



**Township of Howick Council Agenda
Tuesday, January 27, 2026, at 7:00 p.m.
Howick Council Chambers**

1. Call to Order

2. Confirmation of the Agenda

Recommended Motion:

That the Council of the Township of Howick hereby adopts January 27, 2026, Council Agenda as presented.

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

4. Minutes of Previous Meetings

Recommended Motion:

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

4.1 December 16, 2025 Special Budget Meeting

4.2 January 13, 2026 Council Meeting Minutes

5. Reporting Out from Closed Council Meeting

Reeve Harding to report out from the January 27, 2026 Closed Council meeting held at 6:00 p.m.

6. Public Meetings/Hearings

None.

7. Delegations and/or Presentations

7.1 Morley Crewson, Curbside Collection Concern and Waived Recycling Fee

Requesting Council exempt him from paying the new tipping fee at the Howick Landfill. Concerns around Water Street being an unsafe place for snow removal and curbside collection.

8. Consent Agenda

None.

9. Regular Agenda

9.1 Planning – Huron County Planner Sarah Kurtz

10.1.1 [PLN-2026-01](#), Housekeeping Update to Howick Zoning By-law

Recommended Motion:

That Howick Council initiate a Housekeeping Amendment to the Howick Zoning By-Law and direct staff to circulate the draft amendment for public review under the Planning Act

10. Municipal Drains - Drainage Superintendent Scott Richardson

10.1 [DRN-2026-01](#), Merkley Municipal Drain

Recommended Motion:

That Howick Council in accordance with Section 78 of the Drainage Act, proceed with the request for improvement for the Merkley Municipal Drain.

And That Council appoint Spriet Associates Engineers & Architects to investigate, design and prepare a report for Merkley Municipal Drain.

11. Staff Reports

11.1 Chief Building Official Ed Podniewicz

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

12.2.1 [DPS-2026-01](#), 2026 Fire Protection Grant Transfer Payment Agreement

Recommended Motion:

That the Council of the Township of Howick receives report DPS-2026-01, 2026 Fire Protection Grant Transfer Payment Agreement for information purposes;

And Further That Council approve entering into a Transfer Payment Agreement with the Province of Ontario;

And Further That Council enact By-law 4-2026, being a by-law authorizing the CAO/Clerk and Reeve to execute said Agreement.

12.2.2 [DPS-2026-02](#), Agreement of Purchase and Sale

Recommended Motion:

That Howick Council authorize the sole source purchase of property legally described as Plan 276, Park Pt Lot 17, RP22R5697 Parts 1 and 2, Gorrie;

And That Council passes by-law 5-2026 to execute the purchase and sale agreement;

And That the CAO/Clerk and Reeve be authorized to sign closing documents and any other documents required to complete the transaction on behalf of the Township thereafter.

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

12.2.3 [DPS-2026-03](#), Hiring Recruit Firefighters

Recommended Motion:

That the Council of the Township of Howick approve the hiring of Mara Cutting, Jake Caesar, Julian Wojtecki, Wade Schefter, Daniel Lane, and Nathan Wombwell as Recruit Firefighters with the Howick Township Fire Department effective January 27, 2026.

11.3 Manager of Public Works – Scott Price

11.4 Manager of Recreation and Facilities - Brady Ropp

11.4.1 [REC-2026-02](#), +VG Architects Daycare Design Proposal

Recommended Motion:

That Howick Council accept the attached agreement from +VG Architects for the design of a daycare facility;

And That Council approve the Consulting Services Architectural Fee outlines in Proposal No. 250376P;

And That Council authorize the CAO/Clerk to proceed with drafting a by-law to enter into an agreement with +VG Architects for the services outlined in said proposal, for the child care centre project.

11.5 Treasurer/Manager of Finance - Amy Van Meeteren

12.5.1 [FIN-2026-03](#), December 5-30, 2025 and January 1-21, 2026 Accounts Payable

Recommended Motion:

That the Council of the Township of Howick receive report FIN-2026-03, December 5-30, 2025 and January 1-21, 2026 Accounts Payable, for information;

And That Council approve payment of the January 27, 2026 Accounts Payable in the amount of \$113,926.50.

11.6 CAO/Clerk Caitlin Gillis

12.6.1 [ADM-2026-02](#), Amendments to the Consolidated Fees and Charges By-law 60-2024

Recommended Motion:

That Howick Council accept report ADM-2026-02, Amendments to the Consolidated Fees and Charges By-law 60-2024, for information;

And That consideration be given to By-law 6-2026, being a by-law to amend Schedule “B” and schedule “J” of the Consolidated Fees and Charges By-law 60-2024, to amend the Waste and Planning Fee Schedules.

12. Committee and Board Reports

None Submitted.

13. Correspondence

- 13.1 [Gorrie Hall Letter](#) – Victoria Street Well Association**
- 13.2 [Saugeen Conservation](#) – Meeting Minutes November 20, 2025**
- 13.3 [County of Wellington](#) – Notice of Open House and Public Meeting**
- 13.4 [Ministry of Agriculture Food and Agribusiness](#) – 2026 Agricultural Impact Assessment**

15. Unfinished Business

16. Council Reports

16.1 Council Member Reports

[Reeve's Verbal Update from County Council](#)

[Verbal Update from Council Members](#)

16.2 Requests by Members

16.3 Notice of Motions

16.4 Announcements

17. Other Business

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

Recommended Motion:

That the Council of the Township of Howick give first, second, third and final reading to By-laws 4, 5 and 6 of 2026;

[By-Law 4-2026](#)

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

By-Law 5-2026

Being a By-law to Authorize the Execution of an Agreement Between the Corporation of the Township of Howick and Ruth Ann Neable for the Purchase and Sale of Plan 276 PARK PT LOT 17 RP22R5697 PARTS 1 AND 2, Gorrie

By-Law 6-2026

Being A By-Law to amend Schedule “B” – Waste Collection and Disposal, to add Recycling Landfill Tipping fees, and to replace Schedule “J” – 2026 Planning fees, of the Consolidated Fees and Charges By-law 60-2024

19. Retire to Special Council Meeting – 2026 Budget

Recommended Motion:

That Howick Council retire to a Special Council Meeting to consider Draft # 2 of the 2026 Budget at ____ p.m.

Agenda moves to Special Council Agenda – Draft # 2 2026 Budget

Council to refer to Special Council Agenda for January 27, 2026

Agenda Returns to Regular Council Agenda

20. Confirming By-law

By-law 7-2026

That the Council of the Township of Howick give first, second, third and final reading to By-law 7-2026;

Being a By-law to Confirm the Proceedings of the Council meeting held on January 27, 2026.

21. Adjournment

Recommended Motion:

That the Council of the Township of Howick adjourn the January 27, 2026 Council meeting at ____:____ p.m.



**Township of Howick Special Council Minutes
Tuesday, December 16, 2025 at 10:00 a.m.
2026 Municipal Budget – Draft #1**

1. Call to Order

Reeve Harding called the Special Council Meeting to order at 10:00 a.m. and welcomed everyone in attendance.

2. Acceptance of Agenda

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That Council of the Township of Howick accept the Agenda for the December 16, 2025 Special Council Budget Meeting, as presented.

Carried.

3. Declaration of Pecuniary Interest and the General Nature Thereof

None Declared.

4. Staff Reports

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

4.1.1 FIR- 2025-26, Writing off of Unpaid Fire Invoices

Reeve Harding called upon Fire Chief/ Manager of Development & Protective Services Josh Kestner to present his two reports.

Fire Chief Kestner explained that these were 2024 invoices that were generated for motor vehicle accidents. Multiple attempts have been made to rectify the invoices, and staff are confident they will not be paid. Staff will investigate in the future an option of a collections agency to possibly pursue payment.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick receive report FIR-2025-26 for

information purposes.

And further that Council approving the writing off of Fire Invoice # 0013796 in the amount of \$1,553.75, and Fire Invoice # 0013531 in the amount of \$1,548.10 to be paid out of the 2025 Operating Budget.

Carried.

4.1.2 FIR-2025-27, Car 2 Extended Warranty

Staff requesting approval for the extended warranty coverage for the new 2022 F150. Council expressed interest in extended warranty as it is a used vehicle. Platinum warranty package was selected by staff which covers 200,000km over what is currently on the truck. The cost for the extended warranty to be paid out of the fire reserve.

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick approve the purchase of the extended warranty for Car 2 (2022 F-150) at a cost of \$6,621.31 minus recoverable HST, to be drawn from the Fire Reserve.

Carried.

4.2 Chief Administrative Officer/Clerk Caitlin Gillis

4.2.1 AMD-2025-27, Changes to Recycling Program

Reeve Harding called upon CAO Gillis to present her two reports.

Staff have had difficulty gathering information in regard to the changes to the provincial recycling program. Residential recycling has been removed from municipal responsibility. As of July 1, 2024, Circular Materials Ontario (CMO) has been reimbursing Howick for the recycling collected in Howick Township. CMO will completely take over curbside collection effective January 1, 2026 using Waste Management as their sub contractor. Howick will only be responsible for delivering information and education material to residents, as there is a large expansion of acceptable materials at the curbside but not directly at the Howick Landfill.

Industrial, Commercial and Institutional Properties (IC&I) properties can not be collected with residential recycling at the curbside, they are to become responsible for sourcing their own collection and recycling from their properties. Staff are requesting direction from Council on how they wish to proceed with accepting recycling at the Howick Landfill. Under the new legislation, the recycling depot at the Howick Landfill will no longer be emptied by CMO. Staff will work to encourage residents to use the service that is provided curbside instead of driving their waste and/or recycling directly to the landfill.

Staff feel that taxpayers should not be responsible for covering the recycling costs for IC&I properties by paying for recycling collection at the Howick Landfill. Two options were outlined in the report. The first option is to do nothing, IC&I properties are entirely responsible for recycling from their own properties. Option 2 proposed operating the recycling depot at a cost to the Township. Howick could provide recycling bins at the Howick Landfill strictly for IC&I users with a recycling tipping fee. Staff feel as though not accepting recycling at the Howick Landfill will result in recyclables going into the garbage and adding to the landfill. Proposed recycling tipping fees for disposal at the Howick Landfill are \$2.00 per bag/blue box of recycling or \$2.00 per armful for cardboard.

Waste Management confirmed that the agreement at the last meeting is effective January 1, 2026 – delivery of the waste carts is anywhere from May – July. Until the scale is installed, staff are requesting a way that IC&I properties can utilize the landfill. Staff are proposing that IC&I properties will receive the waste carts once they are implemented.

A member of council inquired about staff looking into whether any local businesses would consider installing an incinerator to deal with cardboard. Can cardboard be ground up and used as cover for the landfill? Staff to investigate.

Council agreed that the taxpayers should not cover the cost of the IC&I properties to dispose of their recycling. The hope is to get residents to set their recycling and waste curbside instead of driving it to the landfill on the weekend, as this is a service that is already provided and staffing the landfill comes at an additional cost, so the tipping fees are required.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That the Council of the Township of Howick hereby receives the report of the Chief Administrative Officer/Clerk, dated December 16, 2025, regarding upcoming changes to recycling programming in the Township of Howick effective January 1, 2026;

And That Council directs staff to Option#2 with fee and cost recovery as identified in staff report ADM-2025-27 regarding the recycling disposal options for Industrial, Commercial and Institutional (ICI) properties within the boundaries of the Township of Howick as of January 1, 2026.

Carried.

4.2.2 AMD-2025-28, 2025 IT Review

Staff contacted a local company out of Teeswater to provide an assessment of our current IT system. The cost of our current IT provider continues to

increase, and there have been several additional fees above our monthly fee associated to their services. David McDonald, Owner of Fort44, came to assess the equipment at the Howick Township Office, Fire Hall, Howick Community Centre and Public Works Road Shop and recommendations were made. Fort44 will provide education to staff, so staff are aware of what is happening and how to troubleshoot IT issues. Staff have determined that there is no actual written contract in place with our current IT provider.

Wightman has notified the Township that the current telephone system is becoming obsolete and will need to be replaced. Three quotes were procured for Voice over Internet Protocol (VoIP) telephone services, Wightman was the most competitive quote for the VoIP phone line at \$18.99/ phone, per month.

GHD Solutions is the current leader in the industry of municipal website and hosting. They also have an award-winning content management system. Our current website designer & host charges additional fees for any back-end issues that need corrected. The Govstack platform utilized by GHD Solutions provides non-technical website building that can mostly be completed by staff with imbedded accessibility features. The Deputy Clerk/ Communications Coordinator received a demo for the proposed new website and was impressed by the functionality and features available. Funds have been earmarked from the remaining Modernization Fund for the upgrades from Fort44 Inc., GHD, and Wightman. Once agreements are signed, the transition will start early in 2026.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick hereby receives report ADM-2025-28 of the Chief Administrative Officer/Clerk, dated December 16, 2025, regarding the 2025 IT Review;

And That Council authorizes the CAO/Clerk to engage Fort44, GHD and Wightman Telecom for the provision of fractional IT services, website design and hosting, and Voice over Internet Protocol (VoIP) phone system for the Corporation of the Township of Howick;

And That the Reeve and CAO/Clerk be authorized to sign the associated agreements.

Carried.

5. Budget Presentation and Discussion

Chief Administrative Officer/Clerk Caitlin Gillis provided an introduction to the presentation to Draft # 1 of the 2026 Municipal Budget. The draft 2026 municipal budget maintains essential services and infrastructure and considers affordability for Howick residents. Council should consider that any potential cuts to the proposed tax rate

increase will result in a higher tax rate increase in the future. Staff are seeking council direction on any changes that they would like to see for Draft #2.

5.1 FIN-2025-40, 2026 Municipal Budget – Draft #1

The sections of the budget will be presented in the following order:

5.2 Budget Comparisons, Draft # 1 Budget Summary, Reserves, Donations, Village Management Boards

5.3 General Government and Administration – Treasurer, Amy Van Meeteren and Clerk-Administrator Caitlin Gillis

Reeve Harding called upon Treasurer Van Meeteren to present the first draft of the 2026 budget.

Highlights of Draft #1 of the Budget:

- OMPF funding increased by \$40,200.
- OCIF funding increased by \$19,502.
- Unaudited 2026 opening Reserve Balance of \$4.278 million
- Draft # 1 proposes a 2026 end reserve balance of \$2.827 million.
- Howick's assessment increase for 2026 is 0.37% compared to 1.1% in 2025.
- OPP costs increased by the 11% capped rate.
- Municipal insurance increase (July – Dec 2026) is estimated at 10%.
- No levy estimate from Maitland Valley Conservation Authority yet.
- Saugeen Valley Conservation Authority has submitted a levy with a 1.59% increase.
- Three (3) new staff positions are included, adding 5.27% to the proposed 2026 tax rate. (Full-time Child Care Centre Supervisor position, the new full-time Landfill/Public Works employee, and a proposed contract, full-time By-law Enforcement Officer).
- A 2% capital levy is also included, resulting in \$5.1 million required to be raised through taxation.

Capital Projects and Reserve Transfers

- Proposed capital projects were reviewed, including the purchase of a property for a future new firehall.
- The IT review was added to 2026, carried forward from 2025 as it was not completed. This includes four new iPad for the new council at the end of 2026.
- Annual council donations are outlined on Page 8. increased due to the three (3) Community Improvement and Beautification Façade Grants being added in the amount of \$2,500.00 each – adding \$7500.00 total. This was a recommendation from the Community Improvement and Beautification Committee.
- Major changes were increases in OMPF and OCIF funding. More revenue in the building department and more at the Landfill. Circular materials agreement is no

longer in place so that revenue is lost in 2026.

- A member of Council requested that the proceeds of the sale of two unopened road allowances and the one lot in Gorrie should be deposited in the road construction reserve. Staff were directed to investigate a 2019/2020 sale of Mud Lake Line road allowance. Draft a motion at a future Council meeting to have the proceeds of this sale moved to the Road Construction Reserve.
- Increase in election expenses for 2026 due to Municipal Election. Money is put aside each year for the election, then transferred from Election reserve the year of an election. Increase in Council training budget for the expected new council members.
- Computer support increase to account for increases experienced over the past year with current company. Township is working on transitioning to a new IT provider for 2026.
- Village Management no major increase. Fordwich is trying again in 2026 to complete some sidewalk repairs, clock tower lighting. Fordwich mailboxes will be getting a solar light and pole. Capital projects in Gorrie will be sidewalks as well.
- The Belmore Arena Board also included a breakdown of their capital projects for 2026 for council to review and approve.

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

Fire Chief/Manager of Development & Protective Services Josh Kestner presented his Draft Fire Capital Budget for 2026.

- Annual capital expenses for hoses, helmets, vehicle upgrades, bunker gear etc.
- Radio upgrades, 8-10 dry hydrant installations, generator transfer switches, shelving, cabinet and lighting upgrades.
- \$15 000.00 also added for a used vehicle for the proposed new By-Law Enforcement employee. Total of \$171, 000.00 to be funded out of the Fire reserve.

Operating Expenses:

- Travel increased as staff intend to attend a conference.
- Training and education supplies increases, insurance increased, supplies increased, services increased as there are inspections on the bunker gear that is required.
- Supply accounts of each truck have been decreased and moved to the supply account.
- Ford Expedition SUV and Ram truck have been removed.
- Ford F350 van and F150 added in.
- Rescue truck and body have been purchased and operating expenses added for that truck as it has about 10 years of life left.
- Minto fire service contract increase, and COLA increase in the future per year.

- Canine Control – no changes for the services, R&R provides great services and a worthwhile expense.
- No changes to livestock protection.
- Emergency management slight increase and community wellness increased.

By-law enforcement:

- Interest has been shown from the public and council for a full-time By-law Enforcement Officer position on a two-year contract.
- Draft # 1 includes a full-time By-law Enforcement Officer wage of \$90,000.00 increase based on the step grid for the position starting in April. Miscellaneous supplies increased for uniform, services increased for a phone. Council discussed adding this position. Some members are not completely sold on a full-time employee, as it is a considerable amount of money.
- Council would like to see if the new administrative staff assists with the current by-law officer.
- Preferred request from the public was full time 2-year contract and they would still have support of the administrative assistant to complete billing and invoicing.
- The previous By-law Enforcement Officer was two days a week.
- Council feels as though if the problem buildings are there, By-laws are not going to fix them.
- For the bulk of the issues staff feel as though more day-to-day presence could correct a lot of issues.
- Howick Township has never had a full-time By-law Enforcement Officer, having a contract 2-year position leaves an out for the municipality if things are not corrected.
- Direction was provided to staff for draft #2 to include options for 30 hours a week, 4 days a week and to investigate any shared service agreement options or a shared time and materials agreement with Minto. Staff to bring back what that will look like as well as what a shared agreement would look like with North Huron.

5.5 Building Department – Chief Building Official – Ed Podniewicz

Chief Building Official Ed Podniewicz presented his 2026 budget overview. Small increase in expenses, salaries for the shared administrative staff and insurance has increased on the CBO's vehicle. Staff expressed that the 4th quarter of 2025 was very good. It looks as though there will be about \$50 000.00 – \$60 000.00 deposited into the reserve fund at the end of 2025.

5.6 Public Works and Landfill – Manager of Public Works, Scott Price

Howick: a strong, independent, healthy, rural community. Proud to be different.

Manager of Public Works Scott Price provided an overview of Draft # 1 of the Public works and Landfill budgets.

Capital:

- Replacement of one patrol truck. Staff would like to transfer the used truck to the Recreation Department for grass cutting.
- The storm sewer study that was not completed in 2025 has been carried over to 2026.
- Re-paving of Huron-Bruce Road cost to be shared with South Bruce.
- Three and a half blocks of George Street in Gorrie as per the roads needs study will also be re-paved.
- Orange Hill culvert replacement for a full box culvert.
- Spencetown Road bridge to have some re-construction work completed and engineering completed on the Toll Gate Line bridge.
- Equipment replacement includes a roadside flail mower and a boom mower to be attached to the newest grader to cut roadside to the fence lines. There has been interest from neighboring municipalities for the rental of this unit as well.

Landfill Capital

- 2026 we will be finishing everything at the landfill. GEI has to do final report, and investigation at the back where the landfill used to be.
- Additional items to complete the Landfill project include A gravel, cement for bins to sit on and interlocking cement blocks for the retaining wall. Laptop to hook into the scale, lighting, security cameras, finish hydro installation and fencing on the east side adjacent to the laneway/ bush area to catch any blowing debris.

Operating expenses

- increase in sign budget for Adopt-A-Road signage.
- Roadside maintenance, a few drains need some cleanup.
- \$14 000.00 added for Leonard of Ward Drain on Mud Lake Line as well as replace the culvert crossing, and a drain clean out on Spencetown.
- As per our previous supplier, the Calcium cost will not be increasing, for 2026.
- gravel is sitting at \$14.00 / ton for resurfacing, \$350 000.00 to complete that which is a 10.67% increase.
- T08 will need new tires in 2026.
- F450 going to the rec department.
- T12 needs the top end reset. Grader 22 needs new tires, backhoe needs front tires, Kubota needs new tires all around.
- \$150 000.00 being put into reserves for a new plow truck for eventual replacement of T08.

5.7 Recreation Department – Manager of Recreation, Brady Ropp

Manager of Recreation Brady Ropp presented Draft #1 of the Recreation & Facilities budget for 2026.

Capital:

- An additional utility trailer for Truck 19 for the grass cutting.
- A watering system for watering flowers, pending approval of ROD Grant funding. Costs for beautification have been added.

Revenue:

- Increase in certain areas, i.e. rentals, before and after school increased with the participation as it is doing very well. In total 45 families are participating in the program, some of the families have multiple children.
- Day camp registration on par, slight increase in the poo revenue.
- Swim team registration in 2025 was the best year the Howick Optimist Pool has seen.

Expenses:

- Grass cutting in-house costs reduced as they were an estimate for 2025.
- Fuel charges on par, repairs and maintenance increased.
- HCC the wages took an increase for this budget year, pre-planning for the daycare supervisor position to ensure policies are in place for opening in 2027.
- Training increase for the recreation operator and manager.
- TSSA mandated work needs to be completed in 2026.
- 2007 ford has left the fleet and added the former Public Works one ton to the fleet.
- Reduction of pool staff expenses and reduction in chemicals required to maintain the pool.
- Reduction of wages in Trails. Recreation has not had to rely on public works staff for much maintenance/debris clean up.
- Before and After School wages on par, day camp remains the same.
- Positive comments were received about the lining of the baseball diamonds and keeping all of the fields to the same standard. It was a small investment from the municipality to do so.
- There was a brief discussion on cutting the north side of the Gorrie Conservation Authority property. Should this be funded through Gorrie Village Management?

5.8 Drainage Superintendent – Scott Richardson

Drainage Superintendent Scott Richardson presented Draft #1 of his 2026 Budget.

Capital

- No major projects involving the township in 2026. All proposed work looks to be more County oriented.

Operating Expenses:

- Proposed to be the same as 2025. Would like to increase the unrecoverable expenses from \$5000 to \$10,000 for beaver dam removal, minor maintenance etc.

5.9 Planning/Economic Development – Treasurer, Amy Van Meeteren

Kept the same for 2026.

5.10 Questions/Comments from Council

Abandoned Cemetery Signs are not straight, requesting someone go around and straighten them.

Council discussion around decreasing the tax rate to mirror last year. Currently the only proposed changes for Draft #2 to decrease the tax rate increase would be the different options for By-law Enforcement Officer. Nothing in the Draft capital budget is affecting the tax rate.

Council would like to see the tax rate referenced as cost per \$100,000.00 of assessment for property owners.

5.11 Questions/Comments from Public

None.

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

By-law 62-2025

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That the Council of the Township of Howick give first, second, third and final reading to By-law 62-2025, being a By-law to amend Schedule “B” of the Consolidated Fees and Charges By-law 60-2024, to amend the Waste Collection and Disposal Fee Schedule.

Carried.

7.0 Confirming By-law

Moved by: Councillor Rognvaldson

Seconded by: Councillor Grimes

By-law 63-2025

Howick: a strong, independent, healthy, rural community. Proud to be different.

That the Council of the Township of Howick give first, second, third and final reading to By-law 63-2025, being a by-law to confirm the proceedings of the Special Council Meeting held on December 16, 2025.

Carried.

8.0 Adjournment

Moved by: Councillor Hargrave
Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick adjourn the December 16, 2025 Special Council meeting at 1:25 p.m.

Carried.

Reeve, Doug Harding

CAO/Clerk Caitlin Gillis

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



**Township of Howick Council Minutes
Tuesday, January 13, 2026, at 9:00 a.m.
Howick Council Chambers**

1. Call to Order

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

2. Confirmation of the Agenda

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That the Council of the Township of Howick hereby adopts January 13, 2026, Council Agenda as presented.

Carried.

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

None.

4. Minutes of Previous Meetings

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

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

4.1 December 9th, 2025 Council Meeting Minutes

Carried.

5. Public Meetings/Hearings

None.

6. Delegations and/or Presentations

7. Consent Agenda

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

Moved by: Councillor Rognvaldson

Seconded by: Councillor Grimes

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

**7.1 BLDG-2026-01, Annual Building Permit Comparison
For Information Only.**

Reeve Harding called upon Chief Building Official Ed Podniewicz to provide an overview of his Department Update.

Staff pointed out that the number of housing units is down from the year before, however 2026 does sound promising for the number of housing units to increase based on general conversation with local contractors. It is anticipated that approximately \$70 000.00 will be added to the building department reserved this year.

**7.2 PW-2026-01, Department Update
For Information Only.**

Manager or Public Works Scott Price noted that winter snow removal is going well, there has been a salt shortage, seems to be a two-week waiting period.

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

10.3 Manager of Public Works – Scott Price

10.4 Manager of Recreation and Facilities - Brady Ropp

10.5 Treasurer/Manager of Finance - Amy Van Meeteren

10.5.1 FIN -2026-01, Annual Borrowing By-Law

Reeve Harding called upon Treasurer Amy Van Meeteren to present her two reports. Staff expressed that this by-law is passed at the beginning of each year. By passing this by-law, it authorizes the municipality to borrow money to cover expenditures until

taxes are collected and revenue is received.

