



## **Municipality of Huron East**

### **Council Agenda**

**Tuesday, October 3, 2023 at 6:00 P.M.**

### **Council Chambers**

**2<sup>nd</sup> Floor, 72 Main Street South, Seaford, ON**

**1. Closed Session and Reporting Out**

That a closed meeting of Council be held on Tuesday, October 3, 2023 at 3:30 p.m., in the Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of the following matters:

1.1 239(2)(b) – personal matters about identifiable individuals

**2. Call to Order & Mayor's Remarks**

**3. 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.

**4. Confirmation of the Agenda**

**5. Disclosure of Pecuniary Interest**

**6. Minutes of Previous Meeting**

6.1 [Regular Meeting – September 19, 2023](#)

Page 4

**7. Consent Agenda – There are no items for the Consent Agenda**

Items listed under the Consent Agenda are considered routine and are enacted in one motion. However, any Council Member may request one or more items be removed from the Consent Agenda for separate discussion and/or action.

**8. Public Meetings/Hearings and Delegations**

8.1 [Delegation](#): Linda McLachlan and Joyce Ribey re: Seaford Manor

Long Term Care Home

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**8.2    [Delegation](#):** Huron County Libraries re: Library Services

Page 14

**8.3    [Public Meeting](#)** re: Proposed Zoning By-Law Amendment Z09-2023

Page 58

**8.4    [Public Hearing](#)** re: Minor Variance Application - MV08-2023

Page 64

**9.     Planning**

**9.1     Recommendation** re: Official Plan Amendment 16 and Zoning By-law Amendment Z09-2023

**10.    Municipal Drains**

**10.1    [DRAINS-23-05](#)** re: Geiger Municipal Drain Tender Results

Page 71

**11.    Reports & Recommendations of Municipal Officers**

**11.1    [CLK-23-19](#),** Privacy and Routine Disclosure Policies

Page 75

**11.2    [FD-23-04](#),** Request for Proposal – Community Risk Assessment and Fire Service Review

Page 92

**11.3    [CAO-23-27](#),** Ministry of Municipal Affairs & Housing's Housings Affordability Task Force recommendations

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**12.    Correspondence**

**12.1    [Huron County Planning](#)** re: Request to Remove Temporary Use Agreement

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**13.    Unfinished Business**

**14.    Council Reports**

- 14.1 Council Member Reports
  - 14.1.1 County Council Report
  - 14.1.2 Other Boards/Committees or Meetings/Seminars
- 14.2 Requests by Members
- 14.3 Notice of Motions
- 14.4 Announcements
- 15. Other Business
- 16. By-laws
  - 16.1 [By-law 070-2023](#), A By-law to Repeal By-law 51-2018 being a By-law to Authorize a Temporary Use Agreement on 45163 Moncrief Road  
Page 106
  - 16.2 [By-law 071-2023](#), A By-law to Amend the Official Plan (OPA 16)  
Page 107
  - 16.3 [By-law 072-2023](#), A By-law to Amend Zoning By-law 52-2006 (Z09-2023)  
Page 112
- 17. Closed Session and Reporting Out

That a closed meeting of Council be held on Tuesday, October 3, 2023, immediately following Open Session, in the Town Hall Council Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of the following matters:

  - 17.1 Adoption of September 19, 2023 Closed Session of Council meeting minutes **(Distributed Separately)**
  - 17.2 239(2)(b) – personal matters about identifiable individuals
- 18. Confirmatory By-law
  - 18.1 [By-law 073-2023](#), A By-law to Confirm the Proceedings of Council  
Page 116
- 19. Adjournment



**Municipality of Huron East Council Meeting Minutes  
Community Room, Brussels Public Library  
402 Turnberry Street, Brussels, ON  
Tuesday, September 19, 2023**

**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; Director of Finance/Treasurer Stacy Grenier; Fire Chief Kent Readman; and Drainage Superintendent Ken McCallum

**1. Call to Order and Opening Remarks**

Mayor MacLellan called the meeting to order at 7:30 p.m.

As Opening Remarks, Mayor MacLellan acknowledged the Seaforth Fall Fair over the weekend of September 15-17 and thanked the Councillors who joined in the parade or supported from the sidelines.

Mayor MacLellan also acknowledged the opening of the Brussels Fall Fair which commenced earlier in the evening.

**2. Land Acknowledgement**

Mayor MacLellan provided the land acknowledgement.

**3. Confirmation of the Agenda**

Moved by Councillor Wilbee and Seconded by Councillor Morrison:

That the Agenda for the Regular Meeting of Council dated September 19, 2023 be adopted as circulated.

Carried

**4. Disclosure of Pecuniary Interest**

None declared.

**5. Minutes of Previous Meeting**

Moved by Councillor Diehl and Seconded by Councillor Chartrand:



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

**5.1** Regular Meeting – September 5, 2023

**5.2** Public Meeting – September 5, 2023

**5.3** Special Meeting – September 11, 2023

Carried

## **6. Consent Agenda**

Councillor Fisher requested to remove Item 6.2, Town of Grimsby re: Establishing a Guaranteed Livable Income and moved that Council acknowledge the resolution with a letter of support.

Moved Councillor Fisher and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East send a letter of support to the Town of Grimsby regarding Establishing a Guaranteed Livable Income.

Carried

Moved by Councillor Steffler and Seconded by Councillor Fisher:

That the Consent Agenda items 6.1 and 6.3 to 6.7 be received for information and approved.

- Ministry of Natural Resources and Forestry re: Proposed Oil, Gas, and Salt Resources Act Regulation Changes for Special Projects and Well Security
- Economic Development Committee re: Minutes from September 12, 2023
- National Chronic Pain Society re: Chronic Pain Treatments
- Accounts Payable (August to September 2023)
- Council Expenses for August 2023
- FD-23-03, Fire Department Activity Report – Q1 and Q2 of 2023

Carried

## **7. Public Meetings/Hearings and Delegations**

## **8. Planning**

## **9. Municipal Drains**

**9.1** DRAINS-23-03 re: McDonald Municipal Drain Branch 'C' Abandonment

Drainage Superintendent Ken McCallum provided a background to the report, the

purpose for the abandonment request and noted his recommendation to extend the abandonment to lot 38 as there was a shed built over the drain and by maintaining ownership it could cause future maintenance concerns. It was noted that the landowners of lot 33 have acknowledged their responsibilities for the drain.

Mayor MacLellan requested that lot 33 put in writing their acknowledgement of responsibilities once the drain is abandoned, and that the requirement be added to the motion.

Council discussed the impacts of abandoning the drain and any potential flooding issues to other landowners.

K. McCallum emphasized that the drain would still be operational, as it is, however the abandonment releases the municipality of any legal responsibilities towards that section of the drain, thus converting it to a private drain.

Council requested that when the septic system is installed on lot 33 the inspector ensures that it maintains proper distances from the drain.

Moved by Deputy Mayor McLellan and Seconded by Councillor Diehl:

That the Council of the Municipality of Huron East accept the abandonment request under Section 84(1) of the Drainage Act;

And That Council desires to abandon the drain downstream under Section 84(2) to Station C14+34 on the specified plans;

And Further That Council directs staff to send notice to all the owners of the land assessed stating Council's intention to abandon part of the drainage works specified in Report DRAINS-23-03.

And Further That Council receive acknowledgement in writing from the property owners of lot 33.

Carried, as Amended

## **10. Reports & Recommendations of Municipal Officers**

### **10.1 CAO-23-23, 2023 Christmas Schedule**

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That the Council of the Municipality of Huron East recognize Christmas and Boxing Day statutory holidays on December 25<sup>th</sup> and December 26<sup>th</sup>, 2023 respectively;

And That New Years Day statutory holiday be recognized on January 1, 2024;

And Further That the municipal office be closed on December 27<sup>th</sup> to December 29<sup>th</sup>, 2023 with affected staff using vacation or banked time for the three days.

Carried

**10.2 CAO-23-24, Brussels Trailer Park Lease Delegation of Authority**

Moved by Councillor Steffler and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East delegate authority to the Chief Administrative Officer and the Treasurer to execute lease agreements for the Brussels Trailer Park.

Carried

**10.3 FIN-23-11, 2022 Tax Arrears Report**

In response to Council, Director of Finance/Treasurer Stacy Greiner confirmed that the ebb and flows of arrears is fairly common and that there does not appear to be an economic trend as a reason for why individuals would be in arrears.

Moved by Councillor McGrath and Seconded by Councillor Dalton:

That the Council of the Municipality of Huron East receive this report for information purposes.

Carried

**11. Correspondence****12. Unfinished Business****13. Council Reports****13.1 Council Member Reports****13.1.1 County Council Report**

Deputy Mayor McLellan reported on a severance application based in the Township of Ashfield-Colborne-Wawanosh (ACW) where the property owner argued against the Planner's report and is requesting more of the lot be retained. It was noted that the application would be coming back to County Council to provide additional information.

Deputy Mayor McLellan noted that the County is introducing Cloud Permit and the various ways it can help with the permitting process and suggested that it could be something useful for the Municipality as well.

**13.1.2 Other Boards/Committees or Meetings/Seminars****13.2 Requests by Members****13.3 Notice of Motion****13.4 Announcements**

Deputy Mayor McLellan announced that despite hearsay in the community, the upstairs room of the Brussels Arena is available for use, as the current lease agreement stipulates that the occupants must move belongings and allow for additional bookings.

Deputy Mayor McLellan announced that the turkey supper at the Ethel Hall on October 29, 2023, would be returning and be in person.

Councillor Chartrand made note of the Van Egmond House Ciderfest being held on Sunday, September 24, 2023.

Mayor McLellan noted that Councillor Morrison and himself would be serving popcorn at the Brussels Ladies Night event on October 21; Deputy Mayor McLellan remarked that Councillor Newell and himself would also be serving at the event.

#### **14. Other Business**

#### **15. By-laws**

Moved by Councillor Diehl and Seconded by Councillor Chartrand:

That Be it Hereby Resolved By-law 067-2023, A By-law to Amend Schedule B-2 of the Fees and Charges By-law 005-2023 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 Steffler and Seconded by Councillor Wilbee:

That Be it Hereby Resolved By-law 068-2023, A By-law to Delegate Authority to the CAO and Treasurer to Execute Lease Agreements for the Brussels Trailer Park 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

#### **16. Closed Session and Reporting Out**

Moved by Councillor Diehl and Seconded by Councillor Chartrand:

That a closed meeting of Council be held on Tuesday, September 19, 2023 at 8:14 p.m., in the Brussels Public Library Community Room, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of considering the following matters:

**16.1** Adoption of Closed Session of Council Meeting Minutes for August 8, 2023, September 5, 2023 and September 11, 2023

**16.2** 239(2)(b)(d) a matter pertaining to identifiable individuals and labour relations

And that CAO Brad McRoberts, Director of Finance/Treasurer Stacy Grenier, Fire Chief Kent Readman and Clerk Jessica Rudy remain in closed session.

Carried

Moved by Councillor Diehl and Seconded by Councillor Steffler:

That Council of the Municipality of Huron East resumes the regular Council meeting at 9:25 p.m.

Carried

Mayor MacLellan reported out from the Closed Session that Council discussed a matter regarding identifiable individuals and labour relations.

### **17. Confirmatory By-Law**

Moved by Councillor Diehl and Seconded by Councillor Wilbee:

That Be It Hereby Resolved that By-law 069-2023, 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

### **18. Adjournment**

Moved by Councillor Dalton and Seconded by Councillor Fisher:

The time now being 9:26 p.m. That the regular meeting adjourn until October 3, 2023 at 6:00 p.m.

Carried

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Bernie MacLellan, Mayor

---

Jessica Rudy, Clerk

# Council Delegation Request

Members of the public or citizen group may submit a Delegation Request to appear before Council or a Committee for the purposes of making a presentation.

Delegation Requests must be received no later than 5:00 p.m. on the Wednesday preceding the Council Meeting.

See our [Council Meeting](#) calendar for upcoming meetings.

