528	64,174	60,543	46,563	49,495
Capital expenditures	1,650,954	1,138,306	1,610,846	1,678,970	1,044,393	2,212,033
Net transfers to (from) reserves	137,950	328,134	111,228	267,785	403,443	(179,437)
Total expenditures	6,613,283	6,351,938	6,122,888	5,997,223	4,980,886	5,440,926
Less: capital expenditures	(1,650,954)	(1,138,306)	(1,610,846)	(1,678,970)	(1,044,393)	(2,212,033)
net transfers to (from) reserves	(137,950)	(328,134)	(111,228)	(267,785)	(403,443)	179,437
Add: amortization and writedowns	825,120	915,926	874,651	804,443	771,294	792,738
Add: increase (decrease) in landfill post-closure liability	-	-	-	12,000	12,000	12,000
Add: increase (decrease) in asset retirement obligation	-	14,836	14,836	-	-	-
Total expenditures per financial statements	5,649,499	5,816,260	5,290,301	4,866,911	4,316,344	4,213,068
Net surplus (deficit) per financial statements	392,567	1,199,607	1,443,110	1,582,886	817,022	1,691,702

**TOWNSHIP OF HOWICK
FINANCIAL STATEMENTS
DECEMBER 31, 2024**

DRAFT

SEEBACH & COMPANY
Chartered Professional Accountants



44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 Fax: 519-335-6208
www.howick.ca

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The accompanying consolidated financial statements of The Corporation of the Township of Howick (the "Municipality") are the responsibility of the Municipality'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 consolidated 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 Municipality'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 consolidated financial statements. These statements are monitored and evaluated by the Municipality's management. Council meets with management and the external auditor to review the consolidated 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 Municipality. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

CORPORATION OF THE TOWNSHIP OF HOWICK

Caitlin Gillis
Chief Administrative Officer / Administrator

Amy Van Meeteren
Treasurer

August 12, 2025

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Township of Howick

Opinion

We have audited the accompanying financial statements of the Corporation of the Township of Howick ("the Township"), which are comprised of the consolidated statement of financial position as at December 31, 2024 and the consolidated 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 Township as at December 31, 2024, 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 Township 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 Township'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 Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township'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 Township'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 Township'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 Township 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
August 12, 2025

TOWNSHIP OF HOWICK
CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31	2024	2023
FINANCIAL ASSETS		
Cash	4,501,039	2,507,329
Taxes receivable	457,874	367,092
Accounts receivable	1,827,317	3,092,035
Long-term receivables (note 5)	168,304	138,396
	<u>6,954,534</u>	<u>6,104,852</u>
LIABILITIES		
Accounts payable and accrued liabilities	210,800	234,394
Deferred revenue	185,542	288,776
Municipal debt (note 7)	168,304	185,714
Asset retirement obligations (note 8)	511,248	494,555
	<u>1,075,894</u>	<u>1,203,439</u>
NET FINANCIAL ASSETS	5,878,640	4,901,413
NON-FINANCIAL ASSETS		
Tangible capital assets, net (note 9)	<u>19,351,624</u>	<u>19,129,244</u>
ACCUMULATED SURPLUS (note 12)	<u>\$ 25,230,264</u>	<u>\$ 24,030,657</u>

The accompanying notes are an integral part of this financial statement

TOWNSHIP OF HOWICK
CONSOLIDATED STATEMENT OF OPERATIONS

For the year ended December 31	2024 Budget	2024 Actual	2023 Actual
Revenue			
Taxation for municipal purposes	4,452,790	4,490,621	4,131,479
Government transfers - Canada and Ontario (note 10)	789,418	1,013,583	1,220,791
Fees and user charges	322,150	762,267	575,371
Licences and permits	244,000	240,685	232,089
Penalties and interest on taxes	52,008	59,574	57,827
Investment income	103,000	185,019	242,389
Other	78,700	264,118	273,465
	<u>6,042,066</u>	<u>7,015,867</u>	<u>6,733,411</u>
Expenditure			
General government	792,250	875,394	745,128
Protection to persons and property	1,233,909	1,190,885	1,083,584
Transportation services	2,491,402	2,109,278	2,079,467
Environmental services	325,595	350,651	347,136
Health services - cemeteries	9,100	35,047	47,512
Recreation, parks and culture	708,673	1,136,411	908,640
Planning and development	88,570	118,594	78,834
	<u>5,649,499</u>	<u>5,816,260</u>	<u>5,290,301</u>
Annual surplus (deficit)	392,567	1,199,607	1,443,110
Accumulated surplus, beginning of year	<u>24,030,657</u>	<u>24,030,657</u>	<u>22,587,547</u>
Accumulated surplus, end of year	<u><u>\$ 24,423,224</u></u>	<u><u>\$ 25,230,264</u></u>	<u><u>\$ 24,030,657</u></u>

The accompanying notes are an integral part of this financial statement

TOWNSHIP OF HOWICK
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the year ended December 31	2024 Budget	2024 Actual	2023 Actual
Annual surplus (deficit)	392,567	1,199,607	1,443,110
Amortization of tangible capital assets	825,120	915,926	874,651
Net acquisition of tangible capital assets	(1,650,954)	(1,138,306)	(1,610,846)
Loss (gain) on sale of tangible capital assets	<u>-</u>	<u>-</u>	<u>1,440</u>
Increase (decrease) in net financial assets	(433,267)	977,227	708,355
Net financial assets, beginning of year		<u>4,901,413</u>	<u>4,193,058</u>
Net financial assets, end of year		<u>\$ 5,878,640</u>	<u>\$ 4,901,413</u>

The accompanying notes are an integral part of this financial statement

TOWNSHIP OF HOWICK
CONSOLIDATED STATEMENT OF CASH FLOW

For the year ended December 31	2024	2023
Operating activities		
Net revenue (expenditures)	1,199,607	1,443,110
Amortization expense not requiring cash outlay	915,926	874,651
Loss (gain) on disposition of tangible capital assets	-	1,440
Decrease (increase) in taxes receivable	(90,782)	19,022
Decrease (increase) in accounts receivable	1,264,718	(1,322,827)
Increase (decrease) in accounts payable	(23,594)	99,109
Increase (decrease) in deferred revenue	(103,234)	133,901
Increase (decrease) in asset retirement obligations	16,693	17,167
Cash provided by (used for) operating activities	<u>3,179,334</u>	<u>1,265,573</u>
Capital activities		
Net disposals (purchases) of tangible capital assets	(1,138,306)	(1,610,846)
Cash provided by (used for) investing activities	<u>(1,138,306)</u>	<u>(1,610,846)</u>
Investing activities		
Decrease (increase) in long-term receivable	(29,908)	18,956
Cash provided by (used for) investing activities	<u>(29,908)</u>	<u>18,956</u>
Financing activities		
Long term debt proceeds	50,000	-
Payments on long-term debt	(67,410)	(98,190)
Cash provided by (used for) financing activities	<u>(17,410)</u>	<u>(98,190)</u>
Increase (decrease) in cash position	1,993,710	(424,507)
Cash (overdraft) beginning of year	2,507,329	2,931,836
Cash (overdraft) end of year	<u>\$ 4,501,039</u>	<u>\$ 2,507,329</u>

The accompanying notes are an integral part of this financial statement

THE CORPORATION OF THE TOWNSHIP OF HOWICK

NOTES TO FINANCIAL STATEMENTS

For the year ended December 31, 2024

1. Accounting policies

The consolidated financial statements of the Corporation of the Township of Howick (the "Township") are the representation of management prepared in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada as prescribed by the Ministry of Municipal Affairs and Housing for municipalities and their related entities.

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

a) Reporting entity

The consolidated financial statements reflect the financial assets, liabilities, operating revenues and expenditures, Reserves, Reserve Funds, and changes in investment in tangible capital assets of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their financial affairs and resources to the Township and which are owned or controlled by the Township. In addition to general government tax-supported operations, they include any water and sewer systems operated by the Township and the Township's proportionate share of joint local boards.

The following boards and municipal enterprises owned or controlled by Council have been consolidated:

- Cemetery Boards
 - Wroxeter Cemetery Board
 - Fordwich Cemetery Board
 - Gorrie Cemetery Board
 - Lakelet Cemetery Board
- Parks and Recreation Boards
 - Belmore Parks Board
 - Fordwich and Community Parks Association
 - Gorrie Parks Board
 - Wroxeter Recreation Board
- Community Centres and Hall Boards
 - Belmore Community Centre Board
 - Gorrie Community Hall Board
 - Wroxeter Hall Board

Inter-departmental and inter-organizational transactions and balances are eliminated.

The statements exclude trust funds that are administered for the benefit of external parties.

b) Accrual Basis of accounting

Sources of financing and expenditures 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.

c) Long-term investments

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

1. Accounting policies (continued)

d) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

- Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Category	Amortization Period	Capitalization Threshold
Land	not applicable	\$ 2,000
Land improvements	25 years	2,000
Buildings	60 years	15,000
Building improvements	25 years	15,000
Transportation infrastructure	25 - 80 years	15,000
Vehicles and heavy equipment	10 - 15 years	5,000
Technology and communication	5 years	1,000
Other general equipment	10 - 25 years	1,000
Furniture and fixtures	5 years	1,000

Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

The Township has a capitalized threshold of \$1,000 - \$15,000, so that individual tangible capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons. Examples of pooled assets are computer systems, equipment, furniture and fixtures.

- Contribution of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

- Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

- Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value.

e) Reserves for future expenditures

Certain amounts, as approved by Council, are set aside in reserves for future operating and capital expenditure. Transfers to or from reserves are reflected as adjustments to the respective appropriated equity.

1. Accounting policies (continued)

f) 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.

g) Deferred revenue

Amounts received and required by legislation, regulation or agreement to be set aside for specific, restricted purposes are reported in the consolidated statement of financial position as deferred revenue until the obligation is discharged.

h) Asset retirement obligations

Asset retirement obligations represent the legal obligations associated with the retirement of a tangible capital asset that result from its acquisition, construction, development, or normal use.

The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. This liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate.

Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

i) Amounts to be recovered in future years

Future years recoveries represent the requirement of the Township to raise funds in subsequent periods to finance unfunded liabilities. A portion of the amounts to be recovered in future years will be recovered from deferred revenues earned.

j) Pensions

The Township is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Township has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. The Township records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the plan for past employee service.

k) Revenue recognition

Tax levies, based on assessment rolls issued by the Municipal Property Assessment Corporation and tax rates established by council, are recognized as revenue when the tax billings are issued. Adjustments to taxation revenue due to changes in assessments are initially recognized based on management's best estimates of the taxes that will be received.

Other revenue is recognized when related services are provided or goods delivered, collectibility is reasonably assured and there are no significant future obligations.

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

l) 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. Change in Accounting Policy

Change in accounting policies: On January 1, 2024, the Township adopted Canadian public sector accounting standard PS 3400 Revenue. The new accounting standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. As at December 31, 2024 the Township determined that the adoption of this new standard did not have a material impact on the amounts presented in the financial statements.

3. Operations of school boards and county

Taxation levied for school board and county purposes are not reflected in the financial statements. The amounts transferred were:

	2024	2023
County of Huron	\$ 2,605,232	\$ 2,481,800
School Boards	906,044	886,830

4. Trust funds

Trust funds administered by the Township amounting to \$ 203,855 (2023 : \$ 197,395) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

5. Long-term receivables

	2024	2023
Tile loans, 6% - 8%, principal and interest receivable annually, due 2025 through 2034	<u>\$ 168,304</u>	<u>\$ 138,396</u>

Amounts due in the next five years are as follows:

2025: \$25,100. 2026: \$24,400. 2027: \$20,600. 2028: \$21,900. 2029: \$23,200.

6. Pension agreements

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer pension plan, on behalf of 19 members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The amount contributed for 2024 was \$111,163 (2023 : \$87,861) for current services and is included as an expenditure on the consolidated statement of financial activities. The contribution rate for 2024 was 9.0% to 14.6% (2023 was 9.0% to 14.6%) depending on age and income level.

OMERS is a multi-employer plan, therefore any pension surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Township does not recognize any share of the OMERS pension surplus or deficit.

7. Municipal debt

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

	2024	2023
Canadian Imperial Bank of Commerce (CIBC) loan payable, 2.97% interest, \$6,827 blended payment payable monthly, due July 2024	-	47,318
Tile drain loans payable to Ministry of Finance, responsibility for payment of principal and interest charges have been assumed by individuals, 6% - 8%, due 2024 through 2033	<u>168,304</u> <u>\$ 168,304</u>	<u>138,396</u> <u>\$ 185,714</u>

Principal payments for the next five years are as follows:

2025: \$25,100. 2026: \$24,400. 2027: \$20,600. 2028: \$21,900. 2029: \$23,200.

8. Asset retirement obligations

The municipality's financial statements include an asset retirement obligation for the landfill and other environmentally hazardous materials. The related asset retirement costs are being amortized on a straight line basis.

The liability for the landfill has been estimated using a net present value technique with a discount rate of 3% (2023 : 3%). The estimated total undiscounted future expenditures are \$769,000 (2023 : \$782,000), which are to be incurred over 30 years. The liability is expected to be fully settled in 30 years.

Legal liabilities exist for the removal and disposal of asbestos and other environmentally hazardous materials within some municipal owned properties and buildings that will undergo major renovations, upgrades, or demolition in the future. The obligation has been measured at current cost as the timing of future cash flows cannot be reasonably determined.

The carrying amount of the liabilities are as follows:

	2024	2023
Asset retirement obligation, beginning	494,555	477,388
Accretion expense	16,693	14,375
Settlements and adjustments	-	2,792
Asset retirement obligations, ending	<u>\$ 511,248</u>	<u>\$ 494,555</u>

The liability is expected to be funded through budget allocations to a landfill reserve fund over the remaining life of the related tangible capital asset.

9. Tangible capital assets

The Township's policy on accounting for tangible capital assets follows:

- Contributed tangible capital assets
The Township records all tangible capital assets contributed by external parties at fair value.
- Tangible capital assets recognized at nominal value
Certain assets have been assigned a nominal value because of the difficulty of determining a tenable valuation.

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

10. Government transfers

The government transfers recognized in the statement of operations are as follows:

	2024	2023
Government transfers - Federal		
Canada Community Building Fund	257,341	-
Investing in Canada Infrastructure Program (ICIP)	-	172,285
Canada Community Revitalization Fund	-	183,494
Canada Summer Student	4,637	12,943
Government transfers - Provincial		
Ontario Municipal Partnership Fund (OMPF)	431,000	428,200
Ontario Community Infrastructure Fund (OCIF)	205,717	205,362
Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) (municipal drains)	19,311	15,372
Stewardship Ontario recycling grant	33,439	71,468
Other	62,138	131,667
	<u>\$ 1,013,583</u>	<u>\$ 1,220,791</u>

11. Segmented information

The Township of Howick is a diversified municipal government institution that provides a wide range of services to its citizens such as recreational and cultural services, planning and development, fire, and transportation services. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This segment relates to the general operations of the Township itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of fire protection, policing, court services, conservation authorities, protective inspection and control, building permit and inspection services, emergency measures and other protection services.

Transportation

Transportation services include road maintenance, winter control services, street light maintenance, parking lots, equipment maintenance and other transportation services.

Environmental Services

Environmental services include the sanitary sewer system, storm sewer system, waterworks, waste collection, waste disposal and recycling.

Health Services

This service area includes cemeteries and other health services.

Recreational and Cultural Services

This service area provides public services that contribute to the provision of recreation and leisure facilities and programs, the maintenance of parks and open spaces, library services, museums and other cultural services.

Planning and Development

This segment includes matters relating to zoning and site plan controls, land acquisition, development initiatives, agriculture and reforestation, municipal drainage and tile drainage.

For additional information, see the schedule of segmented information.

12. Accumulated surplus

The accumulated surplus consists of individual fund surplus/(deficit) amounts and reserve and reserve funds as follows:

	2024	2023
General revenue accumulated surplus		
and invested in tangible capital assets	\$ 21,210,299	\$ 20,336,995
Special area levies - Villages	218,854	294,405
Cemeteries	117,862	104,034
Recreation, community centres, parks and halls	280,139	250,872
Unfinanced municipal debt	-	(47,318)
Unfinanced asset retirement obligations	(511,248)	(494,555)
Reserves and reserve funds	<u>3,914,358</u>	<u>3,586,224</u>
	<u>\$ 25,230,264</u>	<u>\$ 24,030,657</u>

A portion of the reserves and reserve funds have been committed to previous projects, with the remainder available for future spending. For additional information, see the Consolidated Schedule of Continuity of Reserves, Reserve Funds, and Obligatory Deferred Revenue.

13. Financial instrument risk management

Credit risk

The Township is exposed to credit risk through its cash, trade and other receivables, loans receivable, and long-term investments. There is the possibility of non-collection of its trade and other receivables. The majority of the Township's receivables are from ratepayers and government entities. For trade and other receivables, the Township 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 Township will not be able to meet its financial obligations as they fall due. The Township has a planning and a budgeting process in place to help determine the funds required to support the Township's normal operating requirements on an ongoing basis. The Township 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 appropriate borrowing bylaw to meet, 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 Township'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 Township 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.

14. Budget amounts

Under generally accepted accounting principles, budget amounts are to be reported on the consolidated statement of financial activities for comparative purposes. The 2024 budget amounts for the Corporation of the Township of Howick approved by Council are unaudited and have been restated to conform to the basis of presentation of the revenues and expenditures on the consolidated statement of activities. Budget amounts were not available for certain boards consolidated by the Township.

Approved budget annual surplus (deficit)	\$ -
Acquisition of tangible capital assets	1,650,954
Debt principal repayments	47,317
Net reserve, reserve fund, and surplus transfers	<u>(1,305,704)</u>
Budgeted surplus reported on consolidated statement of operations	<u>\$ 392,567</u>

DRAFT

TOWNSHIP OF HOWICK
Consolidated Schedule of Tangible Capital Assets
For the Year Ended December 31, 2024

	General					Infrastructure			TOTAL	TOTAL
	Land	Land Improvements	Buildings	Vehicles	Other	Roads	Bridges and other Structures	Assets Under Construction	Net Book Value 2024	Net Book Value 2023
Cost										
Balance, beginning of year	139,672	1,040,664	6,218,324	3,533,613	1,806,906	16,278,919	6,200,332	7,754	35,226,184	34,350,395
Add: Additions during the year		81,543	125,072	90,755	114,485	445,457	1,979	279,015	1,138,306	1,615,148
Less: Disposals during the year									-	(739,359)
Other: WIP transfers							7,754	(7,754)	-	-
Balance, end of year	<u>139,672</u>	<u>1,122,207</u>	<u>6,343,396</u>	<u>3,624,368</u>	<u>1,921,391</u>	<u>16,724,376</u>	<u>6,210,065</u>	<u>279,015</u>	<u>36,364,490</u>	<u>35,226,184</u>
Accumulated Amortization										
Balance, beginning of year		97,597	3,276,797	1,648,513	1,026,975	7,077,317	2,969,741		16,096,940	15,955,906
Add: Amortization during the year		49,619	136,150	174,201	125,931	354,732	75,293		915,926	874,651
Less: Accumulated amortization on disposals									-	(733,617)
Balance, end of year	<u>-</u>	<u>147,216</u>	<u>3,412,947</u>	<u>1,822,714</u>	<u>1,152,906</u>	<u>7,432,049</u>	<u>3,045,034</u>	<u>-</u>	<u>17,012,866</u>	<u>16,096,940</u>
Net Book Value of										
Tangible Capital Assets	<u>139,672</u>	<u>974,991</u>	<u>2,930,449</u>	<u>1,801,654</u>	<u>768,485</u>	<u>9,292,327</u>	<u>3,165,031</u>	<u>279,015</u>	<u>\$ 19,351,624</u>	<u>\$ 19,129,244</u>

TOWNSHIP OF HOWICK
Consolidated Schedule of Tangible Capital Assets
For the Year Ended December 31, 2024

	General Government	Protection	Transportation	Environmental	Health	Recreation and Cultural	Assets Under Construction	TOTAL Net Book Value 2024	TOTAL Net Book Value 2023
Cost									
Balance, beginning of year	768,135	1,592,107	25,947,452	481,680	88,061	6,340,995	7,754	35,226,184	34,350,395
Add: Additions during the year	14,217	120,462	547,827	2,676		174,109	279,015	1,138,306	1,615,148
Less: Disposals during the year								-	(739,359)
Other: WIP transfers			7,754				(7,754)	-	597,345
Transfers	(202,108)	1,819	19,910		3,562	176,817		-	-
Balance, end of year	<u>580,244</u>	<u>1,714,388</u>	<u>26,522,943</u>	<u>484,356</u>	<u>91,623</u>	<u>6,691,921</u>	<u>279,015</u>	<u>36,364,490</u>	<u>35,823,529</u>
Accumulated Amortization									
Balance, beginning of year	331,123	663,512	11,769,419	105,323	5,038	3,222,525		16,096,940	15,955,906
Add: Amortization during the year	37,301	97,549	585,790	33,213	1,549	160,524		915,926	874,651
Less: Accumulated amortization on disposals								-	(733,617)
Transfers	(9,101)	455	2,181		1,734	4,731		-	-
Balance, end of year	<u>359,323</u>	<u>761,516</u>	<u>12,357,390</u>	<u>138,536</u>	<u>8,321</u>	<u>3,387,780</u>	<u>-</u>	<u>17,012,866</u>	<u>16,096,940</u>
Net Book Value of									
Tangible Capital Assets	<u>220,921</u>	<u>952,872</u>	<u>14,165,553</u>	<u>345,820</u>	<u>83,302</u>	<u>3,304,141</u>	<u>279,015</u>	<u>\$ 19,351,624</u>	<u>\$ 19,726,589</u>

TOWNSHIP OF HOWICK
Consolidated Schedule of Continuity of Reserves and Reserve Funds
For the Year Ended December 31, 2024

	Balance, beginning of year	Revenues and contributions			Transfers out Utilization During Year	Balance, end of year
		Interest	From Operations	Other		
Reserves and reserve funds						
for general government	905,484		91,954		(127,520)	869,918
for protection services	554,071		97,550		(88,278)	563,343
for transportation services	1,370,628		689,932		(422,469)	1,638,091
for environmental services	148,711		21,190		-	169,901
for recreation and cultural services	532,281		117,631		(52,856)	597,056
for planning and development	75,049		1,000		-	76,049
	<u>3,586,224</u>	<u>-</u>	<u>1,019,257</u>	<u>-</u>	<u>(691,123)</u>	<u>3,914,358</u>

TOWNSHIP OF HOWICK
Schedule of Continuity of Deferred Revenue
For the Year Ended December 31, 2024

	Balance, beginning of year	Revenues and contributions			Transfers out Utilization During Year	Balance, end of year
		Interest	From Operations	Other		
Deferred revenue						
Parkland	14,965	1,096	8,322			24,383
Canada Community Building Fund	273,811	15,600		129,089	(257,341)	161,159
	<u>288,776</u>	<u>16,696</u>	<u>8,322</u>	<u>129,089</u>	<u>(257,341)</u>	<u>185,542</u>

TOWNSHIP OF HOWICK

Segmented Information

For the Year Ended December 31, 2024

	General Government	Protective Services	Transportation Services	Environmental Services	Health Services	Recreation and Culture	Planning and Development	Total 2024	Total 2023
Revenue									
Taxation	4,490,621							4,490,621	4,131,479
User charges, licences, donations	270,778	22,928	1,600	141,250	27,870	475,483	63,043	1,002,952	807,460
Government transfers	522,320	1,901	351,070	43,507		75,474	19,311	1,013,583	1,220,791
Interest and penalties	244,593							244,593	300,216
Other	264,118							264,118	273,465
	<u>5,792,430</u>	<u>24,829</u>	<u>352,670</u>	<u>184,757</u>	<u>27,870</u>	<u>550,957</u>	<u>82,354</u>	<u>7,015,867</u>	<u>6,733,411</u>
Operating expenditure									
Wages, salaries and benefits	544,026	313,454	512,346	70,189	500	376,299	44,098	1,860,912	1,525,982
Contracted services	149,011	582,596	831,275	209,243	24,112	88,462	38,393	1,923,092	1,788,629
Supplies, materials, equipment and other	145,056	197,286	179,867	38,006	8,886	511,126	36,103	1,116,330	1,101,039
Amortization	37,301	97,549	585,790	33,213	1,549	160,524	-	915,926	874,651
	<u>875,394</u>	<u>1,190,885</u>	<u>2,109,278</u>	<u>350,651</u>	<u>35,047</u>	<u>1,136,411</u>	<u>118,594</u>	<u>5,816,260</u>	<u>5,290,301</u>
Net revenue (expense)	<u>4,917,036</u>	<u>(1,166,056)</u>	<u>(1,756,608)</u>	<u>(165,894)</u>	<u>(7,177)</u>	<u>(585,454)</u>	<u>(36,240)</u>	<u>1,199,607</u>	<u>1,443,110</u>

**TOWNSHIP OF HOWICK
TRUST FUNDS
FINANCIAL STATEMENTS
DECEMBER 31, 2024**

DRAFT

SEEBACH & COMPANY
Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers
of the Corporation of the Township of Howick

Opinion

We have audited the accompanying financial statements of the trust funds of the Corporation of the Township of Howick ("the Township"), which are comprised of the balance sheet as at December 31, 2024 and the statement of continuity of trust funds 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 Township as at December 31, 2024, 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 Township 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 Township'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 Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township'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 Township'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 Township'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 Township 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
August 12, 2025

**TOWNSHIP OF HOWICK
TRUST FUNDS**

BALANCE SHEET

As at December 31, 2024						
	Cemetery Care and Maintenance					
	Fordwich	Gorrie	Wroxeter	Lakelet	2024	2023
Assets						
Cash	\$ 64,015	\$ 53,453	\$ 75,904	\$ 10,483	\$ 203,855	\$ 197,395
Liabilities						
Accounts payable and accrued liabilities					-	-
Fund balance	64,015	53,453	75,904	10,483	203,855	197,395
Trust fund balances	<u>\$ 64,015</u>	<u>\$ 53,453</u>	<u>\$ 75,904</u>	<u>\$ 10,483</u>	<u>\$ 203,855</u>	<u>\$ 197,395</u>

STATEMENT OF CONTINUITY

For the Year Ended December 31, 2024						
	Cemetery Care and Maintenance					
	Fordwich	Gorrie	Wroxeter	Lakelet	2024	2023
Receipts						
Care and maintenance	1,180	4,070	1,110	100	6,460	7,190
Investment income	3,293	2,636	3,906	538	10,373	9,952
	<u>4,473</u>	<u>6,706</u>	<u>5,016</u>	<u>638</u>	<u>16,833</u>	<u>17,142</u>
Expenditure						
Transfers to general - cemetery	<u>3,293</u>	<u>2,636</u>	<u>3,906</u>	<u>538</u>	<u>10,373</u>	<u>9,952</u>
Excess of receipts over expenditures for the year	1,180	4,070	1,110	100	6,460	7,190
Fund balance, beginning of year	62,835	49,383	74,794	10,383	197,395	190,205
Fund balance, end of year	<u>\$ 64,015</u>	<u>\$ 53,453</u>	<u>\$ 75,904</u>	<u>\$ 10,483</u>	<u>\$ 203,855</u>	<u>\$ 197,395</u>

THE CORPORATION OF THE TOWNSHIP OF HOWICK
TRUST FUNDS
NOTES TO FINANCIAL STATEMENTS

For the Year Ended December 31, 2024

1. Accounting Policies

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

a) Management responsibility

The financial statements of the Trust Funds are the representations of management. They have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada as prescribed by the Ministry of Municipal Affairs and Housing for municipalities and their related entities.

b) Basis of consolidation

These trust funds have not been consolidated with the financial statements of the Township of Howick.

c) Basis of accounting

Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

d) Investments

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

e) 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, and the reported amounts of revenues and expenditures during the period. Actual results could differ from those estimates.

2. Investments

Trust fund investments have a market value equal to cost of \$ 203,855 (2023 : \$ 197,395).

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

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Department Update**

1. Recommendation:

That the Council of the Township of Howick receive report PW-2025-23, Department Update for information

2. Purpose/Issues:

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

3. Report Highlights:

- Public works received the Vortex rear mount flail mower from Colvoy Equipment and have completed the spring roadside mowing. Staff are thoroughly impressed with the performance and quality of this flail mower.
- Spring gravel and calcium are complete in the south end of the Township.
- Staff have been working on ensuring all traffic counts were complete and accurate. BM Ross was out to gather information for the Roads Needs Study. The manual part of the study is complete.
- Hydro One attended the Howick Landfill to mark pole location on the south side of the road. Staff have not yet received a specific day for installation.
- No anticipated start date for paving work in Fordwich has been received from Armstrong Paving and Materials Group. Staff will be meeting on-site with the contractor to go over the scope of work and timeline.

- The down payment for the scale for the Howick Landfill was sent to Strathroy Scale to get the order placed. Anticipated delivery is at the end of September.
- Staff will be working on the bridge and guardrail repairs that were outlined in the 2024 Bridge Report completed by BM Ross.
- After the July 24th wind storm, Public Works staff spent a week completing debris and tree clean-up across the Township.
- The Dick Family Adopt-A-Road sign was installed on Malcolm Line. Since the photo was posted on the Township social media channels, staff have received four (4) additional applications for road adoptions.

4. Financial Implications:

None.

5. Conclusion / Next Steps:

Staff provide information monthly to keep Council and residents informed as to the operational tasks being preformed by the Public Works department.

6. Input from Other Sources:

None.

7. Attachments:

Appendix A: Jamie, Kyndra Dick and Family, Adopt-A-Road Sign Install

Respectfully submitted by: Scott Price, Acting Manager of Public Works



Image: Jamie, Kyndra Dick & Family – Adopt-a-Road Sign Installation

Township of Howick**Department: Fire**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: July 2025 Department Update**

1. Recommendation:

For information.

2. Purpose/Issues:

To provide council with an overview of the Fire Department's activity for the month of June 2025.

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

The Howick Township Fire Department responded to 13 calls for service in the month of July 2025. These included one commercial alarm activation, one false fire call, six down power line calls, two wellness checks for storm damage, one travel trailer fire, one unauthorized burn complaint, and one reported brush fire found to be in North Huron's response area. No incidents were reported as a result of any calls to service, and reports have been filed. The year-to-date total for calls to service as of July 30th, 2025 is 37. A summary of these calls is attached as [Appendix A](#).

Operations:

Gabel Electric will be on site on August 12th to install the backup generator at the Fire Station. This work will result in no downtime to the department as temporary power has been arranged.

The department has shared in the purchase of a MSA G1 fit testing device with the Fire Department of North Huron. This device will allow the two departments to complete

SCBA fit testing in house, resulting in considerable savings over hiring a contractor to complete this work annually.

Training:

The whole department training session planned for July 24th, 2025 was cancelled due to a storm and influx of calls following the storm. This practice will be rescheduled in August.

Training Officer Matthew Brodhaecker has completed NFPA 1021 Fire Officer 1 training at Conestoga College. This training is part of his recent promotion to Training Officer and will greatly benefit the department's training program.

Personnel:

Firefighter Nathan Locke has given his resignation from the department effective September 2025. Nathan had successfully completed the 2025 Huron County Recruit Program and has been a dedicated member of the team. We wish Nathan all the best in his future endeavors.

Recruitment efforts are ongoing, with applications still coming in. Currently, the department is looking to fill six firefighter positions by September. As of July 30th, 2025 nine applications have been received.

The job posting for the Administrative Assistant – Operations has been posted and applications are being received until August 8th, 2025.

Health & Safety

The Fire Department's Joint Health and Safety Committee met on July 21st, 2025. All action items from the previous meeting have been completed, and there were seven new action items. The 2025 annual facility inspection was completed. The next meeting is scheduled for September 8th, 2025.

4. Attachments:

[Appendix A](#) – July 2025 Fire Call Summary

Respectfully submitted by:

Josh Kestner – Manager of Development and Protective Services / Fire Chief



Howick Township Fire Department

Fire Chief : Josh Kestner

2005 Nelson St. N Gorrie ON NOG 1X0

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

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

Date of Report

30 Jul 25 09:36

Incident Summary From Jul 1 25 to Jul 31 25

Date/No.	Address/Type	Minutes	Responders	Injuries	Fatalities
Jul 8 25 25-025	15:00:31 43921 GOUGH RD Open air burning/unauthorized controlled burning (no uncontrolled fire)	30	5		
Jul 18 25 25-026	23:02:55 2053 VICTORIA ST Human - Perceived Emergency	20	11		
Jul 22 25 25-027	09:58:38 42384 GLENANNON RD Assistance not required by other agency	130	1		
Jul 24 25 25-028	18:33:57 88428 GORRIE LI Power Lines Down, Arcing	236	6		
Jul 24 25 25-029	18:56:02 44462 CREAMERY RD Power Lines Down, Arcing	214	7		
Jul 24 25 25-030	19:09:14 87077 JOHNSTON LINE Power Lines Down, Arcing	24	6		
Jul 24 25 25-031	19:35:01 88082 GORRIE LINE Power Lines Down, Arcing	155	5		
Jul 24 25 25-032	19:45:00 86774 JOHNSTON LINE Other Public Service	10	2		
Jul 24 25 25-033	19:49:56 43862 CREAMERY RD Power Lines Down, Arcing	140	8		
Jul 24 25 25-034	20:30:00 88425 MCINTOSH LINE Power Lines Down, Arcing	10	2		
Jul 24 25 25-035	20:45:00 88126 MCINTOSH LINE Other Public Service	85	2		
Jul 27 25 25-036	05:09:48 45010 HARRISTON RD Alarm System Equipment - Accidental activation (exc. code 35)	44	9		
Jul 28 25 25-037	11:11:01 44704 SALEM RD Fire	151	11		
13 incidents for Howick Township Fire Dept		20 hrs 49 mins	75		
		20 hrs 49 mins	75		

Township of Howick**Department: Fire**

To: Council Meeting

Meeting Date: August 12, 2025

Report Title: Card Lock Fuel Station

1. Recommendation:

For information.

2. Purpose/Issues:

The Public Works, Recreation and Facilities, and Fire Department included the installation of a card lock system for the Township's fuel station in the 2025 Capital Budget. Staff have obtained quotes per the current Procurement Policy and have decided to proceed with the quote from WireQ Inc. of Listowel in the amount of \$12,286.18.

3. Background:

The purchase of a card lock fuel system was included in the 2025 Capital Budget, to be drawn from the fire, public works, and recreation reserves. This system is to be installed at the municipal fuel station located at next to the public works shop. The card lock fuel system should improve the township's ability to track fuel from the various tanks, remove the need to enter the public works garage after hours, and add an extra layer of security to the fuel station.

Staff requested quotations from four fuel system providers for the installation of a system capable of controlling the diesel, dyed diesel, regular and premium fuel tanks. Two quotes were received. Two companies never provided quotations despite staff's multiple attempts to contact them.

The following quotes were provided:

Company Name	Location	Propane Quote (HST Included)
KardTech Inc.	Brampton, ON	\$18,866.65
WireQ Inc.	Listowel, ON	\$12,286.18
Gasboy	ON	N/A
ASI Fluid Management	Stoney Creek, ON	N/A

WireQ Inc. of Listowel submitted the lowest of the two quotes received. Although quotes were initially requested in April 2025, staff recommend proceeding with the purchase using the current submissions to avoid any price increases.

It is anticipated that additional wiring will be required for the installation of the new premium fuel tank. This work will incur an additional cost not reflected in the original quote. WireQ Inc. has confirmed their ability to complete this additional work, which is expected to be minimal in cost.

4. Financial Implications:

The 2025 capital budget allowed for \$15,000.00 towards the installation of a fuel card lock system.

\$15,000.00 (Budgeted)

(\$12,286.18) (WireQ Inc. Quote)

\$ 2,713.82 (For additional wiring, remaining funds to remain in reserves)

5. Conclusion / Next Steps:

As WireQ Inc. provided the lowest quote for the installation of a fuel card lock system and can also complete the additional wiring installation, staff has decided to accept their quote and proceed with installation as soon as possible. This work is expected to be completed before the end of September.

6. Input from Other Sources:

Scott Price - Acting Manager of Public Works

Brady Ropp - Manager of Recreation and Facilities

Respectfully submitted by:

Josh Kestner – Manager of Development and Protective Services / Fire Chief

Township of Howick

Department: Finance

To: Council Meeting

Meeting Date: August 12, 2025

Report Title: Accounts Payable

1. Recommendation

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

2. Purpose/Issues:

To update Council on the Accounts Payable Report for the period of July 9 to 30, 2025 in the amount of \$470,667.69.

3. Attachments:

Appendix A: Accounts Payable July 9 to 30, 2025

Respectfully submitted by: Amy Van Meeteren, Treasurer

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001468 AVENIR ENERGY	242339	TANK REMOVAL PU FEE	024443	2025-07-21	2025-07-21	474.60
		01-3900-3901-50510 TANK REMOVAL PU FEE				474.60
001006 BOYDS FARM SUPPLY LTD.	14669	CASE XTRM GLYPHOSATE	024444	2025-07-21	2025-07-21	160.00
		01-3100-3106-50555 CASE XTRM GLYPHOSATE				160.00
001006 BOYDS FARM SUPPLY LTD.	11905 CM	RETURN - BUSHING	024444	2025-07-21	2025-07-21	-6.53
		01-3800-3850-50550 RETURN - BUSHING				-6.53
001006 BOYDS FARM SUPPLY LTD.	11904 CM	RETURN- 1/2' HOSE REEL	024444	2025-07-21	2025-07-21	-135.54
		SWIVEL				
		01-3800-3850-50550 RETURN- 1/2' HOSE REEL SWIVEL				-135.54
Vendor Total						17.93
001189 BRANDT SECURITY PAP	21-8946	MONTHLY ALARM CLRKS/	001803	2025-07-14	2025-07-14	45.20
		RDS				
		01-1300-0000-50556 MONTHLY ALARM CLRKS				22.60
		01-3800-3850-50551 MONTHLY ALARM RDS				22.60
001504 CAITLIN GILLIS	JULY 14/2025	OFFICE SUPP/STAFF BBQ/	024445	2025-07-21	2025-07-21	75.52
		SYM CAR				
		01-1300-0000-50555 OFFICE SUPP/STAFF BBQ/ SYM CAR				75.52
001924 CHALMERS FUELS	1608087	OFFICE PROPANE 50L @	001814	2025-07-22	2025-07-22	28.19
		0.4990				
		01-1300-0000-50510 OFFICE PROPANE 50L @ 0.4990				28.19
001924 CHALMERS FUELS	1610356	HCC PROPANE 250 L	001814	2025-07-22	2025-07-22	140.97
		@0.4990				
		01-7100-7101-50510 HCC PROPANE 250 L @0.4990				140.97
001924 CHALMERS FUELS	1611451	FORD PROPANE 264 L @	001814	2025-07-22	2025-07-22	148.87
		0.4990				
		01-7100-7101-50500 FORD PROPANE 264 L @ 0.4990				148.87
001924 CHALMERS FUELS	1604580	PROPANE 838.20L @	001814	2025-07-22	2025-07-22	472.69
		0.4990				
		01-7100-7101-50510 PROPANE 838.20L @ 0.4990				472.69
001924 CHALMERS FUELS	1604766	PROPANE 187.40 L @	001814	2025-07-22	2025-07-22	105.67
		0.4990				
		01-9200-0000-50555 PROPANE 187.40 L @ 0.4990				105.67
001924 CHALMERS FUELS	1623493	FORD PROPANE TANK	001814	2025-07-22	2025-07-22	1.13
		RENTAL				
		01-9200-0000-50555 FORD PROPANE TANK RENTAL				1.13
001924 CHALMERS FUELS	1604578	PROPANE 697.30L	001814	2025-07-22	2025-07-22	393.18
		@0.4990				
		01-3900-3901-50510 PROPANE 697.30L @0.4990				393.18
001924 CHALMERS FUELS	1604573	PROPANE 341.80L @	001814	2025-07-22	2025-07-22	192.73
		0.4990				
		01-1300-0000-50510 PROPANE 341.80L @ 0.4990				192.73
001924 CHALMERS FUELS	1604762	PROPANE-FIRE 206.60L@	001814	2025-07-22	2025-07-22	116.49
		0.4990				
		01-2100-2101-50510 PROPANE-FIRE 206.60L@ 0.4990				116.49
001924 CHALMERS FUELS	1623494	PROPANE TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		01-3900-3901-50510 PROPANE TANK RENTAL				1.13
001924 CHALMERS FUELS	1623495	PROPANE TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		HCC				
		01-7100-7101-50510 PROPANE TANK RENTAL HCC				1.13

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001924 CHALMERS FUELS	1623496	FORKLIFT TANK RENTAL FORD LN	001814	2025-07-22	2025-07-22	1.13
		01-7100-7101-50510 FORKLIFT TANK RENTAL FORD LN				1.13
001924 CHALMERS FUELS	1623497	PROPANE TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		01-7100-7101-50510 PROPANE TANK RENTAL				1.13
001924 CHALMERS FUELS	1623498	PROPANE TANK RENTAL -	001814	2025-07-22	2025-07-22	1.13
		01-2100-2101-50510 PROPANE TANK RENTAL - FIRE H				1.13
001924 CHALMERS FUELS	1623499	PROPANE TANK RENTAL -	001814	2025-07-22	2025-07-22	1.13
		01-1300-0000-50510 PROPANE TANK RENTAL - OFFICE				1.13
001924 CHALMERS FUELS	1623501	FORKLIFT TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		01-7100-7101-50510 FORKLIFT TANK RENTAL				1.13
001924 CHALMERS FUELS	1623502	FORKLIFT TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		01-7100-7101-50510 FORKLIFT TANK RENTAL				1.13
001924 CHALMERS FUELS	1623503	FORKLIFT TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		01-7100-7101-50510 FORKLIFT TANK RENTAL				1.13
001924 CHALMERS FUELS	1623504	FORKLIFT TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		01-7100-7101-50510 FORKLIFT TANK RENTAL				1.13
001924 CHALMERS FUELS	1623505	FORKLIFT TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		01-7100-7101-50510 FORKLIFT TANK RENTAL				1.13
001924 CHALMERS FUELS	1623506	FORKLIFT TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		01-7100-7101-50510 FORKLIFT TANK RENTAL				1.13
001924 CHALMERS FUELS	1623507	FORKLIFT TANK RENTAL	001814	2025-07-22	2025-07-22	1.13
		01-7100-7101-50510 FORKLIFT TANK RENTAL				1.13
Vendor Total						1,614.61
001056 CIBC VISA	MAY 28/25 LENOVO	COMPUTERS ADMIN/TRAINING	001804	2025-07-16	2025-07-16	4,484.84
		01-2100-2101-90000 COMPUTERS ADMIN/TRAINING				4,484.84
001056 CIBC VISA	MAY 30/25 LENOVO	LENOVO COMP ITEMS -	001804	2025-07-16	2025-07-16	961.67
		01-2100-2101-90000 LENOVO COMP ITEMS - FIRE				961.67
001056 CIBC VISA	JUN 11/25 LENOVO	LENOVO COMP ITEMS-	001804	2025-07-16	2025-07-16	16.13
		01-2100-2101-90000 LENOVO COMP ITEMS-FIRE				16.13
001056 CIBC VISA	JUN 18/25 MPBSDP BIF MARRIAGE LICENCES X20		001804	2025-07-16	2025-07-16	960.00
		01-1300-0000-50200 MARRIAGE LICENCES X20				960.00
001056 CIBC VISA	MAY 29/25 JOTFORM C	BRONZE MONTHLY SUBSCRIP	001804	2025-07-16	2025-07-16	62.55
		01-2400-2404-50556 BRONZE MONTHLY SUBSCRIP				62.55
001056 CIBC VISA	JUN 5/25 WAL-MART	2X 10X10 CANOPY TENT	001804	2025-07-16	2025-07-16	224.80
		-FIRE 01-2100-2101-50103 2X 10X10 CANOPY TENT -FIRE				224.80
001056 CIBC VISA	JUN 5/25 SP STOKES	SERVICE PINS-FIRE	001804	2025-07-16	2025-07-16	867.27
		01-2100-2101-50102 SERVICE PINS-FIRE				867.27
001056 CIBC VISA	JUN 9/25 WAL-MART 2	PENCILS/METAL SHRP	001804	2025-07-16	2025-07-16	24.59
		01-2100-2101-50200 PENCILS/METAL SHRP				24.59

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001056 CIBC VISA	JUN 10/25 PRINCESS / STEEL PAIL HOT DIPPED - FIRE	01-2100-2103-50553 STEEL PAIL HOT DIPPED - FIRE	001804	2025-07-16	2025-07-16	56.48
001056 CIBC VISA	JUN 12/25 519 TABLE LUNCH MEETING - FIRE	01-2100-2101-50103 LUNCH MEETING-FIRE	001804	2025-07-16	2025-07-16	61.40
001056 CIBC VISA	JUN 17/25 AMAZON NA WIRELESS MOUSE	01-2100-2101-90000 WIRELESS MOUSE	001804	2025-07-16	2025-07-16	21.97
001056 CIBC VISA	JUN 17/25 AMAZON NA WEBCAM FOR ADMIN COMPUTER	01-2100-2101-90000 WEBCAM FOR ADMIN COMPUTER	001804	2025-07-16	2025-07-16	108.45
001056 CIBC VISA	JUN 19/25 REXALL LUBRICANT FOR FIRE TOOLS	01-2100-2101-50553 LUBRICANT FOR FIRE TOOLS	001804	2025-07-16	2025-07-16	5.64
001056 CIBC VISA	MAY 27/25 AMAZON NC DAY CAMP SUPPLIES	01-7200-7202-50555 DAY CAMP SUPPLIES	001804	2025-07-16	2025-07-16	99.20
001056 CIBC VISA	JUN 5/25 AMAZON N65 CLR BINDING COVERS/POST-ITS	01-1300-0000-50200 CLR BINDING COVERS/POST-ITS	001804	2025-07-16	2025-07-16	70.44
001056 CIBC VISA	JUN 18/25 AMAZON NC COMPUTER SPEAKER	01-1300-0000-50200 COMPUTER SPEAKER	001804	2025-07-16	2025-07-16	29.36
001056 CIBC VISA	JUN 20/25 SGS EHS Lk REPORTING FEE-BLDING INSPECT	01-4200-0000-50556 REPORTING FEE-BLDING INSPECT	001804	2025-07-16	2025-07-16	508.50
Vendor Total						8,563.29
001186 DA-LEE DUST CONTROL	103557	35% CALCIUM-27,270L@0.300/L	024446	2025-07-21	2025-07-21	9,244.53
001186 DA-LEE DUST CONTROL	103552	35% CALCIUM-27,270L@0.300/L	024446	2025-07-21	2025-07-21	9,244.53
001186 DA-LEE DUST CONTROL	103541	35% CALCIUM-27,270L@0.300/L	024446	2025-07-21	2025-07-21	9,244.53
001186 DA-LEE DUST CONTROL	103529	35% CALCIUM-27,270L@0.300/L	024446	2025-07-21	2025-07-21	9,244.53
001186 DA-LEE DUST CONTROL	103521	35% CALCIUM-27,270L@0.300/L	024446	2025-07-21	2025-07-21	9,244.53
001186 DA-LEE DUST CONTROL	103510	35% CALCIUM-27,270L@0.300/L	024446	2025-07-21	2025-07-21	9,244.53
001186 DA-LEE DUST CONTROL	103672	35% CALCIUM-25,700L@0.300/L	024446	2025-07-21	2025-07-21	8,712.30
001186 DA-LEE DUST CONTROL	103673	35% CALCIUM-27,270L@0.300/L	024446	2025-07-21	2025-07-21	9,244.53
001186 DA-LEE DUST CONTROL	103568	35% CALCIUM-25,700L@0.300/L	024446	2025-07-21	2025-07-21	8,712.30
001186 DA-LEE DUST CONTROL	103574	35% CALCIUM-25,700L@0.300/L	024446	2025-07-21	2025-07-21	8,712.30

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-3300-3304-50656	35% CALCIUM-27,270L@0.300/L			8,712.30
		Vendor Total				90,848.61
001241 DONNELLY & MURPHY	12664	GEN-LEGAL/BYLAW 1083 CENT/MART	024447	2025-07-21	2025-07-21	706.25
		01-0000-0000-51010	HR LEGAL			84.75
		01-2400-2404-51010	1083 CENTRE ST BY-LAW ENFORCEM			565.00
		01-0000-0000-51010	MARTIN ST GORRIE SALE			56.50
001969 DOUGLAS R ARMSTRONG TR.35921		16X8 OFFICE- LANDFILL #22358	024448	2025-07-21	2025-07-21	395.50
		01-4300-0000-50556	16X8 OFFICE- LANDFILL 22358			395.50
001212 EQUIPMENT ONTARIO	P61766	BELT/SPINDLE	024449	2025-07-21	2025-07-21	147.24
		01-9400-0000-50555	BELT/SPINDLE			147.24
001764 EQUITABLE LIFE OF CANADA JULY 2025		JULY 2025 BENEFITS	001805	2025-07-14	2025-07-14	6,059.80
		01-1300-0000-50102	JULY 2025 BENEFITS			2,375.98
		01-2400-2401-50102	JULY 2025 BENEFITS			524.58
		01-3900-3901-50102	JULY 2025 BENEFITS			1,349.47
		01-7100-7101-50102	JULY 2025 BENEFITS			1,385.07
		01-2100-2101-50102	JULY 2025 BENEFITS			424.70
001981 FAB BROADCASTING CORP	25060217	RDS- DRIVE PROMO	024450	2025-07-21	2025-07-21	367.25
		01-4300-0000-12810	RDS- DRIVE PROMO			367.25
001992 FIRST CHOICE TROPHIES	477	SWIM RIBBONS/GOLD MEDALS	024451	2025-07-21	2025-07-21	1,135.65
		01-7100-7102-57100	SWIM RIBBONS/GOLD MEDALS			1,135.65
001435 FLUENT IMS	9672	30 MEMBERSHIP ANNUAL SUBSCRIPT	024452	2025-07-21	2025-07-21	1,243.00
		01-2100-2101-50556	30 MEMBER ANNUAL SUBSCRIPTION			1,243.00
001435 FLUENT IMS	10125	20 MEMBER ANNUAL SUBSCRIPTION	024452	2025-07-21	2025-07-21	678.00
		01-2900-0000-50656	20 MEMBER ANNUAL SUBSCRIPTION			678.00
		Vendor Total				1,921.00
001109 FORDWICH TIRE LTD	REP013213	TIRE REPAIR P19	024453	2025-07-21	2025-07-21	50.85
		01-3800-3814-50554	TIRE REPAIR P19			50.85
001109 FORDWICH TIRE LTD	REP013319	CASING 11R22.5 TIRE	024453	2025-07-21	2025-07-21	141.25
		01-3800-3811-50553	CASING 11R22.5 TIRE			141.25
		Vendor Total				192.10
001781 FOSTER'S PLUMBING & HEAT 821		HCC- URINAL REPAIR	024454	2025-07-21	2025-07-21	127.10
		01-7100-7102-50556	HCC- URINAL REPAIR			127.10
001597 FOXTON FUELS LIMITED	630181	GASOLINE REG 1332.50 @ 0.8920	001815	2025-07-22	2025-07-22	1,629.20
		01-3900-3901-50559	GASOLINE REG 1332.50 @ 0.8920			1,629.20

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001259 GEI CONSULTANTS	730011753	LANDFILL IMPROVEMENT	024455	2025-07-21	2025-07-21	847.82
		01-4300-0000-90000 LANDFILL IMPROVEMENT				847.82
001259 GEI CONSULTANTS	730010061	LANDFILL IMPROVEMENT	024455	2025-07-21	2025-07-21	7,551.23
		01-4300-0000-90000 LANDFILL IMPROVEMENT				7,551.23
Vendor Total						8,399.05
001333 GLOBAL PAYMENTS PAP	063025	DEBIT CHARGES-MAY 2025	001806	2025-07-14	2025-07-14	49.72
		01-1300-0000-50220 DEBIT CHARGES-MAY 2025				24.86
		01-7100-7101-50556 DEBIT CHARGES-MAY 2025				24.86
001677 HENSALL DISTRICT CO-OPER X16149599 GORR H		INTEREST ON PROPANE	001807	2025-07-14	2025-07-14	16.64
		01-1300-0000-50556 INTEREST ON PROPANE				16.64
001993 HURON HAULING & EXCAVAT 1858		BLIND LAKE MD	024456	2025-07-21	2025-07-21	18,200.44
		01-8400-8446-12810 BLIND LAKE MD				18,200.44
001298 HYDRO ONE NETWORKS INC MAY 2025		MAY 2025 USAGE	001808	2025-07-14	2025-07-14	6,540.66
		01-9400-0000-50500 MAY 2025 USAGE				52.76
		01-1300-0000-50500 MAY 2025 USAGE				257.16
		01-3900-3901-50500 MAY 2025 USAGE				238.52
		01-9400-0000-50500 MAY 2025 USAGE				35.57
		01-7100-7102-50500 MAY 2025 USAGE				223.84
		01-2100-2101-50500 MAY 2025 USAGE				236.44
		01-7100-7101-50500 MAY 2025 USAGE				3,368.36
		01-9400-0000-50500 MAY 2025 USAGE				34.57
		01-9400-0000-50500 MAY 2025 USAGE				174.81
		01-9400-0000-50500 MAY 2025 USAGE				493.15
		01-9400-0000-50500 MAY 2025 USAGE				21.67
		01-9400-0000-50500 MAY 2025 USAGE				73.17
		01-9300-0000-50500 MAY 2025 USAGE				645.04
		01-9000-0000-50500 MAY 2025 USAGE				51.22
		01-8900-0000-50500 MAY 2025 USAGE				16.54
		01-9200-0000-50500 MAY 2025 USAGE				503.22
		01-9200-0000-50500 MAY 2025 USAGE				36.48
		01-9400-0000-50500 MAY 2025 USAGE				41.67
		01-9400-0000-50500 MAY 2025 USAGE				8.76
		01-9300-0000-50500 MAY 2025 USAGE				7.51
		01-9200-0000-50500 MAY 2025 USAGE				11.44
		01-9400-0000-50500 MAY 2025 USAGE				8.76
001060 IDEAL SUPPLY COMPANY LTI 1286160		ANNUAL TANK RENTAL	024457	2025-07-21	2025-07-21	240.66
		01-3900-3901-50556 ANNUAL TANK RENTAL				240.66
001526 JEFF HAWKINS	APR 25/2025	VANDER VELDAN/GEORGE	024458	2025-07-21	2025-07-21	154.87
		01-0000-0000-50556 VANDER VELDAN/GEORGE				154.87

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001243 KEVIN DOIG	VOUC 496/25	VILLAGE MAINT MAY 31- JUNE 27	024459	2025-07-21	2025-07-21	325.00
		01-9400-0000-50556 VILLAGE MAINT MAY 31-JUNE 27				325.00
001750 KURTIS SMITH EXCAVATING I CERT#1-BR1524		CULVERT #32 REPLACEMENT	024460	2025-07-21	2025-07-21	16,160.13
		01-3500-9015-90000 CULVERT #32 REPLACEMENT				17,955.70
		01-0000-0000-23300 CULVERT #32 REPLACEMENT				-1,795.57
001385 MACEWEN FARM REPAIR	2058	REPAIR GRADER -C12	024461	2025-07-21	2025-07-21	3,402.90
		01-3800-3824-50554 REPAIR GRADER -C12				3,402.90
001407 MARILYN ASHLEY	MAY 31-25	HAINES/GAYMAN	024462	2025-07-21	2025-07-21	274.12
		01-0000-0000-50556 HAINES/GAYMAN				274.12
001157 MARQUARDT FARM DRAINAG CERT#1-2044		WEBER NO 7 MUNIC DRAIN CONST	024463	2025-07-21	2025-07-21	81,360.00
		01-8400-8436-12810 WEBER NO 7 MUNIC DRAIN CONST				90,400.00
		01-0000-0000-23300 WEBER NO 7 MUNIC DRAIN CONST				-9,040.00
001930 MATT BRODHAECKER	VOUC JULY 7/25	FIRE- TRAINING LUNCH MATT B	024464	2025-07-21	2025-07-21	41.41
		01-2100-2101-50103 FIRE- TRAINING LUNCH MATT B				41.41
001391 MICROAGE BASICS	1940797	RETURN OF BINDING	024465	2025-07-21	2025-07-21	-36.98
		01-2100-2101-50200 RETURN OF BINDING				-36.98
001391 MICROAGE BASICS	1940486	FIRE- OFFICE SUPPS FOLDERS	024465	2025-07-21	2025-07-21	93.58
		01-2100-2101-50200 FIRE- OFFICE SUPPS FOLDERS				93.58
001391 MICROAGE BASICS	562554	OFFICE SUPP/RUBBER BANDS/ROLLS	024465	2025-07-21	2025-07-21	121.99
		01-1300-0000-50555 OFFICE SUPP/RUBBER BANDS/ROLLS				121.99
001391 MICROAGE BASICS	1940755	OFFICE SUPP/BINDING/SPINES	024465	2025-07-21	2025-07-21	55.96
		01-2100-2101-50200 OFFICE SUPP/BINDING/SPINES				55.96
Vendor Total						234.55
001185 MIDWESTERN EQUIPMENT (L 61284		BOLT, NUT, WASHER, KUBOTA	001809	2025-07-14	2025-07-14	61.51
		01-7100-7101-50556 BOLT, NUT, WASHER, KUBOTA				61.51
001185 MIDWESTERN EQUIPMENT (L 61427		MIRROR	001809	2025-07-16	2025-07-16	134.35
		01-3800-3835-50554 MIRROR				134.35
001185 MIDWESTERN EQUIPMENT (L 60597		ENV. CHRGE FILTER	001809	2025-07-16	2025-07-16	68.79
		01-7100-7130-50553 ENV. CHRGE FILTER				68.79
001307 MIDWESTERN NEWSPAPER C 26004		ADS/PESTICIDE/BELMORE HC/LANDF	024466	2025-07-21	2025-07-21	1,647.76
		01-3100-3106-50556 ADS/PESTICIDE USE				376.51
		01-1300-0000-50230 ADS/BELMORE HOMECOMING				254.25
		01-4300-0000-12810 ADS/LANDFILL CURB COLLECTION				1,017.00

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001142 MINISTER OF FINANCE-EHT	JUNE 2025 EHT	JUNE 2025 EHT	001810	2025-07-14	2025-07-14	2,389.92
		01-0000-0000-25110 JUNE 2025 EHT				2,389.92
001063 MINISTER OF FINANCE-OPP	380907251247078	APRIL 2025 POLICING	024467	2025-07-21	2025-07-21	45,745.00
		01-2200-0000-50556 APRIL 2025 POLICING				45,745.00
001091 P. E. INGLIS HOLDINGS INC.	51484	LANDFILL PORTABLE UNIT	024468	2025-07-21	2025-07-21	175.15
		01-4300-0000-50556 LANDFILL PORTABLE UNIT				175.15
001091 P. E. INGLIS HOLDINGS INC.	51601	PORTABLE UNIT/ WROX	024468	2025-07-21	2025-07-21	192.10
		HARBOUR				
		01-9400-0000-50556 PORTABLE UNIT/ WROX HARBOUR				192.10
Vendor Total						367.25
001594 RADAR AUTO PARTS - BRUSSE	5341-472711	SHELL V220C GREASE	024469	2025-07-21	2025-07-21	281.71
		01-3800-3850-50550 SHELL V220C GREASE				281.71
001594 RADAR AUTO PARTS - BRUSSE	5341-473543	RED REFLECTIVE TAPE	024469	2025-07-21	2025-07-21	196.51
		01-3900-3901-50555 RED REFLECTIVE TAPE				196.51
Vendor Total						478.22
001599 RAYNBOW SIGNS	18-6760	FORDWICH - TRAIL END SIGN	024470	2025-07-21	2025-07-21	333.35
		01-7100-7103-50555 FORDWICH - TRAIL END SIGN				333.35
001064 RECEIVER GENERAL FOR CA	JUNE 16-30 2025	PP#13 JUNE 16-30 2025	001811	2025-07-14	2025-07-14	18,705.25
		01-0000-0000-25100 PP#13 JUNE 16-30 2025				18,705.25
001064 RECEIVER GENERAL FOR CA	JULY 1-15 2025	PP#14 JULY 1 - 15 2025	001816	2025-07-22	2025-07-22	17,223.91
		01-0000-0000-25100 PP#14 JULY 1 - 15 2025				17,223.91
001384 SAFETY-KLEEN	97521688	OIL FEE RECOVERY	024471	2025-07-21	2025-07-21	375.73
		01-3900-3901-50556 OIL FEE RECOVERY				375.73
001303 SENTINEL PEST CONTROL	59441	HCC MONTHLY PEST CONTROL	024472	2025-07-21	2025-07-21	78.74
		01-7100-7101-50556 HCC MONTHLY PEST CONTROL				78.74
001303 SENTINEL PEST CONTROL	59066	FIRE HALL - PEST CONTROL	024472	2025-07-21	2025-07-21	175.17
		01-2100-2101-50554 FIRE HALL - PEST CONTROL				175.17
Vendor Total						253.91
001205 SPLASHABLES INC.	82125	GUARD FLYBACK SUIT	024473	2025-07-21	2025-07-21	457.59
		BLK 34/36				
		01-7100-7102-50205 GUARD FLYBACK SUIT BLK 34/36				457.59
001210 SUNBELT RENTALS OF CANA	78491860	BELMORE CONDITION ASSESSMENT	024474	2025-07-21	2025-07-21	633.78
		01-1100-0000-90000 BELMORE CONDITION ASSESSMENT				633.78
001568 T. HARRIS ENVIRONMENTAL I	22847	ARO DESIGNATED SUBSTANCE SURVE	024475	2025-07-21	2025-07-21	11,852.57
		01-3500-9000-90000 ARO DESIGNATED SUBSTANCE SURVE				11,852.57

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001681 TOROMONT CAT	PS601177695	PARTS FOR GRADER - C12	024476	2025-07-21	2025-07-21	299.51
		01-3800-3831-50553 PARTS FOR GRADER - C12				299.51
001681 TOROMONT CAT	PS601177696	STEP/FENDER BACK HOE 420	024476	2025-07-21	2025-07-21	406.80
		01-3800-3831-50553 STEP/FENDER BACK HOE420				406.80
Vendor Total						706.31
001342 TOWN OF GODERICH	22762	THRIVE SUMMIT- CSWBP	024477	2025-07-21	2025-07-21	462.50
		01-2900-0000-50556 THRIVE SUMMIT- CSWBP				462.50
001005 VABS STAGES INC	WS05927	FORDWICH BALL PRK UPDATE	024478	2025-07-21	2025-07-21	3,390.00
		01-7100-0000-50556 FORDWICH BALL PRK UPDATE				3,390.00
001420 WASTE MANAGEMENT	25-42379-43004	SINGLE STREAM COLLECTION	001817	2025-07-22	2025-07-22	540.71
		01-4300-0000-50656 SINGLE STREAM COLLECTION				540.71
001420 WASTE MANAGEMENT	12-71831-23007	CURBSIDE COLLECTION	001817	2025-07-22	2025-07-22	15,030.23
		01-7100-7101-50556 CURBSIDE COLLECTION				75.43
		01-4400-0000-50656 CURBSIDE COLLECTION				1,082.18
		01-4400-0000-50656 CURBSIDE COLLECTION				5,436.61
		01-4300-0000-50656 CURBSIDE COLLECTION				5,476.77
		01-4300-0000-50656 CURBSIDE COLLECTION				2,959.24
Vendor Total						15,570.94
001070 WATSON'S BUILDING CENTRE HJ9871		ANCHOR/ PAINT	001812	2025-07-14	2025-07-14	26.19
		01-9200-0000-50555 ANCHOR/ PAINT				26.19
001070 WATSON'S BUILDING CENTRE 147116		GRASS SEED	001818	2025-07-22	2025-07-22	118.64
		01-2100-2101-50553 GRASS SEED				118.64
001070 WATSON'S BUILDING CENTRE 147319		ELECT WATCH BATTERY	001818	2025-07-22	2025-07-22	8.46
		01-2100-2101-50553 ELECT WATCH BATTERY				8.46
001070 WATSON'S BUILDING CENTRE 214773		CLR GOO GONE/ SUPER GLUE	001818	2025-07-22	2025-07-22	18.62
		01-2100-2101-50553 CLR GOO GONE/ SUPER GLUE				18.62
001070 WATSON'S BUILDING CENTRE HK1915		TSP CLEANER LQUD	001818	2025-07-22	2025-07-22	29.46
		01-7100-7102-50550 TSP CLEANER LQUD				29.46
001070 WATSON'S BUILDING CENTRE 147700		PHONE/ TIES /ANCHORS	001818	2025-07-22	2025-07-22	58.16
		01-7100-7102-50555 PHONE/ TIES /ANCHORS				58.16
001070 WATSON'S BUILDING CENTRE HK2357		SCREWS/LEGS/WASHERS /NUTS	001818	2025-07-22	2025-07-22	83.11
		01-3100-3101-50555 SCREWS/LEGS/WASHERS/NUTS				83.11
001070 WATSON'S BUILDING CENTRE HK2364		BOLTS/HEX 18.8SS	001818	2025-07-22	2025-07-22	39.44
		01-3100-3101-50555 BOLTS/HEX 18.8SS				39.44
001070 WATSON'S BUILDING CENTRE 147770		BOLTS/DRAW 3/4" 4"	001818	2025-07-22	2025-07-22	20.32
		01-7100-7101-50555 BOLTS/DRAW 3/4" 4"				20.32
001070 WATSON'S BUILDING CENTRE HK2772		ROOFING NAILS /WASHERS	001818	2025-07-22	2025-07-22	6.83
		01-3100-3101-50555 ROOFING NAILS /WASHERS				6.83

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001070 WATSON'S BUILDING CENTRE	148129	PVC PIPE/CLTHSLNE CLIPS/POOL N	001818	2025-07-22	2025-07-22	100.46
		01-9400-0000-50557 PVC PIPE/CLTHSLNE CLIPS/POOL N				100.46
001070 WATSON'S BUILDING CENTRE	HK2781	GLV HRDWR CLTH/ SPRUCE LUMBER	001818	2025-07-22	2025-07-22	117.14
		01-3900-3901-50555 GLV HRDWR CLTH/ SPRUCE LUMBER				117.14
001070 WATSON'S BUILDING CENTRE	148146	SHOVEL/ LAWN RAKE/ PAPER TOWEL	001818	2025-07-22	2025-07-22	164.19
		01-3900-3901-50555 SHOVEL/ LAWN RAKE/ PAPER TOWEL				164.19
001070 WATSON'S BUILDING CENTRE	148241	T20 WTR TANK -RACHET STPS	001818	2025-07-22	2025-07-22	67.79
		01-3800-3811-50554 T20 WTR TANK -RACHET STPS				67.79
001070 WATSON'S BUILDING CENTRE	148459	A3TZ ANGLE/ 2X2X4 ANGLE	001818	2025-07-22	2025-07-22	33.38
		01-2100-2101-50103 A3TZ ANGLE/ 2X2X4 ANGLE				33.38
001070 WATSON'S BUILDING CENTRE	149108	P SWIVL W/CLN TRAP	001818	2025-07-22	2025-07-22	10.72
		01-7100-7102-50555 P SWIVL W/CLN TRAP				10.72
001070 WATSON'S BUILDING CENTRE	149115	CLOTHS/DISP NRTL BLK GLVS	001818	2025-07-22	2025-07-22	59.87
		01-7100-7102-50555 CLOTHS/DISP NRTL BLK GLVS				59.87
001070 WATSON'S BUILDING CENTRE	HK3887	LINE MRKING POWDER	001818	2025-07-22	2025-07-22	338.89
		01-7300-0000-50555 LINE MRKING POWDER				338.89
001070 WATSON'S BUILDING CENTRE	HK3917	LINE MRKING POWDER	001818	2025-07-22	2025-07-22	677.77
		01-7300-0000-50555 LINE MRKING POWDER				677.77
001070 WATSON'S BUILDING CENTRE	HK2877	GARDEN MARBLE STONES	001818	2025-07-22	2025-07-22	121.90
		01-9200-0000-50555 GARDEN MARBLE STONES				121.90
Vendor Total						2,101.34
001090 WIGHTMAN TELECOM LTD	12003344 JULY/10 25	PHONE SWIMMING POOL	001813	2025-07-14	2025-07-14	256.14
		01-7100-7102-50530 PHONE SWIMMING POOL				256.14
001090 WIGHTMAN TELECOM LTD	12000832 JUL 10/25	PHONE ADMIN	001813	2025-07-14	2025-07-14	755.67
		01-1300-0000-50530 PHONE ADMIN				84.91
		01-7100-7101-50530 PHONE ADMIN				62.29
		01-4300-0000-50530 PHONE ADMIN				62.29
		01-1300-0000-50530 PHONE ADMIN				23.00
		01-3900-3901-50530 PHONE ADMIN				68.73
		01-7100-7101-50530 PHONE ADMIN				73.42
		01-2400-2401-50530 PHONE ADMIN				62.29
		01-2900-0000-50530 PHONE ADMIN				62.29
		01-3900-3901-50530 PHONE ADMIN				96.31
		01-1300-0000-50530 PHONE ADMIN				96.30
		01-1300-0000-50530 PHONE ADMIN				11.24
		01-7100-7101-50530 PHONE ADMIN				40.62
		01-1300-0000-50530 PHONE ADMIN				7.46
		01-3900-3901-50530 PHONE ADMIN				4.20
		01-2400-2401-50530 PHONE ADMIN				0.32
001090 WIGHTMAN TELECOM LTD	12000827 JUL 10/25*	PHONE FIRE DEPT	001813	2025-07-17	2025-07-17	260.19
		01-2100-2101-50530 PHONE FIRE DEPT				260.19

Accounts Payable

Bills and Accounts July 9 - 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-07-09 to 2025-07-30 Paid Invoices Cheque Date 2025-07-09 to 2025-07-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
Vendor Total						1,272.00
001072 WORKPLACE SAFETY & INSU	JUNE 2025 WSIB	JUNE 2025 WSIB	000000	2025-07-14	2025-07-14	4,176.41
	01-0000-0000-25110	JUNE 2025 WSIB				4,176.41
001072 WORKPLACE SAFETY & INSU	JUNE 2025 VFF	JUNE 2025 VFF	000000	2025-07-14	2025-07-14	766.94
	01-2100-2101-50102	JUNE 2025 VFF				766.94
Unpaid Invoices						4,943.35
Paid Invoices						373,952.98
Invoices Total						378,896.33
Selected G/L Account Total						378,896.33

Payroll PP#15	45,561.55
Payroll PP#16	46,209.81
Payroll Expenditures	91,771.36
Grand Total Expenditures	470,667.69

Township of Howick**Department: Finance**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: 2025 2nd Quarter Operating Budget Variance Report**

1. Recommendation

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

2. Background:

Department managers are accountable to monitor their departmental revenues, expenditures, and projects for the year to ensure they remain within the approved 2025 budget.