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

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

And that Council give consideration to By-Law 1-2026, being a by-law authorizing the borrowing of money to meet 2026 current expenditures for the Township of Howick.

Carried.

10.5.2 FIN-2026-02, 2026 Interim Tax Levy By-Law

Second report is the Interim Tax Levy By-Law. The *Municipal Act, 2001* authorizes municipalities to levy an interim tax levy before the tax rate is passed to cover the financial obligations of the Township. The interim tax bills will be processed February 19, 2026 with installment due dates of March 20, 2026 and May 22, 2026.

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick receive this report prepared for the Interim Tax Levy By-Law 2-2026 for information;

And that consideration be given to by-law 2-2026, being a by-law to provide for Interim Tax Levies for the year 2026 for the Township of Howick.

Carried.

10.6 CAO/Clerk Caitlin Gillis

10.6.1 ADM-2026-01, 2026 Annual Accessibility Plan

Reeve Harding called upon CAO/Clerk Caitlin Gillis to present her report.

Under the *Accessibility for Ontarians with Disabilities Act*, municipalities must establish and maintain both a multi-year and an annual accessibility plan to meet ministry standards. The multi-year and annual plan are both published on the Township of Howick's website.

Howick is a member of the Huron County Accessibility Advisory Committee municipal working group, which was created to assist the upper-tier and lower-tier to develop the required policies to comply with ministry requirements.

An accessibility audit was completed by the Ministry of Seniors and Accessibility in 2025. The CAO/Clerk and Deputy Clerk were given a compliance checklist. Staff have worked through the checklist with some of the items outstanding until spring 2026 due to weather.

Council discussion around the parking space across from the Wroxeter Hall. It was addressed that this area is flat and could this be considered accessible parking for the hall? Staff to look into this.

Moved by: Councillor Rognvaldson
Seconded by: Deputy Reeve Gibson

That Howick Council receives report ADM-2026-01, 2026 Annual Accessibility Plan, for information;

And That Council approves and adopts the 2026 Annual Accessibility Plan as required under the Accessibility for Ontarians with Disabilities Act (AODA), 2005;

And That Council authorizes staff to post the 2026 Annual Accessibility Plan on the Township of Howick website as directed in the Integrated Accessibility Standards under the AODA;

Carried.

11. Committee and Board Reports

Council noted that the Treasurer of the Wroxeter Hall Board is stepping down after 12 years and that the Wroxeter Hall Board is looking for volunteers. Advertisement and application to be put onto the township website.

Moved by: Deputy Reeve Gibson
Seconded by: Councillor Grimes

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

- 11.1 Wroxeter Hall Board – Meeting Minutes August 7, 2025**
- 11.2 Wroxeter Hall Board – Meeting Minutes September 4, 2025**
- 11.3 Wroxeter Hall Board – Meeting Minutes October 7, 2025**
- 11.4 Wroxeter Hall Board – Meeting Minutes November 4, 2025**
- 11.5 Wroxeter Hall Board – Meeting Minutes December 4, 2025**

Carried.

12. Correspondence

- 12.1 Howick Minor Hockey – re. Request for an increase in profit share for their Hockey Day event**

Moved by: Councillor Grimes
Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick approve an extra 25% net bar profits for Howick Minor Hockey for their Hockey Day event on Saturday

Carried.

- 12.2 Saugeen Valley Conservation Authority- Annual Meeting Invitation
 - 12.3 Saugeen Valley Conservation Authority – Response to Provincial ERO Proposal
 - 12.4 Huron County – 2025 Year End Funding – Howick Summer Camp Program
- Council pointed out that members of Huron County Council happy to hear that this program is making money and thriving. Staff stated that this funding will give them the ability to add some new features and toys to the program.
- 12.5 Howick Family Festival –Meeting Minutes October 20, 2025
 - 12.6 Howick Family Festival – Meeting Minutes December 3, 2025
 - 12.7 Howick Family Festival – Meeting Minutes December 15, 2025
 - 12.8 Proposed Huron-Superior Conservation Authority – letter from MPP Lisa Thompson
 - 12.9 Ministry of Emergency Preparedness and Response – Passage of Bill 25
 - 12.10 Huron OPP Detachment – Meeting Minutes September 29, 2025
 - 12.11 Maitland Valley Conservation – Meeting Minutes November 19, 2025
 - 12.12 Maitland Valley Conservation – Meeting Minutes November 26, 2025
 - 12.13 Wroxeter Hall Board – Resignation

13. Unfinished Business

14. Council Reports

14.1 Council Member Reports

Reeve's Verbal Update from County Council

Reeve Harding provided an update from County Council. The draft levy from Huron County was sitting at 9.89%. County staff have been directed to make some cuts and that council would like to see the rate increase reduced to 4% - 6%.

Verbal Update from Council Members

Council discussion about the changes to the curbside recycling collection under the producer responsibility program. Council have been receiving questions and concerns around garbage collection and the new landfill recycling fees. Staff pointed out that while there were issues with waste

management reliability at the curbside, the \$10 minimum tipping fee at the landfill was waived and not yet put back in place.

The new recycling tipping fee at the landfill has been implemented due to the new regulations under Producer Led responsibility. Circular Materials does not recognize the Howick Landfill as a Recycling Depot and will not be collecting the recycling from the Landfill to be processed at their sorting facility. This leaves the Township to pick up the slack to pay Waste Management for collection and disposal of recyclables disposed of directly at the Howick Landfill.

At the Special Council meeting on December 19, 2025, Council decided to implement the new \$2.00 recycling tipping fee for cardboard and recycling deposited at the Howick Landfill to offset the expense associated to this disposal. All residents in Howick Township are offered curbside collection paid for by Circular Materials. This program should be utilized by all residents and eliminate the majority of the recycling traffic at the Howick Landfill. The new Waste Management Agreement will be coming to Council shortly at a future council meeting once it has been amended. Staff would like Waste Management to amend the agreement to reflect that IC&I properties will be receiving waste carts and curbside collection. Council suggested that this new tipping fee at the Howick Landfill for recyclables is discouraging small businesses in the community, staff pointed out that this is a business expense that they can write off when they file their taxes.

Clarification was given by staff that the wheeled waste and recycling bins will be issued to all residents in Howick. The waste bin will include an annual rental fee and the recycling cart will be free under the producer responsibility framework. All residents will receive the same size waste bin. The bin will remain with the residence and will not be taken from the property if ownership changes.

Staff outlined that there are only two providers for curbside waste and recycling collection in our area. Bluewater Recycling Association (BRA) and Waste Management. BRA was priced out and found to be much more expensive than Waste Management. Staff inquired whether Council would

like to see the cost to collect and dispose of recyclables at the Howick Landfill added to taxation for all Howick residents instead of the recycling tipping fee only charged to those using the service. No interest was shown in this option. Discussion around compost bins being implemented or the Township offering bins to be purchased at the township office for personal use on private property.

14.2 Requests by Members

14.3 Notice of Motions

14.4 Announcements

15. Other Business

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

16.1 By-Law 1-2026

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 1-2026;

Being A By-Law to Authorize the borrowing of money to meet the current expenditures of the Council of the Township of Howick.

Carried.

16.2 By-law 2-2026

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 2-2026;

Being A By-Law to provide for Interim Tax Levies for the year 2026 for the Township of Howick.

Carried.

17. Confirming By-law

17.1 By-law 3-2026

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick give first, second, third and

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

Move to Top

The Corporation of the Township of Howick Council Minutes January 13, 2026
final reading to By-law 3-2026;

Being a By-law to Confirm the Proceedings of the Council meeting held on
January 13, 2026.

Carried.

18. Adjournment

Moved by: Councillor Hargrave
Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick adjourn the January 13, 2026
Council meeting at 10:00 a.m.

Carried.

Reeve, Doug Harding

CAO/Clerk Caitlin Gillis

From: no-reply@mg.howick.ca on behalf of [New Council Delegation Request](#)
To: [Caitlin Gillis](#); [Howick Reception](#); [Alana Dick](#)
Subject: Council Delegate Request Form Submission
Date: January 21, 2026 2:04:24 PM

Council Delegation Request Form

First Name:

Crewson

Last Name:

Morley

Email:

deputyclerk@howick.ca

Phone:

[REDACTED]

Address:

Address 1:

[REDACTED]

ZIP / Postal Code: N0G 1X0

Are you representing a group?

No

What is your preferred meeting date to appear as a delegation?

2026-01-27

Please indicate how you intend to interact with the Council Meeting

In person

Please describe the issue you intend to present

Snow removal of water street and a dangerous situation concerning the plowing and removal of garbage and recycling from the property

Please indicate specific actions you would like Council to take.

exemption of landfill fees associated to disposing recycling

Staff Report # (if known)

n/a

Please provide your comments in support or opposition to the staff recommendation

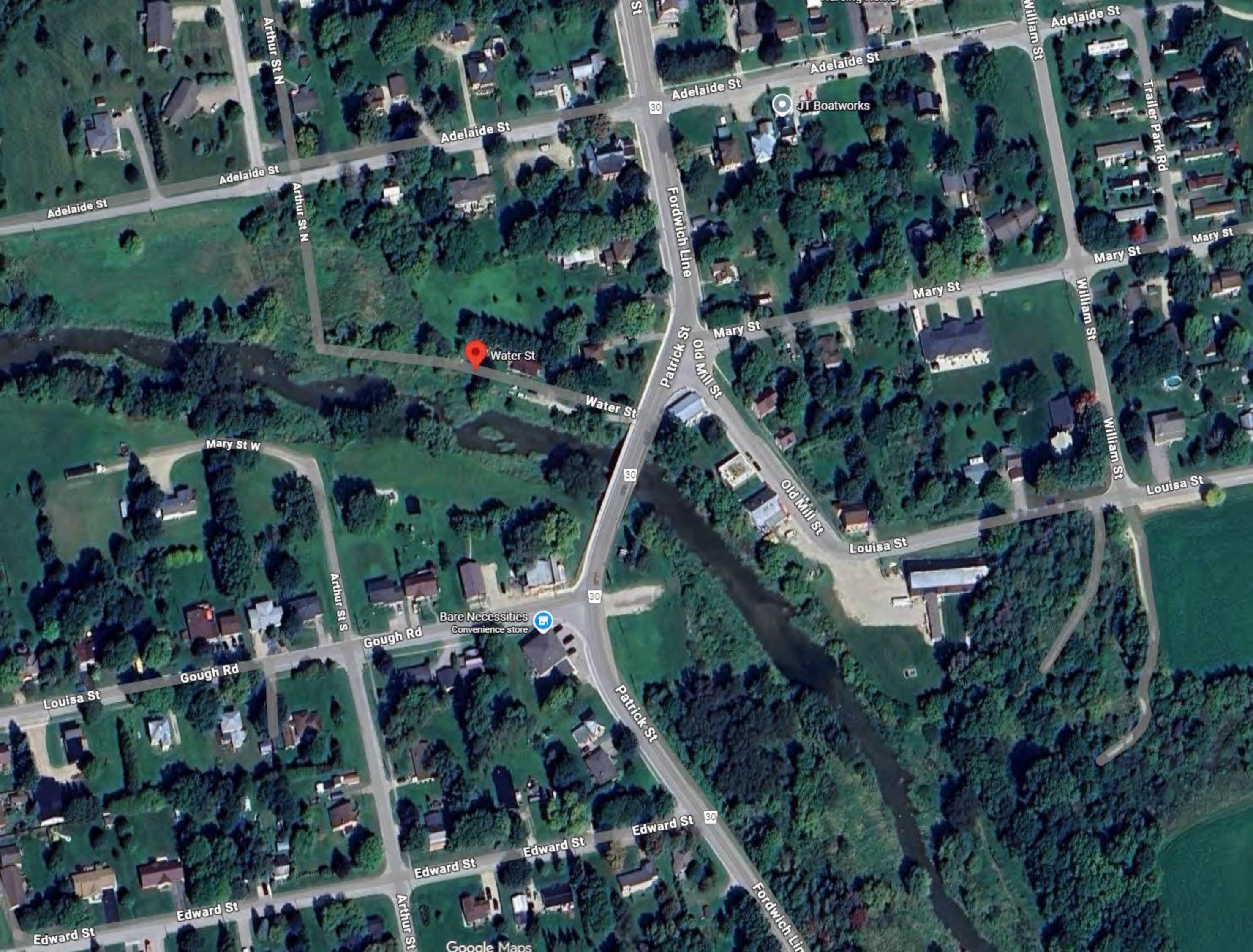
No response.

Do you require any accessibility accomodations?

No

Optional: Upload the written submission that you wish to share with Council

No response.



Adelaide St

Arthur St N

Adelaide St

Arthur St N

Adelaide St

30

Adelaide St

Adelaide St

JT Boatworks

William St

Adelaide St

Trailer Park Rd

Mary St

Mary St

Mary St

Mary St

Patrick St

Old Mill St

Water St

Water St

30

Mary St W

Arthur St S

Gough Rd

Bare Necessities
Convenience store

30

Old Mill St

Louisa St

William St

Louisa St

Louisa St

Gough Rd

Patrick St

Edward St

30

Edward St

Edward St

Edward St

Edward St

Arthur St

Fordwich Lin

Google Maps



Water St

Water St

Water St

Water St

Patrick St

Old Mill St

Mary St

Mary St

Old Mill St

Old Mill St

Gough Rd

Louisa St

30

30

Google Maps



PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

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Ext. 3

www.huroncounty.ca

To: Reeve and Members of Howick Council

From: Sarah Kurtz, Planner

Date: January 22, 2026

Re: Housekeeping Update to Howick Zoning By-law

RECOMMENDATION

That Howick Council initiate a Housekeeping Amendment to the Howick Zoning By-Law and direct staff to circulate the draft amendment for public review under the Planning Act.

PURPOSE AND EFFECT

The purpose of the proposed Housekeeping Amendment is to update zone requirements to address servicing, increase clarity and user-friendliness of the Bylaw and address minor changes identified by staff.

The proposed changes are primarily to the text of the Zoning By-law with two minor mapping updates.

Input has been provided by the Township Chief Building Official. A draft of the proposed Zoning By-law Amendment will be circulated, amended in response to public and staff feedback received during the consultation process and fully reviewed with Council at the time of the Public Meeting.

SUMMARY OF PROPOSED AMENDMENTS

The proposed amendments include the following changes:

- Updating Section 2, Definitions
The Definitions section of the Zoning By-law will be updated by the deletion of definitions that are no longer applicable and the amendment of definitions to reflect applicable Provincial Legislation.
- Updating Section 3, General Provisions for consistency across municipalities and to enhance user friendliness
 - Remove the general Additional Residential Unit (ARU) provisions and reallocate them into applicable zones.
 - Consolidate provisions relating to adjacent lands and Conservation Authority Notification Area (CANA) layers.
 - Add clarification to the legal non-conforming provisions.
 - Clarify size limitations for On Farm Diversified Uses (OFDU).

- Increase lot sizes to align lot standards with available servicing
The minimum lot areas in the AG4 (Agricultural Small Holding), HC1 (Highway Commercial), and CF (Community Facility) zones are to be updated from minimum lot sizes to a minimum of 1 acre (4000 square metres) or larger to be appropriately sized for the permitted uses in the zone and accommodate a private septic system for on-site septic flows.
- Update housing provisions to increase flexibility and align with best practices
 - New proposed wording to permit a detached ARU in the VR1 (Village Residential – Low Density) zone subject to a minimum lot size of 2 acres+.
 - New proposed wording to limit on-farm labour housing to 4 units.
 - Remove provisions related to converted commercial dwellings.
- Accessory Buildings
 - Incorporate new proposed wording to increase the maximum floor area of accessory buildings and structures in the VR2 (Village Residential – Medium Density) zone to be consistent with the VR1 zone.
- Expired Extractive Resources Licenses
 - There are two properties within the Township with surrendered licenses under the Aggregate Resources Act that continue to have Extractive Resources (ER1) zoning.
 - Staff will contact the property owners to notify them of the proposed change (from ER1 to AG1 and NE1) and ensure they are agreeable prior to circulation.

PUBLIC CONSULTATION & COMMUNICATION

The draft amendment will be posted on the Township website, advertised as per Planning Act requirements in the local newspapers, and promoted via the township's social media channels. The public meeting is proposed for the March 10th Council meeting.

March 10, 2026 Public Meeting at Regular Council Meeting. Council may make a decision or direct staff to make further changes.

Sincerely,



Sarah Kurtz
Planner

Staff Report to Council

Report From: Scott Richardson, Drainage Superintendent

Meeting Date: January 27, 2026

Report: DRN-2026-01
Merkley Municipal Drain

Recommendation:

That Howick Council in accordance with Section 78 of the Drainage Act, proceed with the request for improvement for the Merkley Municipal Drain.

And That Council appoint Spriet Associates Engineers & Architects to investigate, design and prepare a report for the Merkley Municipal Drain.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure
Consultations	Spriet Associates Engineers & Architects
Attachment(s) to Report	Merkley Municipal Drain Map

Report Highlights

The purpose of this report is for Council to consider Section 78 of the Drainage Act. The request for improvement was received on November 27th, 2025.

The last report for the Merkley Drain was prepared by H.M. Gibson Ltd. in 1970 under Bylaw 5-56.

The drain begins as tile system in Morris-Turnberry on Lot 10, Concession C and runs across the Belmore Line into Howick where the open ditch begins and outlets into Drain #19 on N ½ Lot 16, Concession A.

Context and Background

The owners of N PT Lot 16, Concession A (Jessalyn Mulder) would like to see the open drain running across the farm enclosed for better farm practice, and to eliminate the need for a culvert crossing.

MVCA has no objections to our proposal, but would require a permit prior to construction.

Discussion and Staff Recommendation(s)

Under the Ontario Drainage Act, municipalities are legally responsible for maintaining municipal drains, responding to valid petitions from landowners and ensuring drains meet approved engineering standards. Improvements are often required to meet current regulations or fulfill statutory obligations.

Impact Analysis

There should not be any financial obligations to the Township for this project, unless there is interest further upstream to enclose upper portions of the drain, which would require a new road crossing.

There is a wooded area immediately upstream of Salem Road. It would be highly unlikely the enclosure would continue upstream of Salem Road because of the woodlot. The enclosure would most likely end on the south side of Salem Road with no work to be completed in the right-of-way.

Linkages

- [Merkley Drain Map](#)
-

Respectfully submitted,

Scott Richardson, Drainage Superintendent

Staff Report to Council

Report From: Josh Kestner, Manager of Development and Protective Services / Fire Chief

Meeting Date: January 27, 2026

Report: DPS-2026-01
2026 Fire Protection Grant Transfer Payment Agreement

Recommendation:

That the Council of the Township of Howick receives report DPS-2026-01, 2026 Fire Protection Grant Transfer Payment Agreement for information purposes;

And Further That Council approve entering into a Transfer Payment Agreement with the Province of Ontario;

And Further That Council enact By-law 4-2026, being a by-law authorizing the CAO/Clerk and Reeve to execute said Agreement.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure People First
Consultations	Amy Van Meeteren, Manager of Finance / Treasurer
Attachment(s) to Report	Draft By-law 4-2026 2026 Fire Protection Grant Transfer Payment Agreement

Report Highlights

- The Howick Township Fire Department successfully secured \$16,800.00 through the Fire Protection Grant from the Ontario Fire Marshal's Office.
- The funding will be allocated to the purchase of essential firefighter safety equipment, including gloves, flash hoods, lithium-ion battery tools/equipment, a second gear extractor, decontamination equipment, and updated internet equipment.
- The grant is part of a larger \$20.0M initiative by the Ministry of the Solicitor General aimed at improving firefighter health and safety across Ontario.
- Funds must be allocated by March 31, 2026.
- Fire Department staff are in the process of procuring the equipment through trusted vendors.
- There are minimal financial implications for the municipality, as the project is expected to be fully funded through the grant.

Context and Background

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

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

Howick Township Fire Department applied for the grant in September 2025 and successfully secured funding to acquire essential safety equipment a second bunker gear extractor, lithium-ion battery fire response equipment, and on-scene decontamination equipment to support firefighter health and cancer prevention initiatives. Funds were also secured to procure updated wireless internet equipment.

Impact Analysis

Operational Impact – This essential equipment will aid the department in its overall goal of improving Firefighter health and safety, while mitigating the risk of firefighting related cancers and illnesses.

Financial Impact - The project is scaled to match the funds being received. Any potential overrun in costs (i.e. shipping costs, potential tariffs) will be charged to the Fire Department's operating budget. Additional costs over and above the grant funds received are expected to be minimal. The expenditures will be recorded as part of the 2026 capital budget, with the corresponding grant revenue reflected in the 2026 operating budget.

Linkages

- [Draft By-law 4-2026](#)

- [2026 Fire Protection Grant Transfer Payment Agreement](#)
-

Respectfully submitted,

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

Corporation of the Township of Howick

By-law No. 4-2026

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

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

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

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

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

Read a first and second time this 27th day of January, 2026.

Read a third time and finally passed this 27th day of January, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

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ONTARIO FIRE PROTECTION GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of **January 27, 2026**

BETWEEN:

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

(referred to as the "**Province**")

- and -

CORPORATION OF THE TOWNSHIP OF HOWICK

(the "**Recipient**")

CONSIDERATION

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

1.0 ENTIRE AGREEMENT

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

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

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

2.0 CONFLICT OR INCONSISTENCY

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

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

3.0 COUNTERPARTS

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

4.0 AMENDING THE AGREEMENT

- 4.1 This Agreement may be amended upon the agreement of all Parties, which shall be executed in writing.

5.0 ACKNOWLEDGEMENT

- 5.1 The Recipient acknowledges that:

- (a) by receiving Funds, it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario;
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act*, 2010 (Ontario);
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act*, 1996 (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the Freedom of Information and Protection of Privacy Act (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and

- (f) the Province is bound by the Financial Administration Act (Ontario) ("FAA") and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
 - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
 - (ii) the payment having been charged to an appropriation for a previous fiscal year.

SIGNATURE PAGE FOLLOWS

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

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Solicitor General**

Date

Name: Carrie Clark

Title: Deputy Fire Marshal

CORPORATION OF THE TOWNSHIP OF HOWICK

Date

Name: Caitlin Gillis

Title: CAO / Clerk

I have authority to bind the Recipient

Date

Name: Doug Harding

Title: Reeve

I have authority to bind the Recipient

SCHEDULE “A”
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

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

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

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

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

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

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

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

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

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

“Funding Year” means.

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the

period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

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

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

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

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

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

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

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

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

“Project” means the undertaking described in Schedule “C” and as may be amended from time to time.

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

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

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

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

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and

provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and

- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

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

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

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

- (a) procedures to enable the Recipient's ongoing effective functioning;
- (b) decision-making mechanisms for the Recipient;
- (c) procedures to enable the Recipient to manage Funds prudently and effectively;
- (d) procedures to enable the Recipient to complete the Project successfully;
- (e) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (g) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

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

A3.0 TERM OF THE AGREEMENT

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

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

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

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

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

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

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

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

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

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

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

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

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

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

A6.0 CONFLICT OF INTEREST

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

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

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

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
 - (ii) requests the consent of the Province to carry out the Project with

an actual, potential, or perceived conflict of interest;

- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTING, ACCOUNTING AND REVIEW

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

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
 - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (ii) signed by an authorized signing officer of the Recipient.

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

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

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

any of the following:

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

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

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

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

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

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

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

A8.0 COMMUNICATIONS REQUIREMENTS

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

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs;

- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and
- (d) obtain prior written approval from the Province before using any logo or symbol of the Government of Ontario, the Ministry of the Solicitor General or the Office of the Fire Marshal in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

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

A9.0 INDEMNITY

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

A10.0 INSURANCE

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

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

A10.2 Proof of Insurance. The Recipient will,

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

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. This Agreement may be terminated by the Province at any time without liability, penalty, or costs upon giving at least thirty (30) days prior written Notice to the Recipient.

A11.2 When Termination Effective. Termination under Article A11.1 will take effect as provided for in the Notice.

A11.3 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

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

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

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

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

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

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the

possession or under the control of the Recipient;

- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

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

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

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

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

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

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

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in

the Budget, the Province may take one or both of the following actions:

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

A14.0 FUNDS UPON EXPIRY

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

A15.0 DEBT DUE AND PAYMENT

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

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

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

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

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

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

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

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

A16.0 NOTICE

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

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

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

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

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

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

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

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

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

any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

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

A19.0 WAIVER

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

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

A20.0 INDEPENDENT PARTIES

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

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

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

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

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

A22.0 GOVERNING LAW

A22.1 Governing Law. The Agreement and the rights, obligations and relations of the

Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 Agreement into Effect. The Recipient will:

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

A24.0 JOINT AND SEVERAL LIABILITY

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

A25.0 RIGHTS AND REMEDIES CUMULATIVE

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

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 Other Agreements. If the Recipient:

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

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

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A.8, Article A8.0, Article A9.0, Article A10.0, section A11.2, sections A12.1, sections A12.2(d), (e), (f), (g), (h), (i), and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0, and Article A27.0.

-- END OF GENERAL TERMS AND CONDITIONS --

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$16,800
Expiry Date	March 31, 2026
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$ 5,000
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Name: Program Development & Analytics Unit, Office of the Fire Marshal, Public Safety Division Ministry of the Solicitor General</p> <p>Attention: Katrina Nedeljkovich, Operations Manager</p> <p>Address: 2284 Nursery Road, Midhurst, ON L0L 1N0</p> <p>Fax: (705) 305-4595</p> <p>Email: Katrina.nedeljkovich@Ontario.ca / OFMGrants@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Name: Josh Kestner</p> <p>Position: Fire Chief</p> <p>Address: 44816 Harriston Rd, RR1, Gorrie ON N0G 1X0</p> <p>Phone: 519-335-3202</p> <p>Email: jkestner@howick.ca</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Name: Amy Van Meeteren</p> <p>Position: Manager of Finance / Treasurer</p> <p>Address: 44816 Harriston Rd, RR1, Gorrie ON N0G 1X0</p> <p>Phone: 519-335-3208 x3</p> <p>Email: treasurer@howick.ca</p>

Additional Provisions:

None

SCHEDULE “C” PROJECT

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

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

The Ministry has identified five categories of eligibility:

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

The grant application window opened August 13, 2025 and closed September 30, 2025.