**Date of Council Meeting \***

10/3/2023

**Name of Person(s) Making Presentation (Please include Title/Position, if applicable) \***

Linda McLachlan & Joyce Ribey  
and other Tax payers of Huron East

**Group/Organization Delegation Represents \***

Community members of Seaforth and Municipality of Huron East

**Full Mailing Address of Delegation(s) \***

Linda McLachlan  
2 Anna Court, Vanastra  
RR # 5, Clinton, ON  
N0M-1L0  
Joyce Ribey  
42 East William Street,  
Seaforth, ON  
N0K-1W0

**Phone Number \***

Linda: 519 955 5753    Joyce: 519 527 1790

[linda2mclachlan@gmail.com](mailto:linda2mclachlan@gmail.com)

joyceribey@ezlink.ca

## General Nature of Delegation \*

The upcoming loss of long term nursing home beds in Seaforth is very concerning to many of us who live in Huron East. We hope that there is a plan in place that will keep nursing home beds in Seaforth for the residents who have lived, worked and paid taxes in this municipality. Could you tell us?

**Please indicate the action/decision being requested of Council. \***

We would like to be assured that there is something being done to retain or bring new nursing home beds to Seaforth. If there is anything we can do to assist in this, please make this delegation aware. We are hoping to have a truthful and positive explanation of your position and how might we help?

**Thank you for your Delegation Request.**

Please note that delegations are limited to ten (10) minutes to address Council. Groups are encouraged to appoint one or two spokespersons to address Council on behalf of the group.

If the delegation would like printed information provided to Council in advance of the meeting it must be either delivered to the Clerk by 5:00 p.m. on the Wednesday prior to the meeting or attached to this submission. This information will be placed on the Huron East Council Agenda and posted on the municipal website and is available to the public. Large submissions will be reviewed by the Clerk and included (or not) at his/her discretion. Delegates may be asked to provide multiple copies of a large document.

For further information on the procedure for appearing before Council as a Delegation, please contact the Clerk at 519-527-0160 ext. 37.

**All information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act.**

**I acknowledge that all presentation material must be submitted to the Clerk's office by 5:00 p.m. on the Wednesday before the Council meeting date. \***

☒ I agree

10/3/2023



# **13** Thank You

**13**

The Clerk of the Municipality will be contacting you to confirm receipt of this request.

# Council Delegation Request

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Delegation Requests must be received no later than 5:00 p.m. on the Wednesday preceding the Council Meeting.

See our [Council Meeting](#) calendar for upcoming meetings.

**Date of Council Meeting \***

10/3/2023

**Name of Person(s) Making Presentation (Please include Title/Position, if applicable) \***

Beth Rumble, County Librarian  
Christa Lehnen, East Team Branch Manager

**Group/Organization Delegation Represents \***

Huron County Library

**Full Mailing Address of Delegation(s) \***

77722B London Road, Clinton, ON N0M 1L0

**Phone Number \***

519-440-9341

**Email Address \***

brumble@huroncounty.ca

County Council has received orientation regarding library service. Given the partnership approach to library service, it would be beneficial if all councillors were aware of the service the library provides. A PowerPoint presentation will be used.

**Please indicate the action/decision being requested of Council. \***

No action. Receive for Information.

**Thank you for your Delegation Request.**

Please note that delegations are limited to ten (10) minutes to address Council. Groups are encouraged to appoint one or two spokespersons to address Council on behalf of the group.

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☒ I agree

**Council Meeting Date \***

10/3/2023



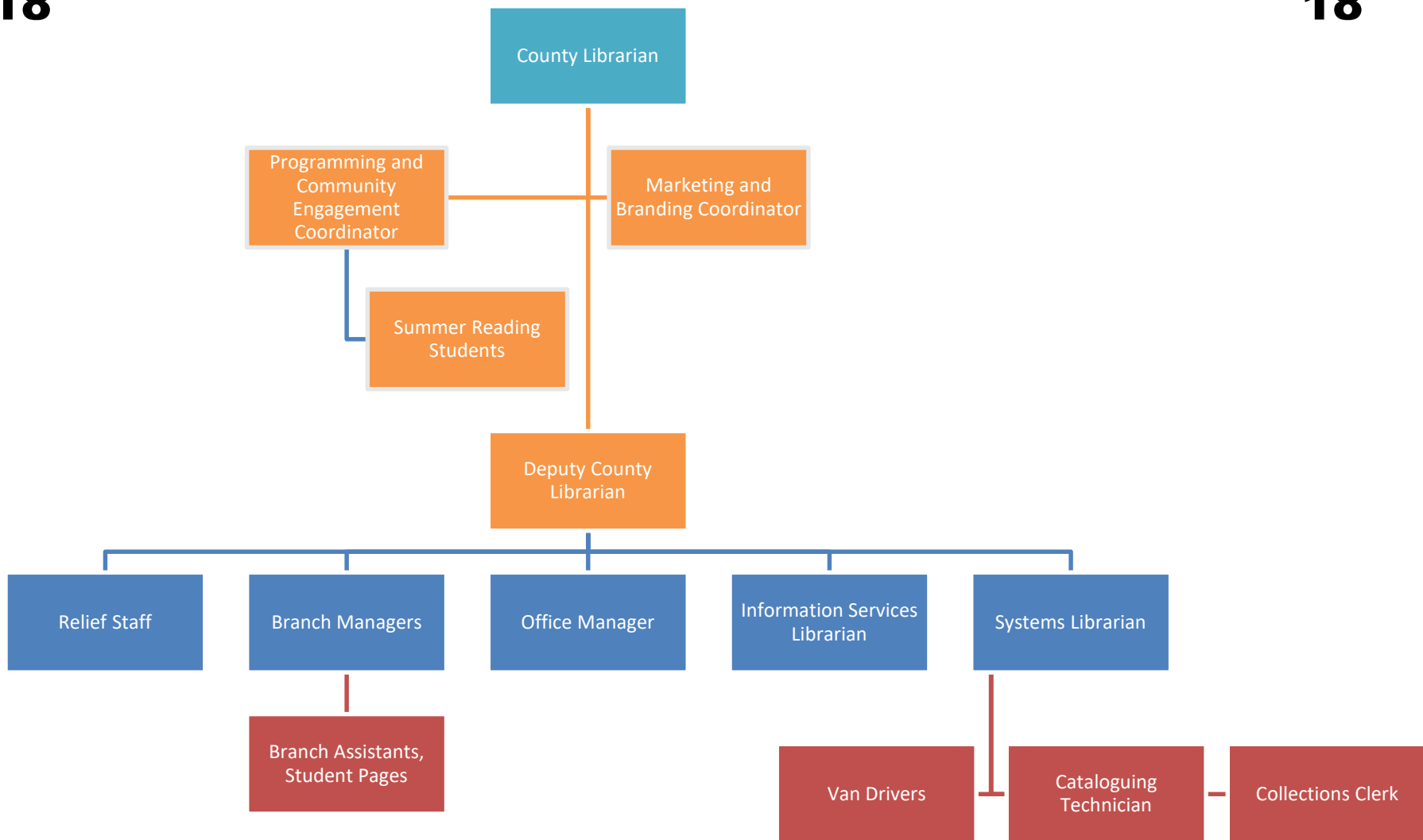
# **16** Thank You

**16**

The Clerk of the Municipality will be contacting you to confirm receipt of this request.

# Huron County Library

Overview | 2023



A photograph of the Huron County Library, a large red brick building with a prominent round tower featuring a conical roof. A vibrant rainbow is visible in the sky behind the building. The foreground shows a street corner with a utility pole and some trees.

# Huron County Library

In 2021, 134 million visits were made to Ontario public libraries, which is 6 times the annual attendance at all NHL hockey games.

The best things in life are **FREE**.



# Huron County Library Stats

- 350,071 total items borrowed in 2022
- 17,157 library card holders
- 17,295 program attendance in 2022
- 16 full-time and 44 part-time staff
- 97,950 in-branch visits
- 



# Accolades

- 2022 Recipient of the Ontario Library Association Archival and Preservation Achievement Award
  - Digitized Newspapers
- 2022 Recipient of the Huron County Accessibility Award
  - Curbside Service
- 2023 Recipient of the Ontario Library Service Awards – Minister's Award for Innovation
  - In Your Backyard



# Provincial Landscape

- Public Libraries Act
  - Free borrowing for Huron's residents
  - County Council appoints Board
  - Stipulates the required number of meetings per year and parameters for composition of Board
- Ministry of Tourism, Culture and Sport
  - Annual funding of Public Library Operating Grant
- Ontario Library Service
  - Cooperation and coordination between Ontario libraries



# Partnership with Municipalities

Huron County provides:

Staff, equipment, furniture, materials and service

Local Municipality provides:

Building, maintenance, cleaning, security and utilities



# Huron County Library Vision

The Huron County Library is an inclusive and vibrant community hub. It builds community, enriches lives and fosters creativity by providing access to information, skills, and ideas.

- Celebrate Diversity
- Social Connections
- Lower Economic Barriers
- Learning and Entertainment



# Key Initiatives

- Community Hubs
  - “Libraries Transforming Communities”
    - Turning outward
    - Libraries as agents of positive community change
- New Strategic Plan
- Library Lockers
- Space Refreshes



# East Team

Brussels and Seaforth Branches



# Seaforth Library Staff



Brussels and Seaforth - Branch Manager



Jeannette Finnigan –  
Branch Assistant



Monique Baan – Branch Assistant





# Brussels Library

- The original Brussels library was built in 1910 with a \$7,000 grant from Andrew Carnegie.
- It's one of six Carnegie libraries in Ontario to have a corner entrance



# Seaforth Library

- The original Seaforth library was built in 1912 with a \$10,000 grant from the Carnegie Foundation.

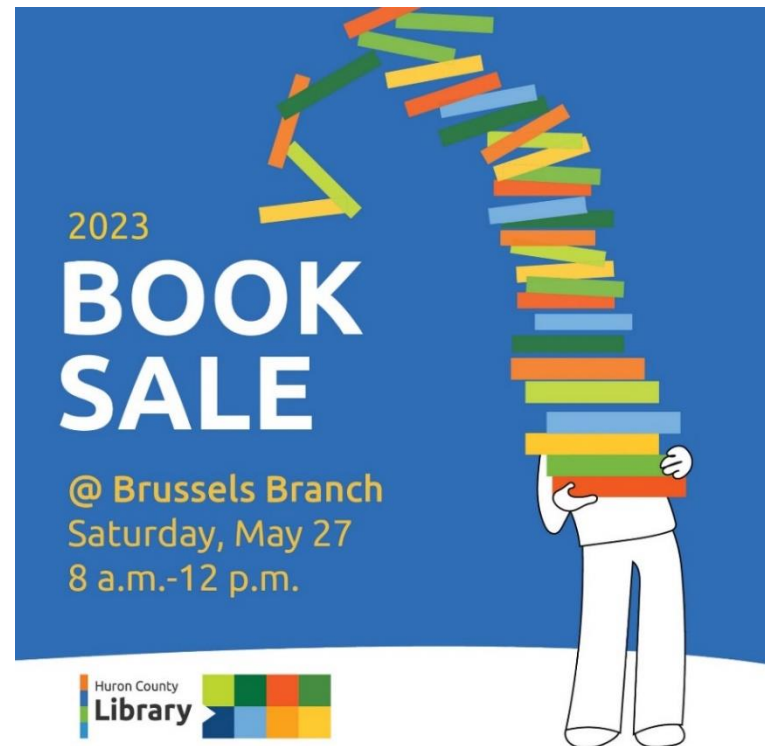


Thanks





# Book Sale and Book Cart



# Trash Theatre



# Barry O Magic Show - March Break









# Passport to Discovery

## *Monthly Themed Activities*


- Scavenger Hunt
- Make and Take Crafts
- Colouring and Activity Pages



# Class Visits



# Tech Time




## Tech Time

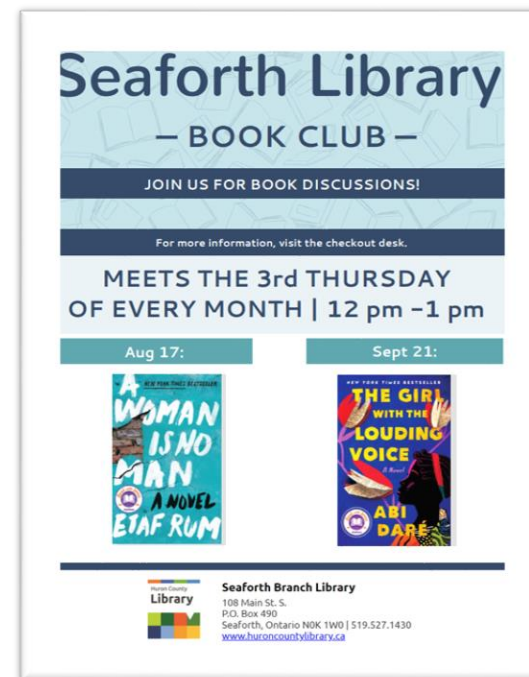
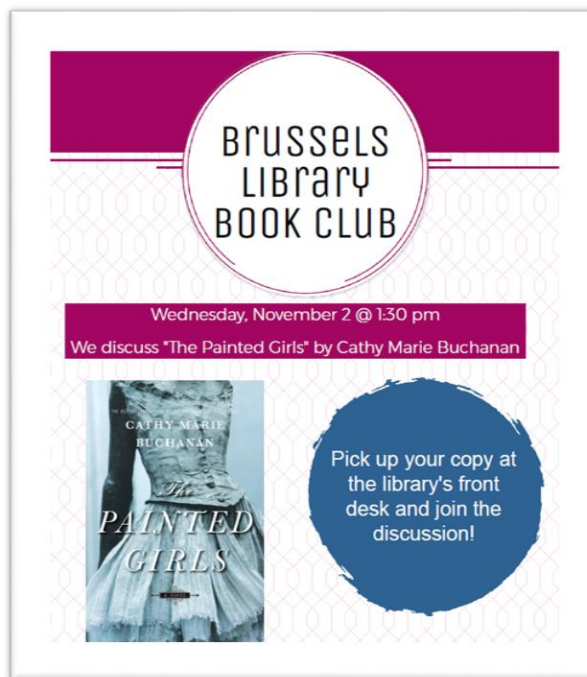
Monday, Wednesday, Friday  
2 p.m. - 4 p.m.