The second quarter operating financial report represents the financial activity for each department for the period ending June 30, 2025, on a basis consistent with the budget approved by Council.

3. Financial Implications:

When using a straight-line budget theory, the expectation would be the second quarter would realize actual costs of approximately 50% of the total budget. However, some revenue and expenditures are subject to timing differences such as, annual membership payments, transfers and seasonal activities. The results of the second quarter operating variances do not suggest any adverse financial impacts.

4. Attachments:

Appendix A: Q2 Operating Budget Variance Report by Department

Respectfully submitted by: Amy Van Meeteren, Treasurer

Actual vs Budget Year to Date by Department

General Government - Q2 Operating Variance Report

Council & General Administration

Reporting Period: January 2025 to June 2025

	Budget	YTD Actual Cost	Variance Over/(Under)	Percentage Variance
Revenues				
Taxation Levy	4,734,233	4,034,079	(700,154)	85.21%
Fines/Penalties	52,000	27,648	(24,352)	53.17%
Other Revenue ¹	17,000	5,488	(11,513)	32.28%
Investment Income	113,000	93,347	(19,653)	82.61%
Grant Revenues	669,302	334,652	(334,650)	50.00%
Permits/Licences	14,000	7,628	(6,372)	54.49%
Transfer from Reserves ²	181,800		(181,800)	0.00%
Total Revenues	5,781,335	4,502,841	(1,278,494)	77.89%
Expenses				
Services	75,266	17,898	(57,367)	23.78%
Billing & Collections	37,500	0	(37,500)	0.00%
Internal Transfers ³	22,467	22,942	475	102.11%
External Transfers	4,962	282	(4,680)	5.68%
Wages/Benefits	719,357	295,247	(424,110)	41.04%
Training/Memberships	30,250	14,282	(15,968)	47.21%
Materials/Supplies	22,500	7,097	(15,403)	31.54%
Program Support ⁴	54,000	44,402	(9,598)	82.23%
Donations	13,750	783	(12,967)	5.70%
Capital Purchases	234,800	5,784	(229,016)	2.46%
Transfer to Reserves ⁵	47,237	0	(47,237)	0.00%
Total Expenses	1,262,089	408,718	(853,371)	32.38%

¹ Transfer of \$7000 Rental Revenue to be transferred at year end

² Transfers from reserves will be finalized at the end of the year

³ Insurance Reallocations to be completed once 2025-2026 Insurance Renewal costs received

⁴ Software renewals are all paid in first quarter

⁵ Transfers to reserves will be finalized at the end of the year

Actual vs Budget Year to Date by Department

Protection Services - Q2 Operating Variance Report

Fire Services, Policing, Conservation Authorities, Canine Control & By-Law Enforcement

Reporting Period: January 2025 to June 2025

	Budget	YTD Actual Cost	Variance Over/(Under)	Percentage Variance
Revenues				
Donations	2,000	500	(1,500)	25.00%
User Fees/Charges	1,000	0	(1,000)	0.00%
Fines/Penalties	3,000	472	(2,528)	15.75%
Other Revenue ⁶	25,000	33,246	8,246	132.99%
Grant Revenues	10,930	8,994	(1,936)	82.29%
Licences	22,000	23,755	1,755	107.98%
Transfer from Reserves ⁷	118,000	0	(118,000)	0.00%
Total Revenues	63,930	66,968	3,038	104.75%
Expenses				
Services	651,595	200,410	(451,185)	30.76%
Fleet/Equipment	27,400	11,470	(15,930)	41.86%
Wages/Benefits	316,154	93,457	(222,698)	29.56%
Training/Memberships	18,750	6,128	(12,622)	32.68%
Materials/Supplies	12,100	8,121	(3,979)	67.12%
Levies ⁸	104,348	104,055	(293)	99.72%
Capital Purchases	126,230	28,724	(97,506)	22.76%
Transfer to Reserves ⁹	107,529	0	(107,529)	0.00%
Total Expenses	1,364,106	452,365	(911,741)	33.16%

⁶ Fire Marque revenue received

⁷ Transfers from reserves will be finalized at the end of the year

⁸ Levies paid in full for the year

⁹ Transfers to reserves will be finalized at the end of the year

Actual vs Budget Year to Date by Department

Building Inspective Services - Q2 Operating Variance Report

Reporting Period: January 2025 to June 2025

	Budget	YTD Actual Cost	Variance Over/(Under)	Percentage Variance
Revenues				
Permits	95,000	104,533	9,533	110.03%
Transfer from Reserves	0	0	0	
Total Revenues	95,000	104,533	9,533	110.03%
Expenses				
Services	11,500	1,698	(9,802)	14.77%
Fleet/Equipment	4,390	753	(3,637)	17.15%
Wages/Benefits	92,783	39,685	(53,098)	42.77%
Training/Memberships	4,850	1,854	(2,996)	38.22%
Materials/Supplies	500	320	(180)	64.09%
Capital Purchases	0	0	0	
Transfer to Reserves ¹⁰	6,448	0	(6,448)	0.00%
Total Expenses	120,470	44,310	(76,160)	36.78%

¹⁰ Transfers to reserves will be finalized at the end of the year

Actual vs Budget Year to Date by Department

Transportation Services - Q2 Operating Variance Report

Reporting Period: January 2025 to June 2025

	Budget	YTD Actual Cost	Variance Over/(Under)	Percentage Variance
Revenues				
Grant Revenues ¹¹	10,000	0	(10,000)	0.00%
Sales ¹²	3,250	6,799	3,549	209.19%
Permits/Licences ¹³	93,000	1,300	(91,700)	1.40%
Transfer from Reserves ¹⁴	820,450	0	(820,450)	0.00%
Total Revenues	106,250	8,099	(98,151)	7.62%
Expenses				
Services	699,809	134,633	(565,176)	19.24%
Fleet/Equipment	219,711	129,957	(89,754)	59.15%
Wages/Benefits	651,080	331,160	(319,919)	50.86%
Training/Memberships	16,800	7,015	(9,785)	41.76%
Materials/Supplies	108,474	29,189	(79,285)	26.91%
Capital Purchases	921,950	97,050	(824,900)	10.53%
Transfer to Reserves ¹⁵	554,087	0	(554,087)	0.00%
Total Expenses	3,171,910	729,004	(2,442,906)	22.98%

¹¹ Boundary Maintenance Recoveries invoiced at the end of the year

¹² Sale of Wood Chipper

¹³ Licence Pit fees received at the end of the year

¹⁴ Transfers from reserves will be finalized at the end of the year

¹⁵ Transfers to reserves will be finalized at the end of the year

Actual vs Budget Year to Date by Department

Environmental Services - Q2 Operating Variance Report

Waste Disposal & Recycling

Reporting Period: January 2025 to June 2025

	Budget	YTD Actual Cost	Variance Over/(Under)	Percentage Variance
Revenues				
User Fees/Charges	82,000	44,130	(37,870)	53.82%
Sales ¹⁶	25,000	1,288	(23,712)	5.15%
Grant Revenues	84,000	46,507	(37,493)	55.37%
Transfer from Reserves ¹⁷	296,450	0	(296,450)	0.00%
Total Revenues	487,450	91,926	(99,074)	18.86%
Expenses				
Services	250,016	85,724	-164,292	34.29%
Wages/Benefits	111,397	33,563	-77,834	30.13%
Training/Memberships	1,100	0	-1,100	0.00%
Materials/Supplies ¹⁸	4,025	6,245	2,220	155.16%
Capital Purchases	318,450	11,324	-307,126	3.56%
Transfer to Reserves ¹⁹	1,134	0	-1,134	0.00%
Total Expenses	686,122	136,856	(549,266)	19.95%

¹⁶ Scrap Steel sales payment received at end of year

¹⁷ Transfers from reserves will be finalized at the end of the year

¹⁸ Large purchase of Bag Tags and Blue Boxes

¹⁹ Transfers to reserves will be finalized at the end of the year

Actual vs Budget Year to Date by Department

Recreation Services - Q2 Operating Variance Report

Programs, Arena, Community Centre, Pool & Parks

Reporting Period: January 2025 to June 2025

	Budget	YTD Actual Cost	Variance Over/(Under)	Percentage Variance
Revenues				
Donations	2,500	800	(1,700)	32.00%
Sales	23,000	10,803	(12,197)	46.97%
User Fees/Charges	207,508	143,978	(63,531)	69.38%
Grant Revenues	14,500	8,833	(5,667)	60.92%
Transfer from Reserves ²⁰	107,000	0	(107,000)	0.00%
Total Revenues	247,508	164,413	(83,095)	66.43%
Expenses				
Services	240,266	96,458	(143,808)	40.15%
Wages/Benefits	509,407	186,161	(323,246)	36.54%
Training/Memberships	3,450	194	(3,256)	5.62%
Materials/Supplies	62,800	19,379	(43,421)	30.86%
Capital Purchases	107,000	12,735	(94,265)	11.90%
Transfer to Reserves ²¹	113,977	0	(113,977)	0.00%
Total Expenses	1,036,900	314,927	(721,973)	30.37%

²⁰ Transfers from reserves will be finalized at the end of the year

²¹ Transfers to reserves will be finalized at the end of the year

Actual vs Budget Year to Date by Department

Planning & Drainage Services - Q2 Operating Variance Report

Planning & Drainage

Reporting Period: January 2025 to June 2025

	Budget	YTD Actual Cost	Variance Over/(Under)	Percentage Variance
Revenues				
User Fees/Charges	15,350	10,630	(4,720)	69.25%
Grant Revenues ²²	22,000	0	(22,000)	0.00%
Transfer from Reserves ²³	186,500	0	(186,500)	0.00%
Total Revenues	223,850	10,630	(26,720)	4.75%
Expenses				
Services	22,100	1,832	(20,268)	8.29%
Wages/Benefits	44,077	20,622	(23,456)	46.79%
Training/Memberships	500	235	(265)	47.00%
Materials/Supplies	10,000	2,174	(7,826)	21.74%
Capital Purchases ²⁴	201,500	0	(201,500)	0.00%
Transfer to Reserves ²⁵	19,066	0	(19,066)	0.00%
Total Expenses	297,244	24,863	(272,381)	8.36%

²² Drainage Superintendent Grant finalized at the end of the year

²³ Transfers from reserves will be finalized at the end of the year

²⁴ Howick Drain Road Crossings invoiced at the end of the year

²⁵ Transfers to reserves will be finalized at the end of the year

Township of Howick**Department: Drainage**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Municipal Drain Amending By-laws: Drain # 10, Farrish Drain – Bowman Culvert, Cathers Drain Gollan Culvert, Blind Lake Drain – Weber Culvert**

1. Recommendation:

That the Council of the Township of Howick receive report DRN-2025-03 for Information;

And That Council adopt the drainage amending By-laws for the #10 Municipal Drain, Farrish Drain – Bowman Culvert, Cather Drain – Gollan Culvert, Blind Lake Drain – Weber Culvert.

2. Purpose/Issues:

Passing the amending drainage by-laws will allow municipal staff to apply for any applicable grants and send invoices out to the affected landowners.

3. Report Highlights:

- Drain #10 -Engineer's Estimate was \$668,300; Actual cost was \$443,437.24 The work was performed by Hanna & Hamilton
- Cathers Municipal Drain-Gollan Culvert - Engineer's estimate was \$33,500; Actual cost was \$23,460.87.
- Farrish Municipal Drain-Bowman Culvert - Engineer's estimate was \$32,000; Actual cost was \$32,785.28. The work was performed by Countryside Concrete.
- Blind Lake Municipal Drain-Weber Culvert- Engineer's estimate was \$57,000; actual cost came in at \$40,287.60. The work was performed by

Huron Hauling and Excavating.

- *The increased cost was on the installation, extra rip-rap protection*

4. Financial Implications:

N/A

6. Conclusion / Next Steps:

After the passing of the by-laws, Finance staff will proceed with invoicing landowners per the assessment schedules for each drain and applying for 1/3 grant from the Province, where applicable.

7. Input from Other Sources:

Amy Van Meeteren, Treasurer

Respectfully submitted by: Scott Richardson, Drainage Superintendent

Township of Howick**Department: Fire**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Pumper 2 - 4 Replacement & Future Needs**

1. Recommendation:

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

And that Council approve up to \$20,000.00 from the fire reserve for the purchase of a used roll-up door rescue body, when one becomes available, to be installed on a new heavy-duty truck chassis at a later date;

2. Purpose/Issues:

Pumper 2 - 4, the department's third due apparatus is approaching the end of its service life and is due for replacement. Fire Department staff are actively exploring cost-effective replacement options that align with both the current operational requirements and future needs of the department.

3. Report Highlights:

- Pumper 2 - 4 has reached the end of its 25-year service life and is currently being utilized as a third-due apparatus pending its eventual replacement.
- The Fire Department has identified a need to replace Pumper 2 - 4 with a large-volume pumper-tanker. However, this transition would result in a reduction of onboard equipment and personnel space.
- To offset the loss of storage and seating capacity, the Department is considering the addition of a light rescue unit as a supplementary vehicle.
- While the replacement of Pumper 2 - 4 is currently scheduled for 2030, staff wish to remain flexible and be in a position to proceed with an earlier purchase should a suitable vehicle become available at a favourable price.

4. Background:

Pumper 2 - 4 has reached the end of its recommended 25-year service life, as outlined by the National Fire Protection Association (NFPA) and Underwriters' guidelines. Although its replacement is not currently scheduled until 2030, it is anticipated that approximately \$250,000.00 will be available in the Fire Department reserve fund at that time to support the purchase of a replacement vehicle.

Since the Fire Department was assumed by the Township in 2010, its operational needs have evolved significantly. The department now requires additional equipment and resources that were not originally anticipated, resulting in limited equipment storage space. All three front-line apparatus are currently at or near full capacity.

One of the department's ongoing and growing concerns is the availability of water, given that the Township does not have a municipal water supply. Considering this, staff believe that Pumper 2-4 should be replaced with a large-volume pumper-tanker, with a capacity of approximately 3,000 gallons, to better support the department's operational and firefighting needs.

This shift from a conventional pumper to a pumper-tanker, however, would result in a reduction of seating capacity by three firefighters, as well as a loss of equipment space. To offset these impacts, staff are recommending that the department consider supplementing the new pumper-tanker with a light rescue vehicle. A light rescue unit—built on a heavy-duty pickup truck chassis—would provide additional space for personnel and equipment, while also offering lower initial and ongoing maintenance costs compared to a full-size fire apparatus on a commercial chassis.

Current quotations for a new 3,000-gallon pumper-tanker, built to the Fire Department's specifications, range from \$600,000.00 to \$850,000.00. In light of these rising costs, staff recommend increasing annual contributions to the Fire Department reserve to ensure adequate funding is available when the replacement is required. Enhanced reserve funding would also position the department to take advantage of quality used or demonstrator units, should one become available at a favourable time and cost.

Quotations for new light rescue vehicles—constructed from aluminum or poly materials and mounted on 2025 model year chassis—range from \$230,000.00 to \$350,000.00. Staff have explored these options through vendors such as Dependable Emergency Vehicles and Fort Garry Fire Trucks.

As a cost-saving alternative, staff propose a hybrid solution that maintains vehicle reliability without compromising on age or functionality. A new Ford F-450 chassis, after applicable rebates and HST exemptions, would cost approximately \$87,000.00. Periodically, rescue trucks that have been retired from service—typically due to chassis age or mechanical issues—become available for purchase via GovDeals or through private sales. These vehicles often sell for between \$8,000.00 and \$25,000.00, while

rescue bodies alone can be found for as little as \$1,000.00, depending on condition. Examples of these bodies can be found in Appendix B.

These used rescue bodies, commonly constructed of rust-resistant aluminum, are generally well-maintained and stored indoors throughout their service life. In most cases, the chassis—not the body—is the reason for the truck's decommissioning. Staff propose acquiring a high-quality used rescue body, either separately or with a used chassis, removing it if necessary, and mounting it onto a new F-450 chassis. This approach would effectively create a new light rescue unit with an estimated 25-year service life, at a total cost of approximately \$100,000.00. This represents significant savings when compared to purchasing a new unit from a dealer.

Further cost reductions could be realized by salvaging emergency lighting and equipment from the used vehicle before resale of the stripped chassis, with proceeds used to offset the project cost.

Because these vehicles and bodies are offered sporadically, and often with short auction or sale windows—typically 7 to 14 days for GovDeals listings, and sometimes even shorter for private sales—staff are requesting that funds be pre-approved. This would allow the Fire Department to act quickly when a suitable vehicle or body becomes available and meets operational standards and departmental needs.

The department would not proceed with the purchase of a new chassis or the integration of a used body onto a new chassis until such time as the budget permits and adequate space is available to accommodate the new apparatus. The rationale for approving funds at this stage is based on the continued escalation of used equipment prices and the unpredictable availability of suitable rescue bodies. Should an appropriate unit become available, it could be acquired and securely stored until the department is prepared to complete the build and place the vehicle into service.

5. Financial Implications:

An amount of up to \$20,000.00 may be approved for the purchase of a used rescue truck or rescue body, as deemed appropriate by the Fire Chief following inspection or other forms of verification. Any unused funds from this allocation will remain in the Fire Department reserve.

Additionally, any proceeds generated from the sale of the separated truck chassis, if applicable, will also be directed back into the reserve. These funds may subsequently be used to support the purchase of a new truck chassis and the integration of the previously acquired rescue body.

6. Conclusion / Next Steps:

Staff will monitor the market for a suitable used rescue body and act quickly should an appropriate unit become available, in accordance with the pre-approved funding. The used body will be stored securely until such time that the department is prepared—both financially and operationally—to complete the build with a new chassis and place the vehicle into service.

Staff will continue to explore options for long-term apparatus replacement and recommend future reserve contributions to ensure readiness for the eventual replacement of Pumper 2 - 4 with a large-volume pumper-tanker.

7. Input from Other Sources:

- Dependable Emergency Vehicles, Brampton ON
- Fort Garry Fire Trucks, Centreport MB
- Leslie Motors Ford, Wingham ON

8. Attachments:

- [Appendix A](#) - Used Rescue Body Examples

Respectfully submitted by:

Josh Kestner – Manager of Development and Protective Services / Fire Chief

Appendix A

2009 Ford F550 - Aluminum Fort Garry Rescue Body, sold on GovDeals in October 2024 for \$15,331.84



Appendix A

2004 Ford F550 - Aluminum Seagrave Rescue Body, currently \$5,150.00 on GovDeals.



Appendix A

Aluminum Fort Garry Rescue Body, sold privately on Facebook Marketplace for \$1,000.00 in 2024.



Township of Howick**Department: Fire**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Car 2-1 Replacement**

1. Recommendation:

That the Council of the Township of Howick approve the purchase of a 2011 Ford E350 van from Turner & France Ltd. in the amount of \$7,123.20, including the trade in value of \$4,000.00 for the 2011 Ford Expedition (Car 2-1), pending final inspection by the Fire Chief.

2. Purpose/Issues:

The Fire Department's command unit Car 2-1, which doubles as a municipal law enforcement vehicle, was purchased in January 2024 and was only expected to be in service for two years until a Public Works pickup truck became available. It is approaching the end of its service life, and a suitable pickup truck will no longer be available in 2026. Staff have sourced a suitable replacement vehicle in the used market which would need to be purchased ahead of schedule due to availability.

3. Report Highlights:

- Car 2-1, a 2011 Ford Expedition, was acquired in January 2024 as a temporary solution until a Public Works vehicle was expected to become available in 2026.
- Due to adjustments in the Public Works Department's fleet replacement schedule and competing needs from other departments, the Fire Department will no longer be in a position to repurpose a used Public Works truck.
- A former Toronto Fire Services vehicle has become available through Turner & France Ltd. and can be held until Council provides direction to staff.
- A used Ford E350 van would replace Car 2-1 and be used as a utility vehicle for the Fire Department. Utility 2-7, a 2014 Ram1500 would become the new Car 2-1

4. Background:

Car 2-1, a 2011 Ford Expedition, was purchased used from Turner & France Ltd. in January 2024 for \$5,600.00. It is currently utilized as both a fire response vehicle and a municipal law enforcement vehicle by the Manager of Development and Protective Services / Fire Chief.

The original intent was for Car 2-1 to serve as a temporary vehicle until the eventual replacement of P-20, a 2020 Ford F-150 currently in the Public Works fleet. However, Public Works has since revised their fleet replacement schedule, and P-20 is no longer expected to be replaced in the coming year. The next vehicle scheduled for replacement, P-19, has significantly higher mileage and is not a suitable candidate for the upgrades required to convert it into an emergency vehicle. P-19 would be better repurposed within the Recreation and Facilities Department, should the Township wish to reassign it. By the time P-20 becomes available to the Fire Department, staff anticipate it will also no longer be appropriate for emergency service use.

In light of this, staff have begun exploring replacement options for Car 2-1. The cost of a new 2025 Ford F-150, excluding emergency lighting, cap, bed slide, and related equipment, is approximately \$55,000.00. It is estimated that an additional \$15,000.00 would be required to outfit the vehicle for emergency response purposes. While a new vehicle would provide a longer service life within the department, further planning would be required to determine how this would affect the rotation and long-term use of the current utility vehicle (2-7) as the fleet continues to age.

Turner & France Ltd. currently has a 2011 Ford E350 van, formerly part of the Toronto Fire Services fleet, listed for sale at \$11,000.00 plus HST. The vehicle is fully outfitted as an emergency vehicle and would be delivered with a valid safety certificate. Turner & France has offered \$4,000.00 in trade-in value for Car 2-1, representing strong value—only \$1,600.00 less than its original purchase price nearly 20 months ago. This exceeds the expected resale value on GovDeals and reflects the practicality of the vehicle's use over that period. Pictures of this vehicle can be found in Appendix A.

The 2011 Ford E350 has 175,000 km—over 110,000 km fewer than the current Car 2-1—and has been fleet-maintained. It is well-suited to transporting personnel, equipment, and support items such as decontamination and rehabilitation gear, which cannot currently be accommodated in Utility 2-7. The E350 also sits on a one-ton chassis, allowing for increased towing capacity over the current Utility 2-7 or Car 2-1. Despite its cargo capacity, the van remains classified as a passenger vehicle and would be appropriate for attending training sessions and meetings.

Should this option be pursued, the 2011 Ford E350 would be stored at the Fire Station, and the existing Utility 2-7, a 2014 Ram 1500 with fewer than 180,000 km, would be repurposed as the command/municipal law enforcement vehicle. Utility 2-7 is in good condition and is expected to fulfill this role effectively for the foreseeable future.

5. Financial Implications:

- \$11,000.00** (List price of the 2011 Ford E350 Van)
- **\$ 4,000.00** (Trade in value of the 2011 Ford Expedition)
- \$ 7,000.00** (Total price before taxes)

- \$ 7,910.00** (Price including 13% HST)
- **\$ 786.80** (Exempt portion of the HST)
- \$ 7,123.20** (Final Cost of the 2011 Ford E350 Van)

Additional costs may include decals, trailer hitch, and other minor additions, likely not to exceed \$2,000.00 and could be completed using the existing operating budget.

6. Conclusion / Next Steps:

The proposed vehicle replacement strategy balances the Fire Department's operational requirements with fiscal responsibility. By approving the purchase of the 2011 Ford E350, Council enables the department to address immediate fleet needs while laying the groundwork for a cost-effective solution to future apparatus challenges. Staff will proceed with the purchase and integration of the E350 van into the fleet, transitioning Utility 2-7 into the command and municipal enforcement role.

7. Input from Other Sources:

- Leslie Motors Ford, Wingham ON
- Tallon Turner – Turner & France Ltd, Pickering ON

8. Attachments:

- [Appendix A](#) - 2011 Ford E350 Pictures

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

Appendix A



Township of Howick**Department: Fire**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Howick Fire Station Feasibility Study**

1. Recommendation:

That the Council of the Township of Howick receive report FIR-2025-18 for information purposes;

And that Council approve an informal expression of interest in a new Fire Station for the Howick Township Fire Department;

And that Council direct staff to enter into preliminary discussions regarding the design and costing of a new Fire Station with Dawley Engineering;

And that Council direct staff to enter into preliminary discussions regarding the purchase of properties from the County of Huron, the Ontario Ministry of Transportation, and a private property owner.

2. Purpose/Issues:

To provide Council with the findings of the recently completed feasibility study and request direction on next steps to advance planning for a replacement fire hall to meet current and future needs of the Howick Fire Department and community.

3. Report Highlights:

- A feasibility study has been completed comparing renovation/expansion of the existing fire hall versus construction of a new facility.
- The existing building, constructed in 1963, presents significant limitations related to space, accessibility, and code compliance.
- The study identifies a preferred option of constructing a new 9,600 sq.ft. fire hall on a larger site to meet current and future operational needs.

- Estimated cost for new construction is \$2.9 million, excluding property acquisition.
- Estimated renovation cost is \$2.6 million with significant operational disruption.
- A potential property within Gorrie has been identified that exceeds minimum recommended lot size and offers long-term flexibility and training space.
- Sale of the existing fire station property could offset the cost of land acquisition for the new build.
- Staff are seeking Council direction to proceed with preliminary design development and initiate discussions with the potential property owner.

4. Background:

In 2024, the Township of Howick engaged Dawley Engineering., to conduct a feasibility study to determine whether the current fire station located at 2005 Nelson Street North in Gorrie could be feasibly renovated and expanded, or whether a new facility should be considered. This report is attached as Appendix A.

The review included:

- A general inspection of the existing building,
- A hazardous materials survey (T. Harris, 2023),
- The 2022 building condition assessment by BM Ross,
- Site plans for both renovation and new-build options,
- Budgetary cost estimates for both approaches,
- Identification of a potential new site in Gorrie.

The existing fire hall, originally built in 1963 as a works garage, has undergone piecemeal renovations since being repurposed in 1988. The current configuration poses several functional, safety, and accessibility challenges. Apparatus are tightly packed, limiting movement, and the building does not meet current Ontario Building Code post-disaster standards or accessibility requirements.

Key deficiencies include:

- Insufficient space for apparatus and equipment,
- Lack of separate enclosed spaces for SCBA, gear laundry, and decontamination,
- No female firefighter washroom facilities on the main floor,
- Limited training and meeting space,
- Inadequate ventilation and air quality controls,
- No standby power generation,

- Incompatibility with modern fire service delivery needs.

Based on site limitations, building code considerations, and long-term operational needs, the consultant strongly recommends proceeding with a new facility on a larger property.

A potential site has been identified within Gorrie's urban area that exceeds minimum recommended land area and may allow for future development and training infrastructure. Preliminary site plan layouts suggest it would be a suitable location.

5. Financial Implications:

There is no immediate financial impact as a result of this report. Should Council approve proceeding with preliminary designs and property discussion, further reporting will follow with cost estimates for design, surveying, legal consultation, and associated due diligence work. Funding sources (including reserves, grants, and long-term capital planning) will be explored and presented at that time.

The feasibility study evaluated both:

- **Renovation and Addition of Existing Facility**
 - 9,600 sq.ft. total floor area
 - Estimated cost: **\$2.6 million**
 - Requires temporary relocation during construction
 - Site constraints limit layout flexibility and future expansion
- **New Fire Hall on New Property**
 - 9,600 sq.ft. on a site exceeding 100,000 sq.ft.
 - Estimated cost: **\$2.9 million**
 - Allows for uninterrupted operations during construction
 - Supports long-term expansion, training space, and community needs

The estimate for a new Fire Station would not include the cost of purchasing a property, which is estimated at \$250,000.00 to \$300,000.00. This cost however would be recovered through the sale of the existing Fire Station property, valued at approximately \$400,000.00 - \$425,000.00.

6. Conclusion / Next Steps:

The feasibility study has clearly demonstrated that the existing fire station does not meet current or future operational and safety needs of the fire service. Constructing a new fire hall on an appropriately sized site provides the most effective and fiscally responsible solution to ensure safe, sustainable fire protection services for the Township of Howick.

Council support for preliminary design work and exploratory discussions regarding land acquisition is a critical next step in this process.

7. Input from Other Sources:

- Nelson Dawley, P. Eng - Dawley Engineering

8. Attachments:

- [Appendix A](#) – Howick Fire Station Feasibility Study

Respectfully submitted by:

Josh Kestner – Manager of Development and Protective Services / Fire Chief

Howick Fire Station Feasibility Study

Addition & Renovation of Existing Fire Hall OR New Fire Hall

Owner Township of Howick
44816 Harriston Road, Gorrie, ON N0G 1X0
Contact: Josh Kestner, Fire Chief / By-Law Enforcement Officer
Ph: 519-335-3202
E-mail: howickfire@howick.ca

Enclosures:

Review & Report - (3) pages
Inspection Report – (3) pages
Potential Property Available – (1) page
SP-1 Existing Site Plan – (1) page
SP-2 Proposed New Fire Hall Site – (1) page
SP-3 Sample Site Plan (minimum size) – (1) page
Inspection Pictures - (22)

Date: July 31, 2025

Project Title Howick Fire Station,
2005 Nelson St N, Gorrie, ON

Owner Township of Howick
44816 Harriston Road, Gorrie, ON N0G 1X0
Contact: Josh Kestner, Fire Chief / By-Law Enforcement Officer
Ph: 519-335-3202
E-mail: howickfire@howick.ca

A. Summary:

1. **Based on information provided and general inspection of the existing fire hall, Dawley recommends the construction of a new fire hall on a new larger site to meet the Municipality's current and future needs.**
2. Based on a similar fire hall tender closing July 22, 2025, that we are involved with in Princeton, we would estimate cost of construction for a new fire hall, including additional Municipal office space, septic system and site work to be \$2.9 million.
3. Site plans SP-1 and SP-2 attached show general layout of a 9,600sq.ft. Fire Hall located on a new property and on the existing property for reference. SP-3 outlines the recent Princeton project, showing the minimum property size we would recommend.

B. Background:

1. Dawley was contacted by Howick Fire Department to review the existing Gorrie Fire Hall and provide recommendation if an addition & upgrades on the existing hall was feasible or if the Municipality should move towards building a new fire hall.
2. The following information was provided to Dawley as part of the review:
 - a) General inspection of the existing fire hall and review of proposed requirements of the addition / upgrades. Dawley's inspection report attached for reference.
 - b) Hazardous Material Survey completed by T. Harris in 2023.
 - c) Fire hall condition assessment by BM Ross completed in 2022, along with full Facilities Condition Assessment.
 - d) Potential location of new fire hall, if new property is secured.
3. Dawley prepared general site plans:
 - a) The attached site plans show a superimposed recent project on the existing property (SP-1), on a potential property in Gorrie (SP-2) and what Dawley would recommend as minimum size of future property (SP-3)

C. Review:

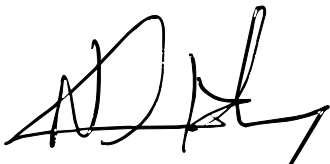
1. The existing fire hall building was originally constructed in 1963 and has undergone renovations to accommodate the fire department. Based on discussion with Fire Department the following items are recommended to be accommodated with renovation & addition.
 - a) 3 double bay drive through apparatus bay.
 - b) Barrier-free accessibility
 - c) Meeting / training room along with facilities to accommodate 25-30 firefighters.
 - d) Additional office space for Municipality and OPP. Note: this requirement is not included in the review of addition to existing facility. The site restrictions will not accommodate the additional occupancy.
 - e) Showers and facilities for both male & female. Likely would try and make facility unisex, to allow for flexibility in numbers.
 - f) Underground reservoir (preferred inside building footprint) for filling trucks.
 - g) Enclosed gear room with air exchange
 - h) Separate laundry room.
 - i) SCBA equipment room.
 - j) Workshop area.
 - k) New radio tower for dispatch
 - l) Facility to operate as Emergency Operations Centre and requires diesel generator.
 - m) Upgrade communications & internet.
 - n) Building exhaust system to meet Ministry guidelines.
 - o) Some additional mezzanine level storage.
 - p) Hose Tower for drying hoses
 - q) New septic system
 - r) Remove & replace sub-floor plumbing.
2. T. Harris Hazardous Material Survey generally found the following:
 - a) No asbestos present. Although demolition and or renovation may uncover asbestos, which will be addressed at that time.
 - b) Lead, Silica, Mercury, PCB and ozone depleting substances are present and must be disposed and handled in accordance with applicable regulations.
 - c) In general no large cost for disposal of hazardous materials is anticipated.
3. Fire hall condition assessment by BM Ross:
 - a) Review in general is relating to condition of facility. This is not a review to determine if the facility is acceptable for current fire department usage and requirements.
 - b) Building was considered to be in “Fair” condition with some repairs recommended. Budgeted amount of repairs in 2022 dollars = \$63,000. Note: this is for existing building maintenance only, not renovation work to the facility to meet fire department needs.

C. Review (cont'd):

4. Proposed renovation and addition:
 - a) Existing facility will require substantial renovation. Currently the facility has workplace health & safety concerns. The facility is “packed” with equipment and fire fighter movement around equipment is limited. SCBA Equipment, Gear Laundry and Gear Storage is required to be in separate enclosed spaces. Ventilation requires upgraded to provide safe space with appropriate air quality. Washroom & Shower facilities to be provided for both male & female fire fighters, with facilities being unisex to allow flexibility in “make-up” of fire fighters.
 - b) During renovation the facility will not be able to be occupied, a temporary facility will be required to provide fire department operations.
 - c) The existing facility was not originally constructed to meet post-disaster requirements of current Ontario Building Code. Some upgrades to existing structure will be required.
 - d) Based on past projects we have shown a 9,600sq.ft. fire hall superimposed on the existing site. See Site Plan SP-1
 - e) The site is somewhat restrictive, but would allow for the new expansion. Sewage system, well and parking will need to be strategically located. The re-use of the existing facility will limit the final building layout. Existing property is approximately 60,000sq.ft. – where as shown on sample site plan SP-3, we would recommend a minimum of 88,000sq.ft.
 - f) The existing building to be renovated would be 3,000sq.ft. (partial 2-storey), with 6,600sq.ft. addition. Based on \$200 per sq.ft. for renovation and \$300 per sq.ft. for new addition. We would anticipate cost for addition and renovation to be \$2.6 million.
5. Proposed new facility on new property:
 - a) Fire Department passed along a proposed property shown in attachment labeled “Potential Property”. Site Plan SP-2 shows the 9,600sq.ft. facility superimposed on a portion of the property. The size of the property is over 100,000sq.ft. and meets our minimum property size. The property would allow for future development and some fire fighting training space.
 - b) The new facility would meet current Ontario Building Code and be designed for post disaster. Emergency Command Centre can be incorporated as a multi-use space.
 - c) Construction of a new facility will allow existing fire hall to continue to operate. After completion of construction the old fire hall property could be sold.
 - d) July 22, 2025 we received tenders on the project shown on Site Plan SP-3. Based on this recent tender we would anticipate the cost for a new fire hall, including additional municipal office space to be \$2.9 million.

Based on our review of existing property with renovation & addition, compared to new fire hall on new property, it is Dawley’s recommendation that a new fire be constructed on a larger new site.

Should you require further information or have questions / concerns, please do not hesitate to contact myself.



Nelson Dawley, P. Eng.

Inspection Report on Existing Howick Fire Station

Date: July 31, 2025

Project Title Howick Fire Station, 2005 Nelson St N, Gorrie, ON

Owner Township of Howick
44816 Harriston Road, Gorrie, ON N0G 1X0
Ph: 519-335-3208

Contact: Josh Kestner, Fire Chief / By-Law Enforcement Officer
2005 Nelson St N, Gorrie, ON N0G 1X0
Ph: 519-335-3202
E-mail: howickfire@howick.ca

Report Prepared by:

Peter Toews – Nelson Dawley Engineering
427 10th Street, Suite #3
Hanover, ON
N4N 1P8
Office: 519-364-7837 Cell: 226-668-8226
E-mail: ptoews@wightman.ca

We were contacted by Josh Kestner, Fire Chief to provide a report for council on the Howick Fire Station located in Gorrie, ON with a recommendation to renovate or replace the structure. Inspection of the existing facility and discussion about potential renovation or new facility took place between Carter Moroney / Peter Toews (Dawley) and Josh Kestner (Fire Chief - Howick)

Building was originally built as a works garage facility in 1963. The fire department took over the building in 1987 and renovated for a fire station in 1988. Building is 45' wide x 70' long (3,000 sf) with a recently-constructed lean-to roof on the east side supported by a shipping container (used for storage) that provides shelter for a cargo trailer and training equipment.

Original building drawings were not available for review. Building construction is concrete block walls and steel columns supporting a mono-slope steel roof with flat roof membrane with full length scupper drain on north side. Exterior walls are clad with steel siding – previous “yellow” siding and brown trim was painted in 2020 to grey siding and red trims. Paint has flaked off along the base of the siding, potentially from snow/ice damage or lawn maintenance. Roof & walls likely have limited insulation, based on year of construction & later renovation.

The west side is constructed as a 2-storey wood-frame with a small office on the main floor with no barrier-free accessibility. Male firefighter washrooms (1 toilet, 1 urinal and 2 showers), and a utility/work area are accessible from the apparatus bay. No female firefighter washroom or shower provided on main floor level. The upper floor level has a small meeting room, also used as an Emergency Operations Centre, with seating for 6 persons, chief's workstation, a female washroom, and a kitchen.

Apparatus floor (east side) has 3 single-depth bays with a 14' x 14' insulated steel overhead door with 2 view lites for each bay, and houses a wood-frame mezzanine approximately 4'-6" wide along the north wall. Current apparatus stored in the building includes 2 pumpers, 1 tanker, 1 pickup truck, and a UTV trailer. The pickup is parked between a pumper and a tanker and is not able to exit the building without moving one of the vehicles. The UTV trailer is parked between 2 pumpers and is also not able to exit the building without moving one of the vehicles. Maneuverability between and behind vehicles in the apparatus bay is restricted with approximately 18"-24" of clear aisle width.

Apparatus bay ceiling is a white steel liner with an approximate height of 16' at the overhead doors and sloping down to the rear. Propane-fired radiant tube heaters are suspended from the ceiling and circulation fans with safety cages are mounted to the ceiling in each of the 3 bays.

Gear storage is provided under the mezzanine and in an alcove on the office side, with additional gear stored on the mezzanine level.

SCBA compressor & bottle filler are not located inside a separate room – units are very loud during operation. Electrical service is a 400 Amp 120/240 with no backup generator.

General discussion with Chief Kestner of potential fire department and facility needs:

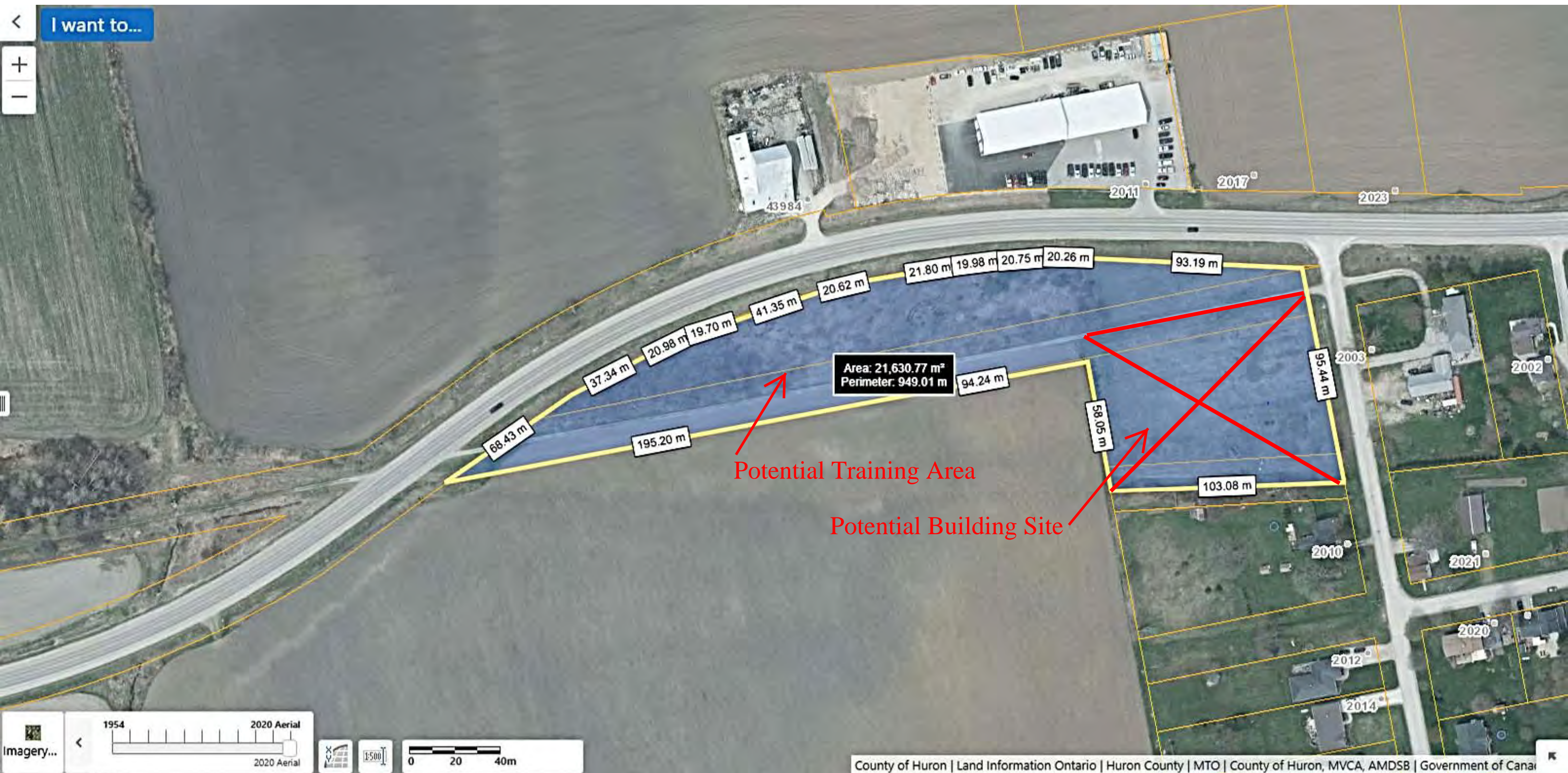
- Barrier-free accessibility
- Currently have 20-25 firefighters in addition to Chief and administration staff
- Township is tight on office space – potential to move some administration, by-law enforcement, and Chief Building Official into fire station
- Office for Deputy Fire Chief
- Room for OPP
- Floor plan for North Huron Fire Department would be a good template (3 bay x 2 deep fire hall)
- Additional showers needed, including separate washroom for female firefighters (or unisex design).
- Antique fire equipment privately owned and not stored at station
- Underground reservoir (preferred inside building footprint) for filling trucks – no fire hydrants available in Gorrie, and ponds in local area have had low water levels in recent years.
- Gear room needs to be an enclosed space with air exchange to decontaminate toxins from gear
- SCBA equipment to be separate from laundry
- Exhaust extraction system (e.g. Nederman) not required – prefer an air scrubber unit
- Larger mezzanine level with fitness area, storage, male & female washrooms with showers
- Hose Tower for drying hoses
- Trench drain has had issues
- Entrance / Display – overhead door not required, display cabinets
- Current building has issues with humidity (no air conditioning or HRV's)
- 30 ft fire safety trailer currently parked outdoors
- County trailer currently parked outdoors
- Exterior storage shed needed

General discussion with Chief Kestner of potential fire department and facility needs (cont'd):

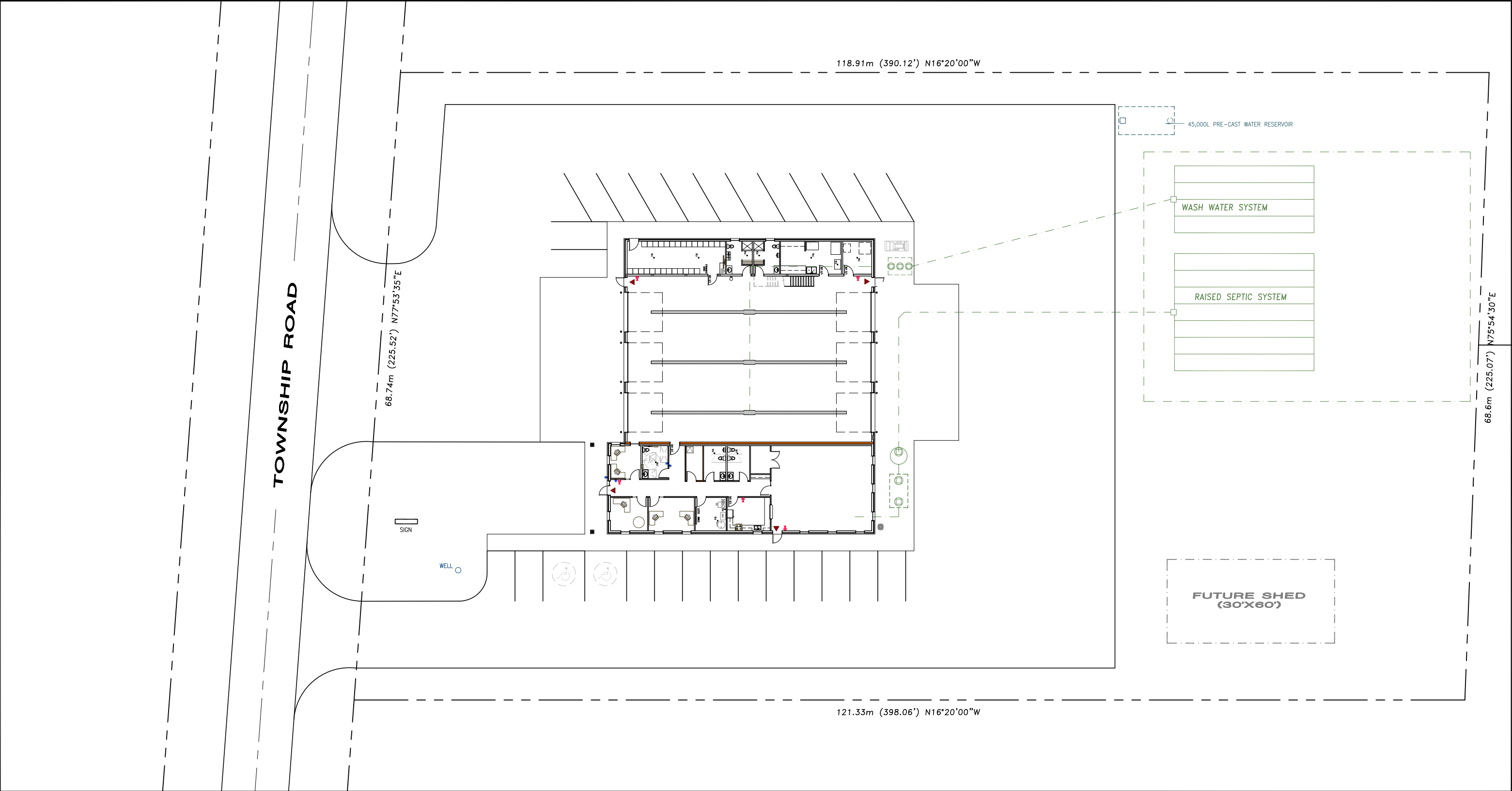
- Watson's Home Hardware may be interested in purchasing the existing fire hall property if the Township decides to purchase a new property for a new build
- Dispatch in Owen Sound – need new tower
- Diesel generator needed as Emergency Operations Centre is located in station
- Wightman has fibre for internet
- Propane is only fuel available (no natural gas currently)
- Drilled well on site
- Fire department does not have tanker shuttle accreditation
- No water rescue – Hanover Fire Department provides for them
- Training currently occurs at the landfill site
- Potential for new property to become available on west side of Gorrie – entrance off side street. It is a large site, which would allow some fire fighter training. Site is fairly level which will help with fill cost when developing site.

Prepared by:

Peter Toews - Nelson Dawley Engineering



Potential Property



NOTE: 11 x 17 PRINTS ARE HALF-SCALE,
24 x 36 PRINTS ARE FULL-SCALE

0	06/24/25	ISSUED FOR DISCUSSION	N.R.D.
NO.	DATE	DESCRIPTION	BY
REVISIONS			

ALL CONSTRUCTION TO BE IN ACCORDANCE
WITH THE ONTARIO BUILDING CODE AND
LOCAL BY-LAWS.

NELSON DAWLEY, P. ENG.

