



Municipality of Huron East

***Amended Council Agenda**

Tuesday, December 20, 2022 at 7:00 P.M.

Council Chambers

2nd Floor, 72 Main Street South, Seaford, ON

1. Call to Order & Mayor's Remarks

2. Land Acknowledgement

We would like to acknowledge that the land we stand upon today is the traditional territory of the Anishinaabe, Haudenosaunee and Neutral Peoples.

3. Confirmation of the Agenda

4. Disclosure of Pecuniary Interest

5. Minutes of Previous Meeting

5.1 [Regular Meeting – December 6, 2022](#)

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5.2 [Public Meeting – December 6, 2022](#)

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5.3 [Special Meeting – December 15, 2022](#)

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6. Public Meetings/Hearings and Delegations

6.1 Presentation: Lisa Thompson, MPP re: Long Standing Service Award – 25 years to Mayor MacLellan

6.2 Presentation: Mayor MacLellan re: Huron East Long Service and Retirement Awards

6.3 [Delegation:](#) Nicole Duquette, John Van Vilet, Doug McArter, Brian TenPas & Roxane Nicolson re: Inspiring Our Future Capital Campaign

Final Report

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7. Accounts Payable**8. Reports & Recommendations of Municipal Officers**

- 8.1** [CAO-22-62](#), Brussels, Morris & Grey Community Centre Renovation and Fundraising Update

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- 8.2** [CAO-22-63](#), Request to Purchase Unopened Road Allowance – 42440 Hydro Line

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- 8.3** [CAO-22-64](#), Existing Fire Route

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- 8.4** [CLK-22-25](#), Citizen Appointments to Various Board and Committees

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- 8.5** [FIN-22-12](#), Asset Retirement Obligations (ARO)

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- 8.6** [PW-22-12](#), Gravel Tender HE-01-2023 North Patrol; Gravel Tender HE-02-2023 Central Area; Gravel Tender HE-03-2023 South Patrol

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- 8.7** [PW-22-13](#), Dust Control Tender HE-04-2023

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- 8.8** [CBO-22-04](#), 2022 Year to Date Building Report

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- 8.9** [*CAO-22-65](#), Office Renovation

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9. Correspondence**10. Unfinished Business****11. Municipal Drains**

12. Planning**13. Council Reports****13.1 Council Member Reports**

13.1.1 County Council Report

13.1.2 Other Boards/Committees or Meetings/Seminars

13.2 Requests by Members**13.3 Notice of Motions**

13.3.1 Notice of Motion from Deputy Mayor McLellan

Motion:

That the Council of the Municipality of Huron East donate \$400 to each of the Huron East Fire Halls (Brussels, Grey and Seaforth) to go toward their Holiday Parties;

And That the amount be funded from the working capital reserve.

13.4 Announcements**14. Information Items****14.1 [Ausable Bayfield Conservation Authority](#) re: Plan Review and Permitting Services**

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14.2 [Bruce Power](#) re: Congratulations on Recent Municipal Election

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14.3 [Council Expenses for November 2022](#)

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14.4 [Ministry of Northern Development, Mines, Natural Resources and Forestry](#) re: Changes under the Oil, Gas and Salt Resources Act related to Compressed Air Energy Storage and Updates to Provincial Standards

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14.5 [Dietrich Engineering Limited](#) re: Seasons Greetings and Donation to the Huron County Food Bank

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15. Other Business**15.1 Tax Write Offs**

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16. By-laws**16.1 By-law 108-2022**, A By-law to Revise the Drain Maintenance Assessment Schedules

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16.2 By-law 109-2022, A By-law to Delegate Authority to Approve Drainage Assessment Apportioning Agreements

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17. Closed Session and Reporting Out

That a closed meeting of Council be held on Tuesday, December 20, 2022 immediately following the Council meeting, in Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of the following matters:

17.1 Adoption of December 6 and December 15, 2022 Closed Session of Council meeting Minutes (Distributed Separately)**17.2 239(2)(c), proposed or pending acquisition of land (Distributed Separately)****18. Confirmatory By-law****18.1 By-law 110-2022**, Confirm Council

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19. Adjournment



Municipality of Huron East Council Meeting Minutes
Council Chambers
72 Main Street South, Seaforth, ON
Tuesday, December 6, 2022

Members Present:

Mayor: Bernie MacLellan; Deputy Mayor: Alvin McLellan; Councillors: Raymond Chartrand, Brenda Dalton, Dianne Diehl, Larry McGrath, Justin Morrison, *Jeff Newell, John Steffler, and Gloria Wilbee

Staff Present:

CAO Brad McRoberts; Clerk Jessica Rudy; Director of Finance/Treasurer Stacy Grenier; Fire Chief Marty Berard and Fire Chief Kent Readman

Others Present:

Huron County Planner Jenn Burns

Daryl Scheerer and Matthew Allan, BluEarth Renewables (Item 8.1)

Kim Blok and Katie Jaanmat (Item 8.2)

1. Closed Session

Moved by Councillor Wilbee and Seconded by Councillor Morrison:

That a closed meeting of Council be held on Tuesday, December 6, 2022 at 5:00 p.m., in the Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purposes of considering the following matters:

- 1.1** Report under 239(2)(b), Personal matters about identifiable individuals in regards to the Economic Development Officer recruitment.

And that CAO Brad McRoberts and Clerk Jessica Rudy remain in closed session, along with Vicki Lass with the County of Huron.

And That the Economic Development Officer candidate shall join Closed Session when requested by the CAO.

Carried

2. Motion to Reconvene into Open Session and Reporting Out

Moved by Councillor Diehl and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East resume the regular Council meeting at 7:00 p.m.

Mayor MacLellan reported that Council went into a closed session to discuss the selection process and recommendations from the CAO regarding the Economic Development Officer position.

3. Call to Order and Opening Remarks

Mayor MacLellan called the meeting to order at 7:00 p.m.

Mayor MacLellan welcomed the new Fire Chief Kent Readman to Huron East.

4. Land Acknowledgement

Mayor MacLellan provided the land acknowledgement.

5. Confirmation of the Agenda

Moved by Councillor Chartrand and Seconded by Deputy Mayor McLellan:

That the Agenda for the Regular Meeting of Council dated December 6, 2022 be adopted as circulated.

Carried

6. Disclosure of Pecuniary Interest

Councillor Newell declared a Conflict of Interest to Item 19.2 re: Closed report regarding personal matters about identifiable individuals regarding succession planning due to a potential pecuniary interest.

7. Minutes of Previous Meeting

Moved by Councillor Morrison and Seconded by Councillor Dalton:

That Council of the Municipality of Huron East approve the following Council Meeting Minutes as printed and circulated:

7.1 Special Meeting – November 9, 2022

7.2 Inaugural Meeting – November 15, 2022

7.3 Regular Meeting – November 15, 2022

Carried

8. Public Meetings/Hearings and Delegations

8.1 Delegation: Matthew Allen, Project Developer, BluEarth Renewables re: Proposed Seaforth Storage Project

Daryl Scheerer and Mathew Allen of BluEarth Renewables appeared before Council to

present the proposed Seaforth storage project consisting of a battery energy storage system and made a request for Council support. An overview including the company portfolio, Ontario electrical needs, project timeline, proposed location, community engagement and benefits was provided.

In response to Council, D. Scheerer and M. Allen noted that there will be approximately ten acres of storage units; environmental impact studies are underway; batteries not being liquid based; the property to return to agricultural zoning after the lease period; 25 year period for the land lease; and provided a detailed overview of fire prevention and emergency measures.

8.2 Delegation: Kim Blok, Pete Martene, Katie and Darren Janmaat and Sanjeev Jsawal, Building and Local Business Owners re: Parking Blockade behind Sills Home Hardware

Kim Blok and Katie Janmaat appeared before Council in regards to a blockade that has been erected, preventing access to business and causing safety concerns, as fire trucks would not be able to access the rear of buildings in the event of an emergency and that the business operations are being impacted. It was requested that the blockade be removed and that the laneway be made into a fire route.

Council stated that a staff report will be heard later in the agenda on the matter.

8.3 Public Meeting re: Zoning By-law Amendment for 44424 Line 34, McKillop Ward

Moved by Councillor Morrison and Seconded by Councillor Diehl:

That the Council of the Municipality of Huron East adjourn the regular meeting of Council at 7:46 p.m. to go into a Public Meeting to discuss the following:

- a) Zoning By-law Amendment for 44424 Line 34, McKillop Ward

Carried

Council reconvened at 7:57 p.m.

9. Planning

9.1 Recommendation of Council re: Zoning By-law Amendment for 44424 Line 34, McKillop Ward

Moved by Councillor Fisher and Seconded by Diehl:

Whereas the Council of the Municipality of Huron East has held a public meeting pursuant to Section 34(12) of the Planning Act, 1990 with respect to the proposed Zoning By-law 99-2022;

And Whereas no public comments were received on this application;

And Whereas no agency comments were received on this application;

Now Therefore, pursuant to Section 34(18) of the Planning Act, 1990, Council concurs with the November 25, 2022 Planning Report and recommends By-law 99-2022 for approval.

Carried

9.2 Planner's Report re: Bill 23, More Homes Built Faster Act (2022) – Planning Changes

Huron County Planner Jenn Burns provided an overview of the changes that are currently understood and highlighted the various impacts for Huron County and Huron East.

J. Burns responded to Council on specifications for minimum floor space, public circulation requirements for plans of subdivision and conservation authorities. It was noted that the Bill is evolving quickly and any detailed questions and comments should be directed to a lawyer.

The report was received for information.

9.3 Planner's Report re: Consent Application C101-2022

Huron County Planner Jenn Burns provided an overview of the purpose and process for consent applications and provided a detailed overview of the consent application and property details noting the application is recommended for approval. A copy of the presentation is [appended](#) to the original minutes.

Moved by Councillor Morrison and Seconded by Councillor Steffler:

That the Council of the Municipality of Huron East acknowledge the report of Huron County Planner Jenn Burns, dated November 30, 2022 and has no objection to severance application C101-2022 provided the conditions are met as presented in the Planner's report.

Carried

9.4 Planner's Report re: Consent Application C100-2022

Huron County Planner Jenn Burns provided a detailed overview of the consent application and property details noting the application is recommended for approval. A copy of the presentation is [appended](#) to the original minutes.

Moved by Deputy Mayor McLellan and Seconded by Councillor Wilbee:

That the Council of the Municipality of Huron East acknowledge the report of Huron County Planner Jenn Burns, dated December 1, 2022 and has no objection to severance application C100-2022 provided the conditions are met as presented in the Planner's report.

Carried

10. Accounts Payable - \$2,267,823.95

Councillor McGrath declared a Conflict of Interest due to his company being named in the Accounts Payable list.

Moved by Councillor Wilbee and Seconded by Councillor Steffler:

That the accounts payable in the amount of \$2,267,823.95 be approved for payment.

Carried [Conflict: L. McGrath]

11. Reports & Recommendations of Municipal Officers

11.1 CAO-22-56, Building and Maintenance Report - July to September 2022

The report was received for information.

11.2 CAO-22-58, Alternate Fire Route Request

CAO Brad McRoberts provided an overview and background to the request and location.

Councillor McGrath suggested that the property owner be asked to remove the barricade so it does not impact people's safety or impede business operations, and if that is not successful then to proceed with the designation of a fire route.

Council noted the need to address the safety concerns and the responsibility of Council to provide a permanent solution to the problem. It was noted that since Council has been made aware there is a need to address the issue and safety of others.

Councillor Chartrand requested that the process start by asking the landowner to remove the blockade and begin investigations on making the laneway a fire route.

Moved by Councillor Chartrand and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East direct staff to reach out to the property owner to remove the blockade;

And That notice be given to land owners that the Municipality will be investigating turning the lane way into a fire route for consideration at a future Council meeting.

Carried

11.3 CAO-22-59, 2023 Budget Considerations

CAO Brad McRoberts provided a detailed overview of the various budget considerations for the 2023 budget and provided a detailed overview of the waste management area rate calculations.

Council noted some concern that the Ontario Provincial Police (OPP) do not provide equal services to the urban and rural areas, as a result it was suggested that the OPP be requested to present to Council on OPP budget..

The report was received for information.

11.4 CAO-22-60, Vanastra Outdoor Ice Rink

CAO Brad McRoberts provided an overview of the proposed ice rink request and the liability factors. He noted that it is a viable option but the insurance company will not insure the volunteer group. He noted a possible solution would be to make the volunteer group a Committee of Council, similar the Brussels Homecoming Committee and clarified that staff will continue to the work with the group to bring forward a plan and recommendation at the next Council meeting.

Council noted that staff should ensure that there is a policy created, or updated, in regards to volunteering with the Municipality, detailing the various training or certifications required to perform specific volunteer duties.

Moved by Councillor Chartrand and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East authorize staff to work with the local Vanastra group to develop a comprehensive plan and detailed cost estimate for the implementation of an outdoor ice surface in Vanastra.

Carried

11.5 VRC-22-02, Requesting Authority to Submit an Ontario Trillium Foundation (OTF) Grant Application under the Resilient Communities Fund

Moved by Councillor Chartrand and Seconded by Councillor Diehl:

That the Council of the Municipality of Huron East authorize staff to submit an application to the Ontario Trillium Foundation to request financial support to adapt a new program to recover from the implications of COVID-19.

Carried

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That Huron East Council receive the following Reports of Municipal Officers as presented:

(1) CAO

(2) Facility Manager, VRC

Carried

12. Correspondence

13. Unfinished Business**13.1 Council Appointments to Various Committees and Boards**

Mayor MacLellan confirmed that the Procedural By-law states that all appointments be reviewed every two years.

Moved by Councillor Morrison and Seconded by Councillor Fisher:

That the Council of the Municipality of Huron East approve the Council appointments as presented:

Administration Committee:

Mayor MacLellan and Councillors Chartrand, Fisher, McGrath and Deputy Mayor McLellan

Personnel Committee:

Mayor MacLellan and Councillors Chartrand, Diehl, Fisher and Morrison

Water and Sewer Committee:

Mayor MacLellan and Councillors Chartrand, McGrath, Morrison and Steffler

Huron East Recreation Advisory Committee:

Councillors Chartrand, Diehl, Dalton, Newell, and Steffler

Economic Development Committee:

Councillors Diehl, Morrison and Steffler

Heritage Committee:

Councillor Wilbee

Brussels Community Development Trust:

Councillors Morrison and Newell

Seaforth Community Development Trust:

Councillors Fisher and Steffler

Coalition for Huron Injury Prevention:

Councillor Wilbee

Seaforth BIA:

Councillor Fisher

Mid-Huron Landfill/Recycling:

Mayor MacLellan

Walton Landfill:

Councillors Dalton and Diehl

Brussels Cemetery Board:

Councillor Newell

Cranbrook Cemetery Board:

Councillor Diehl

Mount Pleasant Cemetery Board:

Deputy Mayor McLellan

Cranbrook Community Centre:

Councillor Diehl

Ethel Community Centre:

Deputy Mayor McLellan

Ethel Minor Ball Committee:

Deputy Mayor McLellan

Walton Community Hall:

Councillor Wilbee

Walton Park:

Councillor Dalton

Winthrop Park:

Councillor Dalton

Maitland Source Protection Authority Board:

Deputy Mayor McLellan

Carried

14. Municipal Drains

15. Council Reports

15.1 Council Member Reports

15.1.1 County Council Report

Deputy Mayor McLellan reported that as a new member of the Huron County Council he met with the CAO of Huron County and detailed the Huron County Inauguration meeting and Council Orientation.

15.1.2 Other Boards/Committees or Meetings/Seminars

Councillor Wilbee reported that the Coalition Huron Injury Prevention Board might be looking at restructuring.

15.2 Requests by Members

Councillor Fisher requested more police presence in the evenings as there have been more reports of vandalism, attempted break ins and individuals sleeping in bank centre entrances.

Councillor Fisher questioned if the transportation system that was used by the County to transfer homeless individuals to a warming centre in Goderich was still operational. Council that it is operational however it is a route from Goderich to Exeter and stressed that individuals must be willing to use the service.

15.3 Notice of Motion**15.4 Announcements****16. Information Items****16.1 Ministry of Finance re: 2023 Funding Allocations under the Ontario Municipal Partnership Fund (OMPF)**

Received for information.

16.2 Ausable Bayfield Conservation Authority re: Proposed 2023 Budget and Municipal Levies

Received for information.