**Book a 30 minute session to get your tech questions answered**

\*Lessons are limited to the technical knowledge of library staff. Hardware issues or highly specific questions may require the assistance of qualified computer service technicians.

 **Seaforth Branch Library**  
108 Main St. S.  
P.O. Box 490  
Seaforth, Ontario N0K 1W0 | 519.527.1430  
[www.huroncountylibrary.ca](http://www.huroncountylibrary.ca)

# Book Club Seaforth/Brussels



# Community Hub

- Community Meetings
- Community-Led Library Programs
- Partnerships
- Community Engagement
- Outreach

# Community Meetings

- Seaforth BIA
- Brussels Community Alliance
- Seaforth Network Group

*(A new group, the name has not been chosen)*

SEAFORTH & AREA COMMUNITY  
GROUPS AND SERVICES

**MEETING  
INVITATION**



ALL ARE WELCOME

1:30PM-  
2:30PM

6 June  
2023

**Seaforth Legion**

Contact the Seaforth Library for more information:  
519-527-1430    [seaforthlibrary@huroncounty.ca](mailto:seaforthlibrary@huroncounty.ca)



# Brussels Fair Craft Days





# Seaforth Fair Craft Days



# Remember When...Brussels



**REMEMBER  
WHEN...**

Share Brussels  
memories of  
days gone by

**Saturday May 6**  
10-11 a.m.  
Brussels Branch

Huron County  
**Library**

Photo of Main Street, Brussels, early 1950s.  
Courtesy of Paul Nichol.

# Seaforth Meet Your Neighbour Night



## Meet Your Neighbour

Monday, Sept. 11, 7-8 p.m.

Come meet your neighbours at the Seaforth Branch. If you are newly retired, new parents, new to the town, new to Canada, wanting to learn more about the community, all are welcome!

Seaforth Branch  
108 Main St., S., Seaforth  
seaforthlibrary@huroncounty.ca





# Brussels Meet Your Neighbour Night



Thursday, Sept. 14, 7-8 p.m.

Come meet your neighbours at the Brussels Branch. If you are newly retired, new parents, new to the town, new to Canada, wanting to learn more about the community, all are welcome!

**Brussels Branch**  
402 Turnberry St., Brussels  
[brusselslibrary@huroncounty.ca](mailto:brusselslibrary@huroncounty.ca)

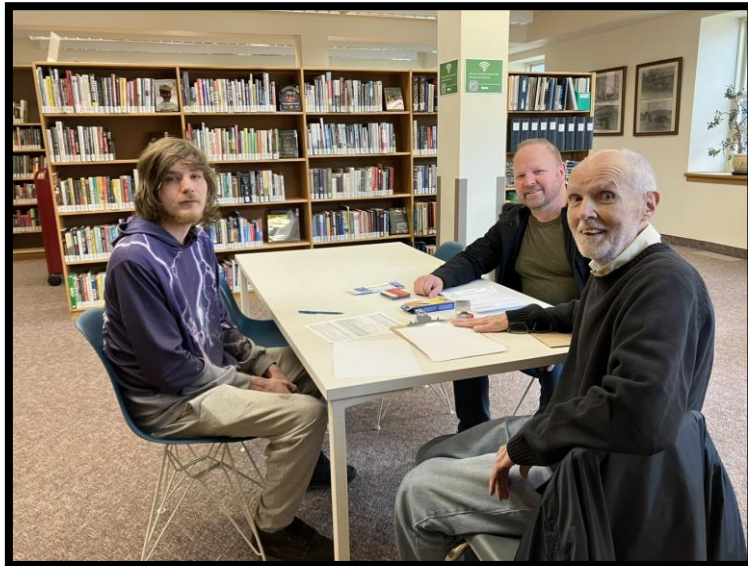


# EarlyON

- Keen for Kindergarten – Seaforth
- Baby Time - Seaforth
- Play and Connect – Seaforth
- Tiny Tots Halloween Parade – Seaforth
- Play and Learn - Brussels



# CVITP – Tax Clinics Brussels and Seaforth



## Free Tax Clinics Get your benefits and credits



If you have a modest income and a simple tax situation, volunteers can do your tax return for you!

### Seaforth & Area

Please call or e-mail for appointment

**Where:** Wayne@519-238-8054/wdclausius@hay.net

10am – 3pm Monday thru Friday

**When:** January 1 Thru December 31, 2023



TIS503 (E) Rev. 18

Go to [canada.ca/taxes-help](https://canada.ca/taxes-help) or call 1-800-959-8281 for more information.

Volunteers are not employees of the Canada Revenue Agency

 Canada Revenue Agency Agence du revenu du Canada

 Canada

# Faddis Design Concrete Donation






# Meet the Seaforth Horticultural Society



**Meet the  
Horticultural Society!**

Find Out about Who we Are and What we Do!  
(Free!)



**Seaforth Library**  
Thursday February 23<sup>rd</sup>  
2:00 pm (upstairs)  
**You are Welcome!**

**Beautifying Our Community Since 1972**

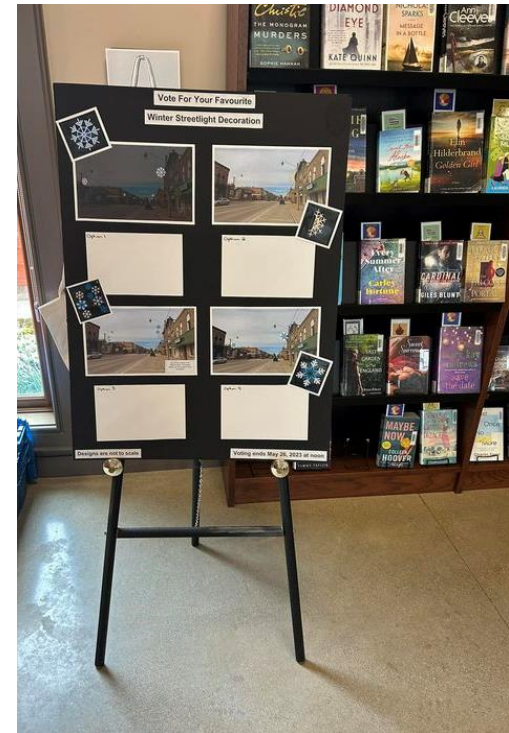


# Seaforth Mural Project



# Brussels Winter Decorations

- Voting at the Library



# Outreach Events

- Summerfest- *Seaforth BIA*
- Ciderfest - *Van Egmond House*
- Splashpad Opening – *Lion's Park*
- Literacy Night - *Seaforth Public School*



# Seaforth and Brussels Santa Claus Parades



# Future Plans

- Teen Space
- Direction Based On  
Community Information

Thank you.  
Questions?



Huron County

**Library**



[www.HuronCountyLibrary.ca](http://www.HuronCountyLibrary.ca)



@HuronCountyLibrary



@HuronCountyLibrary





**Municipality of Huron East**  
**Public Meeting Agenda**  
**Tuesday, October 3, 2023 at 6:00 P.M.**  
**Council Chambers**  
**2<sup>nd</sup> Floor, 72 Main Street, South, Seaford, ON**

The purpose of the public meeting is to consider an amendment to the Huron East Zoning By-Law and Official Plan.

- 1. Call to Order**
- 2. Confirmation of the Agenda**
- 3. Disclosure of Pecuniary Interest**
- 4. Provisions in Ontario Regulation 545/06, Section 5(11)5 of the Planning Act**
  - i. 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 is not entitled to appeal the decision of the Municipality of Huron East to the Local Planning Appeal Tribunal.
  - 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 Applications**
  - 5.1 [Planning Report](#) re: Official Plan Amendment No. 16 and Zoning By-law Amendment Z09-2023**
- 6. Adjournment**

**PLANNING & DEVELOPMENT**

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394 Ext. 3

www.huroncounty.ca

To: Mayor MacLellan and Huron East Council

From: Shae Stoll, Planner

Date: September 27, 2023

**Re: OPA 16 & ZBA 09-2023**

Plan 192, Lot 109, Brussels Ward in the Municipality of Huron East.

Address: 51 McCutcheon Drive

Owner/Applicant: Brigitte & Hubert McGuigan

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**Recommendation**

It is recommended that Official Plan Amendment No. 16 be adopted by Huron East Council and forwarded to the County for approval; and

Further, it is recommended that Zoning By-law Amendment Z09-2023 be approved and the Zoning Amendment By-Law be passed.

**Purpose**

The lands subject to both the Official Plan Amendment and Zoning By-law Amendment are described as Plan 192, Lot 109, Brussels Ward in the Municipality of Huron East. The subject property is municipally known as 51 McCutcheon Drive.

The purpose of the proposed amendments is to permit a former church to be repurposed as a residential building.

The proposed amendment to the Huron East Official Plan changes the designation of the subject lands from 'Community Facility' to 'Residential'.

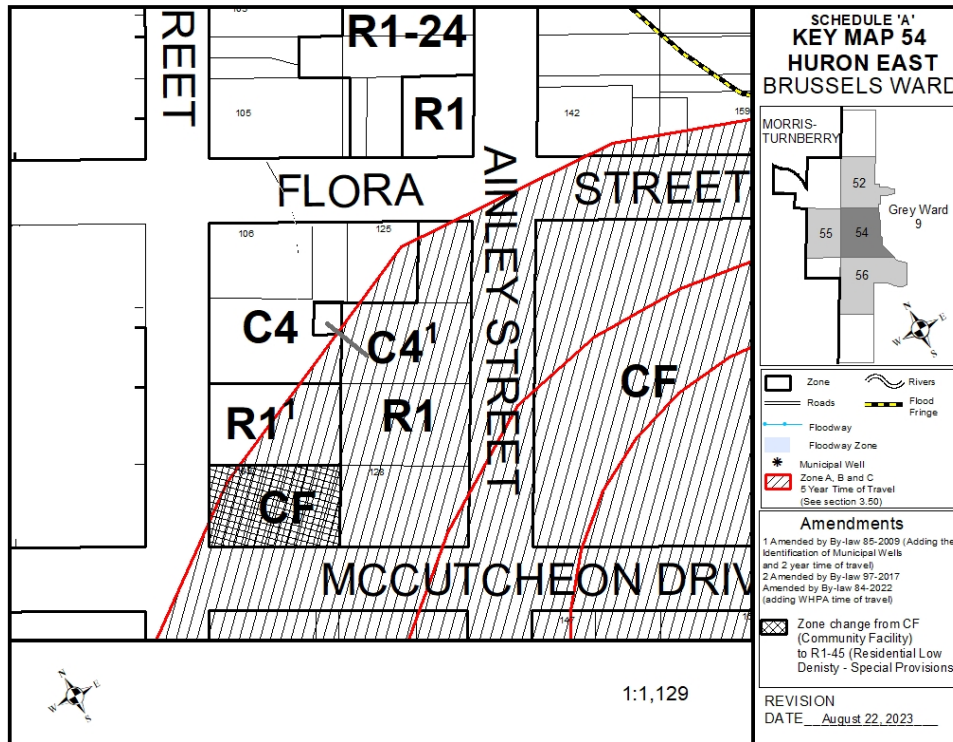
The amendment to the Huron East Zoning By-law proposes to amend the zoning of the subject lands from 'Community Facility' (CF) to 'Residential Low Density- Special' (R1-45). The special zone will recognize the existing setbacks of the building are deemed to comply.