E-mail: dawleyen@wightman.ca
427 10th St. - Suite #3, Hanover, ON N4N 1P8
Ph. (519) 364-7837 Fax: (519) 364-7838

**HOWICK TOWNSHIP
FIRE DEPARTMENT**

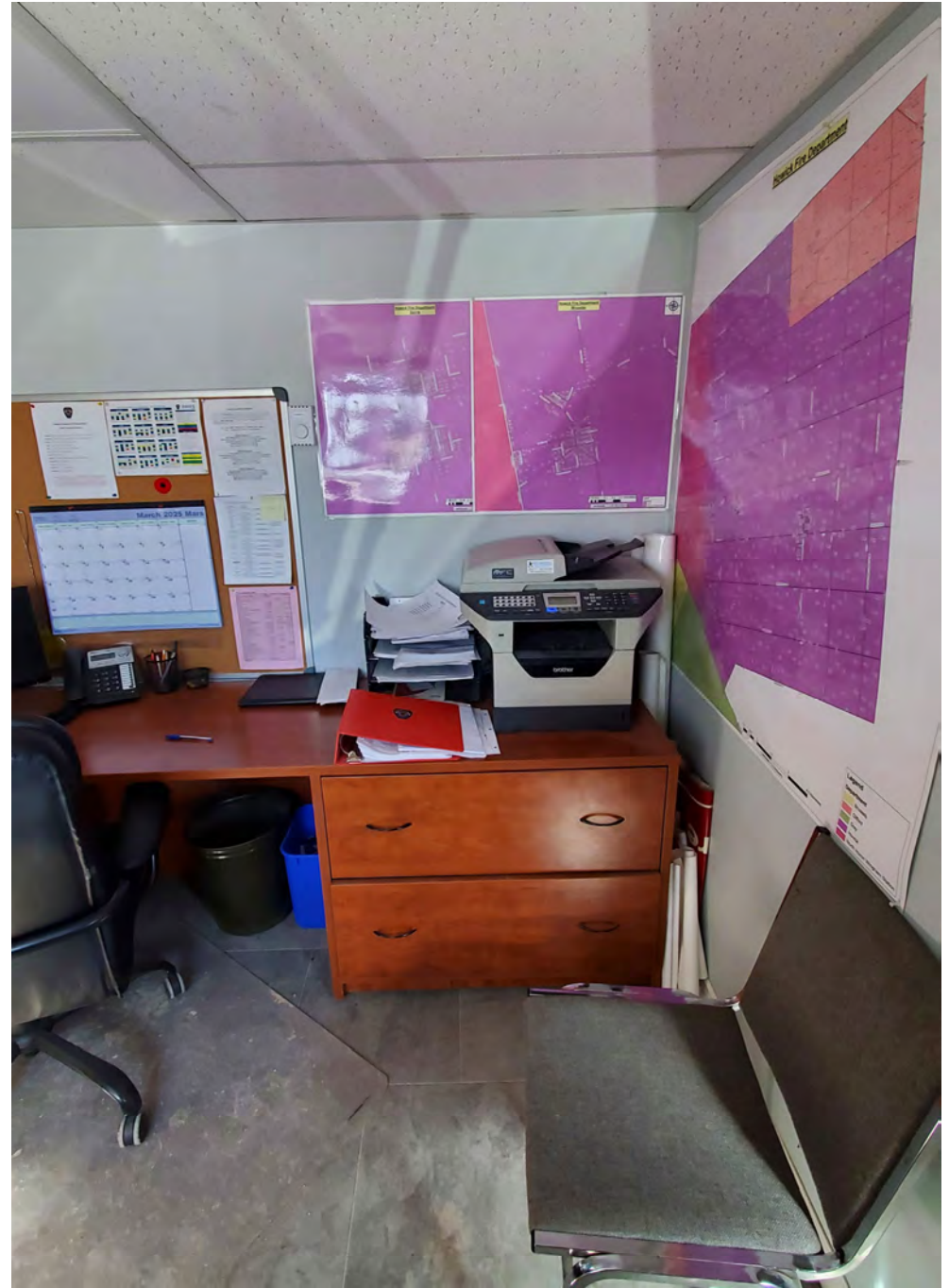
MINIMUM PROPERTY SIZE

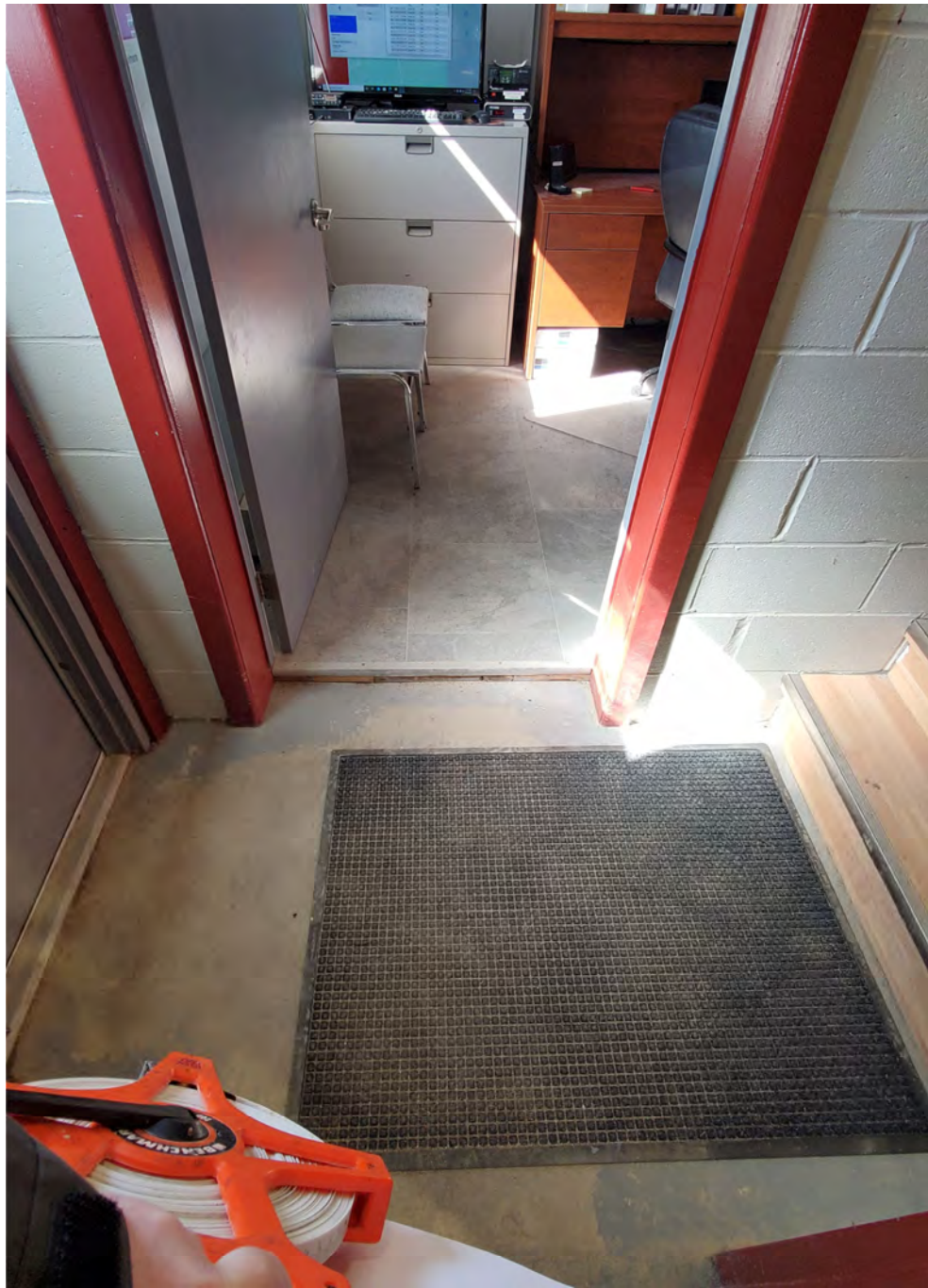
ISSUED FOR DISCUSSION		GENERAL SITE PLAN	
SCALE	1:200	DWG.#	SP-3
DATE	JUNE 24, 2025		0



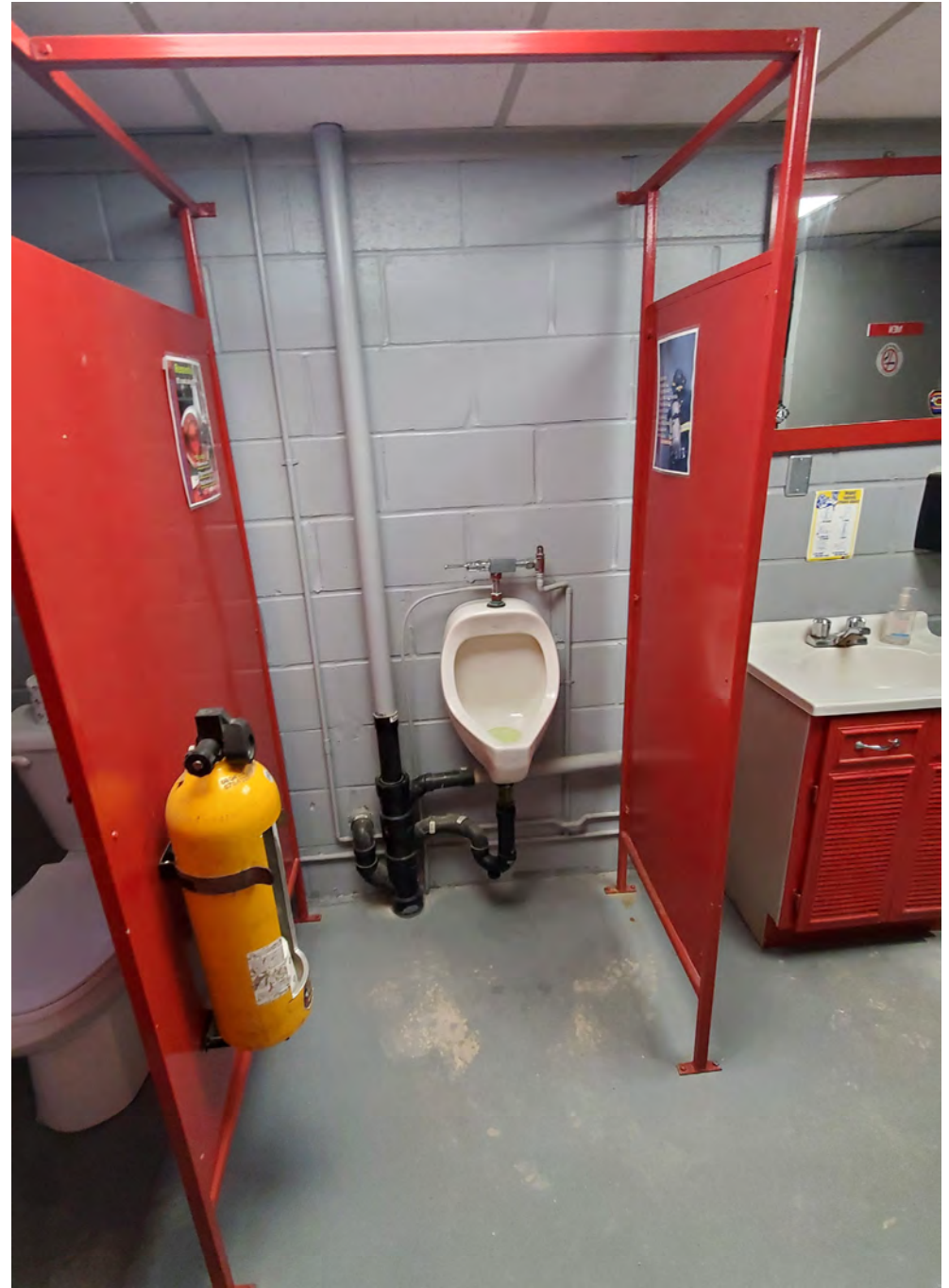
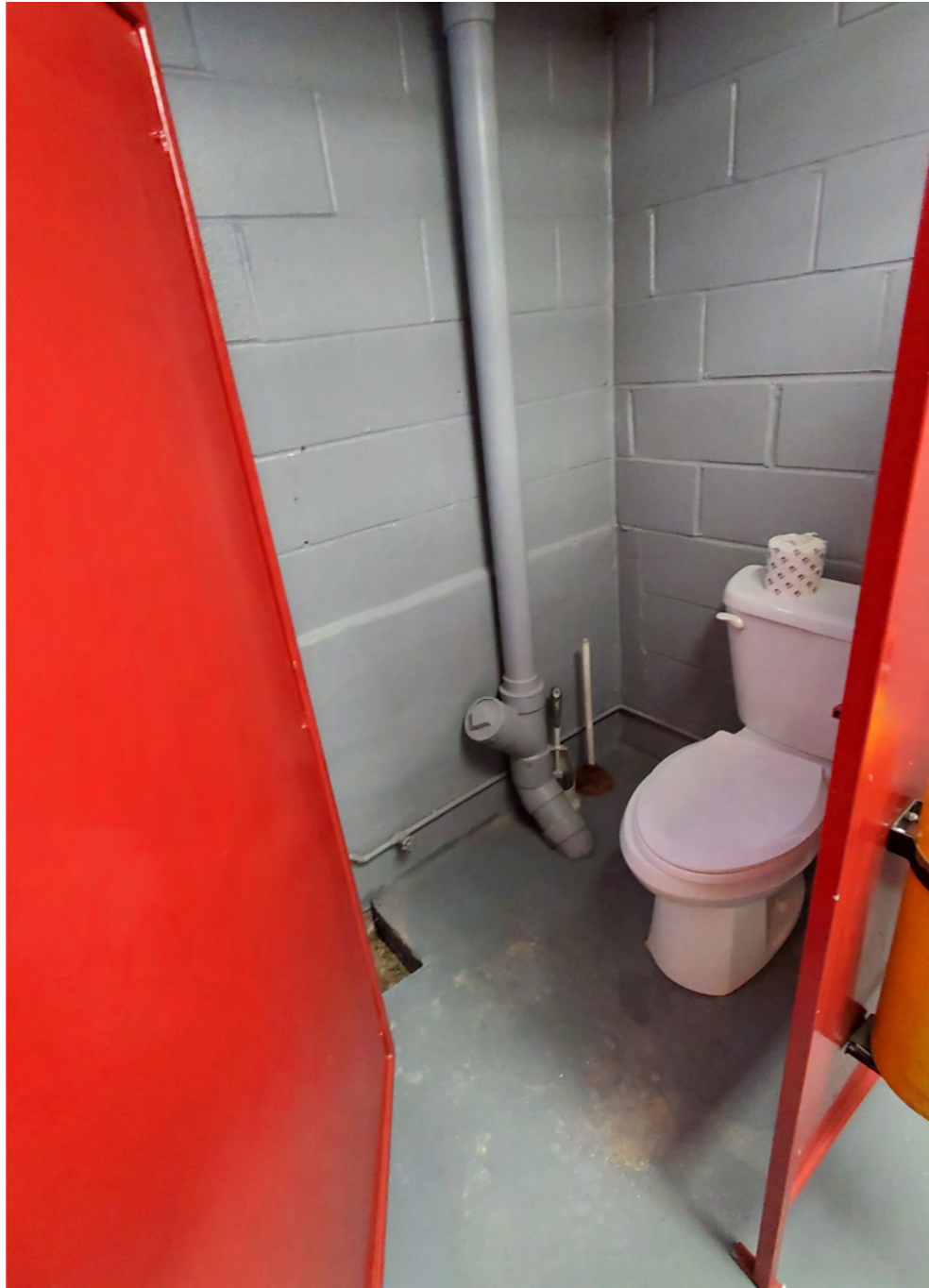
Existing Fire Hall Pictures









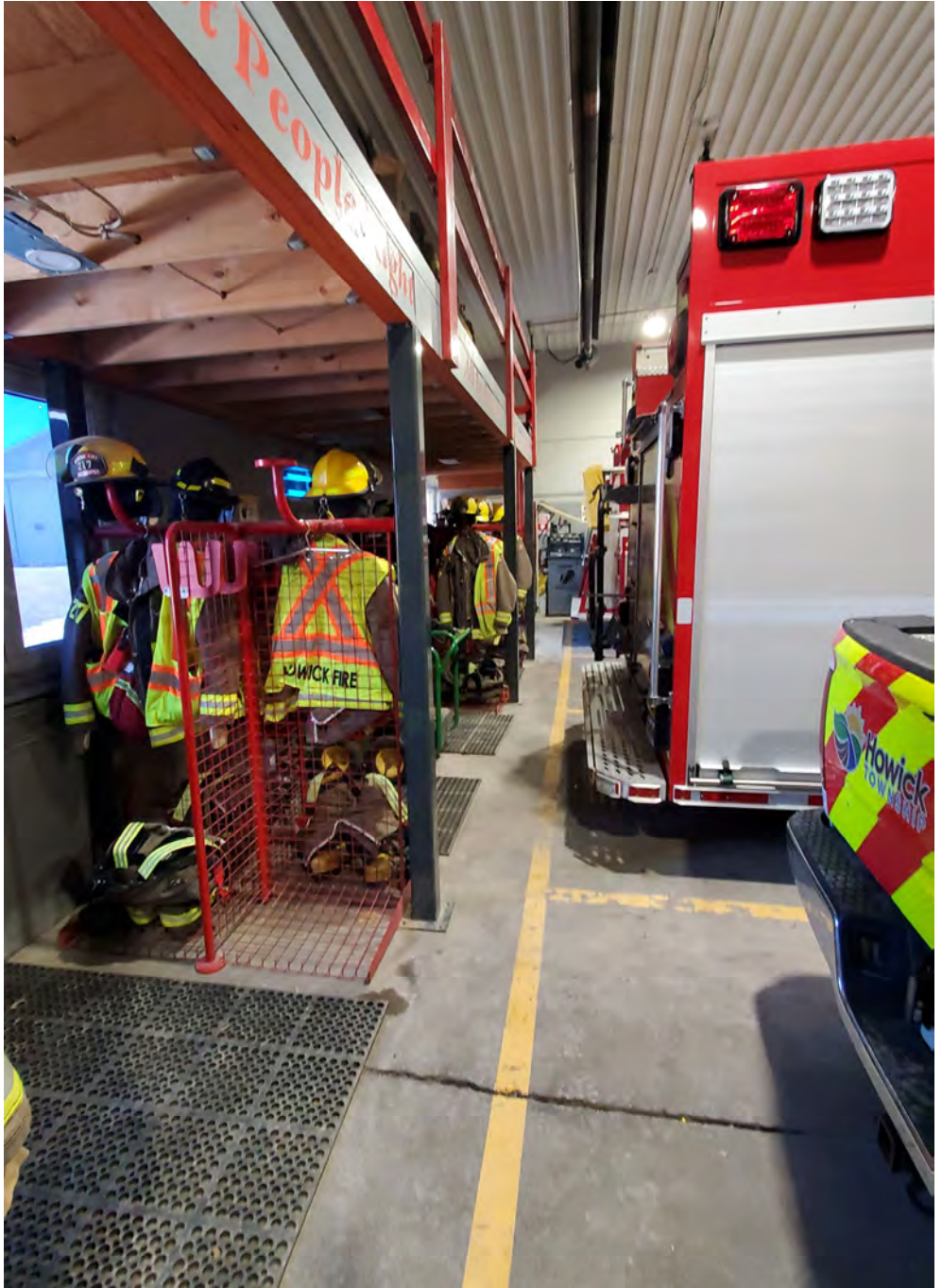
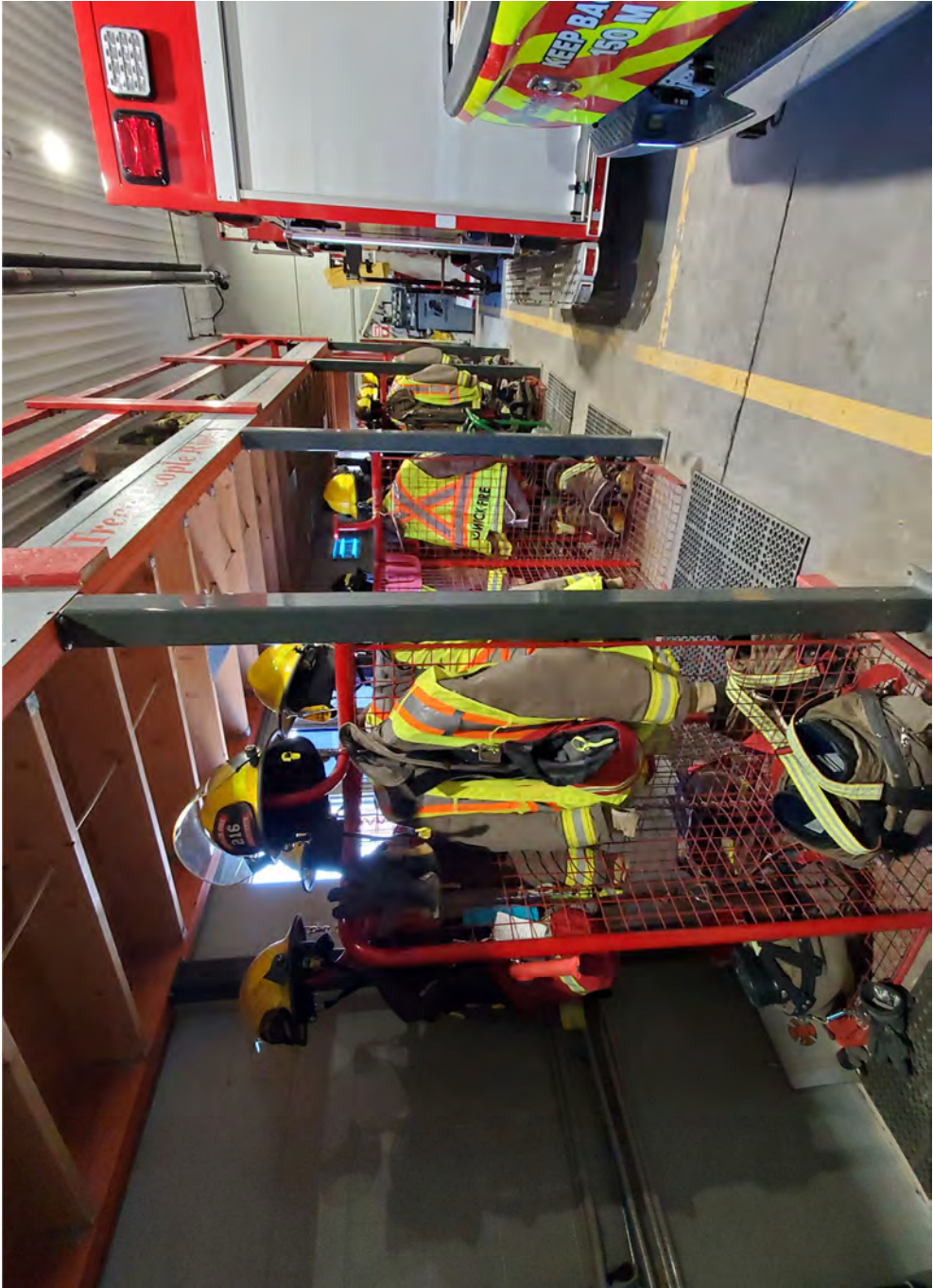






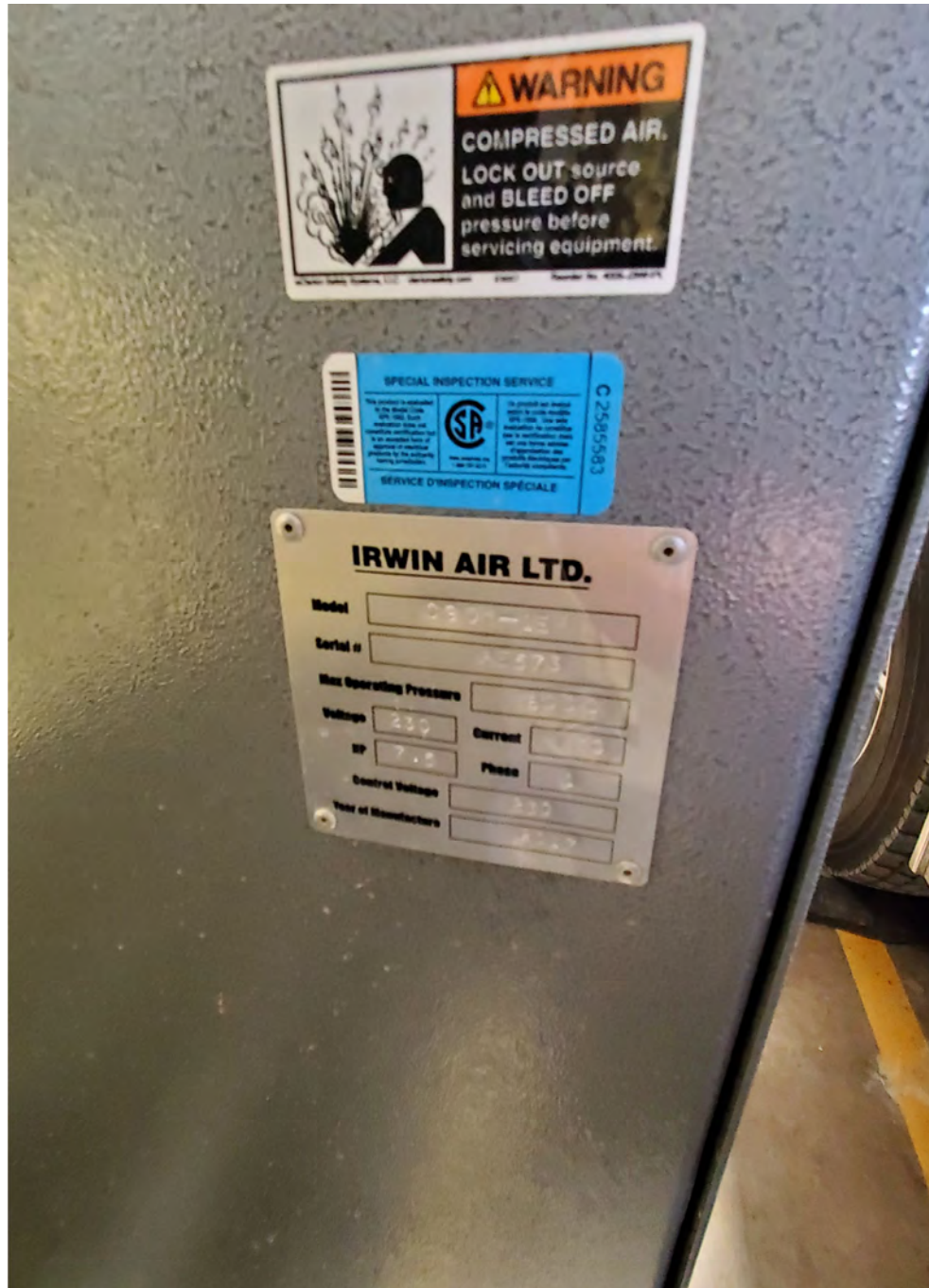


























Township of Howick**Department: Public Works**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Purchase of Howick Landfill Scale House**

1. Recommendation:

That the Council of the Township of Howick receive report PW-2025-24 for information;

And that Council support the purchase of the recommended Howick Landfill Scale House from RM Products Ltd. at a purchase price of \$26,131.60 (including unrecoverable HST).

2. Purpose/Issues:

The purpose of this report is to inform Council of the best option for the new Landfill Scale House and seek councils' approval to provide the deposit to RM Products Ltd. to get the Scale House ordered and arriving on time to correspond with the delivery of the weigh scale.

3. Background:

- Staff have purchased a new weigh scale for the Howick Landfill to develop an efficient and accurate process to weigh solid waste coming into and leaving the Howick Landfill. Anticipated delivery of the scale is fall of 2025.
- Currently, the Township of Howick is renting a 2020 16' x 8' office trailer from Armstrong Trailers at a cost of \$395.50 per month (\$4,746/year) to accommodate the Landfill staff during operating hours.
- Once the scale is installed, the trailer will need to be re-located to the front of the Landfill and placed alongside the scale. Staff operating the scale house will be required to weigh vehicles upon arrival, record and verifies load data and reweighs the vehicle once the load has been deposited.

- During the 2025 Budget Process, a Landfill Scale House and Hydro was budgeted for in the amount of \$66,000.00.
- The three companies that staff have researched are Armstrong Trailers, RM Products Ltd and Boxx Modular.
- The Scale House that staff are recommending is a 10' wide x 12' long x 9' high fiberglass structure from RM Products Ltd. The structure is a fiberglass foam core, rodent proof, insulated light grey structure. The building comes equipped with four windows, one door, one desk, air conditioning, heater, four receptacles, two lights and one light switch.
- The Scale House recommended does not include a Panel Box, Wire, or Conduit. This will have to be sourced through an electrician after the structure is in place and ready for electricity.

4. Financial Implications:

\$66,000.00 was budgeted for in 2025 for the purchase of a Scale House & Hydro. \$11,169.30 of that has already been spent with Hydro One for the initial installation of Hydro at the Landfill, leaving \$54,830.70 in the Landfill 2025 Capital Budget.

The full quote for each scale is included in the Appendices. A summary of the quotes are listed below:

Company Name	Type of Trailer	Estimated Cost
RM Products Ltd *	10' x 12' Fiberglass Structure <ul style="list-style-type: none"> - Fiberglass, Foam Core - R12 Insulation - 4 Windows - Desk - 2 Lights - 4 Receptacles - 2 Heaters - 1 Air Conditioner 	\$26,131.60 (including un-recoverable HST)
Armstrong Manufactured Homes- Office Trailers (currently being rented)	16' x 8' <ul style="list-style-type: none"> - Aluminium Siding - R11 Insulation - 1 Air Conditioner - No Furniture - Baseboard Heat 	\$20,759.04 (buyout price) (including un-recoverable HST)
Boxx Modular	8' x 20' Smart Space	\$33,804.67 (including un-recoverable HST)

2025 Landfill Capital Budget Remaining	\$54,830.70
RM Products Ltd. Fibreglass Structure	\$26,131.60
Amount Remaining	\$28,699.10

The remaining money in the Landfill Capital budget will be spent on finalizing the hydro hook up to the Scale and Scale house, which will include panel box, wire, and conduit.

The last month's lease payment for the Armstrong Trailer was paid at the time it was delivered to the Howick Landfill. There will be a change of \$600.00 for the removal of the existing trailer once the new scale house can be delivered and installed.

Staff would like to have the new RM Products scale house purchased and delivered at the same time as the anticipated arrival of the scale.

6. Conclusion / Next Steps:

The recommended fibreglass scale house is considered to be rodent proof, with a higher insulation value and include air conditioning, heat and a desk. Staff will proceed with ordering the new scale house and arrange for its delivery and installation alongside the scale in the fall. RM Products Ltd have advised staff that the turn around time for a structure is approximately 10 weeks from the date of order.

Once the Scale House is in place, staff will arrange for an electrician to provide the complete the electrical hookups to get the scale house operational.

7. Input from Other Sources:

Staff have spoke with the staff at the Morris -Turnberry Landfill Site and they are very happy with their scale house from RM Products Ltd. It holds heat in the winter, provides good air conditioning in the summer and they have never had any issues with rodents. They haven't had any trouble with vandalism or break-ins.

8. Attachments:

Appendix A: RM Products Ltd. Scale House Photos

August 12, 2025

Report: PW-2025-24

Appendix B: RM Products Scale House Quote

Appendix C: Armstrong Trailer Quote

Appendix D: Boxx Modular Quote

Respectfully submitted by: Scott Price, Interim Public Works Manager

RM Products Scale House

Location: Morris-Turnberry Landfill



Exterior: Staff Access

10' wide x 12' long x 9' high Light Grey

Stairs and concrete blocks are not included in the price

Doors: 1 (one) single fiberglass man door in steel frame



Exterior View



Interior:

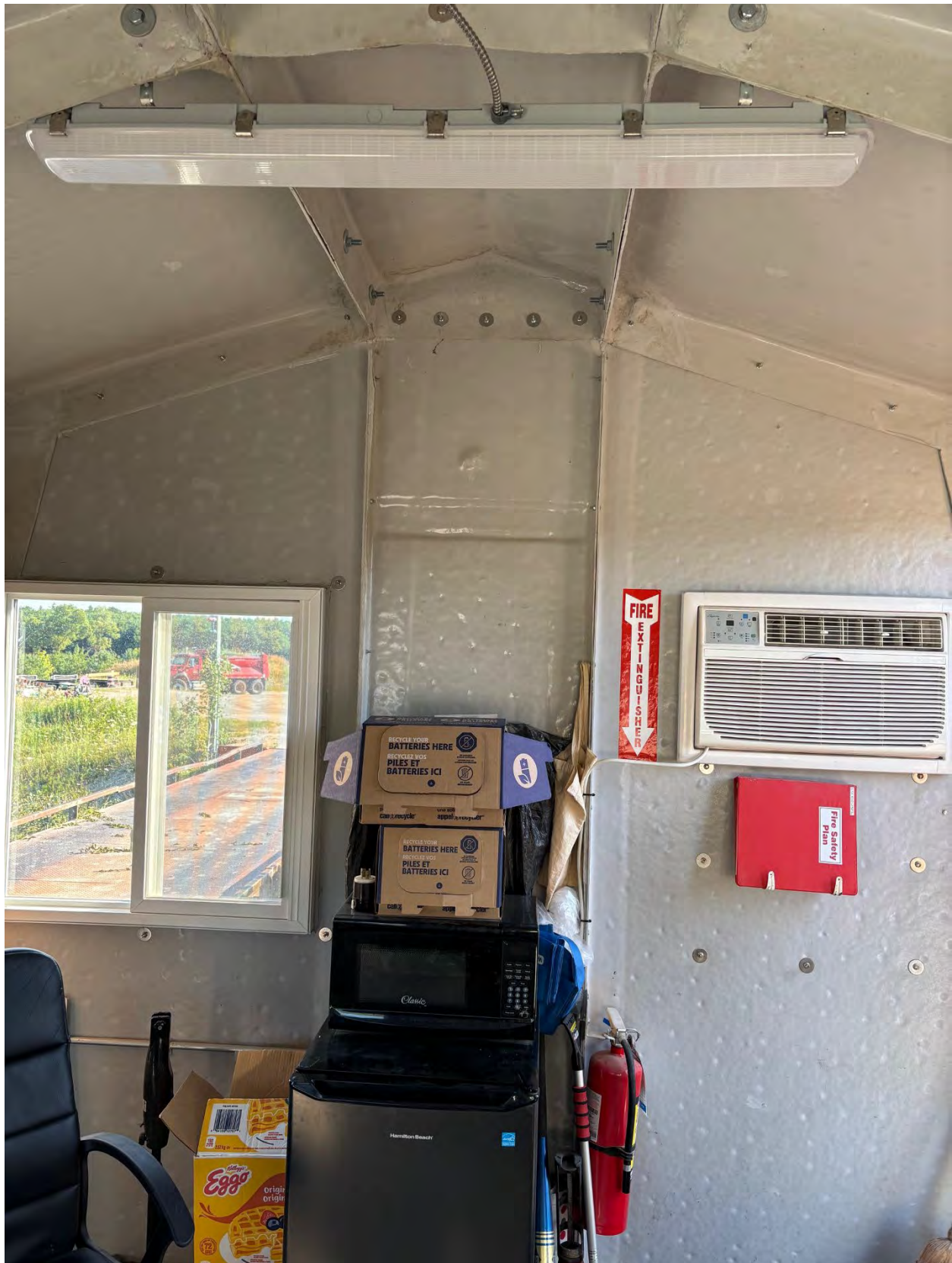
Walls/ Ceiling: R12 insulation foam core panel

Base/Floor: R12 Insulated steel framed floor with 16" o.c., 3/4" tong and groove plywood with vinyl flooring and steel "L" brackets to fasten the floor to concrete

Electrical: – mount only no wire or conduit
2 (two) Led Interior Lights
1 (one) Metal Light Switch
4 (four) 15-amp Receptacles
2 (two) 1500 watt wall mounted heaters with thermostat
1 (one) 10000BTU wall mounted air conditioner

Desk: 1 (one) 2' deep by 10' long fiberglass desk on the south wall

Windows: 3 (three) 36" x 36" vinyl sliders – single slide on the north, west and east walls 1 (one) 36" x 36" vinyl slider – double slide on the south wall



Interior View



Phone (705) 326-5580 Fax (705) 326-3646 www.rmfiberglass.com

July 17, 2025

Customer: Township of Howick Project Contact: Scott Price (519) 335-3208 x 5 Email: publicworks@howick.ca	Project Name: <i>Guardhouse</i> Quote# 17072502
--	--

1.0 GENERAL SCOPE:

1.1 The scope of work to be performed consists of designing, fabricating, delivering, enclosure in accordance with attached specifications and drawings.

1.2 Building: 10' wide x 12' long x 9' high **Light Grey**

Insulation: Foam core panel R 12

Fastening: Standard

Base/Floor R12 Insulated steel framed floor with 16" o.c., 3/4" T & G plywood with vinyl flooring and steel "L" brackets to fasten the floor to concrete (concrete provided by others)

Doors: 1 (one) single fiberglass man door in steel frame – door hardware will be supplied by others (**RM Products requires the spec sheets to ensure the door is prepped correctly**)

Windows: 3 (three) 36" x 36" vinyl sliders – single slide on the north, west and east walls
1 (one) 36" x 36" vinyl sider – double slide on the south wall

Desk: 1 (one) 2' deep by 10' long fiberglass desk on the south wall

Electrical – mount only no wire or conduit

- 2 (two) Led Interior Lights
- 1 (one) Metal Light Switch
- 4 (four) 15-amp Receptacles
- 2 (two) 1500 watt wall mounted heaters with thermostat
- 1 (one) 10000BTU wall mounted air conditioner

TOTAL COST OF ABOVE DELIVERED Factory assembled to Gorrie Ontario \$25,679.64 (taxes extra)

Does not include:

Panel box

Wire

Conduit

PLEASE NOTE RM PRODUCTS REQUIRES A 25% DEPOSIT UPON RECEIPT OF PURCHASE ORDER



Phone (705) 326-5580 Fax (705) 326-3646

www.rmfiberglass.com

July 17, 2025

Quote valid for 30 days.

Kind Regards,

Tammy Maika

tammy@rmfiberglass.com

(705) 326-5580



Construction Trailers

All of our construction trailers come with a variety of common features, and some specific features for different sizes. They are available for rent in four sizes and can be customized beyond that when ordered for sale.

Purchase price includes delivery within 200km and leveling stands. Additional charge for deliveries further than 200km. Steps are extra.

Rental rates are the monthly rate based on a 3 month minimum rental period. Short Term Rental rates would be different. There is also a delivery fee for a rental each way based on distance. 16 x 8 trailers have a drop axle and all larger sizes include steps for each door in the rental pricing.

Standard Features:

- Aluminium Siding
- Vinyl Tile Floor
- Pass-Through Airconditioning
- Baseboard Heat
- 100 Amp Panel
- Insulation of R11
- Panelled Walls
- No Furniture Supplied

[Get a Quote \(contact-us.php#contact\)](#)



16' x 8' Construction Trailer

[For Rent](#) [For Sale](#) [For Order](#)

Rental Rate

\$350/month + Delivery

Purchase Price

\$25,900

The smallest construction trailer we have available. This size has a single office, which works great as a temporary site trailer or small office. They have a built in desk, a drop axle which makes it easy to get into, and a 15 amp cord which makes it easy to plug in and get electricity.



Extra Features:


- Drop Axle
- Built-in Desk
- 15 Amp Cord

Floorspace

128 sq. ft.

Fwd: Office Trailer Sales

 Scott Price
To  Alana Dick

 If there are problems with how this message is displayed, click here to view it in a web browser.
Township of Howick

  Reply  Reply All  Forward  

Wed 2025-07-23 11:19 AM

Begin forwarded message:

From: Armstrong Sales <sales@armstrongtrailers.com>
Date: July 23, 2025 at 10:32:24 AM EDT
To: Scott Price <sprice@howick.ca>
Subject: Re: Office Trailer Sales

Good morning Scott,

The buyout price on a 2020 16 x 8 office trailer would be \$21,000 + HST

With a buyout we wouldnt need to charge the towing pickup, so we would reduce to \$20,400 + HST.

Let me know if you want to proceed. The rental lease would stop once we receive the payment for the purchase and a signed bill of sale.

Thanks,

Joey Armstrong

Armstrong Trailers
Modular Homes | Office Trailers

1868 Commerce Park Drive
Innisfil, ON, L9S 4A3
Tel: (705) 436-5611
Fax: (705) 436-4317
Toll-Free: 1-800-387-5611
www.armstrongtrailers.com
sales@armstrongtrailers.com

PURCHASE CONTRACT

CONTRACT NUMBER

BXSC-200030

CONTRACT DATE

Jun 26, 2025



BOXX MODULAR

BOXX Modular LP (Herein referred to as "BOXX Modular" or "BOXX")

This Purchase Contract ("**Contract**") includes this Cover Page and the Terms and Conditions.

BILL TO: Township of Howick
44816 Harriston Road
Gorrie, Ontario, N0G 1X0
Scott Price
sprice@howick.ca

P.O.

SALES CONTRACT DETAILS

EXPECTED DELIVERY DATE:

Jul 30, 2025

EX WORKS:

ACCOUNT MANAGER:

Roman Gusev

EMAIL:

rgusev@boxxmodular.com

PROJECT/SITE INFORMATION:

44816 Harriston Road

Gorrie

PHONE:

EMAIL:

The information contained herein is furnished at your request for your personal use only and is to be held in the strictest confidence.

Township of Howick- - Township of Howick-

8x20 Smart Space

DESCRIPTION OF EQUIPMENT/SERVICES

8 x 20 Smart Space
Delivery to Site

QTY

1
1

UNIT PRICE

\$32,000
\$1,220

TOTAL

\$32,000
\$1,220

Total:

\$33,220

CONTRACT TOTAL: \$33,220

UNIT DETAILS

DESCRIPTION OF UNIT/COMPLEX

8 x 20 Smart Space
- Unit Serial No.

LONG SERIAL NO.

Single Unit
SSK082019LM01017

SHORT SERIAL NO.

Single Unit
SSK-01017

NOTES

ACCEPTANCE: Upon acceptance of this purchase contract by the purchaser, it shall become a binding contract subject to the attached general terms and conditions and the attached special terms and conditions of sale of new or used equipment. Where BOXX Modular is responsible for transportation and/or installation, the attached special terms and conditions for transportation and/or installation shall also apply.

Sale Payment Terms:

Sales taxes, as applicable, will be added to the above pricing at the time of invoicing.

Final payment due prior to delivery. Used equipment sold as is, where is.

Interest at 1 1/2% per month (18% per annum) charged on overdue accounts (see general terms and condition item 4(b)).

ACKNOWLEDGEMENT

Notwithstanding anything to the contrary in this Contract, and in addition to the rights under the force majeure clause in the Terms and Conditions, BOXX Modular LP and any of its affiliates, shall not be in default of any of its obligations hereunder, and shall not have any liability or be responsible for any claims or damages whatsoever incurred by the Purchaser, as a result of the non-performance or any delays in the performance of its service resulting from the unavailability of assets, resources, personnel, labour and support services caused by, directly or indirectly, the COVID-19 pandemic.

Notwithstanding anything to the contrary in this Contract, in the event that any amount is due to BOXX Modular LP or any of its affiliates by the Purchaser or any of the Purchaser's affiliates, BOXX Modular LP shall have the right of set-off against the Purchaser for that amount, whether such amount arises pursuant to this Contract, any other contracts between the Purchaser and/or the Purchaser's affiliates and BOXX Modular LP, BOXX Modular LP's affiliates or otherwise.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents.

Township of Howick ("Purchaser")

Signature:

Name: Scott Price

Title: Director

Date:

BOXX Modular LP, by its general partner BOXX Modular GP INC.

Authorized Signature:

Name:

Title:

Date:

Please sign and return this copy to your sales representative

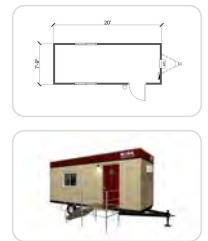
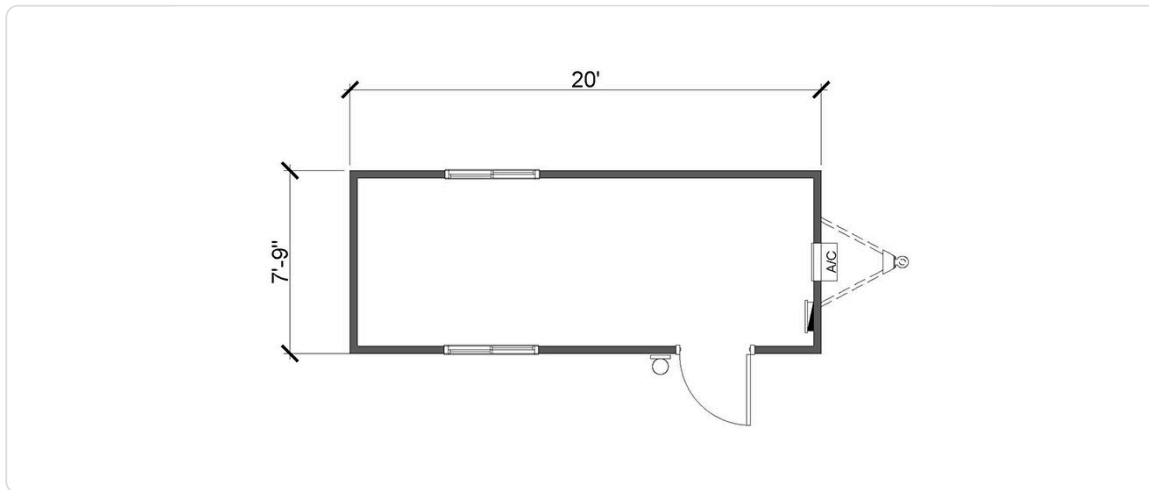


8' X 20' MOBILE OFFICE

AB

MODEL# SO0820CA

- 160 square feet
- Open Office/Meeting Area
- Climate Controlled
- Single Entrance
- Two Windows
- High-quality exterior and interior finishes
- For rent and sale!



Specifications

Square Feet	160
Size	8' x 20'
Flooring Material	VCT
Office (qty)	1

Square Meters	15
Interior Wall Finish	VCG
HVAC Quantity	1

Prefer talking on the phone?
Give us a call.

Township of Howick**Department: Recreation**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Temporary Outdoor Physical Extensions or Temporary Patios for Liquor Licensed Premises on Public & Private Property**

1. Recommendation:

That the Council of the Township of Howick receive report REC 2025-10, Temporary Outdoor Physical Extensions or Temporary Patios for Liquor Licensed Premises on Public & Private Property;

And That Council agrees to adopt By-law No. 39-2025, being a By-law to Adopt Requirements and Authority for Temporary Physical Extensions or Temporary Patios for Liquor Licensed Premises in the Township of Howick.

2. Purpose/Issues:

To provide council with information regarding the development of the policy and bylaw noted.

3. Report Highlights:

- Alcohol and Gaming Commission of Ontario (AGCO) framework changes
- Proposed Policy
- Proposed Application forms and applicable fees.

4. Background:

The Alcohol and Gaming Commission of Ontario (AGCO) has made changes to how liquor license extensions, specifically temporary outdoor extensions (patios), are handled. Effective January 1, 2023, the AGCO no longer approves temporary outdoor extensions for licenses located in municipalities. Instead, municipalities are now responsible for approving these extensions. Licensees in municipalities must now

contact their local municipality to get approval and then notify the AGCO of the approval, duration, and any conditions.

Staff have prepared this policy in response to recent changes in the AGCO legal framework. The municipality's permanently licensed facilities—Howick Community Centre and Wroxeter Community Hall—are eligible to participate in the updated program. This policy would also apply to any liquor licensed facilities that may be established within Howick Township in the future.

Staff have been approached by several community groups and organizations requesting the provision of an outdoor bar service for events. Staff believe that providing this service under the existing liquor licenses will present an opportunity to generate additional revenue, while maintaining care and control over licensed events.

5. Financial Implications:

No Financial Implications

6. Conclusion / Next Steps:

With Council's approval of the attached by-law and policy, staff will update the consolidated Fees and Charges By-law to add the application fee and security deposit and add the application forms to the Township website.

7. Input from Other Sources:

Caitlin Gillis, Chief Administrative Officer/Clerk

8. Attachments:

Appendix A: By Law 39-2025, Requirements and Authority for Temporary Outdoor Physical Extensions or Temporary Patios for Liquor Licensed Premises on Public & Private Property

Appendix B: Application Form – Temporary Outdoor Physical Extension or Temporary Patio on Public & Private Property

Appendix C: Temporary Outdoor Physical Extension or Temporary Patio on Public & Private Property - Undertaking

Respectfully submitted by: Brady Ropp, Manager of Recreation & Facilities

Corporation of the Township of

Howick By-law No. 39-2025

Being A By-Law To Adopt Requirements and Authority for Temporary Outdoor Physical Extensions or Temporary Patios for Liquor Licensed Premises on Public & Private Property in the Township of Howick

WHEREAS the Alcohol and Gaming Commission of Ontario (AGCO) as of January 1, 2023, no longer accepts applications or provides the authorization for Temporary Patios and extensions of Temporary Patios for AGCO licensees located in municipalities;

AND WHEREAS as of January 1, 2023, AGCO-licensed establishments, as a condition of being permitted to create a licensed Temporary Extension or Patio adjacent to their premises and/or to extend the size of their Licensed Temporary Area or Patio must ensure that they have municipal approval and meet all other applicable requirements;

AND WHEREAS Council deems it appropriate to permit the Owner of a licensed establishment that has a liquor sales license to apply to establish and use a Temporary Extension or Patio or create a Temporary extension of an existing Patio whether on municipal or private property (if zoning compliant) as an accessory use to the establishment provided the establishment has obtained municipal approval and meets all other applicable requirements;

AND WHEREAS Section 11 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended (herein, the Act) authorizes a municipality to pass by-laws regulating matters on lands within its jurisdiction;

AND WHEREAS Section 23.1 of the *Municipal Act, 2001*, authorizes Council to delegate its power and duties;

AND WHEREAS Council considers it to be in the Corporation's best interest to delegate authority to the Chief Building Official, or designate, to inspect Temporary Patios and require adjustments to the Temporary Patio, if need be, in order to achieve compliance with the Corporation's Guidelines;

AND WHEREAS under Section 5 of the *Municipal Act, 2001*, S.O. 2001 c.25, the powers of a municipality shall be exercised by its Council by by-law;

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

1.0 DEFINITIONS

"AGCO" means the Alcohol and Gaming Commission of Ontario.

"Application" means an application submitted pursuant to Section 2 of this by-law.

"Authorized Time Period" means a temporary patio authorization period of up to eight months total in a calendar year (does not need to be eight consecutive months) for liquor sales licensees and by-the-glass endorsement holders.

"Clerk" means the Municipal Clerk of The Corporation of the Township of Howick and shall include a Deputy Clerk or anyone designated by the Clerk to carry out duties of the Municipal Clerk.

"Council" means the Council of the Corporation of the Township of Howick.

"Eligible Business" means an operation that is legally authorized to sell and/or serve beverages.

"Approval Manager(s)" means as and where appropriate, the Chief Building Official or their designate(s); the Manager of Development and Protective Services/Fire Chief or their designate(s); the Manager of Public Works or their designate(s), the Manager of Recreation and Facilities or their designate(s), the Treasurer/Manager of Finance or their designate(s) and the CAO/Municipal Clerk or their designate of the Corporation of the Township of Howick.

"Reeve" means the Head of Council of the Corporation of the Township of Howick.

"Township" means The Corporation of the Township of Howick.

"Municipal Solicitor" means the person appointed as Municipal Solicitor by Council.

"Officer" means any person authorized by the Corporation of the Township of Howick to enforce by-laws.

"Owner" means the Owner and/or operator of an Eligible Business.

"Patio" means a Permanent patio, or a temporary extension area as defined by this By-law.

"Permanent Patio" means a clearly delineated area upon private lands that is a permanent physical extension of an AGCO licensed premises which is designed for a group of tables and chairs and other accessories for the use and consumption of food and beverages sold to the public from, or in, an Eligible Business in the Township of Howick and for which approval from the AGCO has been obtained.

"Temporary Extension" means a clearly delineated area upon private lands (if zoning compliant) or municipal lands that is designed for a group of tables and chairs and other accessories for the use and consumption of beverages sold to the public from, or in, an Eligible Business in the Township of Howick and includes a temporary extension of a AGCO licensed premises, a temporary extension of an existing patio or a permanent patio that is not and is not required to be an AGCO licensed premises, all for which an annual approval from the Approval Manager is required under this by-law for the Authorized Time Period of a particular year.

2.0 APPROVAL

- 2.1** An Owner shall not be permitted to construct and/or operate a Temporary Extension, create a Temporary extension of an existing Patio, or obtain an annual renewal of approval of such a Patio whether on municipal or private property (if zoning compliant) unless the Owner complies with and remains in compliance with all of the provisions contained in this by-law and all of its schedules, the approval(s) granted by the Approvals Manager and all attached conditions, for all other municipal by-laws and provincial and federal legislation. For greater certainty, the Policy attached hereto in Schedule "A" to this By-law shall apply and form an integral part of this By-law. For any renewal of the Annual Approval Application, the Approvals Manager shall have the discretion to dispense with some and/or all of the requirements outlined in this By-law if, and when, deemed appropriate to do so.
- 2.2** An Owner shall not construct and/or operate and/or extend a Temporary Patio unless the Owner has firstly made an Annual Approval Application to construct and/or operate and/or extend a Temporary Patio in the form and manner required by the Approval Manager and as may be further amended from time to time.
- 2.3** An Owner of a Permanent Patio shall not be required to submit an Annual Approval Application nor pay the Application fee if such Owner has obtained the requisite approval for a Permanent Patio from the AGCO, remains in good standing with the requirements of such AGCO approval and is otherwise in compliance with the Policy as applicable in Schedule "A" to this By-law.

- 2.4** The Owner shall submit with the Annual Approval Application an application fee of \$100 to cover the administration application processing and inspection time in connection with said Application. This application fee may be subject to amendment from time to time if so prescribed by the Township's Fees and Charges By-law.
- 2.5** The Applicant may be subject to payment of other fees if and when applicable as a condition of the Approval Application.
- 2.6** The Approval Manager shall have the authority to approve an application in writing on behalf of the Township which decision shall be based upon the guidelines included in Schedule "A" of this By-law.
- 2.7** The Approval Manager may make the approval subject to any additional conditions the Approval Manager deems advisable for the protection of municipal property or to help ensure the safety of the public.
- 2.8** The Owner shall construct and/or maintain the Temporary Extension in compliance with the conditions of the Township approved application and shall operate the Temporary Extension in a safe manner and shall, if requested, provide securities satisfactory to the Township to ensure compliance with the terms of the approved application and/or this by-law.

3.0 INDEMNIFICATION

- 3.1** The Owner shall indemnify and save harmless the Township, Council and municipal employees from all claims of any kind including, but not limited to, personal injury or property damage suffered by any person which the Township may suffer, incur or be held liable for resulting directly or indirectly from the issuance of Application approval under this by-law or from the actions or performance of the Owner, or that of their employees, directors or agents, under this by-law whether with or without negligence on the part of the Owner or their employees, directors and agents.
- 3.2** The Owner shall provide satisfactory proof of insurance in accordance with Schedule "A" of this by-law.
- 3.3** The Owner shall compensate the Township for all costs incurred by the Township related to the construction, operation, maintenance or removal of the Temporary Patio and all such costs may form a lien upon the real property of the Owner and can be collected in any lawful manner including authority provided by Section 446 of the Act.

4.0 REVOCATION

- 4.1** The Approval Manager may revoke the approval given to an Owner at any time but shall not revoke the approval without giving the Owner at least 48 hours' notice that the Owner has the right to appear before Council and make representations as to why the approval should not be revoked. The Township shall not be liable to pay any compensation for any loss, costs or damages which may be incurred by the Owner or any person claiming under the Owner by reason of such revocation.

5.0 NOTICE

- 5.1** In the event of an emergency or if a situation arises that the Approval Manager deems dangerous or unsafe, then the Approval Manager may, without notice to the Owner, take whatever steps the Approval Manager deems necessary to respond to the emergency or to eliminate the dangerous or unsafe situation and recover costs incurred by the Township from the Owner as provided in Section 3.

In the event that the Township requires a portion of the roadway or right-of-way encroached upon at any time for its purposes, the Owner shall remove the Temporary Patio and restore the said roadway to the condition of the surrounding area at their expense upon receipt of fourteen (14) days' notice to do so from the Manager of Public Works or their designate. If the Owner fails to remove the Temporary Patio and restore the lands encroached within the time period required or to the satisfaction of the Manager of Public Works or their designate, then such removal and restoration shall be completed by the Township and the Township shall recover all costs incurred by the Township from the Owner as provided in Section 3.

5.2 Where notice is required to be given by the Township pursuant to this by-law, the notice is deemed complete if:

5.2.1 Written notice is left with an adult person at any address provided on the application or at any address subsequently provided by the Owner;

5.2.2 Three (3) days after written notice is mailed by first class regular mail to the Owner at any address provided on the application or to any address subsequently provided by the Owner; or

5.2.3 Sent by email to any email address provided by the Owner on the application.

6.0 INSPECTION

6.1 In accordance with Section 436 of the Act, an Officer may, at any reasonable time, enter upon land to inspect any premise or place where a business which is subject to this by-law is carried on or where there are reasonable or probable grounds to believe a business subject and pursuant to this by-law was or is being carried on for the purposes of ensuring compliance with this by-law.

6.2 It shall be an offence to obstruct or permit the obstruction of the entry upon land and the inspection of the Officer.

7.0 ORDER

7.1 Where an Officer has reasonable grounds to believe that a contravention of this by-law has occurred, the Officer may serve an order on the Owner setting out the reasonable particulars of the contravention and directing:

7.1.1 Compliance within a specified time frame.

7.1.2 Any work that is required to be done, and in default of such work being done, the work may be done at the Owner's expense and the Township may recover the expense in the same manner as municipal taxes; or

7.1.3 The activity be discontinued.

7.2 Any Person who contravenes an order under this by-law is guilty of an offence.

8.0 OFFENCES

8.1 Every Person who contravenes any provision of this by-law, including failing to comply with an order made under this by-law, is guilty of an offence and upon conviction is liable to a fine, and other such penalties or fines including any Part 1 offences/set-fines thereof that may be assessed and approved pursuant to Schedule B to this By-law as may be amended from time to time all as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as amended.

8.2 In accordance with Section 398(2) of the Act, the Township may add unpaid fees, charges, and fines under this By-law to the tax roll and collect them in the same manner as property taxes.

9.0 EFFECTIVE DATE

9.1 This by-law shall come into force and take effect upon its final passing.

Read a first and second time this 12th day of August, 2025.

Read a third time and finally passed this 12th day of August, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

**SCHEDULE “A” TO
BY-LAW 39-2025
THE CORPORATION OF THE TOWNSHIP OF HOWICK**

Temporary Outdoor Physical Extension or Temporary Patio Policy

1. INTRODUCTION

As of January 1, 2023, liquor licensed premises require municipal approval for temporary outdoor physical extensions (temporary patios). Previously a municipal letter of non-objection was required by municipalities and approval was granted under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) Registrar.

The AGCO no longer accepts applications or has the authority to approve temporary outdoor extensions and patios for licensees located in municipalities. However, licensees must continue to apply to the AGCO for permanent outdoor physical extensions, permanent indoor physical extensions, and temporary patios in unorganized territories or on First Nations Reserves where Band Councils do not manage the approval process.

Under the new framework, municipalities:

- Have the authority to approve temporary outdoor extensions of licensed premises for up to a total of eight (8) months in a calendar year (does not need to be eight consecutive months);
- Are permitted to create their own conditions on the municipal approval; and
- Are responsible for ensuring compliance with any conditions placed on the temporary outdoor extension approved by the municipality.

A Township of Howick approvals team has been established to review requests for extensions of temporary outdoor patios on private property. This process involves reviewing public safety, access, location, and other site-related matters.

Effective January 1, 2023, licensees that have received municipal approval for a temporary outdoor physical extension (temporary patio) for a liquor licensed premise, are required to then notify the AGCO before they start selling and serving liquor on this outdoor temporary extension site. Licensees will need to tell the AGCO:

1. The start date that liquor will be sold and served on the temporary patio;
2. How many months per year have they been approved to operate the temporary patio;
3. The months that they intend to operate the temporary patio;
4. The expiry date of the approval;
5. A description of the location and dimensions of the temporary patio; and
6. Any conditions specified on the approval by the municipality.

2. ELIGIBILITY

Licensees holding a valid Liquor Sales License in the Township of Howick can apply to temporarily extend their licensed area on public and private property for a maximum of eight (8) months per year.

3. APPROVAL REQUIREMENTS

The Approval Manager will circulate Temporary Extension or Patio applications to the appropriate Township Departments and/or agencies to determine whether the Temporary Patio design and location is acceptable. As a result of such circulation, the Approval Manager may refuse to grant approval or impose such terms and conditions as are consistent with the guidelines contained herein.

Approval for a Temporary Extension or Patio must comply with other approvals as may be applicable such as the Health Unit, the Alcohol and Gaming Commission of Ontario (AGCO) and any other regulatory bodies governing the sale of food and/or beverages or public health. Approval by the property owner is also required by written consent. The business owner is responsible for obtaining all relevant permissions, including but not limited to the Alcohol and Gaming Commission of Ontario and their landlord. Owners shall provide their liquor license for confirmation, if requested by the Township.

4. SECURITY DEPOSIT

Prior to the Temporary Extension Patio application being approved, the Owner shall pay to the Township of Howick a security deposit fee in the amount of \$200 to ensure the Owner completes the Owner's obligations imposed by this By-law and any conditions attached to the application approval. If the Owner fails to comply with said obligations, the Township of Howick may use all or part of the security deposit toward correcting the non-compliance. If the Owner completes all the Owner's obligations in a manner satisfactory to the Approval Manager, then the Township of Howick shall refund all or part of the security deposit, as applicable, to the Owner.

5. INDEMNITY AND LIABILITY

As part of the Temporary Extension or Patio application process the Owner will covenant and agree in writing that the Township shall not be liable for any damage or injury to any property or person at any time arising from any cause whatsoever in relation to the Temporary Patio.

The Owner covenants and agrees to indemnify and save harmless the Township of Howick, its agents, employees and Council members from and against any and all liabilities, suits, claims, demands, fines, actions, costs, losses, expenses, or proceedings of any kind (including legal costs of a solicitor and his own client basis), including without limitation claims to property damage, personal injury or death, suffered or incurred by the Township of Howick arising out of or in any way connected, directly or indirectly to the Temporary Patio.

6. INFORMATION REQUIREMENTS

Business owners desiring to expand their outdoor patios are to submit a site plan drawn to scale illustrating the location, limits and dimensions of the Temporary patio, and all associated features (i.e. barricades, fencing, tables, chairs) for the Township Administration to review and ensure compliance with these guidelines, as well as track for ongoing compliance purposes. An inspection may be required prior to opening the Temporary patio for use.

Required on-site parking may be used for a Temporary Extension Patio. The required number of designated Accessible Parking Spaces must remain available for parking use and designated fire routes and sight triangles must be maintained. A reasonable number of standard parking spaces should be maintained to serve patrons, and the use of legal on-street parking may be taken into account as part of this consideration.

FURTHER CONDITIONS OF APPROVAL

1. Insurance

The Owner shall purchase and maintain in force, at their own expense (including the payment of all deductibles) and for the term of the permit, the following policies of insurance underwritten by insurers licensed to conduct business in the Province of Ontario and shall be considered primary coverage of an existing Township insurance coverage:

- a) Commercial General Liability Insurance, including coverage for bodily injury, personal injury, property damage, products and completed operations coverage, the cross liability with a minimum amount of \$2,000,000.00 for each occurrence, and including:
 - i. As it related to Temporary Patios, an endorsement certifying that the Township is included as an additional insured;

- ii. Liquor liability for premises licensed by the Owner to serve alcohol. The policies shall be endorsed to the effect that such insurance policies shall not be altered, cancelled, or allowed to expire without thirty (30) days advance written notice to the Township. As it related to Temporary Patios, the Owner shall deliver to the Township of Howick a certificate of insurance to evidence the foregoing insurance.

Accessory Use: Temporary Extension or Patios shall be located adjacent to an existing beverage establishment and shall be considered an accessory use. Temporary Extension or Patios shall not extend in front of adjacent tenant spaces, exits or beyond business frontage without written permission from affected adjacent property owners and tenants; this includes any overhanging elements. This permission shall be provided to the Township in writing.

- iii. The Owner is responsible for obtaining all relevant permissions, including but not limited to the Alcohol and Gaming Commission of Ontario and their landlord. Owners shall provide their liquor license for confirmation, if so requested by the Township.

2. Operation Criteria

i. Design Criteria

- a) For extensions or patios on municipal or Township land, all work shall conform to the approved standards and specifications of the Town of Howick.

ii. Approval Criteria

To be eligible for a temporary outdoor physical extension (temporary patio), the patio must meet the following criteria:

- a) For Temporary patios, be permitted temporarily for operation during the Authorized Time Period.
- b) The temporary outdoor physical extension (area) must be adjacent to the premises to which the liquor sales license applies.
- c) There shall be no condition on the liquor sales license prohibiting an extension.
- d) The temporary extension must be accessory to (and directly associated with) a permitted business on the property. To confirm if a business is permitted, applicants should confirm through the Township's Zoning By-law.
- e) The temporary extension or patio must be located on the same lot (property) as the permitted business and cannot encroach or be located on a separate property or public lands and shall not be located within or contravene any easements, restrictive covenants, or mutual right-of-way.
- f) Unless otherwise authorized, all works in relation to Temporary Patios that are on Municipal Lands are to be removed from the right-of-way by November 30th of each year.
- g) Be restricted to operational hours between 7am to 2am subject to further compliance with Liquor License regulations for licensed premises and other applicable laws, including but not limited to the applicable municipal Noise Control By-laws, as amended;
- h) The temporary extension must not be located within an area regulated by a Conservation Authority, or where it is located within this regulated area, a permit or alternative clearance must have been issued for the temporary extension by the Conservation Authority.
- i) The establishment of a temporary patio must not require the alteration of any grades or surfaces.

- j) The temporary extension or patio should not occupy accessible parking spaces. The Township reserves the right to limit the capacity of the temporary outdoor patio as a condition of approval based on site specific considerations (i.e., such as the availability of sufficient parking).
- k) The temporary patio shall provide for a minimum of 1.5m from the curb to the enclosure, to allow for wheelchair passage when a vehicle door is opened.
- l) Be setback a minimum of 2m from a fire hydrant or fire department connection and shall not obstruct the use of the hydrant or fire department connection in any way;

A fire extinguisher (minimum 2A-10BC) must be available within 15.2 m (50 ft.) of any part of the patio.

- m) The temporary extension must not obstruct emergency access routes, vehicle travel lanes, fire hydrants, or exiting facilities (doors) at any time.
- n) The perimeter of the extension or patio shall be delineated with any combination of fencing, landscape planters, roping or other decorative methods (the “fencing”) as approved by the Township, provided they are secured without endangering any underground utilities. However, the patio shall not be enclosed by any structure other than the fence unless otherwise approved by the Township.
- o) The fencing shall be secure and not fixed to a Township sidewalk or boulevard surface, and may be subject to review and approval by the Township;
- p) The fence shall not enclose nor impede any portion of a required fire access route and shall be easily removable for emergency or operational needs;
- q) The fence shall have an opening to provide access to the patio and access to the main entrance of the business, which shall be a minimum of 1.2m wide. The fence shall not impede emergency access to any building and a clear path shall be maintained between the area outside of the fence and the exit from the building.

Where the posted capacity of the patio is greater than sixty (60) persons, the enclosed area shall have at least two exits.

- r) The temporary extension shall not include any permanent structures, including, but not limited to, footings, decks, roofs, gazebos, awnings, permanent fencing, electrical installations, and visual screens. Patio furnishings, fences, and other patio improvements must be removable and not permanently fixed in place. All objects must be contained within the patio area and removed after the patio ceases operation. A building permit is not required to add a temporary, ground-level patio.

Note: Licensees will need a building permit for a temporary tent if the tent or group of tents exceeds 60m² in area, the tent is attached to a building, or the tent is less than 3m from other structures.

- s) Have signage at designated exit points to ensure alcohol does not travel outside of designated spaces. All signage associated with the temporary extension must comply with the Township’s Municipal Alcohol Policy.
- t) If the Temporary Patio is on municipal lands, the patio to be completely removed and stored off-site before the permit is issued and immediately following the expiration of the permit;
- u) CSA-certified electric or propane patio heaters (with max 20 lb. tank) are permitted and are located at least 3 m (10 ft.) away from tree branches and other combustibles, operated per the manufacturer’s directions and not stored on the road right-of-way when not in use. Solid-, gel- or liquid- fuel fire features, open flames (i.e., candles, barbeques, fire pits etc.) of any kind are not permitted.

