



**Township of Howick Council Minutes
Tuesday, November 18, 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 Rognvaldson

Seconded by: Councillor Grimes

That the Council of the Township of Howick hereby adopts November 18, 2025, 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 Grimes

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

4.1 October 21, 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: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That Consent Agenda items 7.1 to 7.6 be received for information and approved.

**7.1 BLDG-2025-03, Third Quarter Building Report Summary
For Information Only.**

Reeve Harding called upon Chief Building Official Podniewicz to speak on his department update. It was outlined that the total permits issued last year at this time was 69, compared to this 92 to date in 2025. Total permit value in the third quarter of 2024 was \$9.6 million compared to this year at \$16.1 million. The budget target has been met for 2025 with a significant increase, which means there will be a good amount of money to put back into the reserve fund.

**7.2 PW-2025-28, Department Update
For Information Only.**

**7.3 FIN-2025-36, Accounts Payable
For Information Only.**

**7.4 FIN-2025-37, 2026 OMPF Funding & OCIF Funding
For Information Only.**

**7.5 ADM-2025-21, Administration Department Update
For Information Only.**

**7.6 PLN-2025-03, Bill 60, Fighting Delays, Building Faster Act, 2025 -
Proposed Planning Changes
For Information Only.**

Carried.

8. Regular Agenda

8.1 Planning – Huron County Planner Sarah Kurtz

**8.1.1 Consent Application Report – File C47-2025 – Con 13 Lot 33,
Howick Township 46358 Salem Road**

Huron County Planner Sarah Kurtz presented her update on consent application C47-2025 (46358 Salem Road) that was deferred at the last council meeting due to concerns in relation to the easement. It was stated that the planning department is not prepared to remove the condition based on discussion with the applicant and the planning dept. Landowner and applicant prefer this approach considering it maintains a regular parcel shape and the geothermal bed is designed to be farmed overtop. The landowner clarified that the header to the geothermal bed is located on the severed portion and is usually where all the issues take place once they arise. Council have directed Planner to proceed with option 1

Moved by: Deputy Reeve Gibson
Seconded by: Councillor Hargrave

That the Council of the Township of Howick hereby recommend approval of consent application file number 47-2025, owner John Dunn, Con 13, Lot 33, Township of Howick (46358 Salem Road) with the recommended conditions.

Carried.

8.2.1 Consent Application Report – File C41-2025 – Con 8 Pt Lot 11 & Con 7 Pt Lot 11, 89094 McIntosh Line and 44524 Gough Road

This planning application was submitted by Sanford Zimmerman. The purpose of this application is to sever 53 acres from the 193-acre subject property for retirement planning. This application follows the guidelines outlined in Howick Official Plan. No concerns from the public or staff. It is recommended that Howick support this application. No questions from council.

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick hereby recommend approval of consent application file number C41-2025, owner Sanford Zimmerman, Con 8 Pt Lot 11 & Con 7 Pt Lot 11, Howick Township (89094 McIntosh Line and 44524 Gough Road) with the recommended conditions.

Carried.

9. Municipal Drains - Drainage Superintendent Scott Richardson

10. Staff Reports

10.1 Chief Building Official Ed Podniewicz

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

10.2.1 FIR-2025-24, Utility 2-7 Replacement

Staff are requesting direction for the disposal and replacement of utility 2-7. SUV 2-1 was replaced with the Ford E350 van which was to be designated as the utility vehicle and for the Fire Chief to drive Utility 2-7 until the end of its life. It has been determined that there is something mechanically wrong with the 2-7 truck. Repairs quotes range between \$9,000.00 – \$12,000.00 to repair the engine issue. Staff are not recommending repairing the vehicle due to the age of the vehicle. Trade-in value is very minimal as the vehicle was purchased by Public Works and used by Public Works from 2014-2019. Multiple options outlined in the report such as purchasing a new or used truck. An additional option would be to defer the purchase and continue to

drive the van for now. Doing this defeats the intended purpose, adding additional unnecessary kilometers. There have been three offers on 2-7, Leslie Ford \$1500.00, a trade-in from Chrysler of \$4,000.00 and DM Auto \$3,000.00, plus forgiving of a bill we owe them for diagnostics. Staff outlined that Gov Deals is a possibility and we may get more money by putting a reserve bid of \$6,000.00 on it.