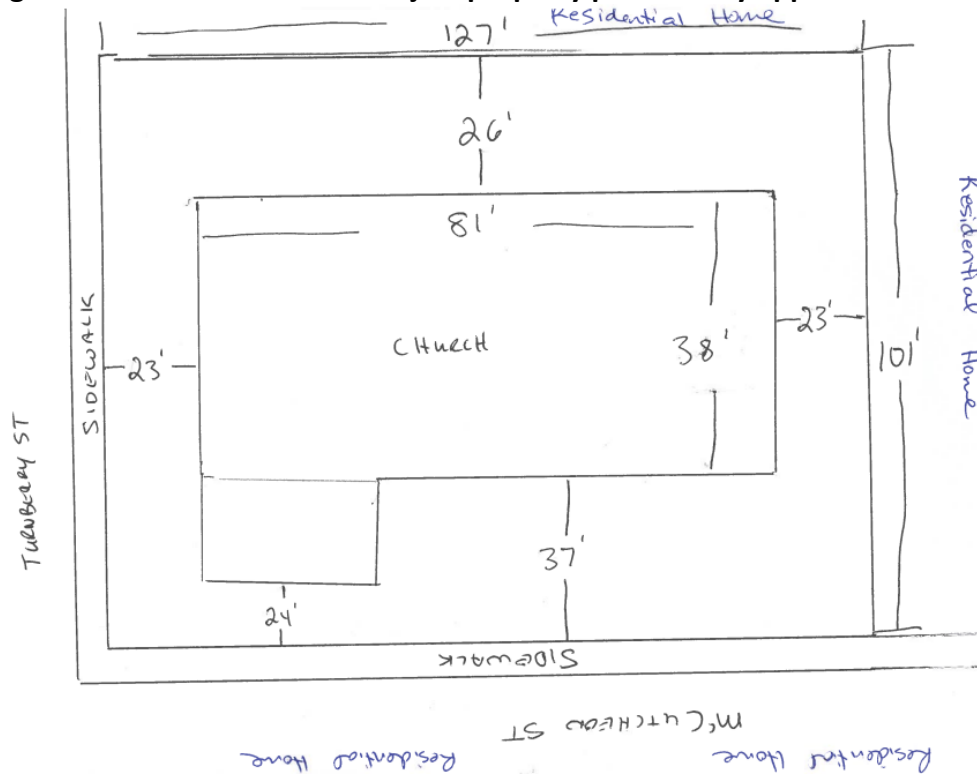
**Figure 1.** 2020 Air photo of the subject property



**Figure 2. Location of proposed Zoning & Official Plan Change**



**Figure 3. Site sketch of subject property provided by applicant.**



**Figure 4. Site Photos.****Review**

The subject lands are designated Community Facility on Schedule “B” of the Huron East Official Plan. The lands subject to the zoning application are zoned CF in the Huron East Zoning By-Law (Key Map 54) and are within the Primary Settlement Area of Brussels. Figure 1 depicts the lands to be rezoned and redesignated.

The application seeks to amend the current designation and zoning on the subject property to permit the conversion of the former church into a single detached residential building. Surrounding land uses include primarily low-density residential buildings. The subject property is also in proximity to the commercial core of Brussels.

The Provincial Policy Statement (2020) includes policies to allow for the redevelopment of existing buildings to be utilized as infill development including: Section 1.1.3: the development is within a settlement area which the PPS identifies as the focus for growth and development; Section 1.4.3: the residential intensification and adaptive reuse of a heritage building represents an efficient use of land and municipal services and; Section 1.6.6.2: the development is on full municipal services and does not require the extension of those services. As such, the proposed amendments are consistent with the Provincial Policy Statement.



The Huron East Official Plan (HEOP) identifies the Primary Settlement Area of Brussels as a primary focus for growth and development. The redevelopment and infilling proposed by these amendments meets the intensification policies of the HEOP (6.4.2). Further, the proposal meets the goals and policies for Primary Settlement Areas (6.5.2 & 6.5.3). The proposed amendments conform to the Huron East Official Plan.

The subject property is 1058 square metres which meets the minimum lot size in the R1 zone. The existing building is proposed to be converted into a single residential unit, with no alteration to the exterior design proposed. The building meets the front yard and rear yard setbacks outlined in the R1 zone provisions. The special zone will recognize that the reduced exterior side yard setback is deemed to comply and stipulates that any enlargement or addition to the building must comply with the provisions of the R1 zone. Parking will be accommodated along the existing driveway entrance and the property is fully serviced by Municipal water and sanitary services. Huron East Public Works reviewed the proposal and confirmed that the existing services are sized to accommodate the proposed use. The proposal otherwise meets all provisions of the Zoning By-Law.

These applications are consistent with the PPS, and in conformity with the Huron County and Huron East Official Plans.

#### **Comments Received**

No concerns were received from staff, agencies or neighbours at the time of writing this report.

The subject property is located within Zone C of the Wellhead Protection Area. As such, a section 59 notice was prepared and reviewed by Source Water Protection Staff who have no concerns with the proposed amendments.

#### **Conclusion**

This application is consistent with the applicable policies and is recommended for approval. As such, it is recommended that Zoning By-law Amendment Z09-2023 be approved, & Official Plan Amendment 16 be adopted by Huron East Council and forwarded to the County for approval.

Sincerely,

"original signed by"

Shae Stoll, Planner



**Municipality of Huron East  
Committee of Adjustment  
Public Hearing Agenda  
Tuesday, October 3, 2023 at 6:00 P.M.  
Council Chamber  
2<sup>nd</sup> Floor, 72 Main Street South, Seaforth, ON**

The purpose of the public hearing of the Committee of Adjustment is to consider an application and decision for proposed minor variance to the Huron East Zoning By-law 52-2006.

- 1. Call to Order**
- 2. Confirmation of the Agenda**
- 3. Disclosure of Pecuniary Interest**
- 4. Minor Variance Applications**

**4.1** [Planning Report](#) re: MV08-2023 for 42663 Graham Road, Brussels

Page 2

- Increase in the maximum building height for an accessory shed from 5m to 6m on the subject property.

- 5. Adjournment**

**PLANNING & DEVELOPMENT**

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394 Ext. 3

www.huroncounty.ca

To: Municipality of Huron East, Mayor and Members of the Committee of Adjustment

From: Shae Stoll, Planner

Date: September 27, 2023

**Re: MV08-23 Minor Variance**

42663 Graham Road (Legally Described as Plan 200, Part Park lot 14 Registered Plan; 22R5288 Part 4, Brussels Ward), Municipality of Huron East

Owner/Applicant: Dave McClory

---

**Recommendation**

It is recommended that minor variance amendment application MV08-23 be approved with the following conditions:

1. The variance approval is valid for a period of 18 months from the date of the Committee's decision.
2. That the proposed accessory building be constructed as per the sketch submitted with the application.

**Purpose**

The purpose of this application is to seek relief from Zoning By-law 52-2006 for the Municipality of Huron East. The property subject to this variance is zoned Residential Low Density Zone (R1) on Key Map 58 of the Huron East Zoning By-law, and designated Residential in the Huron East Official Plan.

The purpose of the Minor Variance is to request relief from the maximum permitted building height for an accessory building on the subject lands zoned 'Residential Low Density (R1)'. The accessory building will be used for personal storage, including the storage of a motor home. The Minor Variance would permit an increase in the maximum building height from 5 metres to 6 metres and no further relief from the by-law is being requested.

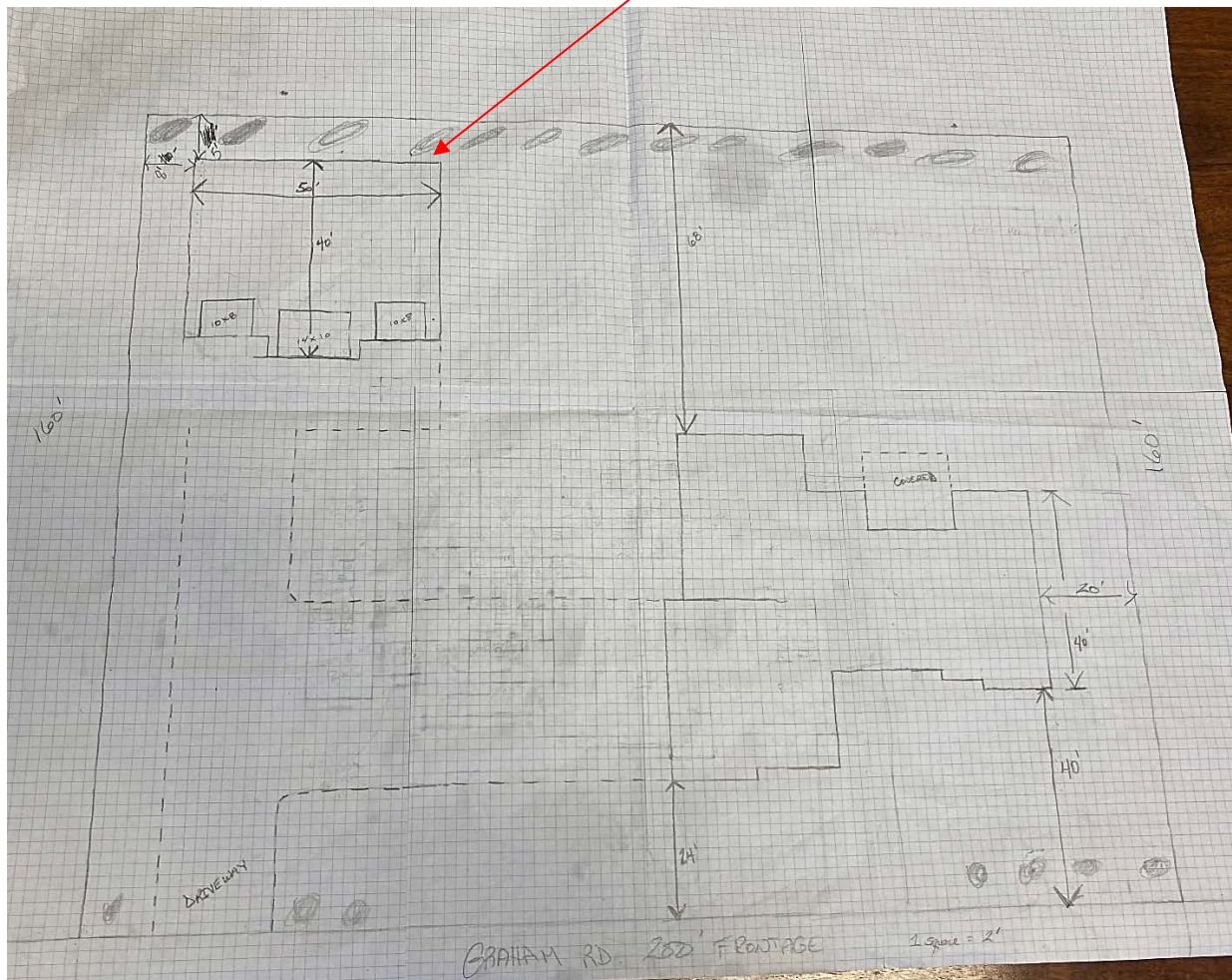


**Figure 1. 2020 Air photo of the subject lands outlined in orange.** Lot is currently vacant.



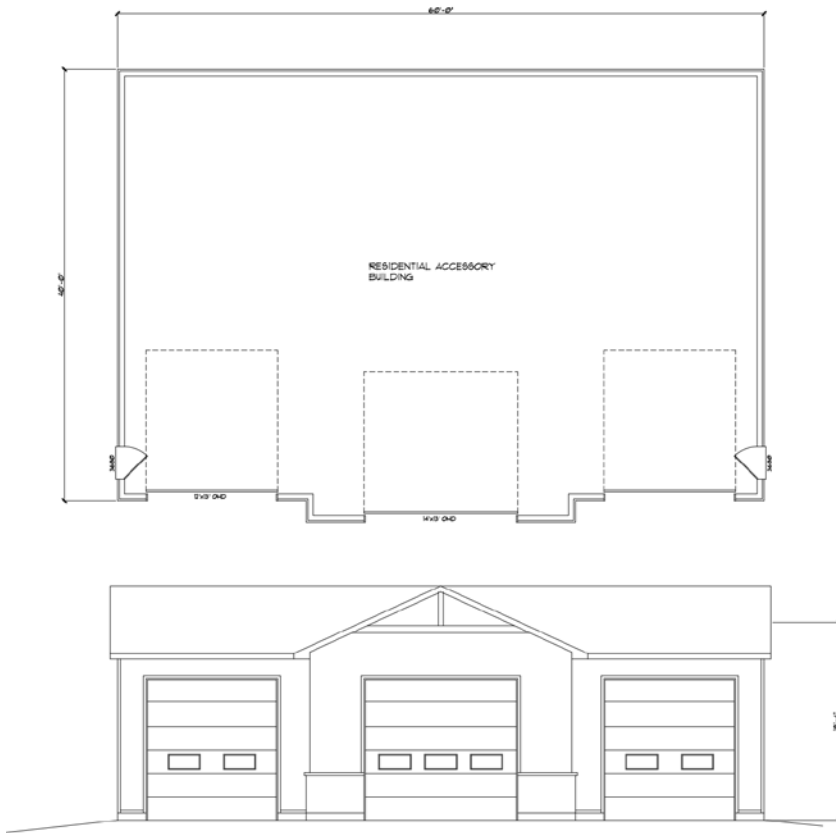
**Figure 2.** Minor Variance concept sketch (as provided by applicant). Sketch shows a 0.73 acre lot detailing the proposed location of the single detached residence and accessory building.