16.3 October 2022 Council Expenses

Received for information.

16.4 Stratford & Area Builders' Association re: Congratulations on Municipal Electoral Success

Received for information.

16.5 Maitland Valley Conservation Authority re: Proposed Changes in Bill 23 regarding Conservation Authorities

Received for information.

16.6 Huron Plowmens Association re: Report from the 2022 Plowing Match

Received for information.

16.7 Enbridge Gas Inc. re: Congratulations on Recent Election to Council

Received for information.

16.8 Norfolk County re: Bill 23 “More Homes Built Faster Act, 2022”

Received for information.

16.12 City of Toronto re: Update on Bill 23 – More Homes Built Faster Act, 2022

Received for information.

Moved by Councillor Morrison and Seconded by Councillor Dalton:

That Huron East Council receive the following Board and Committee meeting Committee minutes as submitted:

16.9 Brussels Fire Area Committee – October 26, 2022**16.10** Seaforth Area Fire Board – October 27, 2022**16.11** Personnel Committee – November 8, 2022

Carried

17. Other Business**18. By-laws**

Moved by Councillor Newell and Seconded by Councillor McGrath:

That be it hereby resolved By-law 099-2022, A By-law to Amend Zoning By-law 52-2006 be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Diehl and Seconded by Councillor Fisher:

That be it hereby resolved By-law 100-2022, A By-law to Appoint Deputy Treasurers and Repeal By-law 87-2021 be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Wilbee and Seconded by Councillor Steffler:

That be it hereby resolved By-law 101-2022, A By-law to Appoint a Fire Chief and Alternate Community Emergency Coordinator and Repeal By-law 32-2003 be given

first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Morrison and Seconded by Deputy Mayor McLellan:

That be it hereby resolved By-law 102-2022, A By-law to Appoint a Deputy Clerk be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Chartrand and Seconded by Councillor Wilbee:

That be it hereby resolved By-law 103-2022, A By-law to Designate the Clerk as Head of the Municipal Freedom of Information and Protection of Privacy Act be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Deputy Mayor McLellan and Seconded by Councillor Steffler:

That be it hereby resolved By-law 104-2022, A By-law to Levy the Cost of Work Undertaken on the Jackson Municipal Drain be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Morrison and Seconded by Councillor Diehl:

That be it hereby resolved By-law 105-2022, A By-law to Authorize the Execution of a Lease Agreement with Peaceful Heart Ministries be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

19. Closed Session and Reporting Out

Moved by Councillor Morrison and Seconded by Councillor Dalton:

That a Closed meeting of Council be held on Tuesday, December 6, 2022, at 10:05 p.m., in the Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of considering the following matter:

19.1 Adoption of October 4, November 1, and November 9, 2022 Closed session of Council Meeting Minutes

19.2 Report under Section 239(2)(b), personal matters about identifiable individuals regarding succession planning

And that CAO Brad McRoberts and Clerk Jessica Rudy remain in closed session.

Carried

*J. Newell left the meeting at 10:05 p.m.

Moved by Councillor Fisher and Seconded by Councillor Diehl:

That Council of the Municipality of Huron East resumes the regular Council meeting at 11:00 p.m.

Carried

Mayor MacLellan reported out from the Closed Session that Council went into Closed Session to discuss a succession plan strategy.

20. Confirmatory By-Law

Moved by Councillor Chartrand and Seconded by Councillor Wilbee:

That be it hereby resolved that By-law 106-2022, a By-law to confirm the proceedings of Council, be given first, second, third and final reading and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

21. Adjournment

Moved by Councillor Morrison and Seconded by Councillor Diehl:

The time now being 11:06 p.m. That the regular meeting adjourn until December 20, 2022 at 7:00 p.m.

Carried

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

Consents/Severances 101

Quick summary on the consent process in advance of planning presentation.



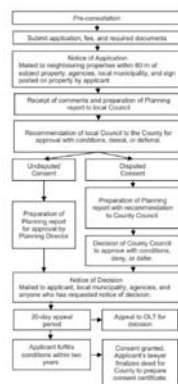
Consents/ Severances

- Land severance is an authorized separation of a piece of land to form two new adjoining properties
- Required for lot creation, lot additions, boundary adjustments, easements, right-of-ways, correction of title etc.
- Huron East Official Plan contains specific land division policies and requirements
 - Surplus farm residence severances have a specific set of criteria to be eligible



Consent Application Process

- Once application is deemed complete, a notice of application is circulated to neighbouring properties and agencies
- Planning report is prepared considering all applicable policy and comments received stating recommended approval or denial
 - Undisputed consents are approved by Huron County's Planning Director if local council supports, conforms with policy and has no outstanding concerns
 - Disputed consents are sent to County Council for decision



Application Review Considerations

- **Legislative Requirements and Policy Direction**
 - Planning Act, PPS, County OP, local OP, local ZBL
- **Technical Considerations, such as:**
 - Agency comments (Conservation Authority, road authority)
 - Engineering requirements (ex. servicing, storm water management)
 - Design guidelines
 - Minimum separation distance formula (MDS)
 - Technical studies – traffic studies, hydrogeological, environmental impact assessments, archaeology, etc.
 - Suitability of the land for proposed purpose (i.e. size and shape of lot(s) created)
- **Public and Agency Comments**



Consent Application C101-22 in the Municipality of Huron East

Owner/Applicant: Jacob Williams & Darlene Carnochan
76862 Division Line, Seaforth; Concession 3, HRS Lot 20, Tuckersmith, Municipality of Huron East



Subject Property

- The purpose of this application is to create a new lot under the surplus farm residence severance policies.
- The land to be retained (outlined in yellow) is 96 acres and consists of vacant farmland and an agriculturally-related drive shed.
- The land to be severed (outlined in blue) is 4 acres and consists of a house.



Severed Parcel



2020 Air Photo

Review & Recommendation

- The property is designated Agriculture and Natural Environment in the Huron East Official Plan and zoned AG1 (General Agriculture) and NE2 (Natural Environment-Limited Protection) in the Huron East Zoning By-Law.
- This application meets the policy criteria in the Provincial Policy Statement (PPS), the Huron County and Huron East Official Plan.
- There are no outstanding concerns from staff, agencies (ABCA) or neighbours.
- As such, it is recommended that consent application C101-22 be recommended for **approval** with the conditions outlined in the Planning Report.

Recommended Conditions

- Expiry Period**
- Conditions imposed must be met within two years of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for three years from the date of notice of decision.
- Municipal Requirements**
- All municipal requirements, financial or otherwise, be met to the satisfaction of the Municipality (for example: servicing connections, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures).
 - The sum of \$750 be paid to the Municipality as cash-in-lieu of parkland.
 - The subject parcel be numbered and addressed for 911 purposes to the satisfaction of the Municipality.
- Survey/Reference Plan**
- Provide to the satisfaction of the County and the Municipality:
 - a survey showing the lot lines of the severed parcel, and the location of any buildings thereon, and
 - a reference plan based on an approved survey.
- Zoning**
- Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.
- Drainage**
- Section 65 of the Drainage Act be addressed to the satisfaction of the Municipality.
- Notes:**
- The applicant is hereby advised that the severed parcel will automatically be rezoned to recognize the residential parcel (eg AG4-34) and the retained farmland will be automatically rezoned to prohibit a new residence (eg. AG2) in the Huron East Zoning By-law.

Consent Application C100-22 in the Municipality of Huron East

Owner/Applicant: Monteith Ritsma Phillips Professional Corporation c/o James Burns, on behalf of the Schoonerwoerds
81727 Manley Line; Concession 9 & 10, Lot 6 & S ½ Lot 6, McKillop Ward, Municipality of Huron East

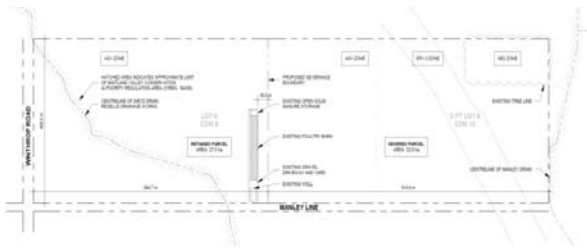


Subject Property

- The purpose of this application is for the creation of a new agricultural lot.
- The land to be severed (shaded in blue) is 81 acres of vacant farmland.
- The land to be retained (shaded in orange) is 68 acres consisting of a poultry barn (broilers), manure storage and farmland.



Severance Sketch



Review & Recommendation

- The property is designated Agriculture in the Huron East Official Plan and zoned AG1 (General Agriculture) in the Huron East Zoning By-Law.
- This application meets the policy criteria in the Provincial Policy Statement (PPS), the Huron County and Huron East Official Plan.
- There are no outstanding concerns from staff, agencies (MVCA) or neighbours.
- As such, it is recommended that consent application C100-22 be recommended for **approval** with the conditions outlined in the Planning Report.

Recommended Conditions

Expiry Period

- Conditions imposed must be met within two years of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for three years from the date of notice of decision.

Municipal Requirements

- All municipal requirements, financial or otherwise, be met to the satisfaction of the Municipality (for example: servicing connections, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures).
- \$750 be paid to the Municipality as cash-in-lieu of parkland, to the satisfaction of the Municipality.
- If required, an entrance permit be obtained for access to the severed lands to the satisfaction of the Municipality;
- 911 Addressing be addressed to the satisfaction of the Municipality.

Survey/Reference Plan

- Provide to the satisfaction of the County and the Municipality:
 - a survey showing the lot lines of the severed parcel, and the location of any buildings thereon, including the setback from the new interior lot line and existing broiler barn on the retained parcel; and
 - a reference plan based on an approved survey.

Zoning

- Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.

Drainage

- Section 65 of the Drainage Act be addressed to the satisfaction of the Municipality.



**Municipality of Huron East Public Meeting Minutes
Council Chambers
2nd Floor, 72 Main Street, South, Seaforth
Tuesday, December 6, 2022**

Members Present:

Mayor: Bernie MacLellan; Deputy Mayor: Alvin McLellan; Councillors: Raymond Chartrand, Brenda Dalton, Dianne Diehl, Robert Fisher, Larry McGrath, Justin Morrison, Jeff Newell, John Steffler, and Gloria Wilbee

Staff Present:

CAO Brad McRoberts; Clerk Jessica Rudy; and Director of Finance/Treasurer Stacy Grenier

Others Present:

Huron County Planner Jenn Burns

1. Call to Order

Mayor MacLellan called the meeting to order at 7:46 p.m.

2. Confirmation of the Agenda

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That the Agenda for the Public Meeting for Zoning Amendments be adopted as circulated.

Carried

3. Disclosure of Pecuniary Interest

None declared

4. Provisions in Ontario Regulation 545/06, Section 5(11)5 of the Planning Act

Clerk Jessica Rudy advised the following provisions are contained in Ontario Regulation 545/06, Section 5(11)5:

- i. If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Huron East to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at the public meeting or make written submissions to the Municipality of Huron East before the by-law is passed, the person or

public body is not entitled to appeal the decision.

- ii. If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Municipality of Huron East before the by-laws are passed, the person or public body may not be added as a party to the hearing of an appeal to the Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

5. Zoning By-law Amendment Application

- a) Baker Planning Group for 44424 Line 34, McKillop Ward, Municipality of Huron East

Huron County Planner Jenn Burns provided an overview on the Zoning By-law Amendment purpose and application process as well as the details of the application, and the proposed re-zoning while noting that the application is a requirement from previous consent applications and that it is recommended for approval. A copy of the presentation is [appended](#) to the original minutes.

J. Burns clarified that there are no minimum distance setbacks required for the dryer operation on the neighboring property.

6. Adjournment

Moved by Councillor Morrison and Seconded by Councillor Diehl:

That the Public Meeting for Zoning By-law Amendments be closed at 7:57 p.m.

Carried

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

Zoning By-law Amendments

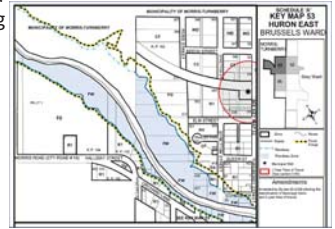
101

Quick summary on the rezoning process in advance of hearing
Zoning By-law Amendment Z10-22.



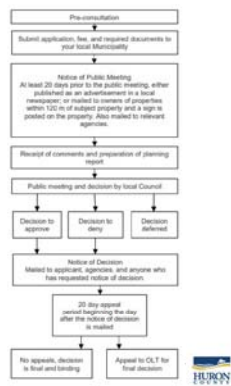
Zoning By-law Amendments

- Required when property is used or developed in a way that is not consistent with the Zoning By-Law;
- Zoning By-Law lists specific uses permitted in each zone as well as parameters such as
 - Size (height & area), and
 - Location (setbacks from property lines, roads)
- Application is submitted to request a zone change;
 - Only considered if new use or proposed deficiency is supported by the Official Plan



Rezoning Application Process

- Once application is deemed complete, a notice of public meeting is circulated to neighbouring properties and agencies
- Planning report is prepared considering all applicable policy and comments received stating recommended approval or denial
- Public meeting and council meeting held
 - Decision to approve,
 - Decision to deny or,
 - Decision to defer



Application Review Considerations

- **Legislative Requirements and Policy Direction**
 - Planning Act, PPS, County OP, local OP, local ZBL
- **Technical Considerations, such as:**
 - Agency comments (Conservation Authority, road authority)
 - Engineering requirements (ex. servicing, storm water management)
 - Design guidelines
 - Minimum separation distance formula (MDS)
 - Technical studies – traffic studies, hydrogeological, environmental impact assessments, archaeology, etc.
 - Suitability of the land for proposed purpose (i.e. size and shape of lot(s) created)
- **Public and Agency Comments**



Rezoning Application

Z10-22

in the Municipality of Huron East

Owner/Applicant: Baker Planning Group for the Dekroons

44424 Line 34 (Concession 1 PT Lots 4 & 5 and Concession 2, S PT Lot 5) McKillop Ward in the Municipality of Huron East



Subject Lands

- Subject lands are outlined in blue



Subject Lands



Application Details

A rezoning is being requested for the subject lands to:

- Satisfy conditions of related consent applications C82-2020, C13-2022 & C14-2022
- Amend text for northern parcel (AG1-6) to:
 - Permit a minimum front yard setback of 20 metres
- Rezone southern parcel (AG1-48) to:
 - Permit a minimum side yard setback of 1m to an existing accessory building.

Conclusion & Recommendation

- No concerns have been received from staff, neighbours or agencies.
- Application meets all policy criteria (Conforms to the Huron County & Huron East Official Plan & is consistent with the Provincial Policy Statement).
- It is recommended that zoning amendment application Z10-22 be approved.



Municipality of Huron East Council Meeting Minutes
Council Chambers
72 Main Street South, Seaford, ON
Thursday, December 15, 2022

Members Present:

Mayor: Bernie MacLellan; Deputy Mayor: Alvin McLellan; Councillors: Raymond Chartrand, Brenda Dalton, Dianne Diehl, Larry McGrath, Justin Morrison, John Steffler, and Gloria Wilbee

Absent:

Councillor Jeff Newell

Staff Present:

CAO Brad McRoberts; and Clerk Jessica Rudy

1. Call to Order and Opening Remarks

Mayor MacLellan called the meeting to order at 5:00 p.m.

2. Land Acknowledgement

Mayor MacLellan provided the land acknowledgement.

3. Confirmation of the Agenda

Moved by Councillor Dalton and Seconded by Councillor Wilbee:

That the Agenda for the Special Meeting of Council dated December 15, 2022 be adopted as circulated.

Carried

4. Disclosure of Pecuniary Interest

Councillor Newell declared a Conflict of Interest in regards to a potential pecuniary interest for Item 5.1, therefore was not in attendance.

5. Motion to go Into Closed Session

Moved by Councillor Morrison and Seconded by Councillor Fisher:

That a closed meeting of Council be held on Thursday, December 15, 2022 at 5:00 p.m., in the Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of considering the following matters:

- 5.1** Report under Section 239(2)(b), personal information about identifiable individuals in relation to succession planning.

Carried

6. Motion to Reconvene into Open Session and Reporting Out

Moved by Councillor Morrison and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East reconvene into open session at 6:45 p.m.

Carried

Mayor MacLellan reported out from Closed Session that Council discussed a succession plan strategy.