Council is recommending proceeding with Option 2, purchasing the used truck found by the Manager of Development and Protective Services/Fire Chief. Staff will inquire about the option of additional warranty from the dealership on the used truck. Direction to staff was also given to proceed with disposal of the truck on Gov Deals, with a reserve bid of \$6000.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

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

And that Council provide direction to staff regarding the disposal and replacement of Utility 2-7 (2014 Ram 1500);

And that Council allow up to \$45,000.00 from the Fire Reserve for a used replacement vehicle and associated setup costs.

Carried.

10.3 Manager of Public Works – Scott Price

10.3.1 PW-2025-29, Landfill Operations and Receiving Location

GEI came out to the landfill with staff to lay out the receiving area, so staff were able to visualize what the new receiving area of the Landfill is to look like. Staff have determined that the west side of the scale seems to be a better location for the receiving area, as it will have a large cost savings when it comes to fill. It will also allow better traffic flow and the Township owns more acreage on the west side. GEI has no concern moving everything to the west side. No new drawings required, they will just be flipped.

Moved by: Councillor Rognvaldson

Seconded by: Councillor Hargrave

That the Council of the Township of Howick receive report PW-2025-29, Amendment to Howick Landfill Operations and Receiving Location for information; And That Council support changing the operating and receiving area to the west side of the driveway from the east side.

Carried.

10.3.2 PW-2025-30, Landfill Grinding

Staff expressed that we are trying to reduce the amount of burning of larger brush and trees at the landfill and since then the pile has grown quite significantly through the summer along with the pile of shingles. Sittler Grinding Inc. met the Public Works Manager on site and was quite impressed as to how clean the pile was. Once the shingles, building waste and brush is ground, it will be used as top cover throughout the winter and into 2026 because it does not freeze. In the 2025 budget, \$44,000.00 was allocated for tree removal, which will be completed in-house.

Moved by: Councillor Grimes

Seconded by: Councillor Hargrave

That the Council of the Township of Howick receive report PW-2025-30, for information;

And That Council approve that Landfill Grinding be completed by Sittler Grinding Inc. in late 2025.

Carried.

10.3.3 PW-2025-31, Disposal of 2025 Vermeer BC1000XL Woodchipper

Staff are requesting the township declare the Vermeer woodchipper surplus. Vermeer offered a very low offer if it was sold back to them. The Town of Minto was contacted, and they are in the market for a chipper. We will be taking a total loss of \$1,473.00. Council discussed that if we are not using it, sell it.

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick declare the 2025 Vermeer BC1000XL Diesel Woodchipper to be surplus to the needs of the Township of Howick;

And That Council direct staff to proceed with disposal by purchase and sale agreement with the Town of Minto.

Carried.

10.3.4 PW-2025-32, 2026 Sidewalk Snow Clearing Contract for the Village of Gorrie

Staff are requesting the renewal of sidewalk snow removal contract in Gorrie. No changes in dollar values. Staff would like to continue with the same contractor in 2026.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick authorize the 2026 Sidewalk Snow Clearing Contract with Steve Vogel of Steve's Landscaping and Construction;

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

Carried.

10.4 Manager of Recreation and Facilities - Brady Ropp

10.5 Treasurer/Manager of Finance - Amy Van Meeteren

10.5.1 FIN-2025-38, 2026 Cost-of-Living Adjustment

Staff are recommending Council approve a cost-of-living adjustment of 2% for the 2026 salary grid. This was the average inflation rate for the period of October 1, 2024 to September 30, 2025. As per the Salary Administration Policy, the annual cost of living adjustment is at the discretion of Council. Staff are seeking approval in order to incorporate accurate costs into draft #1 of the 2026 budget.

Council suggested and discussed a potential wage freeze, and no cost-of-living adjustment. Councillor Hargrave feels that Council receives the budget piece meal instead of all together.

Staff expressed that this annual adjustment is due to inflation and should not be considered a raise. It is done to keep our salary grids close to market and complying with pay equity legislation and to keep employee's purchasing power on par with inflation. Staff explained that the current salary grid that was developed by Pesce and Associates through the 2024 Pay Equity and Compensation Review has each position graded based on responsibilities, with five steps on the grid with a difference of 4% between each step. Council passed the salary administration policy in 2024 that staff would receive an annual increase to the next step of their salary grid with above satisfactory performance. This was after a wage freeze took place in 2023.