Location of Proposed Accessory Building





**Figure 3. Elevation sketch and floor plan of proposed building.**



**Figure 4. Site Photo. Looking south from Graham Road.**



**Comments Received**

At the time of report submission, no comments were received during the circulation of this variance application from members of the public. No concerns were received from Municipal staff, neighbours or other agencies at the time of writing this report.

This report was prepared in advance of the Public Meeting. Additional comments may be presented at the Public Hearing for consideration by the Committee.

**Review**

Each minor variance application must satisfy four tests set out under Section 45 of the Planning Act (1990), as amended. This minor variance application:

**Meets the intent of the Huron East Official Plan**

The subject lands are designated Residential in the Huron East Official Plan (HEOP) and within the Primary Settlement Area of Brussels. Residential development, including uses accessory to a residence, are directed to Settlement Areas. The HEOP Section 6.5.2 outlines several goals for Primary Settlement Areas such as Brussels, including the creative use of building and site design to harmonize with established areas. This application will allow for the proponent's larger personal items, such as a motor home, to be stored inside, instead of on the lawn or elsewhere to ensure that the property meets property standards requirements. The request to increase the height of the accessory structure from 5m to 6m meets the intent of the Huron East Official Plan.

**Meets the intent of the Huron East Zoning By-Law**

The property is zoned R1 in the Huron East Zoning By-law, which allows for accessory structures. The proposal as shown in Figure 2 above, otherwise meets the applicable Zoning By-law provisions such as yard setbacks and lot coverage. The proposal meets the rest of the requirements in the Huron East Zoning By-law and will continue to be utilized for personal residential use. The subject property is currently vacant, the proposed size and location of the residential dwelling to be built is indicated in Figure 2. The proposed dwelling meets the provisions of the Zoning By-Law in respect to yard setbacks, lot coverage etc. The owner is aware that the accessory building can only be constructed in conjunction or following the main use being established. As such, the proposal meets the intent of the Huron East Zoning By-law.

**Is desirable for the appropriate development of the lands in question & is minor in nature**

The subject property is within the Settlement Area of Brussels. Due to the design, size and location of the subject parcel, there is significant space to construct the size of shed the applicant is requesting. The accessory building is proposed to be located in the rear yard and will provide adequate space for access, maintenance and drainage. The size of the proposed accessory building is appropriate given the size of the lot and will not exceed the maximum lot coverage of an accessory building. As such, the visual impact of the proposed building is not anticipated to cause an issue with the surrounding neighbours or character of the established neighbourhood. The minor variance does not impede on the remainder of the subject lands from a compatibility perspective and requests a height increase needed to meet the storage needs of the proponent. The applicant's sketch and application materials demonstrate that the proposed shed will be built in compliance with the remainder of the plan, satisfies all other applicable

zoning provisions. Therefore, this application is considered desirable for the appropriate development of the lands and is considered minor in nature.

**Conclusion**

The variance requested is minor and appropriate and maintains the intent of both the Official Plan and Zoning By-law. It is recommended that the variance be approved with the included standard conditions.

Please note this report is prepared without the benefit of input from the public as may be obtained through the public meeting. Council should carefully consider any comments and/or concerns expressed at the public meeting prior to making their decision on this application.

Sincerely,

“original signed by”

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Shae Stoll, Planner

## Huron East Administration

**To:** Mayor MacLellan and Members of Council  
**From:** Ken McCallum, Drainage Superintendent  
**Date:** October 3, 2023  
**Subject:** Geiger Municipal Drain Tender Results

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### Recommendation:

That the Council of the Municipality of Huron East direct staff to send notice to the landowners of the Geiger Municipal Drain watershed to invite them to attend the October 17, 2023 Regular Council meeting regarding the Geiger Municipal Drain tender cost increase.

### Background:

Tenders were received for the Geiger Municipal Drain contract as outlined in the Engineers Report dated May 2021. The table below summarises the results of the tender submissions:

Contractor	Price (Excluding Taxes)
Robinson Farm Drainage	\$387,220.00
TAS Excavating & Rentals Ltd.	\$409,370.00
<b>Engineer's Estimate</b>	<b>\$290,850.00</b>

Being as both contractors submitted bids that are over 133% of the engineer's estimate, Section 59(1) of the Drainage Act requires a meeting with all landowners within the watershed to attend a meeting with Council, similar to a meeting of consideration.

After hearing from the landowners, Council may choose one of the three options:

1. **Accept the bid and proceed with construction:** Updated assessments to reflect the construction costs will be provided by the Engineer (approximately raised by 1/3).
2. **Not accept the bid and re-tender:** Ask RJ Burnside to investigate price increases and re-tender the project.
3. **Not accept the bid and stop the project:** This will quash the By-law, which will result in the municipality incurring the costs of the project, with no cost recovery option.

Based upon the legal procedures of the Drainage Act, Option 3 can be appealed to the Referee.



**Comments:**

Both staff and R.J. Burnside and Associates Ltd. are recommending Option 1, with the intent to appoint Robinson Farm Drainage Limited. The letter of recommendation for R. J. Burnside & Associates (Attachment A) outlines the factors causing the high bid amount, including inflationary costs in material and fuel and skilled labour shortages.

It should also be noted that the Engineer estimate is taken from the time of the report in 2021. The appeal process, which lead to the delay of the Geiger Drain tendering process was outlined in staff report CLK-23-15, dated June 20, 2023.

**Others Consulted:**

Clerk

R.J. Burnside & Associates

**Financial Impacts:**

The financial impact to the municipality will be dependent on the option chosen by Council.

- Option 1 has an approximate cost for Huron East's assessment of \$114,150 (2021 Engineer's Report), plus the proportionate increase due to tender costs (approximately raised by 1/3).
- Option 2 is to be determined based upon Engineer's investigation.
- Option 3 will be approximately \$139,119.87 for costs based upon expenditures to date.

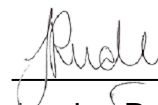
**Attachments:**

[Attachment A:](#) Letter of Recommendation dated September 26, 2023 from R.J. Burnside & Associates.

**Signatures:**

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Ken McCallum, Drainage Superintendent



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Jessica Rudy, AMP, Clerk



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Brad McRoberts, MPA, P. Eng., CAO



September 26, 2023

**Via: Email**

Jessica Rudy  
 Clerk  
 Municipality of Huron East  
 72 Main Street South  
 Seaforth ON N0K 1W0

Dear Jessica:

**Re: Geiger Drainage Works  
 Tender Results  
 Project No.: 300044443.000**

In accordance with your instructions, the tender for the above noted project closed at 1:00 p.m. on **Thursday, September 21, 2023**. Two bid submissions were received prior to the closing time. We have reviewed the submitted bids for mathematical errors and omissions.

The Engineer's estimate for construction costs was **\$290,850.00** (not including HST). Bidder construction dates for both 2023 and 2024 were acceptable with a completion date of December 31 in the year construction began.

The bid submissions are as follows:

Bid No.	Bidders	Bid (not including HST)	Proposed Work Period	Bid Difference to Engineer's Estimate (%)
1	Robinson Farm Drainage Ltd.	\$387,220.00	September 22, 2023 to December 21, 2023	133.13%
2	TAS Excavating & Rentals Ltd.	\$409,370.00	December 1, 2023 to December 25, 2024	140.75%

The bid from Robinson Farm Drainage Ltd. was discussed with the contractor to ascertain the source of increased costs versus the Engineer's estimate. Increases in material (Portland cement), fuel costs, and skilled labour shortages were given as reasons for this increase.

It should be noted that the Engineer's estimate was from the time of the report in 2021 and did not account for delays in tendering due to the appeals that occurred.

Where the bid price exceeds **133 percent** of the Engineer's estimate, Section 59(1) of the Act requires Council to call a meeting similar to report consideration, where all landowners in the watershed are given notice. This meeting is required for the Section 4 petition works and recommended for Section 78 improvement.

Upon hearing from landowners, Council may:

1. **Accept the bid** and proceed with construction under section 59(2) of the Act.
2. **Not accept the bid** and ask the Engineer investigate pricing increases and re-tender the project.
3. **Not accept the bid** and stop the project. This decision could be appealed to the Referee based on the legal procedure of the Act.

**It is our recommendation to hold this landowner meeting with the intent of accepting the low bid from Robinson Farm Drainage Limited.**

As discussed with your Drainage Superintendent, this recommendation is based on the proposed timing of the work for fall 2023 and that the bidder is a reputable Contractor, with a strong project history of this type of work. This recommendation is subject to the provision of adequate insurance certificates, WSIB clearances and third reading of the by-law for the report.

In an effort to address concerns with costs if this bid is accepted, we will prepare an updated assessment summary to reflect the construction costs associated with this bid at your request. This updated assessment summary would be mailed to landowners with the notice of the upcoming tender meeting.

Upon receipt of your instructions, we will prepare contract documents for execution by the Contractor and the Officers of the Municipality. The certified cheque for Robinson Farm Drainage Ltd., should be held by the Municipality, as a Contract Surety, until the project is declared substantially complete. The certified cheque from TAS Excavating & Rentals Ltd. can be returned once the contracts have been executed.

Should you have any questions or wish to discuss in further detail, please do not hesitate to contact the undersigned.

Yours truly,

**R.J. Burnside & Associates Limited**



Edward DeLay, M.Eng., P. Eng.  
Water Resources Engineer  
ED:cvh

cc: Ken McCallum, Drainage Superintendent, Municipality of Huron East (Via: Email)  
Brad McRoberts, CAO, Municipality of Huron East (Via: Email)

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

## Huron East

### Administration

**To:** Mayor MacLellan and Members of Council

**From:** Jessica Rudy, Clerk

**Date:** October 3, 2023

**Subject:** Privacy and Routine Disclosure Policies

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**Recommendation:**

That the Council of the Municipality of Huron East adopt the Privacy and Routine Disclosure policies.

**Background:**

The Municipality is required to protect personal information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The attached policies enhance the privacy protocols and ensures the Municipality is adhering to the MFIPPA requirements.

Each policy enhances the accountability and transparency of the Municipality and gains further public trust by establishing clear, accountable statements, including roles and responsibilities for the protection of personal information that is collected, used, disclosed and disposed of by the Municipality.

It is imperative that the Municipality understands and knows how to respond and react to any potential threats to personal information and privacy breaches and understand the type of information that is and can be routinely disclosed and what must remain confidential or collected for specific purposes only.

**Comments:**

All policies related to privacy will be combined into a Privacy Manual to be distributed to all staff and part of new staff orientation. The Privacy Manual also aligns with the Municipality's Records Management and Electronic Signature Policies and the Records Retention By-law.

