



**Township of Howick Council Minutes
Tuesday, January 14, 2025, 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: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick hereby adopts the January 14, 2024, Council Agenda as presented.

Carried.

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

None declared.

4. Minutes of Previous Meetings

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

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

4.1 December 17, 2024 Council Meeting Minutes

Carried.

5. Public Meetings/Hearings

6. Delegations and/or Presentations

6.1 Fern Wylie re. Victoria Street Well Association

The Victoria Street Well Association is a separate legal company. Gorrie Hall is a shareholder and receives water from this well. Fern Wylie has been doing the books since the purchase of the building in the early 1990s. Dues are \$100 annually per property. The money has been placed in a bank account and not used toward hydro costs. There is currently \$4200 in the bank account in case of any future repairs or maintenance.

The well is located outside, the pump and pressure system are in the basement of the Wylie insurance building. There is a meter beside the pressure system in the basement that no longer works. The septic system for the Gorrie Hall is also located on Wylie Insurance's property. If no one is willing to take on the annual bookkeeping and invoicing, Fern could decide to decommission the well and the other properties would be forced to dig their own wells. Tim is not willing to take on the books as he would like to retire. In the past, the Ministry of Environment counted the hall and Wylie Insurance building as one system when they were both owned by the Township.

All bookkeeping records were given to the Township of Howick and Treasurer Van Meeteren will be in touch with Fern Wylie to discuss the Well Association bank account.

7. Consent Agenda

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

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

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

**7.1 BLDG-2025-01, Annual Building Permit Comparison Summary
For Information Only.**

**7.2 PW-2025-01, December Department Update
For Information Only.**

Carried.

8. Regular Agenda

8.1 Planning – Huron County Planner Jenn Burns

9. Municipal Drains - Drainage Superintendent Scott Richardson

9.1 DRN-2025-01, Tender for the Weber #7 Municipal Drain

Nine bids were received for this Municipal Drain Tender. Marquart Farm Drainage submitted a bid of \$149,666 plus HST. Dietrich's estimate was \$200,235.

Moved by: Councillor Rognvaldson

Seconded by: Councillor Grimes

That the Council of the Township of Howick award the tender to Marquardt Farm Drainage for the construction of the Weber No. 7 Municipal Drain, at the bid price of \$149,666 plus HST.

Carried.

10. Staff Reports

10.1 Chief Building Official Ed Podniewicz

10.2 Fire Chief/By-law Enforcement Officer Josh Kestner

10.3 Manager of Public Works Jamie McCarthy

10.3.1 PW-2025-02, 2025 Maintenance Gravel

A reduction in the overall tax rate increase was requested by Council at the December 17, 2024 Council Meeting following the review of Draft #1 of the 2025 Municipal Budget. Staff were asked to research the impacts of skipping maintenance gravel activities in 2025 in order to decrease the tax rate increase. Road maintenance best practice is to place 3 inches of gravel on each unpaved road every 3 years. Howick is typically putting on 1" of gravel every other year. Staff are recommending that we do not skip maintenance gravel activities in 2025 so that we don't see a decrease in the current service level or add additional costs to future budgets. Staff are recommending that we switch to spring maintenance gravel beginning in 2025 and reduce the tonnage to 20,000 metric tonnes for 2025. A Capital Infrastructure Levy of 2% of the Draft 2025 Municipal Budget has been proposed in Draft # 2 of the Budget for Council's consideration. This would be a separate reserve to save for future infrastructure repairs and replacements, such as bridges and culverts, roads, buildings etc.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick receive report PW-2025-02, 2025 Maintenance Gravel;

And That Council direct staff to proceed with the following:

1. Changing maintenance gravel operations from fall to spring;
2. Budgeting a total of \$316,250 for 2025 Maintenance Gravel of 20,000 metric tonnes;
3. Pre-budget tendering of maintenance gravel for spring 2025 placement; and
4. Setting a 2% Capital Infrastructure Levy of \$87,500.

Carried.

10.4 Recreation Facilities Supervisor Brady Ropp

10.5 Treasurer Amy Van Meeteren

CAO/Clerk Caitlin Gillis reviewed the Finance reports with Council. The CIBC Line of Credit is available for borrowing funds to pay for expenditures before the 2025 Interim taxes are collected. The Interim Tax Levy By-law sets the Interim Tax bill rates and the Council Remuneration By-law is being recommended to be increased by the 2024 Cost of Living Adjustment. The Accounts Payable up to January 14, 2025 are listed for approval as they are not part of a currently approved budget. Council asked whether we can borrow from our own reserves instead of using the CIBC Line of Credit and being charged interest. Treasurer Van Meeteren will clarify this at the next meeting.

10.5.1 FIN-2025-01, Annual Borrowing By-law

Moved by: Councillor Hargrave

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 1-2025, being a by-law authorizing the borrowing of money to meet 2025 current expenditures for the Township of Howick.