- v) Not permit smoking and/or vaping.
 - w) All patios must adhere to all applicable health and safety requirements inclusive of current provincial and local public health guidelines and including those related to COVID-19.
 - x) All Patios should be barrier free and in compliance with the Accessibility for Ontarians with Disabilities Act and all other Municipal and provincial regulatory requirements as may be applicable including compliance with Zoning, Fire Code and Building Code requirements;
 - y) Be permitted to have lighting subject to review and approval of the method of wiring / source of power. Where permitted, lighting shall be installed to avoid glare and light spill onto adjacent properties, roads, and public areas;
 - z) Any signage, whether on township or private property shall further be subject to and in compliance with the Township's Zoning and/or Sign By-laws as applicable;
 - aa) Be permitted to include umbrellas or awnings provided a minimum vertical clearance of 2.4m above grade is provided and maintained without interfering with other street furniture;
 - bb) Be prohibited from causing removal of or damage to any municipal street tree. No person shall use a municipal street tree for the purpose of securing patio fencing or attaching cables, awnings or other paraphernalia associated with a patio.
 - cc) The temporary extension must not encroach into designated landscaping areas. The removal of or damage to landscaping (including trees, shrubs, garden beds, etc.) to accommodate the proposed extension is prohibited. Extensions shall be designed around existing landscaping features.
 - dd) Where a fire safety plan is required, said plan shall address requirements for inclement weather.
 - ee) The use of live music or a sound system are subject to the Town's Noise By-Law.
 - ff) Comply with all other applicable laws.
 - gg) Any other applicable site-specific criteria based on the property for which the application applies.
- iii. Repairing Utilities:** The Owner covenants and agrees to further hold the Township and any other agencies, having utilities or services on or in the Township Lands, harmless from any claims, suits, actions or demands whatsoever which may in any manner be affected in any work of constructing, altering, relocating or repairing any public service or utility rendered necessary or desirable by or on account of any maintenance work required to be carried out on the Township Lands, including, but not limited to, fencing, traffic devices, landscaping, furniture, and other patio amenities.
- iv. Utility Access:** The Township and all public utility agencies retain the right of access to the approved Temporary Patio area that is on Township property for the installation, maintenance, and repair of infrastructure such as but not limited to pipes, cables, wires, poles, hydrants, etc. as necessary. In case of emergency, no notice may be given. For scheduled work, a minimum notice of forty-eight (48) hours will be given. Temporary Patio improvements shall be removed and reinstalled at the Temporary Patio operator's expense.
- v. Emergency Vehicle Access:** The Township retains the right of access to the approved Temporary Patio for emergency vehicle access.

- vi. Health and Safety:** All works shall be conducted and all patios in conformity with the Occupational Health & Safety Act. The Owner shall be solely responsible for any fines or charges laid under the Occupational Health and Safety Act.
- vii. Enforcement:** If a patio has been placed, installed, or maintained in a manner that is not in compliance or if the patio presents an immediate risk to public safety, the matter shall be referred to By-law Enforcement.

viii. Maintenance Criteria

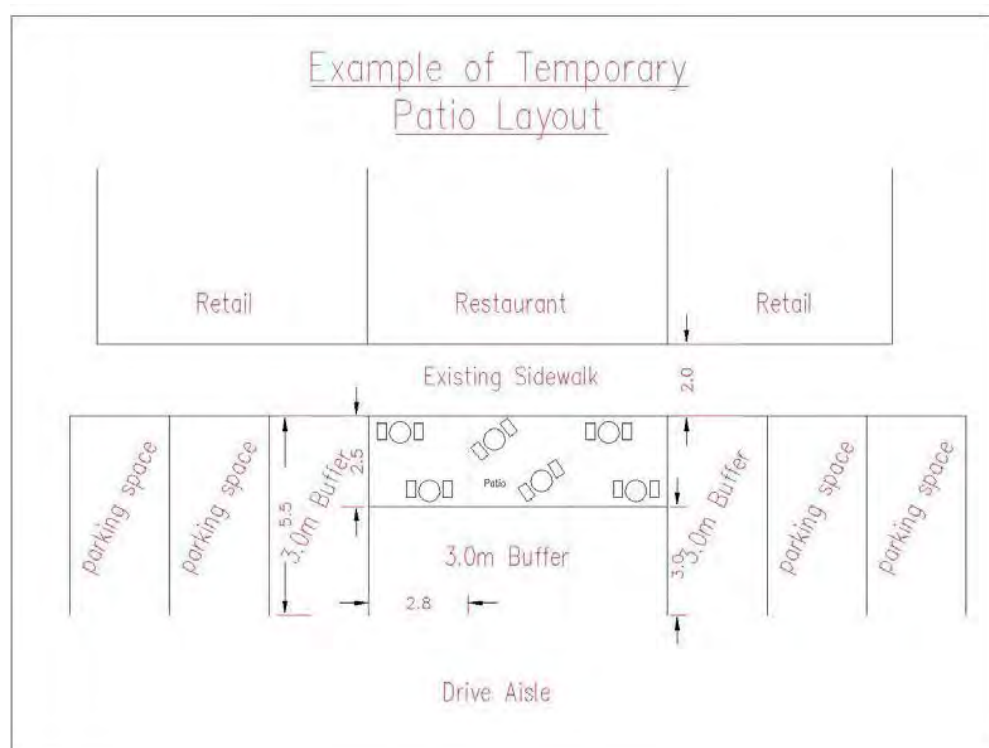
- a) Every person who owns or controls a patio shall:
- i. Ensure that all patio furniture is neatly stacked and/or safely secured each night;
 - ii. Maintain the patio in a safe, tidy, and clean condition always, including the removal of any graffiti, posters and third-party advertising however affixed to the patio furniture or fencing, within twenty-four (24) hours of becoming aware of the condition;
 - iii. Immediately remove any spill, garbage, or litter accumulation in and around the patio;
 - iv. Regularly monitor the condition and arrange for maintenance and repair of any damaged sections of Township Lands, sidewalk, fence, broken patio furniture, umbrellas, or awnings; and
 - v. Maintain and replace, when required, any floral displays or plantings within the area of the patio or mounted on the fence.
- b) If an Owner abandons a Temporary Patio, the Owner is responsible for the total removal of all components associated with the patio, including but not limited to the fence, furniture, lighting, waste receptacles, umbrellas or awnings and restoration of the site back to its original condition to the satisfaction of the Township. The Township may undertake the removal work by whatever means deemed necessary. The Owner agrees to reimburse the Township of Howick for all costs involved.
- c) If applicable, The Township or any public utility may enter the area occupied by a Temporary Patio for the purpose of doing any work within the road and/or highway.
- d) The Township Chief Building Official and/or the By-law enforcement is authorized to inspect all patios as and when determined to be necessary and require adjustments to the patio to address compliance issues if applicable.

How to Apply

The following items must be completed and submitted to the Clerk's Department. Where all required material is not provided, the application will be determined to be 'incomplete,' which will result in delays in the processing of the application.

- a) A completed Temporary Outdoor Physical Extension or Temporary Patio Application.
- b) The applicable \$100 application processing fee (subject to change) as per the Township of Howick Fees and Charges By-law.
- c) The applicable \$200 security deposit (subject to change) as per the Township of Howick Fees and Charges By-law.
- d) Written confirmation and authorization from the owner of the property (if different from the applicant).

- Image 1: Sample sketch of Temporary Patio area



SCHEDULE B

TO BY-LAW 39-2025

Temporary Outdoor Physical Extension or Temporary Patio Policy

Set Fines under Part I – Provincial Offences Act

Item	Short Form Wording	Offence Creating Provision or Defining Offence	Set Fine
1.	TBD		\$100.00
2.			\$100.00
3.			\$100.00
4.			\$250.00
5.			\$100.00
6.			\$100.00
7.			\$100.00
8.			\$300.00
9.			\$200.00
10.			\$300.00
11.			\$100.00
12.			\$100.00
13.			\$100.00
14.			\$200.00
15.			\$200.00
16.			\$100.00
17.			\$100.00
18.			\$100.00



Township of Howick
44816 Harriston Road
Gorrie, ON N0G 1X0
519-335-3208

For office use only File # _____
Date Received _____
Permit Number _____

Application Form – Temporary Outdoor Physical Extension or Temporary Patio on Public or Private Property

Business Name: _____

Applicant's Name: _____

Applicant's Phone: _____

Applicant's Email: _____

Please select one:

- ☐ Temporary Patio – located on Municipal property
- ☐ Temporary Patio – located on private property
- ☐ Temporary Patio – located both on private and municipal property

Is the applicants the Owner or the Tenant?

- ☐ Owner
- ☐ Tenant

Location: where the temporary patio will be located

Street Address: _____

Town: _____ Postal Code: _____

Will the patio be licensed to serve alcohol? Yes _____ No _____

Is this a new patio extension or a renewal? New _____ Renewal _____

Occupancy rate: _____

Does the proposed patio or patio expansion extend in front of the adjacent tenant(s)?

- ☐ Yes
- ☐ No

Please select the months you wish to have a temporary patio (up to 8 months in a calendar year):

___ January ___ February ___ March ___ April ___ May ___ June ___ July ___ August ___ September
___ October ___ November ___ December

Complete this application form and provide the required information:

- ☐ Written confirmation and authorization from the owner of the property (if different from applicant).
- ☐ A copy of the existing liquor licence for the premises to which the temporary patio extension is being requested.
- ☐ A legible sketch/site plan/aerial photo of the proposed temporary patio, clearly showing the following:
 - Patio boundaries and dimensions
 - Patio fence type (i.e. snow, metal, wood) height and location. The proposed extended patio area must be easily distinguishable from other areas to which the proposed temporary extension does not apply.
 - Exact location of the extended licensed area in relation to the licensed premises. The proposed extended area must be adjacent to the existing licensed premises.
 - The Gross Floor Area (GFA) of the existing licensed area/restaurant. The GFA should not include any space used for storage, mechanical rooms, common halls, stairwells, private kitchens, washrooms and garages.
 - The occupancy load of the existing licensed area/restaurant.
 - The location of all fire suppression equipment, emergency access routes and associated fire connections, where applicable.
 - The location of all pedestrian circulation routes (walkways) and the width of these routes.
 - The dimensions (setbacks) of the patio to the lot lines, sidewalks, vehicle travel lanes, fire hydrants, utility meters, and utility vaults (transformers, utility boxes/poles, etc.).
 - Construction materials and structural details for the patio, railings, platforms and ramps
 - Entrances to and from the patio and the existing building
 - Table and seating layout and any other furniture/fixtures, landscaping features (i.e. umbrellas)
 - Width of existing sidewalk and parking lanes

- Transition details (i.e. variations in elevation or grade) for accessibility
 - Walkway measurements (i.e. identification of pedestrian and vehicular routes through and/or around the temporary patio)
 - Boulevard trees, guards and shrubs
 - Distance to intersections
 - Parking spots impacted by patio
 - Location of services (hydro, water)
 - Drainage facilities (i.e. gutters, manholes and catch basins)
 - Any other pertinent features.
- The number and location of any parking spaces, as well as an indication if any loading/delivery/parking spaces are to be removed to facilitate the expansion or creation of a temporary outdoor patio. Accessible parking spaces shall not be temporarily removed.
 - A completed Temporary Outdoor Physical Extensions (Temporary Patios) – Undertaking Form.
 - The applicable processing fee and security deposit, as per the Township of Howick Fees and Charges By-law.
 - General Liability Insurance from an insurer licensed in the Province of Ontario for \$2 million to the Township of Howick against any liability for property damage or personal injury, negligence including death which may arise from the applicant's operations under this agreement. The Corporation of the Township of Howick must be included as an "Additional Insured", together with evidence of Liquor Liability for premise licensed by the owner to serve alcohol.
 - Any other documentation and supporting materials required to support the temporary patio application.

Acknowledgement/Certification:

I/We certify that all of the information provided on this form and contained in the documents submitted as part of this application herewith are true and accurate as of the date this form is submitted and that I agree to the terms and conditions contained in by-law 39-2025.

I/We agree to comply with all federal and provincial laws, as well as municipal by-laws, which includes, without limitation, any statute, regulation, order, guidelines, policy, code, ordinance or rule, as well as any principle of common law or equity.

Applicant Name

Position within Corporation

Applicant Signature

Date

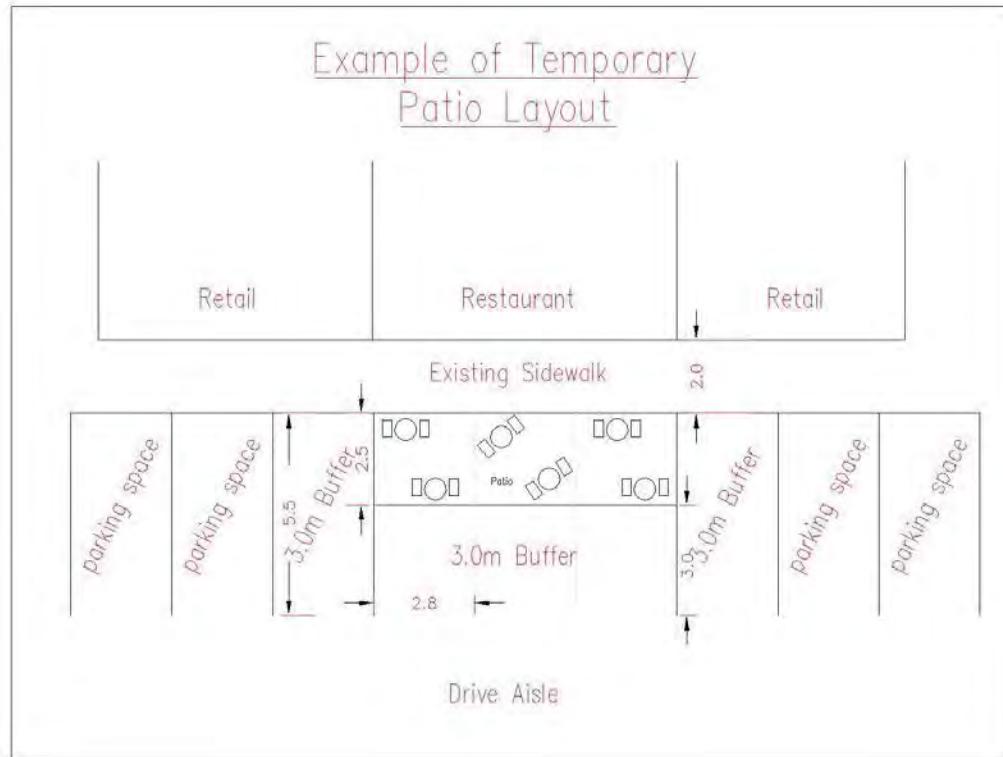


Image 1: Sample Site Plan layout of Temporary Patio

Information collected on this application that constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56 as amended, the information is subject to the provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the Clerk of the Township of Howick, located at the address stated above, or by telephone at (519) 335-3208.

Temporary Outdoor Physical Extension or Temporary Patio on Public or Private Property – Undertaking

Business Name: _____

Address: _____

Contact Name: _____

Phone: _____

Email: _____

1. I/we represent that I/we have the authority to apply for and maintain a temporary patio located at _____.
(municipal address)
2. I/we agree to complete and maintain the temporary patio in accordance with the terms of this Undertaking and the attached plans (the “Approved Plans”) as approved by the Township of Howick (the “Township”) and to the Township’s satisfaction, failing which this Temporary Patio Extension Approval will be immediately revoked.
3. I/we confirm that the installation of a temporary patio will not alter or change any grades or remove or damage any landscaping areas/planting strips on the subject property.
4. I/we confirm that the temporary patio shall always comply with the Accessibility for Ontarians with Disabilities Act (AODA). I/we further confirm that the temporary patio will not interfere with any designated accessible parking spaces.
5. I/we confirm that the temporary patio will not include any amplified sound and will comply with the Township of Howick Noise By-law.
6. I/we confirm that all signage associated with the temporary patio will comply with the Township of Howick Municipal Alcohol Policy.
7. I/we confirm that the temporary patio will not include any permanent structures, including, but not limited to, permanent fencing, awnings, electrical installations,

and visual screens.

8. I/we confirm that the temporary patio will not be located within or contravene any easements, restrictive covenants, or mutual right-of-way.
9. I/we confirm that the temporary patio will meet the requirements of the Ontario Building Code and the Ontario Fire Code.
10. I/we confirm that we have reviewed, understand, and shall comply with the Temporary Outdoor Physical Extensions (Temporary Patios) for Liquor Licensed Premises on Private Property – Approval Criteria document.
11. I/we hereby irrevocably authorize and consent to the Township of Howick, its authorized agents, servants, or employees, entering upon the site at any reasonable time to conduct inspections.
12. Save and except for any actions, causes of action, suits, liens, claims, demands or costs arising out of any fault or neglect of the Township, I/we shall indemnify the Township against all actions, causes of action, suits, liens, claims, demands and costs whatsoever which may arise either directly or indirectly as a result of the establishment of a temporary patio.
13. I/we confirm that the Temporary Outdoor Patio Extension shall expire in accordance with the date noted on the approval permit issued by the Township of Howick for the premise, unless otherwise extended in writing at the sole discretion of the Township. I/we further acknowledge that should I/we wish to reestablish the patio in the future, additional approvals, permits and fees will be required.
14. I/we declare that we will comply with the requirements as set out above.

Applicant Name

Position within Corporation

Applicant Signature

Date

Information collected on this application that constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56 as amended, the information is subject to the provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the Clerk of the Township of Howick, located at the address stated above, or by telephone at 519-335-3208.

Township of Howick**Department: Finance**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: 2025 Asset Management Plan**

1. Recommendation:

That the Council of the Township of Howick receive this report and presentation;

And That Council give consideration to By-law 40-2025 to adopt the 2025 Township of Howick Asset Management Plan as presented.

2. Purpose/Issues:

The purpose of this report is to present the 2025 Asset Management Plan (AMP) to Council for approval, in accordance with Ontario Regulation 588/17. This AMP was prepared by PSD Citywide Inc in consultation with municipal staff to meet the legislative requirements needed to be in place by July 2025. This includes having an AMP with proposed levels of service for all assets, lifecycle costs associated and financial strategy.

3. Background:

In 2017 the province issued Ontario Regulation 588/17 under the *Infrastructure for Jobs and Prosperity Act, 2015*. The regulation mandates asset management planning for municipal infrastructure and the requirements of the regulation were phased in as follows:

Phase 1 - July 1, 2019: Date for municipalities to have a finalized Asset Management Policy

Phase 2 - July 1, 2022: Date for municipalities to have an approved Asset Management Plan (AMP) for core assets (roads, bridges and culverts, water, wastewater and stormwater management) that discusses current levels of service and the cost of maintaining those services.

Phase 3 – July 1, 2024: Date for municipalities to have an approved asset management plan for all infrastructure assets that discusses current levels of service and the cost of maintaining those services.

Phase 4 - July 1, 2025: Date for municipalities to have an approved asset management plan for all assets that builds upon the requirements set out in 2024. This includes a discussion of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund the activities.

Upon approval of the attached 2025 Asset Management Plan, the Township of Howick will have met the minimum requirements under O.Reg 588/17 up to and including Phase 4. The requirements going forward are now to review the asset management plan and asset management policy annually, and renew them every 5 years.

This AMP includes updated asset data and completed condition and cost assessments including:

- 2019 Roads Needs Study by RJ Burnside
- 2024 OSIM Bridge Inspections by BM Ross
- 2022 Building Condition Assessment by BM Ross

4. Financial Implications:

To maintain a target of good condition for our capital assets, the Township of Howick's annual capital requirement is \$2,782,259. The overall funding needed to close the gap, from what we currently spend, is 32.3%.

(Recommendations and Key Considerations) The AMP recommends implementing a 2% capital levy added to the annual tax increase over a 15-year phase-in period to get the Township of Howick to a position of 100% funding of annual capital requirements. The Township would be required to continue to use all OCIF and CCBF (Gas Tax) funding as well as adding a capital levy to the annual tax increase.

5. Conclusion / Next Steps:

The 2025 Asset Management Plan is being presented for Council's approval to achieve compliance with Ontario Regulation 588/17. The analysis contained in this report will be used as part of the strategic planning process that is integrated with the budgeting process and long-term financial planning. Staff responsible for asset management will continue to work collaboratively to develop long-term financial sustainability strategies that balance service levels, costs and risks.

Attachments:

Appendix A: 2025 Asset Management Plan

Appendix B: 2025 Asset Management Plan Presentation

Respectfully submitted by: Amy Van Meeteren, Treasurer

2025



ASSET MANAGEMENT PLAN

This Asset Management Program was prepared by:



Empowering your organization through advanced
asset management, budgeting & GIS solutions

Table of Contents

Executive Summary.....	1
About this Document	3
An Overview of Asset Management	5
Community Profile.....	12
Inventory & Valuation	13
Condition & Age	14
Risk & Criticality.....	15
Climate & Growth.....	16
Levels of Service	18
Financial Management.....	22
Recommendations	26
Appendix A: Road Network	27
Appendix B: Bridges & Culverts	35
Appendix C: Buildings & Facilities.....	41
Appendix D: Land Improvements	46
Appendix E: Furniture & Equipment.....	50
Appendix F: Vehicles.....	54
Appendix G: Condition Assessment Guidelines	59
Appendix H: Risk Rating Criteria	61

List of Figures

Figure 1: Service Life Remaining Calculation.....	6
Figure 2 Standard Condition Rating Scale	7
Figure 3 Lifecycle Management Typical Interventions.....	8
Figure 4 Risk Equation	9
Figure 5 Asset Hierarchy.....	13
Figure 6 Portfolio Replacement Value.....	14
Figure 7 Overall Condition Breakdown by Asset Category.....	15
Figure 8 Overall Asset Risk Breakdown	16
Figure 9: Service Delivery Attributes	19
Figure 10 Road Network Replacement Value	27

Figure 11 Road Network Average Age vs Average EUL	27
Figure 12 Road Network Condition Breakdown	28
Figure 13 Road Network Current Lifecycle Strategy	29
Figure 14 Asphalt Roads (HCB) Road Lifecycle Model.....	29
Figure 15 Surface Treatment (LCB) Road Lifecycle Model	30
Figure 16 Road Network Risk Matrix	31
Figure 17 Map of Roads	33
Figure 18 Bridges & Culverts Replacement Cost.....	35
Figure 19 Bridges & Culverts Average Age vs Average EUL.....	35
Figure 20 Bridges & Culverts Condition Breakdown	36
Figure 21 Bridge & Culvert Condition Images	36
Figure 22 Bridges & Culverts Current Lifecycle Strategy.....	38
Figure 23 Bridges & Culverts Risk Matrix	38
Figure 24 Buildings Replacement Cost	41
Figure 25 Buildings Average Age vs Average EUL.....	41
Figure 26 Buildings Condition Breakdown	42
Figure 27 Buildings Current Lifecycle Strategy.....	42
Figure 28 Buildings Risk Matrix	43
Figure 29 Land Improvements Replacement Cost	46
Figure 30 Land Improvements Average Age vs Average EUL.....	46
Figure 31 Land Improvement Condition Breakdown	47
Figure 32 Land Improvements Current Lifecycle Strategy.....	47
Figure 33 Land Improvement Risk Matrix	47
Figure 34 Equipment Replacement Costs.....	50
Figure 35 Equipment Average Age vs Average EUL	50
Figure 36 Equipment Condition Breakdown.....	51
Figure 37 Equipment Current Lifecycle Strategy	51
Figure 38 Equipment & Furniture Risk Matrix	51
Figure 39 Vehicle Replacement Costs.....	54
Figure 40 Vehicles Average Age vs Average EUL.....	54
Figure 41 Vehicles Condition Breakdown	55
Figure 42 Vehicles Current Lifecycle Strategy	55
Figure 43 Vehicles Risk Matrix	56

List of Tables

Table 1 Ontario Regulation 588/17 Requirements and Reporting Deadlines	3
Table 2 Howick, Huron County & Ontario Census Information	12
Table 3 Assessed Condition Data Sources	14
Table 4 Scenario 1 Current Lifecycle Activities Summary.....	21
Table 5 Scenario 2 Current Capital Reinvestment Summary	21
Table 6 Scenario 3 Target Condition Good Summary	22
Table 7 Average Annual Capital Requirements.....	23
Table 8 Current Funding Position vs Required Funding	24
Table 9 Phasing in Annual Tax Increases	24
Table 10 Ten-Year Financial Plan.....	25
Table 11 Road Network Annual Capital Requirement Comparison	30
Table 12 Road Network Current Level of Service.....	32
Table 13 Road Network Scenario Results Summary.....	34
Table 14 Road Network 10-year Capital Forecast	34
Table 15 Bridges & Culverts Current Levels of Service	39
Table 16 Bridges & Culverts Scenario Results.....	40
Table 17 Bridges & Culverts 10-year Capital Forecast.....	40
Table 18 Buildings & Facilities Current Levels of Service	44
Table 19 Buildings & Facilities Scenario Results	45
Table 20 Land Improvements Current Levels of Service	48
Table 21 Land Improvement Scenario Results	49
Table 22 Land Improvement 10-year Capital Forecast	49
Table 23 Equipment & Furniture Current Levels of Service	52
Table 24 Equipment & Furniture Scenario Results	53
Table 25 Equipment & Furniture 10-year Capital Forecast	53
Table 26 Vehicles Current Levels of Service	57
Table 27 Vehicles Scenario Results.....	58
Table 28 Vehicles 10-year Capital Forecast	58

Executive Summary

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of services. The goal of asset management is to balance delivering critical services in a cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

The overall replacement cost of the asset categories owned by Howick total \$216.5 million. 90% of all assets analysed are in fair or better condition and assessed condition data was available for all road, building and bridge assets. For the remaining assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation.

The development of a long-term, sustainable financial strategy requires an analysis of whole lifecycle costs. Using a combination of proactive lifecycle strategies (roads) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service, a sustainable financial plan was developed.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Township's proposed level of service is to maintain an average condition of good. The needed average annual capital requirement totals \$2.78 million. Based on a historical analysis of sustainable capital funding sources, the Township is committing approximately \$1.26 million towards capital projects or reserves per year. As a result, the Township is funding 45% of its annual capital requirements to maintain an average condition of good. This creates a total annual funding deficit of \$1.5 million.

Addressing annual infrastructure funding shortfalls is a difficult and long-term endeavour for municipalities. Considering the Township's current funding position, it will require many years to reach full funding for current assets. Short phase-in periods to meet these funding targets may place too high a burden on taxpayers too quickly, whereas a phase-in period beyond 20 years may see a continued deterioration of infrastructure, leading to larger backlogs.

To close annual deficits for capital contributions from tax revenues for asset needs, it is recommended the Township review the feasibility of implementing a 2.0% annual increase in revenues over a 15-year phase-in period. Funding scenarios over longer time frames are also presented which reduce the annual increases.

In addition to annual needs, there is also an infrastructure backlog of \$1 million, comprising assets that remain in service beyond their estimated useful life. It is highly unlikely that all such assets are in a state of disrepair, requiring immediate replacements or full reconstruction. This makes targeted and consistent condition assessments integral to refining long-term replacement and backlog estimates.

Risk frameworks and levels of service targets can then be used to prioritize projects and help select the right lifecycle intervention for the right asset at the right time—including replacement or full reconstruction. The Township has developed preliminary risk models which are integrated with its asset register. These models can produce risk matrices that classify assets based on their risk profiles.

Most municipalities in Ontario, and across Canada, continue to struggle with meeting infrastructure demands. This challenge was created over many decades and will take many years to overcome. To this end, several recommendations should be considered, including:

- Continuous and dedicated improvement to the Township's infrastructure datasets, which form the foundation for all analysis, including financial projections and needs.
- Continuous refinements to the risk and lifecycle models as additional data becomes available. This will aid in prioritizing projects and creating more strategic long-term capital budgets.
- Continued monitoring of key performance indicators for all infrastructure programs to calibrate levels of service targets annually.

The Township has taken important steps in building its asset management program, including developing a more complete and accurate asset register—a substantial initiative. Continuous improvement to this inventory will be essential in maintaining momentum, supporting long-term financial planning, and delivering affordable service levels to the community.

About this Document

The Howick Asset Management Plan was developed in accordance with Ontario Regulation 588/17 ("O. Reg 588/17"). It contains a comprehensive analysis of Howick's infrastructure portfolio. This is a living document that should be updated regularly as additional asset and financial data becomes available.

Ontario Regulation 588/17

As part of the *Infrastructure for Jobs and Prosperity Act, 2015*, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure. Along with creating better performing organizations, more livable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

Table 1 Ontario Regulation 588/17 Requirements and Reporting Deadlines

Requirement	2019	2022	2024	2025
1. Strategic Asset Management Policy	✓		✓	
2. Asset Management Plans		✓	✓	✓
State of infrastructure for core assets		✓		
State of infrastructure for all assets			✓	✓
Current levels of service for core assets		✓		
Current levels of service for all assets			✓	
Proposed levels of service for all assets				✓
Lifecycle costs associated with current levels of service		✓	✓	
Lifecycle costs associated with proposed levels of service				✓
Growth impacts		✓	✓	✓
Financial strategy				✓

Scope

The scope of this document is to identify the current practices and strategies that are in place to manage the public infrastructure and to make recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Township can ensure that public infrastructure is managed to support the sustainable delivery of services.

Limitations and Constraints

The asset management program development required substantial effort by staff, it was developed based on best-available data, and is subject to the following broad limitations, constraints, and assumptions:

- The analysis is highly sensitive to several critical data fields, including an asset's estimated useful life, replacement cost, quantity, and in-service date. Inaccuracies or imprecisions in any of these fields can have substantial and cascading impacts on all reporting and analytics.
- User-defined and unit cost estimates, based typically on staff judgment, recent projects, or established through completion of technical studies, offer the most precise approximations of current replacement costs. When this isn't possible, historical costs incurred at the time of asset acquisition or construction can be inflated to present day. This approach, while sometimes necessary, can produce inaccurate estimates.
- In the absence of condition assessment data, age was used to estimate asset condition ratings. This approach can result in an over- or understatement of asset needs. As a result, financial requirements generated through this approach can differ from those produced by in-field assessments.
- The risk models are designed to support objective project prioritization and selection. However, in addition to the inherent limitations that all models face, they also require availability of important asset attribute data to ensure that asset risk ratings are valid, and assets are properly stratified within the risk breakdown. Missing attribute data can misclassify assets.

These limitations have a direct impact on most of the analysis presented, including condition summaries, age profiles, long-term replacement and rehabilitation forecasts, and shorter term, 10-year forecasts that are generated from Citywide, the Township's primary asset management system.

These challenges are quite common and require long-term commitment and sustained effort by staff. As the Township's asset management program evolves and advances, the quality of future AMPs and other core documents that support asset management will continue to increase.

An Overview of Asset Management

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value and levels of service the community receives from the asset portfolio.

Lifecycle costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of the broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan (AMP).

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents.

Foundational Documents

In the municipal sector, 'asset management strategy' and 'asset management plan' are often used interchangeably. Other concepts such as 'asset management framework', 'asset management system', and 'strategic asset management plan' further add to the confusion; lack of consistency in the industry on the purpose and definition of these elements offers little clarity. To make a clear distinction between the policy, strategy, and the plan see the following sections for detailed descriptions of the document types.

Strategic Plan

The strategic plan has a direct, and cascading impact on asset management planning and reporting, making it a foundational element. Developing alignment with corporate goals and objectives through to service delivery and lifecycle management ensures the Township has line of sight to achieve their strategic objectives.

Asset Management Policy

An asset management policy represents a statement of the principles guiding the Township's approach to asset management activities as well as their commitment. It aligns with the organization and provides clear direction to municipal staff on their roles and responsibilities.

Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Township plans to achieve its asset management objectives through planned activities and decision-making criteria.

Key Technical Concepts

Effective asset management integrates several key components, including data management, lifecycle management, risk management, and levels of service.

Asset Hierarchy and Data Classification

Asset hierarchy illustrates the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Key category details are summarized at the asset segment level.

Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. The two methodologies are:

- User-Defined Cost and Cost/Unit: Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience
- Cost Inflation/CPI Tables: Historical cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Township incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

Estimated Useful Life and Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Township expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset's in-service date and its EUL, the Township can determine the service life remaining (SLR) for each asset. Using condition data and the asset's SLR, the Township can more accurately forecast when it will require replacement. The SLR is calculated as follows:

Figure 1: Service Life Remaining Calculation



Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Township's asset portfolio. The figure below outlines the condition rating system used to determine asset condition for all assets in Howick.

Figure 2 Standard Condition Rating Scale

Very Good	Fit for the future	80 - 100
• Well maintained, good condition, new or recently rehabilitated		
Good	Adequate for now	60 - 80
• Acceptable, generally approaching mid-stage of expected service life		
Fair	Requires attention	40 - 60
• Signs of deterioration, some elements exhibit significant deficiencies		
Poor	Increased potential of affecting service	20 - 40
• Approaching end of service life, large portion of system exhibits deficiencies		
Very Poor	Unfit for sustained service	0 - 20
• Near or beyond expected service life, widespread signs of advanced deterioration		

The analysis is based on assessed condition data (only as available). In the absence of assessed condition data, asset age is used as a proxy to determine asset condition. Appendix G: Condition Assessment Guidelines includes additional information on the role of asset condition data and provides basic guidelines for the development of a condition assessment program.

Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. The Figure 3 provides a description of each type of activity and the general difference in cost.

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

The Township's approach to lifecycle management is described within each asset category. Developing and implementing a proactive lifecycle strategy will help staff to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

Figure 3 Lifecycle Management Typical Interventions

Maintenance <ul style="list-style-type: none"> •General level of cost is \$ •All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal. Maintenance does not increase the service potential of the asset •it slows down deterioration and delays when rehabilitation or replacement is necessary.
Rehabilitation / Renewal <ul style="list-style-type: none"> •General level of cost is \$\$\$ •Works to rebuild or replace parts or components of an asset, to restore it to a required functional condition and extend its life, which may incorporate some modification. •Generally involves repairing the asset to deliver its original level of service (i.e. milling and paving of roads) without resorting to significant upgrading or replacement, using available techniques and standards.
Replacement <ul style="list-style-type: none"> •General level of cost is \$\$\$\$\$ •The complete replacement of an asset that has reached the end of its life, so as to provide a similar, or agreed alternative, level of service. •Existing asset disposal is generally included

Risk Management Strategies

Municipalities generally take a 'worst-first' approach to infrastructure spending. Rather than prioritizing assets based on their importance to service delivery, assets in the worst condition are fixed first, regardless of their criticality. However, not all assets are created equal. Some are more important than others, and their failure or disrepair poses more risk to the community than that of others. For example, a road with a high volume of traffic that provides access to critical services poses a higher risk than a low volume rural road. These high-value assets should receive funding before others.

By identifying the various impacts of asset failure and the likelihood that it will fail, risk management strategies can identify critical assets, and determine where maintenance efforts, and spending, should be focused. This AMP includes a high-

level evaluation of asset risk and criticality through qualitative and quantitative methodologies.

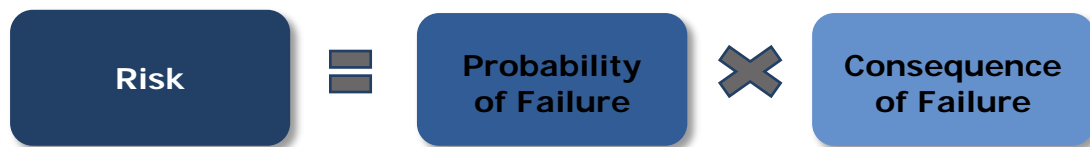
Qualitative Approach to Risk

The qualitative risk assessment involves the documentation of risks to the delivery of services that the municipality faces given the current state of the infrastructure and asset management strategies. These risks can be understood as corporate level risks.

Quantitative Approach to Risk

Asset risk is defined using the following formula:

Figure 4 Risk Equation



The probability of failure relates to the likelihood that an asset will fail at a given time. The probability of failure focuses on two highly imperative impacts for risk assessment – structural and functional impacts. Structural impacts are related to the structural aspects of an asset such as load carrying capacity, condition, or breaks; whereas the functional impacts can include parameters, slope, traffic count, and other impacts that can affect the performance of an asset.

The consequence of failure describes the overall effect that an asset's failure will have on an organization's asset management goals. Consequences of failure can range from non-eventful to impactful.

Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation, and replacement strategies for critical assets.

Climate Change

Climate change can cause severe impacts on human and natural systems around the world. The effects of climate change include increasing temperatures, higher levels of precipitation, droughts, and extreme weather events. In 2019, Canada's Changing Climate Report (CCCR 2019) was released by Environment and Climate Change Canada (ECCC).

The report revealed that between 1948 and 2016, the average temperature increase across Canada was 1.7°C; moreover, during this period, Northern Canada experienced a 2.3°C increase. The temperature increase in Canada has doubled that of the global average. If emissions are not significantly reduced, the temperature could increase by 6.3°C in Canada by the year 2100 compared to 2005 levels. Observed precipitation changes in Canada include an increase of approximately 20% between 1948 and 2012.

By the late 21st century, the projected increase could reach an additional 24%. During the summer months, some regions in Southern Canada are expected to experience periods of drought at a higher rate. Extreme weather events and climate conditions are more common across Canada. Recorded events include droughts,

flooding, cold extremes, warm extremes, wildfires, and record minimum arctic sea ice extent.

The changing climate poses a significant risk to the Canadian economy, society, environment, and infrastructure. Physical infrastructure is vulnerable to damage and increased wear when exposed to these extreme events and climate variabilities. Canadian municipalities are faced with the responsibility to protect their local economy, citizens, environment, and physical assets. To achieve the sustainable delivery of services, climate change considerations should be incorporated into asset management practices.

Impacts of Growth

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Township to plan for new infrastructure more effectively, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

As growth-related assets are constructed or acquired, they should be integrated into Howick's asset management program. While the addition of residential units will add to the existing assessment base and offset some of the costs associated with growth, the Township will need to review the lifecycle costs of growth-related infrastructure and these costs should be considered in long-term funding strategies.

Levels of Service

A level of service (LOS) is a measure of what the Township is providing to the community and the nature and quality of that service. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

These measures include a combination of those that have been outlined in O. Reg. 588/17 in addition to performance measures identified by the Township as worth measuring and evaluating. The Township measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service.

Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories (roads, bridges and culverts, water, wastewater, stormwater) the Province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP. For non-core asset categories, the Township has determined the qualitative descriptions that will be used to determine the community level of service provided. These descriptions can be found in the Levels of Service subsection within each asset category.

Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and

tend to reflect the impact of the Township's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories (roads, bridges and culverts, water, wastewater, stormwater) the Province, through O. Reg. 588/17, has provided technical metrics.

Current Levels of Service

Howick set the current LOS that it is providing to the community. To effectively analyze and manage municipal assets, it's important to have a structured approach that addresses each asset category comprehensively. The Township has defined their current levels of service for each infrastructure category by breaking it down into 3 service attributes scope, reliable and affordable. Each of these attributes are defined as follows:

Scope – Is a description of the services being provided and the assets that are utilized to provide the services.

Reliable – Services are provided with minimal service disruption and are available to customers in line with needs and expectations.

Affordable – Services are delivered at an affordable cost for both the organization and the customer.

Based on an analysis of each asset category the current level of service is provided in each asset section.

Proposed Levels of Service

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Township. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals, and long-term sustainability.

The following three scenarios have been considered for establishing target levels of service for all asset categories included in this Asset Management Plan. This methodology provides a consistent, structured approach.

Scenario 1: Current Lifecycle Activities - this scenario utilizes the current lifecycle activities outlined as current practice within each asset category. The condition and annual investment was then determined.

Scenario 2: Current Capital Reinvestment Rate - this scenario utilizes the current capital reinvestment within each asset category. The current annual investment was held, and condition were determined.

Scenario 3: Target Condition - this scenario utilizes a target condition of the infrastructure within each asset category. The condition value of good was held, and the annual investment was then determined.

Annual Review

The annual review must address the municipality's progress in implementing its asset management plan, any factors impeding the municipality's ability to implement its asset management plan as well as a strategy to address any of the identified factors.

Community Profile

The Township of Howick is a municipality in Huron County, Ontario, Canada. It is in the northeast corner of Huron County near the Bruce County border, east of Wingham. Its largest communities are Fordwich, Gorrie and Wroxeter. Smaller hamlets include Belmore and Lakelet. Rural areas comprise the remainder of the township.

Although Howick Township was one of the four Huron County Townships created out of the Queen's Bush by the Wilkinson survey of 1847, the first settler did not arrive until 1851, and the next in 1853. The township was named after George Grey who entered Parliament in 1829 as Lord Howick, taking the name from Howick Hall, his family's estate in England.

In 1854, the lots in the township were put up for sale, resulting in a wave of settlement. During a series of municipal amalgamations in Ontario through the 1990s and ending in 2001, the Township of Howick boundaries remained unchanged. The Township celebrated its 150th anniversary in 2006.

Howick Township is an agricultural community. Since settlement in the early nineteenth century, the land has been farmed and villages and hamlets have established to serve the farming community. The constant factor in the history and development of Howick has been the richness of the land for agriculture. More than 85% of the land area is rated Class 1, 2 & 3 for agricultural capability which combined with the skill and innovation of the community to work the land, has resulted in a strong agricultural economy. Howick Township has, thus, a valuable land resource for farming, and a social structure and economy to ensure its continuance.

Table 2 Howick, Huron County & Ontario Census Information

Census Characteristic	Howick	Huron County	Ontario
Population 2021	4045	61,366	14,223,942
Population Change 2016-2021	4.4%	3.5%	5.8%
Total Private Dwellings	1,403	29,455	5,929,250
Population Density	14.1/km ²	18.1/km ²	15.9/km ²
Land Area	286.55 km ²	3,398.28 km ²	892,411.76 km ²

Inventory & Valuation

The Township's inventory has an asset hierarchy of categories and segments as outlined below where the dark blue headings are the categories and the listings in grey are the segments.

Figure 5 Asset Hierarchy



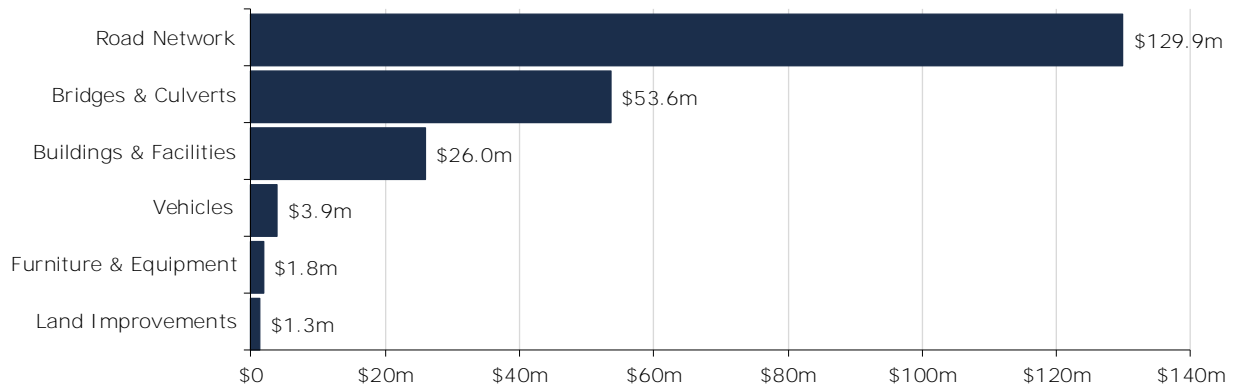
State of the Infrastructure

Asset Category	Replacement Cost	Asset Condition	Service Trend
Road Network	\$129,919,542	Good (68%)	↘
Bridges & Culverts	\$53,569,700	Good (61%)	↘
Buildings & Facilities	\$25,951,769	Good (63%)	↘
Land Improvements	\$1,333,918	Good (61%)	↘
Vehicles	\$3,940,618	Very Good (82%)	↘
Furniture & Equipment	\$1,810,362	Good (66%)	↘
Overall	\$216,530,835	Good (66%)	↘

Replacement Cost

All of Howick's asset categories have a total replacement cost of \$216.5 million based on available inventory data. This total was determined based on a combination of user-defined costs and historical cost inflation. This estimate reflects the replacement of historical assets with similar, not necessarily identical, assets available for procurement today.

Figure 6 Portfolio Replacement Value



Condition & Age

Condition of Asset Portfolio

The current condition of the assets is central to all asset management planning. Collectively, 90% of assets in Howick are in fair or better condition. This estimate relies on both age-based and field condition data.

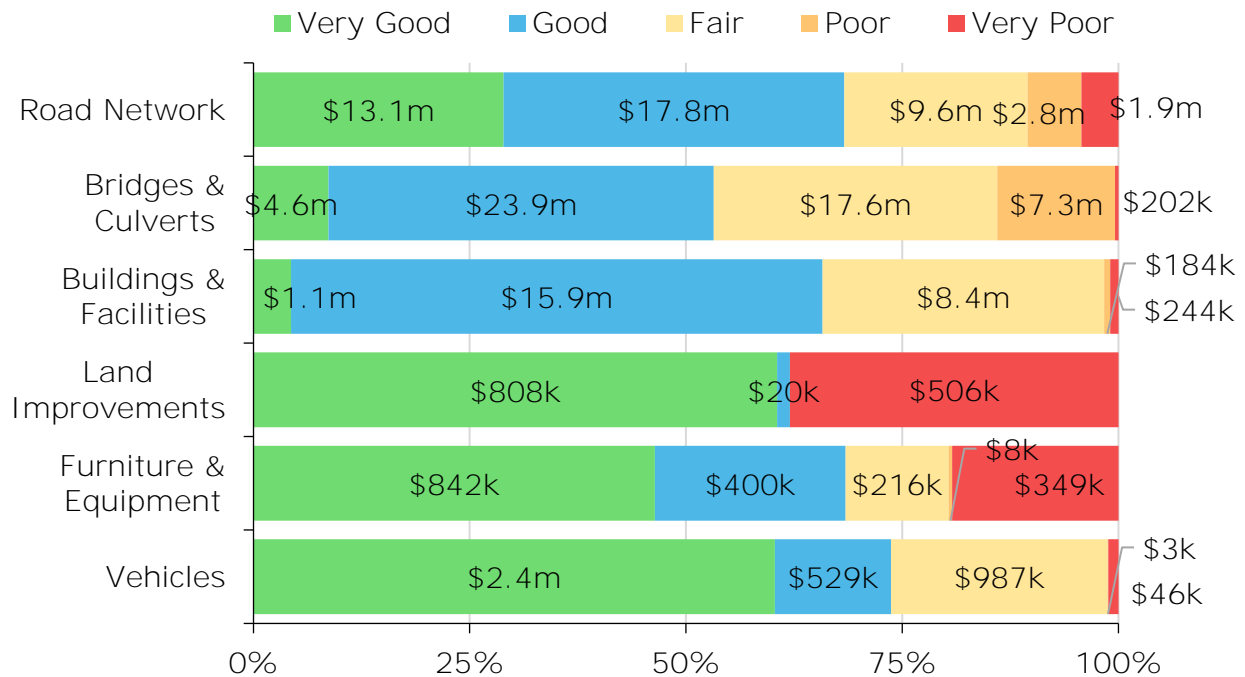
Assessed condition data is available for all roads, bridges and culverts as well as buildings and facilities; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data.

Table 3 Assessed Condition Data Sources

Asset Category	Source of Condition Data
Road Network	2019 Roads Needs Study by RJ Burnside
Bridges & Culverts	2024 OSIM Bridge Inspections by BM Ross
Buildings & Facilities	2022 Building Condition Assessment by BM Ross

The breakdown of the condition of each asset category is shown in the figure below.

Figure 7 Overall Condition Breakdown by Asset Category



Service Life Remaining

Based on asset age, available assessed condition data and estimated useful life, 20% of the Township's assets will require rehabilitation / replacement within the next 10 years.

Risk & Criticality

Qualitative Risk

Howick has noted key trends, challenges, and risks to service delivery that they are currently facing:



Capital Funding Strategies

Major capital rehabilitation and replacement projects are often entirely dependant on the availability of grant funding opportunities. When grants are not available, rehabilitation and replacement projects are often deferred.



Asset Data & Information

There is a lack of confidence in the available inventory data and condition data. Staff have been prioritizing data refinement efforts to combine data sets into a single inventory. Staff find it a continuous challenge to organize and manage all the separate data sources for a single asset or category of assets

Quantitative Risk

The overall asset risk breakdown for Howick's asset inventory is portrayed in the figure below.

Figure 8 Overall Asset Risk Breakdown



Reviewing the list of very high-risk assets to evaluate how best to mitigate the level of risk the Township is experiencing will help advance Howick's asset management program.

Climate & Growth

Howick Climate Profile

The Township of Howick is in Huron County, in the vicinity of Lake Huron. The Township is expected to experience notable effects of climate change which include higher average annual temperatures, an increase in total annual precipitation, and an increase in the frequency and severity of extreme events. According to Climatedata.ca – a collaboration supported by Environment and Climate Change Canada (ECCC) – the Township of Howick may experience the following trends:

Higher Average Annual Temperature:

- For the 1971-2000 period, the annual average temperature was 6.4 °C.
- Under a high emissions scenario, annual average temperatures are projected to be 8.9 °C for the 2021-2050 period, 11.0 °C for the 2051-2080 period and 12.8 °C for the last 30 years of this century.

Increase in Total Annual Precipitation:

- Average annual precipitation for the 1971-2000 period was 985 mm.
- Under a high emissions scenario, this is projected to be 12% higher for the 2051-2080 period and 16% higher for the last 30 years of this century.

Increase in Frequency of Extreme Weather Events:

- It is expected that the frequency and severity of extreme weather events will change.
- In some areas, extreme weather events will occur with greater frequency and severity than others.

Impacts of Growth

Understanding the key drivers of growth and demand will allow the Township to plan for new infrastructure effectively, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

Howick Official Plan (November 2022)

The Township of Howick updated their official plan in November 2022 which bases its projections and goals for growth based on Huron County's official plan. The Official Plan is the cornerstone document essential for the management of future growth, development, and change in Howick.

The Township emphasizes promoting the long-term future of agriculture and responsible agriculture practices by protecting the land base and promoting an environment conducive to an integrated agricultural community and economy. Moreover, an important principle of this plan is to ensure a harmony between the beautiful natural setting of the villages, which are all situated in river valleys, and urban development. Furthermore, the community wishes to ensure the future strength of the urban areas by ensuring the availability of high-quality necessary services (water, hydro, roads etc.) and an effort to attract compatible commercial and industrial development.

Howick's population growth from 2016-2021 was higher than Huron County's average. Moreover, Howick's growth in population and private dwellings has also exceeded Huron County's 25-year projections until 2041.

As per Huron County's 2021 official plan, municipalities are expected to have a moderate growth. However, continued growth at this rate for Howick may require additional measures to accommodate new urban developments.

Regional Growth

Huron County's official plan was first adopted in 1973 and consolidated on October 18, 2021. It is a recognition of the rich natural resources, the rural and small-town communities and the dynamic individuals of Huron County. It applies to all lands within Huron County and provides guidance to local municipalities for the development of local official plans. Four industries represent the pillars of the Huron County economy: agriculture, manufacturing, tourism, and creative industries. Agriculture dominates Huron's landscape and is the most important economic base.

In 2016, the County's population had increased to nearly 60,000 from 1973, when the official plan was originally adopted. Due to smaller families and an aging population, the population is expected to grow slowly, approximately 60,800 by 2041. This growth is quite minimal in comparison to many other areas of the province and indicates that there is no need to designate major areas for new urban development.

The County's official plan has provided growth projections from 2016-2041 for all municipalities. Howick's growth projections are as follows:

Table 1: Howick's growth projections, referenced from Huron County's Official Plan (2021)

Growth Projections	2016	2021	2026	2031	2036	2041
Population	3873	3912	3958	3991	3991	3971
Employment	2781	2809	2842	2865	2865	2851
Household	1295	1327	1354	1370	1381	1391

Impact of Growth on Lifecycle Activities

As the Township's population is expected to remain the same with potential moderate increases in the coming years, demand will evolve, and it is likely that funding will need to be reprioritized. As growth-related assets are constructed, retired, or acquired, they should be integrated into the AMP. Furthermore, the municipality will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to maintain the current level of service.

Levels of Service

The strategic plan has a direct, and cascading impact on asset management planning and reporting, making it a foundational element.

Goals of the Strategic Plan

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

Welcoming and vibrant community - Provide a friendly and safe rural small township that people love living in.

Inviting neighbourhoods and thriving businesses - Promote balanced growth with exciting opportunities to live and work in Howick.

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

Community Engagement

It is considered best practice for municipalities across Canada to conduct periodical resident satisfaction surveys. An invitation to the residents of Howick went out as part of the development of the Strategic Action Plan where they were asked why Howick is a great place and what can the municipality do to make it even better. 215 or 5% of residents provided feedback.

When asked what local government services were most important to their household, the top five services identified were:

- Emergency Services
- Roads
- Parks
- Communication
- Public Property

When asked what type of projects to invest tax dollars in, the top three projects were:

- Roads
- Bridges and culverts
- Emergency Services

The resident satisfaction survey is a key piece of information, with valuable findings. The Township is committed to continuing to prioritize the satisfaction of its residents.

Current Levels of Service

Levels of service are a measure of the quality and scope of the services that municipal infrastructure provides to the community. Both quantitative and qualitative metrics are used to measure the current level of service.

As a guide to developing and measuring service delivery, service attributes were identified that align staff work practices and with community expectations.

Figure 9: Service Delivery Attributes



All the community and technical levels of service will be directly linked to the level of service statement through ensuring sustainability and meeting regulatory requirements for each asset category outlined in the appendix.

Proposed Levels of Service

Following an evaluation of current practices, community engagement efforts, and asset lifecycle activities, the Township has determined that the current levels of service (LOS) can be defined as an *average condition of good*. Maintaining this standard has been identified as the most appropriate LOS for the community.

A comprehensive assessment process was undertaken to establish proposed levels of service that ensure long-term sustainability and feasibility. The following key principles were integral to the development of the LOS methodology:

Stakeholder Engagement: Engage regularly with community stakeholders to gather feedback, communicate updates, and ensure transparency in decision-making.

Data-Driven Decision Making: Utilize analytics and performance data to guide strategic decisions and target areas for improvement.

Flexibility and Adaptability: Maintain a flexible approach to LOS, allowing for adjustments based on shifting community priorities and emerging needs.

Continuous Improvement: Implement an ongoing review process to refine and enhance the LOS methodology over time.

Scenarios

The scenarios that were used to analyse Howick's inventory were run for 100-years to ensure all the lifecycles were included at least once. They are also all based on the data available in the asset management system which outlines estimated useful life and condition as well as replacement costs which all the results are based on.

Scenario 1: Current Lifecycle Activities

Purpose: This scenario examines the current state of the infrastructure based on existing lifecycle practices. It looks at how the infrastructure is currently being maintained, the condition it's in, and projects the amount of annual investment need to be made in each asset category.

Key Focus: The condition of the infrastructure and the annual investment levels based on currently identified lifecycles.

Outcome: This scenario provides a baseline for understanding how the infrastructure is currently being maintained. It helps identify whether there are any gaps between current practices and long-term sustainability goals.

Scenario 2: Current Capital Reinvestment Rate

Purpose: This scenario builds upon the current capital reinvestment rate, where the total amount of investment being made into capital improvements (like replacement or major repairs) remains the same. In this scenario, the focus is on the impact that current investment levels have on the condition of the infrastructure over time.

Key Focus: The annual investment stays constant, and the condition of the infrastructure is evaluated based on that level of reinvestment.

Outcome: This helps to see if the current capital reinvestment rate is enough to maintain the infrastructure in a sustainable way over the long term, or if it's falling short and leading to degradation in condition.

Scenario 3: Target Condition Good

Purpose: This scenario aims to achieve a specific, target condition level for the infrastructure, where the goal is to maintain an average condition of 60% of the infrastructure in each asset category. By fixing the condition, the model determines what the required annual investment would be to reach and maintain that target.

Key Focus: This scenario focuses on achieving a targeted condition level (good condition, 60%) and determining how much investment would be necessary to maintain that condition.

Outcome: This scenario gives insights into how much investment would be needed to keep the infrastructure at an acceptable condition level.

Results

Scenario 1: Current Lifecycle Activities - this scenario utilizes the current lifecycle activities outlined as current practice within each asset category. The condition and annual investment were then determined.

The table below summarizes the results of each asset category and overall.

Table 4 Scenario 1 Current Lifecycle Activities Summary

Asset Category	Current Average Condition	Projected Average Condition	Funding Required
Road Network	Good (68%)	Good (74%)	\$1,054,536
Bridges & Culverts	Good (61%)	Good (78%)	\$1,352,192
Buildings	Good (63%)	Good (78%)	\$621,474
Vehicles	Very Good (82%)	Good (78%)	\$368,390
Furniture and Equipment	Good (66%)	Good (78%)	\$181,813
Land Improvements	Good (61%)	Good (76%)	\$45,509
Overall	Good (66%)	Good (77%)	\$3,623,913

Scenario 2: Current Capital Reinvestment Rate - this scenario utilizes the current capital reinvestment within each asset category. The current annual investment was held, and the condition was determined.

The table below summarizes the results of each asset category and overall.

Table 5 Scenario 2 Current Capital Reinvestment Summary

Asset Category	Current Average Condition	Projected Average Condition	Funding Required
Road Network	Good (68%)	Fair (35%)	\$615,540
Bridges & Culverts	Good (61%)	Poor (24%)	\$359,889
Buildings	Good (63%)	Poor (20%)	\$165,407
Vehicles	Very Good (82%)	Poor (27%)	\$61,605
Furniture and Equipment	Good (66%)	Very Poor (18%)	\$48,390
Land Improvements	Good (61%)	Poor (35%)	\$12,112
Overall	Good (66%)	Poor (29%)	\$1,262,943

Scenario 3: Target Condition Good - this scenario utilizes a target average condition of 60% of the infrastructure within each asset category. The condition value was held, and the annual investment was then determined.

The table below summarizes the results of each asset category and overall.

Table 6 Scenario 3 Target Condition Good Summary

Asset Category	Current Average Condition	Projected Average Condition	Funding Required
Road Network	Good (68%)	Good (60%)	\$768,662
Bridges & Culverts	Good (61%)	Good (60%)	\$1,114,672
Buildings	Good (63%)	Good (60%)	\$498,945
Vehicles	Very Good (82%)	Good (60%)	\$190,688
Furniture and Equipment	Good (66%)	Good (60%)	\$198,145
Land Improvements	Good (61%)	Good (60%)	\$27,480
Overall	Good (66%)	Good (60%)	\$2,798,592

Summary

Howick is taking a strategic approach to ensuring the long-term sustainability of its municipal services. By focusing on the condition of the assets used to provide these services, the Township is likely aiming to balance service quality with cost-efficiency. This practical approach will help prevent over-investment in infrastructure that may not be sustainable while also ensuring that the community's needs are met.

Howick is making significant strides in improving the accuracy of its asset management system, which is crucial for better decision-making regarding capital requirements and long-term sustainability.

By targeting a good condition for assets, the Township has managed to reduce the annual capital requirements by approximately 20%. This will allow the municipality to reach a sustainable level of funding much sooner.

Financial Management

Financial Strategy Overview

Each year, the Township makes important investments in its infrastructure's maintenance, renewal, rehabilitation, and replacement to ensure assets remain in a state of good repair. However, spending needs typically exceed fiscal capacity. In fact, most municipalities continue to struggle with annual infrastructure deficits. Achieving full-funding for infrastructure programs will take many years and should be phased-in gradually to reduce burden on the community.

This financial strategy is designed for the Township's existing asset portfolio and is premised on two key inputs: the average annual capital requirements and the average annual funding typically available for capital purposes. The annual requirements are based on the replacement cost of assets and their serviceable life, and where available, lifecycle modeling. This figure is calculated for each individual asset and aggregated to develop category-level values.

The annual funding typically available is determined by averaging historical capital expenditures on infrastructure, inclusive of any allocations to reserves for capital purposes. For Howick, the proposed spending of 2025 values were used to project available funding.

Only reliable and predictable sources of funding are used to benchmark funds that may be available on any given year. The funding sources include:

- Revenue from taxation allocated to reserves for capital purposes
- The Canada Community Benefits Fund (CCBF)
- The Ontario Community Infrastructure Fund (OCIF)

Although provincial and federal infrastructure programs can change with evolving policy, CCBF and OCIF are considered as permanent and predictable.

Annual Capital Requirements

The annual requirements represent the amount the Township should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs, and achieve long-term sustainability.

The table below outlines the total average annual capital requirements for existing assets in each asset category. Based on the proposed levels of service selected to maintain a minimum condition of good for all asset categories.

Table 7 Average Annual Capital Requirements

Asset Category	Replacement Cost	Funding Required
Road Network	\$129,919,542	\$768,662
Bridges & Culverts	\$53,569,700	\$1,114,672
Buildings & Facilities	\$25,951,769	\$498,945
Land Improvements	\$1,333,918	\$190,688
Furniture & Equipment	\$1,810,362	\$198,145
Vehicles	\$3,940,618	\$27,480
Total	\$213,947,912	\$2,798,592

Current Funding Levels

Table 8 summarizes how current capital funding levels compare with funding required for each asset category. At existing levels, the Township is funding 45% of its annual capital requirements for all infrastructure analyzed for scenario 3 maintaining a condition of good. This creates a total annual funding deficit of \$1.5 million.

Table 8 Current Funding Position vs Required Funding

Asset Category	Annual Capital Requirements	Annual Funding Available	Annual Infrastructure Deficit
Road Network	\$768,662	\$615,540	\$153,122
Bridges & Culverts	\$1,114,672	\$359,889	\$754,783
Buildings	\$498,945	\$165,407	\$333,538
Vehicles	\$190,688	\$61,605	\$129,083
Furniture and Equipment	\$181,813	\$48,390	\$133,423
Land Improvements	\$27,480	\$12,112	\$15,368
Total	\$2,782,259	\$1,262,943	\$1,519,316

Closing the Gap

Eliminating annual infrastructure funding shortfalls is a difficult and long-term endeavor for municipalities. Considering the Township's current funding position, it will require many years to reach full funding for current assets.

This section outlines how the Township of Howick can close the annual funding deficits using own-source revenue streams, i.e., property taxation and without the use of additional debt for existing assets.

Full Funding Requirements

In 2025, Howick will have an annual tax revenue of \$4,697,133. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require a 32.3% tax change over time.

To achieve this increase, several scenarios have been developed using phase-in periods ranging from five to twenty years. Shorter phase-in periods may place too high a burden on taxpayers, whereas a phase-in period beyond 20 years may see a continued deterioration of infrastructure, leading to larger backlogs.

Table 9 Phasing in Annual Tax Increases

Total % Increase Needed in Annual Property Taxation Revenues	Phase-in Period			
	5 Years	10 Years	15 Years	20 Years
32.3%	5.8%	2.8%	2.0%	1.4%

Funding 100% of annual capital requirements ensures that major capital events, including replacements, are completed as required. Under this scenario, projects are unlikely to be deferred to future years. This delivers the chosen proposed level of service for the community.