Included within the privacy manual are guidelines focused towards staff and Council regarding MFIPPA. These will describe how MFIPPA applies to records requested by and in the possession of members of Council as well as the main rules of MFIPPA that allow for routine disclosure of information.

The Privacy Manual provides staff the ability to confidently collect, use and dispose of personal information and allows the Municipality to enhance their requirements under

the MFIPPA. Also contained within the Privacy Manual is a Privacy Breach Protocol, outlining the steps to take when a breach is suspected within the organization.

Staff have also taken the steps of creating a Personal Information Bank (PIB), which will be added to the Municipal Website, along with a robust website privacy policy. Staff will be continuing to work on ensuring privacy is taken seriously.

**Others Consulted:** N/A

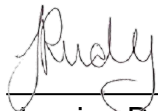
**Financial Implications:** None

**Attachments:**

[Attachment 1:](#) Privacy Policy

[Attachment 2:](#) Routine Disclosure Policy

**Signatures:**



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Jessica Rudy, AMP, Clerk



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Brad McRoberts, MPA, P. Eng., CAO





## Privacy Policy

### Policy No. 1 -37

Approved by: Council	Date: October 3, 2023
Last Review by: Clerk	Date:

#### Introduction:

Privacy plays a key role in a free, democratic society and is an essential element in maintaining public trust in government. The Municipality of Huron East is committed to protecting the privacy of individuals and will ensure that privacy protection continues to play a key role in an open, accessible, and transparent government.

This Policy supports the Municipality's effort with improving the delivery services and supporting initiatives that build trust and confidence in government. It is guided by four overarching principles of transparency, participation, accountability and accessibility.

The Privacy Policy sets the requirements for privacy protection and the public service responsibility for safeguarding personal information.

Personal information means recorded information about an identifiable individual. Examples include, but not limited to:

- Home address, personal email, home or personal cell phone number(s), identification numbers (e.g. social insurance number, driver's license number).
- Personal emails, forms or correspondence between the individual and the Municipality.
- Ethnic origin, religion, age, gender, sexual orientation, and marital status.
- Educational, medical, criminal history, employment history, and personal financial transactions.
- An individual's name when connected to any of the above.

To qualify as personal information, it must be about an individual in a personal capacity and/or it is reasonable to expect an individual may be identified if the information is disclosed.

Generally, information associated with an individual in a professional, business or official capacity is not personal information.

The Municipality is legislatively obligated to protect personal information under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and the Personal Health Information Protection Act (PHIPA). Other legislation may also create obligations with respect to the protection of information or records held by the Municipality.

**Purpose:**

The purpose of this policy is to foster greater public trust by establishing clear accountability statements, including roles and responsibilities, for the protection of personal information collected, used, disclosed and disposed by the Municipality of Huron East.

**Application:**

This policy applies to all Municipality of Huron East departments, staff, volunteers, and contract staff hired by the Municipality.

This policy applies to all personal information including personal health information managed by the Municipality and is not limited in scope of any individual statute or regulation.

This policy does not apply to Elected Officials. The use of personal and confidential information by elected officials is governed by the Code of Conduct for Members of Council. Complaints regarding misuse by Elected Officials of such information are investigated by the Integrity Commissioner.

**Policy Statement:**

The Municipality of Huron East will:

- a) Ensure that all employees share responsibility for the protection of personal information privacy and compliance with the roles and responsibilities identified within this policy;
- b) Plan for and ensure that all privacy protection requirements are embedded in the design of all programs, processes, projects and technology architecture;
- c) Establish and communicate a set of privacy standards and guidelines to improve the protection of personal information by identifying, investigating, assessing, monitoring, and mitigating personal information privacy risks in programs and activities involving the collection, use, disclosure and disposal of personal information;
- d) Apply this policy and related policies and practices in the collection, use, disclosure and disposal of personal information;
- e) Clearly communicate to the public how personal information is collected, used, disclosed and disposed;

- f) Make privacy training mandatory, adequate with their job responsibilities, for all Municipal staff, volunteers and contract staff hired by the Municipality of Huron East; and
- g) Establish a strategy to improve employee privacy awareness appropriate with the complexity and sensitivity of the information to which they have access.

**Definitions:**

**Collection:** the collection of personal information from or about the individual to whom the information relates including unintended or unprompted receipt.

**Disclosure:** the release of personal information by any method (e.g. sharing information by any means such as verbally, email content, or posting online) to anybody or person.

**Disposition:** the action taken with regards to personal information including destruction, transfer to another entity or permanent preservation.

**Information Management:** the means by which the Municipality responsibly plans, creates, captures, organizes, protects, uses, controls, shares, disposes of, and evaluates its information and through which it ensures that the value of that information is identified, trusted and used to the fullest extent.

**Personal Information:** recorded information about an identifiable individual.

**Privacy Breach:** improper or unauthorized creation, collection, use, disclosure, retention or disposition of personal information.

**Use:** purpose(s) for which the information was obtained or compiled.

**Organizational Outcomes:**

It is expected that by complying with this policy the Municipality will:

- a) Increase trust and confidence in Huron East government;
- b) Ensure statutory and regulatory compliance with and effective application of privacy legislation;
- c) Establish rules and procedures for managing privacy investigations and other privacy matters;
- d) Communicate and identify roles and responsibilities with Municipal staff, volunteers, and contracted staff related to the management of personal information.

**Principles:**

The Municipality acknowledges and incorporates into this policy the ten Privacy Protection Principles which have been adopted by various jurisdictions, including the Information and Privacy Commissioner, as guiding principles for the collection, use, and disclosure of Personal Information.

Adherence to these principles assists the Municipality in achieving positive outcomes by protecting and managing Personal Information. The principles are:

- **Accountability:** Employees are responsible for managing personal information in their care, custody or control in accordance with these principles. The Clerk designated the powers and duties of the head for purposes of MFIPPA holds overall responsibility for the implementation and administration of this policy.
- **Identifying Purposes:** The purpose for which personal information is collected will be identified by the Municipality before or during the times the information is collected.
- **Consent:** The consent of an individual is required for the Municipality to collect, use or disclose of personal information, except where inappropriate.
- **Limiting Collection:** The Municipality shall limit the collection of personal information to that which is necessary for the administration of Municipal programs and services, and for the purpose(s) identified at the time of collection. Individuals shall not be asked for personal information beyond what is necessary for the identified purpose.
- **Limiting Use, Disclosure, and Retention:** Personal information will not be used or disclosed for purposes other than those for which the Municipality collected it, except with the consent of the individual or as required by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes or as required by law. Personal information will be disposed of in accordance with retention and disposition schedules as set out in the Municipality's Records Retention By-law, as well as all applicable Municipal policies and procedures.
- **Accuracy:** The Municipality shall take reasonable measures to ensure that personal information in its care, custody or control is accurate, complete and up to date as is necessary for the purpose(s) for which it is to be used.
- **Safeguards:** The Municipality will protect and safeguard personal information in its custody or under its control appropriate to the sensitivity of the information.
- **Openness:** The Municipality shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

- **Individual Access:** Upon request, an individual shall be entitled to access and review their personal information held by the Municipality, and to request revision related directed to the accuracy and completeness of the personal information.
- **Challenging Compliance:** An individual may address a concern with the Municipality's compliance with the above principles, or this policy in general, to the Clerk.

### **Roles and Responsibilities:**

#### **CAO:**

- Provide oversight of and compliance with this policy by all municipal staff.
- Ensure department heads integrate protection of personal privacy requirements into the development, implementation, evaluation and reporting activities of their departmental programs and services.
- Promote culture and business practices that ensure information is shared and accessible to the greatest extent possible, while respecting security and privacy requirements of personal information and other confidentiality obligations.

#### **Clerk;**

- Develop and implement policies, programs and services for management and protection of personal information.
- In partnership with department heads, implement this policy.
- Review departmental practices for the collection, use, disclosure and disposition of personal information.
- Consult with departments to meet privacy requirements as identified in this policy, applicable legislation, privacy standards and procedures.
- Establish privacy standards, guidelines and procedures to support this policy.
- Coordinate the response to complaints regarding the misuse of personal information.
- Investigate reports of privacy breaches and communicate findings to complainant.

#### **Human Resources Coordinator:**

- In partnership with the Clerk establish training and education plan, including the development of e-learning modules, to improve privacy awareness in the Municipality.
- Build privacy awareness and training into all new staff orientation programs.



Director of Finance/Treasurer (in conjunction with Information Technology):

- Implement privacy principles in information technology policies, standards, procedures and technologies for core business solutions and provide advice for departmental solutions where requested.
- Create personal information privacy and security standards for technologies that will ensure adequate safeguards and compliance for those technologies or technological processes that collect, use, disclose or retain personal information.

Department Heads:

- Be accountable for ensuring personal information is collected, used, disclosed, and disposed in accordance with legislation and associated regulations, standards, and other Municipal policies, and for compliance with this policy.
- Implement this policy and communicate to staff under their direction.
- Receive formal privacy investigation reports and make final decisions about the outlook of a complaint.
- Restrict access to personal information and develop and implement processes whereby individuals can view information held about them and what the Municipality uses it for. These processes will also facilitate an individuals need to correct or update their information.
- In collaboration with the Clerk, Treasurer and CAO require vendors and contractors to comply with this policy and ensure that privacy rules and concerns are referenced in all procurement documents.
- Require staff, vendors and contractors to maintain a level of privacy awareness appropriate with their responsibilities.
- Inform staff of the legal and administrative consequences of any inappropriate or unauthorized access to, collection, use, disclosure, or disposition of personal information related to a particular program or activity.
- Consult with the Clerk and the Treasurer (Information Technology) where required, during the planning stages, before any procurement, and prior to implementation of any technology, system, program, or service involving the collection, use, disclosure, or disposition of personal information.

All Employees and Volunteers:

- Manage personal information that is part of a business record in accordance with the Municipality's Records Management Policy and the requirements identified in this policy.

- Take privacy awareness and training for the appropriate handling of personal information to understand their responsibilities to protect privacy in executing their operational duties.
- Be responsible for the privacy of the Municipality business information regardless of whether the technology used to manage the information is personally owned or Municipally owned.
- Follow specific procedures established for disclosing personal information to a law enforcement agency in Canada.
- Comply with applicable legislation that governs the collection, use, disclosure, and disposition of the personal information under their control.

**Compliance:**

All Municipal staff, volunteers, and contract staff hired by the Municipality of Huron East are responsible for complying with this policy.

**Related Policies and Documents:**

- Records Management Policy
- Routine Disclosure Policy
- Breach Protocol
- Staff Guide to MFIPPA
- Councillor Guide to MFIPPA



## Routine Disclosure Policy

### Policy No. 1 - 38

Approved by: Council

Date: October 3, 2023

Last Review by: Clerk

Date:

#### Introduction:

One of the key principles of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is that information should be available to the public. MFIPPA provides for a right of formal access to records through filing a Freedom of Information (FOI) request. However, MFIPPA also provides for a Municipality to establish a routine disclosure policy, when there is nothing in the Act to prevent a Municipality from giving access to information.

#### Purpose:

The purpose of this policy is to actively provide information to the public, to encourage public access to information and to provide for the routine disclosure of information to the public or to individuals to whom the information directly relates, in compliance with applicable legislation. The Municipality of Huron East will provide information utilizing open and fair practices while safeguarding privacy through compliance with municipal policies, legislation, understanding, dignity, and ethical practices.

#### Definitions:

**Routine Disclosure:** disclosure of municipal information or records in response to a routine inquiry or request for access that can be granted without filling a FOI request under the MFIPPA.

**Active Dissemination:** the regular or periodic release of information by the municipality to the public without receiving an inquiry or request for access.

#### Responsibility:

Routine access requests are to be handled by the responsible department. Responses to requests for records made under this policy will be acknowledged and will be completed in a reasonable timeframe as determined by staff workload.

**Process:**

Departments may release certain records routinely and automatically, provided those records do not fall under on the of the mandatory or discretionary exemptions under MFIPPA. Staff are encouraged to respond to informal requests, while exercising caution. Questions about a disclosure of records should be directed to the Clerk.

Records or information identified in Appendix 'A' of this policy, will be provided or available to the public, or any requestor, according to the noted conditions for releasing the information, by the Department Head responsible for those records. Records are provided upon request or actively disclosed, as appropriate.

