



**Township of Howick Council Minutes
Tuesday, October 21, 2025, at 7:00 p.m.
Howick Council Chambers**

1. Call to Order

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

2. Confirmation of the Agenda

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick hereby adopts the October 21, 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 Rognvaldson

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

4.1 September 30, 2025 Council Meeting Minutes

Carried.

5. Public Meetings/Hearings

5.1.1 Committee of Adjustment

**Application MV02-2025 – Mulder Farms Inc. c/o Cheryl and Tim Mulder,
44216 Spencetown Road (CON 5 PT LOT 7)**

Moved by: Councillor Grimes

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick hereby adjourns their Council meeting and the Committee of Adjustment hereby opens a meeting to

review application for Minor Variance MV02-25, submitted by Cheryl and Tim Mulder and MV03-25, submitted by Adam and April Atkinson

Carried.

COMMITTEE OF ADJUSTMENT MEETING

5.1.2 Call to Order

Reeve Harding called the Committee of Adjustment meeting to order at 7:02 p.m.

5.1.3 Declaration of Pecuniary Interest

None Declared.

5.1.4 Purpose

The purpose of application MV02-2025 is to request relief from Section 4.5 of the Howick Zoning By-law to reduce the required Minimum Distance Separation (MDS) setback for the construction of a new broiler barn from 201m to 113m. The proposed barn will be sited a minimum of 113m from the farmhouse that was recently severed from the subject property. As proposed, the barn will meet all other MDS and zoning requirements. This report should be read in conjunction with the September 24th, 2025 MV02-2025 Mulder Planning Report.

5.1.5 Application Process

An application for a Minor Variance was submitted by Cheryl and Tim Mulder

Notice of Public Meeting was mailed by the Township to all property owners within 60m of the property on September 3, 2025, and notice was posted on the subject property.

A report was prepared and presented by Huron County Planner Sarah Kurtz and deferred at the September 30th Committee of Adjustment meeting to allow time for the applicant and the landowner to the east to come to an agreement on how to address the noise nuisance associated with the existing barn. An agreement between the applicant and the neighbour has been reached.

5.1.5 Comments

1. Planner Report

Huron County Planner Sarah Kurtz presented that after the file was deferred at the October 21, 2025 Committee of Adjustment meeting, the applicant and their neighbour came to an agreement regarding the noise of the fans on the new proposed barn. The applicant agreed to source a quieter fan and install chimney risers on the new and existing barn. The applicant stated that the resolution will be

made in spring 2026. Both applicant and the neighbour have signed the agreement.

2. Council's Questions and/or Comments

None.

3. Applicant and/or Agent

None.

4. Others

5.1.6 Recommendation:

It is recommended that Application MV02-2025 as applied be denied.

5.1.7 Committee of Adjustment Decision

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Committee of Adjustment of the Township of Howick hereby approves application for minor variance MV02-2025, submitted by Tim and Cheryl Mulder, subject to the following conditions:

1. That both the applicant and the neighbouring landowner enter into an agreement addressing the following:
 - a. That the existing GSI Classic 36" fans be replaced with Better Air 36" fans on the existing barn.
 - b. That chimney risers be added to the existing 24" GSI Mono fans on the existing barn.

The conditions above are in addition to the Planner recommended conditions:

1. That the barn be constructed within the footprint shown in the sketch provided.
2. That the variance approval is valid for a period of 18 months from the date of the Committee's decision.

Carried.

5.2 Application MV03-2025 – Adam and April Atkinson 3078 Victoria St., Fordwich (Plan 247, Lot 19)

5.2.1 Purpose

The purpose of this application is to increase the permitted maximum ground floor area for an accessory building from the maximum 75 square meters to a proposed 92 square meters. Relief is requested from Section 15.5.3.1 of the Zoning By-law to permit an enlarged detached garage on a lot less than 1 acre for the purpose of a personal storage.

5.2.2 Application Process

An application for a Minor Variance was submitted by Adam and April Atkinson.

Notice of Public Meeting was mailed by the Township to all property owners within 60m of the property on September 25, 2025, and notice was posted on the subject property.

A report has been prepared by Huron County Planner Sarah Kurtz regarding this application.