Council suggested an overall 3% increase instead of the 2% cost of living adjustment and a step increase for employees who qualified. Direction was provided to department heads to discuss with staff and provide Council with feedback on the 3% overall increase proposal. Reeve Harding requesting deferral.

10.5.2 FIN-2025-39, 2026 Council Remuneration Review

This report was skipped.

10.6 CAO/Clerk Caitlin Gillis

10.6.1 ADM-2025-22, Disposal of Parts of Unopened Road Allowances and Lots, Plan 276, Gorrie.

Staff are recommending the disposal of two unopened road allowances and 1 lot located along Martin Street in Gorrie. Adjacent landowners on Martin Street in Gorrie would like to purchase the Albert St. unopened road allowance to build a storage shed next to their property. The other properties they already maintain.

Staff completed a fair market value valuation done on the property. Neighbours were consulted about Lot 171 and land surveyors completed surveys. The drain along Martin Street was camera-ed and it was recommended that a 6-meter easement be registered on title for future maintenance needs. Maitland Valley consulted on site, verbal approval received to proceed with their storage shed within the floodplain. All lots are considered unviable lots as they would not qualify to receive a building permit on their own. All purchases to be merged with the applicants lot upon closing.

Moved by: Councillor Grimes

Seconded by: Councillor Hargrave

That the Council of the Township of Howick declare its intent to stop up and close Part 2, being part of Maitland Street and Part 3, being part of Albert Street, as identified in Plan 22R-7437, Gorrie;

And That a by-law be returned for consideration at a future meeting of Council to convey Part 1, Part 2 and Part 3 on Plan 22R-7437, Gorrie;

And That a by-law be returned for consideration at a future meeting of Council to convey Lot 171, Plan 276, Gorrie.

Carried.

10.6.2 ADM-2025-23, Township of Howick Licenced Child Care Centre

In the report there is a second draft of drawings of the proposed childcare facility and data to reflect waitlists in surrounding municipalities. There are no licensed childcare facilities in Howick. Ontario has set a target of 37% access to licenced childcare. Howick and all surrounding communities are well below this rate.

Huron County Children Services has committed \$2 million dollars in infrastructure funding to be allocated to Howick for the construction of the new facility. Staff expressed that this will have a large financial impact to the municipality and local young families due to the lack of licenced childcare in Howick. With the second draft of the drawings, cost estimates are sitting

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around \$5 million, but staff are working on amending the drawings to bring down that figure and to determine a final cost including all furniture and millwork required.

This is a long-term, forward-thinking investment for Howick and will assist with economic development. Council discussed a initial cost estimate of \$2 million that had previously been brought by the Manager of Recreation. Would like to know where these costs work with the infrastructure spending recommended in the new asset management plan. Council suggest staff continue to work on the drawings to scale the cost of the project back. A recorded vote was requested and the motion carried as follows:

Moved by: Deputy Reeve Gibosn

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick hereby receives the report prepared by the CAO/Clerk, regarding the feasibility of and need for a licenced child care centre for Howick Township;

And That Council directs the CAO/Clerk to share Howick Council's endorsement of the construction of a Licenced Child Care Facility in Howick Township with the Children's Services Department of Huron County;

And That the CAO/Clerk requests that a Start Up Service Agreement for the construction of a Licenced Child Care Facility in Howick be finalized and executed, with the Reeve and CAO/Clerk authorized to execute all relevant documents;

And That staff proceed with applying for a licence to operate a licenced child care facility with the Ontario Ministry of Education and incorporate the necessary costs to build and operate a licenced child care facility into the 2026 Municipal Budget.

Yea (3): Reeve Doug Harding, Deputy Reeve Megan Gibson, Councillor Rosemary Rognvaldson.

Nay (2): Councillor Doug Hargrave, Councillor Marvin Grimes.

Carried (3 to 2).

11. Committee and Board Reports

Last night there was a meeting with CAO/Clerk and the Belmore Area Board. The Reeve of South Bruce was also in attendance, as well as Breanne Chapman from Mcdonagh Insurance and Tony Commissio from Intact Public Entities to answer the board's questions about their insurance coverage through the Township. Staff fell as though the meeting went well and lots of questions got answered.

Councillor Rognvaldson expressed some concern regarding the feedback received from the Community Improvement and Beautification committee.