7. Confirmatory By-Law

Moved by Councillor Wilbee and Seconded by Councillor Chartrand:

That be it hereby resolved that By-law 106-2022, a By-law to confirm the proceedings of Council, be given first, second, third and final reading and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

8. Adjournment

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That the special meeting of Council adjourn at 6:46 p.m.

Carried

Bernie MacLellan, Mayor

Jessica Rudy, Clerk



***Inspiring Our Future* Capital Campaign Final Report**

December 15, 2022

Timeline Recap

The readiness phase of the fundraising campaign began in January 2022. In April 2022, the quiet phase of the campaign began. This stage focused on securing gifts from strategically selected prospects using one-on-one solicitation by a well matched canvassing team. Despite some fluctuation to the campaign goal during this period, over 80% of the final \$2 million goal was secured during this phase.

Through the summer, the team pushed through the \$2 million goal by continuing to make strategic one-on-one calls. The public phase began in September 2022 with a presentation and outreach booth at the Brussels Fall Fair. The public phase included a mass public mailing, a published recognition piece, and wrapping up of outstanding assignments.

October through December 2022 focused on the public phase, finalizing fundraising efforts, thanking and recognition of donors. The final meeting of the *Inspiring Our Future* campaign management team took place on December 14th at which time an announcement was made of the campaign's tremendous success and the final total.

Financial Results

The results of the campaign have been very positive. The \$2,000,000 goal was surpassed by over \$400,000 reaching an impressive total of \$2,468,298.

The following charts show the progress of the campaign over time.

As of May 12	Goal	Total Pledged	% of Goal	# of Gifts	Avg. Gift Amount
TOTALS	\$2,000,000	\$1,530,000	76.5%	41	\$37,317

As of July 6	Goal	Total Pledged	% of Goal	# of Gifts	Avg. Gift Amount
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TOTALS	\$2,000,000	\$2,468,298	123%	188	\$13,129

Total Pledged = \$2,468,298

Cash Received = \$1,289,948 (52.2%)

Outstanding Pledge Amount = \$1,178,350 or 47.7% of total pledges

Financials to Date

Item	Budget Amount	Actual as of Dec 14	Difference
Campaign Counsel (12 month contract)	\$90,000	\$90,000	\$0
Campaign Promotional Materials & Advertising	\$8,000	\$5,878.73	\$2,121.27
Donor Recognition (donor wall, plaques, etc.)*	\$15,000	TBD* - \$15,000 projected	\$0
Promotional Events**	\$5,000	\$0	\$5,000
General Office Supplies (incl. postage)	\$1,000	\$392.84	\$607.16
Contingency	\$1,000	\$0	\$1,000
<u>TOTAL</u>	<u>\$120,000</u>	<u>\$111,271.57*</u>	<u>\$8,728.43</u>
<i>Campaign Goal</i>	<i>\$2,000,000</i>	<i>\$2,468,298</i>	<i>\$468,298</i>
<i>Cost per dollar raised</i>	<i>\$0.06</i>	<i>\$0.04</i>	<i>\$0.02</i>

*The projected \$15,000 for donor recognition has been included in this total. It is a required expense. See page 3 for more detail. Please note this cost estimate dates from 2019.

** It is recommended that a donor appreciation/campaign wrap up event be hosted in Jan/Feb 2023 using a portion of these funds. See page 5 for more detail.

Beyond The Campaign - Next Steps For the Council & Staff of the Municipality of Huron East

Administration

Over the remaining pledge term, it is essential that the Municipality continue to issue tax deductible charitable receipts in a timely manner. Receipts must be issued to donors in the same calendar year the installment gifts are made.

Pledge fulfillment reminder letters should be sent to donors annually in advance of the expected payment date. A sample pledge reminder letter is included following this report.

A complete listing of donors, pledges, payments and installment schedule has been provided to Huron East Treasury staff by the Campaign Coordinator.

*Recognition

An important tool that was utilized to promote the success of the campaign was offering recognition options to donors. Recognition is a way for organizations to honour those who make important projects possible. Being recognized through signage, displays and publication is a way for donors to publicly stand behind their values and be seen as community leaders.

Enacting the promised recognition signage is a vital component of the project's success and essential for stewarding donors throughout the pledge period and beyond to any future project that may require fundraising support.

BMGCC requires two types of donor recognition signage: a donor wall and naming plaques.

The donor wall will list all donors who have made a receiptable gift to the campaign who do not wish to remain anonymous. It will also name all the committee members who made the campaign and project possible.

Naming plaques will recognize individuals, families or businesses who pledged \$25,000 or more and claimed the naming of specific areas of the facility. The style of signage for these areas may vary depending on the size of the area and the material on which it will be mounted.

Donor wall categories are listed following this report. A complete list of donors and claimed naming opportunities is included following this report.

Suggestions for Donor Recognition Signage:

1. Brook Global <https://brookglobal.com/donor-recognition/>
Industry standard for donor recognition products. Not necessarily the least expensive, but a high quality product with ability to fit all spaces and situations. Can provide good support through the design process.
2. Cox Signs <https://www.coxsigns.com/home>
A regional option that is reliable. Will require more involvement in the design process.

3. Wayfinding signage vendor

You can consider working with the vendor who is already supplying the wayfinding and other signage throughout the facility.

The design and installation of donor recognition signage should be done near the end of the project to avoid any damage to the signage during construction.

Careful review of names, spelling and recognition preferences should be completed with great attention to detail prior to the production of any signage.

While the campaign management team is disbanded volunteers have come forward to offer their services in facilitating the donor recognition process:

Michelle Blake - 519-440-1035 mblake0@me.com

Marnie Knight - 226-821-0635 marnie.knight17@gmail.com

Transparency

Donors should be kept well informed of the progress of the project and the use of donated funds throughout the building process and through to the end of the pledge fulfillment period. This should include any changes to the project and information about the operation of the facility beyond the end of the construction.

It is recommended that donors receive a personal communication at least once every 6 months. Public updates through the media, or any other channels available, are also recommended.

Accountability

The Municipality of Huron East must be accountable to the donors through to the end of the pledge fulfillment period. This means using donor contributed funds for the exact purpose for which they were given – to make physical improvements to the Brussels Morris & Grey Community Centre. Pledge fulfillment is typically very high when the beneficiary organization consistently demonstrates accountability. Communication, transparency and gratitude are key to demonstrating accountability.

Any real or perceived misuse of donated funds – in particular surplus funds contributed above and beyond the originally stated goal – will be significantly detrimental to future pledge fulfillment and to the reputation of elected officials.

It is strongly advised that the CAO and members of council honour the requests of the campaign management team for the use of surplus donated funds remaining after the base project and any contingency expenses. The campaign team members are the most informed members of the community and are acting as spokespeople for the donors who have made the campaign successful and a surplus of funds a reality.

Gratitude

Thanking donors and volunteer committee members should be a priority for council and municipality staff in the coming months. It is an important part of stewarding donors, enhancing the reputation of the BMGCC redevelopment project and the Municipality of Huron East.

Gratitude should be expressed freely and genuinely as often as possible and especially each time a pledged payment is received by the Municipality.

It is recommended that council members and/or Municipality staff personally thank the volunteer members of the campaign management team. Contact list is included following this report.

******It is recommended that a donor appreciation event be hosted by the Municipality early in 2023. This small event should be exclusive to donors and committee members. It should be used as an opportunity to thank donors and committee members, honour their contributions, communicate about the project and steward their remaining pledge installments. Please refer to the budget information on page 2.

Finally, it is recommended that when the project is completed that an open house be hosted for all community members to view the redeveloped facility and celebrate the success of the project. Donors and committee members should receive personal invitations to such an event.

Thanking is a job that is never done and can never be overdone.

Summary

- The *Inspiring Our Future* campaign for the redevelopment of the Brussels Morris & Grey Community Centre exceeded it's goal of \$2,000,000 raising a total of \$2,468,298
- Tax receipts and pledge payment reminders should be issued regularly throughout the pledge fulfillment period
- Donor recognition signage must be designed and installed before the project can be considered complete
- Consistent communication to donors, and the community at large, regarding the progress of the project is highly recommended
- Donor funds must be used for the exact purpose for which they were given – to improve the recreation facilities at the Brussels Morris & Grey Community Centre
- Use of surplus donate funds remaining after the base project and contingency expenses should be used to enhance the project as requested by the campaign management team members
- Thanking of donors and committee members should be a priority. This can look like personal calls, letters and/or a celebratory appreciation event

It has been an honour to work with the volunteers on the campaign management team and to see the community so wholeheartedly support the redevelopment of the BMG Community Centre. The extraordinary financial result is gratifying and demonstrates how much the community values recreation as well as the strong collective desire to see Brussels and the surrounding thrive well into the future. I look forward to seeing the vision of a modern recreation facility with something for everyone become a reality for this community.

Respectfully submitted
---Nicole Duquette

Appendix A – Pledge Reminder Letter Template

Name

Company

Address

City, Province Postal Code

Dear,

This is a friendly reminder that it is time to renew your commitment to the *Inspiring Our Future* campaign in support of the BMG Community Centre.

We are extremely grateful for your gift of \$_____. To date, your pledge contributions amount to \$_____.

As per your instructions, a pledge payment of \$_____ is now due.

Thank you very much for your ongoing support. The *Inspiring Our Future* campaign would not be a success without financial contributions from our many friends like you.

Add a paragraph regarding some recent developments or some upcoming event that might interest the donor. Ex. With your help we have been able to..... Ex. We are pleased to let you know that with your support work has begun to create the six expanded dressing rooms... Ex. Thanks to the newly renovated facility we have hosted 2 hockey tournament already this year... (change each year to reflect what is happening at the time).

I have enclosed a return envelope to facilitate the mailing of your gift. *(Or other information on how to make the payment)*. Thank you again for your generous support.

Warmest regards,

Executive Assistant

Municipality of Huron East

Appendix B – Naming Opportunities List

BMGCC Naming Opportunities		Donor
Whole Facility – Community Centre	\$1,000,000	
Ice Rink Surface	\$250,000	J.M. McDonald Lumber & McDonald Family
Bleacher Section 1	\$50,000	Albers Farms
Bleacher Section 2	\$50,000	Brussels Community Trust
Bleacher Section 3 – small	\$25,000	Monoway Farms
Visitors' Bench	\$25,000	Huron Feeding System
Home Bench	\$25,000	Dan Fritz "in honour of the 1977 BMGCC Committees"
Penalty Box – home	\$25,000	Royal Canadian Legion Brussels Branch 218
Penalty Box – visitors	\$25,000	Riverside Funeral Home
Time Keeper Booth	\$25,000	Sholdice Insurance
Auditorium	\$250,000	Brussels Transport Ltd. – The Jutzi Family
Kitchen	\$50,000	Lions Club of Brussels
Foyer	\$100,000	Optimist Club of Brussels
Heated Viewing Area	\$100,000	Fritz Family Farms
Lobby Seating Area	\$50,000	Blake Farms
Concession Stand	\$25,000	TenPas Flooring & Décor
Mechanical Room	\$25,000	Kurtis Smith Excavating
Gym	\$100,000	Steve Rombouts & Family
New Dressing Rooms		
Room 1	\$50,000	McCall Livestock
Room 2	\$50,000	Brussels Agromart
Room 3 (accessible)	\$50,000	King Family & Wheeler Family
Room 4 (accessible)	\$50,000	Neil Turnbull
Room 5	\$50,000	
Room 6	\$50,000	
Referee's Rooms		
Room 1	\$25,000	Joe & Deb Seili
Room 2	\$25,000	Royal Homes Ltd.
Existing Dressing Rooms		
Room 7	\$25,000	Orr Insurance
Room 8	\$25,000	McGavin Family
Donor Wall	\$25,000	JL McCutcheon Memorial

Donor Wall Categories

All donors who make a tax-receiptable gift to the Inspiring Our Future capital campaign benefitting the redevelopment of the BMG Community Centre will receive public recognition on the donor wall display in the foyer of the community centre.

Donors will be recognized in the following categories:

Champion	\$100,000+
Benefactor	\$50,000 - \$99,999
Leader	\$25,000 - \$49,999
Ambassador	\$10,000 - \$24,999
Advocate	\$5,000 - \$9,999
Friend	up to \$4,999

All requests for anonymity shall be honoured.

Appendix C – Campaign Management Team Contact List

Brian TenPas, Chair	briantenpas2@gmail.com	519-492-0214
Doug McArter, Deputy Chair	dmcrr@ezlink.ca	519-531-0468
John van Vliet, Deputy Chair	jvanvliet@tcc.on.ca	519-441-3624
Roxane Nicholson, Campaign Coordinator	roxane@jamienicholson.ca	519-357-6292
Dan Fritz, Sector Chair	fritzy647@gmail.com	519-357-7824
Leisa Albers, Sector Chair	leisa.albers@hurontel.on.ca	519-525-0715
Michelle Blake, Sector Chair	mblake0@me.com	519-440-1035
Brett & Laura Fischer, Canvasser	fischerbl@msn.com	519-357-8840(Brett) 519-531-0508(Laura)
Kevin & Alisha Deitner, Canvassers	kevdeits@gmail.com adeitner@gmail.com	519-357-5902(Kevin)
Jeff McGavin, Canvasser	jeffmcg@ezlink.ca	519-357-0710
Patricia Beuermann, Canvasser	patriciacummings@hotmail.com	519-531-2202
Jeff Cardiff, Canvasser	carbmq@tcc.on.ca	519-357-0642
Steve & Marnie Knight, Canvassers	sknight@equipmentontario.com marnie.knight17@gmail.com	519-357-0291(S) 226-821-0635(M)
Joe & Deb Seili, Honourary Advisors	joeseili@huronfeedingsystems.com jdhs@ezlink.ca	519-887-6289
Neil McGavin, Honourary Advisor	nmcgavin@tcc.on.ca	519-887-9996

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Brad McRoberts, MPA, P. Eng.
Date: December 20, 2022
Subject: Brussels, Morris & Grey Community Centre Renovation and Fundraising Update

Recommendation:

For information purposes only;

Background:

The Brussels, Morris & Grey Community Centre (BMGCC) renovation project has been underway for the last few months. The project is generally progressing well with the footings and structural fill in place and masonry work underway.

Table 1 (attached) provides a financial summary of our accounts as of November 30, 2022.

The Fundraising Committee has substantively completed their fundraising campaign and has provided a summary report which is also attached. Their campaign has been successful and has exceeded the fundraising goal of \$2,000,000. Their final report is presented in Attachment 1.

It should be noted that although the fundraising campaign is completed there are significant administrative commitments being proposed. These include the following:

- Issue letters to those that made multiple year pledges reminding them of the donation payment being due;
- Continue to issue tax receipts for donations and subsequent pledge contributions;
- Donor recognition;
- Personal communication to each donor on progress of the project;
- Hosting of a donor appreciation event in early 2023;
- Hosting of an open house upon project completion;

It is important that the surplus funds raised above and beyond the project and contingency expenses be retained for the purpose of future maintenance or capital needs related to the project as the donors purposely donated to the project.

It is also important to note that there are costs beyond construction costs that will need to be funded including:

- Fixtures, furnishings, and equipment – i.e. tables and chairs for lobby, microwaves for concession, signage, etc.
- Administrative commitments noted above – i.e. events, mailing costs, etc.

These additional fundraising dollars will be available for these items as well. Excess dollars could be allocated to future parking lot resurfacing or improvements that were initially removed from the project as a cost savings effort.

Other Consulted: NA

Financial Impacts: Project is progressing well but staff are concerned that the contingency is being depleted. Projects typically use a large amount of their contingency early in the project as that is typically when various unknowns are encountered and need to be addressed through change orders. Staff will continue to monitor expenditures as the project progresses.

Signatures:

Brad McRoberts (Original Signed)

Brad McRoberts, MPA, P. Eng.