Carried.

10.5.2 FIN-2025-02, 2025 Interim Tax Levy By-law

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick receive this report prepared for the Interim Tax Levy By-law 2-2025 for Information;

And That consideration be given to By-law 2-2025, being a by-law to provide for Interim Tax Levies for the year 2025 for the Township of Howick.

Carried.

10.5.3 FIN-2025-03, 2025 Council Remuneration By-law

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick receive this report on the 2025 Council Remuneration By-law for Information Purposes;

And That Council give consideration to By-law 3-2025, being a by-law to fix the remuneration of members of Council and to authorize payment or reimbursement for expenses to members of Council and employees.

Carried.

10.5.4 FIN-2025-04, Accounts Payable

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick approve payment of the January 14, 2025 Accounts Payable in the amount of \$430,468.46.

Carried.

10.6 Clerk-Administrator Caitlin Gillis

11. Committee and Board Reports

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

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

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

11.1 Belmore Community Centre Board - November 18, 2024

Carried.

12. Correspondence

12.1 Huron County Economic Development re. Economic Development Departmental Update – November 2024

Reeve Harding made note of positive additions to staff in the Huron County Economic Development department.

12.2 Independent Electrical System Operator re. IESO Engagement at ROMA Conference

12.3 City of Woodstock re. Adequate and Sustainable Funding for Child Welfare Agencies of Ontario

12.4 Saugeen Valley Conservation Authority re. Fee Freezes for 2025

The Province has extended their fee freeze of Conservation Authorities to the end of December 2025.

Moved by: Councillor Grimes

Seconded by: Councillor Hargrave

That the Council of the Township of Howick accept all correspondence as received.

Carried.

13. Unfinished Business

13.1 Accelerated High Speed Internet Project

Manager of Public Works Jamie McCarthy provided Council with maps of the areas of Howick Township affected by the Accelerated High Speed Internet Project. The dash lines on the map are where the utility company has submitted for municipal consent. They are requesting permission to locate their utility infrastructure within our road right of way. Highlighted areas on the map are where the poles are proposed to be located. Brand new poles are being planned for Spencetown Road, 8-10 poles heading north, new poles out to Highway 87 for two blocks. Gough Road to Harriston Road. Lorrion Technologies out of London is the subcontractor for this work. Council would like to know why poles in this part of the Township and not ploughing the lines in underground. Landowners are not happy.

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Moved by: Councillor Grimes
Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick send a letter to Xplore Inc., Hydro One, the Ontario Minister of Infrastructure, Lisa Thompson and Lorrion Technology Inc. requesting an explanation of the use of existing hydro poles and installation of new utility poles to facilitate the Accelerated High Speed Internet Program in parts of Howick Township instead of using underground methods.

Carried.

14. Council Reports

14.1 Council Member Reports

Reeve's Verbal Update from County Council

February 12, 2025 is final budget meeting date for Huron County.

CAO/Clerk Gillis will speak to the Township's municipal solicitor regarding what legal implications, if any, there are for taking on the bookkeeping of the Victoria Street Well Association, as a member of the Victoria Street Well Association.

14.2 Requests by Members

14.3 Notice of Motions

14.4 Announcements

Hockey Day in Howick is on Saturday, January 18 at the Howick Community Centre. There will be a food booth and local minor hockey games scheduled.

15. Other Business

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

16.1 By-law 1-2025

Moved by: Councillor Grimes
Seconded by: Deputy Reeve Gibson

That Council of the Township of Howick give third and final reading to By-law 01-2025;

Being a by-law authorizing the borrowing of money to meet 2025 current expenditures for the Township of Howick.

Carried.

16.2 By-law 2-2025

Moved by: Councillor Hargrave

Seconded by: Councillor Rognvaldson

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That the Council of the Township of Howick give first, second, third and final reading to By-law 02-2025;

Being a by-law to provide for Interim Tax Levies for the year 2025 for the Township of Howick.

Carried.

16.3 By-law 3-2025

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 03-2025;

Being a by-law to fix the remuneration of members of Council and to authorize payment or reimbursement for expenses to members of Council and employees.

Carried.

16.4 By-law 4-2025

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick give first, second, third and final reading to By-law 04-2025;

Being a by-law to Award Tender RFT-DRN-2024-01 to Marquardt Farm Drainage Ltd. for the Weber No. 7 Municipal Drain Construction Tender.

Carried.

17. Confirming By-law

17.1 By-law 5-2025

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick give first, second, third and final reading to By-law 5-2025;

Being a By-law to Confirm the Proceedings of the Council meeting held on January 14, 2025.

Carried.

18. Adjournment

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick adjourn the January 14, 2025
Council meeting at 11:43 a.m.

Carried.

Reeve, Doug Harding

CAO/Clerk Caitlin Gillis