Ten-Year Financial Plan

The Township is working with a clear long-term financial strategy aimed at reaching sustainable funding levels for its infrastructure services in 15-years and with that sustainable level of funding in 2040 the Township is still operating with an infrastructure deficit. The table below show a 10-year capital projection for each asset category with proposed funding.

Table 10 Ten-Year Financial Plan

Asset Category	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Road Network	\$87k	\$223k	\$704k	\$636k	-	\$383k	-	-	\$452k	\$567k
Bridges & Culverts	\$0	\$0	\$202k	\$1.7m	\$195k	\$1.8m	\$3.7m	\$4.7m	\$3.4m	\$919k
Buildings & Facilities	-	-	-	-	-	\$15k	-	-	-	-
Land Improvements	\$506k	-	\$12k	-	-	-	-	-	-	\$7k
Furniture & Equipment	\$39k	-	\$553k	\$140k	\$12k	\$17k	-	-	-	-
Vehicles	-	-	\$588k	\$356k	\$344k	-	-	-	\$231k	-
Total	\$632k	\$223k	\$2.1m	\$2.8m	\$551k	\$2.3m	\$3.7m	\$4.7m	\$4.1m	\$1.5m
Proposed Funding	\$937k	\$1.0m	\$1.1m	\$1.2m	\$1.3m	\$1.4m	\$1.5m	\$1.7m	\$1.8m	\$1.9m

The current 10-year program has a funding requirement of \$22.5 million over the ten years, while the proposed available funding level will be \$14 million. The annual funding deficit of at the end of the 10-years will be 80% funded. There will still be a need to prioritize projects and defer until the long-term strategy and sustainable funding levels are met, unless the use of debt funding or one-time grants are not received.

This proposed level of service is a more achievable level of funding for the community while still ensuring an adequate condition of the infrastructure.

Recommendations

Financial Strategies

Review feasibility of adopting a full-funding scenario that achieves 100% of average annual requirements for the asset categories analyzed. This involves:

- implementing a 2.0% annual tax increase over a 15-year phase-in period and allocating the full increase in revenue towards capital funding
- continued allocation of OCIF and CCBF funding as previously outlined
- using risk frameworks and staff judgement to prioritize projects, particularly to aid in elimination of existing infrastructure backlogs

NOTE: Although it is difficult to capture inflation costs, supply chain issues, and fluctuations in commodity prices will also influence capital expenditures.

Asset Data

1. Continuously review, refine, and calibrate lifecycle and risk profiles to better reflect actual practices and improve capital projections. In particular:
 - the timing of various lifecycle events, the triggers for treatment, anticipated impacts of each treatment, and costs
 - the various attributes used to estimate the likelihood and consequence of asset failures, and their respective weightings
2. Asset management planning is highly sensitive to replacement costs. Periodically update replacement costs based on recent projects, invoices, or estimates, as well as condition assessments, or any other technical reports and studies. Accurately estimating the replacement cost of like-for-like assets can be challenging. Staff judgement and historical data can help attenuate extreme and temporary fluctuations in cost estimates and keep them realistic.
3. Like replacement costs, an asset's established serviceable life can have dramatic impacts on all projections and analyses, including long-range forecasting and financial recommendations. Periodically reviewing and updating these values to better reflect in-field performance and staff judgement is recommended.

Risk and Levels of Service

1. Risk models and matrices can play an important role in identifying high-value assets, and developing an action plan which may include repair, rehabilitation, replacement, or further evaluation through updated condition assessments. As a result, project selection and the development of multi-year capital plans can become more strategic and objective.
2. The annual review requirement in O.reg. 588/17 the Township must address their progress in implementing its asset management plan, any factors impeding the ability to implement its asset management plan as well as a strategy to address any of the identified factors.

Appendix A: Road Network

State of the Infrastructure

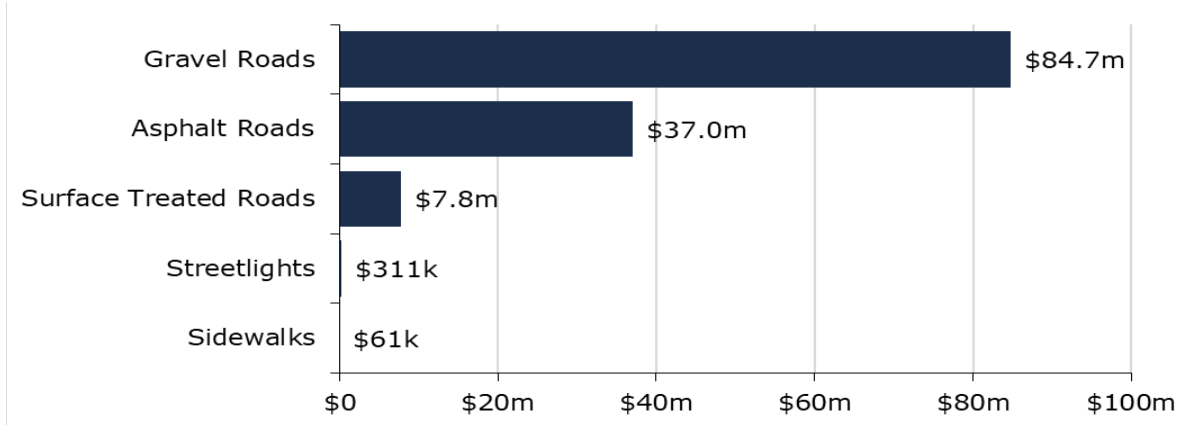
Howick's road network comprises the largest share of its infrastructure portfolio, with a current replacement cost of \$129.9 million, distributed primarily between asphalt, gravel, and surface treated roads.

The Township also owns and manages other supporting infrastructure and capital assets, including streetlights and sidewalks.

Inventory & Valuation

The figure below displays the replacement cost of each asset segment in the Township's road inventory.

Figure 10 Road Network Replacement Value

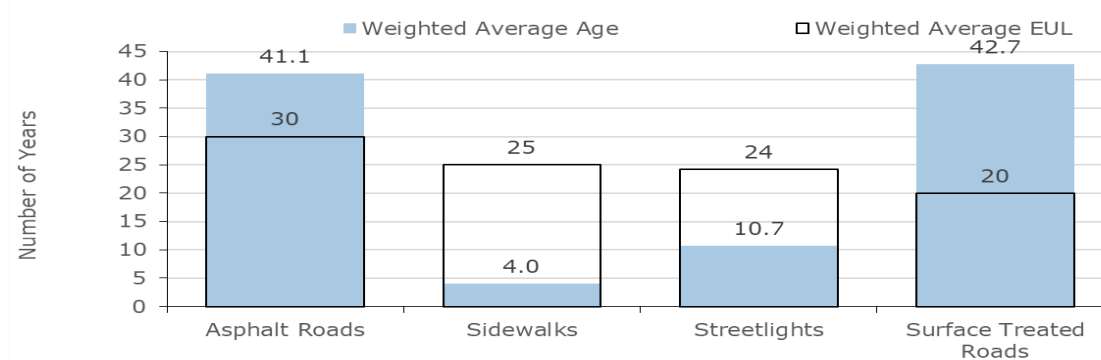


Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

Asset Condition & Age

The graph below identifies the average age, and the estimated useful life for each asset segment. It is all weighted by replacement cost.

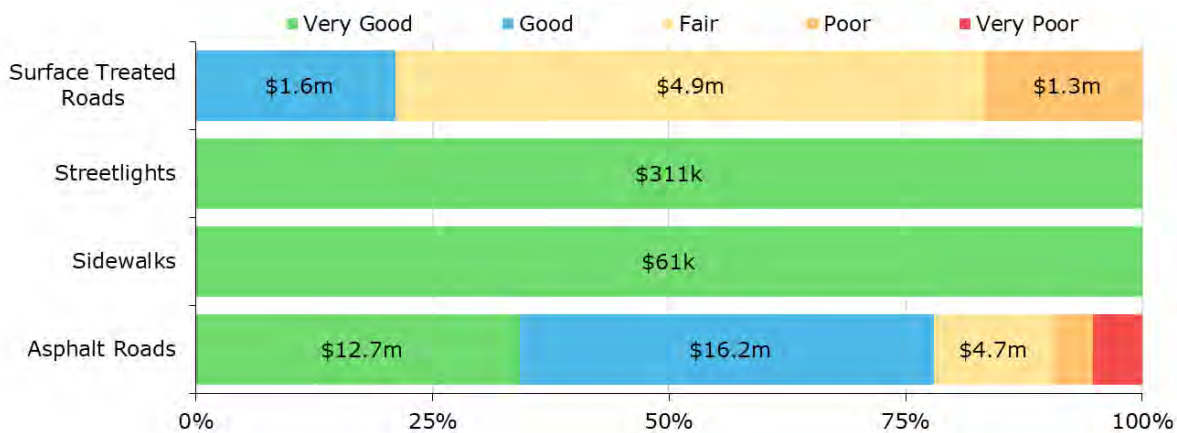
Figure 11 Road Network Average Age vs Average EUL



The analysis shows that, based on in-service dates, roads continue to remain in operation beyond their expected useful life. This is due to the life cycle management strategies currently being utilized which will be outlined in greater detail in a later section.

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

Figure 12 Road Network Condition Breakdown



To ensure that Howick's roads continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the roads.

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The Township's current approach is described below.

All roads inspected/patrolled in accordance with O. Reg. 239/02 Minimum Maintenance Standards

Roads Needs Study completed in 2019

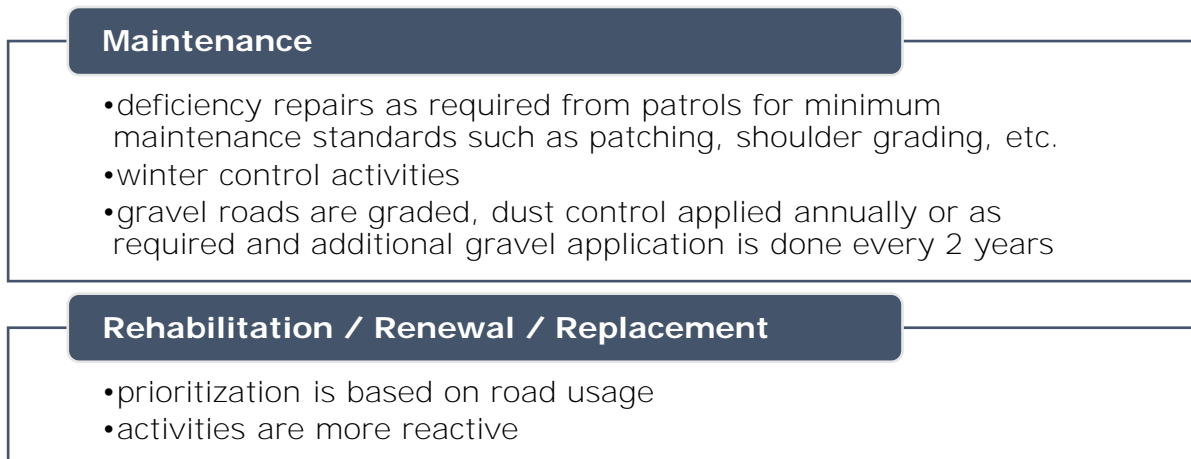
The condition scale for roads utilized is from 0 to 100 from Very Poor to Very Good.

Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment.

The following lifecycle strategies shown in Figure 13 have been developed as a proactive approach to managing the lifecycle of municipally owned roads. Instead of allowing the roads to deteriorate until replacement is required, strategic rehabilitation is expected to extend the service life of roads at a lower total cost.

Figure 13 Road Network Current Lifecycle Strategy



PCI scores, staff judgment, traffic loads, and opportunity to bundle projects help inform the optimal lifecycle intervention, ranging from pothole repairs to potential replacements. Lifecycle models used to estimate the savings to annual capital requirement are shown below in Figure 14 for asphalt roads, Figure 15 for surface treated roads.

Figure 14 Asphalt Roads (HCB) Road Lifecycle Model

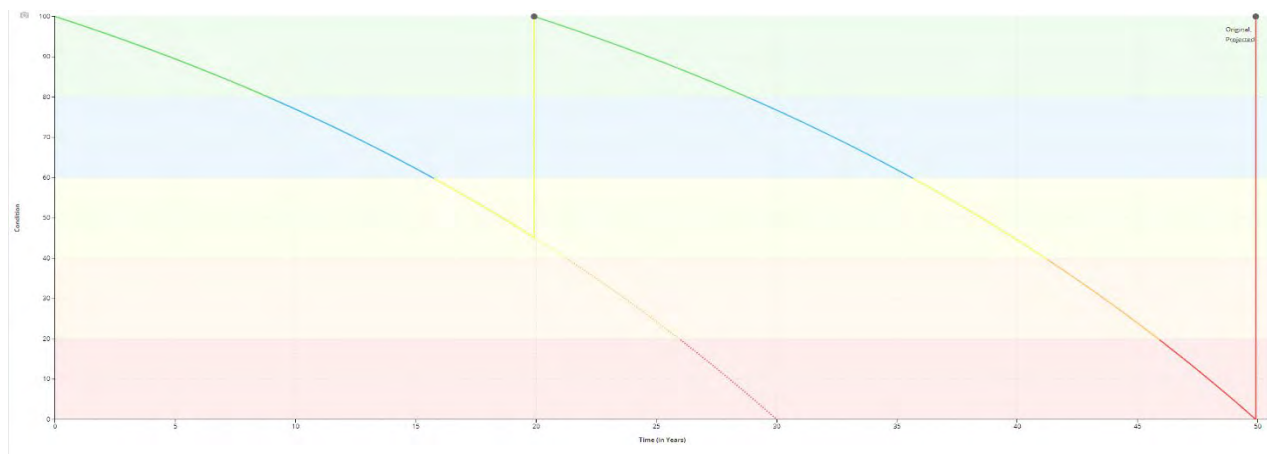
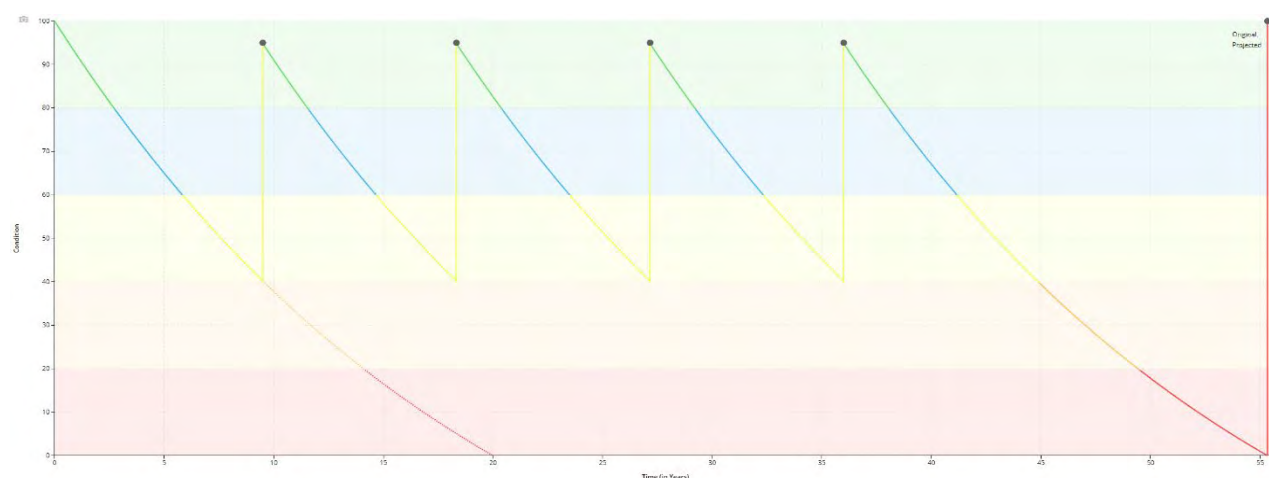


Figure 15 Surface Treatment (LCB) Road Lifecycle Model



for the road network lifecycle management strategies have been developed to identify costs that are realized through strategic rehabilitation and renewal. The development of these strategies allows for a comparison of potential cost avoidance.

The following table compares two scenarios:

Replacement Only Scenario: Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.

Lifecycle Strategy Scenario: Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.

Table 11 Road Network Annual Capital Requirement Comparison

Asset Segment	Annual Requirements (Replacement Only)	Annual Requirements (Lifecycle Strategy)	Difference
Asphalt Roads	\$1,234,296	\$850,613	\$383,683
Sidewalks	\$2,443	\$2,443	\$0
Streetlights	\$13,406	\$13,406	\$0
Surface Treated Roads	\$390,253	\$188,074	\$202,179
Total	\$1,640,398	\$1,054,536	\$585,862

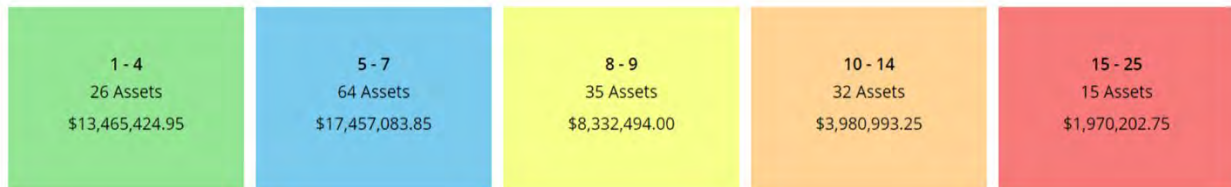
The implementation of a proactive lifecycle strategy for paved roads (Surface Treatment and asphalt), leads to a potential annual cost avoidance of approximately \$586 thousand. This represents a reduction of the annual capital requirement for paved roads of 36%.

Gravel roads lifecycle costs are not considered capital and with the maintenance performed on the roads are considered to never require replacement and as such they are not included in the calculations for the annual requirements.

Risk & Criticality

The following risk breakdown provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix H: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

Figure 16 Road Network Risk Breakdown



This is a high-level model developed by municipal staff and it should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

Levels of Service

The framework created by the Township for levels of service is a valuable tool for assessing and managing the performance of their assets and/or services provided by their assets. Proposed levels of service for the Township have been developed through engagement with Township staff.

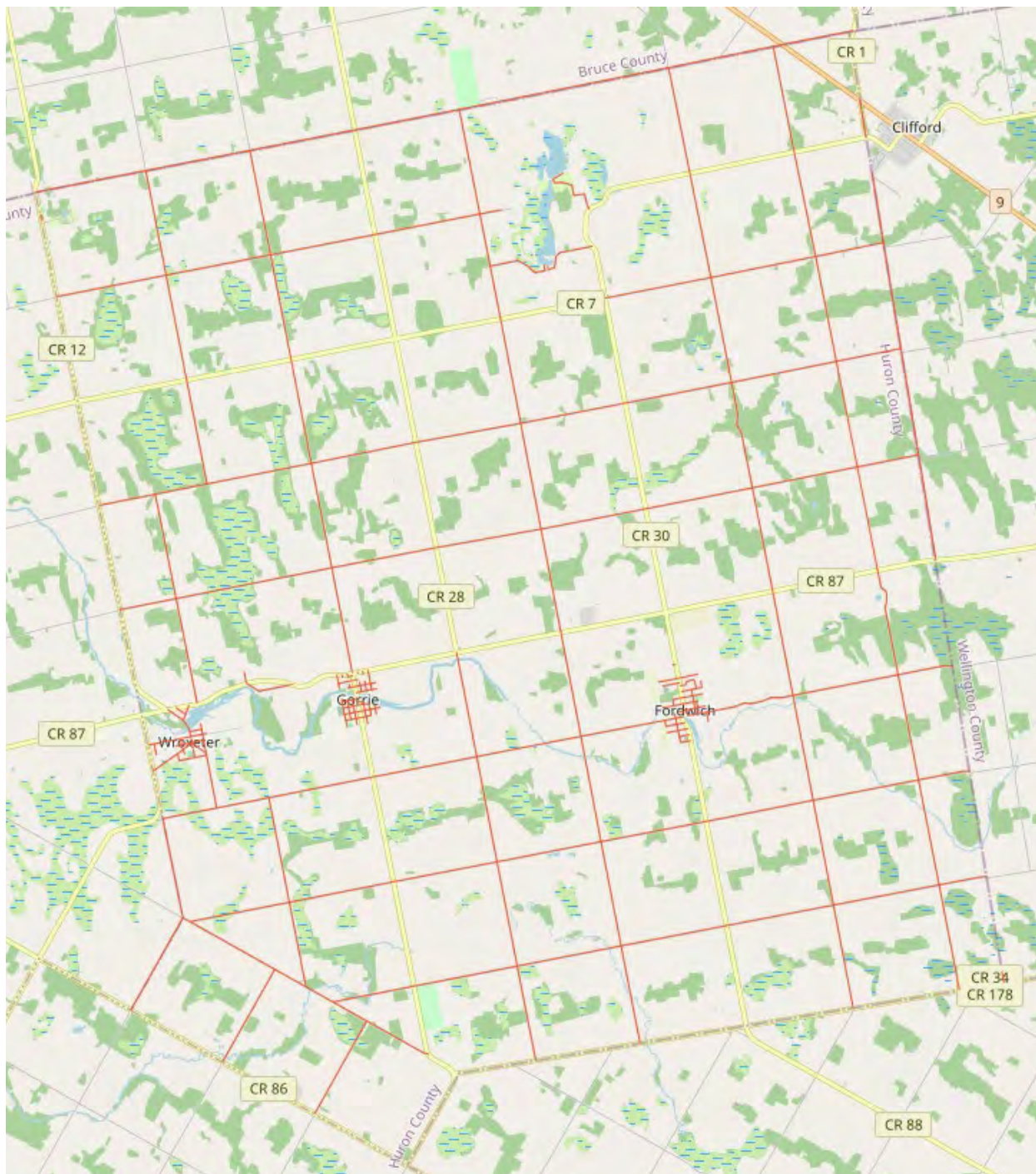
Current Levels of Service

The following tables identify the Township's current level of service for the road network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected.

Table 12 Road Network Current Level of Service

Community LOS		Service Attribute	Technical LOS	
Description, which may include maps, of the road network in the municipality and its level of connectivity	See Figure 17 Map of Roads	Scope	Replacement Cost	\$129,919,542
			Quantity (km of roads)	242
			Quantity (number of streetlights)	279
			Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km ²)	0
			Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km ²)	0
			Lane-km of local roads (MMS classes 5 and 6) per land area (km/km ²)	0.83
Description or images that illustrate the different levels of road class pavement condition	See Figure 2 Standard Condition Rating Scale for the description of road condition	Reliability	Average pavement condition index for paved roads in the municipality	Fair (51%)
			Average surface condition for unpaved roads in the municipality (e.g., excellent, good, fair, poor)	Fair
			Average Condition	Good (68%)
General	Services will be provided with an emphasis on affordability	Affordable	% Risk that is High and Very High	13%
			Average Asset Risk	Very Low
			Annual Investment	\$613,204
			Capital re-investment rate	0.5%

Figure 17 Map of Roads



Proposed Levels of Service

The scenarios that were used to analyse Howick's inventory were run for 100-years to ensure all the lifecycles were included at least once. They are also all based on the data available in the asset management system which outlines estimated useful life and condition as well as replacement costs which all the results are based on.

Scenario 1: Current Lifecycle Activities - this scenario utilizes the current lifecycle activities outlined as current practice within each asset category. The condition and annual investment were then determined.

Scenario 2: Current Capital Reinvestment Rate - this scenario utilizes the current capital reinvestment within each asset category. The current annual investment was held, and the condition was determined.

Scenario 3: Target Condition Fair - this scenario utilizes a target average condition of 60% of the infrastructure within each asset category. The condition value was held, and the annual investment was then determined.

The table below outlines the results for each scenario for the Road Network.

Table 13 Road Network Scenario Results Summary

Scenarios	Replacement Cost	Average Condition	Annual Capital Reinvestment
Scenario 1 – Lifecycle	\$45,206,199	Good (74%)	\$1,054,536
Scenario 2 - Current Capital Investment Rate	\$45,206,199	Fair (35%)	\$615,540
Scenario 3 - Good Condition	\$45,206,199	Good (60%)	\$768,662

10-Year Capital Forecast

Below is the projected ten-year capital forecast needed to maintain the road network at a condition greater than fair.

Table 14 Road Network 10-year Capital Forecast

Segments	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Streetlights	-	-	-	-	-	-	-	-	-	-
Asphalt Roads	\$87k	\$223k	\$471k	\$498k	-	\$274k	-	-	\$280k	\$567k
Surface Treated Roads	-	-	\$233k	\$137k	-	\$108k	-	-	\$172k	-
Sidewalks	-	-	-	-	-	-	-	-	-	-
Total	\$87k	\$223k	\$704k	\$636k	-	\$383k	-	-	\$452k	\$567k

Gravel roads are not included in this forecast as they are managed through the operations and considered to never need replacement due to the preventative maintenance activities performed.

Appendix B: Bridges & Culverts

Bridges and culverts represent the largest and critical portion of the transportation services provided to the community.

Inventory & Valuation

The figure below displays the replacement cost of each asset segment in the Township's bridges and culverts inventory.

Figure 18 Bridges & Culverts Replacement Cost

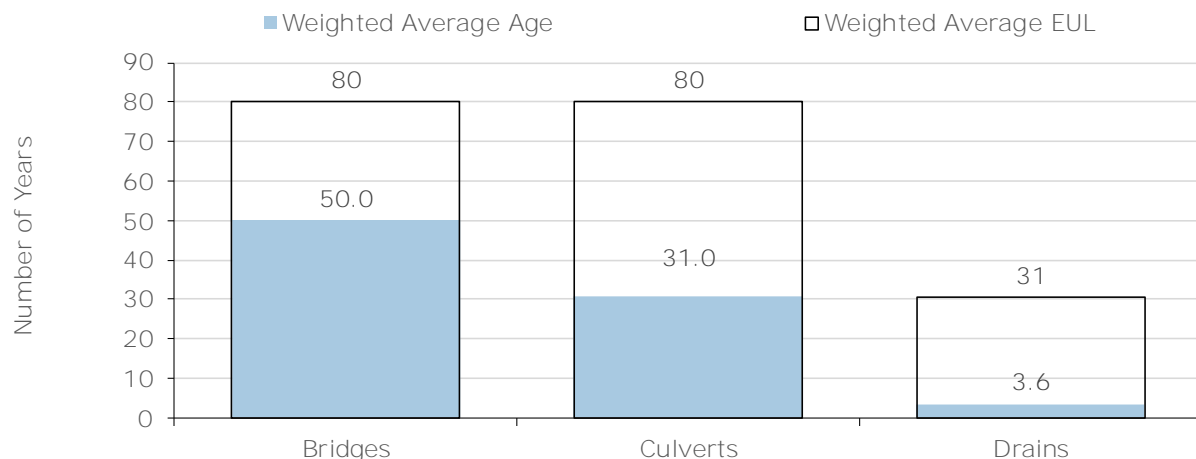


Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed. This can be included in the Ontario Structures Inspection Manual (OSIM) inspections as the replacement cost is part of the calculation for the bridge condition index (BCI).

Asset Condition & Age

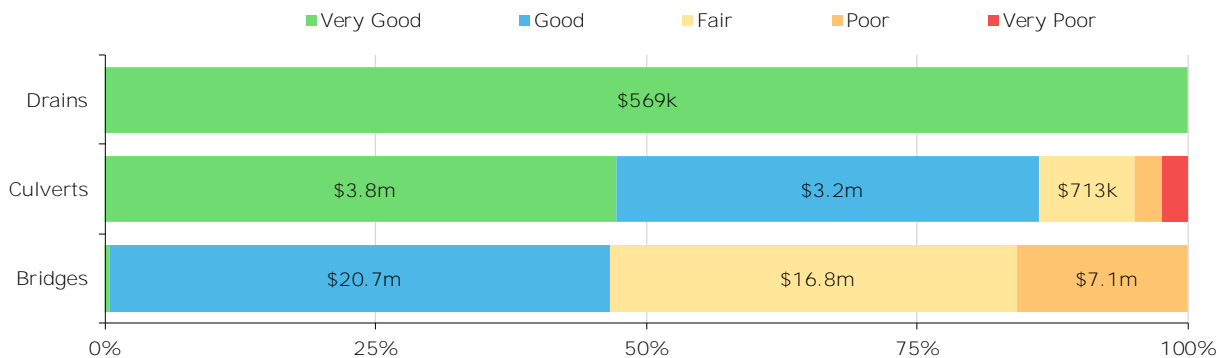
The graph below identifies the average age and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

Figure 19 Bridges & Culverts Average Age vs Average EUL



The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

Figure 20 Bridges & Culverts Condition Breakdown



To ensure that the Township's bridges and culverts continue to provide an acceptable level of service, the staff should monitor the average condition of all assets. Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. Howick's current approach is to assess all bridges and structural culverts every 2 years in accordance with the Ontario Structure Inspection Manual (OSIM). The most recent assessment was completed in 2022 by BM Ross.

The condition scale for bridges and culverts utilized is from 0 to 100 from Very Poor to Very Good. See the following images as examples of a very good bridge and structural culvert as well as a bridge and structural culvert in Fair condition.

Figure 21 Bridge & Culvert Condition Images

Malcom Line Bridge (BCI=52 Fair)



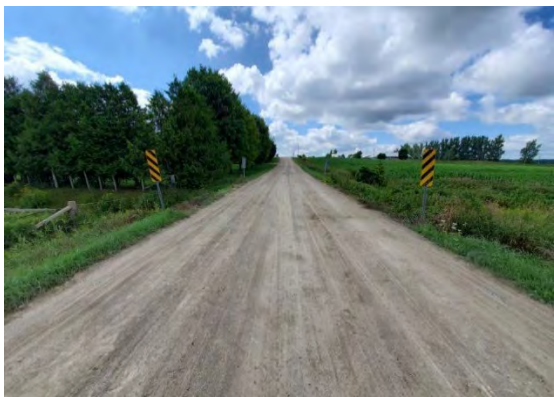
Orange Hill Road Bridge (BCI=74 Good)



Lakelet Culvert (BCI=57 Fair)



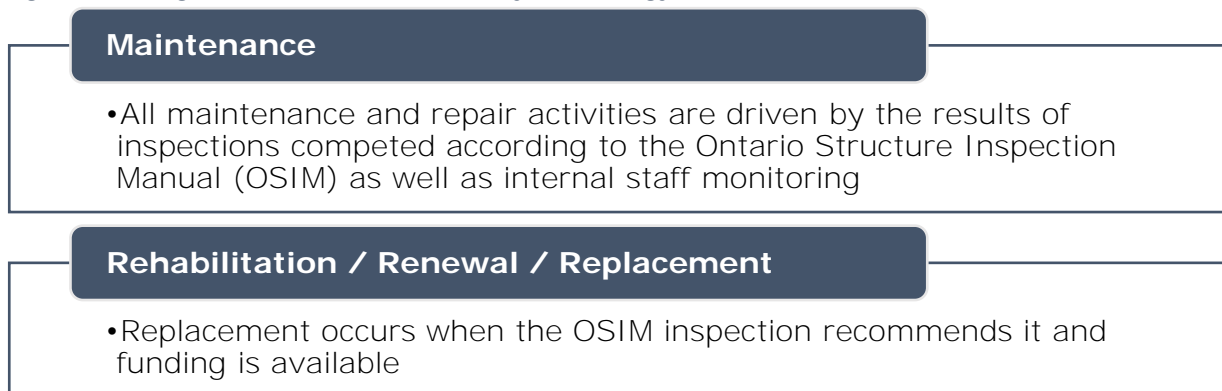
Gorrie Line Rectangular Culvert (BCI=21 Poor)



Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. Figure 22 outlines Howick's current lifecycle management strategy.

Figure 22 Bridges & Culverts Current Lifecycle Strategy

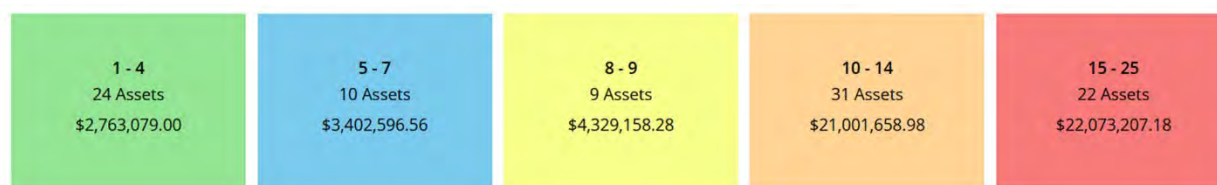


Risk & Criticality

The risk breakdown provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix H: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

This is a high-level model developed by municipal staff and should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure.

Figure 23 Bridges & Culverts Risk Breakdown



Levels of Service

The framework created by the Township for levels of service is a valuable tool for assessing and managing the performance of their assets and/or services provided by their assets. Proposed levels of service for the Township have been developed through engagement with Township staff.

Current Levels of Service

The following tables identify the Township's current level of service for the municipal bridges & culverts. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected.

Table 15 Bridges & Culverts Current Levels of Service

Community LOS		Service Attribute	Current Technical LOS	
Description of the traffic that is supported by municipal bridges (e.g. heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	The traffic supported by the municipal bridges is varied. Large agricultural equipment, heavy transport vehicles, motor vehicles, emergency vehicles, cyclists and pedestrians all utilize bridges to travel throughout the Township.	Scope	Replacement Cost	\$53,569,700
			Quantity	39
Description or images of the condition of bridges and culverts and how this would affect the use of the bridges and culverts	See Figure 21 Bridge & Culvert Condition Images	Reliability	% of bridges in the municipality with loading or dimensional restrictions	10% (2/19 have load restrictions)
			Average bridge condition index value for bridges	52.7
			Average bridge condition index value for structural culverts	88.2
			Average Condition Rating	Good (61)
			% Risk that is High and Very High	89%
			Average Asset Risk	High
General	Services are delivered at an affordable cost for both the organization and the customer.	Affordable	Annual Investment	\$359,889
			Capital re-investment rate	0.71%

Proposed Levels of Service

The scenarios that were used to analyse Howick's inventory were run for 100-years to ensure all the lifecycles were included at least once. They are also all based on the data available in the asset management system which outlines estimated useful life and condition as well as replacement costs which all the results are based on.

Scenario 1: Current Lifecycle Activities - this scenario utilizes the current lifecycle activities outlined as current practice within each asset category. The condition and annual investment were then determined.

Scenario 2: Current Capital Reinvestment Rate - this scenario utilizes the current capital reinvestment within each asset category. The current annual investment was held, and the condition was determined.

Scenario 3: Target Condition Fair - this scenario utilizes a target average condition of 60% of the infrastructure within each asset category. The condition value was held, and the annual investment was then determined.

The table below outlines the results for each scenario for the municipal bridges and culverts.

Table 16 Bridges & Culverts Scenario Results

Scenarios	Replacement Cost	Average Condition	Annual Capital Reinvestment
Scenario 1 – Lifecycle	\$53,569,700	Good (78%)	\$1,352,192
Scenario 2 - Current Capital Investment Rate	\$53,569,700	Poor (25%)	\$359,889
Scenario 3 - Good Condition	\$53,569,700	Good (60%)	\$1,114,672

10-Year Capital Forecast

Below is the projected ten-year capital forecast needed to maintain the bridges and culverts at a condition of good.

Table 17 Bridges & Culverts 10-year Capital Forecast

Segments	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Bridges	\$2.2m	\$3.1m	\$2.9m	\$3.6m	\$4.9m	\$9.8m	-	-	-	\$856k
Culverts	\$51k	-	\$50k	-	-	-	-	-	-	-
Drains	-	-	-	-	-	-	-	-	-	-
Total	\$2.2m	\$3.1m	\$3.0m	\$3.6m	\$4.9m	\$9.8m	-	-	-	\$856k

Appendix C: Buildings & Facilities

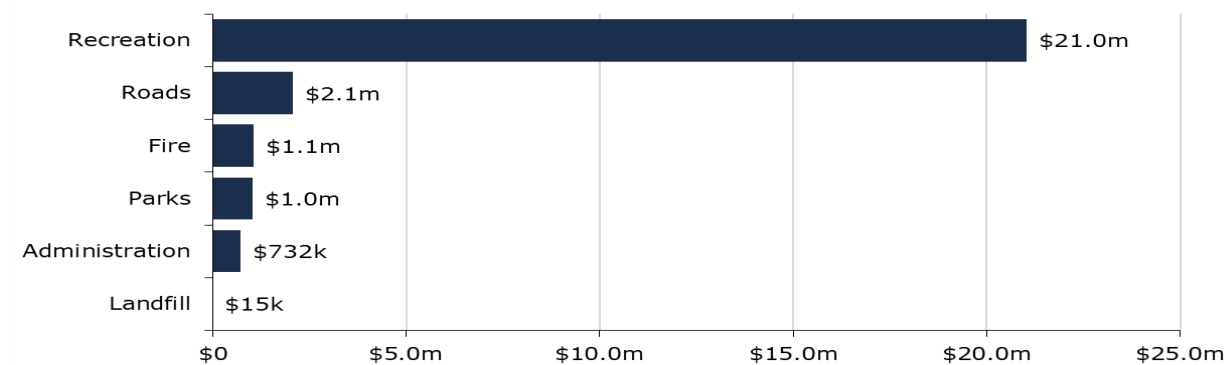
Howick owns and maintains several facilities that provide key services to the community. These include:

- Administrative office
- Landfill
- Recreation facilities
- Road facilities
- Parks facilities
- Fire facilities

Inventory & Valuation

The graph below displays the total replacement cost of each asset segment in Howick's buildings inventory. As the Township has not had a complete componentization of their buildings their inventory tracks buildings as a main asset with some small as replaced componentization.

Figure 24 Buildings Replacement Cost

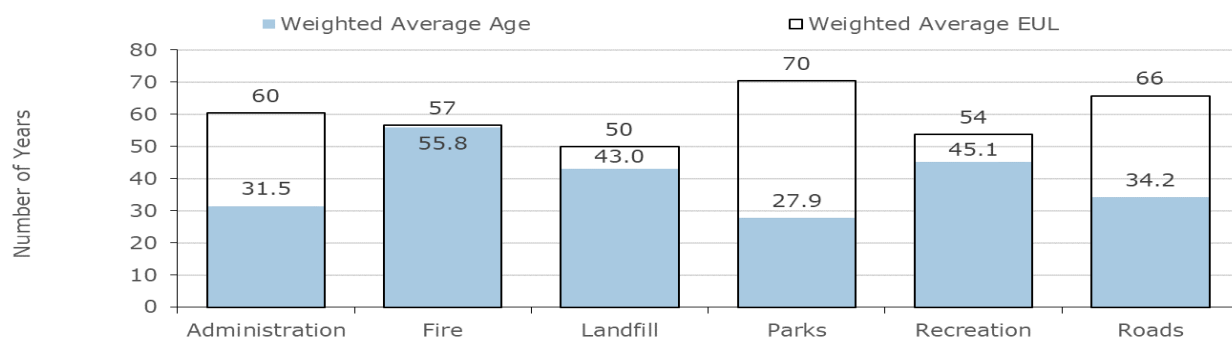


Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to represent capital requirements more accurately.

Asset Condition & Age

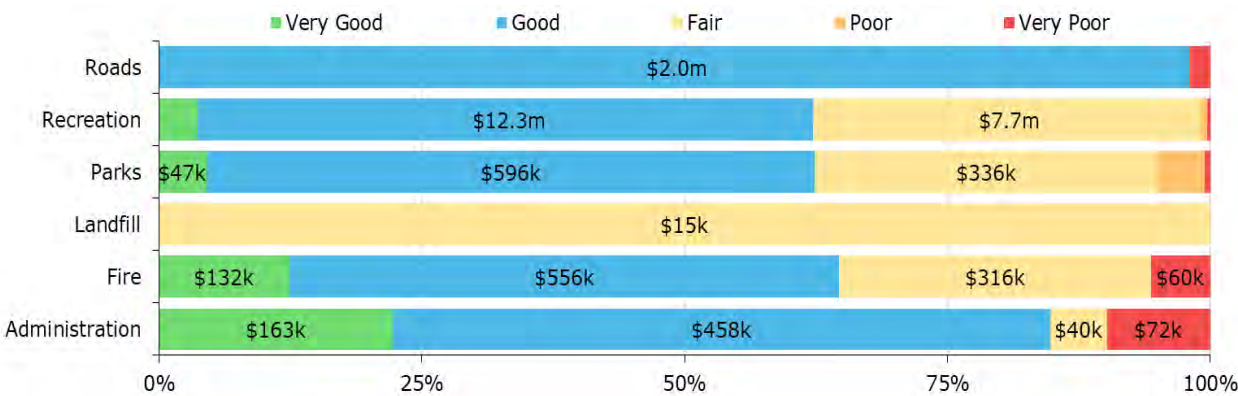
The graph below identifies the average age, and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

Figure 25 Buildings & Facilities Average Age vs Average EUL



The graph below visually illustrates the average condition for each asset segment on a very good to very poor.

Figure 26 Buildings & Facilities Condition Breakdown



To ensure that the municipal buildings continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the buildings.

Each asset's estimated useful life should also be reviewed to determine whether adjustments need to be made to better align with the observed service life.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. Buildings are repaired as required based on deficiencies identified by outside experts, staff, or residents.

Lifecycle Management Strategy

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township's current lifecycle management strategy.

Figure 27 Buildings & Facilities Current Lifecycle Strategy

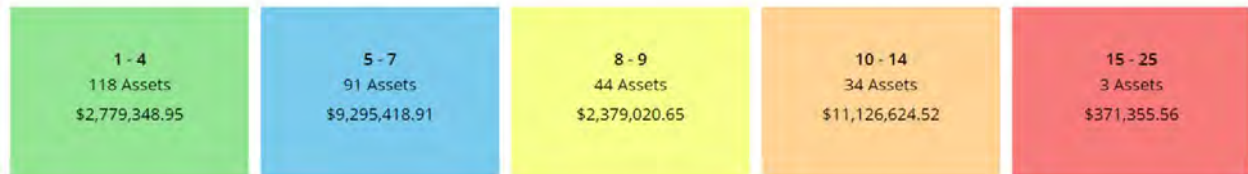
Maintenance / Rehabilitation / Replacement

- Maintenance of buildings is identified by staff in a reactive breakdown response as well as building condition assessments have identified component replacement needs

Risk & Criticality

The risk breakdown provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix H: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

Figure 28 Buildings & Facilities Risk Breakdown



This is a high-level model that has been developed based on information currently available and should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Township to determine risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

Levels of Service

The framework created by the Township for levels of service is a valuable tool for assessing and managing the performance of their assets and/or services provided by their assets. Proposed levels of service for the Township have been developed through engagement with Township staff.

Current Levels of Service

The following tables identify the Township's current level of service for the municipal buildings & facilities. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected.

Table 18 Buildings & Facilities Current Levels of Service

Community LOS		Service Attribute	Current Technical LOS	
Description of the services provided by municipal buildings.	Services provided by the municipal buildings are based on the types of facilities outlined below: <ul style="list-style-type: none"> • administrative offices – general government services • landfill operations – solid waste disposal services • roads garages and storage sheds – roadway and winter control services • recreation facilities and parks– recreation and cultural services • fire facilities 	Scope	Replacement Cost	\$25,951,769
			Quantity	15
Description of the condition of municipal buildings and reliable service	Condition Description <ul style="list-style-type: none"> • Very Good - Fit for the future • Good - Adequate for now • Fair - Requires attention • Poor - Increased potential of affecting service • Very Poor - Unfit for sustained service Services are provided with minimal service disruption and are available to customers in line with needs and expectations.	Reliable	Average Condition	Good (63%)
			% Risk that is High and Very High	44%
			Average Asset Risk	Moderate
General	Services are delivered at an affordable cost for both the organization and the customer.	Affordable	Annual Investment	\$165,407
			Capital re-investment rate	0.64%

Proposed Levels of Service

The scenarios that were used to analyse Howick's inventory were run for 100-years to ensure all the lifecycles were included at least once. They are also all based on the data available in the asset management system which outlines estimated useful life and condition as well as replacement costs which all the results are based on.

Scenario 1: Current Lifecycle Activities - this scenario utilizes the current lifecycle activities outlined as current practice within each asset category. The condition and annual investment were then determined.

Scenario 2: Current Capital Reinvestment Rate - this scenario utilizes the current capital reinvestment within each asset category. The current annual investment was held, and the condition was determined.

Scenario 3: Target Condition Fair - this scenario utilizes a target average condition of 60% of the infrastructure within each asset category. The condition value was held, and the annual investment was then determined.

The table below outlines the results for each scenario for the municipal buildings & facilities.

Table 19 Buildings & Facilities Scenario Results

Scenarios	Replacement Cost	Average Condition	Annual Capital Reinvestment
Scenario 1 – Lifecycle	\$25,951,769	Good (78%)	\$621,474
Scenario 2 - Current Capital Investment Rate	\$25,951,769	Poor (20%)	\$165,407
Scenario 3 - Good Condition	\$25,951,769	Good (60%)	\$498,945

10-Year Capital Forecast

The projected ten-year capital forecast needed to maintain the municipal buildings at a condition of good has a \$15 thousand capital activity in 2030 at the landfill it is only after the 110-year forecast that there are very significant investments needed.

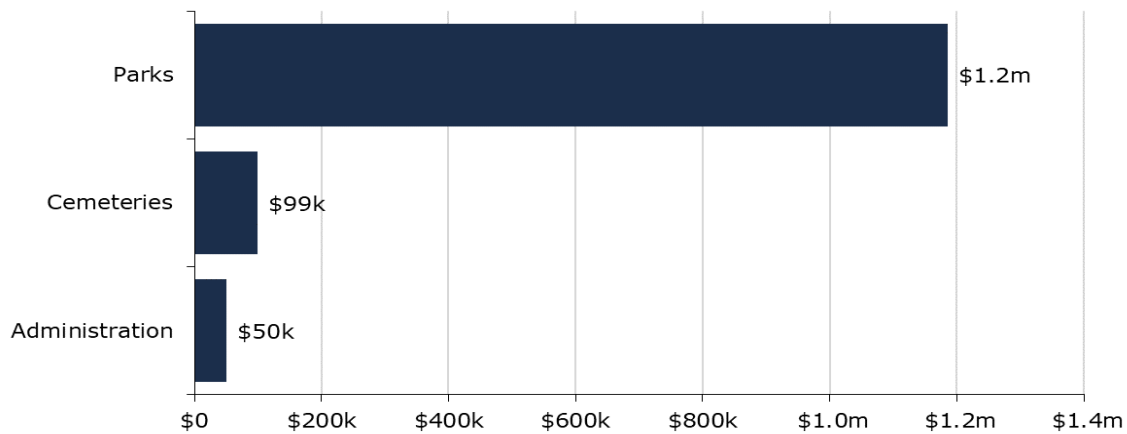
Appendix D: Land Improvements

Howick's land improvement infrastructure is comprised of cemeteries and parks, as well as associated administrative considerations.

Asset Inventory & Valuation

The graph below displays the replacement cost of each asset segment in the Township's land improvement inventory.

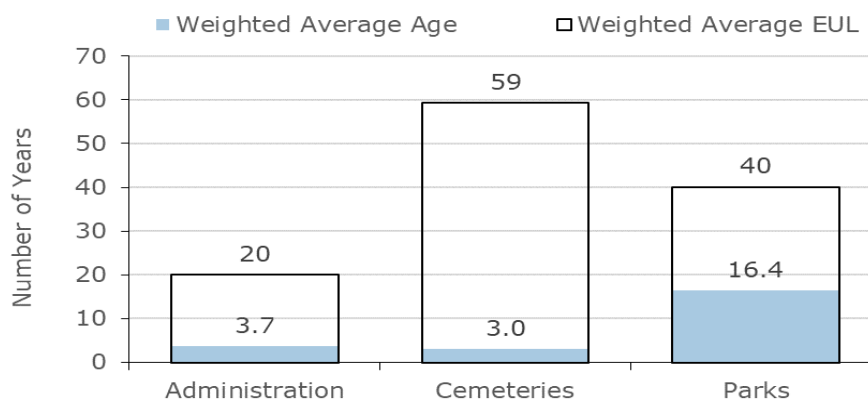
Figure 29 Land Improvements Replacement Cost



Asset Condition & Age

The graph below identifies the average age, and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

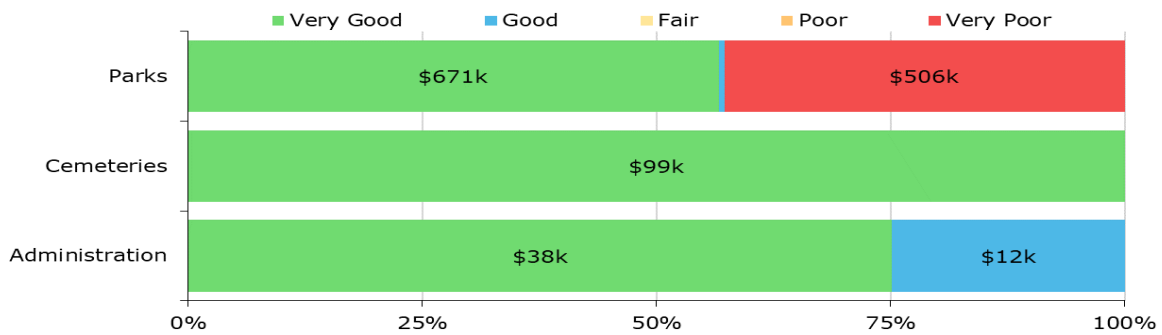
Figure 30 Land Improvements Average Age vs Average EUL



Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

Figure 31 Land Improvement Condition Breakdown



To ensure that the Township's land improvements continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination activities is required to increase the overall condition of the land improvements.

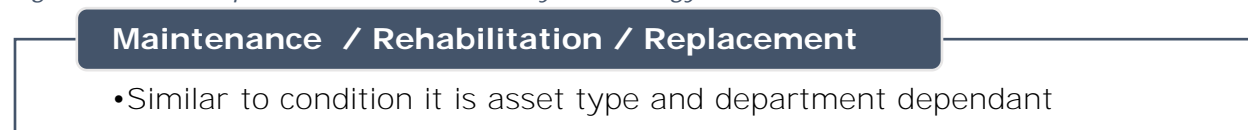
Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. Due to the varied nature of the asset category the assets are managed individually by each department responsible.

Lifecycle Management Strategy

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following figures outline Howick's current lifecycle management strategy.

Figure 32 Land Improvements Current Lifecycle Strategy



Risk & Criticality

The following risk breakdown provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix H: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

Figure 33 Land Improvement Risk Breakdown



This is a high-level model developed by municipal staff and should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure. The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options.

Levels of Service

The framework created by the Township for levels of service is a valuable tool for assessing and managing the performance of their assets and/or services provided by their assets. Proposed levels of service for the Township have been developed through engagement with Township staff.

Current Levels of Service

The following tables identify the Township's current level of service for the municipal owned land improvement assets. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected.

Table 20 Land Improvements Current Levels of Service

Community LOS		Service Attribute	Current Technical LOS	
Description of the types of services provided.	Land improvements is made up of parks, cemeteries and administrative assets.	Scope	Replacement Cost	\$1,333,918
			Quantity	15
Description of the condition of land improvements and reliable service	Condition Description • Very Good - Fit for the future • Good - Adequate for now • Fair - Requires attention • Poor - Increased potential of affecting service • Very Poor - Unfit for sustained service	Reliable	Average Condition	Good (61%)
			% Risk that is High and Very High	38%
			Average Asset Risk	High
General	Services are delivered at an affordable cost for both the organization and the customer.	Affordable	Annual Investment	\$12,112
			Capital re-investment rate	0.9%

Proposed Levels of Service

The scenarios that were used to analyse Howick's inventory were run for 100-years to ensure all the lifecycles were included at least once. They are also all based on the data available in the asset management system which outlines estimated useful life and condition as well as replacement costs which all the results are based on.

Scenario 1: Current Lifecycle Activities - this scenario utilizes the current lifecycle activities outlined as current practice within each asset category. The condition and annual investment were then determined.

Scenario 2: Current Capital Reinvestment Rate - this scenario utilizes the current capital reinvestment within each asset category. The current annual investment was held, and the condition was determined.

Scenario 3: Target Condition Fair - this scenario utilizes a target average condition of 60% of the infrastructure within each asset category. The condition value was held, and the annual investment was then determined.

The table below outlines the results for each scenario for the land improvement assets.

Table 21 Land Improvement Scenario Results

Scenarios	Replacement Cost	Average Condition	Annual Capital Reinvestment
Scenario 1 – Lifecycle	\$1,333,918	Good (76%)	\$45,509
Scenario 2 - Current Capital Investment Rate	\$1,333,918	Poor (35%)	\$12,112
Scenario 3 - Good Condition	\$1,333,918	Good (60%)	\$27,480

10-Year Capital Forecast

Below is the projected ten-year capital forecast needed to maintain the bridges and culverts at a condition of good.

Table 22 Land Improvement 10-year Capital Forecast

Segments	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Parks	\$506k	-	-	-	-	-	-	-	-	\$7k
Administration	-	-	\$12k	-	-	-	-	-	-	-
Cemeteries	-	-	-	-	-	-	-	-	-	-
Total	\$506k	-	\$12k	-	-	-	-	-	-	\$7k

Appendix E: Furniture & Equipment

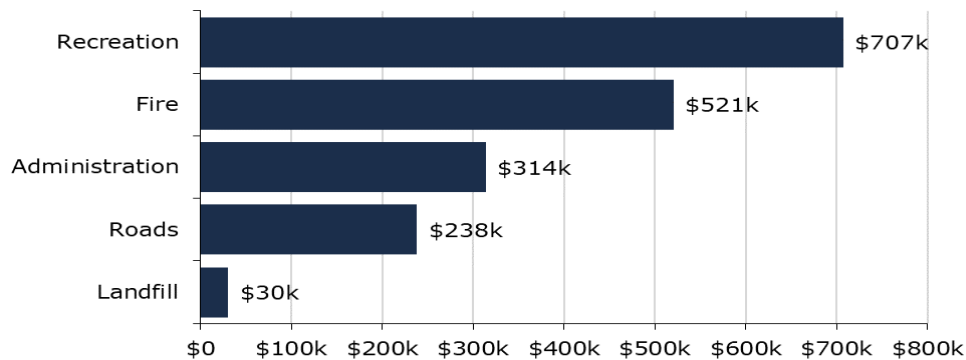
To maintain the quality stewardship of Howick's infrastructure and support the delivery of services, municipal staff own and employ various types of equipment. This includes:

- Administration equipment such as computers, furniture and phone systems to support all municipal services
- Roads equipment to support roadway maintenance
- Landfill equipment to support solid waste disposal management
- Fire equipment to support emergency services
- Recreation equipment

Inventory & Valuation

The graph below displays the total replacement cost of each asset segment in the Howick's equipment inventory.

Figure 34 Equipment Replacement Costs

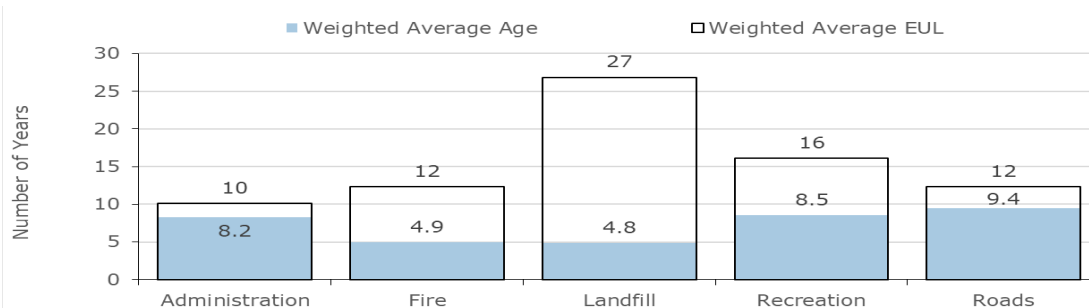


Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent capital requirements.

Asset Condition & Age

The graph below identifies the average age and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

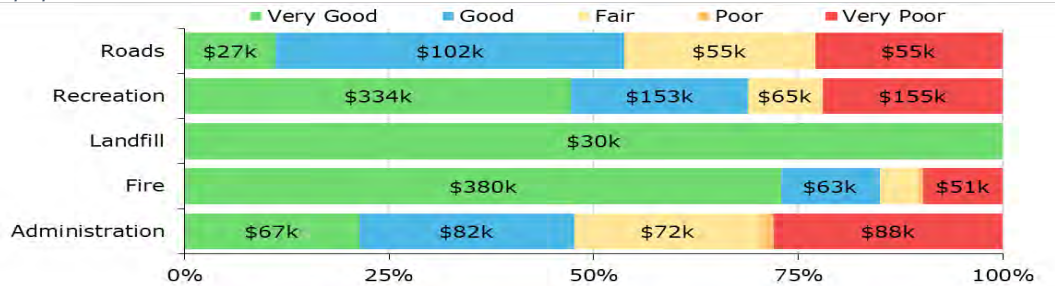
Figure 35 Equipment Average Age vs Average EUL



Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

Figure 36 Equipment Condition Breakdown



To ensure that the Township's equipment continues to provide an acceptable level of service, Howick should continue to monitor the average condition. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The current approach is varied because of the broad range of types of equipment included in this category.

Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meet the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Figure 37 Equipment Current Lifecycle Strategy

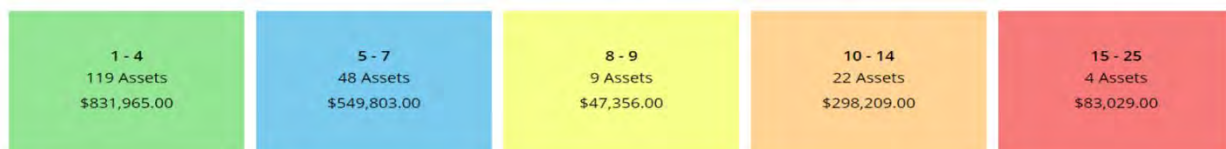


Risk & Criticality

The risk breakdown provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix H: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

This is a high-level model that has been developed based on information currently available and should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure.

Figure 38 Equipment & Furniture Risk Breakdown



Levels of Service

The framework created by the Township for levels of service is a valuable tool for assessing and managing the performance of their assets and/or services provided by their assets. Proposed levels of service for the Township have been developed through engagement with Township staff.

Current Levels of Service

The following tables identify the Township's current level of service for the municipal owned equipment and furniture assets. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected.

Table 23 Equipment & Furniture Current Levels of Service

Community LOS		Service Attribute	Current Technical LOS	
Description of the types of services provided.	Computers, furniture, and phone systems, road, landfill, fire, recreation and administration equipment to support Township services	Scope	Replacement Cost	\$1,810,362
			Quantity (assets)	202
Description of the condition of land improvements and reliable service	Condition Description • Very Good - Fit for the future • Good - Adequate for now • Fair - Requires attention • Poor - Increased potential of affecting service • Very Poor - Unfit for sustained service Services are provided with minimal service disruption and are available to customers in line with needs and expectations.	Reliable	Average Condition	Good (66%)
			% Risk that is High and Very High	38%
			Average Asset Risk	Low
			Annual Investment	\$48,390
General	Services are delivered at an affordable cost for both the organization and the customer.	Affordable	Capital re-investment rate	2.67%

Proposed Levels of Service

The scenarios that were used to analyse Howick's inventory were run for 100-years to ensure all the lifecycles were included at least once. They are also all based on the data available in the asset management system which outlines estimated useful life and condition as well as replacement costs which all the results are based on.

Scenario 1: Current Lifecycle Activities - this scenario utilizes the current lifecycle activities outlined as current practice within each asset category. The condition and annual investment were then determined.

Scenario 2: Current Capital Reinvestment Rate - this scenario utilizes the current capital reinvestment within each asset category. The current annual investment was held, and the condition was determined.

Scenario 3: Target Condition Fair - this scenario utilizes a target average condition of 60% of the infrastructure within each asset category. The condition value was held, and the annual investment was then determined.

The table below outlines the results for each scenario for the equipment and furniture assets.

Table 24 Equipment & Furniture Scenario Results

Scenarios	Replacement Cost	Average Condition	Annual Capital Reinvestment
Scenario 1 – Lifecycle	\$1,810,362	Good (78%)	\$181,813
Scenario 2 - Current Capital Investment Rate	\$1,810,362	Very Poor (18%)	\$48,390
Scenario 3 - Good Condition	\$1,810,362	Good (60%)	\$198,145

10-Year Capital Forecast

Below is the projected ten-year capital forecast needed to maintain the bridges and culverts at a condition of good.

Table 25 Equipment & Furniture 10-year Capital Forecast

Segments	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Fire	-	-	\$91k	\$19k	\$7k	-	-	-	-	-
Roads	\$30k	-	\$30k	\$110k	\$5k	-	-	-	-	-
Recreation	\$9k	-	\$220k	\$10k	-	\$17k	-	-	-	-
Administration	-	-	\$211k	-	-	-	-	-	-	-
Landfill	-	-	-	-	-	-	-	-	-	-
Total	\$39k	-	\$553k	\$140k	\$12k	\$17k	-	-	-	-

Appendix F: Vehicles

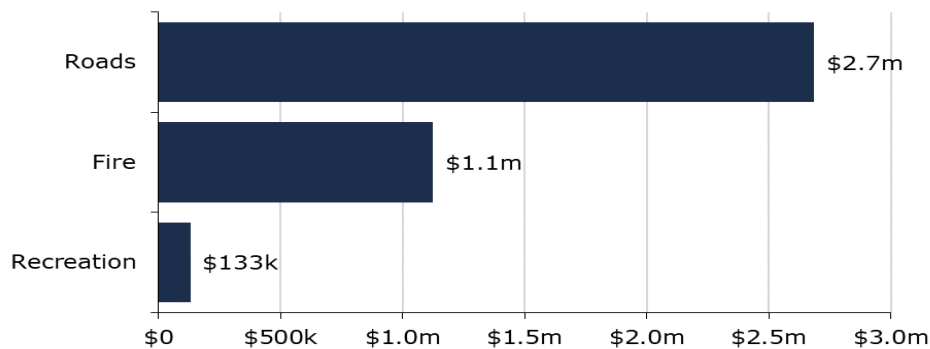
Vehicles allow staff to efficiently deliver municipal services and personnel. Municipal vehicles are used to support several service areas, including:

- Roads vehicles for winter control activities
- Fire vehicles for emergency services
- Recreation vehicles

Inventory & Valuation

The graph below displays the total replacement cost of each asset segment in the vehicle inventory.