5.2.3 Comments

1. Planner Report

Huron County Planner Sarah Kurtz presented her report. The subject property is 3078 Victoria Street in Fordwich which is zoned VR1. The applicant is requesting a minor variance to permit the maximum ground floor area of a detached garage from 75 sq meters to 92 sq meters. This addition will be added to the rear of the existing attached garage for additional personal storage. No comments from public or staff were received. The proposed addition meets all the height requirements and will be accessed through the existing driveway. This will not impose a negative impact on the neighbours.

2. Council's Questions and/or Comments

None.

3. Applicant and/or Agent

None.

4. Others

5.2.4 Recommendation:

It is recommended that Application MV03-2025 as applied be approved with the following conditions:

1. The variance approval is valid for a period of 18 months from the date of the Committee's decision.
2. That the proposed addition be constructed within the footprint in the sketch provided.

5.2.5 Committee of Adjustment Decision

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 Rognvaldson
Seconded by: Deputy Reeve Gibson

That the Committee of Adjustment of the Township of Howick, considering the variance to be minor, to maintain the appropriate development of the lands, and to maintain the general intent of the Howick Zoning By-law 23-1984 and the Howick Township Official Plan, hereby approves application for minor variance MV03-2025, submitted by Adam and April Atkinson, subject to the following conditions:

1. The variance approval is valid for a period of 18 months from the date of the Committee's decision.
2. That the proposed addition be constructed within the footprint in the sketch provided.

Carried.

5.3 Close Committee of Adjustment

Moved by: Councillor Grimes
Seconded by: Deputy Reeve Gibson

That the Committee of Adjustment for the Township of Howick hereby adjourns their meeting at 7:14 p.m. and reconvened into Open Session.

Carried.

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 Grimes
Seconded by: Councillor Rognvaldson

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

7.1 PW-2025-27, Department Update
For Information Only.

7.2 FIN-2025-35, Accounts Payable
For Information Only.

7.3 FIN-2025-36, 2025 3rd Quarter Operating Budget Variance Report
For Information Only.

7.4 FIR-2025-23, Department Update

For Information Only.

Reeve Harding called upon Fire/Chief Manager of Development & Protective Services Josh Kestner to touch on his department update from the September 30, 2025 Regular Council Meeting, specifically the dry hydrant installation at the D'arcy Sand and Gravel Pit on Gough Road. The PVC pipe was installed with the help of D'arcy's staff, the Fire Department and the financial support of Fordwich Village Management. Staff are very pleased with the outcome. Next time a dry hydrant is installed, the pipe will be installed with the ability to swivel as opposed to being fixed. Approximately \$2,800.00 was spent on installing new fittings and strainer. The Fire Department would like to budget for this in the new year as different private property owners have come forward expressing interest in providing their property as a dry hydrant location. Proposed locations to be brought forward for the 2026 budget process. Part of the plan is to mark these water sources in the CAD system for dispatch to share with mutual aid departments. Morris-Turnberry and North Huron to also receive dry hydrants in the future.

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

Reeve Harding called upon Huron County Planner Sarah Kurtz to present her report. Subject property 46358 Salem Road is zoned general agriculture and natural environment. Property Owner John Dunn proposes to sever surplus farm dwelling, surplus to the applicant's needs. Proposed severed parcel is 3.5 acres which consists of a house, three sheds, barn and solar panel. The remaining 105 acres of farmland is to be retained by the applicant which contains a geothermal bed that services the severed residence. The applicant and landowner agree to allow an easement registered on title to access and service the geothermal bed. The geothermal bed can be farmed on top of which makes sense to allow it to remain with the farmland. There has been no concern from staff or public and it is recommended it be supported. Question from council regarding the geothermal bed being left with the farmland, wondering if it should go with the severance, as easements have caused issue years down the road.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Hargrave

That the Council of the Township of Howick hereby recommend approval of Consent Application File No. C47-2025, Owner John Dunn Applicant Crystal Leutenegger, Property Description: Concession 13 Lot 33, Howick Township (46358 Salem Road)

Defeated.

Moved by: Councillor Hargrave

Seconded by: Councillor Grimes

That the Council of the Township of Howick defer Consent Application C47-2025, 46358 Salem Road to the November 18, 2025 Regular Council Meeting.