CAO

Attachments:

1. [Table 1](#) – Financial Summary – as of November 30, 2022
2. [Attachment 1](#) – Inspiring Our Future Capital Campaign Final Report

Table 1
Financial Summary
(as of November 30, 2022)

Funding

	Current	Initial	Additional	
Huron East	\$ 1,889,700	\$ 638,400	\$ 1,251,300	September 15, 2021 Motion to Debenture Additional Amount
Morris-Turnberry	\$ 469,900	\$ 127,600	\$ 342,300	November 16, 2022 By-Law passed entering into an agreement with Morris Turnberry to include a 5-year debenture for the additional \$342,300
Fundraising	\$ 1,900,000	\$ 798,000	\$ 1,102,000	
Federal	\$ 1,915,200	\$ 1,915,200	\$ -	
Province	\$ 1,595,840	\$ 1,595,840	\$ -	
Total Funding	\$ 7,770,640	\$ 5,075,040	\$ 2,695,600	

Financial Commitments as of November 30, 2022

Design & Engineering	\$ 181,413
Fundraising Consultant ¹	\$ 90,000
Donor Recognition	\$ 15,000
Construction Tender	\$ 7,262,235
Change Orders	\$ 124,163
Builders Risk	\$ 21,975
Fundraising Expenses ¹	\$ 6,873
Total	\$ 7,701,659
Fundraising Costs	\$ 111,873
Total Commitments less	
Fundraising Cost	\$ 7,589,786

Notes:

¹Fundraising Consultant and Expenses are to be above the Fundraising Goal of \$1.9M



***Inspiring Our Future* Capital Campaign Final Report**

December 15, 2022

Timeline Recap

The readiness phase of the fundraising campaign began in January 2022. In April 2022, the quiet phase of the campaign began. This stage focused on securing gifts from strategically selected prospects using one-on-one solicitation by a well matched canvassing team. Despite some fluctuation to the campaign goal during this period, over 80% of the final \$2 million goal was secured during this phase.

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<i>Campaign Goal</i>	<i>\$2,000,000</i>	<i>\$2,468,298</i>	<i>\$468,298</i>
<i>Cost per dollar raised</i>	<i>\$0.06</i>	<i>\$0.04</i>	<i>\$0.02</i>

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A complete listing of donors, pledges, payments and installment schedule has been provided to Huron East Treasury staff by the Campaign Coordinator.

*Recognition

An important tool that was utilized to promote the success of the campaign was offering recognition options to donors. Recognition is a way for organizations to honour those who make important projects possible. Being recognized through signage, displays and publication is a way for donors to publicly stand behind their values and be seen as community leaders.

Enacting the promised recognition signage is a vital component of the project's success and essential for stewarding donors throughout the pledge period and beyond to any future project that may require fundraising support.

BMGCC requires two types of donor recognition signage: a donor wall and naming plaques.

The donor wall will list all donors who have made a receiptable gift to the campaign who do not wish to remain anonymous. It will also name all the committee members who made the campaign and project possible.

Naming plaques will recognize individuals, families or businesses who pledged \$25,000 or more and claimed the naming of specific areas of the facility. The style of signage for these areas may vary depending on the size of the area and the material on which it will be mounted.

Donor wall categories are listed following this report. A complete list of donors and claimed naming opportunities is included following this report.

Suggestions for Donor Recognition Signage:

1. Brook Global <https://brookglobal.com/donor-recognition/>
Industry standard for donor recognition products. Not necessarily the least expensive, but a high quality product with ability to fit all spaces and situations. Can provide good support through the design process.
2. Cox Signs <https://www.coxsigns.com/home>
A regional option that is reliable. Will require more involvement in the design process.

3. Wayfinding signage vendor

You can consider working with the vendor who is already supplying the wayfinding and other signage throughout the facility.

The design and installation of donor recognition signage should be done near the end of the project to avoid any damage to the signage during construction.

Careful review of names, spelling and recognition preferences should be completed with great attention to detail prior to the production of any signage.

While the campaign management team is disbanded volunteers have come forward to offer their services in facilitating the donor recognition process:

Michelle Blake - 519-440-1035 mblake0@me.com

Marnie Knight - 226-821-0635 marnie.knight17@gmail.com

Transparency

Donors should be kept well informed of the progress of the project and the use of donated funds throughout the building process and through to the end of the pledge fulfillment period. This should include any changes to the project and information about the operation of the facility beyond the end of the construction.

It is recommended that donors receive a personal communication at least once every 6 months. Public updates through the media, or any other channels available, are also recommended.

Accountability

The Municipality of Huron East must be accountable to the donors through to the end of the pledge fulfillment period. This means using donor contributed funds for the exact purpose for which they were given – to make physical improvements to the Brussels Morris & Grey Community Centre. Pledge fulfillment is typically very high when the beneficiary organization consistently demonstrates accountability. Communication, transparency and gratitude are key to demonstrating accountability.

Any real or perceived misuse of donated funds – in particular surplus funds contributed above and beyond the originally stated goal – will be significantly detrimental to future pledge fulfillment and to the reputation of elected officials.

It is strongly advised that the CAO and members of council honour the requests of the campaign management team for the use of surplus donated funds remaining after the base project and any contingency expenses. The campaign team members are the most informed members of the community and are acting as spokespeople for the donors who have made the campaign successful and a surplus of funds a reality.

Gratitude

Thanking donors and volunteer committee members should be a priority for council and municipality staff in the coming months. It is an important part of stewarding donors, enhancing the reputation of the BMGCC redevelopment project and the Municipality of Huron East.

Gratitude should be expressed freely and genuinely as often as possible and especially each time a pledged payment is received by the Municipality.

It is recommended that council members and/or Municipality staff personally thank the volunteer members of the campaign management team. Contact list is included following this report.

****It is recommended that a donor appreciation event be hosted by the Municipality early in 2023. This small event should be exclusive to donors and committee members. It should be used as an opportunity to thank donors and committee members, honour their contributions, communicate about the project and steward their remaining pledge installments. Please refer to the budget information on page 2.**

Finally, it is recommended that when the project is completed that an open house be hosted for all community members to view the redeveloped facility and celebrate the success of the project. Donors and committee members should receive personal invitations to such an event.

Thanking is a job that is never done and can never be overdone.

Summary

- The *Inspiring Our Future* campaign for the redevelopment of the Brussels Morris & Grey Community Centre exceeded it's goal of \$2,000,000 raising a total of \$2,468,298
- Tax receipts and pledge payment reminders should be issued regularly throughout the pledge fulfillment period
- Donor recognition signage must be designed and installed before the project can be considered complete
- Consistent communication to donors, and the community at large, regarding the progress of the project is highly recommended
- Donor funds must be used for the exact purpose for which they were given – to improve the recreation facilities at the Brussels Morris & Grey Community Centre
- Use of surplus donate funds remaining after the base project and contingency expenses should be used to enhance the project as requested by the campaign management team members
- Thanking of donors and committee members should be a priority. This can look like personal calls, letters and/or a celebratory appreciation event

It has been an honour to work with the volunteers on the campaign management team and to see the community so wholeheartedly support the redevelopment of the BMG Community Centre. The extraordinary financial result is gratifying and demonstrates how much the community values recreation as well as the strong collective desire to see Brussels and the surrounding thrive well into the future. I look forward to seeing the vision of a modern recreation facility with something for everyone become a reality for this community.

Respectfully submitted
---Nicole Duquette

Appendix A – Pledge Reminder Letter Template

Name

Company

Address

City, Province Postal Code

Dear,

This is a friendly reminder that it is time to renew your commitment to the *Inspiring Our Future* campaign in support of the BMG Community Centre.

We are extremely grateful for your gift of \$_____. To date, your pledge contributions amount to \$_____.

As per your instructions, a pledge payment of \$_____ is now due.

Thank you very much for your ongoing support. The *Inspiring Our Future* campaign would not be a success without financial contributions from our many friends like you.

Add a paragraph regarding some recent developments or some upcoming event that might interest the donor. Ex. With your help we have been able to..... Ex. We are pleased to let you know that with your support work has begun to create the six expanded dressing rooms... Ex. Thanks to the newly renovated facility we have hosted 2 hockey tournament already this year... (change each year to reflect what is happening at the time).

I have enclosed a return envelope to facilitate the mailing of your gift. *(Or other information on how to make the payment)*. Thank you again for your generous support.

Warmest regards,

Executive Assistant

Municipality of Huron East

Appendix B – Naming Opportunities List

BMGCC Naming Opportunities		Donor
Whole Facility – Community Centre	\$1,000,000	
Ice Rink Surface	\$250,000	J.M. McDonald Lumber & McDonald Family
Bleacher Section 1	\$50,000	Albers Farms
Bleacher Section 2	\$50,000	Brussels Community Trust
Bleacher Section 3 – small	\$25,000	Monoway Farms
Visitors' Bench	\$25,000	Huron Feeding System
Home Bench	\$25,000	Dan Fritz "in honour of the 1977 BMGCC Committees"
Penalty Box – home	\$25,000	Royal Canadian Legion Brussels Branch 218
Penalty Box – visitors	\$25,000	Riverside Funeral Home
Time Keeper Booth	\$25,000	Sholdice Insurance
Auditorium	\$250,000	Brussels Transport Ltd. – The Jutzi Family
Kitchen	\$50,000	Lions Club of Brussels
Foyer	\$100,000	Optimist Club of Brussels
Heated Viewing Area	\$100,000	Fritz Family Farms
Lobby Seating Area	\$50,000	Blake Farms
Concession Stand	\$25,000	TenPas Flooring & Décor
Mechanical Room	\$25,000	Kurtis Smith Excavating
Gym	\$100,000	Steve Rombouts & Family
New Dressing Rooms		
Room 1	\$50,000	McCall Livestock
Room 2	\$50,000	Brussels Agromart
Room 3 (accessible)	\$50,000	King Family & Wheeler Family
Room 4 (accessible)	\$50,000	Neil Turnbull
Room 5	\$50,000	
Room 6	\$50,000	
Referee's Rooms		
Room 1	\$25,000	Joe & Deb Seili
Room 2	\$25,000	Royal Homes Ltd.
Existing Dressing Rooms		
Room 7	\$25,000	Orr Insurance
Room 8	\$25,000	McGavin Family
Donor Wall	\$25,000	JL McCutcheon Memorial

Donor Wall Categories

All donors who make a tax-receiptable gift to the Inspiring Our Future capital campaign benefitting the redevelopment of the BMG Community Centre will receive public recognition on the donor wall display in the foyer of the community centre.

Donors will be recognized in the following categories:

Champion	\$100,000+
Benefactor	\$50,000 - \$99,999
Leader	\$25,000 - \$49,999
Ambassador	\$10,000 - \$24,999
Advocate	\$5,000 - \$9,999
Friend	up to \$4,999

All requests for anonymity shall be honoured.

Appendix C – Campaign Management Team Contact List

Brian TenPas, Chair	briantenpas2@gmail.com	519-492-0214
Doug McArter, Deputy Chair	dmcrr@ezlink.ca	519-531-0468
John van Vliet, Deputy Chair	jvanvliet@tcc.on.ca	519-441-3624
Roxane Nicholson, Campaign Coordinator	roxane@jamienicholson.ca	519-357-6292
Dan Fritz, Sector Chair	fritzy647@gmail.com	519-357-7824
Leisa Albers, Sector Chair	leisa.albers@hurontel.on.ca	519-525-0715
Michelle Blake, Sector Chair	mblake0@me.com	519-440-1035
Brett & Laura Fischer, Canvasser	fischerbl@msn.com	519-357-8840(Brett) 519-531-0508(Laura)
Kevin & Alisha Deitner, Canvassers	kevdeits@gmail.com adeitner@gmail.com	519-357-5902(Kevin)
Jeff McGavin, Canvasser	jeffmcg@ezlink.ca	519-357-0710
Patricia Beuermann, Canvasser	patriciacummings@hotmail.com	519-531-2202
Jeff Cardiff, Canvasser	carbmq@tcc.on.ca	519-357-0642
Steve & Marnie Knight, Canvassers	sknight@equipmentontario.com marnie.knight17@gmail.com	519-357-0291(S) 226-821-0635(M)
Joe & Deb Seili, Honourary Advisors	joeseili@huronfeedingsystems.com jdhs@ezlink.ca	519-887-6289
Neil McGavin, Honourary Advisor	nmcgavin@tcc.on.ca	519-887-9996

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Brad McRoberts, MPA, P. Eng.
Date: December 20, 2022
Subject: Request to Purchase Unopened Road Allowance – 42440 Hydro Line

Recommendation:

That Council of the Municipality of Huron East declare the unopened road allowance located between Plan 296 Lots 11 to 20 and Plan 296 Lots 9, 10 22 to 33, and Part Lot 8 surplus and proceed with the process of issuing notices of the declaration of surplus and the intent to dispose of the lands.

Background:

Lori and Kyle Henderson, owners of Plan 296 Lots 11 to 20 and Plan 296 Lots 9, 10 22 to 33, and Part Lot 8, respectively, have requested in writing (received December 2, 2022) to purchase the unopened road allowance which is contained within the properties owned by Kyle and Lori Henderson.

The original road allowance was established as part of an original plan of subdivision to establish a number of lots as shown on Figure 2. The lots were subsequently deemed to create the current two separate lots.

Staff have reviewed the request and have no objections to the transfer of the unopened road allowance to both Lori and Kyle Henderson. The unopened road allowance serves no current or future operational purpose for the municipality.

Should Council still wish to proceed they will be required to declare the lands in question surplus and issue public notice of their intent in a newspaper and notify all land owners within 400 feet of the subject lands at least 7 days prior to considering the by-law to close the road allowance. The value of the land in question is estimated to be \$11,400 (based on 1.14 acres). Once confirmed to be closed it would require a legal survey and registration of the property at the expense of the requestor.

In referring to Figure 3 (attached) the intent is to merge Parts 6 and 7 with Parts 4 and 5 and merge Parts 2 and 3 with Parts 1 and 8.

Others Consulted: Huron County Planner, staff.

Financial Impacts: If supported by Council the additional revenue of approximately \$10,400 would be allocated to the parkland reserve in accordance with Policy 1.15 Value Assigned to Land – Sale of Municipal Road Allowances.

Signatures:

Brad McRoberts (Original Signed)

Barry Mills (Original Signed)

Brad McRoberts, MPA, P. Eng.
CAO

Barry Mills
Manager of Public Works

Attachments:

[Attachment 1](#) – December 2, 2022 Request

[Figure 1](#) – 42440 Hydro Line

[Figure 2](#) – Historical Registered Plan 296

[Figure 3](#) – Survey - 8-GL-1441

RECEIVED

DEC 02 2022

To Brad McRoberts,

MUNICIPALITY OF HURON EAST

We, the undersigned, are requesting to purchase the unopened road allowance on 42440 Hydro Line.