Records, whenever possible, will be made available through the Municipal website, media release, social media, newsletters (distributed with tax bills) or in person. The Municipality reserve the right to require that any verbally issued requests be made in writing.

For individuals requesting information, pertaining to themselves, staff shall have them confirm their identity through photo ID, prior to the release of any records. Release of information to an authorized agent of the individual may be provided if authorization is provided in writing.

If any law enforcement is requesting personal information the 'Law Enforcement Request for Personal Information' form, Appendix B, in this policy, must be completed and submitted to the Clerk.

A staff member must be present at all times when a requestor is viewing an original record. An original record may not be retained, however a full or partial copy may be obtained. Copy fees shall apply for reproduction in accordance with the Fees and Charges By-law. If a request is deemed to be voluminous in nature a deposit may be required.

The Municipality will not release resident names or contact information to parties wishing to solicit business.

If staff decide not to release information under this Policy, they must inform the individual that a formal Freedom of Information (FOI) request can be made under MFIPPA. Formal MFIPPA requests can be made if:

- Search time or preparation time for the requested records would be considered excessive.
- Records relate to a matter that may result in litigation.
- Records were supplied by a third party.
- Records do not exist.
- Records contain solicitor-client information.
- Records contain personal information for individuals other than the requestor.

Requests made about another individual must be made through a formal FOI request. All FOI requests are to be directed to the Clerk or designate. If staff receive a request for records and are unsure of whether the record can be released, they should consult with the Clerk, prior to releasing any information.

FOI requests made under MFIPPA will be processed by the Clerk, or designate, in accordance with the applicable legislation.

**Related Policies and Documents:**

- Records Management Policy
- Privacy Policy
- Privacy Breach Protocol
- Staff Guide to MFIPPA
- Councillor Guide to MFIPPA



## Appendix A – Records Available Through Routine Disclosure

Information included in this list can be disclosed without going through the formal FOI request process, following the conditions noted. If a requestor is asking for records that are excluded in the conditions, the requestor should be directed to the formal FOI process. Copy fees, outlined in the Fees and Charges By-law, may apply.

Document	Location and Notes
<b>Administration</b>	
By-laws	Excludes Drafts
Committee and Council Agendas	Municipal Website; excludes closed sessions
Committee and Council Minutes	Municipal Website; excludes closed sessions
Conflict of Interest Declarations	Municipal Website
Contracts and Agreements	Excludes drafts and agreements containing confidentiality clauses; Facility Rentals only provided to the signing partners
Election Candidate Financial Reports	Municipal Website
Election Candidate Information	Municipal Website
Elector Voters' Lists	Available for online viewing by election candidates only
Media Releases	Municipal Website
Official Studies	Municipal Website
Policies	Excludes drafts
Staff Reports	Municipal Website; excludes closed session reports and drafts
Strategic Plan	Municipal Website
Summary of Tender Results	Municipal Website through Council Agendas/Staff Reports

Document	Location and Notes
Tourism, Special Events, and Activities	Municipal Website
<b>Community Services</b>	
Recreational Programing and Facility Rental Information	Municipal Website
<b>Finance</b>	
Annual Budget	Municipal Website
Assessment Rolls	Only available to view in the Office under supervision. No copies or pictures of information to be taken
Audited Financial Statements	Municipal Website
Council Expenses/Remuneration	Municipal Website
Tax Certificates, Statement of Accounts, Statements of Taxes Paid	Provided to property owner or agent only
<b>Fire Department</b>	
Emergency Management Plan	Municipal Website
Fire Code Inspections	Released to property owner only
Fire Prevention and Safety	Municipal Website and social media
<b>Human Resources</b>	
Employee Files	Released to employee only through appointment with the Human Resources Coordinator; Not applicable in MFIPPA
Job Descriptions	Municipal Website
Organizational Chart	Municipal Website
Salary Grids	Salary ranges only; Excludes personal information
<b>Planning and Public Works</b>	
Annual Water Quality Reports	Municipal Website

Document	Location and Notes
Building Permits	Released to property owner or agent at time of project
Planning applications and related documents	Municipal Website
Building Reports and Statistical Information	Municipal Website; Excludes personal information
Official Plan and Amendments	Municipal Website
Zoning and Official Plan Designations	Municipal Website and Huron County GIS
Zoning Applications and related documents	Municipal Website
Zoning Certificates	Provided to property owner or representative only

## Appendix B – Law Enforcement Request for Personal Information Form

### Law Enforcement Request for Personal Information

The following information has been requested under section 32(g) of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), which allows for the disclosure of records containing personal information for the purpose of aiding an active law enforcement investigation.

**Part 1: This section to be completed by the attending Law Enforcement Officer**

Information requested:		
Investigation number:		
Yes	No	Review Original Records
Yes	No	Copies Requested
Yes	No	Original
Requested*		
<p>I, _____ (Officer Name – First, Last) request the above personal information to aid in an investigation undertaken by _____ (Law Enforcement Institution) with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.</p>		
Investigating Officer Signature:		
Badge ID Number:		
Business Telephone Number:		
Date: (yyyy-mm-dd)		

**Part 2: This section to be completed by staff**

Description of records disclosed:
Employee name and division
Record(s) location:
Record(s) title:
Form completed by proxy (in emergency only):
Employee contact information:
Employee signature:
Date (yyyy-mm-dd)
Business telephone number:
Referred to senior management (provide details):

Once completed, please give this form to the Clerk, located at 72 Main Street South in Seaforth. If you have any questions about how to complete this form or about the Municipality's Privacy Policy, please contact the Clerk at [clerk@huroneast.com](mailto:clerk@huroneast.com)

## Huron East Fire Department

**To:** Mayor MacLellan and Members of Council

**From:** Kent Readman, Fire Chief

**Date:** October 3, 2023

**Subject:** Request for Proposal – Community Risk Assessment and Fire Service Review

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### Recommendation:

That the Council of the Municipality of Huron East award the Community Risk Assessment and Fire Service Review to Emergency Management Group Inc.

### Background:

On August 29, 2023, the Municipality of Huron East issued a Request for Proposal for a Community Risk Assessment and Fire Service Review. The Request for Proposal closed on September 21, 2023 and four (4) submissions were received.

The submissions were evaluated against prescribed scoring criteria as outlined in the Request for Proposal. Proponents were scored on their technical proposal and scored on their fee according to a formula-based calculation (lowest fee given full points with remaining allocated a portion of the points depending on their proposed fee). The combined technical score and fee score was used to provide a total score for consideration of award.

The technical proposal was worth a maximum of eighty-five (85) points and the fee score was worth a maximum of fifteen (15) points.

The following table outlines the consolidated results of the evaluation of the four (4) submissions:

Category	Emergency Management Group Inc.	Transitional Solutions Inc.	The Loomex Group	Behr Integrated Solutions Inc.
Technical Score (85 points)	61	61	58	57.5
Fee Score (15 points)	15	14.6	14.8	11.5
<b>Total Score</b>	<b>76</b>	<b>75.6</b>	<b>72.8</b>	<b>69</b>



Based upon the results of the evaluation, staff are recommending the award of the Community Risk Assessment and Fire Service Review to Emergency Management Group Inc. for the fee of \$52,800 excluding HST.

Emergency Management Group Inc. has completed Community Risk Assessments and Fire Service Reviews in several rural municipalities throughout Ontario. The Project Manager, Lyle Quan has over 35 years of experience in emergency services.

Ontario Regulation 378/18: Community Risk Assessments requires every municipality in Ontario to complete a community risk assessment by July 1, 2024.

**Others Consulted:**

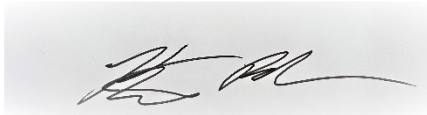
Brad McRoberts, CAO

Stacy Grenier, Director of Finance

**Financial Impacts:**

The cost for the Community Risk Assessment and Fire Service Review was included in the 2023 budget and the proposal value is within the allocated budget for the project.

**Signatures:**



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Kent Readman, Fire Chief



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Brad McRoberts, MPA, P. Eng., CAO

## Huron East Administration

**To:** Mayor MacLellan and Members of Council

**From:** Brad McRoberts, MPA, P. Eng.

**Date:** October 3, 2023

**Subject:** Ministry of Municipal Affairs & Housing's Housing Affordability Task Force Recommendations

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### Recommendation:

That the Municipality of Huron East Council provide their top five (5) Housing Affordability Task Force recommendations for submission to the Ministry of Municipal Affairs and Housing.

### Background:

The Ministry of Municipal Affairs & Housing's Housing Affordability Task Force has presented a series of 74 recommendations in its final report. The Minister has requested that municipalities provide feedback by identifying their top 5 of the Housing Affordability Task Force recommendations.

The full list of the recommendations is provided with the September 15, 2023 letter from the Minister of Municipal Affairs & Housing which is attached.

Huron County Planning staff reviewed the recommendations and provided their opinion of the top six (6) of the Housing Affordability Task Force recommendations as follows:

No.	Recommendation	Comment
3b	"b) Modernize the Building Code and other policies to remove any barriers to affordable construction and to ensure meaningful implementation (e.g., allow single-staircase construction for up to four storeys, allow single egress, etc.)"	Our sense is that the modernization of the Ontario Building Code could be helpful but would defer to Chief Building Officials.
26	"Require appellants to promptly seek permission ("leave to appeal") of the Tribunal and demonstrate that an appeal has merit, relying on evidence and expert reports, before it is accepted."	Would ensure appeals to Ontario Land Tribunal have merit prior to proceeding. This would represent a significant saving of time and resources.
42	Province provincial and federal loan guarantees for purpose-built rental, affordable rental and affordable ownership projects".	Funding for affordable housing is critical.

No.	Recommendation	Comment
45	Improve funding for colleges, trade schools, and apprenticeships; encourage and incentivize municipalities, unions and employers to provide more on-the-job training.	Increasing capacity of the building trade is important, including the modular construction industry.
48	“The Ontario government should establish a large “Ontario Housing Delivery Fund” and encourage the federal government to match funding. This fund should reward: a) Annual housing growth that meets or exceeds provincial targets b) Reductions in total approval times for new housing c) The speedy removal of exclusionary zoning practices”	Additional funding would enable infrastructure extensions and other municipal services required to support expanded housing/population. Huron County municipalities have a history of streamlining approvals and being proactive in regards to zoning requirements (eg. 4 units are permitted as of right on fully serviced R1 lots where Bill 23 only mandated up to 3 units).
50	Fund the adoption of consistent municipal e-permitting systems and encourage the federal government to match funding. Fund the development of common data architecture standards across municipalities and provincial agencies and require municipalities to provide their zoning bylaws with open data standards. Set an implementation goal of 2025 and make funding conditional on established targets.	Funding to support e-permitting implementation would be beneficial.

**Others Consulted:** Huron County Planning.

**Financial Impacts:** None.

**Signatures:**

*Brad McRoberts (Original Signed)*

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Brad McRoberts, MPA, P. Eng.

CAO

**Attachments:**

1. [September 15, 2023 letter from the Minister of Municipal Affairs & Housing](#)

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2023-4597

September 15, 2023

Dear Head of Council,

**Subject: Responding to the Housing Affordability Task Force's  
Recommendations**

As you know, in February 2022, the Housing Affordability Task Force delivered [its final report](#) with recommendations to help Ontario tackle the housing supply crisis and build at least 1.5 million homes by 2031. Including sub-items and appendices, the Task Force made 74 unique recommendations, some of which apply to all communities in Ontario, with others more specific to large and urban municipalities. While Ontario has made progress in acting on these recommendations — with 23 implemented to date helping to achieve the highest level of housing starts in over three decades — as the province grows at incredible speed, all levels of government need to do more.

To bring the dream of home ownership into reach for more people, I have asked my ministry to renew its efforts to review and, where possible, implement the Task Force's remaining recommendations with minimal delay. As part of that review, I am asking for you, as head of council, to prioritize your top five recommendations for future consideration. For these top five priorities, this could include your advice to revisit the way a recommendation has been implemented up to this point, as well as how some of the recommendations could or should be implemented with amendments.

Accompanying this letter, you will find a chart with space to rank the top five Task Force recommendations. While I know that some of the recommendations may not be applicable to all small, rural, and Northern communities, I ask that you rank those recommendations that you feel would be, or have been, the most useful in increasing housing supply in your community.