CORPORATION OF THE TOWNSHIP OF HOWICK is approved for \$16,800

Funding to support the purchase of Grant funds to be used towards a gear washer with automatic soap dispenser, an additional supply of spare gloves and hoods, tyvek suits, masks, two wireless access points for station wifi, and an overpack drum/overhaul equipment (rakes, shovels) and foam/medium for Lithium Ion containment..

SCHEDULE “D” BUDGET

Funding will be provided to CORPORATION OF THE TOWNSHIP OF HOWICK upon execution of this Agreement.

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

The funds must be committed to the project as approved by March 31st, 2026. Subsequently, the funds must be spent by the municipality by the end of Provincial Financial Quarter Three (Q3) (December 31, 2026).

SCHEDULE “E” PAYMENT PLAN

E.1 MAXIMUM FUNDS

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

E.2 PAYMENT SCHEDULE

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

SCHEDULE “F” REPORTS

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

As part of the report back, the municipality is required to provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule “C”.

Staff Report to Council

Report From: Josh Kestner, Manager of Development and Protective Services / Fire Chief

Meeting Date: January 27, 2026

Report: DPS-2026-02
Agreement of Purchase and Sale

Recommendation:

That Howick Council authorize the sole source purchase of property legally described as Plan 276, Park Pt Lot 17, RP22R5697 Parts 1 and 2, Gorrie;

And That Council pass by-law 5-2026 to execute the purchase and sale agreement;

And That the CAO/Clerk and Reeve be authorized to sign closing documents and any other documents required to complete the transaction on behalf of the Township thereafter.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure
Consultations	Greg Stewart, Municipal Solicitor - Donnelly & Murphy Lawyers
Attachment(s) to Report	Draft By-law No. 5-2026 Agreement of Purchase and Sale

Report Highlights

- At the October 21, 2025 Regular Council Meeting, Howick Council directed staff to proceed with drafting Agreements of Purchase and Sale of three properties located

at the corner of Harriston Road and Alma St. N. in Gorrie as a potential location of a future fire station.

- An agreement has been drafted by the Municipal Solicitor for the purchase of Plan 276 PARK PT LOT 17 RP22R5697 PARTS 1 AND 2, Gorrie.
- Staff are seeking Council's approval to execute this agreement and proceed with the purchase of the subject property and all other requirements such as a survey, title search, etc.

Context and Background

Council made an informal expression of interest in the eventual replacement of the Howick Fire Station at the August 12, 2025 Regular Council meeting. Following that, on October 21, 2025, Council directed staff to proceed with acquiring three properties in the village of Gorrie. These included private property, a Huron County Road allowance, and a Ministry of Transportation owned property. Currently, staff have negotiated deals for the private property, and the Huron County property.

The agreement attached as [Appendix A](#) has been negotiated between the Township's Solicitor and the seller's lawyer. The terms of the agreement are acceptable to both staff and the seller, and staff are prepared to proceed with executing the agreement. A title search is actively being completed by Donnelly Murphy as stipulated in the agreement.

Following the purchase of the property to Howick Township, staff will be responsible for the removal of any items on the property deemed unsuitable for publicly owned property. This includes two sheds located on the property, which will be relocated to another property within the village of Gorrie, or demolished at the Township's expense. The Township will also take over maintenance of the property beginning in Spring 2026, including the care of an existing garden space, which will include consultation with the Seller. Additionally, the Township will remove any dead trees and mark the property appropriately with signage and a fire number.

Discussion and Staff Recommendation(s)

The purchase of the subject property is crucial to the eventual replacement of the Howick Fire Station. Staff believe that the purchase price and subsequent agreement are fair and recommend that Council authorize the execution of this agreement. Additionally, a timely acquisition of this property will aid in the decision-making process for the Ministry of Transportation on deeming their abutting property surplus, as their criteria favours adjacent landowners.

Impact Analysis

Operation Impact – Work at the property will be completed jointly by Howick Fire Department and Public Works staff as time permits, with workload expected to be minimal following the initial removal of sheds, trees, and other items.

Financial Impact – The purchase price of the property has previously been approved by Council and is included in the Draft 2026 Capital budget. Any costs associated with the initial preparation of the property for public use will be absorbed into this cost.

Linkages

- [Draft By-law No. 5-2026](#)
 - [Agreement of Purchase and Sale](#)
-

Respectfully submitted,

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



Staff Report to Council

Report From: Josh Kestner, Manager of Development and Protective Services / Fire Chief

Meeting Date: January 27, 2026

Report: DPS-2026-03
Hiring Recruit Firefighters

Recommendation:

That the Council of the Township of Howick approve the hiring of Mara Cutting, Jake Caesar, Julian Wojtecki, Wade Schefter, Daniel Lane, and Nathan Wombwell as Recruit Firefighters with the Howick Township Fire Department effective January 27, 2026.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	People First
Consultations	Doug Harkes, Deputy Fire Chief Scott Price, Captain
Attachment(s) to Report	None

Report Highlights

- Six Recruit Firefighter positions were posted in May 2025 for the Howick Township Fire Department.
- Interviews were conducted in September/October 2025, with six employment offers made to Mara Cutting, Jake Caesar, Julian Wojtecki, Wade Schefter, Daniel Lane,

and Nathan Wombwell.

- The Recruit Firefighters have completed initial orientation with the Fire Department following department SOGs, have completed the necessary medical/background checks, and staff are recommending that they be formally hired.

Context and Background

The Fire Department saw a number of retirements and resignations between 2024 and 2025. Six Firefighter positions became available, and a job posting was issued in May of 2025. The posting yielded thirteen applications.

In September and October of 2025, interviews were conducted by the Fire Chief, Deputy Chief Doug Harkes, and Captain Scott Price. Six candidates were chosen to begin the initial orientation period, where they could feel out the Fire Department before making a formal decision to accept a position. This time is also used to collect all the necessary paperwork, including a medical evaluation, police background check, and driver's abstract. All six candidates have met the hiring requirements.

The Recruit Firefighters will begin the Huron County Recruit Training Program at the end of January 2026, which is a significant time commitment totaling over 300 hours. Onboarding of Recruit Firefighters, including bunker gear and PPE, uniforms, pagers, and training is a considerable investment by the Township, and will only be made for approved positions.

Discussion and Staff Recommendation(s)

Staff are recommending Council approve the hiring of the six above mentioned Recruit Firefighters, so that staff may proceed with onboarding and training as soon as possible.

Impact Analysis

Operational Impact – An increase in administrative and operational workload is expected during the onboarding and training period, which is expected to last approximately six months.

Financial Impact – The cost of training, bunker gear, PPE, uniforms, and wages have all been included in the Draft 2026 Fire Department Operating Budget.

Linkages

None

Respectfully submitted,

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

Staff Report to Council

Report From: Brady Ropp, Manager of Recreation and Facilities

Meeting Date: January 27, 2026

Report: REC-2026-02
+VG Architects Daycare Design Proposal

Recommendation:

That Howick Council accept the attached agreement from +VG Architects for the design of a daycare facility;

And That Council approve the Consulting Services Architectural Fee outlined in Proposal No. 250376P;

And That Council authorize the CAO/Clerk to proceed with drafting a by-law to enter into an agreement with +VG Architects for the services outlined in said proposal, for the child care centre project.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Welcoming & Vibrant Community
Consultations	Caitlin Gillis, Chief Administrative Officer/Clerk Paul Sapounzi, CEO, +VG Architects
Attachment(s) to Report	Proposal for Architect Services for New Childcare Centre

Context and Background

- The original planning phase of the proposed childcare facility was initially undertaken with John Rutledge Architecture, from which two preliminary drawings and corresponding quotations were received.

- Due to creative differences, staff and the childcare centre committee felt that an architecture firm with experience and expertise in designing child care facilities would be a better option.
- Deputy Reeve Gibson, CAO/Clerk Caitlin Gillis and the Manager of Recreation & Facilities Brady Ropp toured Wellington Place Child Care and Learning Centre located outside of Fergus and were very impressed by the design and layout of the facility.
- +VG Architects was the architect for Wellington Place Child Care and Learning Centre and were contacted by Howick staff to provide a quote for complete drawings and costing for Howick's proposed childcare centre.

Discussion and Staff Recommendation(s)

- A preliminary meeting was held virtually with representatives from +VG Architects, outlining their knowledge and experience designing day care facilities. The preliminary budget information of \$2,000,000 - \$2,500,000 for the construction of a 5000-7000 square foot child care centre was well received.
- At staff's request, +VG have drafted and provided the attached fee proposal for the project.
- The Total Architecture Consulting Fee is based on 7.9% of the final project costs.
- If a tender price of \$500.00 sq/ft is received, with a total building area of 5000 ft², the total project cost would be \$2,500,000. A 7.9% architecture consulting fee of \$197,500 would apply.
- Based on a preliminary estimated construction price of \$2,500,000, the Total Architecture Consulting Fee can be understood by development stage as follows:

Description	Fee
Schematic Design	\$15,000.00
Design Development	\$54,135.00
Contract Documents	\$79,000.00
Tender	\$9,875.00
Contract Administration	\$39,500.00
Total Architecture Consulting Fee	\$197,500.00

- A detailed description of the Scope of Work is outlined in the attached +VG Architects fee proposal.
- Staff recommend proceeding with entering into an Agreement with +VG Architects for

the design of the child care centre based on the enclosed fee proposal.

- Completed drawings are required to estimate the cost of construction and to proceed with a Request for Quotation or Tender for construction firms for an early spring 2026 construction.

Impact Analysis

- Design and construction costs of the child care centre have not been included in the draft 2026 budget because they are still unknown.
- Staff recommend that all costs associated with the design and construction of a child care centre be considered separately from the Draft 2026 budget.
- Staff recommend funding this project with a combination of:
 1. \$2,000,000 in funding received from the Canada Wide Early Learning and Child Care (CWELCC) Fund;
 2. Fundraising profits;
 3. Howick Township reserve funds; and/or
 4. Infrastructure Loan from Infrastructure Ontario.

Linkages

- [+VG Architects website](#)
 - [+VG Architects Proposal No. 250376P](#)
-

Respectfully submitted,

Brady Ropp, Manager of Recreation & Facilities

Caitlin Gillis, Chief Administrative Officer/Clerk



Proposal No.: 250376P

21 January 2026

Brady Ropp C.I.T. & C.P.O.
Township of Howick
44816 Harriston Road,
Gorrie, Ontario

RE: Childcare Expansion to Existing Community Centre Arena

Mr. Ropp,

Thank you for the opportunity to submit a proposal to complete the new childcare addition at the existing community center arena for the Township of Howick. Based on our conversations to date and the preliminary project information shared in our meeting on December 18th, we understand that the new facility must be able to accommodate 24 pre-school students, 15 toddlers, 10 infants as well as space for after-school programming.

THE SCOPE OF WORK:

The *Architect's* scope of services consists of those services performed by the *Architect*, and the *Architect's* employees set forth herein or otherwise mutually agreed in writing.

	Deliverables
	SCHEMATIC DESIGN PHASE
.1	Review Program - Review the <i>Client's</i> Program of Requirements and other information furnished by the <i>Client</i> and the characteristics of the site.
.2	Review Applicable Codes - Review applicable statutes, regulations, codes and by- laws and where necessary review the same with the authorities having jurisdiction.
.3	Prepare Initial Evaluation - Prepare an initial evaluation of the <i>Client's</i> Program of Requirements, schedule, budget for the <i>Construction Cost</i> , <i>Project</i> site and the proposed procurement or delivery method and other initial information provided by the <i>Client</i> each in terms of the other, to ascertain the requirements of the <i>Project</i> . The <i>Architect</i> shall notify the <i>Client</i> of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the <i>Project</i> .

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.4	Review Initial Evaluation - Present and review with the <i>Client</i> the initial evaluation and discuss alternative approaches to design and construction of the <i>Project</i> . The <i>Architect</i> shall reach an understanding with the <i>Client</i> regarding the requirements of the <i>Project</i> .
.5	Preliminary Concept Design - Based on the Project's requirements agreed upon with the Client, the Architect shall prepare for the Client's approval a preliminary concept design illustrating the scale and relationship of the Project components.
.6	Schematic Design Documents - Based on the Client's approval of the preliminary concept design, mutually agreed upon Program of Requirements, schedule and budget for the Construction Cost, prepare for the Client's review and approval, schematic design documents to illustrate the scale and character of the Project and how the parts of the Project functionally relate to each other including as appropriate: <ul style="list-style-type: none"> • Site Plan • Spatial Relationship diagrams • Floor Plans • Elevations • Building Sections • Outline Specifications
.7	Estimate of Construction Cost - Prepare and submit to the Client an Estimate of Construction Cost based on current area or volume unit cost prepared in accordance with GC5.3.
.8	Submit Schematic Design - Submit the schematic design documents to the Client and request the Client's approval.
DESIGN DEVELOPMENT PHASE	
.9	Design Development Documents - Based on the Client's approved schematic design documents and agreed Estimate of Construction Cost, and any Client's authorization o adjustments in the Project requirements and the budget for the Construction Cost prepare for the Client's review and approval, design development documents, drawing and other documents to describe the size and character of the Project including as appropriate the architectural, structural, mechanical, and electrical systems, materials and such other elements: <ul style="list-style-type: none"> • Site Plan • Floor Plans • Elevations • Building Sections • Project brief detailing area calculations, building systems and outline specifications
.10	Continue Review of Applicable Codes - Continue to review applicable statutes, regulations codes and by-laws as the design of the Project is developed and where necessary review the same with the authorities having jurisdiction.
.11	Update Estimate of Construction Cost - Prepare and submit to the Client for approval an updated Estimate of Construction Cost.
.12	Submit Design Development - Submit the design development documents to the Client, advise the Client of any adjustments to the Estimate of Construction Cost and request the Client's approval.
CONSTRUCTION DOCUMENTS PHASE	
.13	Drawings and Specifications - Based on the Client's approved design development documents and agreed updated Estimate of Construction Cost, prepare for Client's review and approval, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the Project.

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.14	Review Applicable Codes - Review statutes, regulations, codes and by-laws applicable to the design and, where necessary, review the same with the authorities having jurisdiction in order that the consents, approvals, licenses and permits necessary for the Project may be obtained.
.15	Bidding Information - Obtain instructions from and advise the Client on the preparation of the bidding information, bidding forms, conditions of the construction contract and the form of construction contract between Client and contractor.
.16	Update Estimate of Construction Cost - Update the Estimate of Construction Cost.
.17	Submit Construction Documents - Submit the Construction Documents to the Client, advise the Client of any adjustments to the Estimate of Construction Cost, including adjustments indicated by changes in requirements and general market conditions; take any action required under GC 5.2 and request the Client's approval.
	PERMITS AND APPROVALS
.18	Building Permit Application - Prepare documents for building permit application, for owner's signature as applicant and assist with submission of the application.
	BIDDING/NEGOTIATION PHASE
.19	Bidding/Negotiation - Following the Client's approval of the Construction Documents and the latest agreed Estimate of Construction Cost: assemble and provide bid documents to bidders, monitor and respond to enquiries regarding bid requirements, prepare and process addenda during bidding, arrange for receipt of bids, opening of bids, comparative review and report results for Client's direction on award. Assist the Client with construction contract negotiations, prepare construction contracts and assemble construction contract documents for signature by the contracting parties.
	CONSTRUCTION PHASE
.20	General Review - Provide General Review services during construction; examine, evaluate and report upon representative samples of the Work; keep the Client informed of the progress and quality of the Work; report defects and deficiencies in the Work observed during the course of the site reviews; and report in writing to the Client, contractor and chief building official.
.21	Site Meetings - Attend site meetings with contractor, major sub-contractors and Consultants, where appropriate, to review the progress of the Work.
.22	WSIB Certificates, Bonds and Insurance Policies - Arrange to receive from the contractor, as required under the construction contract, WSIB certificates, bonds and insurance policies and deliver to Client for Client's bond and insurance advisors to review.
.23	Construction Schedule - Receive construction schedule from contractor, review and forward to Client.
.24	Schedule of Values - Receive schedule of values from contractor, review and adjust, if required. Advise both Client and contractor that the agreed schedule of values will form the basis for factoring percentage of Work completed into certificates for payment.

.25	Payment Certification - When engaged to provide General Review, receive and assess contractor's applications for payment; determine the amounts owing to the contractor under the construction contract based on the Architect's observations and evaluation of the contractor's applications for payment having factored percentage of completeness against the contractor's schedule of values and issue certificates of payment to the Client in the value proportionate to the amount of the construction contract, of work performed and products delivered to the Place of the Work.
.26	Construction Contract Documentation Interpretation - On the written request of either the Client or the contractor, render written interpretations and findings within a reasonable time, consistent with the intent of and reasonably inferable from the construction contract documents, showing partiality to neither the Client nor the contractor, on claims, disputes and other matters in question between the Client and the contractor relating to the execution or performance of the Work or the interpretation of the construction contract documents.
.27	Shop Drawings and Submittals - Review and take other appropriate action with reasonable promptness upon such contractor's submittals as shop drawings, product data, and samples for conformance with the general design concept of the Work as provided in the construction contract documents.
.28	Supplemental Details and Instructions - Prepare and issue additional documents and supplemental instructions to the contractor, as required for clarification of the requirements of the contract documents, with reasonable promptness or in accordance with a schedule for such instructions agreed to by the Architect and the contractor.
.29	Requests for information (RFI's) - Receive requests for information (RFI's) from the contractor and process accordingly.
.30	Proposed Change Notices/Change Orders and Change Directives - Prepare proposed change notices, drawings, specifications and supporting data, evaluate contractor's proposals, prepare change orders and change directives for the Client's approval and signature in accordance with the construction contract documents.
.31	Inspection & Testing Services - Provide assistance in having inspection and testing companies perform services as required by the construction contract documents, receive and review their reports and report to Client.
.32	Substantial Performance and Completion - As payment certifier prepare and issue at the appropriate time, a certificate of Substantial Performance of the Work and a statement of construction contract deemed completion in accordance with the provisions of the Construction Lien Act.
.33	Contractor's Documentation at Completion - Receive from the contractor and forward to the Client for the Client's acceptance the written warranties and related documents as required under the construction contract.
.34	Takeover Procedure - Arrange for takeover of the Project by the Client, including demonstration of operating equipment, handover of operating and maintenance manuals and replacement parts as specified.
.35	Twelve Month Warranty Review - Prior to the end of the period of one year following the date of Substantial Performance of the Work, review any defects or deficiencies which have been reported or observed during that period, and notify the contractor in writing of those items requiring attention by the contractor to complete the Work in accordance with the construction contract between the owner and contractor.

CONSULTING SERVICES ARCHITECTURAL FEE:

The following fee for consulting services is inclusive of only architectural, interior design, and structural engineering work per the scope of work as outlined in the scope of work above and our understanding of the project based on 50 Dalhousie Street, Brantford, Ontario N3T 2H8, T: 519.754.1652

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our correspondence. The fees broken out below are based on an assumption that the estimated construction budget for this project of \$2,500,000.00. This fee is based on the fixed value of the work described herein. If actual cost and/or scope increases occur during the course of the project, then an adjustment to the total fee will be made on a percentage basis. The fees provided below do not include provisions for any other consulting services and are calculated assuming all meetings will be held virtually, unless otherwise identified in the deliverables above.

CONSULTING SERVICES FEE:

Total Architecture Consulting Fee: 7.9%

Example Fee Calculations: if the tender price comes in at \$500.00 per square foot, and the building area is 5,000 sq.ft., a fee of 7.9% will be calculated as \$197,500.00. The cost per square foot for the building will be dictated by the parameters of the building, site, program requirements, and collective design decisions. Based on an estimated construction budget of \$2,500,000.00 this fee can be understood by development stage as follows:

Schematic Design:	\$15,000.00
Design Development:	\$54,135.00
Contract Documents:	\$79,000.00
Tender:	\$9,875.00
Contract Administration:	<u>\$39,500.00</u>
Total Architecture Consulting Fee:	\$197,500.00

Additional Fees:

Additional services not defined in this proposal will be negotiated between parties prior to work or billed at the indicated standard hourly rates:

Role	Hourly Rate	Per Diem Rate
Partner	\$250.	\$2,000.
Associate Partner	\$185.	\$1,480.
Senior Associate	\$175.	\$1,400.
Associate	\$150.	\$1,200.
Technologist / Technician	\$140.	\$1,120.
Administration	\$100.	-

Notes:

1. HST will be added to these fees.
2. Disbursements will be invoiced accordingly.

If you agree with the details of our fee proposal, we will draft a standard contract with the above noted details enclosed, or we can proceed with purchase order with an itemized checklist that describes the listed scope of work items for your project. We look forward to discussing the scope of work and schedule in further detail with you at your convenience.

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We look forward to collaborating with you and your team on this project.

Yours very truly,
+VG ARCHITECTS

Paul Sapounzi,
C.E.O +VG Architects
B. Arch., O.A.A. F.R.A.I.C, CAHP
Office: 519.754.1652
Mobile: 519.241.1705
psapounzi@plusvg.com

P:\Pending Proposals\Howick Township Childcare 25\Submission

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GC4 CLIENT'S RESPONSIBILITIES

- 4.1 The *Client* shall provide full information regarding the requirements for the *Project* including the *Client's Project* objectives, constraints and criteria and a written Program of Requirements including spatial and functional requirements and relationships, flexibility, expandability, special equipment, systems, and site requirements.
- 4.2 The *Client* shall initially establish and periodically update a budget for the *Construction Cost* of the *Project* which includes *Contingencies* for (1) escalation, (2) design and (3) unforeseen changes during construction. If the *Client* significantly increases or decreases the budget for the *Construction Cost* the *Client* shall notify the *Architect*. The *Client* and *Architect* shall thereafter agree to a corresponding change in the *Project's* size and quality.
- 4.3 The *Client* shall provide information, surveys, reports and services as set out below, the accuracy and completeness of which the *Architect* shall be entitled to rely upon and such contracts for the provision of information, surveys, reports and services, whether arranged by the *Client* or the *Architect*, shall be considered direct contracts with *Client* unless explicitly provided otherwise:
- .1 surveys describing physical characteristics, legal limitations and utility locations for the *Project* site, and a written legal description of the site and adjoining properties as necessary showing the following survey and legal information, as applicable: grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights of way; restrictions; easements; encroachments; zoning; deed restrictions; boundaries and contours of the site; locations, dimensions and data pertaining to existing buildings, other improvements, and trees; and information concerning utility services, both public and private, above and below grade, including inverts and depths;
 - .2 subsurface investigation and reports which include but are not limited to test borings, test pits, determination of soil bearing values, percolation tests, a list of and evaluations of *Toxic or Hazardous Substances or Materials* present at the *Place of the Work*, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate professional recommendations; and
 - .3 air and water pollution tests, tests for *Toxic or Hazardous Substances or Materials*, structural, mechanical, chemical, and other laboratory and environmental tests, inspections, laboratory and field tests and reports as required by the *Architect*, the *Architect's Consultants*, the authorities having jurisdiction or the construction contract documents.
- 4.4 The *Client* shall:
- .1 authorize in writing a person to act on the *Client's* behalf and define that person's scope of authority with respect to the *Project* when necessary. In the absence of such naming of an authorized representative, the signatory to this contract is deemed to be the representative;
 - .2 review documents submitted by the *Architect* and give the *Architect* timely decisions for the orderly progress of the *Architect's* services;
 - .3 sign applications for permits as the owner, or if the *Client* is not the owner arrange for the owner to sign, and pay for the building permit and all other permits and development costs;
 - .4 immediately notify the *Architect* in writing if the *Client* observes or otherwise becomes aware of any fault or defect in the *Project* or any nonconformity with the requirements of the construction contract;
 - .5 engage *Consultants* identified in Article A10.2 of this contract under terms and
 - .6 ensure that all *Consultants* engaged by the *Client* under other contracts carry professional liability insurance coverage;
 - .7 provide any legal, accounting and insurance counselling services as may be necessary at any time for the *Project*, including such auditing services as the *Client* may require to verify the contractor's applications for payment or to ascertain how or for what purpose the contractor uses the monies paid by or on behalf of the *Client*; and
 - .8 provide reports and appropriate professional recommendations of specialist *Consultants* if required by the *Architect*.
- 4.5 The *Client* agrees that, should the construction contract include provision that any dispute between the *Client* and the contractor may be finally resolved by arbitration, the construction contract shall include provisions satisfactory to the *Architect* that:
- .1 require the *Client* and contractor to notify the *Architect* in writing of any arbitration and of any matters in dispute that affect the *Architect*;
 - .2 provide that, upon receipt of the notice in GC4.5.1 above, the *Architect* shall have the option to participate in the arbitration as a party;
 - .3 provide that, in the event that GC4.5.1 and GC 4.5.2 above are not complied with, the *Client* and contractor agree to not pursue any claim against the *Architect* arising from matters resolved by the arbitration.

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Staff Report to Council

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

Meeting Date: January 27, 2026

Report: FIN-2026-03
December 5-30, 2025 and January 1 -21, 2026
Accounts Payable

Recommendation:

That the Council of the Township of Howick receive report FIN-2026-03, December 5-30, 2025 and January 1-21, 2026 Accounts Payable, for information;

And That Council approve payment of the January 27, 2026 Accounts Payable in the amount of \$113,926.50.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Safe & Reliable Infrastructure Welcoming & Vibrant Community Inviting Neighbourhoods & Thriving Businesses People First
Consultations	None
Attachment(s) to Report	Accounts Payable December 5 to 30, 2025 Accounts Payable January 1 to 21, 2026

Context and Background

To update Council on the Accounts Payable Report for December 5 to 30, 2025 in the amount of \$622,032.78.