Figure 39 Vehicle Replacement Costs

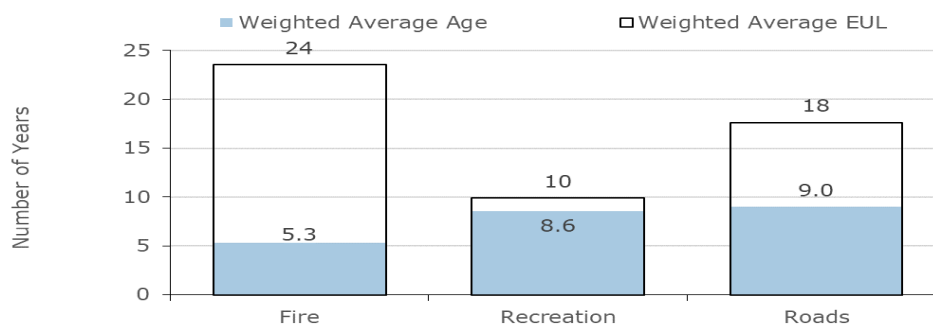


Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to represent capital requirements more accurately.

Asset Condition & Age

The graph below identifies the average age and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

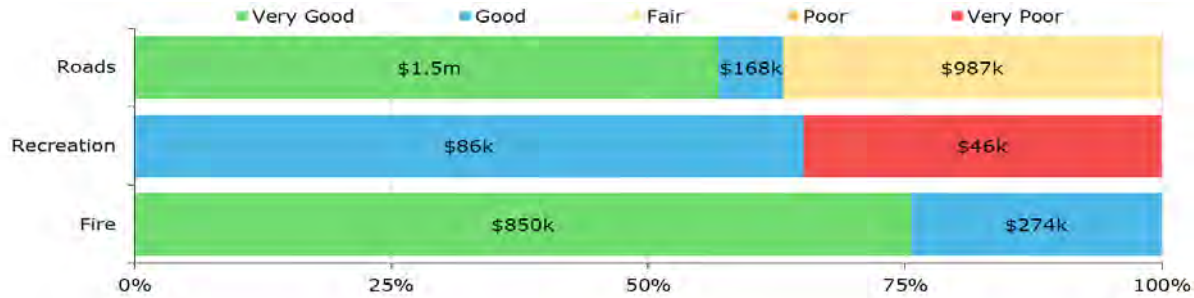
Figure 40 Vehicles Average Age vs Average EUL



Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

Figure 41 Vehicles Condition Breakdown



To ensure that the Township's vehicles continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the vehicles.

Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. An example of the Township's current approach is staff complete regular visual inspections of vehicles to ensure they are in state of adequate repair prior to operation.

Lifecycle Management Strategy

The condition or performance of assets will deteriorate over time. To ensure vehicles are performing as expected, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Figure 42 Vehicles Current Lifecycle Strategy

Maintenance / Rehabilitation / Replacement

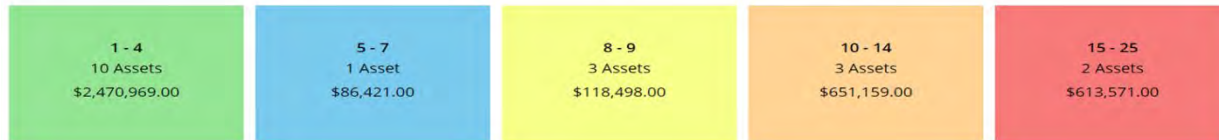
- operations and maintenance is completed by internal staff
- replacements are completed based on useful life estimates and staff recommendations

Risk & Criticality

The risk breakdown provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix H: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

This is a high-level model that has been developed based on information currently available and should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure.

Figure 43 Vehicles Risk Breakdown



The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

Levels of Service

The framework created by the Township for levels of service is a valuable tool for assessing and managing the performance of their assets and/or services provided by their assets. Proposed levels of service for the Township have been developed through engagement with Township staff.

Current Levels of Service

The following tables identify the Township's current level of service for the municipal owned vehicles. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected.

Community LOS		Service Attribute	Current Technical LOS	
Description of the types of services provided.	Computers, furniture, and phone systems, road, landfill, fire, recreation and administration equipment to support Township services	Scope	Replacement Cost	\$1,810,362
			Quantity (assets)	202
Description of the condition of land improvements and reliable service	Condition Description <ul style="list-style-type: none"> • Very Good - Fit for the future • Good - Adequate for now • Fair - Requires attention • Poor - Increased potential of affecting service • Very Poor - Unfit for sustained service 	Reliable	Average Condition	Good (66%)
			% Risk that is High and Very High	38%
			Average Asset Risk	Low
General		Affordable	Annual Investment	\$48,390

Services are delivered at an affordable cost for both the organization and the customer.	Capital re-investment rate	2.67%
--	----------------------------	-------

Table 26 Vehicles Current Levels of Service

Proposed Levels of Service

The scenarios that were used to analyse Howick's inventory were run for 100-years to ensure all the lifecycles were included at least once. They are also all based on the data available in the asset management system which outlines estimated useful life and condition as well as replacement costs which all the results are based on.

Scenario 1: Current Lifecycle Activities - this scenario utilizes the current lifecycle activities outlined as current practice within each asset category. The condition and annual investment were then determined.

Scenario 2: Current Capital Reinvestment Rate - this scenario utilizes the current capital reinvestment within each asset category. The current annual investment was held, and the condition was determined.

Scenario 3: Target Condition Fair - this scenario utilizes a target average condition of 60% of the infrastructure within each asset category. The condition value was held, and the annual investment was then determined.

The table below outlines the results for each scenario for the equipment and furniture assets.

Table 27 Vehicles Scenario Results

Scenarios	Replacement Cost	Average Condition	Annual Capital Reinvestment
Scenario 1 – Lifecycle	\$1,810,362	Good (78%)	\$181,813
Scenario 2 - Current Capital Investment Rate	\$1,810,362	Very Poor (18%)	\$48,390
Scenario 3 - Good Condition	\$1,810,362	Good (60%)	\$198,145

10-Year Capital Forecast

Below is the projected ten-year capital forecast needed to maintain the bridges and culverts at a condition of good.

Table 28 Vehicles 10-year Capital Forecast

Segments	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Recreation	-	-	\$46k	\$86k	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-	-	\$231k	-
Roads	-	-	\$542k	\$269k	\$344k	-	-	-	-	-
Total	-	-	\$588k	\$356k	\$344k	-	-	-	\$231k	-

Appendix G: Condition Assessment Guidelines

The foundation of good asset management practice is accurate and reliable data on the current condition of infrastructure. Assessing the condition of an asset at a single point in time allows staff to have a better understanding of the probability of asset failure due to deteriorating condition.

Condition data is vital to the development of data-driven asset management strategies. Without accurate and reliable asset data, there may be little confidence in asset management decision-making which can lead to premature asset failure, service disruption and suboptimal investment strategies. To prevent these outcomes, the Township's condition assessment strategy should outline several key considerations, including:

- The role of asset condition data in decision-making
- Guidelines for the collection of asset condition data
- A schedule for how regularly asset condition data should be collected

Role of Asset Condition Data

The goal of collecting asset condition data is to ensure that data is available to inform maintenance and renewal programs required to meet the desired level of service. Accurate and reliable condition data allows municipal staff to determine the remaining service life of assets, and identify the most cost-effective approach to deterioration, whether it involves extending the life of the asset through remedial efforts or determining that replacement is required to avoid asset failure.

In addition to the optimization of lifecycle management strategies, asset condition data also impacts the Township's risk management and financial strategies. Assessed condition is a key variable in the determination of an asset's probability of failure. With a strong understanding of the probability of failure across the entire asset portfolio, the Township can develop strategies to mitigate both the probability and consequences of asset failure and service disruption. Furthermore, with condition-based determinations of future capital expenditures, the Township can develop long-term financial strategies with higher accuracy and reliability.

Guidelines for Condition Assessment

Whether completed by external consultants or internal staff, condition assessments should be completed in a structured and repeatable fashion, according to consistent and objective assessment criteria. Without proper guidelines for the completion of condition assessments there can be little confidence in the validity of condition data and asset management strategies based on this data.

Condition assessments must include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making. As a result, it is important that staff adequately define the condition rating criteria that

should be used and the assets that require a discrete condition rating. When engaging with external consultants to complete condition assessments, it is critical that these details are communicated as part of the contractual terms of the project.

There are many options available to the Township to complete condition assessments. In some cases, external consultants may need to be engaged to complete detailed technical assessments of infrastructure. In other cases, internal staff may have sufficient expertise or training to complete condition assessments.

Developing a Condition Assessment Schedule

Condition assessments and general data collection can be both time-consuming and resource intensive. It is not necessarily an effective strategy to collect assessed condition data across the entire asset inventory. Instead, the Township should prioritize the collection of assessed condition data based on the anticipated value of this data in decision-making. The International Infrastructure Management Manual (IIMM) identifies four key criteria to consider when making this determination:

- **Relevance:** every data item must have a direct influence on the output that is required
- **Appropriateness:** the volume of data and the frequency of updating should align with the stage in the assets life and the service being provided
- **Reliability:** the data should be sufficiently accurate, have sufficient spatial coverage and be appropriately complete and current
- **Affordability:** the data should be affordable to collect and maintain

Appendix H: Risk Rating Criteria

Risk Definitions

Risk	<p>Integrating a risk management framework into your asset management program requires the translation of risk potential into a quantifiable format. This will allow you to compare and analyze individual assets across your entire asset portfolio.</p> <p>Asset risk is typically defined using the following formula:</p> <p>Risk = Probability of Failure (POF) x Consequence of Failure (COF)</p>
Probability of Failure (POF)	The probability of failure relates to the likelihood that an asset will fail at a given time. The current physical condition and service life remaining are two commonly used risk parameters in determining this likelihood.
POF - Structural	The likelihood of asset failure due to aspects of an asset such as load carrying capacity, condition or breaks
POF - Functional	The likelihood of asset failure due to its performance
POF - Range	1 - Rare 2 - Unlikely 3 - Possible 4 - Likely 5 - Almost Certain
Consequences of Failure (COF)	The consequence of failure describes the overall effect that an asset's failure will have on an organization's asset management goals. Consequences of failure can range from non-eventful to impactful: a small diameter water main break in a subdivision may cause several rate payers to be without water service for a short time. However, a larger trunk water main may break outside a hospital, leading to significantly higher consequences.
COF - Financial	The monetary consequences of asset failure for the organization and its customers
COF - Social	The consequences of asset failure on the social dimensions of the community
COF - Environmental	The consequence of asset failure on an asset's surrounding environment
COF - Operational	The consequence of asset failure on the Township's day-to-day operations
COF - Health & safety	The consequence of asset failure on the health and well-being of the community
COF - Economic	The consequence of asset failure on strategic planning
COF - Range	1 - Insignificant 2 - Minor 3 - Moderate 4 - Major 5 - Severe

Risk Frameworks - General

Probability of Failure			
Criteria	Sub-Criteria	Value/ Range	Score
Performance (60%)	Condition	0-39	5 - Almost Certain
		40-49	4 - Likely
		50-69	3 - Possible
		70-89	2 - Unlikely
		90-100	1 - Rare
Operational (40%)	Service Life Remaining	< 10%	5 - Almost Certain
		10 - <20%	4 - Likely
		20 - <30%	3 - Possible
		30 - <40%	2 - Unlikely
		= >40%	1 - Rare

Consequence of Failure			
Criteria	Sub-Criteria	Value/Range	Score
Financial 100%	Replacement Cost (\$)	> \$100,000	5 - Severe
		\$50,000 - \$100,000	4 - Major
		\$20,000 - \$50,000	3 - Moderate
		\$5,000 - \$20,000	2 - Minor
		< \$5,000	1 - Insignificant

Risk Frameworks – Road Network

Probability of Failure			
Criteria	Sub-Criteria	Value/ Range	Score
Performance (60%)	Condition	0-39	5 - Almost Certain
		40-49	4 - Likely
		50-69	3 - Possible
		70-89	2 - Unlikely
		90-100	1 - Rare
Operational (40%)	Service Life Remaining	<10%	5 - Almost Certain
		10 - <20%	4 - Likely
		20 - <30%	3 - Possible
		30 - <40%	2 - Unlikely
		= >40%	1 - Rare

Consequence of Failure			
Criteria	Sub-Criteria	Value/Range	Score
Financial (50%)	Surface Type	Asphalt	5 - Severe
		Surface Treatment	3 - Moderate
		Gravel	1 - Insignificant
Operational (50%)	Speed Limit (km/h)	80	5 - Severe
		70	4 - Major
		60	3 - Moderate
		50	3 - Moderate
	Roadside Environment	Urban	4 - Major
		Rural	2 - Minor
	AADT	>300	5 - Severe
		150-300	4 - Major
		50-150	3 - Moderate
		5-50	2 - Minor
		0-5	1 - Insignificant

Risk Frameworks – Bridges and Culverts

Probability of Failure			
Criteria	Sub-Criteria	Value/ Range	Score
Performance (60%)	Condition	0-39	5 - Almost Certain
		40-49	4 - Likely
		50-69	3 - Possible
		70-89	2 - Unlikely
		90-100	1 - Rare
Operational (40%)	Service Life Remaining	<10%	5 - Almost Certain
		10 - <20%	4 - Likely
		20 - <30%	3 - Possible
		30 - <40%	2 - Unlikely
		= >40%	1 - Rare

Consequence of Failure			
Criteria	Sub-Criteria	Value/Range	Score
Financial (50%)	Replacement Cost (\$)	>\$100,000	5 - Severe
		\$50,000 - \$100,000	4 - Major
		\$20,000 - \$50,000	3 - Moderate
		\$5,000 - \$20,000	2 - Minor
		< \$5,000	1 - Insignificant
Operational (50%)	Asset Segment	Sub-structure	4 - Major
		Super-structure	4 - Major
		Culverts	2 - Minor
		Deck Surface	1 - Insignificant
	Span	>5	4 - Major
		3-5m	3 - Moderate
		< 3m	2 - Minor

Risk Frameworks – Buildings and Facilities

Probability of Failure			
Criteria	Sub-Criteria	Value/ Range	Score
Performance (60%)	Condition	0-39	5 - Almost Certain
		40-49	4 - Likely
		50-69	3 - Possible
		70-89	2 - Unlikely
		90-100	1 - Rare
Operational (40%)	Service Life Remaining	<10%	5 - Almost Certain
		10 - <20%	4 - Likely
		20 - <30%	3 - Possible
		30 - <40%	2 - Unlikely
		= >40%	1 - Rare

Consequence of Failure			
Criteria	Sub-Criteria	Value/Range	Score
Financial (50%)	Replacement Cost (\$)	>\$100,000	5 - Severe
		\$50,000 - \$100,000	4 - Major
		\$20,000 - \$50,000	3 - Moderate
		\$5,000 - \$20,000	2 - Minor
		< \$5,000	1 - Insignificant
Operational (50%)	Asset Segment	Firehall	4 - Major
		Administration	3 - Moderate
		Recreation	2 - Minor
		Roads	2 - Minor
		Landfill	1 - Insignificant

Risk Frameworks – Furniture and Equipment

Probability of Failure			
Criteria	Sub-Criteria	Value/ Range	Score
Performance (60%)	Condition	0-39	5 - Almost Certain
		40-49	4 - Likely
		50-69	3 - Possible
		70-89	2 - Unlikely
		90-100	1 - Rare
Operational (40%)	Service Life Remaining	<10%	5 - Almost Certain
		10 - <20%	4 - Likely
		20 - <30%	3 - Possible
		30 - <40%	2 - Unlikely
		= >40%	1 - Rare

Consequence of Failure			
Criteria	Sub-Criteria	Value/Range	Score
Financial (50%)	Replacement Cost (\$)	>\$100,000	5 - Severe
		\$50,000 - \$100,000	4 - Major
		\$20,000 - \$50,000	3 - Moderate
		\$5,000 - \$20,000	2 - Minor
		< \$5,000	1 - Insignificant
Operational (50%)	Asset Segment	Fire	4 - Major
		Office	3 - Moderate
		Recreation	2 - Minor
		Roads	2 - Minor
		Landfill	1 - Insignificant

Risk Frameworks – Vehicles

Probability of Failure			
Criteria	Sub-Criteria	Value/ Range	Score
Performance (60%)	Condition	0-39	5 - Almost Certain
		40-49	4 - Likely
		50-69	3 - Possible
		70-89	2 - Unlikely
		90-100	1 - Rare
Operational (40%)	Service Life Remaining	<10%	5 - Almost Certain
		10 - <20%	4 - Likely
		20 - <30%	3 - Possible
		30 - <40%	2 - Unlikely
		= >40%	1 - Rare

Consequence of Failure			
Criteria	Sub-Criteria	Value/Range	Score
Financial (50%)	Replacement Cost (\$)	>\$100,000	5 - Severe
		\$50,000 - \$100,000	4 - Major
		\$20,000 - \$50,000	3 - Moderate
		\$5,000 - \$20,000	2 - Minor
		< \$5,000	1 - Insignificant
Operational (50%)	Asset Segment	Fire	4 - Major
		Administration	1 - Insignificant
		Recreation	2 - Minor
		Roads	3 - Moderate
		Landfill	1 - Insignificant



Howick Township

2025 Asset Management Plan



REGULATORY
CONTEXT



2025 ASSET
MANAGEMENT PLAN



QUESTIONS



Regulatory Context

Background and Context

- As part of the Infrastructure for Jobs and Prosperity Act, 2015, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17).
- Requires Ontario municipalities to develop an asset management policy and AMPs between 2022 and 2025 with increasing complexity.
- As part of our current engagement, PSD Citywide developed an AMP that meets the requirements of O. Reg 588/17 - 2025 requirements.

Ontario Regulation 588/17 - Compliance

Requirement	2019	2022	2024	2025
1. Asset Management Policy	☑	▪	☑	
2. Asset Management Plans	▪	☑	☑	☑
State of infrastructure for core assets	▪	☑	▪	
State of infrastructure for all assets	▪	▪	☑	☑
Current levels of service for core assets	▪	☑	▪	
Current levels of service for all assets	▪	▪	☑	
Proposed levels of service for all assets	▪	▪	▪	☑
Lifecycle costs associated with current levels of service	▪	☑	☑	
Lifecycle costs associated with proposed levels of service	▪	▪	▪	☑
Growth and risk impacts	▪	☑	☑	☑
Financial strategy	▪	▪	▪	☑



2025 Asset Management Plan

(AMP)

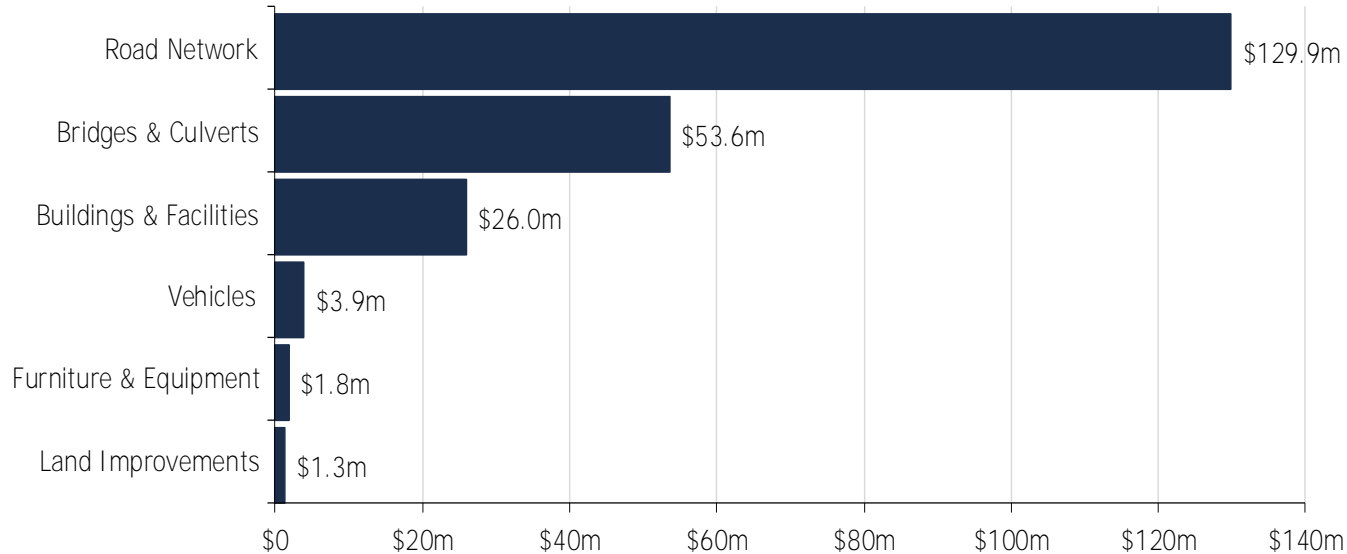


2025 AMP

- Core assets include roads and bridges & culverts
- Non-core assets includes all other capital assets, such as vehicles, furniture & equipment, buildings & facilities, and land improvements.
- Analysis was limited to existing assets only with a discussion on anticipated growth and its impact on asset management
- Supports efficient use of funds on infrastructure programs
- Provides an important tool for communicating internally and externally



2025 AMP – Replacement Cost

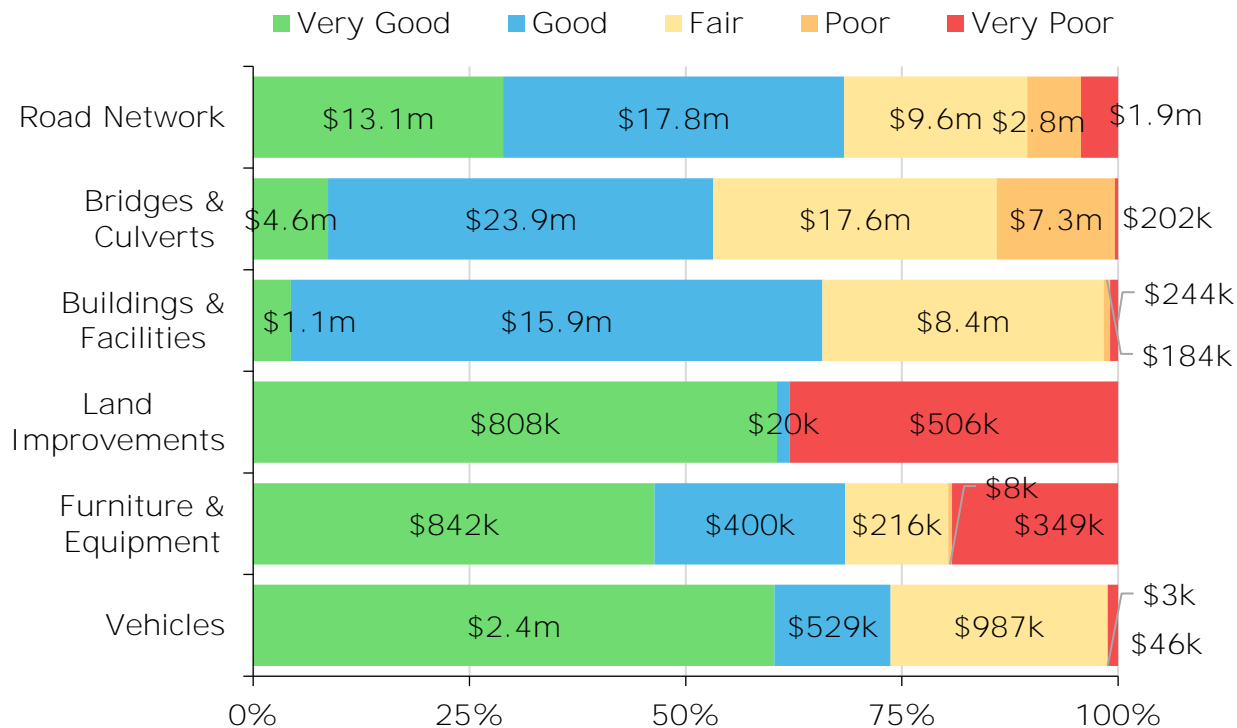


Total Current
Replacement Cost

**\$216.5
million**

Replacement costs based on a combination of user-defined costs and historical cost with inflation.

2025 AMP – Overall Condition

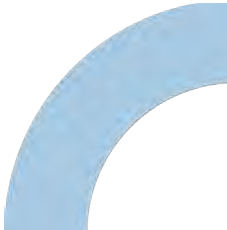


90%
of all assets
are in fair or
better
condition

2025 AMP – Data Sources

Asset Category	Source of Condition Data
Road Network	2019 Roads Needs Study by RJ Burnside
Bridges & Culverts	2024 OSIM Bridge Inspections by BM Ross
Buildings & Facilities	2022 Building Condition Assessment by BM Ross

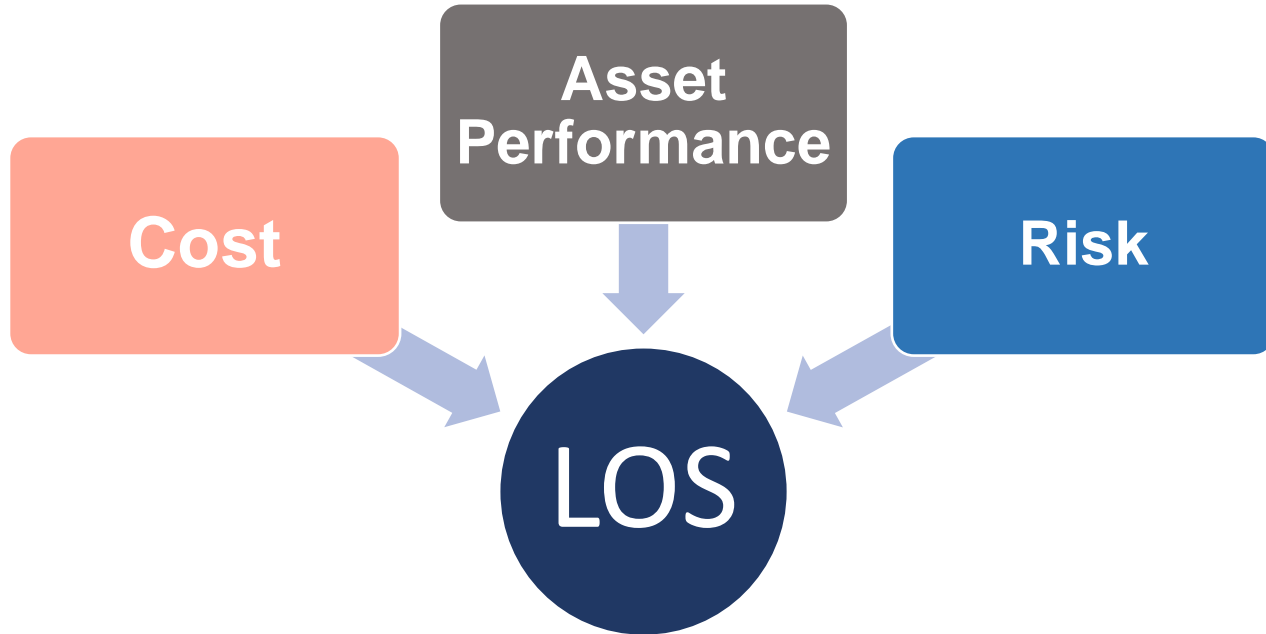
93%
of all assets have
assessed condition



2025 AMP - Levels of Service (LOS)

Definition (ISO 55000):

"Coordinated activity of an organization to realize value from assets"

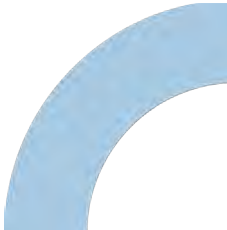


AMP 2025 – Current Levels of Service

Asset Category	Replacement Cost	Asset Condition	Service Trend
Road Network	\$129,919,542	Good (68%)	↓
Bridges & Culverts	\$53,569,700	Good (61%)	↓
Buildings & Facilities	\$25,951,769	Good (63%)	↓
Land Improvements	\$1,333,918	Good (61%)	↓
Vehicles	\$3,940,618	Very Good (82%)	↓
Furniture & Equipment	\$1,810,362	Good (66%)	↓
Overall	\$216,530,835	Good (66%)	↓

AMP 2025 – Proposed Levels of Service

- Scenario 1: Current Lifecycle Activities - This scenario utilizes the current lifecycle activities outlined as current practice within each asset category. The condition and annual investment were then determined.
- Scenario 2: Current Capital Reinvestment Rate - This scenario utilizes the current capital reinvestment within each asset category. The current annual investment was held, and the condition was determined.
- Scenario 3: Maintain Target Condition Good - This scenario utilizes a target average condition of the infrastructure of good (at 60%). The condition value was held, and the annual investment was then determined.



AMP 2025 – Proposed Levels of Service

- Scenario Results Summary for all Assets

Scenario	Current Average Condition	Projected Average Condition	Funding Required
Scenario 1 – Current Lifecycle Activities	Good (66%)	Good (77%)	\$3.62 million
Scenario 2 – Current Capital Reinvestment Rate	Good (66%)	Poor (29%)	\$1.26 million
Scenario 3 – Maintain Target Condition Good	Good (66%)	Good (60%)	\$2.80 million

AMP 2025 – Proposed Levels of Service

- By targeting Scenario 3, which aims to maintain infrastructure in an average target condition of Good, the Township is setting a prudent financial goal that supports responsible stewardship of its assets.
- This approach reinforces Howick's commitment to delivering reliable municipal services while ensuring affordability for the Township and the residents.

	Annual Capital Required	Annual Funding Available	Annual Deficit
Overall Total	\$2,782,259	\$1,262,943	\$1,519,316

AMP 2025 – Financial Strategy

Phase In Period	5 Years	10 Years	15 Years	20 Years
% Increase in Annual Taxation	5.8%	2.8%	2.0%	1.4%

- It is recommended to increase the tax levy by 2.0% annually to reach sustainable funding within the next 15-years

Next Steps



Continued Data Improvements

Continue to refine the inventory and align with operations

In field Condition Assessments



Annual Review

The annual review must address the progress in implementing the AMP

Any factors impeding the ability to implement

A strategy to address any of the identified factors.



Questions?

Township of Howick**Department: Administration**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Subgrade Fibre Internet Installation Policy**

1. Recommendation:

That the Council of the Township of Howick receive report ADM-2025-11, Subgrade Fibre Internet Installation Policy for information;

And That Council approve the policy attached as Appendix 'A' to this report – Subgrade Fibre Internet Installation Policy.

2. Purpose/Issues:

The purpose of this report is to implement a Township policy to require that all fibre internet service be installed subgrade and to present Council with a draft policy for review and consideration.

3. Background:

Council has previously discussed implementing a policy requiring subgrade fibre internet installation throughout the Township of Howick. Members of Council and Township staff are concerned about the long-term maintenance costs associated with aerial fibre vs. subgrade fibre installation. Staff are bringing forward a policy on the matter for Council's review and consideration.

Attached to this report as [Appendix 'A'](#) is a draft policy in relation to the installation of fibre internet services within the Township of Howick. The draft policy provides that all service installation will be subgrade unless otherwise approved in writing by the Township's Chief Administrative Officer/Clerk. A similar policy was adopted by the Township of Southwest Oxford in August 2024.

Staff research has indicated that the benefits of subgrade fibre internet installation vs. aerial installation include the following:

- Protection from environmental factors – underground cables are less affected by weather conditions such as storms, high winds and extreme temperatures. This reduces the risk of outages caused by weather-related damage. Underground

installation is also less prone to damage from falling branches, accidents or vandalism.

- Aesthetic considerations – underground cables are not visible, which preserves the visual aesthetics of the community and avoids cluttering the landscape with utility poles and additional wires.
- Long-term reliability and lower maintenance costs – while installation can be more expensive initially, underground systems often require less maintenance and can be more reliable in the long-term.
- Safety – since the cables are buried, there is less risk of them coming into contact with other utilities or creating electrical hazards.

5. Financial Implications:

There are no financial implications to the Township.

6. Conclusion / Next Steps:

Primarily, the decision between subgrade and aerial fibre internet service installation depends on various factors including budget for installation, location, maintenance needs and any applicable local regulations. At this time, staff is seeking Council's comment and direction in relation to the draft policy presented to Council with this report for their consideration.

7. Input from Other Sources:

Township of South-West Oxford

8. Attachments:

Appendix A: Subgrade Fibre Internet Installation Policy

Respectfully submitted by: Caitlin Gillis, Chief Administrative Officer/Clerk

Subgrade Fibre Internet Installation Policy

Approved by: Council	Policy Number:
Date Approved:	Effective Date: August 12, 2025
Reviewed By: CAO/Clerk	Revision Date:

Purpose

The purpose of this policy is to establish and communicate the Township of Howick's commitment to supporting and promoting the installation of subgrade fibre internet services within the Township. This policy aims to ensure that all new internet infrastructure installations meet the Township's standards for quality, safety and long-term sustainability.

Policy Statement

The Township of Howick recognizes the importance of high-speed internet access for residents and businesses. To enhance service quality and minimize service disruption, the Township will permit only the installation of subgrade fibre internet services. This approach ensures that fibre optic cables are installed below ground level, reducing the risk of damage, enhancing reliability and preserving environmental aesthetics and access to surrounding farmland.

Definitions

"Installation" means the process of deploying fibre optic infrastructure, including the excavation, placement and connection of fibre optic cables and associated equipment.

"Internet Service Provider" means a company that provides individuals and organizations with access to the internet.

"Subgrade Fibre Internet Service" means fibre optic cables installed below the surface of the ground, typically using trenching and horizontal directional drilling methods, to provide high-speed internet connectivity.

"Township" shall mean the Township of Howick.

Policy Details

1.0 Installation Requirements

1.1 All fiber optic installations must be completed using subgrade methods.

- 1.2 All fiber optic installations must be located at least 1.0m from any property line at least 1.4m deep (subgrade). Alternate installation may be permitted with written permission from the Township of Howick CAO/Clerk.
- 1.3 Contractors must adhere to best practices for trenching, backfilling and restoration to minimize disruption to the environment and existing infrastructure.
- 1.4 Installation plans must be submitted to and approved by the Township of Howick Manager of Public Works prior to commencement of the work.

2.0 Permits and Approvals

- 2.1 Entities wishing to install fibre optic infrastructure must obtain a permit from the Township of Howick.
- 2.2 Permit applications must include detailed plans of the proposed installation, including route, depth and construction methods.
- 2.3 All installations must comply with Township regulations, provincial standards and any applicable environmental guidelines.

3.0 Maintenance and Repairs

- 3.1 Service providers are responsible for maintaining and repairing installed fibre optic infrastructure to ensure continuous and reliable service.
- 3.2 Any maintenance or repair work must be conducted in accordance with Township guidelines and with prior notification to any affected parties.

4.0 Public Communication

- 4.1 The Township will inform residents and businesses about the implementation of this policy and any potential impacts on their property.
- 4.2 Internet Service Providers must notify residents of planned installation activities and provide information on the expected timeline and potential disruptions.

5.0 Compliance and Enforcement

- 5.1 The Township will monitor compliance with this policy and address any violations in accordance with the Township's requirements.
- 5.2 Non-compliance with policy requirements may result in revocation of installation permits.

6.0 Responsibilities

- 6.1 The Township of Howick Public Works Department shall oversee and approve plans, issue necessary permits and ensure compliance with policy requirements.
- 6.2 Internet Service Providers (ISPs) shall submit detailed installation plans, adhere to subgrade installation method and maintain infrastructure and the environment as specified in this policy.

Policy Review

This policy will be reviewed periodically, at a minimum of once every five years, and may be amended to reflect changes in technology, regulations or Township needs.

Contact Information

For further information or to submit permit applications, please contact:

Township of Howick
Caitlin Gillis, Chief Administrative Officer/Clerk
44816 Harriston Road
Gorrie, ON N0G 1X0
Tel: 519-335-3208 ext. 2
clerk@howick.ca

Township of Howick
Scott Price, Manager of Public Works
44816 Harriston Road
Gorrie, ON N0G 1X0
Tel: 519-357-7531
publicworks@howick.ca

Township of Howick**Department: Administration**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Telephone and Internet Voting Service Provider for the 2026 Municipal Election**

1. Recommendation:

That the Council of the Township of Howick receives report ADM-2025-13, Telephone and Internet Voting Service Provider for the 2026 Election for information;

And That Council authorizes the CAO/Clerk to engage Simply Voting Inc. for the provision of telephone and internet-based voting services to be provided for the 2026 Municipal Election;

And That Council directs the CAO/Clerk to prepare a by-law for a future council meeting, to enter into an agreement with Simply Voting Inc. for telephone and internet-based voting services.

2. Purpose/Issues:

The purpose of this report is to seek Council authorization to engage Simply Voting Inc. for the provision of telephone and internet-based voting services to be provided for the 2026 Municipal Election.

3. Background:

- At the February 25, 2025 Council meeting, Council adopted the following motion:

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That the Council of the Township of Howick hereby receives the report of the CAO/Clerk, dated February 25, 2025, regarding Alternative Voting Methods for the 2026 Municipal Election;

And That Council authorizes the use of telephone and internet- based voting for the 2026 Municipal Election;

And That Council consider By-law 13-2025, being a by-law to authorize telephone and internet-based voting for the 2026 Municipal Election;

And That Council authorizes staff to participate in the Huron County Election Working Group to establish policies and procedures, issue a joint RFP, and investigate potential group pricing for telephone and internet voting in conjunction with staff representatives from other Huron County municipalities.

Carried.

- As noted in the motion, Council authorized the following:
 - The use of telephone and internet-based voting for the 2026 Municipal Election;
 - Adopting By-law 13-2025, being a by-law to authorize telephone and internet-based voting for the 2026 Municipal Election;
 - For staff to participate in the Huron County Elections Working Group to establish policies and procedures, issue a joint RFP for the telephone and internet service provider, and investigate potential group pricing for telephone and internet voting in conjunction with staff representatives from the other Huron County lower tier municipalities.
- The Huron County Elections Working Group issued an RFP for a telephone and internet-based voting system service provider for the 2026 Municipal Election on May 16, 2025 with a closing date of June 23, 2025.
- At the close of RFP submissions, a total of two (2) suppliers submitted proposals – Simply Voting Inc. and Sequent Tech Inc.
- On July 14, 2025, the Huron County Elections Working Group met to review and discuss the submissions received.
- The consensus of the group was that Simply Voting Inc. could offer more reliable, secure and inclusive service for the 2026 Election.
- Simply Voting Inc. has substantial experience with Ontario Municipal elections, having provided electronic voting services for municipal and school board elections in Ontario since 2014. Simply Voting Inc. has been the supplier used by all Huron County municipalities for the 2018 and 2022 municipal elections, and as previously reported, these experiences were positive.
- Sequent Tech Inc. was founded in 2021 and is a newer company. The service provider has international experience, but minimal experience operating in Ontario and Canada, particularly with providing services for Ontario municipal elections. As their experience as a service provider for Ontario municipal elections is limited, the quality of experience is still unknown.

- The results of the joint RFP are summarized in [Appendix A](#) to this report. The estimated costs presented for each municipality are based on the total number of eligible voters from the 2022 municipal election (3040 for Howick) and can be summarized as follows:

Simply Voting Inc. - \$10,412.00 + HST & postage

Sequent Tech Inc. - \$4,216.00 + HST & postage

- There is a \$6,196.00 cost difference between the two proposals. However, when comparing Simply Voting Inc.'s 2026 quote to its actual costs for the 2022 Municipal Election, their costs have only increased \$2,324.40 over a four-year period (\$8,087.60 in 2022 based on 2938 eligible voters).
- It is anticipated that training costs will be lower due to Township staff's prior experience using the Simply Voting Inc. system.
- The Huron County Elections Working Group has agreed that due to their prior proven experience providing timely, accurate and secure telephone and internet-based municipal election services to Huron County, that Simply Voting Inc. be recommended as Huron County's supplier for the 2026 municipal election. Staff are confident in the supplier's service and believe this will allow for a consistent voter experience as well as compliance with the County's election policies and procedures.
- The Huron County Elections Working Group agreed that they would consider Sequent Tech Inc. for future services if they submitted proposals with more Ontario or Canadian municipal election references in 2030.

4. Discussion:

Simply Voting was used across the County for the 2022 and 2018 Municipal Elections.

5. Financial Implications:

This quote is based on 3040 eligible voters (per 2022 municipal election).

Simply Voting	Sequent
\$10,412.00 (\$9,500.00 + 912.00 VIL Printing)	\$4,216.00 (\$3,000.00 + \$1,216.00 VIL Printing)

6. Conclusion / Next Steps:

Staff are seeking Council's support and authorization to engage Simply Voting Inc. for the provision of telephone and internet voting services for the 2026 Municipal Election.

By selecting Simply Voting Inc. as the vendor of choice, Howick will continue to remain an active participant in the Huron County Elections Working Group, which provides an avenue for support, collaboration and other cost savings where possible. In addition, the use of Simply Voting Inc. by all nine lower tier municipalities achieves the goal of creating a consistent election process across all of Huron County.

7. Input from Other Sources:

Huron County Elections Working Group – all 9 lower-tier municipalities

Alana Dick, Deputy Clerk/Communications Coordinator

8. Attachments:

Appendix A: Huron County Election Working Group 2026 Election Joint Call for Proposal Results Summary

Respectfully submitted by: Caitlin Gillis, CAO/Clerk

June 23, 2025 RESULTS SUMMARY

Municipality		Vendor - Simply Voting						Vendor - Sequent						Difference
Municipality	Electors	Price	VOTE TOTAL (Excluding HST)	Optional Component Pricing			TOTAL	Price	OTE TOTAL (Excluding HST)	Optional Component Pricing			TOTAL	
				Set-up for VIL	VIL Printing (.30/ea)	Election Night Reporting				Set-up for VIL	VIL Printing (.40/ea)	Election Night Reporting		
ACW	5860	1.75	\$ 10,255.00	\$ -	\$ 1,758.00	\$ -	\$ 12,013.00	0.9	\$ 5,274.00	\$ -	\$ 2,344.00	\$ -	\$ 7,618.00	\$ 4,395.00
Bluewater	8913	1.75	\$ 15,597.75	\$ -	\$ 2,673.90	\$ -	\$ 18,271.65	0.9	\$ 8,021.70	\$ -	\$ 3,565.20	\$ -	\$ 11,586.90	\$ 6,684.75
Central Huron	6863	1.75	\$ 12,010.25	\$ -	\$ 2,058.90	\$ -	\$ 14,069.15	0.9	\$ 6,176.70	\$ -	\$ 2,745.20	\$ -	\$ 8,921.90	\$ 5,147.25
Goderich	6559	1.75	\$ 11,478.25	\$ -	\$ 1,967.70	\$ -	\$ 13,445.95	0.9	\$ 5,903.10	\$ -	\$ 2,623.60	\$ -	\$ 8,526.70	\$ 4,919.25
Howick	3040	Flat 9,500	\$ 9,500.00	\$ -	\$ 912.00	\$ -	\$ 10,412.00	Flat 3000	\$ 3,000.00	\$ -	\$ 1,216.00	\$ -	\$ 4,216.00	\$ 6,196.00
Huron East	7572	1.75	\$ 13,251.00	\$ -	\$ 2,271.60	\$ -	\$ 15,522.60	0.9	\$ 6,814.80	\$ -	\$ 3,028.80	\$ -	\$ 9,843.60	\$ 5,679.00
Morris-Turnberry	2959	Flat 9,500	\$ 9,500.00	\$ -	\$ 887.70	\$ -	\$ 10,387.70	Flat 3000	\$ 3,000.00	\$ -	\$ 1,183.60	\$ -	\$ 4,183.60	\$ 6,204.10
North Huron	4016	Flat 9,500	\$ 9,500.00	\$ -	\$ 1,204.80	\$ -	\$ 10,704.80	0.9	\$ 3,614.40	\$ -	\$ 1,606.40	\$ -	\$ 5,220.80	\$ 5,484.00
South Huron	8200	1.75	\$ 14,350.00	\$ -	\$ 2,460.00	\$ -	\$ 16,810.00	0.9	\$ 7,380.00	\$ -	\$ 3,280.00	\$ -	\$ 10,660.00	\$ 6,150.00
		Price does not include postage or HST						Price does not include postage or HST						
		Printing & Mailing Executed by Taylor-Demers												

Township of Howick**Department: Administration/Clerk**

To: Council Meeting**Meeting Date: August 12, 2025****Report Title: Rural Ontario Development (ROD) Program Grant Application**

1. Recommendation:

That the Council of the Township of Howick receive report ADM-2025-15, Rural Ontario Development Program Grant Application for information;

And That Council provide direction to the CAO/Clerk on which project to prioritize for Howick's Rural Ontario Development (ROD) Program Grant application.

And That Council direct staff to complete the ROD Grant application prior to September 24, 2025 5:00 p.m. ET.

2. Purpose/Issues:

The Rural Ontario Development Program was launched in June 2025, replacing the previous Rural Economic Development (RED) program. It aims to foster strong businesses and enhance economic development in rural areas by offering cost-share funding for various projects.

3. Report Highlights:

- CAO/Clerk Caitlin Gillis sent the ROD program details to Council and the Senior Management Team to review the different project streams and to submit proposals for prioritizing our application.
- Council will then decide what project we prioritize for the ROD application.
- The range of project streams and types are very wide with this Rural Ontario Development Program Grant that we want to ensure everyone had a chance to bring forth their project or proposal

The following proposals were received:

- Howick Community Improvement and Beautification Plan (attached as [Appendix A](#))

- Work Force Development Attraction and Retention (attached as [Appendix B](#))
- Entrepreneurship or Business Succession

4. Background:

The Rural Ontario Development Program provides funding to help create strong businesses, boost economic growth, protect jobs and improve infrastructure in small communities.

5. Financial Implications:

None.

6. Conclusion / Next Steps:

It is up to Council to decide how they would like to direct CAO/Clerk to proceed with the application.

7. Input from Other Sources:

Reeve Doug Harding
Councillor Rosemary Rognvaldson
Alana Dick, Deputy Clerk/Communications Coordinator

8. Attachments:

[Appendix A](#): Street Scaping Proposal

[Appendix B](#): Business Retention and Expansion

Respectfully submitted by: Caitlin Gillis, CAO/Clerk

Downtown Beautification

This proposal, for the villages of Fordwich, Gorrie and Wroxeter, addresses a Howick Township Strategic Priority, “Making Howick more attractive”, and celebrates Howick’s 170th anniversary all summer long.

The proposal is to place flower boxes on the bridge railings, place planter boxes on the main streets and have one permanent installation in each village. With the assistance of the manager of street plantings, Minto, the project has been fully costed, including labour.

.
Start up costs, including all materials, labour and summer maintenance would not exceed \$10,000 per village for a total of \$30,000

Costs for following years , 2027 and beyond, would be \$12,000 to \$15,000 annually.

Note.

Implemented in 2026 this could be the first phase of a larger downtown improvement plan..


Respectfully submitted.

Rosemary Rognvaldson

R OD Business Retention and Expansion



Doug Harding

To  Alana Dick;  Caitlin Gillis

Start your reply all with:

[Thank you!](#)

[Got it, thanks!](#)

[Perfect, thank you!](#)

 [Feedback](#)

Work Force Development Attraction and Retention
Entrepreneurship or Business Succession

Get [Outlook for iOS](#)



Sat 2025-07-26 12:26 PM

Belmore Arena Board Meeting MINUTES June 16, 2025

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

Attendees: Jeremy Underwood, Marvin Grimes, Mark Ireland, Brett McPherson, Jenn VanDyk, Coreen Gautreau, Kim Harris, Lindsay Underwood, Chris Inglis, Ian Inglis, Lorne Underwood, Jamie McCallum, Randy Scott, Warren Weber, Kyra Wright, Wanda Inglis

Regrets: Dave Eadie, Heidi Dupuis, Nigel Van Dyk

Secretary/Recorder: Darlene Loos

<i>Time</i>	<i>ITEM</i>	<i>(Discussion, Approval, Information Sharing)</i>	<i>Meeting Notes/Action Items</i>
8:00	Call to Order Approval of June 16, 2025 Agenda - <i>Jeremy Underwood</i>		Meeting called to order: 8:03pm Motion to approve agenda by Ian Inglis, 2 nd by Jamie McCallum Any Additions to Agenda? None
8:02	Approve Previous Mtg Minutes May 20, 2025 (attached) - <i>Board</i>		Motion to approve minutes by Kim Harris, 2 nd by Chris Inglis
Agenda Items			
8:05	Update Previous Action Items (below agenda items) - <i>Jeremy Underwood</i>	Standing	Reviewed Action Items below.
8:15	Review Email List/Board Representation (attached) - <i>All</i>	Discussion	Will get an Org structure (Chris and Lindsay will look). Needs to be amended. PUT ON NEXT AGENDA
8:25	Correspondence - <i>All</i>	Standing	Asked if we rent the picnic tables out from the pavilion. It is not something we do.
8:35	Grants Update - <i>Kyra Wright</i>	Standing	Nothing to report. Chris will send a sympathy card to Kyra on behalf of the Board as her brother passed in a tragic motorcycle accident.
8:45	Treasurer's Report - <i>Jenn VanDyk</i>	Standing	Bills to be paid \$8796.37 Total ceiling project cost: \$133,885.82 Motion to pay bills by Jenn VanDyk , 2 nd Mark
8:55	Belmore Homecoming Update - <i>Committee</i>	Standing	Lots happening. Set-up is underway.
9:05	Belmore Catering - <i>Chris Inglis/Kim Harris</i>	Committee Report	Catered a wedding. Good feedback. Wright celebration of life. 2 weddings in the fall.

9:10	General Maintenance - <i>Jeremy Underwood/Warren Weber</i>	Committee Report	Roger - Lawn care has been doing a great job. But moving back east in July. Coreen can try to fill in while we find someone. If there are young teens looking for lawn cutting work. Perhaps come up with a schedule and Coreen will supervise their schedule/work.
9:20	Parks Board - <i>Brett McPherson</i>	Committee Report	Nothing to report
9:25	Rentals - Hall & Lounge - <i>Kim Harris</i>	Committee Report	Rentals are going well. Donation was made for use of ball diamond. Tip jar put out at the Gayman wedding - \$165 cash donation
9:30	Ice Rentals & Installation - <i>Warren Weber</i>	Committee Report	Nothing to report
9:35	Belmore Curling - <i>Dave Eadie</i>	Committee Report	Nothing to report
9:40	Belmore Figure Skating - <i>Heidi Dupuis, Andrea Warwick</i>	Committee Report	Nothing to report
9:45	South Bruce - <i>Mark Ireland</i>	Committee Report	Nothing to report
9:50	Morris-Turnberry - <i>Jamie McCallum</i>	Committee Report	Nothing to report
9:55	Howick - <i>Marvin Grimes</i>	Committee Report	Marvin asked Howick about the Procurement Policy and it eventually was sent to us from Caitlin. Marvin is very happy with the work on the arena ceiling.
10:00	Communication - <i>Lyndsay Underwood</i>	Committee Report	Nothing to report.
10:05	Belmore Chamber of Commerce - <i>Lorne Underwood / Chamber Member</i>	Committee Report	Nothing to report. Chamber covers the bill for the Food Grains event.

Next Meeting – July 21, 2025 at 8pm

Adjournment of Meeting: 8:44pm **Motion to adjourn by:** Chris Inglis

Previous Action Items

Lead	Agenda Item/Topic	Actions for Follow Up
Jeremy/ Warren /Kim	General Maintenance	20231218: Jeremy will talk to Paul Inglis regarding closing in gap in table storage container 20240115: A plan has been set to close the gap in the table storage container. 20240226: Paul did measurements and is to be fixing the gap. 20240415: No update on Container 20241118: Rubber matting in players benches needs to be replaced; also patch by door going onto the ice. Jeremy will look into it.

		<p>20241118: Glass broken along top of timekeepers' box.</p> <p>20250421: Wobbly toilet in the hall washroom. Pipe may be up too high. Kim will message Brian to have a look at the toilet.</p> <p>20250520: Brian will be here early next week</p> <p>20250616: Fixed. COMPLETED Outside tap is fixed too</p>
Kyra / Jeremy / Kim	Grants	<p>20240415: Jeremy to email Karn's quote to Kyra Wright for grant research</p> <p>20240527: No update</p> <p>20240527: Suggestion made that stone be put between parking barriers and wall (<i>very difficult to cut the grass & adds a lot of weedeating</i>). If grant money available poured concrete sidewalk would be the way to go – possibility accessibility grant? Kyra may know more.</p> <p>20240617: No update</p> <p>20240916: Sport and Recreation Infrastructure Fund – Howick will apply for their asks and Belmore will apply for their asks and it will be lumped together. The ask will be the 50% coverage guideline. Everything to Howick by October 15th.</p> <ul style="list-style-type: none"> - Need to decide what we want to apply for: <ul style="list-style-type: none"> o Quote on compressor <ul style="list-style-type: none"> ▪ It came here in the 1970's and was rebuilt in 2006 o New boards o Sidewalk around the arena o Baseball diamond lights o Sandblasting and ceiling painting in the arena o Asphalt at the back o Resurfacing tennis court <p>New boards, brine header (if can apply), ball lights, Sandblasting and Painting.</p> <ul style="list-style-type: none"> - Motion to apply for new boards, brine header and ball lights and possibly Sandblasting and Painting. <ul style="list-style-type: none"> o Can't move forward with our grant submissions until we know if we need to pay for Sandblasting and Painting. <p>Motion to partnership with Howick to apply for the CSRIF by Kyra Wright, 2nd by Lindsay, carried.</p> <p>20250317: Still waiting to hear back about CSRIF Grant.</p> <p>20240925: Kyra plans to speak with Caitlyn about the Community Sport and Recreation Infrastructure Fund (50% funding) tomorrow. Application due to Howick by October 15. Application to Government is due October 29.</p> <p>Baseball Lights – total cost quoted at \$33, 000 (with labour, lift rental and parts)</p> <p>Brine Header - \$58, 000</p>

		<p>Arena Boards – no quote yet. Boards are more of a “want” than a “need” Kyra to discuss with Howick staff tomorrow to confirm the arena board getting quotes for ceiling sandblasting/painting. 20240925: To include the following items in the Community Sport and Recreation Infrastructure Fund application: baseball lights, brine header and ceiling sandblasting/painting.</p> <p>20241021: Kyra to proceed in applying for full grant. Sports Grant</p> <ul style="list-style-type: none"> - Baseball Lights - \$35,000 - Brine Header - \$60,000 - Sandblasting & Painting of Arena (no curling club) - \$280,000 <p>Max we would receive is 50%, applying for special consideration of 70%. The Arena Board is responsible for the other 50% (or 30%). Will indicate Baseball lights, Brine Header and Sandblasting & Painting in 2025. 20250224: No update 20250616: No update</p>
Jeremy	Repainting of Arena	<p>20240919: Would really like this looked after before Syrup Festival and Homecoming. Jeremy will contact Caitlin. 20241118: Waiting to hear from Howick Twp and Burnside 20250520: Painting is done and clean up has begun. Paint job looks excellent. 20250616: Will be completed this week</p>
Gord Harris / Paul Inglis	Lobby Bench Steel	<p>20240916: larger bench top will be too heavy to move. Will look at making aluminum legs for new top instead of installing on top on the old center bench. 20250317: Jeremy mentioned to install bench top where it is 20250616: To be completed this week.</p>
Board	Asset Management, Procurement Policy and Budget Template <u><i>(Notes from Meeting with Municipalities/Twps)</i></u>	<p>20241024: Under cost sharing agreement – agree to pay as a loan. \$240,000 (\$80,000 each municipality) to be repaid over 5 years (could be renegotiated if needed) in 2025 budgets. 20241024: Waiting to see if they are filing a defense or reaching a settlement 20241024: Did FD and Arena projects have to go through an engineer? - Caitlin will look into this 20241024: Take the Terms of Reference away – get a short list of sticking points and come up with suggestions. Come back together and discuss this list 20241024: Caitlin will talk to Brady and he will make arrangements to chat with a couple of our guys. 20241024: Caitlin will talk to finance and get Asset Management Plan information to us. 20241118: Nothing received. 20250317: Asset management - nothing new to report, still waiting on input from Howick, haven’t gotten procurement strategy yet from them</p> <p>20241118: Marvin will ask Howick Twp for Procurement Policy and Budget Template.</p>

		<p>20241216: No update.</p> <p>20250317: Procurement policy and budget template - move this item into the asset management, goes hand-in-hand</p> <p>20250520: No update.</p> <p>20250616: Received Procurement Policy from Howick.</p> <p>20250616: Burnside was here for Structural Assessment. Only given one day notice of their arrival. We will discuss after Homecoming – at July Meeting.</p> <p>This Assessment happens every 5 years.</p> <p>We could request a list of inspections and when they occur.</p> <p>20250616: Asbestos inspection being done on June 17, 2025.</p>
Chris/ Lindsay/ Darlene	Review Email List/Board Representation/Org Structure	<p>20250616: Chris and Lindsay will look for a copy of the Org Structure as needs to be updated.</p> <p>Add to July AGENDA</p>
Parking Lot		
Arena Board	Propane	<p>20250421: Check Chambers rates in August/September to potentially lock rate in.</p> <p>20250520: Jenn will email Sparlings to let them know we have switched.</p> <p>PUT INTO PARKING LOT until August 2025</p>
Kim	Summer Rates / Pickleball	<p>20250421: The Arena Board will send an email to Dan Renwick and Brendan Crapper including outstanding invoice and summer rates. Cheque can be mailed or deposited in the lock box in the arena office. Bill to be paid prior to their new season starting.</p> <p>20250520: Received letter back from Dan and Brendan. We will wait for them to come back to work together on this. Monthly payments. MOVE TO PARKING LOT</p>
Arena Board/ Howick Twp	Sandblasting & Painting	<p>20221017: Due to unsatisfactory work, Board passed motion to hold back payment to J-K Sandblasting</p> <p>20221121: Jeremy contacted J-K and advised of partial payment and once he returned to do touchups and around door. J-K advised he could come back in spring but more money would be due.</p> <p>20221121: Jeremy will advise J-K that Board will pay for lift but will not be paying more money for the job quoted.</p> <p>20221219: Nothing to Report – defer to next meeting</p> <p>2023016: Supposed to come – we look. May charge interest on balance owing.</p> <p>20230228: No further communication.</p> <p>20230417: Next step is, we need to speak with Howick and see if they will back us if this goes to court.</p> <p>- Speak to CAO and Operations Manager to see if they can reach out to J-K regarding the contract and our (Belmore and Twp) concerns.</p> <p>Motion to continue to hold payment and speak to Howick Twp as to next steps.</p> <p>20230515: J-K will not speak with Jeremy. Only wants to speak to Howick Twp. Howick Twp is in support of us. J-K is 100% at fault for the poor workmanship. Three townships are onboard</p>

		<p>and have their lawyers working on it. The lawyers want Burnside (Engineers) to come in and assess the work again. The matter is now out of our hands. MOVE TO PARKING LOT</p> <p>20230821: No further update.</p> <p>20240226: Marvin reported no further word from Lawyer on this matter.</p> <p>20240226: Jeremy reported something will have to be done with the loose paint before Syrup Festival. Paint is falling off. Would be good to do between shut down and Syrup Festival. Marvin will report this back to Howick Township.</p> <p>20240318: No updates regarding the bubbling/peeling paint in the arena. Marvin acknowledges something needs to be done before the syrup festival. Marvin will speak with Caitlyn (CAO). Jeremy spoke with Caitlyn today, told her the plan to remove peeling paint; was told to take pictures before doing the work.</p> <p>20240617: Send an email to the Municipality about the status of this issue. Marvin will speak to Caitlyn and ask them to put a push on things due to Homecoming. Would Marvin ask Municipality if they could pay for sandblasting to Arena and Curling Club to be redone as the legal battle carries on. Formal request from the Arena Board for Howick to put it in their budget. Jamie made motion to send a letter to Howick, 2nd by Kim. Carried. Jenn V will draft a letter to Howick Township and cc other 2 municipality CAOs.</p> <p>20240715: 3 Municipalities met in Belmore, but no update received from that meeting yet.</p> <p>20240715: Lawyer has filed.</p> <p>20241118: Another follow-up meeting with the Insurance Rep. Asked Jeremy dates that suit him.</p> <p>20250224: Jeremy and Paul Inglis and others have been talking to local Mennonites who are doing sandblasting and painting, all the labour. We would have to supply lifts. They are willing to do the job. \$40/hr. They would supply the manpower. Man in Formosa, coating expert, would come after the sandblasting and advise what type of paint we should use to adhere properly. \$24,000 approximate in labour. We would have to supply 2 lifts. Likely close to \$5000 in rental equipment. This is something we need to consider. One concern is: do they have WSIB coverage. Could do before Homecoming but not before Syrup Festival. Jeremy will look into this further.</p>
Group	Suggestion of Installation of Acoustic Panels in Arena – by Pickleball	<p>200115: Dan Renwick attended Board Mtg on behalf of Pickleball. He raised the suggestion of putting up Acoustic Panels to control the sound on the arena side. Board suggested the Pickleball group will have to do more research on the panels and get pricing. Putting in Parking Lot, will look back at this after the Whitewashing and Painting is looked after on the arena side.</p>
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>20240715: Donation box to be put up on outside wall by public washrooms and put sign up in pavilion advising of the donation box.</p> <p>20240819: Mitch Inglis will manufacture a box for us. Put signs up, and give key to Ellen Underwood</p> <p>20240819: Fence topper (heavier gauge) for baseball diamond to be purchased and installed. Stingers are willing to pay half.</p> <p>20240916: Fence topper was ordered – cheaper than quoted \$1945 + tax</p> <p>Fence Topper - PUT INTO PARKING LOT</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. 2) Boards around the ice surface need to be replaced. <p>PUT INTO PARKING LOT</p>
Adjournment:		Next Meeting - Monday, July 21, 2025 at 8:00pm

Balance May 16, 2025	\$	66,076.97		
DEBITS:			OUTSTANDING DEBITS:	
Hydro One	33.01			
Pepsico	388.16			
Kim Harris	39.29			
Rural Routes Pest Control	116.39			
Avenir energy	964.38			
McDougall energy	78.48			
Affordable Waste Disposal	406.80			
Technical Standards and Safety Authority	523.19			
Belmore Homecoming (donations made out to BCC)	2100.00			
Ideal Supply (non silica sand)	7598.82			
Steffen Protective Coatings (paint)	28454.65			
Steffen Protective Coatings (xylene, laquer thinner)	216.96			
Creekside Rentals (scissor lift, boomlift)	3418.25			
Hydro One	2304.28			
CREDITS:			WORKING BALANCE:	
Community Centre rentals	1211.00		\$ 58,969.34	
Ice rentals				
Donations	30415.00			
Memorial donations				
Miscellaneous (2024 HST refund, federal payment)	7909.03			
Balance June 13, 2025	\$	58,969.34		
			BILLS TO BE PAID:	
			Ideal Supply (fuse)	9.96
			Belmore Homecoming (donation made out to BCC)	100.00
			McDougall Energy	146.07
			Rural Routes Pest Control	116.39
			Resurfice Corp (2 blades)	1096.10
			Affordable Waste Disposal	203.40
			Ken Robinson Refrigeration Inc(pressure reliefs,valves)	4952.82
			Chris Inglis (easel stands)	67.78
			Barclay Wholesale (hand soap)	68.93
			Avenir Energy (tank removal)	474.60
			Chalmers Fuels	453.92
			Wightman (May and June)	377.50
			Watsons	16.92
			Emanuel E.M. Martin (two trees)	474.60
			Debra Inglis (SmartServe)	44.95
			Tom Inglis (SmartServe)	44.95
			Jennifer Van Dyk (air fresheners)	147.48
			TOTAL BILLS TO BE PAID:	\$ 8,796.37
			Bills to be paid after donation deposit:	
			Lorne Underwood (diesel fuel)	543.38
			Paul Inglis (fuel, plastic weld)	214.00
			Donkers Harris Ltd (pressure washer rental)	1081.13
			Industry Painting (painting decking and steel)	59890.00
			Industry Painting (paint undersiding)	3390.00
			Industry Painting (additional paint)	8643.05

WROXETER HALL BOARD MINUTES OF MEETING

JULY 3rd. 2025

Meeting called to order at 7.00 pm.