Thanks,

Kyle and Lori Henderson

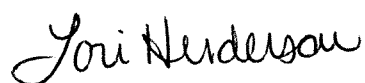


Figure 1 - 42440 Hydro Line



Legend

- Parcel Fabric - Secure
- 911 Address
- Municipal Boundary
- County Boundary



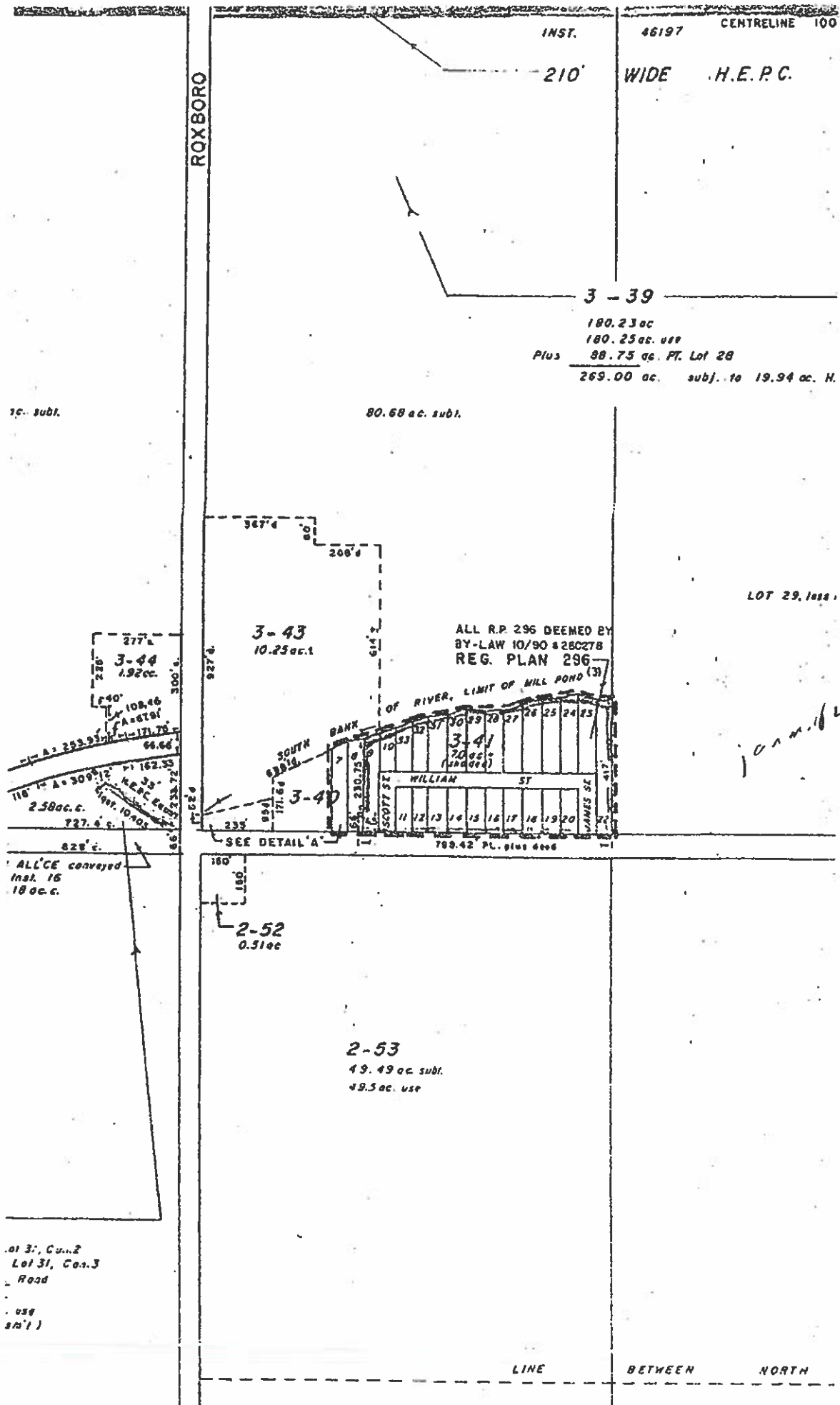
114.7 0 57.33 114.7 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
© 2017 County of Huron

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT

DATE: _____

PLAN 22R-
RECEIVED AND DEPOSITED

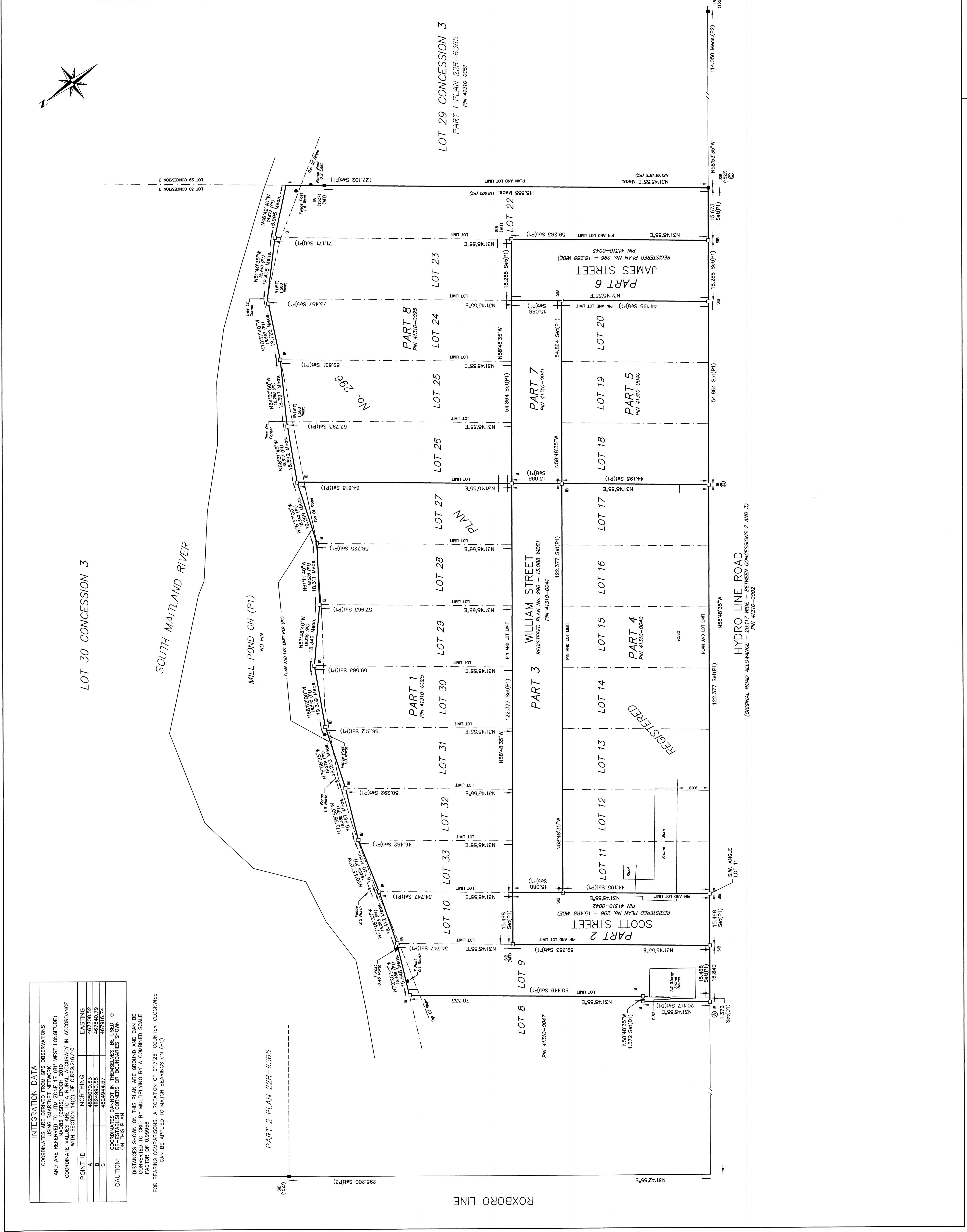
DATE: _____

D.A. CULBERT
ONTARIO LAND SURVEYOR

REPRESENTATIVE FOR THE
LAND REGISTRAR FOR THE
LAND TITLES DIVISION OF
HURON (No 22)

SCHEDULE		
PART	LOT/BLOCK	PLAN
1	Part of Lot 8	Part of PIN 41310-0025
2	All of Lots 9, 10, 27, 28, 29, 30, 31, 32	All of PIN 41310-0042
3	All of Scott Street	Part of PIN 41310-0041
4	All of Lots 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26	Part of PIN 41310-0040
5	All of Lots 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26	Part of PIN 41310-0040
6	All of Lots 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26	Part of PIN 41310-0040
7	All of Lots 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26	Part of PIN 41310-0040
8	All of Lots 22, 23, 24, 25, 26	Part of PIN 41310-0025

THIS PLAN COMPRISES ALL OF PINS 41310-0025, 41310-0040, 41310-0041, 41310-0042 AND 41310-0043



NOTES AND LEGEND

- BEARINGS HEREON ARE GRID (SEE INTEGRATION CHART FOR DETAILS)
- DENOTES MONUMENTATION PLANTED
 - SIB DENOTES 2.5cm sq. STANDARD IRON BAR
 - SSIB DENOTES 2.5cm sq. SHORT STANDARD IRON BAR
 - IB DENOTES 1.6cm sq. IRON BAR
 - WIT DENOTES WITNESS
 - D1 DENOTES R319091
 - P1 DENOTES REGISTERED PLAN No. 296
 - P2 DENOTES PLAN 22R-6365
 - 1527 DENOTES D. CULBERT LTD., O.L.S.
 - ALL PINS ARE SUFFIXED (LT) UNLESS NOTED (R)

METRIC: DISTANCES AND CO-ORDINATES SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- 1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE REGISTRATION ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- 2) THE SURVEY WAS COMPLETED ON THE 25TH DAY OF MAY, 2022

JUNE 1, 2022
D.A. CULBERT
ONTARIO LAND SURVEYOR
THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-20936

D. CULBERT LTD.
ONTARIO LAND SURVEYOR
Goderich, Ontario, Phone: 519-524-5321

PLAN No:
8-GL-1441

DIGITAL FILE: MK2203R1
FILE No: MK2-0285-0-2

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Brad McRoberts, MPA, P. Eng.
Date: December 20, 2022
Subject: Existing Fire Route

Recommendation:

That Council of the Municipality of Huron East accept responsibility for maintaining the existing fire route from High Street to the rear of the lots fronting on Main Street South including snow removal, grading, brush clearing, and improved signage;

And further that the cost of winter maintenance be invoiced to the respective property owners on an annual basis.

Background:

The property owner of 65 Main Street South has placed a barricade on the south edge of the rear lot. Based upon recent discussions with the property owner, the property owner is willing to remove the barricade on the following conditions:

- Municipality assumes responsibility for maintenance;
- Municipality ensure strict enforcement of the fire route; and
- Municipality install addition signage to promote traffic calming.

It is also recommended that access off of Market Street be appropriately signed to ensure caution to workers and pedestrians and to ensure that public is aware that it is a private access and that loading and unloading is permitted by the respective property owners.

During an emergency situation the fire department utilizes all access points available, designated or not, as needed to provide an adequate response to reduce the injury and damage to persons and property. The existing designated fire route in question would be used as needed to perform any firefighting duties that would assist in controlling the scene. As with other locations, there are many factors that contribute to the decision to use specific access points during an emergency including; fire size and location, time of day, weather, obstacles, etc. The apparatus placement and access point decision is made by the Incident Commander to provide the best results in the situation.

Others Consulted: Fire Chief, Manager of Public Works.

Financial Impacts: Cost of winter snow removal will be equally distributed and invoiced to the property owners of 51 to 65 Main Street South. This allocation would be

appropriate in that the winter maintenance would be to the benefit of the property owners and not to the general public. Other maintenance costs will be sporadic and relatively minor in nature and would be difficult to track and allocate.

Signatures:

Brad McRoberts (Original Signed)

Brad McRoberts, MPA, P. Eng.
CAO

Kent Readman (Original Signed)

Kent Readman
Fire Chief

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Jessica Rudy, Clerk
Date: December 20, 2022
Subject: Citizen Appointments to Committees and Trusts

Recommendation:

That the Council of the Municipality of Huron East direct the Council representatives of their respective Committees and the Mayor, undertake interviews with the candidates for their respective Committees, and make recommendation to Council for appointments; and

That the Council of the Municipality of Huron East adopt the Policy for Code of Conduct for Citizen Appointments to Local Trusts, Boards and Advisory Committees.

Background:

In conjunction with the citizen appointments, staff are seeking approval of a policy to govern the code of conduct of citizen members to local Trusts/Boards/Advisory Committees to Council, attached as Attachment 1 to this report.

There are five (5) Huron East Committee's that have the requirement for citizen appointed members, which includes the Economic Development Committee, Recreation Advisory Committee, Heritage Advisory Committee, Brussels Community Development Trust and the Seaforth Community Development Trust.

The two Trusts have appointments that are appointed for a four-year term, with one four year renewal (a total of eight years). All other Committee appointments are for a two year term with the option to renew.

Advertisements for all Committees/Trusts were placed in local newspapers, on social media and the Municipal website. There was a total of thirty-three (33) applications received, which have been circulated to Members of Council.

Economic Development Committee

The Economic Development Committee went through a structure change in 2022, to be in effect for the 2022-2026 Term of Council. Previously Economic Development was a Council member only committee made up of five members. In April 2022, Council approved to move this to a combination of Councillor and public member format. This brought the Council membership down to three members and added in four business representatives. One of which being the Chair, or designate, of the Seaforth BIA.

A total of six (6) applications were received with four (4) being from Seaforth, one (1) from Brussels and one from McKillop

- Kerri Ann O'Rourke
- Maureen Agar
- Nancy Craig
- Neil Tam
- Tim Butson
- Zoellyn Onn

Heritage Advisory Committee

The Heritage Committee requires a minimum of four members with a maximum of six. This includes the one Council member appointment.

Six (6) applications were received for the Committee, three of which are current members.

- Cathy Elliott (current member)
- Chance Coombs
- Hilary Machan
- Neil Tam (current member)
- Patti Hendricks
- Tim Butson (current member)

Huron East/Brussels Community Development Trust

The Brussels Community Development Trust had one vacancy and one term ending. Advertisements were made for two positions, however, a current member indicated they did not wish to fulfil their second term on the Trust, leaving a total of three appointments required. Two of the appointments will be for two four-year terms (2022-2026/2026-2030). The third appointment is the result of a vacancy, which still had the second term remaining, meaning the appointment would be made for one four-year term (2022-2026).

Four (4) applications were received, all are current residents of Brussels, one of which is a current member and another previously served on the Trust as a Council representative.

- Deborah Logue

- Jackie DeWit
- Joseph Seili (current member)
- Zoellyn Onn (former Council representative)

Current members Mike Thomas and Paul Mutter are to be appointed for their second four year Term and were not required to submit a new application.

Huron East/Seaforth Community Development Trust

The Seaforth Community Development Trust had two outgoing members as a result of their terms ending. Advertisements were made for the two positions, each to have two four-year terms (2022-2026/2026-2030).

Three applications were received, all are current residents of Seaforth with one being a current member.

- Christie Little (current member)
- Maureen Agar
- Michael Beuerman

Current members Raymond Chartrand, Cathy Elliott and Ann Bettles are to be appointed for their second four-year term and were not required to submit a new application.

Huron East Recreation Advisory Committee

The Recreation Advisory Committee is a new Committee of Council. Council decided, in April 2022, to disband the three recreation committees (BMGCC Recreation Management Committee, SDCC Management Committee and VRC Management Committee) with the intent that the Recreation Advisory Committee would take on the function of these Committees, while looking at Huron East recreation collectively. The Committee also includes a Council representative from West Perth and Morris-Turnberry.

Individuals that had represented the various recreation committees were encouraged to apply for newly formed committee.

A total of ten (10) applications were received. Two (2) from Brussels; three (3) from Tuckersmith; three (3) from Seaforth; one (1) from McKillop and one (1) from West Perth, this application would not be eligible as they are not a resident of Huron East. Three (3) of the applicants served on the SDCC and the BMGCC.

- Anna Wilson (former BMGCC member)
- Berry Young (former SDCC member)

- Bryan Peter
- Chris Reeves
- Erica Johnston
- Georgina Reynolds (former SDCC member)
- Jackie DeWit
- John McFadzean
- Julie Campbell
- Nancy Craig
- Bryan Peter (West Perth resident)

Comments:

It is encouraged that the various Committees review their Terms of Reference for consistency, appointment terms and relevancy. Updates will also be included in the Procedural By-law.

Financial Impacts:

NIL

Attachments:

[Attachment 1](#): Policy 1.31 - Code of Conduct for Citizen Members to Local Trusts, Boards and Advisory Committees

Signatures:

Jessica Rudy, AMP, Clerk

Brad McRoberts, MPA, P. Eng., CAO



Code of Conduct for Citizen Appoints to Local Trusts, Boards and Advisory Committees Policy No. 1.31

Approved by: Council	Date: December 20, 2022
Last Review by:	Date:

Statement:

The purpose of a Local Trust, Board or Advisory Committee, is to provide informed advice and guidance, as well as to facilitate public input to Council on programs and policies.

In recognition of the impartial and objective expert advice that Council receives from the Local Trusts, Boards and Advisory Committees, as well as the challenges and inherent restrictions placed upon these individuals in assessing and recommending various options in a conscientious and ethical manner, the following policy is provided as a general standard for all citizen appointed members to ensure they are acting in a manner that is appropriate with regard to their Local Trust, Board or Advisory Committee.

Member Conduct

Members shall, when conducting Local Trust, Board or Advisory Committee business, preparing written correspondence, interacting with media, Members of Council, staff or members of the public, act in a manner that accomplishes the following:

- a) Fulfills the mandate and mission statement of their Local Trust, Board or Advisory Committee;
- b) Respects due process and authority of the Chair, Vice-Chair or Presiding Officer;
- c) Demonstrates respect for all fellow Local Trust/Board/Advisory Committee members, Council, staff and the public;
- d) Respects and gives fair consideration to diverse and opposing viewpoints;
- e) Demonstrates due diligence in preparing for meetings, special occasions, or other Local Trusts/Boards/Advisory Committee related events;
- f) Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the Local Trust/Board/Advisory Committee;
- g) Conforms with all relevant legislation, by-laws and guidelines; and
- h) Contributes in a meaningful manner, offering constructive comments to Council, staff and fellow members.