For Council to approve the Accounts Payable Report for the period of January 1 to 21, 2026 in the amount of \$113,926.50 as these payments are not part of an approved budget

yet.

Linkages

- [Accounts Payable December 5 to 30, 2025](#)
 - [Accounts Payable January 1 to 21, 2026](#)
-

Respectfully submitted,

Amy Van Meeteren, Treasurer/Manager of Finance

Accounts Payable

Bills and Accounts Dec 5 - Dec 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-12-05 to 2025-12-30 Paid Invoices Cheque Date 2025-12-05 to 2025-12-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001565 ALANA DICK	DEC 19/25 MILEAGE	MTG MILEAGE/FLOWERS	024814	2025-12-19	2025-12-19	211.80
		01-1300-0000-50105 MTG MILEAGE-200KM A.DICK				144.00
		01-1100-0000-51500 REIMB:FLOWERS-R ROGNVALDSON				67.80
002023 ALNWICK/HALDIMAND BY-LAV 25-115		FIRE RESCUE BODY - EQUIPMENT	024783	2025-12-15	2025-12-15	20,000.00
		01-2100-2101-90001 FIRE RESCUE BODY - EQUIPMENT				20,000.00
001372 AMY VAN MEETEREN	DEC 19/25	MTG MILEAGE 2025 A VAN MEETERE	024815	2025-12-19	2025-12-19	327.64
		01-1300-0000-50105 MTG MILEAGE 2025-456KM AVM				327.64
001468 AVENIR ENERGY	210920	HCC PROPANE 1524.0 L @ 0.48	001923	2025-12-30	2025-12-30	827.07
		01-7100-7101-50510 HCC PROPANE 1524.0 L @ 0.48				827.07
001468 AVENIR ENERGY	192999	PROPANE 1003.0 @ 0.5332	001923	2025-12-30	2025-12-30	604.32
		01-2100-2101-50510 PROPANE 1003.0 @ 0.5332				604.32
Vendor Total						1,431.39
001105 B.M. ROSS AND ASSOCIATES 30100		SPENCETOWN BRIDGE #11 ENGINEER	024784	2025-12-15	2025-12-15	6,861.27
		01-3500-9019-90000 SPENCETOWN BRIDGE #11 ENGINEER				6,861.27
001105 B.M. ROSS AND ASSOCIATES 30101		ORANGEHILL CULVERT#29 ENGINEER	024784	2025-12-15	2025-12-15	2,800.71
		01-3500-9018-90000 ORANGEHILL CULVERT#29 ENGINEER				2,800.71
001105 B.M. ROSS AND ASSOCIATES 30463		SPENCETOWN RD #11 ENGINEER	024833	2025-12-30	2025-12-30	2,502.84
		01-3500-9019-90000 SPENCETOWN RD #11 ENGINEER				2,502.84
001105 B.M. ROSS AND ASSOCIATES 30462		CULVERT #29 ENGINEERING	024833	2025-12-30	2025-12-30	4,314.34
		01-3500-9018-90000 CULVERT #29 ENGINEERING				4,314.34
001926 BEHRNS METAL FABRICATING 96539		C-22 SHIMS FOR GRADER	024785	2025-12-15	2025-12-15	329.96
		01-3800-3825-50554 C-22 SHIMS FOR GRADER				329.96
001145 BELMORE COMMUNITY CENTRE DEC 12/2025		BELMORE ICE DONATIONS	024786	2025-12-15	2025-12-15	1,400.00
		01-0000-0000-57100 BELMORE ICE DONATIONS				1,400.00
001145 BELMORE COMMUNITY CENTRE DEC 19/25		DONATIONS	024834	2025-12-30	2025-12-30	425.00
		01-0000-0000-57100 DONATION COMMUNITY CENTRE				425.00
Vendor Total						1,825.00
001397 BIL GRAHAM	NOV 14/25	DZ LICENSE RENEWAL- B GRAHAM	024787	2025-12-15	2025-12-15	113.75
		01-2100-2101-50102 DZ LICENSE RENEWAL- B GRAHAM				90.00
		01-2100-2101-50102 AIR BRAKE RENEWAL- B GRAHAM				23.75
001251 BILL MILLER	NOV 2025	SNOW BLOWING/ SANDING SDWLKS	024788	2025-12-15	2025-12-15	555.00
		01-9200-0000-50556 SNOW BLOWING/ SANDING SDWLKS				555.00

Accounts Payable

Bills and Accounts Dec 5 - Dec 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-12-05 to 2025-12-30 Paid Invoices Cheque Date 2025-12-05 to 2025-12-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001251 BILL MILLER	DEC 2025 SNOW	DEC 2025 SNOW REMOVAL	024835	2025-12-30	2025-12-30	2,250.00
		01-9200-0000-50556	DEC 2025 SNOW REMOVAL			2,250.00
					Vendor Total	2,805.00
001189 BRANDT SECURITY PAP	21-9934	MONTHLY ALARM	001907	2025-12-19	2025-12-19	45.20
		01-1300-0000-50556	MONTHLY ALARM			22.60
		01-3800-3850-50551	MONTHLY ALARM			22.60
001504 CAITLIN GILLIS	2025 MILEAGE	2025 MILEAGE - C GILLIS	024837	2025-12-30	2025-12-30	379.73
		01-1300-0000-50105	2025 MILEAGE - C GILLIS			379.73
001792 CANADA'S FINEST COFFEE	IN006081	OFFICE COFFEE	024789	2025-12-15	2025-12-15	165.98
		01-1300-0000-50555	OFFICE COFFEE			165.98
001792 CANADA'S FINEST COFFEE	IN0006059	HCC COFFEE	024816	2025-12-19	2025-12-19	273.00
		01-7100-7101-50555	HCC COFFEE			273.00
					Vendor Total	438.98
001558 CANADIAN TIRE	12 08 2025	GREASE & AIR PWR GREASE GUN	001908	2025-12-19	2025-12-19	84.65
		01-7100-7101-50555	GREASE & AIR PWR GREASE GUN			84.65
001924 CHALMERS FUELS	1665691	GAS 60.30L @ 0.4990	001909	2025-12-19	2025-12-19	34.00
		01-1300-0000-50510	GAS 60.30L @ 0.4990			34.00
001924 CHALMERS FUELS	1677014	GAS 1712.80L @ 0.4990	001909	2025-12-19	2025-12-19	965.80
		01-7100-7101-50510	GAS 1712.80L @ 0.4990			965.80
001924 CHALMERS FUELS	1672667	GAS 134.80L @ 0.4990	001909	2025-12-19	2025-12-19	76.02
		01-7100-7101-50510	GAS 134.80L @ 0.4990			76.02
001924 CHALMERS FUELS	1674238	SHOP HEAT GAS 471.10L @ 0.4990	001909	2025-12-19	2025-12-19	265.64
		01-3900-3901-50510	SHOP HEAT GAS 471.10L @ 0.4990			265.64
001924 CHALMERS FUELS	1674237	OFFICE GAS 249.90L @ 0.4990	001909	2025-12-19	2025-12-19	140.91
		01-1300-0000-50510	OFFICE GAS 249.90L @ 0.4990			140.91
001924 CHALMERS FUELS	1678258	FIRE GAS 534.90L @ 0.4990	001909	2025-12-19	2025-12-19	301.62
		01-2100-2101-50510	FIRE GAS 534.90L @ 0.4990			301.62
001924 CHALMERS FUELS	1685407	HCC PROPANE 1314.90L @ 0.4990	001909	2025-12-19	2025-12-19	741.44
		01-7100-7101-50510	HCC PROPANE 1314.90L @ 0.4990			741.44
001924 CHALMERS FUELS	1681866	GAS 78.30L @ 0.4990	001909	2025-12-19	2025-12-19	44.15
		01-7100-7101-50555	GAS 78.30L @ 0.4990			44.15
001924 CHALMERS FUELS	1686068	PROPANE 99.0L @0.4990	001909	2025-12-19	2025-12-19	66.56
		01-7100-7101-50510	PROPANE 99.0L @0.4990			66.56
001924 CHALMERS FUELS	1677576	PROPANE 99L @ 0.4990	001909	2025-12-19	2025-12-19	109.07
		01-7100-7101-50510	PROPANE 99L @ 0.4990			109.07
001924 CHALMERS FUELS	1689517	HCC PROPANE 2082.90L @ 0.4990	001924	2025-12-30	2025-12-30	1,174.49
		01-7100-7101-50510	HCC PROPANE 2082.90L @ 0.4990			1,174.49

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001924 CHALMERS FUELS	1686578	OFFICE PROPANE 313.0L @ 0.4990	001924	2025-12-30	2025-12-30	176.49
		01-1300-0000-50510 OFFICE PROPANE 313.0L @ 0.4990				176.49
001924 CHALMERS FUELS	1686579	RDS PROPANE 2004.80L @ 0.4990	001924	2025-12-30	2025-12-30	1,130.45
		01-3900-3901-50510 RDS PROPANE 2004.80L @ 0.4990				1,130.45
001924 CHALMERS FUELS	1702504	HCC PROPANE 2399.10L @ 0.4990	001924	2025-12-30	2025-12-30	1,352.78
		01-7100-7101-50510 HCC PROPANE 2399.10L @ 0.4990				1,352.78
001924 CHALMERS FUELS	1701730	RDS PROPANE 1168.90L @ 0.4990	001924	2025-12-30	2025-12-30	659.11
		01-3900-3901-50510 RDS PROPANE 1168.90L @ 0.4990				659.11
001924 CHALMERS FUELS	1701729	OFFICE PROPANE 178.70L @ 0.499	001924	2025-12-30	2025-12-30	100.76
		01-1300-0000-50510 OFFICE PROPANE 178.70L @ 0.499				100.76
001924 CHALMERS FUELS	1702971	ALB PROPANE 142.60L @ 0.4990	001924	2025-12-30	2025-12-30	80.41
		01-7100-7101-50510 ALB PROPANE 142.60L @ 0.4990				80.41
001924 CHALMERS FUELS	1702318	4 - 33LB TANKS	001924	2025-12-30	2025-12-30	85.17
		01-7100-7101-50510 4 - 33LB TANKS				85.17
001924 CHALMERS FUELS	1694904	3 - 33LB TANKS	001924	2025-12-30	2025-12-30	66.56
		01-7100-7101-50510 3 - 33LB TANKS				66.56
001924 CHALMERS FUELS	1693032	OFFICE PROPANE 157.70L @ 0.499	001924	2025-12-30	2025-12-30	88.92
		01-1300-0000-50510 OFFICE PROPANE 157.70L @ 0.499				88.92
001924 CHALMERS FUELS	1693033	RDS PROPANE 1101.0L @ 0.4990	001924	2025-12-30	2025-12-30	620.82
		01-3900-3901-50510 RDS PROPANE 1101.0L @ 0.4990				620.82
001924 CHALMERS FUELS	1689752	ALBT PROPANE 103.60L @ 0.4990	001924	2025-12-30	2025-12-30	58.42
		01-9200-0000-50555 ALBT PROPANE 103.60L @ 0.4990				58.42
001924 CHALMERS FUELS	1696685	HCC PROPANE 1810.30L @ 0.4990	001924	2025-12-30	2025-12-30	1,020.77
		01-7100-7101-50510 HCC PROPANE 1810.30L @ 0.4990				1,020.77
001924 CHALMERS FUELS	1694794	LUBRICANTS - PW RDS	001924	2025-12-30	2025-12-30	3,396.72
		01-3900-3901-50555 LUBRICANTS - PW RDS				3,396.72
001924 CHALMERS FUELS	1696992	OFFICE PROPANE 166.20L @ 0.4990	001924	2025-12-30	2025-12-30	93.71
		01-1300-0000-50510 OFFICE PROPANE 166.20L @ 0.4990				93.71
001924 CHALMERS FUELS	1696993	RDS PROPANE 1284.60L @ 0.4990	001924	2025-12-30	2025-12-30	724.35
		01-3900-3901-50510 RDS PROPANE 1284.60L @ 0.4990				724.35
001924 CHALMERS FUELS	1697557	FH PROPANE 923.10L @ 0.4990	001924	2025-12-30	2025-12-30	520.51
		01-2100-2101-50510 FH PROPANE 923.10L @ 0.4990				520.51
Vendor Total						14,095.65
001799 CHUCK HULL	03	BEAVER REMOVAL	024817	2025-12-19	2025-12-19	800.00
		01-8400-8407-12810 BEAVER REMOVAL				800.00
001056 CIBC VISA	OCT 24/25 CANVA	FIRE CANVA SUBSCRIPTION	001910	2025-12-19	2025-12-19	150.00
		01-2100-2101-50556 FIRE CANVA SUBSCRIPTION				150.00

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001056 CIBC VISA	NOV 12/25 AMAZON	GALAXY TABLET RDS	001910	2025-12-19	2025-12-19	251.71
		01-3900-3901-50200 GALAXY TABLET RDS				251.71
001056 CIBC VISA	NOV 12/25 AMAZON 2	TABLET MOUNT FOR TRUCK	001910	2025-12-19	2025-12-19	35.41
		01-3900-3901-50200 TABLET MOUNT FOR TRUCK				35.41
001056 CIBC VISA	NOV 12/25 TOYOTA AL	HOLD DEPOSIT FORD F-150	001910	2025-12-19	2025-12-19	500.00
		01-0000-0000-12811 HOLD DEPOSIT FORD F-150				500.00
001056 CIBC VISA	NOV 17/25 ADOBE	FIRE DEPT ADOBE MEMBERSHIP FEE	001910	2025-12-19	2025-12-19	45.18
		01-2100-2101-50556 FIRE DEPT ADOBE MEMBERSHIP FEE				45.18
001056 CIBC VISA	NOV 6/25 AMAZON	RED BINDER OFFICE SUPPLIES	001910	2025-12-19	2025-12-19	34.14
		01-1300-0000-50200 RED BINDER OFFICE SUPPLIES				34.14
001056 CIBC VISA	NOV 8/25 AMAZON	CALCULATOR SPOOL OFFICE	001910	2025-12-19	2025-12-19	17.26
		01-1300-0000-50200 CALCULATOR SPOOL OFFICE				17.26
001056 CIBC VISA	NOV 20/25 AMAZON	IPAD CASE	001910	2025-12-19	2025-12-19	20.13
		01-1100-0000-90000 IPAD CASE				20.13
001056 CIBC VISA	NOV 20/25 AMAZON 2	POST IT NOTES - OFFICE	001910	2025-12-19	2025-12-19	36.72
		01-1300-0000-50200 POST IT NOTES - OFFICE				36.72
001056 CIBC VISA	NOV 5/25 HIGH FIVE	HEALTHY CHILD DEV TRAINING	001910	2025-12-19	2025-12-19	84.75
		01-7100-7102-50103 HEALTHY CHILD DEV TRAINING				84.75
001056 CIBC VISA	NOV 16/25 AMAZON	CHRISTMAS LIGHTS	001910	2025-12-19	2025-12-19	204.47
		01-7100-7101-50554 CHRISTMAS LIGHTS				204.47
001056 CIBC VISA	NOV 16/25 AMAZON 3	HCC CHRISTMAS LIGHTS	001910	2025-12-19	2025-12-19	199.95
		01-7100-7101-50554 HCC CHRISTMAS LIGHTS				199.95
001056 CIBC VISA	NOV 16/25 AMAZON 4	YARD SPOT LIGHTS	001910	2025-12-19	2025-12-19	368.08
		01-7100-7101-50554 YARD SPOT LIGHTS				368.08
001056 CIBC VISA	NOV 17/25 AMAZON 5	BATTERY DISCONNECT SWITCH	001910	2025-12-19	2025-12-19	28.20
		01-7100-7101-50555 BATTERY DISCONNECT SWITCH				28.20
001056 CIBC VISA	NOV 21/25 AMAZON	TOY - TRUCK	001910	2025-12-19	2025-12-19	24.95
		01-7200-7202-50555 TOY - TRUCK				24.95
001056 CIBC VISA	NOV 22/25 AMAZON 6	TOY- TRACTOR	001910	2025-12-19	2025-12-19	39.36
		01-7200-7202-50555 TOY- TRACTOR				39.36
001056 CIBC VISA	NOV 22/25 POOL SUPF	WIFI ROBOCTIC POOL CLEANER	001910	2025-12-19	2025-12-19	1,919.87
		01-7100-7102-50555 WIFI ROBOCTIC POOL CLEANER				1,919.87
001056 CIBC VISA	NOV 23/25 AMAZON	TOY- TRACTOR	001910	2025-12-19	2025-12-19	81.79
		01-7200-7202-50555 TOY- TRACTOR				81.79
Vendor Total						4,041.97
001394 D & M AUTO SERVICE	10541	E350 USED FRONT BUMPER	024790	2025-12-15	2025-12-15	881.40
		01-2100-2107-50554 E350 USED FRONT BUMPER				881.40
001394 D & M AUTO SERVICE	10642	FIRE TRUCK UNDERCOATING	024790	2025-12-15	2025-12-15	791.00
		01-2100-2103-50554 2-4 TRUCK UNDERCOATING				282.50

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Number	Name	Number	Desc	Chq Nbr	Date	Amount	
001394	D & M AUTO SERVICE	10749	01-2100-2104-50554	2-5 TRUCK UNDERCOATING		226.00	
			01-2100-2106-50554	2-6 TRUCK UNDERCOATING		282.50	
			LICENCE PLATE LIGHT	024790	2025-12-15	2025-12-15	675.51
			01-3800-3821-50553	LICENCE PLATE LIGHT		675.51	
					Vendor Total	2,347.91	
001908	DAN VOISIN	305660	RDS VEHICLE UNDERCOATING	024791	2025-12-15	2025-12-15	1,446.40
			01-3800-3811-50554	T-20 UNDERCOATING		339.00	
			01-3800-3813-50554	T-08 UNDERCOATING		339.00	
			01-3800-3821-50554	F-450 UNDERCOATING		192.10	
			01-3900-3901-50556	DODGE 5500 UNDERCOATING		192.10	
			01-3800-3812-50554	P-20 UNDERCOATING		135.60	
			01-3800-3814-50554	P-19 UNDERCOATING		135.60	
			01-2400-2401-50554	BLD JEEP UNDERCOATING		113.00	
001883	DEPENDABLE EMERGENCY V ON-007436		FIRE SIGN/SUCTION HOSE/FLOURO	024792	2025-12-15	2025-12-15	1,349.79
			01-2100-2104-50553	2-5 CUSTOM HANDLE/SS SIGN/BLAC		115.26	
			01-2100-2101-90001	2-5 SUCTION HOSE		1,011.35	
			01-2100-2102-50553	2-7 FLOURO YELLOW/GREEN/RED TP		223.18	
001167	DIETRICH ENGINEERING LIMITEE 2194		WEBER #7 MD ENGINEERING	024818	2025-12-19	2025-12-19	33,335.00
			01-8400-8436-12810	WEBER #7 MD ENGINEERING		33,335.00	
001241	DONNELLY & MURPHY	13097	BOWMAN SUB PLANNING RECOVERABLE	024838	2025-12-30	2025-12-30	169.50
			01-8100-0000-12810	BOWMAN SUB PLANNING RECOVERABLE		169.50	
002006	EPIC RACEWEAR ONEPROMC 7078376		HOWICK BANNERS X 64	024819	2025-12-19	2025-12-19	6,826.10
			01-8100-0000-50558	HOWICK BANNERS X 64		6,826.10	
001764	EQUITABLE LIFE OF CANADA DEC 2025		DEC 2025 BENEFITS	001911	2025-12-19	2025-12-19	8,367.26
			01-1300-0000-50102	DEC 2025 BENEFITS		2,900.96	
			01-2400-2401-50102	DEC 2025 BENEFITS		524.58	
			01-3900-3901-50102	DEC 2025 BENEFITS		3,131.95	
			01-7100-7101-50102	DEC 2025 BENEFITS		1,385.07	
			01-2100-2101-50102	DEC 2025 BENEFITS		424.70	
001834	FIRE MARSHAL'S PUBLIC FIREIN170113		DETECT COMBO ALARM	024793	2025-12-15	2025-12-15	376.09
			01-2100-2101-50205	DETECT COMBO ALARM		376.09	
002026	FORT 44 INC	3739	ONBOARDING TECHNOLOGY HOWICK	024839	2025-12-30	2025-12-30	7,358.56
			01-1100-0000-90000	ONBOARDING TECHNOLOGY HOWICK		7,358.56	
001597	FOXTON FUELS LIMITED	646979	GAS REGULAR 1524.10L @ .8810	001912	2025-12-19	2025-12-19	1,844.51
			01-3900-3901-50559	GAS REGULAR 1524.10L @ .8810		1,844.51	
001597	FOXTON FUELS LIMITED	646978	DIESEL CLEAR 871.20L @ 1.0830	001912	2025-12-19	2025-12-19	1,194.15

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		01-3900-3901-50559 DIESEL CLEAR 871.20L @ 1.0830				1,194.15
001597 FOXTON FUELS LIMITED	646977	DIESEL DYED 1121.50L @ 1.0830	001912	2025-12-19	2025-12-19	1,423.17
		01-3900-3901-50559 DIESEL DYED 1121.50L @ 1.0830				1,423.17
001597 FOXTON FUELS LIMITED	648230	DIESEL CLEAR 1533.90L @ 1.0950	001925	2025-12-30	2025-12-30	2,123.30
		01-3900-3901-50559 DIESEL CLEAR 1533.90L @ 1.0950				2,123.30
001597 FOXTON FUELS LIMITED	648231	DIESEL DYED 2746.5L @ 1.0950	001925	2025-12-30	2025-12-30	3,522.53
		01-3900-3901-50559 DIESEL DYED 2746.5L @ 1.0950				3,522.53
001597 FOXTON FUELS LIMITED	648835	DIESEL DYED 2141.7L @ 1.0940	001925	2025-12-30	2025-12-30	2,744.42
		01-3900-3901-50559 DIESEL DYED 2141.7L @ 1.0940				2,744.42
001597 FOXTON FUELS LIMITED	648837	DIESEL CLEAR 1433.9L @ 1.0940	001925	2025-12-30	2025-12-30	1,982.43
		01-3900-3901-50559 DIESEL CLEAR 1433.9L @ 1.0940				1,982.43
001597 FOXTON FUELS LIMITED	649183	DIESEL CLEAR 1274L @ 1.0500	001925	2025-12-30	2025-12-30	1,698.75
		01-3900-3901-50559 DIESEL CLEAR 1274L @ 1.0500				1,698.75
001597 FOXTON FUELS LIMITED	649640	DIESEL DYED 1576.40L @ 1.0140	001925	2025-12-30	2025-12-30	1,877.53
		01-3900-3901-50559 DIESEL DYED 1576.40L @ 1.0140				1,877.53
001597 FOXTON FUELS LIMITED	649641	DIESEL CLEAR 1232.3L @ 1.0140	001925	2025-12-30	2025-12-30	1,593.02
		01-3900-3901-50559 DIESEL CLEAR 1232.3L @ 1.0140				1,593.02
001597 FOXTON FUELS LIMITED	649642	GAS REGULAR 852.40L @ 0.7960	001925	2025-12-30	2025-12-30	949.73
		01-3900-3901-50559 GAS REGULAR 852.40L @ 0.7960				949.73
001597 FOXTON FUELS LIMITED	649957	DIESEL CLEAR 1165.70L @ 1.0170	001925	2025-12-30	2025-12-30	1,510.88
		01-3900-3901-50559 DIESEL CLEAR 1165.70L @ 1.0170				1,510.88
001597 FOXTON FUELS LIMITED	649958	DIESEL DYED 1031.10L @ 1.0170	001925	2025-12-30	2025-12-30	1,231.55
		01-3900-3901-50559 DIESEL DYED 1031.10L @ 1.0170				1,231.55
001597 FOXTON FUELS LIMITED	650127	DIESEL CLEAR 1576.5L @ 1.0010	001925	2025-12-30	2025-12-30	1,854.49
		01-3900-3901-50559 DIESEL CLEAR 1576.5L @ 1.0010				1,854.49
001597 FOXTON FUELS LIMITED	650128	DIESEL CLEAR 611.50L @ 1.0010	001925	2025-12-30	2025-12-30	781.52
		01-3900-3901-50559 DIESEL CLEAR 611.50L @ 1.0010				781.52
001597 FOXTON FUELS LIMITED	651138	DIESEL EXHAUST FLUID BULK	001925	2025-12-30	2025-12-30	398.33
		01-3900-3901-50559 DIESEL EXHAUST FLUID BULK				398.33
Vendor Total						26,730.31
001259 GEI CONSULTANTS	730016856	LANDFILL IMPROVEMENT ENGINEER	024794	2025-12-15	2025-12-15	3,731.83
		01-4300-0000-90000 LANDFILL IMPROVEMENT ENGINEER				3,731.83
001259 GEI CONSULTANTS	730017917	LANDFILL MONITORING	024840	2025-12-30	2025-12-30	1,528.38
		01-4300-0000-50656 LANDFILL MONITORING				1,528.38
Vendor Total						5,260.21
001333 GLOBAL PAYMENTS PAP	113025	DEBIT CHARGES - NOV 2025	001913	2025-12-19	2025-12-19	46.98
		01-1300-0000-50220 DEBIT CHARGES - NOV 2025				23.49