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-2025-22, 2025 Community Emergency Preparedness Grant

Fire Chief/Manager of Development and Protective Services Josh Kestner provided a summary of his report. Staff are looking for direction from Council to authorize staff to apply for the 2025 Community Emergency Preparedness Grant for the installation of generator transfer switches at both the Howick and Belmore Community Centres. The remainder of the cost associated to the install would be pulled from the recreation reserve. The grant was applied for the last two years and was unsuccessful. Past applications included a standby generator and radio equipment for the Fire Department and Public Works. It was explained that there is a considerable cost for providing back up power to the arenas, Gabel Electric estimated \$62,000.00 + hst. The grant would provide us with \$50 000.00. The grant needs to be submitted by the end of October. Currently, we do not have a back up generator that is big enough to power an arena if there was ever an emergency, having an emergency shelter with back up generator capabilities is essential. Council discussed, if there was a catastrophe, we can't have one generator in two places, down the road there would need to be a purchase of two generators. Staff feel as though we would not ever purchase two generators as they can be rented. Staff stressed that the generators are if either arena needs to be used as an emergency shelter. If either centre lost power, the generator switches would enable a back up power source. Putting in the large transfer switch does not commit us to using a large generator. You can rent a smaller generator to only power essential services during an emergency.

Moved by: Councillor Grimes

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick authorize staff to apply for the 2025 Ontario Community Emergency Preparedness Grant (CEPG) for the installation of generator transfer switches at the Howick and the Belmore Community Centres;

And That Council approves the balance of project funding, up to \$50,000.00,

to be drawn from the Recreation Reserve if the Township is successful in securing grant funding.

Carried.

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

10.6 CAO/Clerk Caitlin Gillis

10.6.1 ADM-2025-19, 2026 Conference Dates

Reeve Harding called upon CAO/Clerk Caitlin Gillis to present her report ADM-2025-19, 2026 Conference Dates. The three conferences attended most frequently by Howick staff and members of Council are listed for Council's consideration. The Rural Ontario Municipal Association (ROMA) conference is being held January 18- 20, 2026. Conference registration is open now and accommodations need to be booked to secure the rooms required if any of council would like to attend. March 29 – April 1, 2026, the Ontario Good Roads Association (OGRA) conference is being held. Registration opens in November. The Association of Municipalities of Ontario (AMO) conference is August 17-20, 2026. Registration opens in January. Councillor Grimes and Deputy Reeve Gibson plan to attend the Ontario Good Roads Association conference in March 2026.

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Grimes

That the Council of the Township of Howick make their interest in conference attendance for 2026 known to staff so that registration and accommodation arrangements can be made and the associated costs included in the 2026 Municipal Budget.

Carried.

10.6.2 ADM-2025-20, 2026 Council Meeting Schedule and Restricted Acts in a Municipal Election Year

CAO/Clerk Caitlin Gillis presented the proposed meeting schedule for 2026 and the restricted acts within the 2026 Municipal Election year. Meeting schedule proposed is a 3-week Council meeting cycle. Lame duck period explained as well as the nomination period for next year's municipal election. The first meeting of the 2026- 2030 Council term will be November 17th. Council orientation was also referenced on the schedule.

A member of Council questioned the 3-week council meeting schedule, wondering if we should go back to Council meetings every two weeks. Some members of Council feel as though they are less informed and drift away with the council meetings to three weeks opposed to two. CAO/Clerk Gillis shared

concern with staff's capacity to have reports prepared every two weeks for Council meetings with the current workload that doesn't show any signs of lessening.

Moved by: Councillor Hargrave
Seconded by: Councillor Grimes

That the Council of the Township of Howick adopt moving back to a two-week council meeting schedule starting January 2026.

Carried.

Council took a 5-minute break.

11. Committee and Board Reports

Council advised Belmore is very pleased with the way the communication is going with the CAO/Clerk. A representative from Intact Insurance and our Insurance Broker from McDonagh Insurance plan to attend the November meeting in Belmore along with the CAO/Clerk to answer insurance questions from the Board.

Moved by: Deputy Reeve Gibson
Seconded by: Councillor Grimes

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

11.1 Howick 170th Homecoming Minutes- September 22, 2025

11.2 Belmore Arena Board Minutes- August 18, 2025

11.3 September 3, 2025 Huron County Council Minutes

11.4 September 17, 2025 Huron County Council Minutes

11.5 October 1, 2025 Huron County Council Minutes

Carried.

12. Correspondence

All correspondence was accepted for information and will be filed.