A member of a Local Trust, Board or Advisory Committee, shall not:

- a) Engage in political campaigning of any sort (municipally, provincially or federally) on behalf or as a member of the Local Trust/Board/Advisory Committee;
- b) Use Municipal resources, for any election related purposes or activities;
- c) Engage in any business or transaction or have a financial or personal interest that is incompatible with the performing of their official duties;
- d) Place themselves in a position where the member is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
- e) Provide, in the performance of their official duties, preferential treatment to relatives or to organizations in which the member, or their relatives, as defined under the Municipal Conflict of Interest Act, have an interest, financial or otherwise;
- f) Consider an application to the Municipality of Huron for a grant, award, contract, permit for their benefit involving the member, or their relative, as defined under the Municipal Conflict of Interest Act;
- g) Place themselves in a position where the member could derive any direct benefit or interest from any matter about which they can influence decisions;
- h) Benefit from the use of information acquired during the course of their official duties which is not generally available to the public;
- i) Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by the member or their Local Trust/Board/Advisory Committee;
- j) Disclose or release by any means to any member of the public, any confidential information acquired during the course of their official duties, in written or oral form.

Remuneration:

The Municipality of Huron East provides remuneration for attendance at meetings at the same rate as Council Committee Meetings.

Conflict of Interest:

A member of a Local Trust/Board/Advisory Committee shall disclose to the Clerk, or person designated, immediately that they could be involved in either a real or perceived conflict of interest as prohibited in the policy, and shall abide by any decision made by the Clerk, or designated person, with respect to the conflict of interest resource.

Where a member believes or has been advised that they have or may have a conflict of interest in a particular matter they shall:

- a) Prior to any consideration of the matter, disclose their interest and the general nature thereof;
- b) Leave the room for the duration of time that the matter is being considered;
- c) Not take part in the discussion of, or vote on any question or recommendation in respect to the matter; and
- d) Not attempt, in any way, whether before, during or after the meeting to influence the voting on any such question or recommendation.

Members may seek advice with the Municipality's Integrity Commissioner.

Complaints:

All complaints received about a member of a Local Trust/Board/Advisory Committee should be forwarded to the Clerk, or designated persons, for their consideration. Determination shall be made if a concern or complaint should be sent to the Integrity Commissioner.

Should a member of a Local Trust/Board/Advisory Committee breach any of the clauses set out herein, the Clerk may refer the matter to the Integrity Commissioner who will consider whether to take any of the following possible actions:

- a) Censure of the member by a Local Trust/Board/Advisory Committee or recommend their removal to the relevant Local Trust/Board/Advisory Committee;
- b) Issue a formal warning to the member;
- c) Suspension and removal may be recommended should subsequent breaches occur following the formal warning from the Clerk.

Members Name (Printed)

Signature

Date

Huron East Administration

To: Mayor MacLellan and Members of Council

From: Stacy Grenier – Director of Finance / Treasurer

Date: December 20, 2022

Subject: **Asset Retirement Obligations (ARO)**

Recommendation:

That the staff report Asset Retirement Obligation (ARO) is received for information;

That the Asset Retirement Obligation policy be approved;

Furthermore, that council consider establishing a new Asset Retirement Obligation Reserve.

Background:

This report outlines the implications of the new Public Sector Accounting Board (PSAB) standard 3280 which comes into affect starting on January 1, 2023.

Councils are legislatively required to adopt such a policy under the Municipal Act 294.1 Annual Financial Statements.

This Public Sector Accounting Board (PSAB) standard 3280 will require recognition of future costs related to the retirement of the Municipality's tangible capital assets. Investigation and evaluation work will involve all Departments and begin in 2023, ending with valuation and recognition in the financial statements for no later than the year ended December 31, 2023.

The exercise of identifying, assessing, and estimating an ARO will require a considerable effort across the Municipal organization and may ultimately require the use of professional consultants and/or engineers in order to obtain the appropriate assessments of liability. This project will be a significant undertaking for the Finance Department but will also involve the other Municipal departments as well. It will result in additional work to continue to be compliant with the new standard on an ongoing basis into the future.

Analysis:

The current financial statements reflect balances and disclosures aligned with public sector accounting standards addressing general liabilities, landfill liabilities, contractual obligations, contaminated sites and contingent liabilities. The new standard extends these requirements to include liabilities related to the retirement of existing assets.

Common AROs include buildings with asbestos; storage tank removal; removal of radiologically contaminated medical equipment (x-rays or MRI's); wastewater or sewage treatment facilities; reclamation, closure and post- closure obligations associated with

mining activities; closure and post-closure obligations associated with landfills; and reforestation of land subject to a timber lease.

Estimates will include all costs directly related to the asset retirement activities but will be limited to those legally enforceable. An estimate is made today for some point in the future, at which time the liability will be extinguished. The future value is then discounted through a discount rate.

Next Steps:

1. Identify Assets in Scope
 - Review the listing of tangible capital assets and identify all assets with retirement obligations;
 - The review should include the consideration of retirement, legal obligations, solid waste landfills and contaminated sites; and
 - Consider engaging functions outside finance to determine whether retirement obligations exist.
2. Determine whether in scope assets meet the criteria of an ARO
 - A liability should be recognized if all of the following criteria are satisfied: — there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
 - the past transaction or event giving rise to the liability has occurred;
 - it is expected that future economic benefits will be given up; and
 - a reasonable estimate of the amount can be made.
3. Measurement of the ARO
 - Develop a best estimate of the liability for an ARO for each tangible capital asset;
 - Define costs directly attributable to the asset retirement activities such as payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity; and
 - Consider the appropriate discount rate when applying a present value technique.

Link to asset management plan and strategy:

The Municipality's software used for managing the asset registry (CityWide/Public Sector Digest) does contain a component that will assist with keeping track of the ARO requirements which will make reporting and reviewing once initially established simpler than recreating or managing strictly in Excel or some other system.

Others Consulted: CAO, Department Heads,

Financial Impacts: On the annual financial statement, there likely will be a significant impact on the Municipality's expenses and liability accruals to recognize the legal, contractual costs to remove those items considered hazards. From a budgeting perspective, it is recommended that the municipality plan to start building an ARO Reserve to allocate funds that will be needed to pay off the costs to be incurred once the identified assets are retired.

Signatures:

Stacy R Grenier
Stacy Grenier, Director of Finance/Treasurer

Brad McRoberts
Brad McRoberts, CAO



Asset Retirement Obligation Policy	
Policy No. #-##	
Approved by: Council	Date:
Last Review by: Stacy Grenier	Date: December 16, 2022

Asset Retirement Obligation Policy

Policy Statement:

The objective of this policy is to stipulate the accounting treatment for asset retirement obligations (ARO) as per Public Sector Accounting Board (PSAB) section 3280.

Purpose:

To stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about these assets, and their end of life obligations. The principal issues in accounting for AROs is the recognition and measurement of these obligations.

Scope:

This policy applies to all tangible capital assets that the Municipality has a legal or contractual obligation to permanently remove or dismantle, and for which for it controls the asset to be retired.

Guiding Principles:

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos, and retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts or court judgments, or lease arrangements.

The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the Municipality of Huron East, will be recognized as liability in the books of the Municipality, in accordance with PS3280.

Asset retirement obligations result from acquisition, construction, development or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The

liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

Application:

This Policy applies to all departments, branches, boards and agencies falling within the reporting entity of the Municipality of Huron East, that possess asset retirement obligations including:

- Assets with legal title held by the Municipality of Huron East
- Assets controlled by the Municipality of Huron East
- Assets reported in any entities that are consolidated with the Municipality for financial statement purposes
- Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes

The entities that are currently consolidated with the Municipality of Huron East include the Mid-Huron Landfill site and the Mid-Huron Recycle Centre.

Recognition

A liability should be recognized as at the financial reporting date when:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; AND
- a reasonable estimate of the amount can be made.

The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the Municipality will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where

the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Municipality as an asset, the obligation is expensed upon recognition.

The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

Subsequent Measurement

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset.

On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

Presentation and Disclosure

The liability for asset retirement obligations will be disclosed.

Roles and Responsibilities of Departments

Departments are required to:

- Communicate with Corporate Services/Finance on retirement obligations, and any changes in asset condition or retirement timelines;
- Assist in the preparation of cost estimates for retirement obligations; AND
- Inform Finance of any legal or contractual obligations at inception of any such obligation.

The Finance Department is to implement the asset retirement obligation policy in accordance with the legal obligation of the Federal and Provincial legislation.

The Finance Department is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:

- Reporting asset retirement obligations in the financial statements of the Municipality and other statutory financial documents;
- Monitoring the application of this Policy;
- Managing processes within the accounting systems; AND
- Investigating issues and working with asset owners to resolve issues.

All Departments, with adherence to the Official Plan, are responsible for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Finance Department for processing.

Scope

Scope of applicability (decision tree) is attached to this Policy as Appendix A.

Definitions:

Accretion expense is the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.

Asset retirement activities include all activities related to an asset retirement obligation. These may include, but are not limited to:

- decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased;
- remediation of contamination of a tangible capital asset created by its normal use;
- post-retirement activities such as monitoring; AND
- constructing other tangible capital assets to perform post-retirement activities.

Asset retirement cost is the estimated amount required to retire a tangible capital asset.

Asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.

Retirement of a tangible capital asset is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment or disposal in some other manner but not its temporary idling.

Reporting Requirements:

Outside of compliance with the PSAB section, there are no additional reporting requirements at the time of development of this policy.

Policy Review:

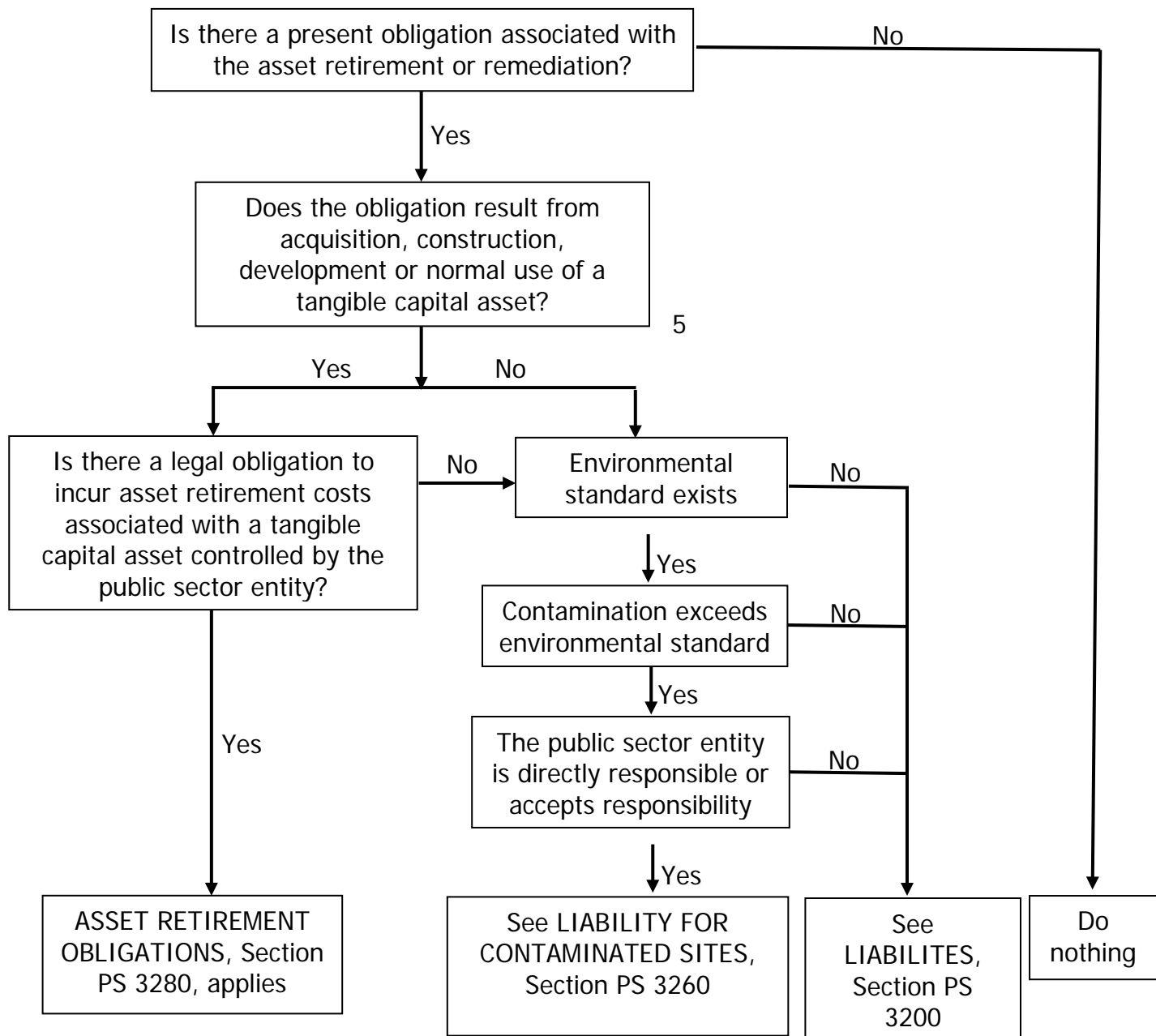
This policy will be reviewed every five years, upon direction of Council, or if staff identify an issue requiring addressing.

Legislative Authority:

Municipal Act, 2001, Subsections 294 (1), A municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. 2006, c. 32, Sched. A, s. 123; 2017, c. 10, Sched. 1, s. 38.

Appendix A

Decision Tree – Scope of applicability



Huron East Public Works

To: Mayor MacLellan and Members of Council
From: Barry Mills, Public Works Manager
Date: December 20, 2022
Subject: Gravel Tender HE-01-2023 North Patrol
 Gravel Tender HE-02-2023 Central Area
 Gravel Tender HE-03-2023 South Patrol

Recommendation:

That the Council of the Municipality of Huron East enter into negotiations for tender HE-01-2023 from Joe Kerr Limited for the supply, crushing, loading, weighing, hauling and spreading of 20,000 T of "M" gravel for roads in the North Patrol at a tender price of \$13.75/T (\$310,750.00 including taxes).

And That the Council of the Municipality of Huron East enter into negotiations for tender HE-02-2023 from McCann Redi Mix Inc. for the supply, crushing, loading, weighing, hauling and spreading of 34,000 T of "M" gravel for roads in the Central Patrol at a tender price of \$12.95/T (\$497,539.00 including taxes).

And Further That the Council of the Municipality of Huron East enter into negotiations for tender HE-03-2023 from Lavis Contracting Co. for the supply, crushing, loading, weighing, hauling and spreading of 13,300 T of "M" gravel for roads in the South Patrol at a tender price of \$14.15/T (\$212,660.35 including taxes).

Background:

Huron East called for tenders for maintenance gravel in the North, Central and South Patrol Areas. Tenders were received prior to December 14, 2022 at 12:00 at Noon and opened in the presence of Councilor Ray Chartrand, Director of Finance Stacy Grenier and Public Works Manager Barry Mills. The results are as follows:

HE-01-2023 North Patrol – 20,000 T "M" Gravel - Supply/Crush/Load/Weigh/Haul/Spread

	<u>Rate per Tonne</u>	<u>Total (before taxes)</u>	<u>Total (including taxes)</u>
Joe Kerr Limited	\$13.75	\$275,000.00	\$310,750.00

HE-02-2023 Central Patrol – 34,000 T "M" Gravel - Supply/Crush/Load/Weigh/Haul/Spread

	<u>Rate per Tonne</u>	<u>Total (before taxes)</u>	<u>Total (including taxes)</u>
McKenzie and Henderson	\$14.88	\$505,920.00	\$571,689.60
McCann Redi Mix Inc.	\$12.95	\$440,300.00	\$497,539.00
Lavis Contracting Co.	\$17.50	\$595,000.00	\$672,350.00

HE-03-2023 South Patrol – 13,300 T “M” Gravel -
Supply/Crush/Load/Weigh/Haul/Spread & Stockpile

	<u>Rate per Tonne</u>	<u>Total (before taxes)</u>	<u>Total (including taxes)</u>
Lavis Contracting Co.	\$14.15	\$188,195.00	\$212,660.35
McKenzie & Henderson	\$14.44	\$192,052.00	\$217,018.76

Others Consulted: CAO and Director of Finance.

Financial Impacts:

The three tenders totaling \$903,495.00 (before taxes) are included in the 2023 Transportation budget.