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		01-7100-7101-50556	DEBIT CHARGES - NOV 2025			23.49
001336 GUY BOULANGER	NOV 20/25	REIMB DZ MEDICAL - BOULANGER	024795	2025-12-15	2025-12-15	250.00
		01-2100-2101-50102	REIMB DZ MEDICAL BOULANGER			250.00
001646 HEINMILLER REPAIRS LTD	10963	SAFETY INSPECTION	024796	2025-12-15	2025-12-15	828.60
		01-2100-2103-50554	SAFETY INSPECTION			828.60
001646 HEINMILLER REPAIRS LTD	10962	ANNUAL SAFETY INSPECTION	024796	2025-12-15	2025-12-15	902.29
		01-2100-2104-50554	ANNUAL SAFETY INSPECTION			902.29
001646 HEINMILLER REPAIRS LTD	10964	ANNUAL SAFETY INSPECTION	024796	2025-12-15	2025-12-15	1,479.72
		01-2100-2106-50554	ANNUAL SAFETY INSPECTION 2-6			1,479.72
001646 HEINMILLER REPAIRS LTD	11010	T-08 SAFETY & REPAIR LABOUR	024796	2025-12-15	2025-12-15	23,754.56
		01-3800-3813-50554	T-08 SAFETY & REPAIR LABOUR			23,754.56
Vendor Total						26,965.17
001380 HOWICK MINOR HOCKEY	DEC 12/25	PROFIT SHARE FROM EVENT NOV 22	024797	2025-12-15	2025-12-15	1,571.74
		01-7100-7101-57100	PROFIT SHARE FROM EVENT NOV 22			1,571.74
001575 HV POWER	4053	PICK UP BANNERS/XTRA TIME	024798	2025-12-15	2025-12-15	423.75
		01-8100-0000-50557	PICK UP BANNERS/XTRA TIME			423.75
001575 HV POWER	4054	INSTALL XMAS LIGHTS BEL/LAKE/H	024798	2025-12-15	2025-12-15	423.75
		01-8100-0000-50557	INSTALL XMAS LIGHTS BEL/LAKE/H			423.75
001575 HV POWER	4055	FORDWICH INSTALL XMAS LIGHTS	024798	2025-12-15	2025-12-15	353.13
		01-9200-0000-50556	FORDWICH INSTALL XMAS LIGHTS			353.13
Vendor Total						1,200.63
001298 HYDRO ONE NETWORKS INC	OCT 2025	OCT 2025 USAGE	001914	2025-12-19	2025-12-19	17,506.65
		01-9400-0000-50500	OCT 2025 USAGE			58.26
		01-1300-0000-50500	OCT 2025 USAGE			354.75
		01-3900-3901-50500	OCT 2025 USAGE			323.01
		01-9400-0000-50500	OCT 2025 USAGE			41.00
		01-7100-7102-50500	OCT 2025 USAGE			55.54
		01-2100-2101-50500	OCT 2025 USAGE			381.04
		01-7100-7101-50500	OCT 2025 USAGE			13,453.80
		01-9300-0000-50500	OCT 2025 USAGE			33.87
		01-9400-0000-50500	OCT 2025 USAGE			183.15
		01-9400-0000-50500	OCT 2025 USAGE			809.06
		01-9300-0000-50500	OCT 2025 USAGE			894.53
		01-9000-0000-50500	OCT 2025 USAGE			66.94
		01-8900-0000-50500	OCT 2025 USAGE			18.77
		01-9200-0000-50500	OCT 2025 USAGE			733.81
		01-9400-0000-50500	OCT 2025 USAGE			54.19
		01-9400-0000-50500	OCT 2025 USAGE			10.73
		01-9300-0000-50500	OCT 2025 USAGE			8.98

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Vendor		Invoice	Invoice	Invoice	Entry			
Number	Name	Number	Desc	Chq Nbr	Date	Date	Amount	
001298	HYDRO ONE NETWORKS INC	NOV 2025	01-9200-0000-50500	OCT 2025 USAGE			14.49	
			01-9400-0000-50500	OCT 2025 USAGE			10.73	
				NOV 2025 USAGE	001926	2025-12-30	2025-12-30	13,901.43
				01-9400-0000-50500	NOV 2025 USAGE			47.43
				01-1300-0000-50500	NOV 2025 USAGE			299.49
				01-3900-3901-50500	NOV 2025 USAGE			323.83
				01-9400-0000-50500	NOV 2025 USAGE			31.64
				01-7100-7102-50500	NOV 2025 USAGE			45.60
				01-2100-2101-50500	NOV 2025 USAGE			395.09
				01-7100-7101-50500	NOV 2025 USAGE			10,342.30
				01-9300-0000-50500	NOV 2025 USAGE			31.00
				01-9400-0000-50500	NOV 2025 USAGE			84.96
				01-9400-0000-50500	NOV 2025 USAGE			674.37
				01-9300-0000-50500	NOV 2025 USAGE			743.96
				01-9000-0000-50500	NOV 2025 USAGE			56.28
				01-8900-0000-50500	NOV 2025 USAGE			16.27
				01-9400-0000-50500	NOV 2025 USAGE			45.67
				01-9400-0000-50500	NOV 2025 USAGE			9.12
				01-9300-0000-50500	NOV 2025 USAGE			7.51
				01-9200-0000-50500	NOV 2025 USAGE			12.05
				01-9400-0000-50500	NOV 2025 USAGE			9.12
				01-4300-0000-50500	NOV 2025 USAGE			110.06
				01-9200-0000-50500	NOV 2025 USAGE			615.68
Vendor Total						31,408.08		
002025	INTACT PUBLIC ENTITIES	IN000031092	LAYNE/JAMES ACCIDENT INVESTIG	024820	2025-12-19	2025-12-19	676.00	
			01-0000-0000-51010	LAYNE/JAMES ACCIDENT INVESTIG			676.00	
001171	J. STEWART ELECTRIC	NOV 21/25	FEMALE 20 AMP CORD END	024799	2025-12-15	2025-12-15	92.94	
			01-2100-2101-50554	FEMALE 20 AMP CORD END			92.94	
002027	JOE JOHNSON EQUIPMENT	296	TARP & REMOTE- 2026 DODGE	024841	2025-12-30	2025-12-30	3,158.35	
			01-3800-0000-90000	TARP & REMOTE- 2026 DODGE			3,158.35	
001313	LAKELET CEMETERY BOARD	DEC 19/25	DONATION: P BAUMGARTEN	024842	2025-12-30	2025-12-30	250.00	
			01-0000-0000-57100	DONATION: P BAUMGARTEN			250.00	
001050	LISA BEIRNES	DEC 19/25	COUNCIL BUDGET 1 MTG LUNCH	024821	2025-12-19	2025-12-19	239.88	
			01-1300-0000-50555	COUNCIL BUDGET 1 MTG LUNCH			239.88	
001657	LYNDA STRONG	22	2024 CAIRN CEMETERY MAINTENANC	024843	2025-12-30	2025-12-30	500.00	
			01-0000-0000-23200	2024 CAIRN CEMETERY MAINTENANC			500.00	
001657	LYNDA STRONG	23	2025 CAIRN CEMETERY MAINTENANC	024843	2025-12-30	2025-12-30	500.00	
			01-5500-0000-50552	2025 CAIRN CEMETERY MAINTENANC			500.00	
Vendor Total						1,000.00		

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
002024 MAITLAND CONSERVATION	11325	MERKLEY DRAINAGE REVIEW	024822	2025-12-19	2025-12-19	235.00
		01-8400-8448-12810 MERKLEY DRAINAGE REVIEW				235.00
001391 MICROAGE BASICS	570866	FOLDERS/PAPER/INDEX TABS	024844	2025-12-30	2025-12-30	439.70
		01-2400-2401-50200 FOLDERS LEGAL				28.09
		01-1300-0000-50200 PAPER/ INDEX TABS/ FOLDERS				411.61
001391 MICROAGE BASICS	571025	INDEX INSERTABLE TABS	024844	2025-12-30	2025-12-30	5.59
		01-1300-0000-50200 INDEX INSERTABLE TABS				5.59
001391 MICROAGE BASICS	45530	2510 COLOUR/2386 BLACK	024844	2025-12-30	2025-12-30	226.51
		01-1300-0000-50200 2510 COLOUR/2386 BLACK				226.51
001391 MICROAGE BASICS	45610	FD 280 COLOUR/284 BLACK	024844	2025-12-30	2025-12-30	42.26
		01-2100-2101-50200 FD 280 COLOUR/284 BLACK				42.26
Vendor Total						714.06
001185 MIDWESTERN EQUIPMENT (LI62813		M-110 FILTERS	001915	2025-12-19	2025-12-19	334.10
		01-3800-3835-50553 M-110 FILTERS				334.10
001185 MIDWESTERN EQUIPMENT (LI62533		FORD - OIL FILTER FOR TRACTOR	001915	2025-12-19	2025-12-19	20.95
		01-9200-0000-50555 FORD - OIL FILTER FOR TRACTOR				20.95
001185 MIDWESTERN EQUIPMENT (LI62943		SPECIAL SH SCREWS & BOLTS	001927	2025-12-30	2025-12-30	27.62
		01-9200-0000-50555 SPECIAL SH SCREWS & BOLTS				27.62
001185 MIDWESTERN EQUIPMENT (LI62937		HEX BOLT	001927	2025-12-30	2025-12-30	3.44
		01-9200-0000-50555 HEX BOLT				3.44
001185 MIDWESTERN EQUIPMENT (LI62936		KUBOTA ENGINE OIL & FILTER	001927	2025-12-30	2025-12-30	63.75
		01-9200-0000-50555 KUBOTA ENGINE OIL & FILTER				63.75
001307 MIDWESTERN NEWSPAPER G29223		REMEMBERANCE DAY ADS	024801	2025-12-15	2025-12-15	226.00
		01-2100-2101-50200 REMEMBERANCE DAY ADS INDP				113.00
		01-1100-0000-51500 REMEMBERANCE DAY ADS WING				113.00
002002 MIKE'S CUSTOM WELDING & FMCW2368		BACK RACK/TOOL HOLDER 2026 DG	024845	2025-12-30	2025-12-30	5,428.37
		01-3800-0000-90000 BACK RACK/TOOL HOLDER 2026 DG				5,428.37
001038 MINISTER OF FINANCE-DRAIN2347432947-2		TILE DRAIN DEB# 2024-01	024802	2025-12-15	2025-12-15	6,793.40
		01-8500-0000-53100 TILE DRAIN DEB# 2024-01				4,021.00
		01-8500-0000-53200 TILE DRAIN DEB# 2024-01				2,772.40
001142 MINISTER OF FINANCE-EHT NOV 2025 EHT		NOV 2025 EHT	001916	2025-12-19	2025-12-19	2,389.20
		01-0000-0000-25110 NOV 2025 EHT				2,389.20
001142 MINISTER OF FINANCE-EHT DEC 2025 EHT		DEC 2025 EHT	001928	2025-12-30	2025-12-30	4,369.84

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-0000-0000-25110	DEC 2025 EHT			4,369.84
					Vendor Total	6,759.04
001888 MINISTER OF FINANCE-FIRE	420512250919064	OFC REG FEES JUL-SEP 2025	024846	2025-12-30	2025-12-30	130.00
		01-2100-2101-50103	OFC REG FEES JUL-SEP 2025			130.00
001063 MINISTER OF FINANCE-OPP	1063	JUL-SEP 2025 LSR REIMBURSEMENT	024847	2025-12-30	2025-12-30	-1,144.02
		01-2200-0000-50556	JUL-SEP 2025 LSR REIMBURSEMENT			-1,144.02
001063 MINISTER OF FINANCE-OPP	421112251411143	PRISONER TRANSPORT GRANT	024847	2025-12-30	2025-12-30	-1,207.00
		01-2200-0000-45100	PRISONER TRANSPORT GRANT			-1,207.00
001063 MINISTER OF FINANCE-OPP	342312251113079	NOVEMBER POLICING	024847	2025-12-30	2025-12-30	45,745.00
		01-2200-0000-50556	NOVEMBER POLICING			45,745.00
					Vendor Total	43,393.98
001894 MITCH ROWLEY PLUMBING	2506	120 GALLON COMP PRESSURE TANK	024803	2025-12-15	2025-12-15	2,577.00
		01-7100-7101-50556	120 GALLON COMP PRESSURE TANK			2,577.00
001894 MITCH ROWLEY PLUMBING	2376	PLUMBING 2041 VICTORIA ST	024803	2025-12-15	2025-12-15	599.86
		01-2400-2404-50556	PLUMBING 2041 VICTORIA ST			599.86
					Vendor Total	3,176.86
001215 MRC SYSTEMS INC	31908	M11-PDM CABLE	024804	2025-12-15	2025-12-15	140.12
		01-2100-2101-50553	M11-PDM CABLE			140.12
001081 ONTARIO MUNICIPAL EMPLOY	DEC 2025	DEC 2025	024848	2025-12-30	2025-12-30	35,280.52
		01-0000-0000-25110	DEC 2025			35,280.52
001091 P. E. INGLIS HOLDINGS INC.	53509	LANDFILL PORTABLE UNIT	024805	2025-12-15	2025-12-15	175.15
		01-4300-0000-50556	LANDFILL PORTABLE UNIT			175.15
001674 PBJ CLEANING DEPOT	47176	50LBS DE ICER	024823	2025-12-19	2025-12-19	838.47
		01-7100-7101-50555	25 LBS DEICER			419.24
		01-1300-0000-50556	25 LBS DEICER			419.23
001020 PUROLATOR COURIER LTD.	595238040	OFFICE POSTAGE	024824	2025-12-19	2025-12-19	43.08
		01-1300-0000-50210	HURON/OPP/AVON MT/HURON PERTH			43.08
001020 PUROLATOR COURIER LTD.	575242000	DONNELLY MURPHY-SALE OF LAND	024849	2025-12-30	2025-12-30	6.28
		01-8100-0000-12810	DONNELLY MURPHY-SALE OF LAND			6.28
001020 PUROLATOR COURIER LTD.	555239117	MIN OF FIN/STRATHROY SCALE	024849	2025-12-30	2025-12-30	12.56
		01-1300-0000-50210	MINISTRY OF FINANCE DRNS			6.28
		01-3900-3901-50556	STRATHROY SCALE INC			6.28
					Vendor Total	61.92
001954 R&R PET PARADISE	0925	OCTOBER ANIMAL CONTROL	024850	2025-12-30	2025-12-30	2,415.77

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-2400-2402-50556	OCTOBER ANIMAL CONTROL			2,415.77
001954 R&R PET PARADISE	1125	NOVEMBER ANIMAL CONTROL	024850	2025-12-30	2025-12-30	2,423.85
		01-2400-2402-50556	NOVEMBER ANIMAL CONTROL			2,423.85
001954 R&R PET PARADISE	1225	DECEMBER ANIMAL CONTROL	024850	2025-12-30	2025-12-30	1,017.00
		01-2400-2402-50556	DECEMBER ANIMAL CONTROL			1,017.00
Vendor Total						5,856.62
001021 R. J. BURNSIDE & ASSOCIATE 300055355		WEISER MD	024825	2025-12-19	2025-12-19	5,684.57
		01-8400-8439-12810	WEISER MD			5,684.57
001021 R. J. BURNSIDE & ASSOCIATE 300059778		BELMORE STRUCTIONAL COND ASSES	024825	2025-12-19	2025-12-19	6,384.50
		01-1100-0000-90000	BELMORE STRUCTIONAL COND ASSES			6,384.50
001594 RADAR AUTO PARTS - BRUSS5341-490775		MINIATURE BULB	024806	2025-12-15	2025-12-15	7.80
		01-3900-3901-50555	MINIATURE BULB			7.80
001594 RADAR AUTO PARTS - BRUSS5341-489675		BLADE GUIDE - SHOP	024806	2025-12-15	2025-12-15	61.08
		01-3900-3901-50555	BLADE GUIDE - SHOP			61.08
001594 RADAR AUTO PARTS - BRUSS5341-489692		T-08 XTRAVISION SEALED BEAM	024806	2025-12-15	2025-12-15	47.87
		01-3800-3813-50554	T-08 XTRAVISION SEALED BEAM			47.87
001594 RADAR AUTO PARTS - BRUSS5341-490300		BLADE GUIDE KIT ORNGE 36 IN	024806	2025-12-15	2025-12-15	61.08
		01-3900-3901-50555	BLADE GUIDE KIT ORNGE 36 IN			61.08
001594 RADAR AUTO PARTS - BRUSS5341-491337		WASH FLD/BOOSTER CABLE/WTR BLD	024826	2025-12-19	2025-12-19	664.85
		01-3900-3901-50555	WASH FLD/BOOSTER CABLE/WTR BLD			664.85
001594 RADAR AUTO PARTS - BRUSS5341-491338		AIR FRESHENERS	024826	2025-12-19	2025-12-19	24.81
		01-3900-3901-50555	AIR FRESHENERS			24.81
001594 RADAR AUTO PARTS - BRUSS5341-491362		SNOW PLOW KIT/CABLE/ ORG MESH	024851	2025-12-30	2025-12-30	980.04
		01-3800-3825-50553	SNOW PLOW KIT/CABLE/ ORG MESH			980.04
001594 RADAR AUTO PARTS - BRUSS5341-491940		AXLE KEY/KEY STOCK	024851	2025-12-30	2025-12-30	73.56
		01-3800-3825-50553	AXLE KEY/KEY STOCK			73.56
001594 RADAR AUTO PARTS - BRUSS5341-492027		SHELL DEF/ ROLL CHAIN/ LINK	024851	2025-12-30	2025-12-30	195.31
		01-3800-3835-50553	SHELL DEF/ ROLL CHAIN/ LINK			195.31
Vendor Total						2,116.40
001458 RANDY ROCK	19 12 2025	SAFETY CLOTHING REIMBURSMENT	024827	2025-12-19	2025-12-19	214.64
		01-3900-3901-50205	SAFETY CLOTHING REIMBURSMENT			214.64
001064 RECEIVER GENERAL FOR CAINOV 16-30 2025		PP#24 NOV 16-30 2025	001917	2025-12-19	2025-12-19	14,593.97
		01-0000-0000-25100	PP#24 NOV 16-30 2025			14,593.97
001064 RECEIVER GENERAL FOR CAIDEC 16-31 2025		PP#26 & 27 DEC 16-31 2025	001929	2025-12-30	2025-12-30	34,710.84
		01-0000-0000-25100	PP#26 & 27 DEC 16-31 2025			34,710.84

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001180 SAUGEEN VALLEY CONSERV/	2911	2025 APPORTIONMENT OF SVCA WQP	024807	2025-12-15	2025-12-15	293.00
		01-2300-2302-79000 2025 APPORTIONMENT OF SVCA WQP				293.00
001303 SENTINEL PEST CONTROL	64009	FIREHALL - PEST CONTROL	024808	2025-12-15	2025-12-15	175.17
		01-2100-2101-50554 FIREHALL - PEST CONTROL				175.17
001303 SENTINEL PEST CONTROL	64315	MONTHLY PEST CONTROL HCC	024828	2025-12-19	2025-12-19	78.74
		01-7100-7101-50556 MONTHLY PEST CONTROL HCC				78.74
001303 SENTINEL PEST CONTROL	65111	HCC - MONTHLY PEST CONTROL	024852	2025-12-30	2025-12-30	81.10
		01-7100-7101-50556 HCC - MONTHLY PEST CONTROL				81.10
001303 SENTINEL PEST CONTROL	64812	FIREHALL - MONTHLY PEST CONTRO	024852	2025-12-30	2025-12-30	180.44
		01-2100-2101-50554 FIREHALL - MONTHLY PEST CONTRO				180.44
Vendor Total						515.45
001238 SHAWN NICHOLSON	BR23643	DRIVER MEDICAL - S NICHOLSON	024853	2025-12-30	2025-12-30	150.00
		01-3900-3901-50102 DRIVER MEDICAL - S NICHOLSON				150.00
001929 SIGN MATTERS	658494	UTV - LETTERING & DECALS	024809	2025-12-15	2025-12-15	2,408.93
		01-2100-2101-50103 UTV - LETTERING & DECALS				2,408.93
001918 SPRIET ASSOCIATES	25-0599	DUNN-LEUTENEGGER C47-2025 CONS	024829	2025-12-19	2025-12-19	299.45
		01-8400-0000-12810 DUNN-LEUTENEGGER C47-2025 CONS				299.45
001997 STRATHROY SCALE INC.	7890	LANDFILL SCALE	024810	2025-12-15	2025-12-15	66,702.00
		01-4300-0000-90000 LANDFILL SCALE				66,702.00
001351 TECHNICAL STANDARDS SAF	10304417	LATE PYT FEE	024811	2025-12-15	2025-12-15	75.00
		01-1300-0000-50556 LATE PYT FEE				75.00
001068 THE BARE NECESSITIES	2479 Reissue	SNACKS DAY CAMP PROGRAM	024854	2025-12-30	2025-12-30	65.93
		01-7200-7201-50550 SNACKS DAY CAMP PROGRAM				65.93
001068 THE BARE NECESSITIES	2476 Reissue	SNACKS DAYCARE PROGRAM	024854	2025-12-30	2025-12-30	137.08
		01-7200-7201-50550 SNACKS DAYCARE PROGRAM				137.08
001068 THE BARE NECESSITIES	2477 Reissue	WATER/MILK/ TISSUES	024854	2025-12-30	2025-12-30	61.27
		01-1300-0000-50555 WATER/TISSUES				29.28
		01-3900-3901-50555 WATER/TISSUES				31.99
001068 THE BARE NECESSITIES	2478 Reissue	CREAM	024854	2025-12-30	2025-12-30	9.90
		01-2100-2101-50553 CREAM				9.90
Vendor Total						274.18
001558 THE WORKSHOP	335134	HCC - HEALTH & SAFETY CLOTHING	001918	2025-12-19	2025-12-19	493.81
		01-7100-7101-50205 HCC - HEALTH & SAFETY CLOTHING				493.81

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Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001616 TK ELEVATOR (CANADA) LTD	2877286	ELEVATOR MAINTENANCE	024855	2025-12-30	2025-12-30	542.45
		01-7100-7101-50556 ELEVATOR MAINTENANCE				542.45
001681 TOROMONT CAT	PS601187296	HINGE FOR C-22	024856	2025-12-30	2025-12-30	191.13
		01-3800-3825-50553 HINGE FOR C-22				191.13
001681 TOROMONT CAT	PS601186367	MIRROR C-12	024856	2025-12-30	2025-12-30	263.90
		01-3800-3824-50553 MIRROR C-12				263.90
Vendor Total						455.03
001342 TOWN OF GODERICH	23162	COMM SAFETY WELL	024830	2025-12-19	2025-12-19	1,050.00
		BEING PLAN				
		01-2900-0000-50556 COMM SAFETY WELL BEING PLAN				1,050.00
001497 TOWN OF MINTO	597398	2025 FIRE AGREEMENT	024812	2025-12-15	2025-12-15	6,500.00
		01-2100-2109-50556 2025 FIRE AGREEMENT				6,500.00
001812 TREVOR TOUT CUSTOM DOZI	4347	FORDWICH ASPHALT RD	024813	2025-12-15	2025-12-15	113.00
		SIDE				
		01-3100-3105-50656 FORDWICH ASPHALT RD SIDE				113.00
001812 TREVOR TOUT CUSTOM DOZI	4263	QUARRY LN - EXCAVATOR	024813	2025-12-15	2025-12-15	457.65
		15 TONNE				
		01-2100-2101-50556 QUARRY LN - EXCAVATOR 15 TONNE				457.65
001812 TREVOR TOUT CUSTOM DOZI	4337	EDGAR DRAIN	024813	2025-12-15	2025-12-15	1,119.81
		EXCAVATOR STONE				
		01-8400-8403-12810 EDGAR DRAIN EXCAVATOR STONE				1,119.81
001812 TREVOR TOUT CUSTOM DOZI	4333	LANDFILL SCALE PREP	024813	2025-12-15	2025-12-15	6,486.21
		01-4300-0000-90000 LANDFILL SCALE PREP				6,486.21
001812 TREVOR TOUT CUSTOM DOZI	DEC 2025	DECEMBER 2025 SNOW	024857	2025-12-30	2025-12-30	11,648.04
		01-3600-3601-50656 DECEMBER 2025 PLOUGH				5,361.85
		01-3600-3602-50656 DECEMBER 2025 SALT/SAND				1,732.29
		01-3700-3701-50656 DECEMBER 2025 STAND BY				4,553.90
Vendor Total						19,824.71
001028 VALLEY BLADES LIMITED	SV110970	SCARIFYING BLADES	024858	2025-12-30	2025-12-30	5,322.46
		01-3600-3603-50555 SCARIFYING BLADES				5,322.46
001558 WALMART	3679	B & A SCHOOL	001919	2025-12-19	2025-12-19	107.94
		FOOD/SNACKS				
		01-7200-7201-50550 B & A SCHOOL FOOD/SNACKS				107.94
001906 WASH BAY PRODUCTS INC	3614	AIR PROVING SWITCH	024831	2025-12-19	2025-12-19	685.06
		REPAIR				
		01-3900-3901-50556 AIR PROVING SWITCH REPAIR				685.06
001420 WASTE MANAGEMENT	723716-0256-5	CURBSIDE COLLECTION	001920	2025-12-19	2025-12-19	14,174.66
		01-7100-7101-50556 CURBSIDE COLLECTION				305.57
		01-4400-0000-50656 CURBSIDE COLLECTION				1,235.86
		01-4400-0000-50656 CURBSIDE COLLECTION				5,708.43
		01-4300-0000-50656 CURBSIDE COLLECTION				5,750.62
		01-4300-0000-50656 CURBSIDE COLLECTION				1,174.18