Present:- Marvin, George, Mary Jane, Tony, Rose, Julie.

Apologies from Carol.

Minutes:- The minutes of the previous meeting were read by Rose. Motion to accept as read was proposed by Mary Jane, seconded by George....Passed.

Matters arising from minutes:- Thanks to Marvin for installing the lights in the washrooms with Cams help.

Tony announced that he had booked the local group “Twisted Grass” to provide entertainment for the Pub Night on September 19th.

Rose volunteered to organize the cooking for that night.

Rosemary has received a quote for recovering the canopy on the front of the hall...to be presented at the next meeting.

Financials:- Mary Jane presented her report on the Halls financial standing. A motion to accept the report as presented was proposed by Tony, Seconded by Rose....Passed.

Thanks to Marvin and Carol for top ticket sales for the “Fish Fry”.

New Business:- Rose to investigate the possibility of having “Bingo Nights” at the hall.

A quote has been received from “Carere Flooring” to upgrade the office floor (as needed to meet health requirements) Motion to accept proposed by Mary Jane, seconded by Rose...Passed.

A quote has been received from “Eds Siding” for the replacement of damaged eaves trough. Motion to accept proposed by Rose, seconded by Tony....Passed.

Mary Jane proposed that a donation of \$100 be made to “Gorie Bible Chappel” for their help in serving at the “Fish Fry”, seconded by Marvin....Passed.

Meeting closed at 8.15 pm.

Next meeting August 7th, at 7.00pm.



July 21, 2025

The Honourable Michael Kerzner
Solicitor General of Ontario
25 Grosvenor Street, 18th Floor
Toronto, ON M7A 1Y6

SENT VIA EMAIL: Minister.SOLGEN@ontario.ca

RE: Request for Financial Support for Implementation of Community Safety and Well-Being Plan

Honourable Michael Kerzner,

Please be advised that at their Regular Council meeting held July 21, 2025, the Council of the Township of North Huron passed a resolution requesting Provincial funding for the long-term implementation and maintenance of the Community Safety and Well-Being Plan for Huron County.

As you are aware, the Province of Ontario has legislated for municipalities to develop, adopt, and undertake periodic updates to Community Safety and Well-Being Plans. These Plans outline strategies and actions to be implemented to improve safety and well-being for everyone in the community. Municipalities have welcomed this shift toward proactive, community-driven models of safety and well-being and we recognize the value of addressing the root causes of crime and social disorder through collaboration with health, education, housing and social services in our communities. However, the increased financial and administrative demands associated with implementing and sustaining these Plans has placed a disproportionate burden on municipal governments, especially smaller and rural municipalities with already limited budgets and staffing capacity.

We appreciate the leadership and vision behind the Community Safety and Well-Being Plans strategy and remain committed to its success. Sustained Provincial support is essential to ensure the successful realization of the intent of these Plans.

Regards,

Stephanie Reibel, Deputy Clerk/Planning Coordinator

c.c. The Honourable Lisa Thompson, MPP Huron-Bruce <lisa.thompsonco@pc.ola.org>
Carson Lamb, Director of Legislative Services/Clerk <clamb@northhuron.ca>
Community Safety and Well-Being Plan Working Group for Huron

P.O. Box 90, 274 Josephine Street, Wingham, Ontario N0G 2W0
Phone: 519-357-3550 Fax: 519-357-1110



From: United Way Perth-Huron
32 Erie Street, Stratford ON N5A 2M4
1-877-818-8867 (toll-free) 519-271-7730 (T)

Date: July 24, 2025

Belonging Matters event to highlight the importance of connection

Clinton, ON — A workshop on building community belonging is set for October 7 in Clinton.

Led by a community development expert from the Tamarack Institute, the event, called *Belonging Matters*, will feature a film screening, panel discussion, and collaborative planning on how to create activities and programs to strengthen connections. It will take place at Libro Hall in the Clinton arena from 9 a.m. to 5 p.m.

“We believe the community can identify and build on its strengths to design activities that encourages everyone to get involved and feel a sense of belonging,” says Heather Keam, event facilitator from the Tamarack Institute. “This event is a great chance for everyone to come and imagine how we can build a stronger sense of belonging for all.”

According to 2021 Environics data, three in every four adults in Huron and Perth feel a sense of belonging in their communities. People who live in rural communities were more likely to report feeling a sense of belonging than their urban counterparts, Statistics Canada reports.

“Research tells us that people who feel connected and have a sense of belonging in their communities have decreased risks of serious health conditions such as heart disease, stroke, dementia and depression,” explains Laura O’Rourke, Public Health Promoter, Huron Perth Public Health. “On average, people who have strong social connections are happier, healthier and live longer than those who don’t.”

Belonging Matters aims to identify new and existing opportunities for people of all backgrounds to create connections.

The event is being planned by Huron Perth Public Health, the Tamarack Institute, United Way Perth-Huron (UWPH), Gateway Centre for Excellence in Rural Health and the Huron County Immigration Partnership. It is funded with support from Immigration, Refugees and Citizenship Canada, Gateway Centre for Excellence in Rural Health and the Municipality of Central Huron.

“*Belonging Matters* isn’t just a workshop — it’s an invitation. A call to everyone across Huron, Perth, and the surrounding areas to come together and ask: what does community look like now? How do we rebuild our volunteer networks? And how do we create spaces where everyone feels like they truly belong,” added Michelle Millar, UWPH Community Development Manager for Mid-Huron. “If you care about connection, inclusion and the future of our communities this is where the conversation starts.”

Tickets are available online at United Way Perth-Huron. With lunch included the event costs \$45 per adult, \$30 for students.

For more information, visit perthhuron.unitedway.ca.

About United Way Perth-Huron

United Way Perth-Huron helps build a better tomorrow by working to reduce poverty, house people, and support mental health and well-being. We are #UnitedForGood with our partners and donors to ensure vulnerable people across Perth-Huron get the help they need when they need it. To volunteer or donate, call 519-271-7730 or 1-877-818-8867, mail to 32 Erie Street, Stratford, ON N5A 2M4 or visit perthhuron.unitedway.ca.

-30-



To set up an interview, contact Michelle Millar, Manager, Community Development, Mid-Huron at 519-440-6137 or email mmillar@perthhuron.unitedway.ca.



SECURING THE FUTURE

REGISTRATION NOW OPEN!

The 2nd-annual Clean Energy Frontier Conference will feature interactive workshops, a keynote address from Bruce Power President & CEO Eric Chassard, and sessions on the made-in-Canada uranium value chain, workforce trends in the electricity sector, and much more.

OCTOBER 21 & 22, 2025

NII ADVANCE TECHNOLOGY CAMPUS, 117 FARRELL DRIVE, TIVERTON

(Located in the Bruce Energy Centre, across from the Bruce Power Visitors' Centre)

Explore how, together, we can harness made-in-Canada innovation, build resilient communities and develop the workforce needed to maintain our clean energy advantage.

Be part of this region's clean energy story.

REGISTER NOW!

Brought to you by



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Questions?
Contact events@nii.ca

DAY 1: OCTOBER 21 - WORKSHOPS

Kick off the conference with a new approach to engagement: interactive workshops that bring together voices from across sectors to explore how we grow as a region.

Attendees will engage directly with NII and partners on three key topics:

- Fostering deeper collaboration between the clean energy sector and communities in addressing challenges such as housing, mental health, substance use and others
- Exploring the potential economic impact of the proposed Bruce C project
- Understanding how we engage young people in conversations about the future workforce in the region

DAY 2: OCTOBER 22 - CONFERENCE

Our conference content brings a full day of dynamic sessions covering the clean energy topics that matter most to our region.

Hear from industry leaders, innovators and community voices:

- Listen to a keynote address from Bruce Power President & CEO Eric Chassard
- Explore the full uranium value chain—from mining to medical isotopes—and how made-in-Canada innovation is strengthening supply, security and our global leadership
- Dive into workforce trends in the electricity sector, with tools to guide business planning and development
- Hear insights from the Southwestern Ontario Isotope Coalition's *Review of regional opportunities*—shaping a path forward in the growth of the region's isotope sector

Founding sponsors



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Membership Meeting #3-2025

March 19, 2025

Members Present: Ed McGugan, Alvin McLellan, Evan Hickey, Sharen Zinn, Megan Gibson, Andrew Fournier, Matt Duncan, Vanessa Kelly, Anita Van Hittersum, Ed Podniewicz

Members Absent: Alison Lobb

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Services Coordinator
Patrick Huber-Kidby, Planning and Regulations Supervisor
Sara Gunnewiek, Water Resources Engineer
Erica Magee, Executive Assistant
Jayne Thompson, Communications and GIS-IT Coordinator

Others Present: Cory Bilyea, Reporter, Midwestern News
Paul Seebach, Seebach & Company

1. Call to Order

Chair, Ed McGugan welcomed everyone and called the meeting to order at 7:00pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #1-2025, held on January 22, 2025, and Meeting #2-2025 held on February 26, 2025, were circulated to the members for their approval.

Motion FA #19-25

Moved by: Megan Gibson

Seconded by: Anita Van Hittersum

THAT the minutes from the General Membership Meeting #1-2025 held on January 22, 2025, and Meeting #2-2025 held on February 26, 2025, be approved.
(carried)

4. **Presentation: 2024 Draft Audit: Paul Seebach, Seebach and Company: Report #10-2025**

Paul Seebach from Seebach and Company, Chartered Professional Accountants, made a presentation and the following motion was made:

Motion FA #20-25

Moved by: Andrew Fournier

Seconded by: Alvin McLellan

THAT the Auditor's report for 2024 be approved as presented.

(carried)

5. **Business Requiring Decision and/or Direction:**

a) 2025 Work Plan, Budget, and Cost Apportionment: Report #11-2025

Report #11-2025 was presented to the members and the following motion was made:

Motion FA #21-25

Moved by: Matt Duncan

Seconded by: Sharen Zinn

THAT the cost apportionment be approved at \$175,000 for 2025;

AND THAT the cost be apportioned to each municipality in accordance with the 2025 schedule.

(carried)

Chair McGugan called for the Member's to vote on behalf of their respective Municipality on the levy apportionment as outlined in Report #11. The approval of the work plan and budget requires a motion and a majority of the Members to be approved.

Municipality	Member	Assessment Value (%)	In Favour	Not In Favour	No Comment	Absent
ACW	Evan Hickey	12.5	✓			
Central Huron	Alison Lobb	9.44				✓
ACW	Evan Hickey	12.5	✓			
Goderich	Vanessa Kelly	10.63	✓			
Howick	Megan Gibson	4.40	✓			
Huron East	Alvin McLellan	10.26	✓			
Huron Kinloss	Ed McGugan	6.08	✓			
Mapleton	Ed Podniewicz	0.89	✓			
Minto	Ed Podniewicz	7.12	✓			
Morris-Turnberry	Sharen Zinn	5.14	✓			
North Huron	Anita van Hittersum	5.57	✓			
North Perth	Matt Duncan	22.92	✓			
Perth East	Andrew Fournier	1.76	✓			
South Bruce	Ed McGugan	0.07	✓			
Wellington North	Ed Podniewicz	2.76	✓			
West Perth	Andrew Fournier	0.46	✓			

The results of the recorded vote were 90.56% in favour therefore the following motion was carried:

Motion FA #22-25

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the 2025 Work Plan and Budget be approved as outlined in Report #11-2025.
(carried)

b) Discussion Re: MVCA Purchasing Policy: Report #12-2025

Report #12-2025 was presented to the members and the following motion was made:

Motion FA #23-25

Moved by: Andrew Fournier

Seconded by: Vanessa Kelly

THAT a draft purchasing policy be put together and brought back to the members for discussion and/or approval.
(carried)

c) Members Work Plan for 2025: Report #13-2025

Report #13-2025 was presented to the members and the following motion was made:

Motion FA #24-25

Moved by: Megan Gibson

Seconded by: Anita Van Hittersum

THAT the work plan for 2025 be adopted as outlined in Report #13-2025.
(carried)

d) Conservation Ontario Governance Proposal: Report #14-2025

Report #14-2025 was presented and the following motion was made:

Motion FA #25-25

Moved by: Matt Duncan

Seconded by: Alvin McLellan

THAT the Chair present the proposal to Conservation Ontario's Committee for discussion as part of the update to Conservation Ontario's strategic plan that will take place this year.
(carried)

e) Coastal Action Plan NRCAN Funding/Launch: Report #15-2025

Report #15-2025 was presented to the members and the following motion was made:

Motion FA #26-25

Moved by: Andrew Fournier

Seconded by: Megan Gibson

THAT Report #15 be accepted for information purposes.

(carried)

f) Revisions to ECCC Funding Application: Report #16-2025

Report #16-2025 was presented to the members and the following motion was made:

Motion FA #27-25

Moved by: Matt Duncan

Seconded by: Ed Podniewicz

That MVCA support feeder beach design investigations including in-water works and report back to the members once the review has been completed.

(carried)

g) Proposed Revisions to Water & Erosion Control Infrastructure Agreement: Report #17-2025

Report #17-2025 was presented and the following motion was made:

Motion FA #28-25

Moved by: Anita Van Hittersum

Seconded by: Megan Gibson

THAT the Authority approves the 2025 updated cost sharing policy, to be used for cost sharing agreements for flood and erosion control structures with municipalities.

(carried)

h) Carbon Footprint Report 2024: Report #18-2025

Report #18-2025 was presented to the members and the following motion was made:

Motion FA #29-25

Moved by: Sharen Zinn

Seconded by: Vanessa Kelly

THAT MVCA's carbon footprint progress report and 2025 strategic actions be approved as outlined in Report # 18-25.

(carried)

i) Awarding of Tender for Truck & Tractor Purchases: Report #19a & b-2025

Report #19a-2025 was presented to the members and the following motion was made:

Motion FA #30-25

Moved by: Alvin McLellan

Seconded by: Andrew Fournier

THAT Larry Hudson Chevrolet Buick GMC Inc. be advised that their tender in the amount of \$46,038.96 (plus HST) to supply a 2025 Chevrolet Silverado as per tender specifications, has been approved as presented;

AND THAT the 2014 Chevrolet Silverado be advertised and sold in 2025, when it is no longer required.
(carried)

Report #19b-25 was presented and the following motion was made:

Motion FA #31-25

Moved by: Ed P

Seconded by: Alvin McLellan

THAT Roberts Farm Equipment Sales Inc. of Lucknow be advised that their tender in the amount of \$73,700.00 + HST to supply a 2025 Kubota MX6000 with attachments as per tender specifications, has been approved as presented;

AND THAT the 2014 Kubota MX5200 be advertised and sold in 2025, when it is no longer required.
(carried)

j) Appointment of Auditor, Solicitor and Bank: Report #20-2025

Report #20-2025 was presented to the members and the following motions were made:

Motion FA #32-25

Moved by: Megan Gibson

Seconded by: Anita Van Hittersum

THAT the MVCA's banking transactions be handled by the Wingham and Goderich Branches of the Canadian Imperial Bank of Commerce;

AND THAT investments be made at the financial institutions offering the most favourable rate of interest to the maximum of the guaranteed limits set by the Canadian Depository Act.

(carried)

Motion FA #33-35

Moved by: Alvin McLellan

Seconded by: Evan Hickey

THAT the Members approve a bank borrowing by-law of \$200,000 for 2025 on revolving credit, at the Canadian Imperial Bank of Commerce, Wingham Branch.

(carried)

Motion FA #34-25

Moved by: Anita Van Hittersum

Seconded by: Sharen Zinn

THAT the following solicitors be appointed to handle legal matters of the Conservation Authority for 2025: Darrell N. Hawreliak Professional Corporation, Kitchener and Greg Stewart, Donnelly & Murphy, Goderich.

(carried)

Motion FA #35-25

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT Seebach and Company be appointed as MVCA's auditor for 2025.

(carried)

k) Appointment to Committees for 2025: Report #21-2025

Report #21-2025 was presented to the members and the following motions were made:

Motion FA #36-25

Moved by: Anita Van Hittersum

Seconded by: Sharen Zinn

THAT Ed McGugan be appointed as the MVCA's delegate to Conservation Ontario;

AND THAT Matt Duncan and Evan Hickey be appointed as alternates.

AND THAT Vannessa Kelly be appointed to the Board of Directors of the Maitland Conservation Foundation for 2025.

AND THAT Alison Lobb be appointed to the John Hindmarsh Environmental Trust Fund Board for 2025.

AND THAT Andrew Fournier be appointed to the Personnel Committee for 2025.

AND THAT Alison Lobb be appointed as the MVCA's representative to the Huron County Water Protection Steering Committee for 2025.

AND THAT Ed McGugan be appointed to the Carbon Footprint Initiative Leadership Team for 2025.

(carried)

l) Meeting Schedule for 2025: Report #22-2025

Report #22-25 was presented, and the following motion was made:

Motion FA #37-25

Moved by: Matt Duncan

Seconded by: Andrew Fournier

THAT the meeting schedule for 2025 be approved as outlined in Report #22-2025.
(carried)

6. Consent Agenda:

The following items were circulated to the Members for their information:

- a) Revenue-Expenditure Report for January and February: Report #23-2025
- b) Carbon Footprint Initiative Meeting Summary: Report #24-25

Motion FA #38-25

Moved by: Andrew Fournier

Seconded by: Evan Hickey

THAT Reports #23-25 and #24-25 along with their recommended motions be approved as outlined in the consent agenda.
(carried)

7. Chair and Members Report:

Megan Gibson from the Township of Howick advised the Members that the Township will cut the grass along the trail in the Gorrie Conservation Area but the rest of the area will be left to MVCA to maintain. A revised agreement will be sent to MVCA for review and approval.

8. Closed Session Personal Matter:

Motion FA #39-25

Moved by: Megan Gibson

Seconded by: Andrew Fournier

THAT the members move into a closed session to discuss a personal matter.
(carried)

Motion FA #40-25

Moved by: Sharen Zinn

Seconded by: Andrew Fournier

THAT the members move back into open session.
(carried)

9. Adjournment:

Motion FA #41-25

Moved by: Anita Van Hittersum

Seconded by: Alvin McLellan

THAT the meeting be adjourned at 9:02pm:
(carried)

Adjournment – Next Meeting Date, Wednesday, April 16, 2025, at 7:00pm at the Administration Centre in Wroxeter.



Ed McGugan
Chair



Phil Beard
General Manager / Secretary-Treasurer

Membership Meeting #4-2025

April 16, 2025

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Evan Hickey, Sharen Zinn, Megan Gibson, Matt Duncan, Anita Van Hittersum, Ed Podniewicz, Vanessa Kelly

Members Absent: Andrew Fournier

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Donna Clarkson, Source Water Protection Specialist
Jayne Thompson, Communications, GIS, IT Coordinator
Erica Magee, Executive Assistant

Others Present: Cory Bilyea, Reporter, Midwestern News

1. Call to Order

Chair, Ed McGugan welcomed everyone and called the meeting to order at 7:00pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Maitland Source Protection Meeting

4. Approval of the Minutes of MSPA Meeting #4-2024 held on September 18, 2024.

Motion MSPA #1-25

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the minutes from the MSPA Meeting #4-2024 held on September 18, 2024 be approved as presented.

(carried)

5. New Business

- a) Program Update: Report #1-2025

Report #1-2025 was presented to the members for their information. No motion was made.

- b) Annual Progress Report: Report #2-2025

Report #2-2025 was presented to the members and the following motion was made:

Motion MSPA #2-25

Moved by: Alison Lobb

Seconded by: Matt Duncan

THAT the Maitland Valley Source Protection Authority approve the attached Annual Progress Report for submission to the Ministry of Environment, Conservation and Parks (MECP).
(carried)

6. Consent Agenda

The following items were circulated to the members for their information.

- a) Joint Management Committee Minutes January 15, 2025
- b) Joint Management Committee Draft Minutes January 31, 2025
- c) Press Release: Auditor General re: Non-Municipal Drinking Water

The following was motion was made:

Motion MSPA #3-25

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the items listed above that were circulated to the members for their information be approved.
(carried)

7. Adjournment

The MSPA meeting was adjourned and the members moved back into the MVCA members meeting on the following motion:

Motion FA #4-25

Moved by: Alvin McLellan

Seconded by: Anita van Hittersum

THAT the MAPA meeting be adjourned at 7:15pm and the members move back into the regular MVCA members meeting.
(carried)

8. Call to Order: MVCA Meeting #4-2025

Chair, Ed McGugan called the MVCA members meeting to order at 7:16pm.

9. Approval of Minutes: Membership Meeting #3-2025 held on March 19, 2025

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #3-2025 held on March 19, 2025 were presented to the members.

Motion FA #42-25

Moved by: Ed Podniewicz

Seconded by: Alvin McLellan

THAT the minutes from the General Membership Meeting #3-2025 held on March 19, 2025, be approved.

(carried)

10. Business Out of the Minutes:

- a) Direction on Amendment to Purchasing Policy: Report #25-2025

Report #25-2025 was presented to the members and the following motion was made:

Motion FA #43-25

Moved by: Megan Gibson

Seconded by: Alvin McLellan

THAT the members direct Staff to purchase and propose purchases for the Authority that are from local, Ontario and Canadian suppliers when possible;

AND FURTHER THAT all existing purchasing policies be adhered to including careful, systematic evaluation of product, service level and proposals.

(carried)

11. Business Requiring Direction and or Decision:

- a) Information & Education Sessions: Report #26-2025

Report #26-25 was presented to the members and the following motion was made:

Motion FA #44-25

Moved by: Matt Duncan

Seconded by: Alison Lobb

THAT the members start with some training on Director and Officer Liability Insurance;

AS WELL AS some training on Cyber security from a Governance standpoint;

AND FURTHER THAT media training also be developed.

(carried)

b) Government Relations Strategy 2025: Report #27-2025

Report #27-2025 was presented to the members and the following motion was made:

Motion FA #45-25

Moved by: Alison Lobb

Seconded by: Vanessa Kelly

THAT the MVCA Chair setup a meeting with Minister Thompson to try and learn more about the government's priorities for the next four years.

AND THAT MVCA staff prepare a newsletter and presentation that outlines the services and programs that are included in the existing agreement and use that as the basis for discussions.

AND FURTHER THAT, presentations be made to our member municipalities. Half in 2025 and the other half in the first part of 2026 which could also include some of the major projects being undertaken by MVCA in 2025.

AND THAT the newsletter will be sent out in June and presentations be made in July, August and September.

(carried)

c) Administrative Regulations Updates: Report #28-2025

Report #28-2025 was presented to the members and the following motion was made:

Motion FA #46-25

Moved by: Megan Gibson

Seconded by: Ed Podniewicz

That MVCA's Administrative Regulations be amended as outlined in Report #28-2025.

(carried)

d) Audit Services 2026-2028: Report #29-2025

Report #29-2025 was presented to the members and the following motion was made:

Motion FA #47-25

Moved by: Alison Lobb

Seconded by: Alvin McLellan

THAT MVCA ask Seebach and Company to provide a quote for the years 2026-2028.

(carried)

e) Request from Huron Waves Music Festival: Report #30-2025

Report #30-2025 was presented to the members for their information and direction.

Motion FA #48-25

Moved by: Ed Podniewicz

Seconded by: Alison Lobb

THAT Report #30-2025 be accepted and filed.

(carried)

12. Consent Agenda:

The following items were circulated to the members for their information and the following motion was made:

- a) Revenue/Expenditure Report for March: Report #31-2025
- b) Correspondence for Information:
 - i) Letter from the Township of Howick
 - ii) Letter from the County of Perth

Motion FA #49-25

Moved by: Matt Ducan

Seconded by: Alison Lobb

THAT report #31-2025 along with its recommended motion as well as the correspondence be circulated to the members for their information and approval.

(carried)

13. Chair and Members Report

Ed McGugan attended the Conservation Ontario Annual meeting on April 14, 2025.
Nigel Bellchamber facilitated a discussion session with council on priorities for 2025.
Dave Bartman, Vice Chair of the Toronto Region Conservation Authority was elected as Chair and Ed McGugan was acclaimed as the Second Vice Chair.

14. Closed Session: Personal Matter

Motion FA #50-25

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT the members move into a closed session to discuss a personal matter.

(carried)

Motion FA #51-25

Moved by: Ed Podniewicz

Seconded by: Megan Gibson

THAT the members move out of the closed session and adjourn the members meeting.

(carried)

15. **Adjournment** - Next Meeting Date, Wednesday, May 21, 2025, at 7:00pm at the Administration Centre in Wroxeter.

Motion FA #52-25

Moved by: Alison Lobb

Seconded by: Evan Hickey

THAT the Members Meeting be adjourned.

(carried)

A handwritten signature in black ink that reads "Ed McGugan". The signature is written in a cursive style with a large, stylized 'E' and 'M'.

Ed McGugan
Chair

A handwritten signature in black ink that reads "Phil Beard". The signature is written in a cursive style with a large, stylized 'P' and 'B'.

Phil Beard
General Manager / Secretary-Treasurer



Membership Minutes

Membership Meeting #5-2025

May 21, 2025

Members Present: Alison Lobb, Ed McGugan, Alvin McLellan, Sharen Zinn, Megan Gibson, Andrew Fournier, Matt Duncan, Anita Van Hittersum, Ed Podniewicz, Vanessa Kelly, Evan Hickey

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Stewart Lockie, Conservation Areas Services Coordinator
Jason Moir, FRCA Parks Supervisor
Patrick Huber-Kidby, Supervisor of Planning & Regulations
Sarah Gunnewiek, Water Resources Engineer;
Jeff Winzenried, Flood Forecasting Supervisor
Erica Magee, Executive Assistant

Others Present: Fred Shatz

1. Call to Order

Chair, Ed McGugan, welcomed everyone and called the meeting to order at 7:00pm.

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #4-2025 held on April 16, 2025.

Motion FA #52-25

Moved by: Alvin McLellan

Seconded by: Alison Lobb

THAT the minutes from the General Membership Meeting #4-2025 held on April 16, 2025, be approved.

(carried)

4. Delegation: Fred Shatz: Re: Solar Power System-Falls Reserve Conservation Area

Fred Shatz provided information on the solar panels that he has installed at his seasonal campsite at Falls Reserve Conservation Area park. Mr Shatz explained that he was given approval in 2024 to install the solar panels. Mr. Shatz stated that he is a licenced electrician and that the panels have been installed according to the electrical code and that they are safe. Mr. Shatz encouraged MVCA to promote and encourage the use of green energy and reduced carbon footprint at the Falls Reserve.

Motion FA #53-25

Moved by: Matt Duncan

Seconded by: Alison Lobb

THAT a report on the solar system that Mr. Shatz has installed be brought back to the members at the June 18th meeting for discussion and direction;

AND THAT a copy of the report be sent to Fred Shatz as well.

(carried)

5. Business Out of the Minutes:

- a) Audit Services for 2026-2028: Report #32-2025

Report #32-2025 was presented and the following motion was made:

Motion FA #54-24

Moved by: Anita van Hittersum

Seconded by: Ed Podniewicz

That the quote for audit services for the years 2026-2028 submitted by Seebach and Company dated May 9, 2025, be approved.

(carried)

6. Business Requiring Direction and or Decision:

- a) Direction on Services and Programs-2026-2029: Report #33-2025

Report #33-2025 was presented to the members and the following motion was made:

Motion FA #55-25

Moved by: Evan Hickey

Seconded by: Alvin McLellan

That the proposed amendments to the MOU and services and programs be approved as outlined in Report #33-2025.

(carried)

- b) Proposed Amendments to Hearing Policy: Report #34-2025

Report #34-2025 was presented and the following motion was made:

Motion FA #56-25

Moved by: Anita van Hittersum

Seconded by: Alvin McLellan

THAT Section 10 of *Maitland Valley Conservation Authority Policies for the Administration of Section 28 of the Conservation Authorities Act and Ontario Regulation 41/24* be amended as outlined in Report #34-2025.
(carried)

c) Proposed Amendments to Records Retention Policy: Report #35-2025

Report #35-25 was presented and the following motion was made:

Motion FA #57-25

Moved by: Alison Lobb

Seconded by: Vanessa Kelly

THAT MVCA's Records Retention Policy be amended to incorporate the revisions as discussed in Report 35-2025 and detailed in the attached track-changes copy.
AND THAT "Current" be revised to: Current means, for the purposes of records retention schedule, a record relating to a dialogue or situation that is ongoing but that is not expected to be of archival value once the dialogue or situation is concluded.
AND THAT a copy of the report be brought back to the June meeting with more clarification the records retention period for Members personal information.

d) Approval of Proposed Agreement with the Municipality of North Perth: Re Listowel Flood Control Structures: Report #36-2025

Report #36-25 was presented and the following motion was made:

Motion FA #58-25

Moved by: Alison Lobb

Seconded by: Megan Gibson

THAT the Authority authorizes the signing of the Listowel Conduit WECL cost share agreement with the Municipality of North Perth.
(carried)

e) Flood Plain Mapping RFPs Lucknow & Wingham: Report #37-2025

Report #37-25 was presented and the following motion was made:

Motion FA #59-25

Moved by: Evan Hickey

Seconded by: Anita van Hittersum

THAT the Members award the Lucknow Floodplain Mapping Update project to Tatham Engineering Ltd. for the amount of \$77,990 and authorize entering into an agreement as outlined in the proposal dated May 23, 2025.
(carried)

f) Request to Purchase Conservation Area: Report #38-2025

Report #38-25 was presented and the following motion was made:

Motion FA #60-25

Moved by: Alison Lobb

Seconded by: Evan Hickey

That MVCA advise the person who has written the inquiry that the MVCA is not interested in selling the Mud Lake Conservation Area.

(carried)

g) MCF Funding for MVCA Projects in 2025: Report #39-2025

Report #39-25 was presented and the following motion was made:

Motion FA #61-25

Moved by: Anita van Hittersum

Seconded by: Megan Gibson

That a letter of thanks be sent to the MCF Board as well as the JHETF Board.

(carried)

7. Consent Agenda:

The following items were circulated to the Members for their information:

- a) Revenue/Expenditure Report for April: Report #40-2025
- b) Agreements Signed: Report #41-2025
- c) Local Conservation Leader Breaks New Ground: Wingham Advance Times

Motion FA #62-25

Moved by: Alvin Lobb

Seconded by: Evan Hickey

THAT Reports #40-25 and #41-25 with the respective motions as outlined in the Consent Agenda be approved.

(carried)

8. Chair and Members Report:

Alvin McLellan had some questions regarding the article that was published on trees that had been cut down and a cabin that was being built at the Turnberry Conservation Area. Staff advised that an individual had cut down trees and started to construct a cabin on conservation authority property. The OPP has charged the individual and staff have removed the structure and downed trees from the property.

Alison Lobb noted that she had attended County Council where a letter from the Town of

Minutes of Maitland Conservation Membership Meeting held May 15, 2024

Orangeville was presented regarding Bill 5. Staff advised that Conservation Ontario has submitted a response to Bill 5 on behalf of all conservation authorities.

Ed McGugan noted that he had attended a meeting with Matthew Rae, MPP on May 9, 2025. The purpose of the meeting was to provide Mr. Rae with information on MVCA's timelines for reviewing development proposals, the flood plain mapping projects that we have assisted municipalities with, and to provide an overview of Healthy Lake Huron, a Provincial/Conservation Authority Partnership. The Chair also asked whether the Province is planning any additional changes to conservation authorities. Mr. Rae advised that he was not aware of any upcoming changes to conservation authorities.

9. Closed session

Motion FA #63-25

Moved by: Alison Lobb

Seconded by: Anita van Hittersum

THAT the members move into a closed session.
(carried)

Motion FA #64-25

Moved by: Matt Duncan

Seconded by: Alison Lobb

THAT the members move back into open session.
(carried)

10. **Adjournment:** – Next Meeting Date, Wednesday, June 18, 2025, at 7:00pm at the Administration Centre in Wroxeter.

Motion FA #65-25

Moved by: Anita van Hittersum

Seconded by: Evan Hickey

THAT the Members Meeting be adjourned at 9:05pm.
(carried)



Ed McGugan
Chair



Phil Beard
General Manager / Secretary-Treasurer



Infrastructure
Ontario

Advancing Designated Broadband Projects

Asset Management Plans, Causal Costs and Fees



Table of Contents

- 1 Introduction and Session Outcomes**
- 2 Alignment to Capital and Asset Management Plans**
- 3 Reasonable Application of Causal Costs and Fees**
- 4 Available Support**

1. Introduction and Session Outcomes

Purpose and Overview

As part of our ongoing efforts to support the municipal sector, these workshops are designed to provide municipalities with the necessary tools, strategies, and insights around negotiating deployment terms and managing right-of-way access with Internet Service Providers (ISPs).

Context

- The Ontario government has previously communicated to the municipal sector and outlined expectations for municipalities and highlighted the critical role municipalities play in the provision of reliable, high-speed internet to every community across Ontario.
 - As part of this communication, our government committed to hosting technical workshops with municipal permitting authorities to build dialogue and strengthen municipal capacity.
- Internet Service Providers (ISPs) have raised several challenges they are facing in their broadband construction efforts and in successfully navigating the municipal permitting process.

Purpose of Today's Meeting

- **Align on communication strategies and best practices** for ISP negotiations and maintaining consistency between long-term asset management planning and broadband deployment objectives.
- **Achieve clear understanding of causal cost principles** and assess reasonable approaches to developing permit fees and causal cost recovery.

Progress to Date

Across all **Ontario Broadband Programs**, the in-scope number of premises is over 566K in total, with over 119K of premises passed. The number of total projects is 271 with 154 projects in progress. The provincial funding commitment to support these programs is **\$2.9 billion**.

ICON / UBF (Improving Connectivity for Ontario / Universal Broadband Fund)

- 255K in-scope Premises to be served across 74 projects with 40K in Premises passed. The total provincial funding commitment is \$613M.

SWIFT/SWIFT 2.0 (Southwestern Integrated Fibre Technology)

- 68K in-scope Premises to be served across 106 projects, with 66K in Premises passed. The provincial investment is \$85M.

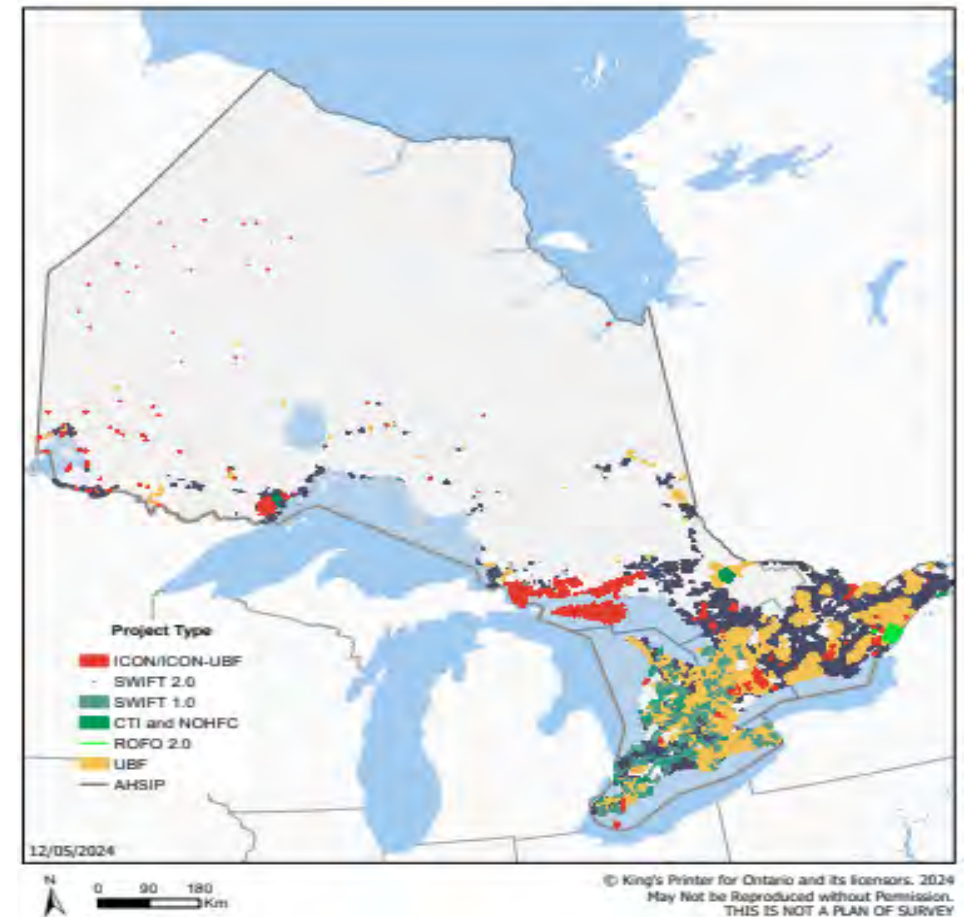
NOHFC (Northern Ontario Heritage Fund Corporation)

- 7.4K in-scope Premises to be across 7 projects, with all 7.4K in Premises passed. The provincial investment is \$14M.

AHSIP (Accelerated High-Speed Internet Program)

- 212K Premises to be served under the AHSIP program with 80 lots in total. The provincial funding commitment is \$1.9 billion. 15,050 premises passed to date (includes premises passed in segments with Full and Partial network segment completion).

MEM All program coverage - December 2024



Broadband Deployment and Municipalities

Municipalities are a key partner to the province in the delivery of Designated Broadband Projects through municipal contributions to data sharing, provision of local standards, and collaborating with Internet Service Providers (ISPs) on rights-of-way (ROW) based activities.

Accelerating Broadband Expansion

- Municipalities are uniquely positioned to support the acceleration of broadband expansion through **streamlining the permitting process, enhancing collaboration with ISPs, and leveraging municipal assets.**
- As a key partner in the broadband construction process, Ontario expects municipalities to demonstrate best efforts that mitigate project disruption and foster collaboration with ISPs.

Role of Municipalities

- Municipalities are key enablers to ensuring broadband reaches every corner of the province. Local governments are instrumental in negotiating agreements with ISPs, securing permits, and supporting infrastructure development.
- Broadband deployment is a shared responsibility among all partners and municipalities are responsible for the local implementation, including ROW management.

Legislative Requirements for Municipalities

Municipalities are critical to reducing barriers to broadband infrastructure deployment by coordinating access to rights-of-way. The Ministry established a legislative and regulatory framework through the Building Broadband Faster Act, 2021 (BBFA) to clarify municipal responsibilities, such as:



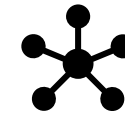
Approving and permitting projects within prescribed timelines

- Complete review within 10 business days for applications requesting access to 30km or less of road.
- Complete review within 15 business days for applications requesting access to more than 30km of road.



Negotiating rights-of-way with ISPs in good faith, including:

- ISPs' running line and depth proposals.
- New aerial infrastructure proposals.
- Aligning asset management plans with ISP proposals.
- Calculating Municipal Consent Permit Application fees in a reasonable manner.



Adhering to data sharing requirements

- Provide data related to utility infrastructure and associated rights-of-way within 15 business days for broadband project areas.
- Data can be requested by the Minister or through the Broadband One Window.

NOTE

The BBFA authorizes the Minister to issue notices and orders requiring broadband stakeholders to resolve rights-of-way access disputes or complete the work necessary for designated broadband projects. To accelerate project construction and conflict resolution, the Ministry is prepared to utilize all available tools, including Minister notices and orders, to overcome project barriers and ensure project delivery.

2. Alignment with Capital and Asset Management Plans

Guidance for Municipalities

To effectively support the outcomes for all designated broadband projects, municipalities are encouraged to work collaboratively and negotiate reasonably with ISPs with respect to aligning existing and long-term asset management plans to ISP proposals for deployment.

Engaging in good-faith negotiations to reach fair cost-sharing agreements will not only minimize the effort needed in aligning on running lines with ISPs but will also pave the way for future growth.

Outcomes

Accelerated high speed internet deployments

Active negotiations around cost-sharing models are key to ensuring there is clear coverage in costs incurred throughout deployment, as well as a more expedient transition through design and construction.

Transparency through Collaboration

Exchanging information on planned works will foster enhanced collaboration and reduce redundancy in engineering and permitting efforts, streamlining the planning and execution phases of project deployment. Information from Asset Management Plans prepared under O.Reg 588/17 can be shared with ISPs.

Efficiency Gains At Technical Level

Integrating geospatial data from multiple parties and infrastructure sources will create a more efficient process for route selection, ensuring optimal decisions for underground or aerial infrastructure placement that benefits both the municipality and the ISP.

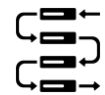
Key Considerations



To date, there is limited access to detailed mapping and infrastructure data, complicating pre-engineering efforts and leading to inefficiencies (ex. Duplication of efforts, re-engineering solutions based on missing data, etc.)



Access to up-to-date utility infrastructure data is crucial for broadband project delivery partners to proactively plan and organize their work, using accurate data on co-located infrastructure.



Uncoordinated work schedules and unclear project plans lead to poor sequencing causing resource under-utilization and project delays due to timing overlaps or extended delays between milestones.



Municipalities should re-consider rejecting an ISP's proposal due to excessive caution about future capital works and should engage in good-faith negotiations based on what is known today to reach fair cost-sharing agreements for maintenance and relocation, based on industry standards.

Common Questions ISPs Seek Answers To:

Where are the best places we can propose running lines that does not conflict with future capital works plans?

When are changes to municipal rights-of-way expected to happen and how does that alter the deployment plan?

Are there any restrictions on broadband deployment within the scope of planned capital projects that should be made aware of?

How does the municipality's long-term capital plan account for future broadband expansion needs?

Are there existing or planned municipal infrastructure projects that ISPs can leverage for deployment?

Information Municipalities Could Provide:

Road (re)Construction

Creation of, Widening, re-paving, etc.

Broader Infrastructure Changes

Bridge replacement, highway crossings, etc.

Planned asset management initiatives

Drainage, lighting, etc.

Undocumented Changes to Running Lines

Newly approved subdivisions, bike lanes, etc.

Timelines and other due considerations

Active collaboration and open data sharing between ISPs and municipalities is crucial to ensure optimal resource allocation and minimize downstream conflicts.

Encourage Active, Working Level Collaboration with ISPs

Designers, right-of-way managers, asset managers, and capital planning teams should work together to facilitate the exchange of mapping, GIS, and CAD files with ISPs early in the project. This ensures accurate pre-engineering work and helps align all parties around a single, reliable source of data.

Alignment to general use agreements and “as-is” provisions tied to data sets is critical in fully assessing the associated liabilities and risks related to fibre deployments

Facilitate Public Utility Coordination Committees

Public Utility Coordination Committees facilitated by municipalities provide the opportunity for municipalities to collaborate on fibre installations as well as other projects and public initiatives.

These meetings also focus on proactive damage prevention, conflict resolution, and the creation of an integrated mapping system to improve planning and coordination for both current and future utility projects.

Section Recap

- Municipalities are encouraged to work collaboratively and negotiate reasonably with ISPs with respect to aligning existing and long-term asset management plans to ISP proposals for deployment.
- Road construction, planned asset management activities and timelines for broader infrastructural changes are all items that should be brought forward by municipalities to further negotiations with ISPs.
- While active collaboration is encouraged, municipalities can leverage public utility coordination committees (where applicable) to better coordinate across delivery partners.

3. Reasonable Application of Causal Costs and Fees

Guidance for Municipalities

To effectively support the outcomes for all designated broadband projects, municipalities can charge reasonable permitting fees based on the actual costs incurred for processing and inspecting broadband deployment works, inclusive of road restoration costs applicable to the assets impacted during deployment.

It is essential to understand the guidelines established by the Canadian Radio-television and Telecommunications Commission (CRTC) and the regulatory framework under Ontario Regulation 584/06 (Fees and Charges) when establishing fee and cost recovery frameworks.

Regulatory Guidelines



CRTC Guidelines on Cost Neutrality

CRTC established principles concerning the use of municipal rights-of-way (ROW) by telecommunications carriers. These principles emphasize the cost neutrality principle while also determining specific circumstances to depart from this principle is deemed appropriate.



Ontario Regulation 584/06

This regulation allows municipalities to impose fees to recover costs for issuing permits related to placing works on a municipal highway and for cutting or digging up a municipal highway for such works. It does not allow charges for the "use of property" or land-based charges.

Key Takeaways

- ✓ Municipalities can impose fees to recover reasonable costs related to permit processing, site visits, restoration of roads and inspections.
- ✓ Fees for issuing and renewing municipal approval must be reasonable and are subject to CRTC guidelines.
- ✓ In cases of infrastructure relocation, cost sharing using a sliding scale approach should be applied to maintain cost neutrality over time.
- ✓ Municipalities are encouraged to develop clear and reasonable fee structures for telecommunications permits.
- ✓ Municipalities are encouraged to plan for future infrastructure needs and potential relocations in alignment with CRTC decisions and provincial regulations.

Over the years, the CRTC has made numerous decisions shaping the telecommunications landscape, emphasizing the need for clear access agreements and modern management of right-of-way issues.

Precedence

Ledcor v. Vancouver (CRTC Telecom Decision 2001-23):

This decision addressed a dispute between the City of Vancouver and Ledcor Industries Limited regarding the construction of a fibre optic transmission system in Vancouver. Key outcomes of this decision include creation of Ledcor Principles, development of Causal Cost framework, denial of land charges (rent) for ROW use and denial of agreement negotiation costs.

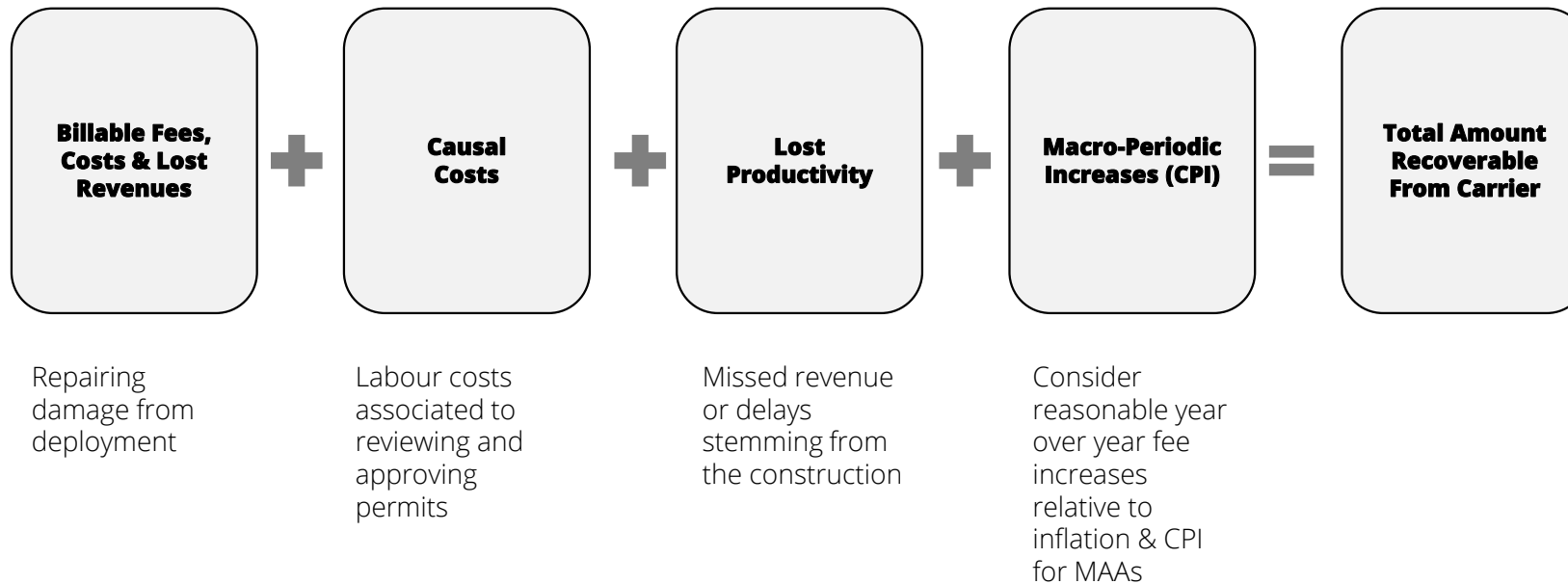
Hamilton v. Bell (CRTC Telecom Decision 2016-51):

Telecom Decision CRTC 2016-51 addressed the dispute between the City of Hamilton and Bell Canada over a Municipal Access Agreement (MAA). Key outcomes of this decision include performance clauses, the CRTC determined the Model MAA was not a binding document, the term “other public place” should not be included in an MAA, longer relocation scale (now 17 years), denial of request for carrier 3-year capital program, approval of cost allocation for impacted normal municipal activities.

These CRTC decisions, are important to broadband deployment and municipal partnership as they create the framework on access rights and obligations for both parties and inform what "consent" means to the CRTC.

Municipalities are expected to calculate Municipal Consent Permit Application fees in a reasonable manner, adhering to the principles of cost recovery and cost neutrality.

Cost Recovery Formula (as per the Federation of Canadian Municipalities)



NOTE: Additional charges such as fixed common costs, linear land charges and occupancy fees should not be considered in ordinance with the CRTC decision.

Contextual Cost Recovery

Key CRTC decisions provide detailed guidance on implementing cost-neutrality principles. It should be noted that the Vancouver cost model was based on a high-density urban area, and only applicable costs should be applied

MAA Guidance

These cost categories are generally found in most Municipal Access Agreements (MAAs) and are designed to assist municipalities in recovering the costs associated with managing and maintaining public rights-of-way (ROW) for telecommunications infrastructure.

A transparent, cost recovery-based approach will help municipalities in reasonable negotiations with ISPs, ensuring that municipalities have sufficient resources covered to support broadband deployments while relaying reasonable and predictable costs clearly and supporting ISPs in their forecasts.

Key Components of a Transparent Cost-Recovery Model

Provide Detailed Cost Breakdowns

Providing a generic list of the costs typically covered under the permitting fees will ease the negotiations with ISPs to ensure that costs, fees and losses associated to the fibre build are appropriately outlined.

Provide Clarity of Causal Costs

Clearly outlining the outcomes of the costs, especially in scenarios where sliding scales or increased inspection rates are applied, will not only advance negotiations at a faster rate, but also introduce alternative solutions to mitigate costs or risks in the process.

Engage in Reasonable Negotiation

Ensure that the costs being covered are inclusive of the impacts to existing capital and asset management plans. Avoid inflating costs out of an abundance of caution, rather seek assurances from the ISPs on what can be covered in the event things change over time.

Section Recap

- Municipalities can charge reasonable permitting fees based on the actual incremental costs incurred for processing and inspecting broadband deployment.
- Municipalities are encouraged to establish transparent and reasonable fee structures for telecommunications permits, while also considering infrastructure needs and potential relocations over the forecasted planning period, in alignment with CRTC decisions and provincial regulations.
- The cost recovery formula from the FCM provides a solid framework to calculate permit costs. The Vancouver cost model should be adjusted to reflect actual incremental costs.
- Clear cost breakdowns and transparency around causal costs enable ISPs to understand and accept permit fees, supporting smoother and more efficient permitting processes.
- A sliding cost scale for relocations should be negotiated with the ISPs through permit approvals or a Municipal Access Agreement. FCM has an approach within their document "Telecommunications and rights-of-way".

4. Available Support

TAT/IO and MEM are available to improve communications and coordination across delivery partners to support the smooth implementation of Designated Broadband Projects in Ontario.

Technical Assistance Team (TAT)

TAT@infrastructureontario.ca

Permits and Approvals Coordination

Provide support related to permit applications such as reviewing applications for completeness, general coordination services, providing quality assurance and ensuring compliance with permit processes.

Broadband Stakeholder Support

Openly acknowledging and tracking issues as they may arise to ensure that they are handled appropriately and expeditiously across parties. This can be through recurring meetings or with designated points of contact with the ISPs.

Disputes and Resolution Coordination

Provide early informal and non-legally binding support for the resolution of disputes, including permitting issues, facilitate communication and coordination, and provide support related to Guideline.

You can reach out to TAT to get support on the following topics:

- Network overlay planning and third-party analysis
- Permit requirements and best practices
- Data standards
- Scheduling systems adoption and management
- Technical assistance
- Dispute resolution

Ministry of Energy and Mines (MEM)

broadband@ontario.ca

The Ministry's Broadband Account remains readily available for any questions and/or concerns municipalities have regarding provincially funded projects in their community


Resources

Broadband One Window (BOW)

Please refer to the available [guidance documents](#) and reference materials that have been made available in the BOW Resource Library.


The guidance documents provide step-by-step instructions, checklists, and templates to ensure that permit submissions are thorough, accurate, and compliant with all relevant regulations and requirements.

Send an email to TAT at TAT@infrastructureontario.ca for any access requests or challenges with BOW.



Resources

- [O. Reg. 410/22: Electricity Infrastructure – Designated Broadband Projects](#)
- [Ontario Underground Infrastructure Notification System Act, 2012 | the "One Call Act"](#)
- [Bill 93, Getting Ontario Connected Act, 2022](#)
- [Building Broadband Faster Act, 2021](#)
- [Supporting Broadband and Infrastructure Expansion Act, 2021](#)
- [Building Broadband Faster in Ontario Guideline](#)
- [Ontario Connects | Accelerated High-Speed Internet Program](#)



Building Broadband Faster in Ontario Guideline 3.0 Summaries

- [What Is New in Guideline 3.0](#)
- [Legislative and Regulatory Changes](#)
- [Accelerating Access to LDC Poles](#)
- [Accelerating Access to Rights-of-Way](#)
- [Technical Assistance Team](#)
- [Resolving Disputes](#)
- [Further Reducing Complex Make-Ready Work](#)
- [Broadband One Window](#)
- [Ontario One Call – Streamlining Locates](#)
- [Ministry of Transportation Requirements](#)
- [What Guideline 3.0 Means for Municipalities](#)

onewindow.ca Resource Page

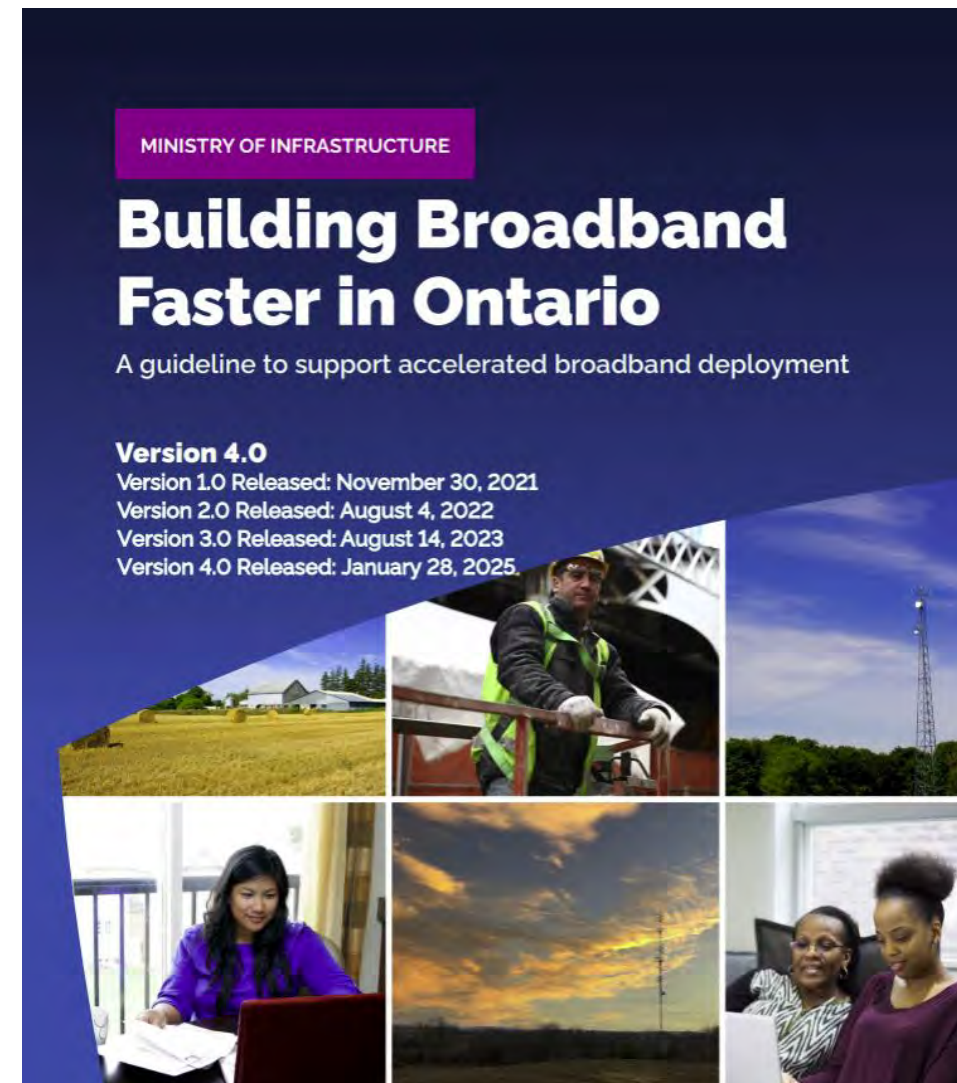
Resources

Guideline 4.0

Updated January 28, 2025

Key updates include:

- Guidance on expediting negotiations for municipal right of way access and best practices for municipalities when engaging with ISPs.
- Considerations for municipal access agreements.
- A summary of Hydro One's and Bell Canada's recent technical bulletin updates to optimize make-ready work.
- Additional details on the Technical Assistance Team's (TAT) role, including guidance and resources on rail crossings, easements and multiple ISPs on the same running line.
- A summary of recent legislative and regulatory changes, including:
 - BBFA amendments updating Ministerial expropriation authorities for easements necessary to expedite broadband projects;
 - Amendments to the Ontario Underground Infrastructure Notification System Act, 2012 enacting regulatory changes to Ontario One Call authorities.
 - Updates made to the BBFA's Administrative Penalties and Definition and Described Provisions regulations.



Available on Broadband OneWindow (BOW)

Ministerial Powers through the Building Broadband Faster Act (2021)

The province has put legislative provisions in place to support broadband deployment through the *Building Broadband Faster Act, 2021 (BBFA)*. Ontario municipalities whose boundaries include the geographic areas where there are designated broadband projects are required to provide right of way access for the construction or operation of a designated broadband project.

- The BBFA affords the Minister of Energy and Mines certain authorities to expedite municipal right-of-way access (ROW).
- Under **s. 12**, the Minister may issue a written notice informing the municipality that right-of-way access is required at which point the municipality, and the ISP must enter into negotiations and agree on terms for ROW access. The written notice will contain the following elements:
 - The particulars of what municipal service or right of way access is required.
 - The date that the municipal service or right of way access is required by.
- Under **s. 15**, if the Minister determines that the municipality and the proponent will not be able to agree on terms of ROW access, the Minister may issue an order prescribing the terms of access and the municipality and ISP must comply with it
 - The Minister will consult the proponent and municipality and acquire the necessary information to develop the order
- A municipal service and right-of-way access order may include the following:
 - Implementation of adequate measures to mitigate the impact in the public of the municipal service and right of way access.
 - Provision of resources and compensation to address the impact on the municipality.
 - Measures to address potential municipal liability
 - Technical standards that must be met
 - Dispute resolution provisions

Thank you!

For further assistance please contact:

TAT support TAT@infrastructureontario.ca

Ontario Connects OntarioConnects.Onboarding@infrastructureontario.ca

Ministry's Broadband Account: broadband@ontario.ca



Infrastructure
Ontario

Advancing Designated Broadband Projects

Running Lines, Depth Requirements and Aerial Infrastructure



Table of Contents

- 1 Introduction and Session Outcomes**
- 2 Running Line and Installation Depth Requirements**
- 3 Aerial Infrastructure Proposals**
- 4 Available Support**

1. Introduction and Session Outcomes

Purpose and Overview

As part of our ongoing efforts to support the municipal sector, these workshops are designed to provide municipalities with the necessary tools, strategies, and insights around negotiating deployment terms and managing right-of-way access with Internet Service Providers (ISPs).

Context

- The Ontario government has previously communicated to the municipal sector and outlined expectations for municipalities and highlighted the critical role municipalities play in the provision of reliable, high-speed internet to every community across Ontario.
 - As part of this communication, our government committed to hosting technical workshops with municipal permitting authorities to build dialogue and strengthen municipal capacity.
- Internet Service Providers (ISPs) have raised several challenges they are facing in their broadband construction efforts and in successfully navigating the municipal permitting process.

Purpose of Today's Meeting

- **Enhance municipal preparedness** and decision-making to better assess proposals from ISPs related to running line placement, installation depth, and new aerial infrastructure.
- **Clarify the regulatory context** and ensure municipalities are aware of the relevant regulations and guidelines affecting broadband infrastructure deployment, particularly focusing on ROW management
- **Promote strategic decision-making** and support municipalities to develop strategies to negotiate deployment plans with ISPs that align with community needs, safety standards, and long-term planning goals.

Progress to Date

Across all **Ontario Broadband Programs**, the in-scope number of premises is over 566K in total, with over 119K of premises passed. The number of total projects is 271 with 154 projects in progress. The provincial funding commitment to support these programs is **\$2.9 billion**.

ICON / UBF (Improving Connectivity for Ontario / Universal Broadband Fund)

- 255K in-scope Premises to be served across 74 projects with 40K in Premises passed. The total provincial funding commitment is \$613M.

SWIFT/SWIFT 2.0 (Southwestern Integrated Fibre Technology)

- 68K in-scope Premises to be served across 106 projects, with 66K in Premises passed. The provincial investment is \$85M.

NOHFC (Northern Ontario Heritage Fund Corporation)

- 7.4K in-scope Premises to be across 7 projects, with all 7.4K in Premises passed. The provincial investment is \$14M.

AHSIP (Accelerated High-Speed Internet Program)

- 212K Premises to be served under the AHSIP with 80 lots in total. The provincial funding commitment is \$1.9 billion. 15,050 premises passed to date (includes premises passed in segments with Full and Partial network segment completion).

MEM All program coverage - December 2024



Broadband Deployment and Municipalities

Municipalities are a key partner to the province in the delivery of Designated Broadband Projects through municipal contributions to data sharing, provision of local standards, and collaborating with Internet Service Providers (ISPs) on rights-of-way (ROW) based activities.