Barry Mills
Barry Mills, Public Works Manager

Brad McRoberts
Brad McRoberts, CAO

Stacy Grenier
Stacy Grenier, Director of Finance

Summary of Gravel Net Unit Price Per Tonne

North Patrol - "M" Gravel

	Supply, Crush, Place	Weigh, Load, Haul & Place	Weigh, Load Haul & Stockpile
2023 Joe Kerr Limited (HE-01-2023)	\$7.75	\$6.00	
2022 McKenzie & Henderson (HE-01-2022)		\$2.83	
2021 Joe Kerr Limited	\$6.50	\$3.75	

South Patrol - "M" Gravel

	Supply & Crush	Weigh, Load, Haul and Spread	Weigh, Load, Haul & Stockpile
2023 Lavis Contracting (HE-03-2023)	\$8.40	\$5.75	\$5.75
2022 Lavis Contracting Co. (HE-03-2022)	\$6.80	\$3.71	\$3.71
2021 Lavis Contracting Co.	\$6.50	\$3.75	\$3.75

Other (Central/North) Patrol - "M" Gravel

	Supply & Crush	Weigh, Load, Haul & Place
2023 McCann Redi Mix (HE-02-2023) CENTRAL	\$8.40	\$4.55
2022 Joe Kerr Limited (HE-02-2022) NORTH	\$6.25	\$5.00
2021 McKenzie & Henderson Ltd. CENTRAL	\$6.25	\$4.50

Huron East Public Works

To: Mayor MacLellan and Members of Council
From: Barry Mills, Public Works Manager
Date: December 20, 2022
Subject: Dust Control Tender HE-04-2023

Recommendation:

That the Council of the Municipality of Huron East accept tender HE-04-2023 of 552976 Ontario Limited (Clifford Holland) for Dust Control at a unit price of \$383.00 for a total contract price of \$302,570.00 (before taxes).

Background:

Huron East called for tenders for Dust Control. Three tenders were received prior to December 14th, 2022 at 12:00 Noon and opened in the presence of Councilor Ray Chartrand, Director of Finance Stacy Grenier, and Public Works Manager Barry Mills. The results are as follows:

<u>Contractor</u>	<u>Total (before taxes)</u>	<u>Unit Prices (before taxes)</u>	<u>Product</u>
Clifford Holland	\$302,570.00	\$383.00	35% equivalent
Pollard Highway Products	\$335,355.00	\$424.50	35% equivalent
Da-Lee Dust Control	\$406,123.20	\$514.08	35% calcium chloride

<u>Previous Years</u>		<u>Unit price (before taxes)</u>
2022	Clifford Holland	\$308.60
2021	Clifford Holland	\$274.00
2020	Den-Mar Brines	\$236.00
2019	Clifford Holland	\$216.85
2018	Clifford Holland	\$156.00

Comments:

The 2023 tender unit price represents an increase of approximately 24% over last year.

Others Consulted: CAO and Director of Finance

Financial Impacts:

The tender amount of \$302,570.00 (before taxes) is included in the 2023 Transportation budget.

Signatures:

Barry Mills
 Barry Mills
 Public Works Manager

Brad McRoberts
 Brad McRoberts
 CAO

Stacy Grenier
 Stacy Grenier
 Director of Finance

Tenders were received and opened on December 14th, 2022 at 12:00 pm Noon by Councillor Ray Chartrand, Director of Finance Stacy Grenier and PW Manager Barry Mills

TENDER NO. HE- 04-2023

DUST CONTROL

TENDER DESCRIPTION:

Dust Control

Budget Estimate: \$

	Tender Requirements:	Unit Price (Before taxes)	TOTALS	RANK		Certified cheque/deposit enclosed (10%)	Performance bond enclosed (100%)	Liability insurance of \$2,000,000	WSIB Clearance Certificate enclosed	Bid received before deadline	Tender Form used	Completed in ink or typed	Complete bid	Bid signed and sealed	NOTES
			before taxes												
1	Da-Lee Dust Control	\$514.08	\$406,123.20	3	35% calcium chloride										
2	Pollard Highway Products	\$424.50	\$335,355.00	2	35% equivalent										
3	Clifford Holland 552976 Ontario Limited	\$383.00	\$302,570.00	1	35% equivalent										
4	Den-Mar Brines Limited (John Scott)	no bid	no bid		35% equivalent										
5															
6															

~ UNOFFICIAL RESULTS ~

**Huron East
Administration**

To: Mayor MacLellan and Members of Council
From: Brad Dietrich, C.B.O.
Date: December 6, 2022
Subject: 2022 Year to date Building Report

Report:

For Information.

2022- 2021 Comparison Building Permit Report

The table on the following page is a permit summary for 2022-2021.

Others Consulted:

Cathy Garrick, Building Department Assistant

Financial Impacts:

n/a.

Signatures:

Brad Dietrich, C.B.O.



Brad McRoberts, MPA, P.Eng, CAO

Municipality of Huron East

Annual Permit Activity by Type

Yearly activity up to the month of September

2022 Permit Activity

Type	Count	Work Value	Fees
AA - Agri. Additions	6	\$0.00	\$5,020.50
ANC - Agri. New Construction	35	\$2,877,000.00	\$52,283.25
AR - Agri. Reno.	3	\$304,000.00	\$1,820.95
CA - Commercial Addition/Alteration	11	\$270,875.00	\$11,905.00
Class 4- New Installation	17	\$0.00	\$10,557.00
CNC - Comm. New Construction	2	\$0.00	\$168.75
DEMO - Demolition	1	\$0.00	\$0.00
IA - Industrial Addition/Alteration	1	\$0.00	\$2,550.00
INC - Industrial New	1	\$600,000.00	\$4,260.00
Manure Storage - Round	1	\$200,000.00	\$1,140.00
MR - Multiple Residential	7	\$2,350,000.00	\$104,456.55
Plumbing Permit	72	\$0.00	\$41,418.00
RA - Residential Additions	26	\$371,500.00	\$13,296.80
RAB - Residential Repair- Alteration	23	\$214,000.00	\$9,481.00
	1	\$0.00	\$303.00
SFD - Single Family Dwelling	42	\$5,363,510.00	\$108,956.47
TRAILAD - Trailer Addition/Alteration	1	\$6,000.00	\$301.60
	250	\$12,556,885.00	\$367,918.87

2021 Permit Activity

Type	Count	Work Value	Fees
AA - Agri. Additions	5	\$543,000.00	\$6,721.25
ANC - Agri. New Construction	43	\$16,641,185.00	\$100,229.75
AR - Agri. Reno.	2	\$150,000.00	\$1,250.00
CA - Commercial Addition/Alteration	9	\$386,843.00	\$3,292.00
Class 4- New Installation	23	\$0.00	\$13,965.00
CNC - Comm. New Construction	4	\$38,000.00	\$642.01
DEMO - Demolition	5	\$5,000.00	\$0.00
IA - Industrial Addition/Alteration	2	\$767,204.00	\$5,572.99
INC - Industrial New	3	\$1,129,954.00	\$433.00
MR - Multiple Residential	6	\$3,610,000.00	\$93,627.55
Plumbing Permit	62	\$0.00	\$27,774.00
RA - Residential Additions	27	\$2,707,000.00	\$20,794.95
RAB - Residential Accessory Bldg.	25	\$833,500.00	\$10,410.20
Repair- Alteration	4	\$0.00	\$1,212.00
SFD - Single Family Dwelling	32	\$12,138,340.37	\$87,005.25
SPIG - In Ground Swimming Pool	6	\$325,000.00	\$1,343.40
	258	\$39,275,026.37	\$374,273.35



December 5, 2022

File: A.39.1.1

Dear Municipal and Planning Partners:

Re: Plan Review and Permitting Services

Following the Royal Assent of Bill 23, the Ausable Bayfield Conservation Authority (ABCA) would like to share the following information and clarification regarding its programs and services.

It is understood that the following message is being shared by all provincial conservation authorities with their member municipalities.

Plan Review Services

It is business as usual for our plan review services. Accordingly, planning applications should continue to be circulated for review. Plan review and commenting under the Mandatory Programs and Services Regulation (O.R. 686/21), which includes natural hazards and source water protection continues to be unaffected. Changes to our non-mandatory review and commenting services for development applications will not take effect until such time as the Minister of Natural Resources and Forestry (MNRF) issues a clarifying regulation. The ABCA will notify you when this regulation is published.

In the meantime, the ABCA will continue to provide the same plan review services including natural heritage, stormwater management, etc.

Permits

It is business as usual for permitting services - except for new provisions concerning Minister's Zoning Orders and Community Infrastructure and Housing Accelerator Orders (*Conservation Authorities Act*, s. 28.0.1). Should any such Orders occur within our jurisdiction we will collaborate with you on their efficient delivery.

The provision allowing the Minister to issue regulations to exempt certain development projects with *Planning Act* approval in certain municipalities from conservation authority permits is not currently in effect.

Adelaide Metcalfe

Bluewater

Central Huron

Huron East

Lambton Shores

Lucan Biddulph

Middlesex Centre

North Middlesex

Perth South

South Huron

Warwick

West Perth

December 5, 2022

Page 2

Fee Schedule

Our fee schedule for 2023 meets the requirements of the Minister's List of classes of programs and services for which conservation authorities may charge a fee. This fee schedule remains in effect unless the Minister issues a direction to freeze our fees. You will be notified should such a direction be issued. The fee schedule may be found on our website at <https://www.abca.ca/governance/financial/>

Other Services Provided through MOUs/Agreements

The recent legislative changes do not affect other services provided to municipalities. The ABCA will continue work on formalizing these arrangements through Memoranda of Understanding and agreements where they are not already present.

If you have any questions or concerns, please contact me to let me know.

Yours truly,

AUSABLE BAYFIELD CONSERVATION AUTHORITY



Brian Horner

General Manager/Secretary-Treasurer

:ag

cc: All ABCA Member Municipalities

County of Huron - Planning Department

County of Lambton - Planning Department

County of Middlesex - Planning Department

County of Perth - Planning Department

Michael W. Rencheck
President & Chief Executive Officer

December 5, 2022

Mayor Bernie MacLellan
Municipality of Huron East
clerk@huroneast.com

Dear Mayor MacLellan and Council:

On behalf of everyone at Bruce Power, I want to congratulate you on your success in the recent municipal election. You deserve a great deal of respect for your willingness to step forward to serve your community.

Bruce Power owes much of its success to the support of our surrounding communities. Many of our employees have lived in Bruce, Grey and Huron counties for decades, and we are proud to have been an active member of the business community since 2001. Local Indigenous communities, municipal and county governments, and Bruce Power have worked together as partners on programs that benefit the entire region and we look forward to continuing to foster meaningful relationships with community partners.

Collectively, we have an excellent opportunity to expand and grow our position as the Clean Energy Frontier with our region of Ontario fast becoming a hub of nuclear collaboration and innovation, propelled by Bruce Power's Life-Extension Program and Major Component Replacement Projects in Units 3-8, which will extend the operational life of our units through 2064 and allow us to expand our production of medical isotopes used in the treatment of cancer. As we move forward, the tri-county region of Bruce, Grey and Huron has an opportunity to demonstrate continued leadership in the province and across Canada when it comes to clean energy production, medical isotopes and driving economic development.

We're excited about leading the way towards Canada's Net Zero 2050 climate goals – through our site's commitment to attain net zero carbon emissions by 2027 as well as increasing our site output to 7,000+ megawatts by 2030 through innovation and investment in our existing facilities and exploring new opportunities such as carbon offsets, hydrogen studies and next generation nuclear.

We value and appreciate our community's support and have programs in place to help strengthen our communities as a partner. Whether it's through our Sponsorship Program, high school and post-secondary scholarships, Indigenous outreach initiatives, economic development programs,



or our safety and environmental programs, we are dedicated to working to improve the Bruce, Grey and Huron area.

Please don't hesitate to reach out to John Peevers, Director, Community, Media Relations & Economic Development, if you have any questions or would like to discuss how we can work together to achieve our shared goals. He can be reached at john.peevers@brucepower.com or 519-386-3799.

Through all of us working together, we're making the Clean Energy Frontier a great place to live, work and grow while contributing to improved cancer treatments and a low-carbon, clean energy future.

Sincerely,

A handwritten signature in black ink that reads "Michael W. Rencheck".

Mike Rencheck,
President & CEO, Bruce Power

Date	Meetings	Raymond Chartrand	Brenda Dalton	Dianne Diehl	Bob Fisher	Bernie MacLellan	Larry McGrath	Alvin McLellan	Justin Morrison	Jeff Newell	Zoey Onn	Joe Steffler	John Steffler	Gloria Wilbee	Total
Nov 1	Council	171.93	171.93 18.91	171.93 44.53	171.93	171.93	171.93	171.93 42.70	171.93		171.93 30.50	171.93		171.93 23.18	2,051.05
Nov 2	Brussels Medical Dental			82.95 12.20					82.95						178.10
Nov 3	Meeting - Tiny Homes					25.00 12.20									37.20
Nov 8	Personnel Committee	82.95			82.95	82.95			82.95						331.80
Nov 9	Special Council Meeting	171.93	171.93		171.93	171.93	171.93	171.93	171.93		171.93	171.93		171.93	1,547.37
Nov 9	CHIP													82.95	82.95
Nov 10	Joint Orientation		220.11	220.11 58.56	220.11 21.35	220.11 15.25		220.11 57.34		220.11 43.92			220.11 14.64	220.11 16.10	1,988.04
Nov 14	VRC/DC Committee	82.95													82.95
Nov 15	Council	171.93	171.93 18.91	171.93 44.53	171.93	171.93	171.93	171.93 42.70	171.93	171.93 30.50			171.93	171.93 23.18	2,051.05
Nov 22	HE Council Orientation	171.93	110.60	110.60 44.53	110.60	110.60		110.60 42.70	110.60	110.60 30.50			110.60	110.60 23.18	1,308.24
Nov 29	HE Council Orientation	171.93	110.60	110.60 44.53	110.60	110.60		110.60 42.70	110.60	110.60 30.50			110.60	110.60 23.18	1,308.24
	Seaforth BIA Meeting				82.95										82.95
	Adjustment for Pay Error in October					82.95									82.95
	Remuneration - July 1-Nov 14	2,300.55	2,300.55	2,300.55	3,103.25	4,201.55	2,300.55	2,300.55	2,300.55		2,300.55	2,300.55		2,300.55	37,621.00
	Remuneration-Nov 15-Dec 31	789.45	789.45	789.45	789.45	1,441.45	789.45	1,064.75	789.45	789.45			789.45	789.45	
															0.00
Total		3,943.62	4,084.92	4,207.00	5,037.05	6,818.45	3,605.79	4,550.54	3,992.89	1,538.11	2,674.91	2,644.41	1,417.33	4,238.87	48,753.89

**Ministry of Northern Development,
Mines, Natural Resources and
Forestry**

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

**Ministère du Développement du Nord,
des Mines, des Richesses Naturelles et
des Forêts**

Direction des politiques de planification et
d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

**Notice: Changes under the Oil, Gas and Salt Resources Act related to
compressed air energy storage and updates to Provincial Standards**

Hello,

We are writing today to inform you of changes that have been recently approved to the regulation and standards under the Oil, Gas and Salt Resources Act.

In January 2021, we let you know of a posting on the environmental and regulatory registries seeking feedback on proposals related to:

- compressed air energy storage projects (CAES) in porous rock reservoirs
- administrative changes to the parties who may act as financial trustees, and
- updates to technical standards

After reviewing the feedback received, these proposals have been approved with modifications that include:

- providing additional flexibility for CAES applications and operations, and
- requiring any party carrying out consultation under the regulation to take all reasonable steps to protect personal information gathered during the consultation process.

More details on the changes made to the original proposal can be found in the registry decision notice at: <https://ero.ontario.ca/notice/019-2935>.

The changes related to CAES, trustees and the protection of personal information came into effect on July 1, 2022.

Changes to the technical standards that must be followed by operators under this act will come into effect on July 1, 2023 and the revised Provincial Standards documents will be made publicly available in advance.

Should you have any questions about these changes, please contact Andrew Ogilvie at resources.development@ontario.ca or 705-761-5815.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Ogilvie'.