Accounts Payable

Bills and Accounts Dec 5 - Dec 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-12-05 to 2025-12-30 Paid Invoices Cheque Date 2025-12-05 to 2025-12-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001420 WASTE MANAGEMENT	725649-0256-6	CURBSIDE COLLECTION	001930	2025-12-30	2025-12-30	15,751.72
		01-7100-7101-50556 CURBSIDE COLLECTION				328.54
		01-4400-0000-50656 CURBSIDE COLLECTION				1,082.18
		01-4400-0000-50656 CURBSIDE COLLECTION				5,524.29
		01-4300-0000-50656 CURBSIDE COLLECTION				5,750.62
		01-4300-0000-50656 CURBSIDE COLLECTION				3,066.09
001420 WASTE MANAGEMENT	6132-0677-0	SINGLE STREAM COLLECTION	001930	2025-12-30	2025-12-30	819.08
		01-4300-0000-50656 SINGLE STREAM COLLECTION				819.08
Vendor Total						30,745.46
001070 WATSON'S BUILDING CENTREHL4857		FORD- STAKES AND WASHERS	001921	2025-12-19	2025-12-19	29.61
		01-9200-0000-50555 FORD- STAKES AND WASHERS				29.61
001070 WATSON'S BUILDING CENTREHL3614		SCREWS/BULK BOLTS/LUMBER DAM	001921	2025-12-19	2025-12-19	762.13
		01-9400-0000-50557 SCREWS/BULK BOLTS/LUMBER DAM				762.13
001070 WATSON'S BUILDING CENTRE157088		CANADIAN FLAGS	001921	2025-12-19	2025-12-19	90.38
		01-3900-3901-50555 CANADIAN FLAGS				90.38
001070 WATSON'S BUILDING CENTRE217893		CLNR/DETRGNT/PAPER TOWELS	001921	2025-12-19	2025-12-19	68.53
		01-3900-3901-50555 CLNR/DETRGNT/PAPER TOWELS				68.53
001070 WATSON'S BUILDING CENTREHL3685		LUMBER- ROAD MARKERS	001921	2025-12-19	2025-12-19	48.82
		01-3700-3702-50555 LUMBER- ROAD MARKERS				48.82
001070 WATSON'S BUILDING CENTRE157639		NUTS & BOLTS HCC	001921	2025-12-19	2025-12-19	4.73
		01-7100-7101-50555 NUTS & BOLTS HCC				4.73
001070 WATSON'S BUILDING CENTRE158093		SNOW PUSHER HCC	001921	2025-12-19	2025-12-19	35.02
		01-7100-7101-50555 SNOW PUSHER HCC				35.02
001070 WATSON'S BUILDING CENTREHL4593		LUMBER/PIPING LANDFILL	001921	2025-12-19	2025-12-19	136.59
		01-4300-0000-50555 LUMBER/PIPING LANDFILL				136.59
001070 WATSON'S BUILDING CENTREHL4736		SPRY PAINT/LUMBER F-450	001921	2025-12-19	2025-12-19	103.68
		01-3800-3821-50553 SPRY PAINT/LUMBER F-450				103.68
001070 WATSON'S BUILDING CENTRE158490		FORD-CLEAR FLOOD LAMP	001921	2025-12-19	2025-12-19	14.68
		01-9200-0000-50555 FORD-CLEAR FLOOD LAMP				14.68
001070 WATSON'S BUILDING CENTRE158928		BRASS PADLOCK	001931	2025-12-30	2025-12-30	15.81
		01-2400-2404-50555 BRASS PADLOCK				15.81
001070 WATSON'S BUILDING CENTRE218364		TISSUES/HAND SOAP/PAPERTOWEL	001931	2025-12-30	2025-12-30	53.74
		01-1300-0000-50555 TISSUES/HAND SOAP/PAPERTOWEL				53.74
001070 WATSON'S BUILDING CENTRE159216		MAG BUMP BROOM/GLOVES	001931	2025-12-30	2025-12-30	97.13
		01-7100-7101-50555 MAG BUMP BROOM/GLOVES				97.13
001070 WATSON'S BUILDING CENTRE159494		TELESCOPIC SNOW BRUSH	001931	2025-12-30	2025-12-30	79.08
		01-2100-2101-50553 TELESCOPIC SNOW BRUSH				79.08
001070 WATSON'S BUILDING CENTRE159853		6" BLACK FORCE CUP	001931	2025-12-30	2025-12-30	9.37
		01-3900-3901-50555 6" BLACK FORCE CUP				9.37

Accounts Payable

Bills and Accounts Dec 5 - Dec 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-12-05 to 2025-12-30 Paid Invoices Cheque Date 2025-12-05 to 2025-12-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001070 WATSON'S BUILDING CENTRE	KC1353	PRIMER STAIN/ CLEANER SPRY 9	001931	2025-12-30	2025-12-30	180.73
		01-9200-0000-50555 PRIMER STAIN/ CLEANER SPRY 9				180.73
001070 WATSON'S BUILDING CENTRE	KC1404	PLASTIC VIC 1/4 PUCKBOARD/SCRW	001931	2025-12-30	2025-12-30	166.66
		01-9200-0000-50555 PLASTIC VIC 1/4 PUCKBOARD/SCRW				166.66
001070 WATSON'S BUILDING CENTRE	KC1442	LATEX PAINT	001931	2025-12-30	2025-12-30	56.47
		01-9200-0000-50555 LATEX PAINT				56.47
001070 WATSON'S BUILDING CENTRE	KC1443	PNT SUPPLIES/PAINT/BRUSHE S ROL	001931	2025-12-30	2025-12-30	555.47
		01-9200-0000-50555 PNT SUPPLIES/PAINT/BRUSHES ROL				555.47
001070 WATSON'S BUILDING CENTRE	KC1575	COAT HOOKS, BROOM CLIPS	001931	2025-12-30	2025-12-30	30.67
		01-9200-0000-50555 COAT HOOKS, BROOM CLIPS				30.67
001070 WATSON'S BUILDING CENTRE	KC1600	BROOM HOLDER/COAT HOOK RETURN	001931	2025-12-30	2025-12-30	-8.24
		01-9200-0000-50555 BROOM HOLDER/COAT HOOK RETURN				-8.24
Vendor Total						2,531.06
001442 WHITE'S WEARPARTS LTD	148631	BLADES	024832	2025-12-19	2025-12-19	548.05
		01-3600-3603-50555 BLADES				548.05
001090 WIGHTMAN TELECOM LTD	12000832 DEC 10/25	PHONE ADMIN	001922	2025-12-19	2025-12-19	752.58
		01-1300-0000-50530 5193353208				82.78
		01-7100-7101-50530 5193353154				62.29
		01-4300-0000-50530 5193353328				62.29
		01-1300-0000-50530 5193353208				23.00
		01-3900-3901-50530 5193353838				68.73
		01-7100-7101-50530 5193353883				73.42
		01-2400-2401-50530 5193356208				62.29
		01-2900-0000-50530 5193356907				62.29
		01-3900-3901-50530 INTERNET SERVICE				96.30
		01-1300-0000-50530 INTERNET SERVICE				96.31
		01-1300-0000-50530 WEB HOSTING				11.24
		01-7100-7101-50530 DIGITAL SERVICE				40.62
		01-1300-0000-50530 5193353208				10.15
		01-3900-3901-50530 5193353838				0.32
		01-7100-7101-50530 5193353883				0.23
		01-2400-2401-50530 5193356208				0.32
001090 WIGHTMAN TELECOM LTD	12000827 DEC 10/25	PHONE FIRE DEPT	001922	2025-12-19	2025-12-19	263.12
		01-2100-2101-50530 PHONE FIRE DEPT				263.12
001090 WIGHTMAN TELECOM LTD	12003344 DEC 10/25	PHONE SWIMMING POOL	001922	2025-12-19	2025-12-19	110.68
		01-7100-7102-50530 PHONE SWIMMING POOL				110.68
Vendor Total						1,126.38
001087 WINGHAM PRINTING SERVICE	18299	ENVELOPES W/ BACKPRINT X 3500	024859	2025-12-30	2025-12-30	796.54
		01-1300-0000-50200 ENVELOPES W/ BACKPRINT X 3500				796.54

Accounts Payable

Bills and Accounts Dec 5 - Dec 30 2025

Vendor 000000 Through 999999

Invoice Entry Date 2025-12-05 to 2025-12-30 Paid Invoices Cheque Date 2025-12-05 to 2025-12-30

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001072 WORKPLACE SAFETY & INSURANCE	DEC 2025	DEC 2025	000000	2025-12-30	2025-12-30	7,225.57
		01-0000-0000-25110	DEC 2025			7,225.57
001072 WORKPLACE SAFETY & INSURANCE	NOV 2025	NOV 2025	000000	2025-12-19	2025-12-19	4,168.33
		01-0000-0000-25110	NOV 2025			4,168.33
001072 WORKPLACE SAFETY & INSURANCE VFF	NOV 2025 VFF	NOV 2025 VFF	000000	2025-12-19	2025-12-19	766.94
		01-2100-2101-50102	NOV 2025 VFF			766.94
001163 WROXETER HALL BOARD	DEC 22/25	DONATION: L MONTGOMERY	024860	2025-12-30	2025-12-30	100.00
		01-0000-0000-57100	DONATION: L MONTGOMERY			100.00
001163 WROXETER HALL BOARD	DEC 19/25	DONATIONS	024860	2025-12-30	2025-12-30	345.00
		01-0000-0000-57100	DONATION: J COXON			150.00
		01-0000-0000-57100	DONATION: S SNELL			20.00
		01-0000-0000-57100	DONATION: R WAITO			100.00
		01-0000-0000-57100	DONATION: A STONE			75.00
Unpaid Invoices						12,160.84
Paid Invoices						539,093.03
Invoices Total						551,253.87
Selected G/L Account Total						551,253.87
Payroll PP#25 Council						5,873.75
Payroll PP#26						47,422.29
Payroll PP#26 Council						5,645.42
Payroll PP#26 VFF						11,837.45
Payroll Expenditures						70,778.91
Grand Total Expenditures						622,032.78

Accounts Payable

Bills and Accounts Jan 1 - Jan 21 2025

Vendor 000000 Through 999999

Invoice Entry Date 2026-01-01 to 2026-01-21 Paid Invoices Cheque Date 2026-01-01 to 2026-01-21

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001974 AIG INSURANCE COMPANY OI2026		2026 ON DUTY COVERAGE-FIREFIGH 01-2100-2101-50520	024861	2026-01-14	2026-01-14	2,526.12
		2026 ON DUTY COVERAGE-FIREFIGH				2,526.12
001432 AMCTO	209608-2026	2026 MEMBERSHIP-C GILLIS 01-1300-0000-50104	024862	2026-01-14	2026-01-14	533.36
		2026 MEMBERSHIP-C GILLIS				533.36
001432 AMCTO	243511-2026	2026 MEMBERSHIP- A DICK 01-1300-0000-50104	024862	2026-01-14	2026-01-14	533.36
		2026 MEMEBERSHIP- A DICK				533.36
001432 AMCTO	245541-2026	2026 MEMBERSHIP- N CORLEY 01-1300-0000-50104	024862	2026-01-14	2026-01-14	533.36
		2026 MEMBERSHIP- N CORLEY				533.36
001432 AMCTO	108921-2026	2026 MEMBERSHIP-A VANMEETEREN 01-1300-0000-50104	024862	2026-01-14	2026-01-14	533.36
		2026 MEMBERSHIP-A VANMEETEREN				533.36
Vendor Total						2,133.44
001386 ARTECH SIGNS & GRAPHICS 46655		NAME PLATE- S. PRICE 01-1300-0000-50555	024863	2026-01-14	2026-01-14	53.68
		NAME PLATE- S.PRICE				53.68
001033 ASSOCIATION OF MUNICIPAL I10132		2026 MEMBERSHIP 01-1300-0000-50104	024891	2026-01-19	2026-01-19	2,290.78
		2026 MEMBERSHIP				2,290.78
001078 BLUEWATER CHAPTER OF OE2026		2026 MEMBERSHIP - E PODNIIEWICZ 01-2400-2401-50104	024864	2026-01-14	2026-01-14	75.00
		2026 MEMBERSHIP - E PODNIIEWICZ				75.00
001006 BOYDS FARM SUPPLY LTD. 17284		BTX 12-BS BATTERY 01-2100-2104-50553	024865	2026-01-14	2026-01-14	111.86
		BTX 12-BS BATTERY				111.86
001973 CANADIAN ASSOCIATION OF I1316		2026 MEMBERSHIP CAMA 01-1300-0000-50104	024866	2026-01-14	2026-01-14	361.60
		2026 MEMBERSHIP CAMA				361.60
001968 CANADIAN SAFETY EQUIPMEI58597-1		KOCHEK 38MM GASKET 01-2100-2101-50553	024867	2026-01-14	2026-01-14	156.39
		KOCHEK 38MM GASKET				156.39
001110 CONTINUIT CORP.	65062858-10003	NETWORK SUPPORT 01-1300-0000-50250	024868	2026-01-14	2026-01-14	1,414.99
		NETWORK SUPPORT				1,414.99
001110 CONTINUIT CORP.	65062858-10043	OFFICE 365 MONTHLY 01-1300-0000-50250	024868	2026-01-14	2026-01-14	679.31
		OFFICE 365 MONTHLY				679.31
001110 CONTINUIT CORP.	65062858-10060	CLOUD BACK UP 01-1300-0000-50250	024868	2026-01-14	2026-01-14	113.00
		CLOUD BACK UP				113.00
Vendor Total						2,207.30
001394 D & M AUTO SERVICE	10852	OIL CHANGE P-19 01-3800-3814-50554	024869	2026-01-14	2026-01-14	116.96
		OIL CHANGE P-19				116.96
001969 DOUGLAS R ARMSTRONG TR.37490		16X8 OFFICE - LANDFILL	024870	2026-01-14	2026-01-14	395.50

Accounts Payable

Bills and Accounts Jan 1 - Jan 21 2025

Vendor 000000 Through 999999

Invoice Entry Date 2026-01-01 to 2026-01-21 Paid Invoices Cheque Date 2026-01-01 to 2026-01-21

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-4300-0000-50556	16X8 OFFICE - LANDFILL			395.50
001370 EXCEL BUSINESS SYSTEMS	575912	INK CARTRIDGE	024871	2026-01-14	2026-01-14	590.99
		01-1300-0000-50200	INK CARTRIDGE			590.99
001327 GO EVO	14333	MESH 2026 PLAN	024872	2026-01-14	2026-01-14	12,583.54
		01-3900-3901-50530	MESH 2026 PLAN			11,628.24
		01-2100-2101-50556	MESH 2026 PLAN			764.24
		01-7100-7101-50556	MESH 2026 PLAN			191.06
002029 GOOD ROADS	401	2026 MEMBERSHIP	024873	2026-01-14	2026-01-14	926.01
		01-3900-3901-50104	2026 MEMBERSHIP			926.01
001794 HURON MANUFACTURING AS 16346		2026 ASSOCIATE MEMBER	024874	2026-01-14	2026-01-14	282.50
		01-1100-0000-50104	2026 ASSOCIATE MEMBER			282.50
001526 JEFF HAWKINS	JAN 6/26	OFFICIANT - KLASSEN/ KUEPFER	024875	2026-01-14	2026-01-14	309.74
		01-0000-0000-50556	OFFICIANT - KLASSEN			154.87
		01-0000-0000-50556	OFFICIANT - KUEPFER			154.87
002028 KOOTENAY MURPHY HOLDING 134		FIRE PRO 2 SERVICE CNRT 2026	024876	2026-01-14	2026-01-14	2,533.73
		01-2100-2101-50556	FIRE PRO 2 SERVICE CNRT 2026			2,533.73
001653 MUNICIPAL EMPLOYER PENSION 10447		2026 MEMBERSHIP	024877	2026-01-14	2026-01-14	65.26
		01-1300-0000-50104	2026 MEMBERSHIP			65.26
001079 MUNICIPAL FINANCE OFFICE 2026		2026 MEMBERSHIP	024878	2026-01-14	2026-01-14	395.50
		01-1300-0000-50104	2026 MEMBERSHIP			395.50
001174 MUNICIPALITY OF MORRIS-TL 19124		WINTER MAINT TRAINING 2025	024879	2026-01-14	2026-01-14	644.28
		01-3900-3901-50103	WINTER MAINT TRAINING 2025			644.28
001507 NEW-LIFT HYDRAULICS LIMITED 197187		C-12 PARTS & CRIMP	024880	2026-01-14	2026-01-14	80.49
		01-3800-3824-50553	C-12 PARTS & CRIMP			80.49
001073 ONTARIO BUILDING OFFICIAL 140878		2026 OBOA MEMBERSHIP	024881	2026-01-14	2026-01-14	421.49
		01-2400-2401-50104	2026 OBOA MEMBERSHIP			421.49
001977 ONTARIO MUNICIPAL ADMINISTRATION 2011		2026 OMAA MEMBERSHIP	024882	2026-01-14	2026-01-14	737.86
		01-1300-0000-50104	2026 OMAA MEMBERSHIP			737.86
001766 OSIM INTERACTIVE	27201	2026 WEBSITE HOSTING	024883	2026-01-14	2026-01-14	3,864.60
		01-1300-0000-50250	2026 WEBSITE HOSTING			3,864.60
001674 PBJ CLEANING DEPOT	49932	TOILET TISSUE FIRE DEPT	024884	2026-01-14	2026-01-14	96.04
		01-2100-2101-50200	TOILET TISSUE FIRE DEPT			96.04

Accounts Payable

Bills and Accounts Jan 1 - Jan 21 2025

Vendor 000000 Through 999999

Invoice Entry Date 2026-01-01 to 2026-01-21 Paid Invoices Cheque Date 2026-01-01 to 2026-01-21

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
001613 PSD CITYWIDE INC	25523	2026 CITYWIDE SOFTWARE	024885	2026-01-14	2026-01-14	8,123.94
		01-1300-0000-50250 2026 CITYWIDE SOFTWARE				8,123.94
001020 PUROLATOR COURIER LTD.	585251785	POSTAGE - A DICK	024886	2026-01-14	2026-01-14	6.28
		01-0000-0000-12811 POSTAGE - A DICK				6.28
001305 STILLWATER CONSULTING LII5767		FIRE LEARNING MGMT SYSTEM	024887	2026-01-14	2026-01-14	246.91
		01-2100-2101-50103 FIRE LEARNING MGMT SYSTEM				246.91
001681 TOROMONT CAT	PS601188632	CLAMP & TIE	024888	2026-01-14	2026-01-14	32.16
		01-3800-3824-50553 CLAMP & TIE				32.16
001681 TOROMONT CAT	PS601188633	STRIP-WEAR X7	024888	2026-01-14	2026-01-14	897.86
		01-3800-3824-50553 STRIP-WEAR X7				897.86
001681 TOROMONT CAT	PS601188634	STRIP-WEAR/COVER	024888	2026-01-14	2026-01-14	804.25
		01-3800-3824-50553 STRIP-WEAR/COVER				804.25
Vendor Total						1,734.27
001342 TOWN OF GODERICH	23218	COMM SAFETY WELL BEING PLAN	024889	2026-01-14	2026-01-14	48.89
		01-2900-0000-50556 COMM SAFETY WELL BEING PLAN				48.89
001027 USTI CANADA INC	452770	2026 KEYSTONE SOFTWARE	024892	2026-01-19	2026-01-19	17,994.83
		01-1300-0000-50250 2026 KEYSTONE SOFTWARE				17,994.83
001117 VIKING CIVES LTD	2738687	DRIVE SHAFT T-20	024890	2026-01-14	2026-01-14	540.80
		01-3800-3811-50553 DRIVE SHAFT				540.80
001117 VIKING CIVES LTD	2738688	PUMP HYD PISTON/2X DRIVE SHAFT	024890	2026-01-14	2026-01-14	6,099.54
		01-3800-3811-50553 PUMP HYD PISTON/2X DRIVE SHAFT				6,099.54
001117 VIKING CIVES LTD	2738609	HEAD LIGHT REPAIR	024890	2026-01-14	2026-01-14	1,407.96
		01-3800-3813-50553 HEAD LIGHT REPAIR				1,407.96
Unpaid Invoices						0.00
Paid Invoices						70,164.08
Invoices Total						70,164.08
Selected G/L Account Total						70,164.08
Payroll PP#1						43,762.42
Payroll Expenditures						43,762.42
Grand Total Expenditures						113,926.50

Staff Report to Council

Report From: Caitlin Gillis, Chief Administrative Officer/Clerk

Meeting Date: January 27, 2026

Report: ADM-2026-02
Amendments to the Consolidated Fees and Charges
By-law 60-2024

Recommendation:

That Howick Council accept report ADM-2026-02, Amendments to the Consolidated Fees and Charges By-law 60-2024, for information;

And That consideration be given to By-law 6-2026, being a by-law to amend Schedule “B” and Schedule “J” of the Consolidated Fees and Charges By-law 60-2024, to amend the Waste and Planning Fee Schedules.

Report Overview

Purpose of Report	For Approval
Council Priority Alignment	Not Applicable
Consultations	Huron County Planning Department Scott Price, Manager of Public Works
Attachment(s) to Report	2026 Planning Fees Draft By-law 6-2026

Report Highlights

- At the December 16, 2025 Council meeting, staff were directed by Council to proceed with implementing a \$2.00 Recycling tipping fee for the disposal of recyclables taken directly to the Howick Landfill.
- The Huron County Planning Department provided their 2026 Planning fees to staff in late 2025. The new fees came into effect on January 1, 2026.

Context and Background

All changes to fees need to be approved by Council and amended in the consolidated Fees and Charges By-law.

Discussion and Staff Recommendation(s)

Staff recommend that Council adopt the recommended amendments to the Consolidated Fees and Charges By-law 60-2024.

Impact Analysis

Below is the proposed addition to Schedule “B” – Waste of the Consolidated Fees and Charges By-law 60-2024:

Item	Fee/Charge	HST	2026	Unit Measure
Recyclables taken directly to Howick Landfill	\$2.00	Exempt	\$2.00	Per blue box, bag or armful

Schedule “J” - Planning Fees to By-law 60-2024 will be deleted and replaced with the 2026 Planning Fees Schedule attached to this report.

Linkages

- [2026 Planning Fees](#)
 - [Draft By-law 06-2026](#)
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Respectfully submitted,

Caitlin Gillis, Chief Administrative Officer/Clerk

2026 PLANNING APPLICATION FEES: (Effective January 1, 2026)

TYPE OF APPLICATION	Local Municipal	Huron County	TOTAL FEE
Official Plan Amendment (OPA), Local OPA, County OPA	\$1,875.00	\$4,365.00	\$6,240.00
Official Plan Amendment (OPA), Local OPA, County OPA-New or expanding aggregate operation	\$3,740.00	\$8,740.00	\$12,480.00
Zoning By-law Amendment (ZBLA)	\$1,380.00	\$2,780.00	\$4,160.00
Zoning By-law Amendment (ZBLA) -New or expanding aggregate operation if no OPA is required	\$3,435.00	\$6,965.00	\$10,400.00
Minor Variance (1 variance)	\$1,120.00	\$1,480.00	\$2,600.00
Minor Variance (2 variances)	\$1,460.00	\$1,930.00	\$3,390.00
Minor Variance (3 or more variances)	\$1,785.00	\$2,375.00	\$4,160.00
Consent-Technical* (e.g. lot additions, easements, ROW's, Validation Certificates, re-creation of original lots, cancellation certificate etc.)	\$780.00	\$2,340.00	\$3,120.00
Consent-New Lot Creation* (e.g. new lots, surplus farm severances)- Base fee per application includes one severed and one retained. Add \$2600 (Municipal \$650/County \$1950) for each additional lot created per application. *Note: Consent-Technical and Consent-New Lot Creation fees include a severed land consent certificate per application. The fee for a retained land certificate is listed below.	\$1170 \$650	\$3510 \$1950	\$4680 Base fee per application includes one severed and one retained - add \$2600 for each additional lot created per application
Retained Land Certificate		\$520.00	\$520.00
Cancellation Certificate		\$520.00	\$520.00
Change of Consent Condition or Consent Endorsement Certificate		\$520.00	\$520.00
Plan of Subdivision/Condominium	\$2,600.00	\$7,800.00	\$10,400.00
Lots/Blocks/Units over 10	add \$70 per lot/unit/ block	add \$130 per lot/unit/ block	add \$200 per lot/unit/ block
Draft approval extension - First extension	\$650.00	\$1,950.00	\$2,600.00
-Any subsequent extension	\$1,295.00	\$3,905.00	\$5,200.00
Phasing, Final Approval*	\$780.00	\$2,340.00	\$3120 per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	\$520.00	\$1,560.00	\$2,080.00
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$200/lot/block/unit shall apply.	\$70.00	\$130.00	\$200 per lot/block/unit
Removal of Holding (H) Symbol	\$520.00	\$520.00	\$1,040.00
Renewal of Temporary Use Zoning By-law	\$1,030.00	\$2,090.00	\$3,120.00
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law *	\$520.00	\$520.00	\$1,040.00
Part Lot Control *	\$1,560.00	\$1,560.00	\$3,120.00
	add \$100 per additional conveyable Part over 2	add \$100 per additional conveyable Part over 2	plus \$200 per additional conveyable Part over 2
*For Deeming and Part Lot Control, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re-circulation.	Fee to be paid to Municipality responsible for re-circulation.	\$520.00
Site Plan Control	Fee to be set by local Municipality	\$780 County base fee	Variable
Agreements: , subdivision, condominium, development, lot grading & drainage (Costs to be reimbursed for legal and engineering).	Cost recovery	Cost recovery	Variable-Cost recovery
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature): comments on planning application Review terms of reference and EIS		\$520 comments on planning application \$61/hour billed hourly for review of Terms of Reference and EIS	\$520 for comments on planning application \$61/hour billed hourly for review of Terms of Reference and EIS
Note: On January 1st each year, planning fees will be increased on a percentage basis rounded up or down to the nearest ten-dollar increment consistent with the Statistics Canada Consumer Price Index for Ontario for the previous calendar year (September to September), if the index shows an increase.			

Corporation of the Township of Howick

By-law No. 6-2026

A By-law to amend Schedule “B” – Waste Collection and Disposal, to add Recycling Landfill Tipping fees, and to replace Schedule “J” - 2026 Planning Fees, of the Consolidated Fees and Charges By-law 60-2024

WHEREAS the *Municipal Act, 2001, S.O. 2001*, provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

AND WHEREAS Section 391 of the *Municipal Act* provides that without limiting sections 8, 9 and 10 of the *Municipal Act*, those sections authorize a municipality to impose fees or charges on persons,

- a) For services or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) For the use of its property including property under its control.