Accelerating Broadband Expansion

- Municipalities are uniquely positioned to support the acceleration of broadband expansion through **streamlining the permitting process, enhancing collaboration with ISPs, and leveraging municipal assets.**
- As a key partner in the broadband construction process, Ontario expects municipalities to demonstrate best efforts that mitigate project disruption and foster collaboration with ISPs.

Role of Municipalities

- Municipalities are key enablers to ensuring broadband reaches every corner of the province. Local governments are instrumental in negotiating agreements with ISPs, securing permits, and supporting infrastructure development.
- Broadband deployment is a shared responsibility among all partners and municipalities are responsible for the local implementation, including ROW management.

Legislative Requirements for Municipalities

Municipalities are critical to reducing barriers to broadband infrastructure deployment by coordinating access to rights-of-way. The Ministry established a legislative and regulatory framework through the Building Broadband Faster Act, 2021 (BBFA) to clarify municipal responsibilities, such as:



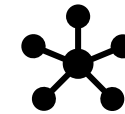
Approving and permitting projects within prescribed timelines

- Complete review within 10 business days for applications requesting access to 30km or less of road.
- Complete review within 15 business days for applications requesting access to more than 30km of road.



Negotiating rights-of-way with ISPs in good faith, including:

- ISPs' running line and depth proposals.
- New aerial infrastructure proposals.
- Aligning asset management plans with ISP proposals.
- Calculating Municipal Consent Permit Application fees in a reasonable manner.



Adhering to data sharing requirements

- Provide data related to utility infrastructure and associated rights-of-way within 15 business days for broadband project areas.
- Data can be requested by the Minister or through the Broadband One Window.

NOTE

The BBFA authorizes the Minister to issue notices and orders requiring broadband stakeholders to resolve rights-of-way access disputes or complete the work necessary for designated broadband projects. To accelerate project construction and conflict resolution, the Ministry is prepared to utilize all available tools, including Minister notices and orders, to overcome project barriers and ensure project delivery.

2. Running Line and Installation Depth Requirements

Guidance for Municipalities

To effectively support the outcomes for all designated broadband projects, municipalities should provide access to municipal highways, rights of way and property under municipal ownerships to ISPs. Through tight collaboration and the crucial practice of open data sharing, ISPs and municipalities should partner closely to reasonably negotiate the running lines and efficient, safe deployment methods.

ISPs will leverage 3 key methods to deploy fibre along running lines, with preference to the most cost and time effective solutions. Methods may be used interchangeably to meet the needs of installation.

Vibratory Plowing

The use of specialized machinery that uses a vibrating blade to create a small opening that is wide enough to feed the telecom cable into the ground.

When to use:

- Areas of cohesive soil (eg. clay, loam)
- Can be run along edge of road

Directional Bore (Drilling)

The use of specialized machinery that drills a small tunnel that can go beneath obstacles to which telecom cables can be pulled through it.

When to use:

- Running lines intersecting roads, highways
- Unavoidable obstacles (ie. underground boulders)

Open Trenching

The use of physically digging trenches in the ground along the planned route, laying the telecom cables in the trench, filling the trench then restoring the surface.

When to use:

- Areas with less cohesive soil (ie. rocky, hard soils)
- When other excavations are occurring in tandem

Benefits

Fast Installation

Specialized equipment combines the excavation and installation of telecom cable, streamlining the deployment process.

Less Disruption

Due to the way plowing excavates, there are minimal surface disruption to the ground, significantly reducing the impact to road edge or alongside a ditch.

Cost Effective

With the emphasis on specialized equipment, labour and time will be reduced compared to trenching along with minimal costs to restoration.

Minimal Disruption

Allows for the deployment of telecom cables underneath roads with significantly less digging, leading to fewer road closures and residential disruption.

Flexible Solutions

While expensive, drilling is helpful in getting telecom cables deeper underneath obstacles and roadways where digging/plowing would otherwise be inaccessible

Preservation of Existing Infrastructure

Minimize any restoration efforts caused by digging or plowing, in addition to any impacts to the environment and other buried utilities.

Simple and Straightforward

Well-established construction method where most construction companies and municipal public works will be familiar with planning and execution.

Accessibility

Open trenches give clear and ease access to where the telecom cables can be laid, lending way to ease future maintenance or repairs.

Versatile

Can be leveraged in rougher terrain or areas where obstructions could impede trenchless solutions.

While standard requirements are commonly used by municipalities, they must take into consideration the needs of the running lines and the cost effectiveness ISPs will be seeking in their deployments.

Ideal Circumstances to Plow

Low Surface Impact

Minimizes surface disturbance by avoiding large-scale excavation, which helps preserve roads, sidewalks, and surrounding areas.

Faster Installation

Plowing near the edge of the road is faster than traditional trenching methods, reducing overall project timelines and minimizing disruptions to traffic and surrounding areas.

Minimal Restoration

Since there's less surface disruption, the need for costly and time-consuming restoration work is significantly reduced.

Ideal for Open Land

Works well in rural or undeveloped areas where infrastructure is minimal, making installation more efficient.

Ideal Circumstances for Drilling

Crossing Natural Obstacles

Rural areas have rivers, rocks, etc. Traditional digging is costly and harms the environment. Directional boring goes underneath, reducing disruption and cost.

Minimizing Surface Disruption

Farms and forests are sensitive. Trenching damages soil and wildlife. Directional boring creates small entry points, preserving land.

Navigating Existing Infrastructure

Rural areas still have buried utilities. Accidental hits cause hazards. Directional boring allows precise path control, avoiding these utilities.

Reaching Remote or Inaccessible Areas

Many rural areas have limited access. Traditional equipment is often impractical. Directional boring reaches these areas from easier locations.

Key Considerations

Cost Efficiencies for Accelerated Timelines

Due to the nature of all Designated Broadband Projects, ISPs will be advocated for vibratory plowing as it is a cost effective and efficient deployment solution wherever possible.

Prioritize The Needs of The Running Line

Standard requirements are applied often to provide an even expectation for those constructing in the municipalities' backyard. While ISPs are expected to comply, plan to negotiation deviations where possible to account for cost implications and compressed timelines. Tenant-based microduct solutions could also limit the amount of disruption for current and future expansions.

Consider Centre Line Offsets

When making a standard requirement, using undocumented requirements such as property lines may not be conducive to productive negotiations. Consider using the centre of the road to anchor where and how deep telecom should go.

Case Study: The use of blanket approvals based on mutually agreed upon running lines accelerated the permitting process, optimizing the NFTC's work in both Adelaide-Metcalfe and Chatham-Kent.

	Context	Solution & Approach	Outcomes
Adelaide - Metcalfe	<p>NFTC worked closely with the Public Works Manager to establish a blanket permitting system. This approach allowed NFTC's crews to begin work without requiring multiple, time-consuming permit applications for each phase of the build.</p>	<ul style="list-style-type: none"> • A field startup meeting was held before construction began to align on expectations and project scope. • NFTC's crews were given discretion on running line placement within the utility corridor, ensuring the most efficient route for plowing. • The streamlined approach reduced delays while maintaining municipal oversight. 	<ul style="list-style-type: none"> • Faster project completion: Crews were able to deploy infrastructure more efficiently, resulting in quicker broadband access for local residents. • Minimized disruptions: Roadway impact was reduced due to expedited conduit installation. • Timely network deployment: The flexibility provided by the blanket permit helped NFTC complete Network Segment 1 on schedule.
Chatham - Kent	<p>NFTC worked closely with the Public Works Manager of the municipality to implement similar permitting efficiencies with a blanket permitting system.</p>	<ul style="list-style-type: none"> • The public works manager completed a permit review process and drawing requirements were provided to NFTC's design team with a clear framework for preparing permitting information in advance. • NFTC was granted blanket permitting, allowing for greater flexibility in deployment. • Similar to Adelaide-Metcalfe, latitude was given to NFTC's crews to determine the most efficient plowing routes. 	<ul style="list-style-type: none"> • Accelerated project timeline: The permitting efficiencies will allow NFTC to meet its required completions deadlines. • Improved planning and coordination: Clear permit guidelines reduce back and forth between NFTC and municipal authorities. • Optimized construction execution: The ability to maximize plowing efficiency will lead to faster and more cost-effective deployment.

Case Study: Field visits helped expedite negotiations between Xplore and Selwyn to confirm ability to plow road-edge, reserving drilling as stop gaps for technical hurdles along the running line.

Background

Points of Negotiation

- 0.5m Offset from Property Line
- 1m below grade
- ISP to bear the costs of potential capital works outside of the proposed 8-year

Context

Negotiations between Xplore and the Township of Selwyn began to slow progress as each party were unable to reach an agreement on how to process across a series of running lines within Selwyn's corridors. Selwyn expressed willingness to negotiate reasonably regarding the reported issues but voiced frustration over the early escalation of the matter to their mayor.

TAT was engaged to help facilitate the concerns across each party with the expectation that a mutually beneficial, technical solution could be identified.

Outcomes

Once perspectives from both parties were gathered by TAT, site visits were scheduled involving both Selwyn Public Works and dedicated representatives from Xplore:

- During the site visit, the parties discussed various deployment approaches. Selwyn proposed a 1-meter installation depth, with running lines placed between the center of the ditch and 0.5 meters off the property line, providing Xplore with flexibility in the design.
- Several instances were identified where "road-edge" plowing was feasible, noting discrepancies between the proposed design, actual site conditions and the requirements themselves.
- In some locations, the right-of-way had barriers that limited the use of plows, making wide access difficult. These locations prompted Xplore to consider drilling as a stop-gap until they could proceed with plowing.
- A pre-design site visit by Xplore and its vendors may have led to a more viable solution, potentially resulting in greater use of aerial deployment in this area.

Following the site visits, the proposals were refined by Xplore and resubmitted to Selwyn for acceptance, with construction on track for completion by September 2025.



Guidance from MTO reinforces the need for flexibility in installation depths, locations and tolerances along running lines, particularly with highway corridors.

3.15.72.2 - Location and Tolerance

Confine the utility plant within a 2m horizontal strip along the highway ROW where possible but should not take up a width of more than 50% of the distance between shoulder rounding and the ROW limits.

The 2m horizontal strip is to be parallel to and immediately adjacent to the ROW limit, unless the location is already occupied by another utility, trees, or other obstacle which preclude this location. The 2m horizontal strip must be as close to the ROW limit as possible, and in all other cases not closer to the roadway or pavement than the centre of the roadside ditch. Any exception must be negotiated between the parties involved before the start of construction.

The utility company placing the proposed utility shall be responsible for locating any other existing plant, as well as resolving any conflicts which could occur.

3.15.8.3 – Depth of Cover

The depth of cover for any buried plant shall be as determined by the Field Services Engineer, based on the requirements of each individual situation.

The standard depth for buried plant shall be not less than 1.2m below the travelled portion of the highway. Buried plant below the bottom of a highway ditch shall be not less than 0.75m in southern Ontario and 1.0m in northern Ontario. Where buried plant is located within the limits of the highway ROW runs parallel to the highway, the minimum depth of cover shall be 0.75m except at crossings.

Safe excavation requirements, such as the 1m hand dig, act as a guideline (not the requirement) after fibre is deployed.

Context

Safe excavation involves using a 1-metre hand-dig or vacuum excavation within the 1-metre tolerance zone on either side of a marked underground utility. It is an industry leading practice to conduct a 1-metre hand-dig with a trenching shovel, or vacuum excavation techniques where geologic conditions and infrastructure owners permit, to complete a lateral crossing when exposing utility infrastructure. This practice is crucial for:

Preventing Damage – Avoids striking infrastructure such as fibre cables, water mains, or gas lines.

Ensuring Safety – Reduces the risk of service disruptions, gas leaks, or electrical hazards.

Ensuring Compliance with the Occupational Health and Safety Act (OHSA) – OHSA does not explicitly require safe excavation techniques within the tolerance zone. However, it is an industry leading practice that aligns with OHSA's broader duty to protect workers.

Roles & Responsibilities

These guidelines involves multiple parties from regulation to execution:

- **Internet Service Providers (ISP)**: Responsible for obtaining permits, requesting locates, and ensuring safe excavation practices for the protection of underground facilities in or near area.
- **Municipality**: Responsible for approving right-of-way permits/municipal consent, regulates digging activities, including hand-dig activities, within its jurisdiction, issues excavation permits, and ensures restoration of public property.
- **Utility Owners (Hydro, Gas, Telecom, Water, Sewer, etc.)**: Provide locates and imposes specific requirements to protect their assets.
- **Ontario One Call (OOC)**: As the central agency for utility locates, ensures underground infrastructure is marked before digging begins.
- **Ministry of Labour, Immigration, Training & Skills Development (MLITSD)**: Enforces workplace safety laws related to excavation and trenching.
- **Electrical Safety Authority (ESA)**: Provides direction on safe excavation requirements within 1 metre of a utility line, which the ESA defines as infrastructure for either gas or electricity.
- **Technical Standards Safety Authority (TSSA)**: Regulates safety protocols for excavating near underground gas pipelines, enforcing the safe excavation guideline to prevent damages.

Key Takeaways

1. While telecom deployment requires ISPs and construction firms to adhere to ESA standards during deployment, the safe excavation requirements perscribed by the ESA, are not applicable to telecom infrastructure once it has been installed. ESA standards apply specifically to electricity and gas.
2. The ESA explicitly notes that excavation within 0.3m (12") in any direction of a distribution line, which is an electrical device used for conveying electricity at voltages of 50,000 volts or less, is to be carried out by hand digging.

Section Recap

- Through tight collaboration and the crucial practice of open data sharing, ISPs and municipalities should partner closely to reasonably negotiate the running lines and efficient, safe deployment methods.
 - ISPs plan to use vibratory plowing, drilling, and/or open trenching for buried fibre-to-the-home installations.
 - Vibratory plowing near the road edge is a proven, fast, and cost-effective method for buried fibre deployments and should be supported to help ISPs adopt it.
-
- Drilling is about 75% slower and costs 3× more than plowing, used mainly to navigate obstacles. This may risk ISPs deprioritizing municipalities where drilling is required, so efforts should support minimizing its use.
 - Guidance from MTO reinforces the need for flexibility in depths and locations along highway corridors.

3. Aerial Infrastructure Proposals

Guidance for Municipalities

To effectively support the outcomes for all designated broadband projects, municipalities should seek to accommodate new pole installations in the public right-of-way where possible and limit the placement of moratoriums on new lines where possible. Municipal consent is not necessary for like-for-like pole replacements or work operations on existing poles.

Municipalities should consider blanket approval of expansion of aerial routes in collaboration with ISPs and LDCs.

Reach Underserved Rural Areas

Faster, Cost-Effective Deployments

To meet these ambitious timelines, especially in vast and often less densely populated rural areas, utilizing existing infrastructure like utility poles for aerial deployment can be a significantly faster and more cost-effective method compared to extensive underground construction.

Minimal Disruption

In many underserved rural areas, utility poles are already in place, offering a pre-existing pathway for deploying fibre optic cables. This approach reduces the need for extensive new infrastructure development and the associated environmental and social disruptions that can come with digging trenches across long distances in rural settings.

Adaptable Solutions

Rural Ontario presents diverse geographical challenges, including rocky terrain, forests, and waterways, which can make underground deployment difficult and expensive. Establishing new or supplementing existing aerial routes becomes a practical necessity to extend broadband coverage to remote and underserved communities where digging or plowing would be technically impossible or cost prohibitive.

Increased Pole Heights & Capacity

Clearances and Distances

As new fibre optic cables are lashed to existing poles or when new communication strands are installed, ensuring adequate vertical clearance above ground and sufficient separation distances between power lines and communication cables is paramount for safety and compliance with standards (CSA C22.3 No.1)

Insufficient Structural Capacity of Existing Poles

Older, lower-class pole areas might lack the structural strength to support the additional weight and wind load imposed by new fibre optic cables and associated equipment. Replacing the pole with a taller, stronger one on a new or slightly different aerial alignment might be the most viable long-term solution.

Future Network Expansion and Capacity

While initial broadband deployment might be achievable on existing infrastructure in some rural areas, planning for future increases in bandwidth demand and the potential for additional fibre strands or equipment may necessitate the establishment of new aerial routes with poles capable of supporting greater capacity.



Municipal Consent permits are not required for like-for-like pole replacements or maintenance work on an existing pole as this won't have an impact on municipal running lines.

Most MCs raised by LDCs are associated to maintenance work

LDCs have been submitting Municipal Consent Permits (MCPs) for the replacement of poles, often tied to the make-ready work necessary for the deployment of broadband (as part of the broader execution of Designated Broadband Projects).

What is Make-Ready?

- In many cases, the deployment of a designated broadband project requires access to the poles of a local distribution company (LDC). To facilitate this access, certain make-ready work (MRW) may be required.
- Make-ready work (MRW) refers to the necessary work required to safely accommodate the attachment of fibre to an LDC's distribution poles (e.g., pole replacements, configuration changes).

No impact to municipal corridor asset configurations

Pole replacements and make-ready work on existing poles will use the placement of the existing pole. The activities needed to safely accommodate the attachment of fibre will focus on addressing any signs of deterioration or degradation (like cracks, woodpecker holes), assess cross-arm conditions and strand capacity. Replacing existing poles is an attempt to maintain the existing infrastructure.

Denying such work would constitute a "relocation request" on behalf of the municipality. Alternatively, introducing the MC process for this work will put undue burden on municipal resources needlessly as the infrastructure exists in the right-of-way today.

All permits apply to new aerial routes or additional aerial infrastructure. New aerial routes, interspaced poles or additional guying within the ROW will still require municipal consent. LDCs are expected to adhere to any existing Road Occupancy permits and Traffic Control Plan processes prior to starting the work.

Path Forward

Going forward, we expect municipalities to not obstruct such work in accordance with long-standing approaches to utility maintenance.

Expectations of Municipalities

If you have any existing MCs in your workflow that are from LDCs for proposed pole replacements, please ignore as they are not and have not been necessary.

Expectations of LDCs

LDCs have been advised that they do not need to submit these permits and are expected to no longer submit them in the future. Additionally, LDCs will be advised to cancel existing permits in the respective municipal systems to eliminate any further confusion or unnecessary processing.

Section Recap

- New pole installations in the public right-of-way may be leveraged to address premises that are harder to reach due to adverse deployment conditions (e. Rocky terrain) or building additional capacity.
- Municipalities should consider blanket approval of expansion of aerial routes in collaboration with ISPs and LDCs and should limit the placement of moratoriums restricting the ability to install new aerial routes.
- Municipal consent is not necessary for like-for-like pole replacements or work operations on existing poles as they typically do not impact existing asset configurations and running lines.

4. Available Support

TAT/IO and MEM are available to improve communications and coordination across delivery partners to support the smooth implementation of Designated Broadband Projects in Ontario.

Technical Assistance Team (TAT)

TAT@infrastructureontario.ca

Permits and Approvals Coordination

Provide support related to permit applications such as reviewing applications for completeness, general coordination services, providing quality assurance and ensuring compliance with permit processes.

Broadband Stakeholder Support

Openly acknowledging and tracking issues as they may arise to ensure that they are handled appropriately and expeditiously across parties. This can be through recurring meetings or with designated points of contact with the ISPs.

Disputes and Resolution Coordination

Provide early informal and non-legally binding support for the resolution of disputes, including permitting issues, facilitate communication and coordination, and provide support related to Guideline.

You can reach out to TAT to get support on the following topics:

- Network overlay planning and third-party analysis
- Permit requirements and best practices
- Data standards
- Scheduling systems adoption and management
- Technical assistance
- Dispute resolution

Ministry of Energy and Mines (MEM)

broadband@ontario.ca

The Ministry's Broadband Account remains readily available for any questions and/or concerns municipalities have regarding provincially funded projects in their community


Resources

Broadband One Window (BOW)

Please refer to the available [guidance documents](#) and reference materials that have been made available in the BOW Resource Library.


The guidance documents provide step-by-step instructions, checklists, and templates to ensure that permit submissions are thorough, accurate, and compliant with all relevant regulations and requirements.

Send an email to TAT at TAT@infrastructureontario.ca for any access requests or challenges with BOW.



Resources

- [O. Reg. 410/22: Electricity Infrastructure – Designated Broadband Projects](#)
- [Ontario Underground Infrastructure Notification System Act, 2012 | the "One Call Act"](#)
- [Bill 93, Getting Ontario Connected Act, 2022](#)
- [Building Broadband Faster Act, 2021](#)
- [Supporting Broadband and Infrastructure Expansion Act, 2021](#)
- [Building Broadband Faster in Ontario Guideline](#)
- [Ontario Connects | Accelerated High-Speed Internet Program](#)



Building Broadband Faster in Ontario Guideline 3.0 Summaries

- [What Is New in Guideline 3.0](#)
- [Legislative and Regulatory Changes](#)
- [Accelerating Access to LDC Poles](#)
- [Accelerating Access to Rights-of-Way](#)
- [Technical Assistance Team](#)
- [Resolving Disputes](#)
- [Further Reducing Complex Make-Ready Work](#)
- [Broadband One Window](#)
- [Ontario One Call – Streamlining Locates](#)
- [Ministry of Transportation Requirements](#)
- [What Guideline 3.0 Means for Municipalities](#)

onewindow.ca Resource Page

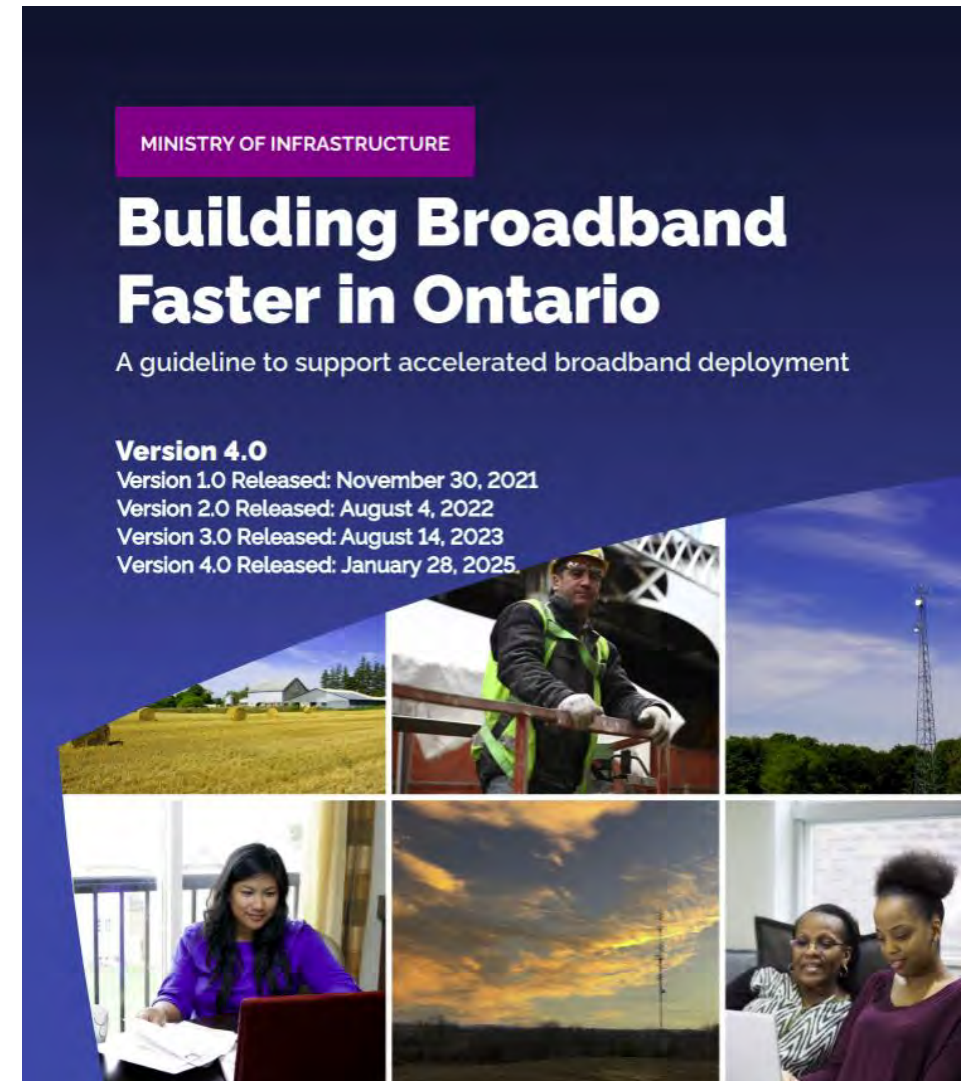
Resources

Guideline 4.0

Updated January 28, 2025

Key updates include:

- Guidance on expediting negotiations for municipal right of way access and best practices for municipalities when engaging with ISPs.
- Considerations for municipal access agreements.
- A summary of Hydro One's and Bell Canada's recent technical bulletin updates to optimize make-ready work.
- Additional details on the Technical Assistance Team's (TAT) role, including guidance and resources on rail crossings, easements and multiple ISPs on the same running line.
- A summary of recent legislative and regulatory changes, including:
 - BBFA amendments updating Ministerial expropriation authorities for easements necessary to expedite broadband projects;
 - Amendments to the Ontario Underground Infrastructure Notification System Act, 2012 enacting regulatory changes to Ontario One Call authorities.
 - Updates made to the BBFA's Administrative Penalties and Definition and Described Provisions regulations.



Available on Broadband OneWindow (BOW)

Ministerial Powers through the Building Broadband Faster Act (2021)

The province has put legislative provisions in place to support broadband deployment through the *Building Broadband Faster Act, 2021 (BBFA)*. Ontario municipalities whose boundaries include the geographic areas where there are designated broadband projects are required to provide right of way access for the construction or operation of a designated broadband project.

- The BBFA affords the Minister of Energy and Mines certain authorities to expedite municipal right-of-way access (ROW).
- Under **s. 12**, the Minister may issue a written notice informing the municipality that right-of-way access is required at which point the municipality, and the ISP must enter into negotiations and agree on terms for ROW access. The written notice will contain the following elements:
 - The particulars of what municipal service or right of way access is required.
 - The date that the municipal service or right of way access is required by.
- Under **s. 15**, if the Minister determines that the municipality and the proponent will not be able to agree on terms of ROW access, the Minister may issue an order prescribing the terms of access and the municipality and ISP must comply with it
 - The Minister will consult the proponent and municipality and acquire the necessary information to develop the order
- A municipal service and right-of-way access order may include the following:
 - Implementation of adequate measures to mitigate the impact in the public of the municipal service and right of way access.
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 - Measures to address potential municipal liability
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 - Dispute resolution provisions

Thank you!

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Ministry's Broadband Account: broadband@ontario.ca

Corporation of the Township of

Howick By-law No. 39-2025

Being A By-Law To Adopt Requirements and Authority for Temporary Outdoor Physical Extensions or Temporary Patios for Liquor Licensed Premises on Public & Private Property in the Township of Howick

WHEREAS the Alcohol and Gaming Commission of Ontario (AGCO) as of January 1, 2023, no longer accepts applications or provides the authorization for Temporary Patios and extensions of Temporary Patios for AGCO licensees located in municipalities;

AND WHEREAS as of January 1, 2023, AGCO-licensed establishments, as a condition of being permitted to create a licensed Temporary Extension or Patio adjacent to their premises and/or to extend the size of their Licensed Temporary Area or Patio must ensure that they have municipal approval and meet all other applicable requirements;

AND WHEREAS Council deems it appropriate to permit the Owner of a licensed establishment that has a liquor sales license to apply to establish and use a Temporary Extension or Patio or create a Temporary extension of an existing Patio whether on municipal or private property (if zoning compliant) as an accessory use to the establishment provided the establishment has obtained municipal approval and meets all other applicable requirements;

AND WHEREAS Section 11 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended (herein, the Act) authorizes a municipality to pass by-laws regulating matters on lands within its jurisdiction;

AND WHEREAS Section 23.1 of the *Municipal Act, 2001*, authorizes Council to delegate its power and duties;

AND WHEREAS Council considers it to be in the Corporation's best interest to delegate authority to the Chief Building Official, or designate, to inspect Temporary Patios and require adjustments to the Temporary Patio, if need be, in order to achieve compliance with the Corporation's Guidelines;

AND WHEREAS under Section 5 of the *Municipal Act, 2001*, S.O. 2001 c.25, the powers of a municipality shall be exercised by its Council by by-law;

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

1.0 DEFINITIONS

"AGCO" means the Alcohol and Gaming Commission of Ontario.

"Application" means an application submitted pursuant to Section 2 of this by-law.

"Authorized Time Period" means a temporary patio authorization period of up to eight months total in a calendar year (does not need to be eight consecutive months) for liquor sales licensees and by-the-glass endorsement holders.

"Clerk" means the Municipal Clerk of The Corporation of the Township of Howick and shall include a Deputy Clerk or anyone designated by the Clerk to carry out duties of the Municipal Clerk.

"Council" means the Council of the Corporation of the Township of Howick.

"Eligible Business" means an operation that is legally authorized to sell and/or serve beverages.

"Approval Manager(s)" means as and where appropriate, the Chief Building Official or their designate(s); the Manager of Development and Protective Services/Fire Chief or their designate(s); the Manager of Public Works or their designate(s), the Manager of Recreation and Facilities or their designate(s), the Treasurer/Manager of Finance or their designate(s) and the CAO/Municipal Clerk or their designate of the Corporation of the Township of Howick.

"Reeve" means the Head of Council of the Corporation of the Township of Howick.

"Township" means The Corporation of the Township of Howick.

"Municipal Solicitor" means the person appointed as Municipal Solicitor by Council.

"Officer" means any person authorized by the Corporation of the Township of Howick to enforce by-laws.

"Owner" means the Owner and/or operator of an Eligible Business.

"Patio" means a Permanent patio, or a temporary extension area as defined by this By-law.

"Permanent Patio" means a clearly delineated area upon private lands that is a permanent physical extension of an AGCO licensed premises which is designed for a group of tables and chairs and other accessories for the use and consumption of food and beverages sold to the public from, or in, an Eligible Business in the Township of Howick and for which approval from the AGCO has been obtained.

"Temporary Extension" means a clearly delineated area upon private lands (if zoning compliant) or municipal lands that is designed for a group of tables and chairs and other accessories for the use and consumption of beverages sold to the public from, or in, an Eligible Business in the Township of Howick and includes a temporary extension of a AGCO licensed premises, a temporary extension of an existing patio or a permanent patio that is not and is not required to be an AGCO licensed premises, all for which an annual approval from the Approval Manager is required under this by-law for the Authorized Time Period of a particular year.

2.0 APPROVAL

- 2.1** An Owner shall not be permitted to construct and/or operate a Temporary Extension, create a Temporary extension of an existing Patio, or obtain an annual renewal of approval of such a Patio whether on municipal or private property (if zoning compliant) unless the Owner complies with and remains in compliance with all of the provisions contained in this by-law and all of its schedules, the approval(s) granted by the Approvals Manager and all attached conditions, for all other municipal by-laws and provincial and federal legislation. For greater certainty, the Policy attached hereto in Schedule "A" to this By-law shall apply and form an integral part of this By-law. For any renewal of the Annual Approval Application, the Approvals Manager shall have the discretion to dispense with some and/or all of the requirements outlined in this By-law if, and when, deemed appropriate to do so.
- 2.2** An Owner shall not construct and/or operate and/or extend a Temporary Patio unless the Owner has firstly made an Annual Approval Application to construct and/or operate and/or extend a Temporary Patio in the form and manner required by the Approval Manager and as may be further amended from time to time.
- 2.3** An Owner of a Permanent Patio shall not be required to submit an Annual Approval Application nor pay the Application fee if such Owner has obtained the requisite approval for a Permanent Patio from the AGCO, remains in good standing with the requirements of such AGCO approval and is otherwise in compliance with the Policy as applicable in Schedule "A" to this By-law.

- 2.4** The Owner shall submit with the Annual Approval Application an application fee of \$100 to cover the administration application processing and inspection time in connection with said Application. This application fee may be subject to amendment from time to time if so prescribed by the Township's Fees and Charges By-law.
- 2.5** The Applicant may be subject to payment of other fees if and when applicable as a condition of the Approval Application.
- 2.6** The Approval Manager shall have the authority to approve an application in writing on behalf of the Township which decision shall be based upon the guidelines included in Schedule "A" of this By-law.
- 2.7** The Approval Manager may make the approval subject to any additional conditions the Approval Manager deems advisable for the protection of municipal property or to help ensure the safety of the public.
- 2.8** The Owner shall construct and/or maintain the Temporary Extension in compliance with the conditions of the Township approved application and shall operate the Temporary Extension in a safe manner and shall, if requested, provide securities satisfactory to the Township to ensure compliance with the terms of the approved application and/or this by-law.

3.0 INDEMNIFICATION

- 3.1** The Owner shall indemnify and save harmless the Township, Council and municipal employees from all claims of any kind including, but not limited to, personal injury or property damage suffered by any person which the Township may suffer, incur or be held liable for resulting directly or indirectly from the issuance of Application approval under this by-law or from the actions or performance of the Owner, or that of their employees, directors or agents, under this by-law whether with or without negligence on the part of the Owner or their employees, directors and agents.
- 3.2** The Owner shall provide satisfactory proof of insurance in accordance with Schedule "A" of this by-law.
- 3.3** The Owner shall compensate the Township for all costs incurred by the Township related to the construction, operation, maintenance or removal of the Temporary Patio and all such costs may form a lien upon the real property of the Owner and can be collected in any lawful manner including authority provided by Section 446 of the Act.

4.0 REVOCATION

- 4.1** The Approval Manager may revoke the approval given to an Owner at any time but shall not revoke the approval without giving the Owner at least 48 hours' notice that the Owner has the right to appear before Council and make representations as to why the approval should not be revoked. The Township shall not be liable to pay any compensation for any loss, costs or damages which may be incurred by the Owner or any person claiming under the Owner by reason of such revocation.

5.0 NOTICE

- 5.1** In the event of an emergency or if a situation arises that the Approval Manager deems dangerous or unsafe, then the Approval Manager may, without notice to the Owner, take whatever steps the Approval Manager deems necessary to respond to the emergency or to eliminate the dangerous or unsafe situation and recover costs incurred by the Township from the Owner as provided in Section 3.

In the event that the Township requires a portion of the roadway or right-of-way encroached upon at any time for its purposes, the Owner shall remove the Temporary Patio and restore the said roadway to the condition of the surrounding area at their expense upon receipt of fourteen (14) days' notice to do so from the Manager of Public Works or their designate. If the Owner fails to remove the Temporary Patio and restore the lands encroached within the time period required or to the satisfaction of the Manager of Public Works or their designate, then such removal and restoration shall be completed by the Township and the Township shall recover all costs incurred by the Township from the Owner as provided in Section 3.

5.2 Where notice is required to be given by the Township pursuant to this by-law, the notice is deemed complete if:

5.2.1 Written notice is left with an adult person at any address provided on the application or at any address subsequently provided by the Owner;

5.2.2 Three (3) days after written notice is mailed by first class regular mail to the Owner at any address provided on the application or to any address subsequently provided by the Owner; or

5.2.3 Sent by email to any email address provided by the Owner on the application.

6.0 INSPECTION

6.1 In accordance with Section 436 of the Act, an Officer may, at any reasonable time, enter upon land to inspect any premise or place where a business which is subject to this by-law is carried on or where there are reasonable or probable grounds to believe a business subject and pursuant to this by-law was or is being carried on for the purposes of ensuring compliance with this by-law.

6.2 It shall be an offence to obstruct or permit the obstruction of the entry upon land and the inspection of the Officer.

7.0 ORDER

7.1 Where an Officer has reasonable grounds to believe that a contravention of this by-law has occurred, the Officer may serve an order on the Owner setting out the reasonable particulars of the contravention and directing:

7.1.1 Compliance within a specified time frame.

7.1.2 Any work that is required to be done, and in default of such work being done, the work may be done at the Owner's expense and the Township may recover the expense in the same manner as municipal taxes; or

7.1.3 The activity be discontinued.

7.2 Any Person who contravenes an order under this by-law is guilty of an offence.

8.0 OFFENCES

8.1 Every Person who contravenes any provision of this by-law, including failing to comply with an order made under this by-law, is guilty of an offence and upon conviction is liable to a fine, and other such penalties or fines including any Part 1 offences/set-fines thereof that may be assessed and approved pursuant to Schedule B to this By-law as may be amended from time to time all as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as amended.

8.2 In accordance with Section 398(2) of the Act, the Township may add unpaid fees, charges, and fines under this By-law to the tax roll and collect them in the same manner as property taxes.

9.0 EFFECTIVE DATE

9.1 This by-law shall come into force and take effect upon its final passing.

Read a first and second time this 12th day of August, 2025.

Read a third time and finally passed this 12th day of August, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

**SCHEDULE “A” TO
BY-LAW 39-2025
THE CORPORATION OF THE TOWNSHIP OF HOWICK**

Temporary Outdoor Physical Extension or Temporary Patio Policy

1. INTRODUCTION

As of January 1, 2023, liquor licensed premises require municipal approval for temporary outdoor physical extensions (temporary patios). Previously a municipal letter of non-objection was required by municipalities and approval was granted under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) Registrar.

The AGCO no longer accepts applications or has the authority to approve temporary outdoor extensions and patios for licensees located in municipalities. However, licensees must continue to apply to the AGCO for permanent outdoor physical extensions, permanent indoor physical extensions, and temporary patios in unorganized territories or on First Nations Reserves where Band Councils do not manage the approval process.

Under the new framework, municipalities:

- Have the authority to approve temporary outdoor extensions of licensed premises for up to a total of eight (8) months in a calendar year (does not need to be eight consecutive months);
- Are permitted to create their own conditions on the municipal approval; and
- Are responsible for ensuring compliance with any conditions placed on the temporary outdoor extension approved by the municipality.

A Township of Howick approvals team has been established to review requests for extensions of temporary outdoor patios on private property. This process involves reviewing public safety, access, location, and other site-related matters.

Effective January 1, 2023, licensees that have received municipal approval for a temporary outdoor physical extension (temporary patio) for a liquor licensed premise, are required to then notify the AGCO before they start selling and serving liquor on this outdoor temporary extension site. Licensees will need to tell the AGCO:

1. The start date that liquor will be sold and served on the temporary patio;
2. How many months per year have they been approved to operate the temporary patio;
3. The months that they intend to operate the temporary patio;
4. The expiry date of the approval;
5. A description of the location and dimensions of the temporary patio; and
6. Any conditions specified on the approval by the municipality.

2. ELIGIBILITY

Licensees holding a valid Liquor Sales License in the Township of Howick can apply to temporarily extend their licensed area on public and private property for a maximum of eight (8) months per year.

3. APPROVAL REQUIREMENTS

The Approval Manager will circulate Temporary Extension or Patio applications to the appropriate Township Departments and/or agencies to determine whether the Temporary Patio design and location is acceptable. As a result of such circulation, the Approval Manager may refuse to grant approval or impose such terms and conditions as are consistent with the guidelines contained herein.

Approval for a Temporary Extension or Patio must comply with other approvals as may be applicable such as the Health Unit, the Alcohol and Gaming Commission of Ontario (AGCO) and any other regulatory bodies governing the sale of food and/or beverages or public health. Approval by the property owner is also required by written consent. The business owner is responsible for obtaining all relevant permissions, including but not limited to the Alcohol and Gaming Commission of Ontario and their landlord. Owners shall provide their liquor license for confirmation, if requested by the Township.

4. SECURITY DEPOSIT

Prior to the Temporary Extension Patio application being approved, the Owner shall pay to the Township of Howick a security deposit fee in the amount of \$200 to ensure the Owner completes the Owner's obligations imposed by this By-law and any conditions attached to the application approval. If the Owner fails to comply with said obligations, the Township of Howick may use all or part of the security deposit toward correcting the non-compliance. If the Owner completes all the Owner's obligations in a manner satisfactory to the Approval Manager, then the Township of Howick shall refund all or part of the security deposit, as applicable, to the Owner.

5. INDEMNITY AND LIABILITY

As part of the Temporary Extension or Patio application process the Owner will covenant and agree in writing that the Township shall not be liable for any damage or injury to any property or person at any time arising from any cause whatsoever in relation to the Temporary Patio.

The Owner covenants and agrees to indemnify and save harmless the Township of Howick, its agents, employees and Council members from and against any and all liabilities, suits, claims, demands, fines, actions, costs, losses, expenses, or proceedings of any kind (including legal costs of a solicitor and his own client basis), including without limitation claims to property damage, personal injury or death, suffered or incurred by the Township of Howick arising out of or in any way connected, directly or indirectly to the Temporary Patio.

6. INFORMATION REQUIREMENTS

Business owners desiring to expand their outdoor patios are to submit a site plan drawn to scale illustrating the location, limits and dimensions of the Temporary patio, and all associated features (i.e. barricades, fencing, tables, chairs) for the Township Administration to review and ensure compliance with these guidelines, as well as track for ongoing compliance purposes. An inspection may be required prior to opening the Temporary patio for use.

Required on-site parking may be used for a Temporary Extension Patio. The required number of designated Accessible Parking Spaces must remain available for parking use and designated fire routes and sight triangles must be maintained. A reasonable number of standard parking spaces should be maintained to serve patrons, and the use of legal on-street parking may be taken into account as part of this consideration.

FURTHER CONDITIONS OF APPROVAL

1. Insurance

The Owner shall purchase and maintain in force, at their own expense (including the payment of all deductibles) and for the term of the permit, the following policies of insurance underwritten by insurers licensed to conduct business in the Province of Ontario and shall be considered primary coverage of an existing Township insurance coverage:

- a) Commercial General Liability Insurance, including coverage for bodily injury, personal injury, property damage, products and completed operations coverage, the cross liability with a minimum amount of \$2,000,000.00 for each occurrence, and including:
 - i. As it related to Temporary Patios, an endorsement certifying that the Township is included as an additional insured;

- ii. Liquor liability for premises licensed by the Owner to serve alcohol. The policies shall be endorsed to the effect that such insurance policies shall not be altered, cancelled, or allowed to expire without thirty (30) days advance written notice to the Township. As it related to Temporary Patios, the Owner shall deliver to the Township of Howick a certificate of insurance to evidence the foregoing insurance.

Accessory Use: Temporary Extension or Patios shall be located adjacent to an existing beverage establishment and shall be considered an accessory use. Temporary Extension or Patios shall not extend in front of adjacent tenant spaces, exits or beyond business frontage without written permission from affected adjacent property owners and tenants; this includes any overhanging elements. This permission shall be provided to the Township in writing.

- iii. The Owner is responsible for obtaining all relevant permissions, including but not limited to the Alcohol and Gaming Commission of Ontario and their landlord. Owners shall provide their liquor license for confirmation, if so requested by the Township.

2. Operation Criteria

i. Design Criteria

- a) For extensions or patios on municipal or Township land, all work shall conform to the approved standards and specifications of the Town of Howick.

ii. Approval Criteria

To be eligible for a temporary outdoor physical extension (temporary patio), the patio must meet the following criteria:

- a) For Temporary patios, be permitted temporarily for operation during the Authorized Time Period.
- b) The temporary outdoor physical extension (area) must be adjacent to the premises to which the liquor sales license applies.
- c) There shall be no condition on the liquor sales license prohibiting an extension.
- d) The temporary extension must be accessory to (and directly associated with) a permitted business on the property. To confirm if a business is permitted, applicants should confirm through the Township's Zoning By-law.
- e) The temporary extension or patio must be located on the same lot (property) as the permitted business and cannot encroach or be located on a separate property or public lands and shall not be located within or contravene any easements, restrictive covenants, or mutual right-of-way.
- f) Unless otherwise authorized, all works in relation to Temporary Patios that are on Municipal Lands are to be removed from the right-of-way by November 30th of each year.
- g) Be restricted to operational hours between 7am to 2am subject to further compliance with Liquor License regulations for licensed premises and other applicable laws, including but not limited to the applicable municipal Noise Control By-laws, as amended;
- h) The temporary extension must not be located within an area regulated by a Conservation Authority, or where it is located within this regulated area, a permit or alternative clearance must have been issued for the temporary extension by the Conservation Authority.
- i) The establishment of a temporary patio must not require the alteration of any grades or surfaces.

- j) The temporary extension or patio should not occupy accessible parking spaces. The Township reserves the right to limit the capacity of the temporary outdoor patio as a condition of approval based on site specific considerations (i.e., such as the availability of sufficient parking).
- k) The temporary patio shall provide for a minimum of 1.5m from the curb to the enclosure, to allow for wheelchair passage when a vehicle door is opened.
- l) Be setback a minimum of 2m from a fire hydrant or fire department connection and shall not obstruct the use of the hydrant or fire department connection in any way;

A fire extinguisher (minimum 2A-10BC) must be available within 15.2 m (50 ft.) of any part of the patio.

- m) The temporary extension must not obstruct emergency access routes, vehicle travel lanes, fire hydrants, or exiting facilities (doors) at any time.
- n) The perimeter of the extension or patio shall be delineated with any combination of fencing, landscape planters, roping or other decorative methods (the “fencing”) as approved by the Township, provided they are secured without endangering any underground utilities. However, the patio shall not be enclosed by any structure other than the fence unless otherwise approved by the Township.
- o) The fencing shall be secure and not fixed to a Township sidewalk or boulevard surface, and may be subject to review and approval by the Township;
- p) The fence shall not enclose nor impede any portion of a required fire access route and shall be easily removable for emergency or operational needs;
- q) The fence shall have an opening to provide access to the patio and access to the main entrance of the business, which shall be a minimum of 1.2m wide. The fence shall not impede emergency access to any building and a clear path shall be maintained between the area outside of the fence and the exit from the building.

Where the posted capacity of the patio is greater than sixty (60) persons, the enclosed area shall have at least two exits.

- r) The temporary extension shall not include any permanent structures, including, but not limited to, footings, decks, roofs, gazebos, awnings, permanent fencing, electrical installations, and visual screens. Patio furnishings, fences, and other patio improvements must be removable and not permanently fixed in place. All objects must be contained within the patio area and removed after the patio ceases operation. A building permit is not required to add a temporary, ground-level patio.

Note: Licensees will need a building permit for a temporary tent if the tent or group of tents exceeds 60m² in area, the tent is attached to a building, or the tent is less than 3m from other structures.

- s) Have signage at designated exit points to ensure alcohol does not travel outside of designated spaces. All signage associated with the temporary extension must comply with the Township’s Municipal Alcohol Policy.
- t) If the Temporary Patio is on municipal lands, the patio to be completely removed and stored off-site before the permit is issued and immediately following the expiration of the permit;
- u) CSA-certified electric or propane patio heaters (with max 20 lb. tank) are permitted and are located at least 3 m (10 ft.) away from tree branches and other combustibles, operated per the manufacturer’s directions and not stored on the road right-of-way when not in use. Solid-, gel- or liquid- fuel fire features, open flames (i.e., candles, barbeques, fire pits etc.) of any kind are not permitted.

- v) Not permit smoking and/or vaping.
 - w) All patios must adhere to all applicable health and safety requirements inclusive of current provincial and local public health guidelines and including those related to COVID-19.
 - x) All Patios should be barrier free and in compliance with the Accessibility for Ontarians with Disabilities Act and all other Municipal and provincial regulatory requirements as may be applicable including compliance with Zoning, Fire Code and Building Code requirements;
 - y) Be permitted to have lighting subject to review and approval of the method of wiring / source of power. Where permitted, lighting shall be installed to avoid glare and light spill onto adjacent properties, roads, and public areas;
 - z) Any signage, whether on township or private property shall further be subject to and in compliance with the Township's Zoning and/or Sign By-laws as applicable;
 - aa) Be permitted to include umbrellas or awnings provided a minimum vertical clearance of 2.4m above grade is provided and maintained without interfering with other street furniture;
 - bb) Be prohibited from causing removal of or damage to any municipal street tree. No person shall use a municipal street tree for the purpose of securing patio fencing or attaching cables, awnings or other paraphernalia associated with a patio.
 - cc) The temporary extension must not encroach into designated landscaping areas. The removal of or damage to landscaping (including trees, shrubs, garden beds, etc.) to accommodate the proposed extension is prohibited. Extensions shall be designed around existing landscaping features.
 - dd) Where a fire safety plan is required, said plan shall address requirements for inclement weather.
 - ee) The use of live music or a sound system are subject to the Town's Noise By-Law.
 - ff) Comply with all other applicable laws.
 - gg) Any other applicable site-specific criteria based on the property for which the application applies.
- iii. Repairing Utilities:** The Owner covenants and agrees to further hold the Township and any other agencies, having utilities or services on or in the Township Lands, harmless from any claims, suits, actions or demands whatsoever which may in any manner be affected in any work of constructing, altering, relocating or repairing any public service or utility rendered necessary or desirable by or on account of any maintenance work required to be carried out on the Township Lands, including, but not limited to, fencing, traffic devices, landscaping, furniture, and other patio amenities.
- iv. Utility Access:** The Township and all public utility agencies retain the right of access to the approved Temporary Patio area that is on Township property for the installation, maintenance, and repair of infrastructure such as but not limited to pipes, cables, wires, poles, hydrants, etc. as necessary. In case of emergency, no notice may be given. For scheduled work, a minimum notice of forty-eight (48) hours will be given. Temporary Patio improvements shall be removed and reinstalled at the Temporary Patio operator's expense.
- v. Emergency Vehicle Access:** The Township retains the right of access to the approved Temporary Patio for emergency vehicle access.

- vi. Health and Safety:** All works shall be conducted and all patios in conformity with the Occupational Health & Safety Act. The Owner shall be solely responsible for any fines or charges laid under the Occupational Health and Safety Act.
- vii. Enforcement:** If a patio has been placed, installed, or maintained in a manner that is not in compliance or if the patio presents an immediate risk to public safety, the matter shall be referred to By-law Enforcement.

viii. Maintenance Criteria

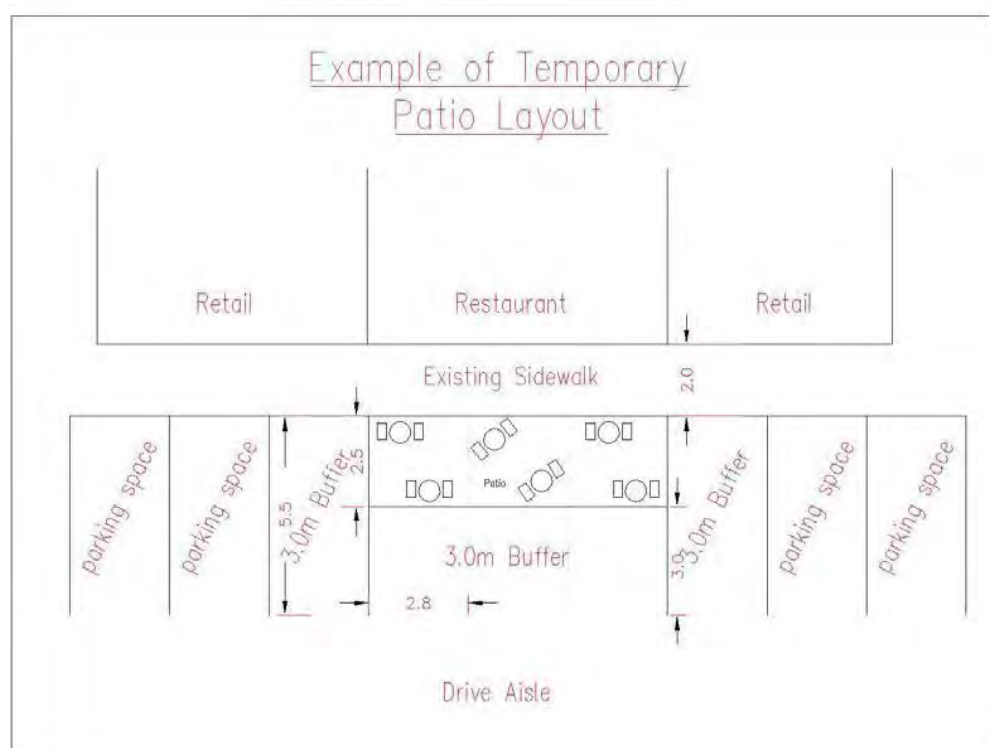
- a) Every person who owns or controls a patio shall:
- i. Ensure that all patio furniture is neatly stacked and/or safely secured each night;
 - ii. Maintain the patio in a safe, tidy, and clean condition always, including the removal of any graffiti, posters and third-party advertising however affixed to the patio furniture or fencing, within twenty-four (24) hours of becoming aware of the condition;
 - iii. Immediately remove any spill, garbage, or litter accumulation in and around the patio;
 - iv. Regularly monitor the condition and arrange for maintenance and repair of any damaged sections of Township Lands, sidewalk, fence, broken patio furniture, umbrellas, or awnings; and
 - v. Maintain and replace, when required, any floral displays or plantings within the area of the patio or mounted on the fence.
- b) If an Owner abandons a Temporary Patio, the Owner is responsible for the total removal of all components associated with the patio, including but not limited to the fence, furniture, lighting, waste receptacles, umbrellas or awnings and restoration of the site back to its original condition to the satisfaction of the Township. The Township may undertake the removal work by whatever means deemed necessary. The Owner agrees to reimburse the Township of Howick for all costs involved.
- c) If applicable, The Township or any public utility may enter the area occupied by a Temporary Patio for the purpose of doing any work within the road and/or highway.
- d) The Township Chief Building Official and/or the By-law enforcement is authorized to inspect all patios as and when determined to be necessary and require adjustments to the patio to address compliance issues if applicable.

How to Apply

The following items must be completed and submitted to the Clerk's Department. Where all required material is not provided, the application will be determined to be 'incomplete,' which will result in delays in the processing of the application.

- a) A completed Temporary Outdoor Physical Extension or Temporary Patio Application.
- b) The applicable \$100 application processing fee (subject to change) as per the Township of Howick Fees and Charges By-law.
- c) The applicable \$200 security deposit (subject to change) as per the Township of Howick Fees and Charges By-law.
- d) Written confirmation and authorization from the owner of the property (if different from the applicant).

- Image 1: Sample sketch of Temporary Patio area



SCHEDULE B

TO BY-LAW 39-2025

Temporary Outdoor Physical Extension or Temporary Patio Policy

Set Fines under Part I – Provincial Offences Act

Item	Short Form Wording	Offence Creating Provision or Defining Offence	Set Fine
1.	TBD		\$100.00
2.			\$100.00
3.			\$100.00
4.			\$250.00
5.			\$100.00
6.			\$100.00
7.			\$100.00
8.			\$300.00
9.			\$200.00
10.			\$300.00
11.			\$100.00
12.			\$100.00
13.			\$100.00
14.			\$200.00
15.			\$200.00
16.			\$100.00
17.			\$100.00
18.			\$100.00

Corporation of the Township of Howick

By-law No. 40-2025

Being a By-law to adopt a Municipal Asset Management Plan

Whereas the Corporation of the Township of Howick must comply with O. Reg. 588/17 by July 1, 2025 under the Infrastructure for Jobs and Prosperity Act, 2025;

Now Therefore the Council of the Corporation of the Township of Howick enacts as follows:

1. That the Township of Howick Municipal Asset Management Plan in the form attached as Schedule 'A' to this By-law is adopted as a requirement pursuant to Ontario Regulation 588/17.
2. That this By-law shall come into force and take effect on that date and time of final passing.

Read a first and second time this 12th day of August, 2025.

Read a third time and finally passed this 12th day of August, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Corporation of the Township of Howick

By-law No. 41-2025

**Being a by-law to amend By-law No. 56-2023
(Municipal Drain #10) of the Township of Howick,
to provide for raising a lesser amount than provided therein**

WHEREAS under and by virtue of By-law No. 56-2023 of the Township of Howick, there was, as appears therein, provision for raising a total of six hundred and sixty-eight thousand, three hundred dollars (\$668,300.00) for the purpose of executing and completing the said municipal drainage works and for levying the required sum of \$668,300.00 or such reduced required sum after taking into account the applicable grants;

AND WHEREAS it has transpired that the cost of executing and completing the said drainage work was lesser than that provided for in By-law No. 56-2023, said cost being four hundred and forty-three thousand, four hundred thirty-seven dollars and twenty-four cents (\$443,437.24), which is 66.35% of the estimated \$668,300.00;

AND WHEREAS it is expedient that the said By-law No. 56-2023 be amended to provide for raising by assessment a lesser amount after taking into account the applicable grants;

AND WHEREAS the Council of the Township of Howick has determined to amend By-law No. 56-2023 accordingly;

NOW THEREFORE the Council of the Corporation of the Township of Howick, pursuant to the Drainage Act R.S.O. 1990, enacts as follows:

1. That By-law No. 56-2023 is amended as hereinafter described:

The amount to be contributed by the lands and roads in the Township of Howick, the Municipality of North Perth, the County of Perth and the County of Huron is \$443,437.24;

2. That the CAO/Clerk and the Reeve are authorized to sign and execute this amending by-law;
3. That this by-law comes into force and takes effect upon final passing thereof.

Read a first and second time this 12th day of August, 2025.

Read a third time and finally passed this 12th day of August, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Corporation of the Township of Howick

By-law No. 42-2025

**Being a by-law to amend By-law No. 5-2024
(Cathers Municipal Drain- Gollan Culvert) of the Township of Howick,
to provide for raising a lesser amount than provided therein**

WHEREAS under and by virtue of By-law No. 5-2024 of the Township of Howick, there was, as appears therein, provision for raising a total of thirty-three thousand, five hundred dollars (\$33,500.00) for the purpose of executing and completing the said municipal drainage work and for levying the required sum of \$33,500.00 or such reduced required sum after taking into account the applicable grants;

AND WHEREAS it has transpired that the cost of executing and completing the said drainage work was lesser than that provided for in By-law No. 5-2024, said cost being Twenty-three thousand, four hundred sixty dollars and eighty-seven cents (\$23,460.87), which is 70.03% of the estimated \$33,500.00;

AND WHEREAS it is expedient that the said By-law No. 5-2024 be amended to provide for raising by assessment a lesser amount after taking into account the applicable grants;

AND WHEREAS the Council of the Township of Howick has determined to amend By-law No. 5-2024 accordingly;

NOW THEREFORE the Council of the Corporation of the Township of Howick, pursuant to the Drainage Act R.S.O. 1990, enacts as follows:

1. That By-law No. 5-2024 is amended as hereinafter described:
The amount to be contributed by the lands and roads in the Township of Howick, is \$23,460.87;
2. That the CAO/Clerk and the Reeve are authorized to sign and execute this amending by-law;
3. That this by-law comes into force and takes effect upon final passing thereof.

Read a first and second time this 12th day of August, 2025.

Read a third time and finally passed this 12th day of August, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Corporation of the Township of Howick

By-law No. 43-2025

**Being a by-law to amend By-law No. 33-2024
(Farrish Municipal Drain- Bowman Culvert) of the Township of Howick,
to provide for raising a greater amount than provided herein**

WHEREAS under and by virtue of By-law No. 33-2024 of the Township of Howick, there was, as appears therein, provision for raising a total of thirty-two thousand dollars (\$32,000.00) for the purpose of executing and completing the said municipal drainage work and for levying the required sum of \$32,000.00 or such increased required sum after taking into account the applicable grants;

AND WHEREAS it has transpired that the cost of executing and completing the said drainage work was higher than that provided for in By-law No. 33-2024, said cost being Thirty-two thousand, seven hundred eighty-five dollars and twenty-eight cents (\$32,785.28), which is 2.42% higher than the estimated \$32,000.00;

AND WHEREAS it is expedient that the said By-law No. 33-2024 be amended to provide for raising by assessment a higher amount after taking into account the applicable grants;

AND WHEREAS the Council of the Township of Howick has determined to amend By-law No. 33-2024 accordingly;

NOW THEREFORE the Council of the Corporation of the Township of Howick, pursuant to the Drainage Act R.S.O. 1990, enacts as follows:

1. That By-law No. 33-2024 is amended as hereinafter described:
The amount to be contributed by the lands and roads in the Township of Howick, is \$32,785.28;
2. That the CAO/Clerk and the Reeve are authorized to sign and execute this amending by-law;
3. That this by-law comes into force and takes effect upon final passing thereof.

Read a first and second time this 12th day of August, 2025.

Read a third time and finally passed this 12th day of August, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Corporation of the Township of Howick

By-law No. 44-2025

**Being a by-law to amend By-law No. 31-2025
(Blind Lake Municipal Drain – Weber Culvert) of the Township of Howick,
to provide for raising a lesser amount than provided therein**

WHEREAS under and by virtue of By-law No. 31-2025 of the Township of Howick, there was, as appears therein, provision for raising a total of fifty-seven thousand, dollars (\$57,000.00) for the purpose of executing and completing the said municipal drainage works and for levying the required sum of \$57,000.00 or such reduced required sum after taking into account the applicable grants;

AND WHEREAS it has transpired that the cost of executing and completing the said drainage work was lesser than that provided for in By-law No. 31-2025, said cost being Forty thousand, two hundred eighty-seven dollars and sixty cents (\$40,287.60), which is 70.68% of the estimated \$57,000.00;

AND WHEREAS it is expedient that the said By-law No. 31-2025 be amended to provide for raising by assessment a lesser amount after taking into account the applicable grants;

AND WHEREAS the Council of the Township of Howick has determined to amend By-law No. 31-2025 accordingly;

NOW THEREFORE the Council of the Corporation of the Township of Howick, pursuant to the Drainage Act R.S.O. 1990, enacts as follows:

1. That By-law No. 31-2025 is amended as hereinafter described:
The amount to be contributed by the lands and roads in the Township of Howick, is \$40,287.60;
2. That the CAO/Clerk and the Reeve are authorized to sign and execute this amending by-law;
3. That this by-law comes into force and takes effect upon final passing thereof.

Read a first and second time this 12th day of August, 2025.

Read a third time and finally passed this 12th day of August, 2025.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Corporation of the Township of Howick

By-law No. 45-2025

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

Whereas, in accordance with the Municipal Act, 2001, S. O. 2001, Section 5(1), the powers of a municipal Corporation shall be exercised by its Council; and

Whereas, Section 5(3) of the Municipal Act, 2001, prescribes that the powers of every Council shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas, it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Howick be confirmed and adopted by by-law;

Now therefore, the Council of the Corporation of the Township of Howick enacts as follows:

1. That the actions and decisions of the Council of the Corporation of the Township of Howick at its regular Council meeting held August 12, 2025 in respect to each resolution and other action taken by the Council of the Corporation of the Township of Howick at these meetings, except where the prior approval of the Ontario Municipal Board is required, is hereby adopted, ratified and confirmed.
2. That the Reeve and proper officials of the Corporation of the Township of Howick are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Corporation of the Township of Howick referred to in the proceedings section hereof.
3. That the Reeve and the Clerk, unless otherwise specified, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Township of Howick.
4. This by-law shall come into force and takes effect on the date of its final passing.

Read a first and second time this 12th day of August, 2025.

Read a third time and finally passed this 12th day of August, 2025.

Reeve, Doug Harding

CAO/Clerk, Caitlin Gillis