Andrew Ogilvie, Manager, Resources Development Section

c. Alain Belanger, A/Manager, Petroleum Operations Section



DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

December 8, 2022

Ms. Jessica Rudy
Clerk
Municipality of Huron East
72 Main Street South
P.O. Box 610
Seaforth, Ontario
N0K 1W0

DEC 13 2022
MUNICIPALITY OF HURON EAST

To the Council & Staff of the Municipality of Huron East,

As the holiday season quickly approaches, it is important to take this time to reflect on the past year and appreciate all that we have been able to accomplish and celebrate our achievements.

While we often hope, during this season of merriment, that people have all they need to enjoy the holidays in all the ways they are celebrated, we know this is not the case for everyone.

In the spirit of giving back to the communities where we work, and as a token of our appreciation, we have again decided to support your community by donating \$100.00 to the Huron County Food Bank.

Happy Holidays,

DIETRICH ENGINEERING LIMITED

A handwritten signature in black ink, appearing to read 'William J. Dietrich'.

William J. Dietrich, P.Eng.

WJD:sm

MUNICIPALITY OF HURON EAST

December 20, 2022

MOTION

Moved by*Seconded by*

THAT:

The following tax reductions (Minutes of Settlement) as authorized under Section 39.1 of the *Assessment Act*, R.S.O. 2000, as amended, be approved under Section 361(10.1) of the Municipal Act, R.S.O. 2001, as amended.

Name/Roll#	Assessment Changed				Tax Reduction	Effective Date
	Class	Assessment		Class Assessment		
Gordon, Jeffrey Harold 160-030-11700	RT	138,000	to	RT 86,862	286.96	Jan 1/22
Stephen, Paul Charles 440-003-01100	RT	26,500	to	RT -	179.60	Jan 1/22
Stephen, Paul Charles 440-003-01200	RT	22,000	to	RT -	149.11	Jan 1/22
Hensall District Co-op 380-001-05300	CT	3,000	to	XT 3,600	2,770.48	Sept 1/21
	IT	493,000		JT 436,100		
Lavis Agriculture 440-001-00905	CU	9,425	to	CT 8,600	62.75	Sept 1/21
Section 361 (Change of Assessment) Reductions					3,448.90	

MUNICIPALITY OF HURON EAST

December 21, 2021

MOTION

Moved by*Seconded by*

THAT:

The following tax reductions (Minutes of Settlement) as authorized under Section 39.1 of the *Assessment Act*, R.S.O. 2000, as amended, be approved under Section 361(10.1) of the Municipal Act, R.S.O. 2001, as amended.

Name/Roll#	Assessment Changed				Tax Reduction	Effective Date
	Class & Reason	Assessment	Class	Assessment		
	Class	Assessment	Class	Assessment		
Vanden Hengel, Joseph Gearld 160-030-32500	RT	226,000	to RT	127,000	798.76	May 3/21
Dorssers Brothers Ltd 160-007-00300	FT RT	1,574,900 117,100	to FT RT	1,479,900 117,100	269.94	Jan 1/21
Arts Farms Ltd 160-001-01400	FT RT JT	1,768,100 131,200 95,700	to FT RT JT	1,618,100 131,200 95,700	214.86	Jul 1/21
Van Miltenburg, Antonie 160-007-00800	FT RT	1,638,100 119,900	to FT RT	1,566,000 -	1464.54	Jan 1/19
2340936 Ontario Ltd 160-004-02400	FT RT	1,137,200 106,800	to FT RT	1,068,200 106,800	196.06	Jan 1/21
Schenk, Jenny Louise 390-027-00800	CT RT	8,800 189,200	to CT RT	- 198,000	1.84	Dec 24/20
Schenk, Jenny Louise 390-027-00800	CT RT	8,800 189,200	to CT RT	- 198,000	74.77	Jan 1/21
DeKroon Anthony 380-003-00300	FT RT	1,157,150 69,850	to FT RT	1,124,963 69,234	79.9	Mar 1/18
DeKroon Anthony 380-003-00300	FT RT	1,338,925 74,575	to FT RT	1,301,681 73,917	105.75	Jan 1/19
DeKroon Anthony 380-003-00300	FT RT	1,520,700 79,300	to FT RT	1,478,400 78,600	117.03	Jan 1/20
DeKroon Anthony 380-003-00300	FT RT	1,520,700 79,300	to FT RT	1,478,400 78,600	117.03	Jan 1/20

	Class & Reason	Assessment		Class	Assessment		
Terpstra Drying Inc	FT	528,500	to	FT	547,000	191.85	Jul 1/21
420-004-02200	RT	38,500		RT	-		
J L Retirement Living	MT	1,722,000	to	MT	583,000	16,792.32	Jan 1/20
390-012-02932							
J L Retirement Living	MT	1,722,000	to	MT	583,000	17,115.09	Jan 1/21
390-012-02932							
Total Section 357-Refund of taxes					<u>\$ 37,539.74</u>		

MUNICIPALITY OF HURON EAST

December 20, 2022

MOTION

Moved by*Seconded by*

THAT:

The following tax reductions (Amended Property Assessment Notice) as authorized under Section 32(1.1) and Section 19(7) of the Assessment Act, R.S.O. 2000, as amended, be approved under Section 362 of the Municipal Act, R.S.O., 2001, as amended.

Name/Roll#	Assessment Changed				Tax Reduction	Effective Date
	Class	Assessment		Class	Assessment	
Gelria Farms Ltd 380-005-00200	FT	1,524,700	to	FT	1,511,000	916.81 Jan 1/22
	RT	192,300			-	
Webster Gordon Edward 380-005-04500	RT	433,500	to	FT	856,100	6,655.22 Jan 27/22
Sanjuan, Monroy 420-009-05300	RT	1,302,000	to	FT	1,157,100	20,956.43 Jan 1/22
				RT	144,900	
McEwen, Dennis Edward 420-018-05510	RT	653,000	to	FT	82,600	3,620.51 Jan 1/22
				RT	481,400	
Flannery, Joseph Paul 160-030-36045	RT	177,000	to	FT	177,000	1,670.78 Jan 1/22
Murray, Michael Conrad 380-006-00600	RT	603,000	to	FT	603,000	5,375.63 Jan 1/22
Whyte, Bryan Gary 380-006-04100	RT	681,000	to	FT	681,000	6,070.98 Jan 1/22
Murray, Constance Jean 380-007-00600	RT	824,000	to	FT	824,000	7,345.80 Jan 1/22
Devereaux, John Louis 160-001-00100	RT	999,000	to	FT	821,400	7,405.62 Jan 1/22
				RT	177,600	
Spittal, Robert Peter 160-002-01600	RT	1,437,000	to	FT	1,230,100	11,090.41 Jan 1/22
				RT	206,900	
J & J Burns Trustco Ltd 160-002-02700	RT	1,349,000	to	FT	1,349,000	12,162.39 Jan 1/22

Name/Roll#	Assessment Changed				Tax Reduction	Effective Date
	Class	Assessment	Class	Assessment		
Clarke, Thomas Ray 160-002-03800	RT	742,000 to	TT RT	176,800 565,200	4,659.39	Jan 1/22
Smith, Mary Paula 160-003-04000	RT	2,111,000 to	FT RT	1,163,300 947,700	10,488.15	Jan 1/22
J & J Burns Trustco Ltd 160-003-04300	RT	1,397,000 to	FT	1,397,000	12,595.16	Jan 1/22
J & J Burns Trustco Ltd 160-003-04800	RT	772,000 to	FT	772,000	6,960.25	Jan 1/22
J & J Burns Trustco Ltd 160-023-05125	RT	1,070,000 to	FT	1,070,000	9,646.96	Jan 1/22
Devereaux, John Louis 380-001-04300	RT	838,000 to	FT	838,000	7,470.59	Jan 1/22
Moylan, John Thomas Donald 380-006-01100	RT	2,453,000 to	FT RT	2,155,220 297,780	19,123.13	Jan 1/22
Groeger, Hans 420-002-00601	RT EN	893,600 to 25,400	FT RT EN	370,600 523,000 25,400	3,356.00	Jan 1/22
Egger, Fritz 420-002-01200	RT	1,384,000 to	FT RT	1,111,400 272,600	10,064.38	Jan 1/22
Vassen, Nickolas Joseph 160-021-12005	RT	976,000 to	FT RT	662,800 313,200	5,975.69	Jan 1/22
1697677 Ontario Limited 380-001-07200	CT RT	7,000 to 2,120,000	CT FT	7,000 2,120,000	18,899.38	Jan 1/22
Arts Farms Limite 160-001-01400	FT JT RT	1,768,100 to 95,700 131,200	FT JT RT	1,618,100 95,700 131,200	450.80	Jan 1/22

Total Section 362's (Tax Incentive Approval)

\$ 192,960.46

Name/Roll#	Assessment Changed	Tax Reduction	Effective Date
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385920.92

The Corporation
of the
Municipality of Huron East
By-law No. 108 for 2022

Being a By-law to Revise the Drain Maintenance Assessment Schedules of the Smith Drain, Buchanan Drain, McCallum-Winthrop Drain, Canadian Company Drain, Little Drain, Johnston-Irving Drain and Maitland River Drain

Whereas Section 65 (6) of the *Drainage Act*, R.S.O., 1990 as amended, provides that owners of subdivided land may enter into written agreements to assume the share of drainage assessments that each should pay;

And Whereas the owners of the following properties, as conditions attached to their severance applications, have agreed to the apportionment of drain maintenance responsibilities as outlined in Schedule 'A' attached hereto;

Consent	Legal Description
C60/21	Mark Horst – Part Lots 69 and 70, Concession 1 (Grey 420-001-09300) –Smith Drain 9-1956;
C08/22	Craig and Blaine Hackwell – E Part Lot 23, Concession 11 (McKillop 380-011-03200), Lot 23 Concession 12 (McKillop 380-012-03400) – Buchanan Drain 9-1988; McCallum Winthrop Drain 9-1988
C13/22	John Dekroon and 2621761 Ontario Ltd. – Part Lot 5, Concession 1 (McKillop 4040-380-001-02100) South Part Lot 5, Concession 2 (McKillop 4040-380-002-00800) – Canadian Company Drain 18-1994
C14/22	John Dekroon and 2621761 Ontario Ltd. – Part Lot 4, Concession 1 (McKillop 4040-380-001-02000) Canadian Company Drain 18-1994
C81/21	Sharon Pryce – Part Lot 22, Concession 8 (McKillop 380-008-02800) – Little Drain 13-1970; Johnston-Irving Drain 13-1959; Maitland River Drain 9-1988

Now Therefore the Council of the Municipality of Huron East enacts as follows:

- 1. The drain maintenance responsibilities for the balance of the aforesaid properties shall be apportioned as per Schedule ‘A’ attached hereto.
- 2. That this by-law shall come into force and take effect on the final date of passing thereof.

Read a first and second time this 20th day of December 2022.

Read a third time and finally passed this 20th day of December 2022.

The Corporation
of The
Municipality of Huron East
By-law No. 108 for 2022
Schedule 'A'

In accordance with Section 65 (6) of the Drainage Act, R.S.O., 1990 as amended, the drain maintenance obligations of the following properties shall be apportioned as follows:

Subject Property	Drain	By-Law	Drainage Assessment	Revised Assessment	Legal Description
C60/21 Mark Horst	Smith	‘9-1956	96	38 58	Part 1 PL-22R-_ Lot 69, 70, Con 1
C08/22 Blaine and Craig Hackwell	Buchanan	9-1988	64	8.55	Part 1, Plan22R-_ E Part Lot 23, Con 11
	Buchanan	9-1988	122	8.13 113.87	Part 1, Plan22R-_ Lot 23, Con 12
	McCallum- Winthrop	9-1988	78	10.42	Part 1, Plan22R-_ E Pt Lot 23, Con 11
	McCallum- Winthrop	9-1988	148	9.87	Part 1, Plan22R-_ Lot 23, Con 12
				138.13	
C13/22 John Dekroon and 2621761 Ontario Ltd.	Canadian Company Branch A	18-1994	273	92.82	Severed (Part 4)
	Canadian Company Branch B	18-1994	576	180.18 195.84	Retained (Part 1) Severed (Part 4)
				380.16	Retained (Part 1)
C14/22 John Dekroon and 2621761 Ontario Ltd.	Canadian Company Branch A	18-1994	132	48.84	Severed (Part 3)
	Canadian Company Branch B	18-1994	666	83.16 419.58	Retained (Part 2) Severed (Part 2)
				246.42	Retained (Part 3)
C81/21 Sharon Pryce	Little	13-1970	858.00	93.86	Severed
	Johnston- Irving	13-1959	12	764.14 3.5004	Retained Severed
	Maitland River	9-1988	47.00	8.4996 1.70 45.33	Retained Severed Retained

The Corporation
of the
Municipality of Huron East
By-law No. 109 for 2022

Being a By-law to Provide for the Delegation of Authority to
Approve Drainage Assessment Apportioning Agreements for
the Municipality of Huron East

Whereas Provision Consent granted by the Huron County Land Division Committee in the Municipality of Huron East often includes a condition to ensure that Section 65 of the Drainage Act, R.S.O. 1990 is addressed to the satisfaction of the Municipality before final Consent is granted;

And Whereas Section 65(2) of the Drainage Act, R.S.O. 1990 states that if owners of subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into an agreement and file it with the Clerk of the local municipality and, if the agreement is approved by the Council by resolution, no engineer be instructed;

And Whereas Section 23.1 of the Municipal Act, R.S.O. 2001, as amended authorizes a municipality, without limiting sections 9, 10, and 11, to delegate its powers and duties under the Municipal Act or any other Act to a person or body;

And Whereas the Council of the Municipality of Huron East deems it desirable to delegate the authority to approve drainage assessment shared agreements per Section 65(2) of the Drainage Act as these agreements are considered routine administrative items;

Now Therefore the Council of the Corporation of the Municipality of Huron East enacts as follows:

- 1. That approval of drainage assessment shared agreements, as per Section 65(2) of the Drainage Act is hereby delegated to the Clerk or designate of the Municipality of Huron East.
- 2. That this By-law shall come into force and take effect on the date of final passing thereof.

Read a first and second time this 20th day of December 2022.

Read a third time and finally passed this 20th day of December 2022.

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

The Corporation
of the
Municipality of Huron East
By-law No. 110 for 2022

Being a By-law to Confirm the Proceedings of the Regular
Council Meeting of the Corporation of the Municipality of
Huron East

Whereas, the Municipal Act, S. O. 2001, c. 25, as amended, s. 5 (3) provides municipal power, including a municipality’s capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas, the Municipal Act, S. O. 2001, c.25, as amended, s. 8 provides a municipality 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 it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Huron East at this meeting be confirmed and adopted by By-law;

Now Therefore the Council of the Corporation of the Municipality of Huron East **Enacts as Follows:**

- 1. The action of the Council of the Corporation of the Municipality of Huron East, at its Regular meeting held on the 20th day of December, 2022 in respect to each recommendation contained in the Reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of Huron East at these meetings, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
- 2. The Mayor and the proper officials of the Corporation of the Municipality of Huron East are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Municipality of Huron East referred to in the proceeding section hereof.
- 3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Municipality of Huron East.

Read a first and second time this 20th day of December, 2022.

Read a third time and finally passed this 20th day of December, 2022.

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Brad McRoberts, MPA, P. Eng.
Date: December 20, 2022
Subject: Office Renovation

Recommendation:

That Council of the Municipality of Huron East authorize staff to proceed with the renovation of the upstairs, rear storage room in to office space;

And that the cost of the project be funded through the 2023 Capital Levy.

Background:

Due to the newer positions of Clerk and Drainage Superintendent we require additional office space at the municipal offices. The upstairs rear storage room is currently used for an assortment of historical artifacts and surplus furniture and equipment.

It is proposed to relocate and/or dispose of the material in this storage room and renovate it into two new offices for additional staff. Most of the work can be completed by Property & Building Coordinator with specific trades hired as required.

It is estimated that the cost of the renovation would be approximately \$30,000 which includes some electrical and HVAC systems as the area is currently not connected to the existing HVAC system and the electrical wiring is not to today's standards.

As office space is required in order to house the new Economic Development Officer position which starts January 16, 2023, staff are looking for Council's authorization to proceed in advance of the 2023 budget discussions and approval.

Others Consulted: Property & Building Coordinator.

Financial Impacts: Cost will be drawn from the dollars in the 2023 Capital Levy.

Signatures:

Brad McRoberts (Original Signed)

Brad McRoberts, MPA, P. Eng.
CAO