AND WHEREAS Section 398 of the *Municipal Act* provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS Council of the Township of Howick adopted By-law 60-2024 known as the “Consolidated Fees and Charges By-law”;

AND WHEREAS Council of the Township of Howick deems it necessary to amend By-law 60-2024 from time to time;

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

- 1. That Schedule “B” - Waste Collection and Disposal to By-law 60-2024, be amended by adding the following section:

Waste Collection and Disposal				
Item	Fee/Charge	HST	2026	Unit/Measure
Recyclables taken directly to Howick Landfill	\$2.00	Exempt	\$2.00	Per blue box, bag or armful

- 2. That Schedule “J” to By-law 60-2024, be deleted and replaced with Schedule A to this By-law.
- 3. All other provisions of By-law 60-2024 remain in force and effect.
- 4. This by-law shall come into force and takes effect on the date of its final passing.

[Move to Top](#)

Read a first and second time this 27th day of January, 2026.

Read a third time and finally passed this 27th day of January, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

2026 PLANNING APPLICATION FEES: (Effective January 1, 2026)

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January 13, 2026

Victoria Well Association Members

I have the unfortunate news for all members on the well.

We have been advised by the Ministry of Environment, that we have been classified as small water supplier. Because of the number locations that receive water from our well

We have been directed to retain an engineer and have our well inspected, make any corrections that the engineer recommends. I have no idea of the cost, but it could be up to \$5,000.

There is possibility that we will be asked to install chlorination or UV purification system

We will need to test the water monthly and this will cost anywhere between \$60- \$120 per month.

I have been in contact with Wray Wilson and we do not have enough money in our account to cover this expense.

The cost of UV Purification system maybe \$5000 (google).

Since the well is on our property, we have retained a lawyer to come up with any possible resolution.

Option that I see

- 1) Retain engineer, install filtration system and test water as suggested. Increase annual dues
- 2) If some members drilled their own well, then we would not be under MOE rules and have no extra expense.
- 3) We decommission Victoria Well Association and everyone would need to make their own arrangements for water.

I am open for any suggestion that you would have to resolve this issue.

You can email me at ty@503.com or drop any suggestion in the mail slot at the insurance office.

This issue will NOT go away so we need to act before we have no options



Tim Wylie

519-357-6321



Saugeen Valley Conservation Authority

Minutes – Board of Directors Meeting

Date: Thursday November 20, 2025, 10:00 a.m.

Location: 1078 Bruce Rd 12, Formosa, ON, N0G 1W0 and hybrid

Chair: Tom Hutchinson

Members present: Paul Allen, Larry Allison, Barbara Dobreen, Kevin Eccles, Bud Halpin, Steve McCabe (arrived at 10:30 a.m.), Gregory McLean (virtual, left meeting at 3:00 p.m.), Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger (virtual), Bill Stewart, Peter Whitten (arrived at 1:00 p.m.)

Staff present: Erik Downing, Adam Chalmers, Donna Lacey, Matt Armstrong, Katie Thomas, Ashley Richards, Emily Williamson, Darren Kenny, Izabela Polowa

The meeting was called to order at 10:00 a.m.

1. Land Acknowledgement – read by Bud Halpin

We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudenosaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nations, Métis, and Inuit peoples.

2. Adoption of Agenda

Motion #G25-79

Moved by Moiken Penner

Seconded by Kevin Eccles

THAT the agenda for the Saugeen Valley Conservation Authority meeting, November 20, 2025, be adopted as amended, to add a staff introduction item and to defer the scheduled delegation to a later point in the agenda.

Carried

3. Staff Introduction

The Board of Directors were introduced to the new corporate services administrative assistant and accounts payable clerk.

4. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest relative to any item on the agenda.

5. Adoption of Minutes

5.1 Authority meeting September 18, 2025

Motion #G25-80

Moved by Paull Allen

Seconded by Sue Paterson

THAT the minutes of the Saugeen Valley Conservation Authority meeting, October 16, 2025, be adopted as presented.

Carried

6. Delegation – HK Mapping, Michael Bayer

A delegation titled “Huron Kinloss Citizens Concerns – SVCA Flood Map Project” was received by the Board of Directors. Mr. Bayer provided some background and concerns with the project, informed the Board of Directors of a petition and letters of support to the Legislature Assembly of Ontario. The petition calls on the province to “Enact legislation to prevent municipalities using Conservation authorities to de facto seize and sell property owners’ property to increase tax revenue”, “Test new computer flood map models against historical data and local knowledge. The external review by another engineering company is not sufficient”, and “Remove the arbitrary 15–37 metre hazard line setback as mandated by the Ontario Government from hazard lines and refine SVCA floodplain maps.”

Mr. Bayer was thanked for his time.

7. Matters Arising from the Minutes – none

8. New Business

8.1 GM-2025-25: 2026 SVCA Budget Communications

The GM/S-T reported that the 2026 Budget Communications Toolkit has been completed and circulated to Directors. The toolkit outlines the MCVA apportionment model, provides comparison tables, and offers talking points to support consistent discussions with member municipalities. The initiative is intended to improve clarity and transparency during municipal budget processes and that finance staff of member municipalities were integral to this effort.

8.2 GM-2025-26: 2026 SVCA Budget

Motion #G25-81

Moved by Kevin Eccles

Seconded by Steve McCabe

THAT the SVCA Board of Directors approve the 2026 draft budget in principle;

THAT \$84,000 be taken from Category 1 reserves, to be applied toward apportionment; and

FURTHER THAT staff be authorized to forward the draft budget to the Authority’s watershed municipalities for a 30-day review and commenting period and include the offer of a delegation if requested.

Carried

The motion to approve the 2026 SVCA Draft Budget in principle was amended following discussion, to reflect the a 1.6% apportionment increase, made by allocating \$84,000 from category 1 reserves to apportionment. Several Directors expressed hesitation about drawing from reserves given early discussions regarding potential regional conservation authority amalgamation, noting that reserves can be directed by the Board at any time.

Staff reviewed the distinction between Category 1, 2, and 3 programs and services. Category 1 activities are mandatory under O.Reg 686/21 and funded through cost apportionment. This includes natural hazard management and related activities, conservation and management of authority owned lands (including maintenance of facilities, trails, parking, and other capital assets related to public recreation), as well as general administration of the authority. Category 2 programs are delivered through municipal agreements. Category 3 activities are programs that further conservation but are funded either through self-generated revenue (ie. campgrounds) or through cost apportioning agreements (ie. the SVCA Water Quality Program).

The Board discussed the Modified Current Value Assessment process and weighted vote procedure used to approve apportionment and the final budget. Directors with a higher apportionment value carry a larger portion of the total vote and attendance is required to vote.

Clarification was provided on reserve categories. Category 1 reserves reflect overages from mandatory programs. Category 3 reserves reflect exceedances of self-generated revenue. Special Projects reserves relate to initiatives such as the Environmental Baseline Monitoring Program for the Nuclear Waste Management Organization.

The provincial fee freeze related to Environmental Planning and Regulations fees was touched on, with Director Halpin noting that this loss of revenue is downloaded to the ratepayer.

8.3 CS-2025-27: 2026 Fee Schedule

Motion #G25-82

Moved by Steve McCabe

Seconded by Bill Stewart

THAT the Board of Directors of Saugeen Valley Conservation Authority approve the amendments to the attached Fee Policy, and approve the following fee schedules to take effect on January 1, 2026 (Schedules A, C and D).

Carried

The GM/S-T reported that the Fee Policy has been updated to reflect the completion of the Environmental Planning and Regulations Fee Review. Manager Armstrong clarified that provincial communication regarding the fee freeze prevents any changes to EPR fees. Staff confirmed that while a suggestion was made to create a new fee for meeting the provincial 21 to 29 day review window, SVCA already issues permits within 3 to 5 days of receiving a complete application. A Director also noted that introducing such a fee, even if permitted, would create financial inequity.

8.4 CS-2025-28: 2026 Finance Report

Manager Chalmers presented financial statements through June 2025. Director Dobreen inquired whether additional statements would be brought forward, and staff confirmed that more reports will be provided. Director Allison inquired as to the expected frequency, the intention of presenting them at every meeting or every other meeting in 2026 was expressed. It was noted that Corporate Services has experienced a challenging year, with leaves of absence and subsequent vacancies affecting finance support for the majority of the year.

8.5 GM-2025-29: SVCA Operational Plan

The GM/S-T presented the SVCA Operational Plan to date. Director Dobreen requested an opportunity to review the signed Children's Safety Village agreement. Manager Lacey advised that she would provide a report to the Authority at a future meeting.

8.6 GM-2025-30: Program Report

The GM/S-T highlighted the inclusion of communications metrics within the SVCA program report as well as a summary table of EPR permits issued between September 25 and October 23, 2025.

8.7 GM-2025-31: 2026 Provincial Announcement on Conservation Authority Restructuring

Director McCabe remarked that the proposed Huron-Superior regional conservation authority was large and questioned where contributions were to come from. Director Myette inquired as to the source of these changes, and the GM/S-T explained these changes were issued through the Ministry of the Environment, Conservation and Parks. Chair Hutchinson shared the understanding that regional conservation authorities would be absorbing the assets of the local conservation authorities. Director Dobreen thanked SVCA staff for clear and quick communication regarding the proposed changes. The Authority was assured that additional information would be coming from staff to member municipalities as correspondence, aligned with Conservation Ontario's approach, to support municipal submission to the Environmental Registry of Ontario.

8.8 EPR-2025-12: Proposed Changes to Huron-Kinloss Regulation Mapping

Motion #G25-83

Moved by Larry Allison

Seconded by Kevin Eccles

THAT the Saugeen Valley Conservation Authority approves the proposed changes to the Huron-Kinloss Regulation Mapping.

Carried

Staff presented the proposed updates to the Huron-Kinloss regulation mapping, completed in accordance with Ontario Regulation 41/24 and supported by federal FHIMP funding. Updated flood hazard mapping for seven watercourses, based on new LiDAR data and peer-reviewed modelling, allows SVCA to shift from broad Screening Area mapping to more precise Regulated Area mapping. Extensive public engagement occurred from 2023 to 2025, including mailed notices, door-to-door outreach, media releases, digital communication and three public meetings, with strong attendance and constructive feedback.

The proposed updates result in a net reduction of approximately 25.37 hectares of land requiring SVCA review and replace 71 hectares of Screening Area with refined Regulated Area, which will improve review efficiency. Draft mapping for the Pine River is available only for the section west of Lake Range Drive, with the eastern section expected in 2026. If approved, staff will begin using the new mapping immediately and will update SVCA and Bruce County GIS platforms.

Director Stewart raised concern regarding changes to shoreline management beyond the 100-year flood event level. Manager Armstrong confirmed that the 100-year event remains the standard benchmark and explained that the increase relates to dynamic beaches which account for approximately 40 percent of shoreline within SVCA boundaries. It was noted that under O.Reg. 41/24, which established a single regulation for all conservation authorities, SVCA was required to add an additional fifteen metre allowance to dynamic beaches reflect provincial direction.

Director Allison observed that the recent Huron Kinloss delegation had conflated SVCA 2025 regulation mapping updates with the 2024 provincial changes to shoreline regulation and reiterated that the delegation remains focused on reducing the provincially mandated fifteen metre shoreline buffer.

It was noted that the delegation stated SVCA requires the use of SVCA approved or mandated contractors. Staff confirmed this is not the case and that applicants may use any qualified professional. Directors inquired about insurance implications, and staff explained that insurance companies set their own rates and rely on their own risk mapping and calculations, which can be significantly more stringent than SVCA standards. Staff reiterated that the fifteen metre shoreline change did not originate from SVCA but was required through provincial regulation changes.

8.9 EPR-2025-13: Status of Active Violations

Staff reported that as of November 3, 2025, there are 44 active violation files, compared with 54 in April 2025. Most files fall within categories involving activities unlikely or likely to cause significant damage, and no files are rated in the highest risk category. Two violation matters are before Provincial Offences Court; one has recently been resolved and the other is awaiting a trial date. Staff continue to resolve files through compliance approvals and site remediation where possible.

Director Prenger asked that future reports include plus and minus values to show changes by category, as the current report provides only net totals. It was also noted that the violations policy can be reviewed to incorporate considerations for repeat offenders if directed by the Board. Staff noted that SVCA aims for voluntary compliance wherever possible, as hearings and court proceedings are costly for both the Authority and the individuals involved. Chair noted an interest to revisit and receive a staff update on SVCA Violation Strategy's approach to repeat violators.

8.10 WR-2025-09: 2024 Water Quality Annual Report

Staff presented the 2024 Water Quality Annual Report and noted that certain exceedances, such as nitrogen, reflect a single sampling moment, which reinforces the importance of long-term trend data. Directors asked about the sources of exceedances. Manager Thomas explained that the Water Quality Program's role is to monitor and collect data, to examine trends at a watershed scale, and that staff could pursue point source evaluation if resources were made available.

8.11 Other Business – none

9. Adjournment

With no further business to discuss, the meeting was adjourned at 3:17 p.m. following a motion by Moiken Penner and seconded by Sue Paterson.

Tom Hutchinson
Chair

Ashley Richards
Recording Secretary



COUNTY OF WELLINGTON

NOTICE

Open House and Public Meeting



TAKE NOTICE that pursuant to Section 26 of the Planning Act, R.S.O. 1990, c.P.13 as amended, the County of Wellington will hold an Open House and Public Meeting to discuss proposed:

Official Plan Amendment (OPA) No.131 – Rural Growth and Policy Updates

THE LAND SUBJECT to the proposed amendment is the entire County of Wellington with specific changes applicable to the Town of Erin and the Township of Puslinch. For convenience, a key map of specific lands in the Township of Puslinch is provided below.

THE PURPOSE and effect of the proposed County OPA No.131 is to align the rural area policies with the 2024 Provincial Planning Statement (PPS) and complete Rural Phase 3B of the Official Plan Review. Key proposals in this amendment include:

County-wide

- Aligning the Rural System policies with the 2024 Provincial Planning Statement.
- Housekeeping and clarifying changes related to employment area conversions and rural growth.

Puslinch

- Changing the rural residential severance date to May 1, 2025, as it applies to the Secondary Agricultural Areas of Puslinch.
- Expanding the secondary urban centre boundary of Aberfoyle and assigning appropriate land use designations.
- Making sufficient rural employment lands available in Puslinch.

Erin

- Making changes to re-allocate a portion of the Town of Erin's projected rural residential growth to 2051 (120 households and a population of 300) to the Township of Puslinch.

OPEN HOUSE AND PUBLIC MEETING

The Open House will be an opportunity to discuss OPA No.131, to ask questions of County Staff and identify additional planning issues that should be considered. The Public Meeting will be an opportunity to make formal submissions to the County of Wellington Planning Committee on proposed OPA No.131. The meetings are scheduled as follows:

OPEN HOUSE	PUBLIC MEETING
Date February 5, 2026	Date February 12, 2026
Time 6:30 pm	Time 11:00 am
Format Online	Format In Person
How to Participate To participate in the online Open House please register through the link provided on the project webpage: www.wellington.ca/planwell To participate in the Open House by phone, you do not need to register and can join by calling the following number: Dial +1 647 558 0588 followed by the Webinar ID: 696 2124 9583	How to Participate To participate in the Public Meeting registration is not required. Location The meeting will be held at the following location: County Council Chambers Administration Centre 74 Woolwich Street Guelph ON N1H 3T9

Written Submissions

Please send any written submissions to the County of Wellington Planning and Development Department by email at planwell@wellington.ca or by mail to the attention of Sarah Wilhelm, Manager of Policy Planning to the address below no later than **February 19, 2026** to be considered in the planning report. Please refer to file **No. OP-2020-01-05** when responding.

IF A PERSON or public body would otherwise have an ability to appeal the decision of the County of Wellington to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Wellington before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

IF A PERSON or public body does not make oral submissions at a public meeting or make written submissions to the County of Wellington before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

INFORMATION ABOUT APPEALS

In accordance with Section 17 (36.5) of the *Planning Act* there is no appeal of a decision where the Minister is the approval authority.

IF YOU WISH to be notified of the adoption of the proposed official plan amendment, or of the refusal of a request to amend the official plan, you must make a written request to Mr. Aldo Salis, Director of the Wellington County Planning and Development Department (address below).

PLEASE BE ADVISED any verbal or written comment/objection submitted to the County of Wellington regarding this application, which is being processed under the *Planning Act*, may be made public as part of the process.

ADDITIONAL INFORMATION

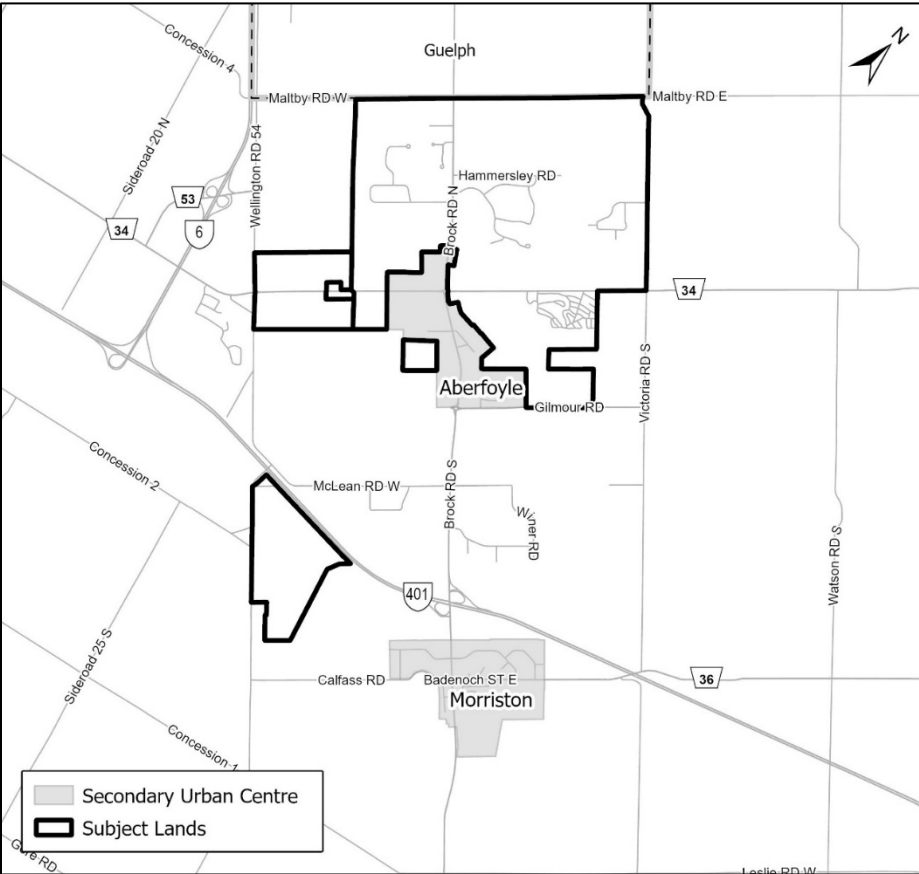
Information about the details of the amendment, including mapping, is available for review on the County of Wellington website: www.wellington.ca/planwell.

County of Wellington
Planning and Development Department
Administration Centre
74 Woolwich Street
Guelph, ON N1H 3T9

Dated at the City of Guelph
this 9th day of January, 2026

Aldo L. Salis, MCIP, RPP
Director Planning and Development Department
County of Wellington

KEY MAP Proposed Site Specific Puslinch Changes



Ministry of Agriculture,
Food and Agribusiness

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074

Ministère de l'Agriculture,
de l'Alimentation et de l'Agroentreprise

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074



Ontario

January 12, 2026

Caitlin Gillis
Clerk
Township of Howick
clerk@howick.ca

Dear Caitlin Gillis:

I am pleased to announce that the 2026 Agricultural Impact Assessment (AIA) Guidance Document is now available on Ontario.ca as [Publication 861: Agricultural Impact Assessment \(AIA\) Guidance Document](#) and the [Environmental Registry of Ontario](#). This updated guidance reflects stakeholder input and recent provincial policy changes, and is intended to support municipalities, consultants and interested parties in meeting the agriculture impact assessment requirements of the Provincial Planning Statement, 2024.

Agricultural impact assessments are an important tool for identifying and addressing the potential impacts of non-agricultural development on the agricultural system, promoting compatibility between agricultural and non-agricultural land uses, and supporting thoughtful land use planning and the long-term viability of Ontario's agricultural sector.

Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released [Grow Ontario: a provincial agri-food strategy](#) to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

I want to take this opportunity to thank you for your ongoing commitment to supporting the long-term viability of agriculture alongside planning for growth in Ontario. Should you have any questions about the Agricultural Impact Assessment guidance, please contact OMAFA staff at: www.ontario.ca/page/agricultural-land-use-planning-staff.

Sincerely,

Trevor Jones
Minister of Agriculture, Food and Agribusiness



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

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Le 12 janvier 2026

Bonjour,

J'ai le plaisir d'annoncer que le Document d'orientation sur l'évaluation des répercussions sur l'agriculture (ERA) est désormais accessible sur [Ontario.ca](https://ontario.ca) et [le Registre environnemental de l'Ontario](#). Ce document d'orientation actualisé reflète les observations des intervenants ainsi que les changements intervenus récemment dans la politique provinciale. Il vise à appuyer les municipalités, les experts-conseils et les parties intéressées à respecter les exigences d'évaluation des répercussions sur l'agriculture de la Déclaration provinciale sur la planification, 2024.

Les évaluations des répercussions sur l'agriculture sont un outil important pour circonscrire et régler les potentielles répercussions d'un aménagement non agricole sur le système agricole, promouvant la compatibilité entre les utilisations des terres à des fins agricoles et non agricoles, et favorisant la planification réfléchie du territoire et la viabilité à long terme du secteur agricole ontarien.

Les exploitations agricoles de l'Ontario contribuent de façon importante aux économies locales tout en favorisant l'accès à des aliments de qualité supérieure tant à l'échelle nationale qu'à l'échelle mondiale. Le secteur agroalimentaire emploie plus de 836 000 personnes et a contribué à hauteur de 48,8 milliards de dollars à notre économie provinciale. Notre gouvernement est déterminé à soutenir la croissance de l'industrie agricole et alimentaire, raison pour laquelle nous avons publié la [stratégie Cultiver l'Ontario : une stratégie provinciale pour le secteur agroalimentaire](#), afin de renforcer le secteur agroalimentaire, de favoriser la croissance économique et de garantir un approvisionnement alimentaire efficace, fiable et réactif pour la population ontarienne.

Je tiens à profiter de cette occasion pour vous remercier de votre engagement continu à soutenir la viabilité à long terme de l'agriculture parallèlement à la planification de la croissance en Ontario. Si vous avez des questions concernant le Document d'orientation sur l'évaluation des répercussions sur l'agriculture, je vous invite à communiquer avec le personnel du MAAAO : <https://www.ontario.ca/fr/page/personnel-de-lunite-de-la-planification-de-lutilisation-des-terres-agricoles>.

Je vous prie d'agréer nos salutations distinguées.

Le ministre de l'Agriculture, de l'Alimentation et de l'Agroentreprise,



Trevor Jones

Did you know about the Farmers' Wellness Initiative?

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.

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Corporation of the Township of Howick

By-law No. 4-2026

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

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

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

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

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

Read a first and second time this 27th day of January, 2026.

Read a third time and finally passed this 27th day of January, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

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ONTARIO FIRE PROTECTION GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of **January 27, 2026**

BETWEEN:

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

(referred to as the "**Province**")

- and -

CORPORATION OF THE TOWNSHIP OF HOWICK

(the "**Recipient**")

CONSIDERATION

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

1.0 ENTIRE AGREEMENT

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

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

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

2.0 CONFLICT OR INCONSISTENCY

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

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

3.0 COUNTERPARTS

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

4.0 AMENDING THE AGREEMENT

- 4.1 This Agreement may be amended upon the agreement of all Parties, which shall be executed in writing.

5.0 ACKNOWLEDGEMENT

- 5.1 The Recipient acknowledges that:

- (a) by receiving Funds, it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario;
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act*, 2010 (Ontario);
- (c) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act*, 1996 (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the Freedom of Information and Protection of Privacy Act (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and

- (f) the Province is bound by the Financial Administration Act (Ontario) ("FAA") and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
 - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
 - (ii) the payment having been charged to an appropriation for a previous fiscal year.

SIGNATURE PAGE FOLLOWS

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

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Solicitor General**

Date

Name: Carrie Clark

Title: Deputy Fire Marshal

CORPORATION OF THE TOWNSHIP OF HOWICK

Date

Name: Caitlin Gillis

Title: CAO / Clerk

I have authority to bind the Recipient

Date

Name: Doug Harding

Title: Reeve

I have authority to bind the Recipient

SCHEDULE “A”
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

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

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

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

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

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

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

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

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

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

“Funding Year” means.

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the

period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

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

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

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

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

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

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

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

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

“Project” means the undertaking described in Schedule “C” and as may be amended from time to time.

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

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

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

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

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and

provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and

- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

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

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

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

- (a) procedures to enable the Recipient's ongoing effective functioning;
- (b) decision-making mechanisms for the Recipient;
- (c) procedures to enable the Recipient to manage Funds prudently and effectively;
- (d) procedures to enable the Recipient to complete the Project successfully;
- (e) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (g) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

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

A3.0 TERM OF THE AGREEMENT

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

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

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

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

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

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

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

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

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

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

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

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

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

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

A6.0 CONFLICT OF INTEREST

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

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

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

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
 - (ii) requests the consent of the Province to carry out the Project with

an actual, potential, or perceived conflict of interest;

- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTING, ACCOUNTING AND REVIEW

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

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
 - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (ii) signed by an authorized signing officer of the Recipient.

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

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

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

any of the following:

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

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

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

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

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

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

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

A8.0 COMMUNICATIONS REQUIREMENTS

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

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs;

- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and
- (d) obtain prior written approval from the Province before using any logo or symbol of the Government of Ontario, the Ministry of the Solicitor General or the Office of the Fire Marshal in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

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

A9.0 INDEMNITY

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

A10.0 INSURANCE

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

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

A10.2 Proof of Insurance. The Recipient will,

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

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. This Agreement may be terminated by the Province at any time without liability, penalty, or costs upon giving at least thirty (30) days prior written Notice to the Recipient.