12.1 Saugeen Valley Conservation Authority- Board of Directors Meeting Minutes, July 17, 2025

12.2 Howick Family Festival – Meeting Minutes August 27, 2025

12.3 Dietrich Engineering Limited – Municipal Drain No. 20 On-Site Meeting Notice

12.4 Circular Materials - Collection from IC&I Locations

- 12.5 Office of the Solicitor General – Review of the Ontario Provincial Police Cost Recovery Model**
- 12.6 County of Wellington – Notice of Complete Application for Proposed Official Plan Amendment**

13. Unfinished Business

14. Council Reports

14.1 Council Member Reports

Reeve's Verbal Update

Remembrance Day Ceremonies will be held on Sunday, November 9, at 2:00 p.m. in Fordwich and 3:00 p.m. in Wroxeter. Public Works will look after the leaves on Friday prior and the Fire Department will block the road for traffic control on Sunday.

Verbal Update from Council Members

14.2 Requests by Members

A Notice of Motion was presented at the September 30, 2025 Regular Council Meeting for listing on the October 21, 2025 Agenda.

Reeve Harding called upon Councillor Hargrave to speak on the Notice of Motion that was presented at the September 30, 2025 Regular Council Meeting. The reason for bringing that motion forward, this member of Council was not pleased with the last report from our current auditor. The presentation was not very educational from a Council perspective. Requesting to complete a Request for Proposal for municipal auditor. Treasurer Van Meeteren noted that 8 out of 9 municipalities in Huron County have the same auditor as Howick. Seebach & Company Chartered Accountants are up to speed with the history of Howick and are very good to work with. Howick is the second to receive our financial statement and to get our FIR submitted. There may be an option to get someone else to do the presentation of financial statements and staff can suggest a more thorough presentation to Council.

Moved by: Councillor Hargrave

Seconded by: Councillor Grimes

That the Council of the Township of Howick hereby provide direction to staff to issue an RFP for Municipal Auditor Services, beginning with the 2026 Audit year, after the completion of the 2025 Municipal Audit in Q2 of 2026.

Carried.

14.3 Notice of Motions

14.4 Announcements

15. Other Business

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

16.1 By-Law 50-2025

Moved by: Councillor Rognvaldson

Seconded by: Councillor Grimes

That the Council of the Township of Howick give first, second, third and final reading to By-law 50-2025;

Being a by-law to authorize the Reeve and CAO/Clerk to sign, on behalf of Council, a Memorandum of Agreement between the Corporation of the Township of Howick and Simply Voting Inc. for Internet and Telephone Voting System Services.

Carried.

17. Closed Session

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That a closed meeting of Council of the Township of Howick be held on Tuesday, October 21, 2025 at 8:29 p.m. in the Council Chambers of the Township Office, in accordance with Section 239(2) of the Municipal Act, 2001, as amended, for the purpose of considering the following matters:

b) personal information about identifiable individuals, including municipal or local board employees;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

Carried.

Agenda moved to Closed Agenda at 8:29 p.m.

Agenda Returned to the Open Agenda at 10:09 p.m.

18. Motion to Reconvene into Open Session and Reporting Out

Moved by: Deputy Reeve Gibson

Seconded by: Councillor Rognvaldson

That the Council of the Township of Howick reconvene into Open Session at 10:09 p.m.

Carried.

Reeve Harding reported out that Council met in Closed Session to discuss personal matters about an identifiable individual regarding a business property tax increase inquiry and requests for capital projects to be considered for the 2026 Municipal Budget, and a proposed or pending acquisition or disposition of land by the municipality or local board regarding one potential disposition and one potential purchase.

19. Motion Coming Out of Closed Session

Moved by: Councillor Hargrave

Seconded by: Deputy Reeve Gibson

That the Council of the Township of Howick direct the Manager of Development and Protective Services/Fire Chief to proceed with drafting Agreements of Purchase and Sale on the 3 properties located in Gorrie, Plan 276 Park Pt Lot 17), Highway 87 road allowance and Concession 9, Part Lots 4 & 5, to be funded through General Reserves.

Carried.

20. Confirming By-law

Moved by: Councillor Rognvaldson

Seconded by: Councillor Grimes

18.1 By-law 51-2025

That the Council of the Township of Howick give first, second, third and final reading to By-law 51-2025;

Being a By-law to Confirm the Proceedings of the Council meeting held on October 21, 2025.

Carried.

19. Adjournment

Moved by: Councillor Hargrave

Seconded by: Councillor Grimes

That the Council of the Township of Howick adjourn the October 21, 2025 Council meeting at 10:12 p.m.

Carried.

Reeve, Doug Harding

CAO/Clerk Caitlin Gillis