Because a lot of their requests are for an increase in By-law Enforcement, Council may want to consider a contract by-law position of an individual or a company for a year to try and clean up some of the mess we have going on. Requesting the By-law office bring options for the 2026 budget process.

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

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

11.1 Community Improvement Committee Minutes- October 20, 2025

11.2 Belmore Arena Board Minutes- September 15, 2025

Carried.

12. Correspondence

12.1 Municipality of South Huron – Removing HST/GST from New Homes to Support Housing Affordability

12.1.1 Howick Minor Hockey Association – Reduced Rental rate and Increased Bar Profits

Manager of Recreation and Facilities expressed that external groups should not receive a reduced rental rate as they are not an internal board or committee.

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick approve the increased bar profits to the Howick Minor Hockey Association for the Dinner and Dance on November 22, 2025

Carried.

12.2 B&W Trail Blazers – MOU Snowmobile Trail Land Use Permission

12.3 Gorrie Residence Concerns- Maitland Valley Conservation

12.4 United Way Perth-Huron- Northern Huron Connection Centre funding request, October 28, 2025

12.5 Bruce Power – Donation for CSWB for Huron

12.6 Avon Maitland District School Board- Board Meeting Highlights, October 28, 2025

- 12.7 Huron County Christmas Bureau- Donations, October 10, 2025
- 12.8 Saugeen Valley Conservation Authority- Board of Director Meeting, September 18, 2025
- 12.9 Saugeen Valley Conservation Authority – Province of Ontario Creating a new Conservation Authority Agency
- 12.10 Ministry of Municipal Affairs and Housing – Amendments to the development Charges Act, 1997
- 12.11 Howick Family Festival – Meeting Minutes October 20, 2025
- 12.12 North Huron Community Food Share- Appeal for Financial Assistance, October 14, 2025
- 12.13 Maitland Conservation – Membership Minutes September 17, 2025
- 12.14 Western Ontario Funders Forum – Wardens Caucus
- 12.15 Ministry of Housing and Affairs - Fighting Delays, Building Faster Act, 2025 (Bill 60).
- 12.16 Saugeen Valley Conservation – Environmental Registry Posting on Conservation Authorities
- 12.17 United Way Perth Huron – Fundraiser/ Donation Presentation
- 12.18 Huron Perth Lakers - Request for Meeting to Discuss Ice Allocation and Priority Scheduling for Huron Perth Lakers Hockey Association

13. Unfinished Business

14. Council Reports

14.1 Council Member Reports

Reeve's Verbal Update from County Council

Reeve Harding participated in the economic development strategic planning meeting with Huron County.

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

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-laws 53, and 54-2025.

16.1 By-law 53-2025

That the Council of the Township of Howick give first, second, third and final reading to By-law 53-2025;

Being A By-Law to Authorize the Entering into and Execution of a 2026 Sidewalk Snow Clearing Contract with Steve's Landscaping and Construction.

16.2 By-Law 54-2025

That the Council of the Township of Howick give first, second, third and final reading to By-law 54-2025;

Being By-law to stop up and close a portion of the road allowances known as Maitland Street and Albert Street in Plan 22R-7437, Gorrie.

Carried.

17. Closed Session

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

That a closed meeting of Council of the Township of Howick be held on Tuesday, November 18, 2025 at 11:37 a.m. in the Council Chambers of the Township Office, in accordance with Section 239(2) of the Municipal Act, 2001, as amended, for the purpose of considering the following matters:

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Carried.

Agenda moved to Closed Agenda at 11:37 a.m.

Council to refer to Closed Agenda for November 18, 2025

Agenda Returned to Open Agenda at 11:58 a.m.

18. Motion to Reconvene into Open Session and Reporting Out

Moved by: Councillor Rognvaldson

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick reconvene into Open Session at 11:58

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a.m.

Carried.

Reeve Harding reported that Council met in Closed Session to discuss a matter involving actual or potential litigation regarding a municipal road allowance.

19. Confirming By-law

19.1 By-law 55-2025

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick give first, second, third and final reading to By-law 55-2025;

Being a By-law to Confirm the Proceedings of the Council meeting held on November 18, 2025.

Carried.

20. Adjournment

Moved by: Councillor Hargrave

Seconded by: Councillor Grimes

That the Council of the Township of Howick adjourn the November 18, 2025 Council meeting at 11:59 a.m.

Carried.

Reeve, Doug Harding

CAO/Clerk Caitlin Gillis