A11.2 When Termination Effective. Termination under Article A11.1 will take effect as provided for in the Notice.

A11.3 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

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

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

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

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

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

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the

possession or under the control of the Recipient;

- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

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

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

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

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

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

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

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in

the Budget, the Province may take one or both of the following actions:

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

A14.0 FUNDS UPON EXPIRY

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

A15.0 DEBT DUE AND PAYMENT

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

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

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

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

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

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

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

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

A16.0 NOTICE

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

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

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

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

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

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

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

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

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

any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

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

A19.0 WAIVER

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

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

A20.0 INDEPENDENT PARTIES

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

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

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

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

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

A22.0 GOVERNING LAW

A22.1 Governing Law. The Agreement and the rights, obligations and relations of the

Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 Agreement into Effect. The Recipient will:

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

A24.0 JOINT AND SEVERAL LIABILITY

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

A25.0 RIGHTS AND REMEDIES CUMULATIVE

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

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 Other Agreements. If the Recipient:

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

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

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A.8, Article A8.0, Article A9.0, Article A10.0, section A11.2, sections A12.1, sections A12.2(d), (e), (f), (g), (h), (i), and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0, and Article A27.0.

-- END OF GENERAL TERMS AND CONDITIONS --

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$16,800
Expiry Date	March 31, 2026
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$ 5,000
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Name: Program Development & Analytics Unit, Office of the Fire Marshal, Public Safety Division Ministry of the Solicitor General</p> <p>Attention: Katrina Nedeljkovich, Operations Manager</p> <p>Address: 2284 Nursery Road, Midhurst, ON L0L 1N0</p> <p>Fax: (705) 305-4595</p> <p>Email: Katrina.nedeljkovich@Ontario.ca / OFMGrants@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Name: Josh Kestner</p> <p>Position: Fire Chief</p> <p>Address: 44816 Harriston Rd, RR1, Gorrie ON N0G 1X0</p> <p>Phone: 519-335-3202</p> <p>Email: jkestner@howick.ca</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Name: Amy Van Meeteren</p> <p>Position: Manager of Finance / Treasurer</p> <p>Address: 44816 Harriston Rd, RR1, Gorrie ON N0G 1X0</p> <p>Phone: 519-335-3208 x3</p> <p>Email: treasurer@howick.ca</p>

Additional Provisions:

None

SCHEDULE “C” PROJECT

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

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

The Ministry has identified five categories of eligibility:

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

The grant application window opened August 13, 2025 and closed September 30, 2025.

CORPORATION OF THE TOWNSHIP OF HOWICK is approved for \$16,800

Funding to support the purchase of Grant funds to be used towards a gear washer with automatic soap dispenser, an additional supply of spare gloves and hoods, tyvek suits, masks, two wireless access points for station wifi, and an overpack drum/overhaul equipment (rakes, shovels) and foam/medium for Lithium Ion containment..

SCHEDULE “D” BUDGET

Funding will be provided to CORPORATION OF THE TOWNSHIP OF HOWICK upon execution of this Agreement.

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

The funds must be committed to the project as approved by March 31st, 2026. Subsequently, the funds must be spent by the municipality by the end of Provincial Financial Quarter Three (Q3) (December 31, 2026).

SCHEDULE “E” PAYMENT PLAN

E.1 MAXIMUM FUNDS

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

E.2 PAYMENT SCHEDULE

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

SCHEDULE “F” REPORTS

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

As part of the report back, the municipality is required to provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule “C”.

Corporation of the Township of Howick

By-law No. 5-2026

Being a by-law to Authorize the Purchase of Land from Ruth Ann Neable.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Corporation of the Township of Howick ("Township") deems it advisable to acquire a parcel of land from Ruth Ann Neable;

AND WHEREAS the land to be purchased is described as Plan 276, Park Pt Lot 17, RP22R5697 Parts 1 and 2, Gorrie, Township of Howick, County of Huron, at the purchase price of Two Hundred and Thirty Thousand Dollars (\$230,000);

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

1. That the Reeve and the Chief Administrative Officer/Clerk are hereby authorized to execute the Agreement of Purchase and Sale for the property, attached hereto and forming part of this By-law.
2. That the CAO/Clerk is authorized and directed to execute thereafter all documents necessary to complete the transaction on behalf of the Township and to affix thereto the Seal of the Corporation.
3. That this by-law shall come into force and effect on the date of final passing thereof.

Read a first and second time this 27th day of January, 2026.

Read a third time and finally passed this 27th day of January, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

Schedule "A" to By-law 5-2026

AGREEMENT OF PURCHASE AND SALE

THIS AGREEMENT, made in duplicate, this 27 day of January, 2026.

BETWEEN:

The Corporation of the Township of Howick.

("Purchaser")

-and-

RUTH ANN NEABLE

("Vendor")

PROPERTY: legally described as Plan 276 PARK PT LOT 17 RP22R5697 PARTS 1 AND 2, GORRIE, (the "Property" or the "property").

PURCHASE PRICE: **TWO HUNDRED AND THIRTY THOUSAND DOLLARS** (CDN \$230,000.00)

DEPOSIT: \$11,500.00 (CDN \$) (the "Deposit")

Of lawful money of Canada, payable by cash or certified cheque to the said solicitor for the vendor, in trust, on this date as a deposit to be held in trust pending completion or other termination of this Agreement and to be credited on account of the purchase price on closing and agrees to pay the balance of the purchase price, with funds drawn on a lawyer's trust account in the form of a bank draft, bank wire, certified cheque or wire transfer using the Lynx high value payment system as set out and prescribed by the Canadian Payments Act (R.S.C., 1985, c. CÂ-21) as amended from time to time, on the closing of the transaction, subject to the usual adjustments.

1. **COMPLETION DATE:** This agreement shall be completed by no later **than February 17, 2026**. Upon completion, vacant possession of the property, subject to the exemptions noted in Schedule A hereto, shall be given to the Purchaser unless otherwise provided in this Agreement.
2. (a) The Purchaser and Vendor agree that the delivery of documents within the Offer to Purchase or Counteroffer, Notice of Acceptance thereof and delivery of all notices and communications made be made by facsimile machine, or email addressed to the parties hereto, their solicitors or agents.
3. **NOTICES:** Pursuant to this Agreement any notice relating hereto or provided for herein shall be in writing. This offer, any counteroffer, notice of acceptance thereof, or any

notice shall be deemed given and received, when hand delivered to the address for service provided herein, by email, or where facsimile number is provided.

NOTICE TO PURCHASER:

Donnelly Murphy Lawyers
18 The Square
Goderich, Ontario N7A 3Y7
Gregory F. Stewart
Phone: 519-524-2154
Email: gstewart@dmlaw.ca

NOTICE TO VENDOR:

Schenk Legal
5 Veterans Road
Wingham, Ontario N0G 2W0
Virginia Schenk
Phone: 519-357-4500
Email: virginia@schenklegal.ca

4. **HST:** If the sale of the property (Real Property as described above) is subject to Harmonized Sales Tax (HST), then such tax shall be in addition to the Purchase Price. The Vendor will not collect HST if the Purchaser provides to the Vendor a warranty that the Purchaser is registered under the Excise Tax Act ("ETA"), together with a copy of the Purchaser's ETA registration, a warranty that the Purchaser shall self-assess and remit the HST payable and file the prescribed form and shall indemnify the Vendor in respect of any HST payable. The foregoing warranties shall not merge but shall survive the completion of the transaction. If the sale of the property is not subject to HST, Vendor agrees to certify on or before closing, that the transaction is not subject to HST. Any HST on chattels, if applicable, is not included in the purchase price.
5. **TITLE SEARCH:** Purchaser shall be allowed until February 6, 2026 to examine the title to the property at their own expense and until the earlier of: (i) thirty days prior to the later of the Requisition Date or the date on which the conditions in this Agreement are fulfilled or otherwise waived or; (ii) five days prior to completion, to satisfy themselves that there are no outstanding work orders or deficiency notices affecting the property. Vendor hereby consents to governmental agencies releasing to Purchaser details of all outstanding work orders affecting the property, and Vendor agrees to execute and deliver such further authorizations in this regard as Purchaser may reasonably require.

6. **FUTURE USE:** Vendor and Purchaser agree that there is no representation or warranty of any kind that the future intended use of the property by Purchaser is or will be lawful except as may be specifically provided for in this Agreement.
7. **TITLE:** Provided that the title to the property is good and free from all registered restrictions, charges, liens, and encumbrances except as otherwise specifically provided in this Agreement and save and except for (a) any registered restrictions or covenants that will run with the land providing that such are complied with; (b) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with, or security has been posted to ensure compliance and completion, as evidenced by a letter from the relevant municipality or regulated utility; (c) any minor easements for the supply of domestic utility or telephone services to the property or adjacent properties; and (d) any easements for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines or other services which do not materially affect the present use of the property. If within the specified times referred to in paragraph 4 any valid objection to title or to any outstanding work order or deficiency notice, or to the fact the said present use may not lawfully be continued, or that the principal building may not be insured against risk of fire is made in writing to Vendor and which Vendor is unable or unwilling to remove, remedy or satisfy and which Purchaser will not waive, this Agreement notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all monies paid shall be returned with all interest or deduction and Vendor, Listing Broker and Co-operating Broker shall not be liable for any costs or damages. Save as to any valid obligation so made by such day and except for any objection going to the root of title, Purchaser shall be conclusively deemed to have accepted Vendor's title to the property.
8. **DOCUMENTS AND DISCHARGE:** Purchaser shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of Vendor. If requested by Purchaser, Vendor will deliver any sketch or survey of the property within Vendor's control to Purchaser as soon as possible and prior to the Requisition Date. If a discharge of any Charge/Mortgage held by a corporation incorporated pursuant to the Loan Companies Act (Canada), Chartered Bank, Trust Company, Credit Union, Caisse Populaire or Insurance Company and which is not to assumed by Purchaser on completion, is not available in registerable form on completion, Purchaser agrees to accept Vendor's lawyer's personal undertaking to obtain the discharge, together with a direction executed by Vendor directing payment to the mortgagee of the amount required to obtain the discharge out of the balance due on closing. The Vendor's lawyer shall register such discharge or cause to be registered on title within a reasonable period of time after completion, provided that on or before completion Vendor shall provide to Purchaser a

mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, and, where a real-time electronic cleared funds transfer system is not being used, a direction executed by Vendor directing payment to the mortgagee of the amount required to obtain the discharge out of the balance due on completion.

9. **INSPECTION:** Purchaser acknowledges having had the opportunity to inspect the property prior to submitting this Offer and understands that upon acceptance of this Offer there shall be a binding agreement of purchase and sale between Purchaser and Vendor.
10. **INSURANCE:** The property shall be and remain until completion at the risk of Vendor. Pending completion, Vendor shall hold all insurance policies, if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, Purchaser may terminate this Agreement and have all monies paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion. If Vendor is taking back a Charge/Mortgage, or Purchaser is assuming a Charge/Mortgage, Purchaser shall supply Vendor with reasonable evidence of adequate insurance to protect Vendor's or other mortgagee's interest on completion.
11. **PLANNING ACT:** This Agreement shall be effective to create an interest in the property only if Vendor complies with the provisions of the Planning Act by completion and Vendor covenants to proceed diligently at their expense to obtain any necessary consent by completion.
12. **DOCUMENT PREPARATION:** The Transfer/Deed shall, save for the Land Transfer Tax Affidavit, be prepared in registerable form at the expense of Vendor, and any Charge/Mortgage to be given back by Purchaser to Vendor at the expense of the Purchaser. If requested by Purchaser, Vendor covenants that the Transfer/Deed to be delivered on completion shall contain statements contemplated by Section 50 (22) of the Planning Act of Ontario.
13. **RESIDENCY:** Purchaser shall be credited towards the Purchase Price with the amount, if any, necessary for Purchaser to pay to the Minister of National Revenue to satisfy Purchaser's liability in respect of tax payable by Vendor under the non-residency provisions of the Income Tax Act by reason of this sale. Purchaser shall not claim such credit if Vendor delivers on completion the prescribed certificate or a statutory declaration that Vendor is not then a non-resident of Canada.
14. **ADJUSTMENTS:** Any rents, mortgage interest, realty taxes and unmetered public or private utility charges and unmetered cost of fuel, as applicable, shall be apportioned

and allowed to the day of completion, the day of completion itself to be apportioned to Purchaser.

15. **TIME LIMITS:** Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Vendor and Purchaser or by their respective lawyers who may not be specifically authorized in that regard.
16. **TENDER:** Any tender of documents or money hereunder may be made upon Vendor or Purchaser or their respective lawyers on the day set for completion. Money may be tendered by bank draft or cheque certified by a Chartered Bank, Trust Company, Province of Ontario Savings Office, Credit Union, or Caisse Populaire.
17. **FAMILY LAW ACT:** Vendor warrants that spousal consent is not necessary to this transaction under the provisions of the Family Law Act of Ontario unless Vendor's spouse has executed the consent hereinafter provided.
18. **UFFI:** Vendor represents and warrants that to the best of Vendor's knowledge no remaining building or structure on the property, if any, contains or has ever contained insulation that contains urea formaldehyde. This warranty shall survive and not merge on the completion of this transaction, and if urea formaldehyde is found, this warranty shall only apply to that part which is the subject of this transaction.
19. **AGREEMENT IN WRITING:** If there is conflict between any provision written or typed in this Agreement (including any Schedule attached hereto) and any provision in the printed portion hereof, the written or typed provision shall supersede the printed provision to the extent of such conflict. This Agreement including any Schedule attached hereto shall constitute the entire Agreement between Purchaser and Vendor. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.
20. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.
21. **IRREVOCABLE:** This Offer shall be irrevocable by the Purchaser until _____ after which time, if not acceptable, this Offer shall be null and void and the Deposit shall be returned to the Purchaser in full without interest.

22. **ELECTRONIC SIGNATURES AND ELECTRONIC DELIVERY:** Each party agrees that the electronic signatures [whether digital or encrypted,] of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record [including facsimile or email electronic signatures]. Delivery of an executed copy of this Agreement by facsimile or electronic transmission constitutes valid and effective delivery. All Parties agree that this Agreement may be executed in counterpart and transmitted by electronic means and that the reproduction of signatures in counterpart by way of electronic means will be treated as though such reproduction were executed originals.
23. **PURCHASER'S CONDITION:** This Agreement is conditional until 5:00 p.m. on or before February 6, 2026 (the "**Condition Date**"), upon the Purchaser, at its own expense, being satisfied in its sole and absolute discretion with the title and access to the property. This condition is included for the benefit of the Purchaser and may be waived at the Purchaser's sole option by notice in writing to the Vendor within the time period stated herein, failing which this Agreement shall be null and void and the Deposit returned in full without penalty and with interest.
24. **INTEREST BEARING ACCOUNT:** Subject to release of the Deposit, the Deposit will be held by the Vendor as a deposit in trust pending completion or other termination of this Agreement in an interest-bearing trust account or a 30 day cashable guaranteed investment certificate issued by one of the five (5) largest banks in Canada with interest accruing to the Purchaser to be credited on account of the Purchase Price on Closing.
25. **REPRESENTATION AND WARRANTY:** The Vendor represents and warrants to the Purchaser, that, as of the date of acceptance:
- (a) to the Vendor's knowledge there are no Hazardous Substances on the property in violation of Laws
- For the purposes of this Section:
- (i) "**Hazardous Substance**" shall include, but is not limited to, any contaminants, pollutants, dangerous substances, liquid wastes, industrial wastes, hauled liquid wastes, toxic substances, hazardous wastes, hazardous materials or hazardous substances (specifically, but without limitation, asbestos and polychlorinated biphenyls) (the "**substances**"), including substances as defined in any Laws; and
 - (ii) "**Laws**" shall mean all applicable federal, provincial, municipal or local laws or statutes or ordinances and any other applicable laws relating to the

environment and occupational safety.

Such representation and warranty herein shall not merge on closing but shall survive the same for a period of 24 months following the Closing Date. The Vendor shall provide a certificate on Closing confirming that such representation and warranty contained herein is true and accurate in all material respects as of the closing date.

26. **CLOSING ARRANGEMENTS:** Where each of the Vendor and Purchaser retain a lawyer to complete the Agreement of Purchase and Sale of the Property, and where the transaction will be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, Chapter L4 and the Electronic Registration Act, S.O. 1991, Chapter 44, and any amendments thereto, the Vendor and Purchaser acknowledge and agree that the exchange of closing funds, non-registrable documents and other items (the "Requisite Deliveries") and the release thereof to the Vendor and Purchaser will (a) not occur at the same time as the registration of the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same except in accordance with the terms of a document registration agreement between the said lawyers. The Vendor and Purchaser irrevocably instruct the said lawyers to be bound by the document registration agreement which is recommended from time to time by the Law Society of Ontario. Unless otherwise agreed to by the lawyers, such exchange of the Requisite Deliveries will occur electronically or in the applicable Land Titles Office or such other location agreeable to both lawyers.

DATED at Gorrie, ONTARIO this 27 day of January, 2026

I/We the Undersigned Purchaser, agree(s) to the above Offer.

The Corporation of the Township of Howick

(Witness)

Per: _____
(Purchaser) Doug Harding, Reeve

(Witness)

Per: _____
(Purchaser) Caitlin Gillis, CAO/Clerk
I/We have the authority to bind the
corporation.

I/We Undersigned Vendor, agree(s) to the above Offer.

DATED at Wingham, ONTARIO this day of , 2026

(Witness)

(Vendor) Ruth Ann Neable

Solicitor for the Purchaser:

Donnelly Murphy Lawyers, PC
P.O. Box , 18 The Square
Goderich, ON N7A 3Y7

Gregory F. Stewart

Email: gstewart@dmlaw.ca

Tel: 519-524-2154

Fax: 519--524-8550

Solicitor for the Vendor:

Schenk Legal
5 Veterans Road
Wingham, Ontario N0G 2W0

Virginia Schenk

Phone: 519-357-4500

Email: virginia@schenklegal.ca

SCHEDULE A

This Schedule and the provisions herein form part of this Agreement of Purchase and Sale.

The following conditions apply to this transaction:

1. That the Township of Howick will assume all legal costs associated with the sale of the property.
2. The parties will enter into an Agreement, which Agreement, shall survive and not merge on completion of this transaction, which will provide the Vendor, and any biological or legally adopted child and/or grandchild of the Vendor, with a first right of refusal to purchase the property, should the Township decide to dispose of the property in the future.
3. Through Agreement, the Vendor, or a representative of the Vendor, will be granted access to the garden portion of the property for so long as the Purchaser owns the property.
4. The "Pet Cemetery" portion of the garden area, the parameters of which shall be marked clearly by the Vendor prior to the date of closing, will not be disturbed by anyone other than the Vendor, or a representative of the Vendor, for so long as the Purchaser owns the property. The Vendor shall be permitted to plant flowers in the Pet Cemetery portion of the property, with the prior consent of the purchaser, which consent will not be unreasonably withheld.
5. By Agreement the Purchaser undertakes that the garden portion of the property will be made into a community space (or park) once construction is completed on the property.
6. The Vendor shall be permitted to keep their storage sheds on the property until April 1, 2026. The Purchaser undertakes to transport all sheds that are movable to a location that is within the township boundaries, at the direction of the Vendor. The Vendor agrees that all sheds that are not movable shall be demolished by the Purchaser.

Corporation of the Township of Howick

By-law No. 06-2026

A By-law to amend Schedule “B” – Waste Collection and Disposal, to add Recycling Landfill Tipping fees, and to replace Schedule “J” - 2026 Planning Fees, of the Consolidated Fees and Charges By-law 60-2024

WHEREAS the *Municipal Act, 2001, S.O. 2001*, provides that a municipality may pass by-laws imposing fees and charges on any class of persons;

AND WHEREAS Section 391 of the *Municipal Act* provides that without limiting sections 8, 9 and 10 of the *Municipal Act*, those sections authorize a municipality to impose fees or charges on persons,

- a) For services or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) For the use of its property including property under its control.

AND WHEREAS Section 398 of the *Municipal Act* provides that fees and charges imposed by a municipality or local board on a person constitute a debt of the person to the municipality or local board, respectively;

AND WHEREAS Council of the Township of Howick adopted By-law 60-2024 known as the “Consolidated Fees and Charges By-law”;

AND WHEREAS Council of the Township of Howick deems it necessary to amend By-law 60-2024 from time to time;

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

- 1. That Schedule “B” - Waste Collection and Disposal to By-law 60-2024, be amended by adding the following section:

Waste Collection and Disposal				
Item	Fee/Charge	HST	2026	Unit/Measure
Recyclables taken directly to Howick Landfill	\$2.00	Exempt	\$2.00	Per blue box, bag or armful

- 2. That Schedule “J” to By-law 60-2024, be deleted and replaced with Schedule A to this By-law.
- 3. All other provisions of By-law 60-2024 remain in force and effect.
- 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 27th day of January, 2026.

Read a third time and finally passed this 27th day of January, 2026.

Reeve Doug Harding

CAO/Clerk Caitlin Gillis

2026 PLANNING APPLICATION FEES: (Effective January 1, 2026)

TYPE OF APPLICATION	Local Municipal	Huron County	TOTAL FEE
Official Plan Amendment (OPA), Local OPA, County OPA	\$1,875.00	\$4,365.00	\$6,240.00
Official Plan Amendment (OPA), Local OPA, County OPA-New or expanding aggregate operation	\$3,740.00	\$8,740.00	\$12,480.00
Zoning By-law Amendment (ZBLA)	\$1,380.00	\$2,780.00	\$4,160.00
Zoning By-law Amendment (ZBLA) -New or expanding aggregate operation if no OPA is required	\$3,435.00	\$6,965.00	\$10,400.00
Minor Variance (1 variance)	\$1,120.00	\$1,480.00	\$2,600.00
Minor Variance (2 variances)	\$1,460.00	\$1,930.00	\$3,390.00
Minor Variance (3 or more variances)	\$1,785.00	\$2,375.00	\$4,160.00
Consent-Technical* (e.g. lot additions, easements, ROW's, Validation Certificates, re-creation of original lots, cancellation certificate etc.)	\$780.00	\$2,340.00	\$3,120.00
Consent-New Lot Creation* (e.g. new lots, surplus farm severances)- Base fee per application includes one severed and one retained. Add \$2600 (Municipal \$650/County \$1950) for each additional lot created per application. *Note: Consent-Technical and Consent-New Lot Creation fees include a severed land consent certificate per application. The fee for a retained land certificate is listed below.	\$1170 \$650	\$3510 \$1950	\$4680 Base fee per application includes one severed and one retained - add \$2600 for each additional lot created per application
Retained Land Certificate		\$520.00	\$520.00
Cancellation Certificate		\$520.00	\$520.00
Change of Consent Condition or Consent Endorsement Certificate		\$520.00	\$520.00
Plan of Subdivision/Condominium	\$2,600.00	\$7,800.00	\$10,400.00
Lots/Blocks/Units over 10	add \$70 per lot/unit/ block	add \$130 per lot/unit/ block	add \$200 per lot/unit/ block
Draft approval extension - First extension	\$650.00	\$1,950.00	\$2,600.00
-Any subsequent extension	\$1,295.00	\$3,905.00	\$5,200.00
Phasing, Final Approval*	\$780.00	\$2,340.00	\$3120 per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	\$520.00	\$1,560.00	\$2,080.00
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$200/lot/block/unit shall apply.	\$70.00	\$130.00	\$200 per lot/block/unit
Removal of Holding (H) Symbol	\$520.00	\$520.00	\$1,040.00
Renewal of Temporary Use Zoning By-law	\$1,030.00	\$2,090.00	\$3,120.00
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law *	\$520.00	\$520.00	\$1,040.00
Part Lot Control *	\$1,560.00	\$1,560.00	\$3,120.00
	add \$100 per additional conveyable Part over 2	add \$100 per additional conveyable Part over 2	plus \$200 per additional conveyable Part over 2
*For Deeming and Part Lot Control, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re-circulation.	Fee to be paid to Municipality responsible for re-circulation.	\$520.00
Site Plan Control	Fee to be set by local Municipality	\$780 County base fee	Variable
Agreements: , subdivision, condominium, development, lot grading & drainage (Costs to be reimbursed for legal and engineering).	Cost recovery	Cost recovery	Variable-Cost recovery
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature): comments on planning application Review terms of reference and EIS		\$520 comments on planning application \$61/hour billed hourly for review of Terms of Reference and EIS	\$520 for comments on planning application \$61/hour billed hourly for review of Terms of Reference and EIS
Note: On January 1st each year, planning fees will be increased on a percentage basis rounded up or down to the nearest ten-dollar increment consistent with the Statistics Canada Consumer Price Index for Ontario for the previous calendar year (September to September), if the index shows an increase.			

Corporation of the Township of Howick

By-law No. 7-2026

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

Whereas, in accordance with the Municipal Act, 2001, S. O. 2001, Section 5(1), the powers of a municipal Corporation shall be exercised by its Council; and

Whereas, Section 5(3) of the Municipal Act, 2001, prescribes that the powers of every Council shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas, it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Howick be confirmed and adopted by by-law;

Now therefore, the Council of the Corporation of the Township of Howick enacts as follows:

1. That the actions and decisions of the Council of the Corporation of the Township of Howick at its special Council meeting held January 13, 2026 in respect to each resolution and other action taken by the Council of the Corporation of the Township of Howick at these meetings, except where the prior approval of the Ontario Municipal Board is required, is hereby adopted, ratified and confirmed.
2. That the Reeve and proper officials of the Corporation of the Township of Howick are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Corporation of the Township of Howick referred to in the proceedings section hereof.
3. That the Reeve and the Clerk, unless otherwise specified, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Township of Howick.
4. This by-law shall come into force and takes effect on the date of its final passing.

Read a first and second time this 27th day of January, 2026.

Read a third time and finally passed this 27th day of January, 2026.

Reeve, Doug Harding

CAO/Clerk, Caitlin Gillis