As we look to do more to solve the housing supply and affordability crisis together, it's important for the province to have a full understanding of our municipal partners' positions on these recommendations as quickly as possible. I ask that you **please return the completed chart to [housingsupply@ontario.ca](mailto:housingsupply@ontario.ca) no later than October 16, 2023.**

I look forward to continuing our work together to ensure that more people can afford a place to call home.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a large, stylized initial 'P' and 'C'.

The Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c: Hon. Rob Flack, Associate Minister of Housing  
Kirstin Jensen, Interim Chief of Staff, Minister's Office  
Martha Greenberg, Deputy Minister  
Joshua Paul, Assistant Deputy Minister, Market Housing Division  
Sean Fraser, Assistant Deputy Minister, Planning and Growth Division  
Caspar Hall, Assistant Deputy Minister, Local Government Division

Attachment:

Top Five Housing Affordability Task Force (HATF) Recommendations for Response

## Attachment: List of 74 Housing Affordability Task Force (HATF) Recommendations for Reference

<b>Housing Affordability Task Force Recommendation</b> <i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i> <i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
1.	1) Set a goal of building 1.5 million new homes in ten years.*
2.	2) Amending the Planning Act, Provincial Policy Statement, and Growth Plans to set “growth in the full spectrum of housing supply” and “intensification within existing built-up areas” of municipalities as the most important residential housing priorities in the mandate and purpose.
3.	3) a) Limit exclusionary zoning in municipalities through binding provincial action: allow “as of right” residential housing up to four units and up to four storeys on a single residential lot.*
4.	3 b) Modernize the Building Code and other policies to remove any barriers to affordable construction and to ensure meaningful implementation (e.g., allow single-staircase construction for up to four storeys, allow single egress, etc.)
5.	4) Permit “as of right” conversion of underutilized or redundant commercial properties to residential or mixed residential and commercial use.
6.	5) Permit “as of right” secondary suites, garden suites, and laneway houses province-wide.*
7.	6) Permit “as of right” multi-tenant housing (renting rooms within a dwelling) province-wide.
8.	7) Encourage and incentivize municipalities to increase density in areas with excess school capacity to benefit families with children.
9.	8) Allow “as of right” zoning up to unlimited height and unlimited density in the immediate proximity of individual major transit stations within two years if municipal zoning remains insufficient to meet provincial density targets.
10.	9) Allow “as of right” zoning of six to 11 storeys with no minimum parking requirements on any streets that have direct access to public transit (including streets on bus and streetcar routes).
11.	10) Designate or rezone as mixed commercial and residential use all land along transit corridors and re-designate all Residential Apartment to mixed commercial and residential zoning in Toronto.



<b>Housing Affordability Task Force Recommendation</b> <i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i> <i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
12.	11) Support responsible housing growth on undeveloped land, including outside existing municipal boundaries, by building necessary infrastructure to support higher density housing and complete communities and applying the recommendations of this report to all undeveloped land.
13.	12) a) Create a more permissive land use, planning, and approvals system: Repeal or override municipal policies, zoning, or plans that prioritize the preservation of physical character of neighbourhood.*
14.	12 b) Exempt from site plan approval and public consultation all projects of 10 units or less that conform to the Official Plan and require only minor variances.*
15.	12 c) Establish provincewide zoning standards, or prohibitions, for minimum lot sizes, maximum building setbacks, minimum heights, angular planes, shadow rules, front doors, building depth, landscaping, floor space index, and heritage view cones, and planes; restore pre-2006 site plan exclusions (colour, texture, and type of materials, window details, etc.) to the Planning Act and reduce or eliminate minimum parking requirements.
16.	12 d) Remove any floorplate (sic) restrictions to allow larger, more efficient high-density towers.
17.	13) Limit municipalities from requesting or hosting additional public meetings beyond those that are required under the Planning Act.
18.	14) Require that public consultations provide digital participation options.
19.	15) Require mandatory delegation of site plan approvals and minor variances to staff or pre-approved qualified third-party technical consultants through a simplified review and approval process, without the ability to withdraw Council's delegation.*
20.	16) a) Prevent abuse of the heritage preservation and designation process by: prohibiting the use of bulk listing on municipal heritage registers.*
21.	16 b) Prohibiting reactive heritage designations after a Planning Act development application has been filed.*
22.	17) Requiring municipalities to compensate property owners for loss of property value as a result of heritage designations, based on the principle of best economic use of land.
23.	18) Restore the right of developers to appeal Official Plans and Municipal Comprehensive Reviews.*

<b>Housing Affordability Task Force Recommendation</b> <i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i> <i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
24.	19) Legislate timelines at each stage of the provincial and municipal review process, including site plan, minor variance, and provincial reviews, and deem an application approved if the legislated response time is exceeded.*
25.	20) Fund the creation of “approvals facilitators” with the authority to quickly resolve conflicts among municipal and/or provincial authorities and ensure timelines are met.*
26.	21) Require a pre-consultation with all relevant parties at which the municipality sets out a binding list that defines what constitutes a complete application; confirms the number of consultations established in the previous recommendations; and clarifies that if a member of a regulated profession such as a professional engineer has stamped an application, the municipality has no liability and no additional stamp is needed.
27.	22) Simplify planning legislation and policy documents.
28.	23) Create a common, province-wide definition of plan of subdivision and standard set of conditions which clarify which may be included; require the use of standard province-wide legal agreements and, where feasible, plans of subdivision.
29.	24) Allow wood construction of up to 12 storeys.*
30.	25) Require municipalities to provide the option of pay on demand surety bonds and letters of credit.
31.	26) Require appellants to promptly seek permission (“leave to appeal”) of the OLT and demonstrate that an appeal has merit, relying on evidence and expert reports, before it is accepted.
32.	27) a) Prevent abuse of process: remove right of appeal for projects with at least 30% affordable housing in which units are guaranteed affordable for 40 years.
33.	27 b) Require a \$10,000 filing fee for third party appeals.*
34.	27 c) Provide discretion to adjudicators to award full costs to the successful party in any appeal brought by a third party or by a municipality where its council has overridden a recommended staff approval.
35.	28) Encourage greater use of oral decisions issued the day of the hearing, with written reasons to follow, and allow those decisions to become binding the day that they are issued.*

**Housing Affordability Task Force Recommendation**

*(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)*

*Recommendations with an asterisk \* have been implemented (with or without amendments)*

36.	29) Where it is found that a municipality has refused an application simply to avoid a deemed approval for lack of decision, allow the Tribunal to award punitive damages.
37.	30) Provide funding to increase staffing (adjudicators and case managers), provide market-competitive salaries, outsource more matters to mediators, and set shorter time targets.
38.	31) In clearing the existing backlog, encourage the Tribunal to prioritize projects close to the finish line that will support housing growth and intensification, as well as regional water or utility infrastructure decisions that will unlock significant housing capacity.
39.	32) Waive development charges and parkland cash-in-lieu and charge only modest connection fees for all infill residential projects up to 10 units or for any development where no new material infrastructure will be required.
40.	33) Waive development charges on all forms of affordable housing guaranteed to be affordable for 40 years.
41.	34) Prohibit interest rates on development charges higher than a municipality's borrowing rate.*
42.	35 a) Regarding cash in lieu of parkland, s.37, Community Benefit Charges, and development charges: Provincial review of reserve levels, collections and drawdowns annually to ensure funds are being used in a timely fashion and for the intended purpose, and, where review points to a significant concern, do not allow further collection until the situation has been corrected.
43.	35 b) Except where allocated towards municipality-wide infrastructure projects, require municipalities to spend funds in the neighbourhoods where they were collected. However, where there's a significant community need in a priority area of the City, allow for specific ward to ward allocation of unspent and unallocated reserves.
44.	36) Recommend that the federal government and provincial governments update HST rebate to reflect current home prices and begin indexing, and that the federal government match the provincial 75% rebate and remove any clawback.
45.	37) Align property taxes for purpose-built rental with those of condos and low-rise homes.
46.	38) Amend the Planning Act and Perpetuities Act to extend the maximum period for land leases and restrictive covenants on land to 40 or more years.*
47.	39) Eliminate or reduce tax disincentives to housing growth.

<b>Housing Affordability Task Force Recommendation</b> <i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i> <i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
48.	40) Call on the Federal Government to implement an Urban, Rural and Northern Indigenous Housing Strategy.*
49.	41) Funding for pilot projects that create innovative pathways to homeownership, for Black, Indigenous, and marginalized people and first-generation homeowners.
50.	42) Provide provincial and federal loan guarantees for purpose-built rental, affordable rental and affordable ownership projects.
51.	43) Enable municipalities, subject to adverse external economic events, to withdraw infrastructure allocations from any permitted projects where construction has not been initiated within three years of build permits being issued.
52.	44) Work with municipalities to develop and implement a municipal services corporation utility model for water and wastewater under which the municipal corporation would borrow and amortize costs among customers instead of using development charges.
53.	45) Improve funding for colleges, trade schools, and apprenticeships, encourage and incentivize municipalities, unions and employers to provide more on-the-job training.*
54.	46) Undertake multi-stakeholder education program to promote skilled trades.*
55.	47) Recommend that the federal and provincial government prioritize skilled trades and adjust the immigration points system to strongly favour needed trades and expedite immigration status for these workers and encourage the federal government to increase from 9,000 to 20,000 the number of immigrants admitted through Ontario's program.*
56.	48) The Ontario government should establish a large "Ontario Housing Delivery Fund" and encourage the federal government to match funding. This fund should reward: <ul style="list-style-type: none"> <li>a) Annual housing growth that meets or exceeds provincial targets</li> <li>b) Reductions in total approval times for new housing</li> <li>c) The speedy removal of exclusionary zoning practices</li> </ul>
57.	49) Reductions in funding to municipalities that fail to meet provincial housing growth and approval timeline targets
58.	50) Fund the adoption of consistent municipal e-permitting systems and encourage the federal government to match funding. Fund the development of a common data architecture standard, supported by an external expert committee, across municipalities and provincial agencies/ministries and require municipalities to provide their zoning bylaws with open data standards. Set an implementation goal of 2025 and make funding conditional on established targets.

<b>Housing Affordability Task Force Recommendation</b> <i>(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)</i> <i>Recommendations with an asterisk * have been implemented (with or without amendments)</i>	
59.	51) Require municipalities and the provincial government to use the Ministry of Finance population projections as the basis for housing need analysis and related land use requirements.
60.	52) Resume reporting on housing data and require consistent municipal reporting, enforcing compliance as a requirement for accessing programs under the Ontario Housing Delivery Fund.*
61.	53) Report each year at the municipal and provincial level on any gap between demand and supply by housing type and location, and make underlying data freely available to the public.
62.	54) Empower the Deputy Minister of Municipal Affairs and Housing to lead an all of government committee that meets weekly to ensure our remaining recommendations and any other productive ideas are implemented.
63.	55) Commit to evaluate these recommendations for the next three years with public reporting on progress.*
64.	B-1) Call upon the federal government to provide equitable affordable housing funding to Ontario.*
65.	B-2) Develop and legislate a clear, province-wide definition of “affordable housing” to create certainty and predictability.
66.	B-3) Create an Affordable Housing Trust from a portion of Land Transfer Tax Revenue (i.e., the windfall resulting from property price appreciation) to be used in partnership with developers, non-profits, and municipalities in the creation of more affordable housing units. This Trust should create incentives for projects serving and brought forward by Black- and Indigenous-led developers and marginalized groups.
67.	B-4) Amend legislation to: <ul style="list-style-type: none"> <li>• Allow cash-in-lieu payments for Inclusionary Zoning units at the discretion of the municipality.</li> <li>• Require that municipalities utilize density bonusing or other incentives in all Inclusionary Zoning and Affordable Housing policies that apply to market housing.</li> <li>• Permit municipalities that have not passed Inclusionary Zoning policies to offer incentives and bonuses for affordable housing units.</li> </ul>
68.	B-5) Encourage government to closely monitor the effectiveness of Inclusionary Zoning policy in creating new affordable housing and to explore alternative funding methods that are predictable, consistent and transparent as a more viable alternative option to Inclusionary Zoning policies in the provision of affordable housing.

**Housing Affordability Task Force Recommendation**

*(Note: Bracketed numbers are per the numbering in the original Task Force report; numbering in the first column is for Ministry use)*

*Recommendations with an asterisk \* have been implemented (with or without amendments)*

69.	B-6) Rebate MPAC market rate property tax assessment on below-market affordable homes.
70.	C-1) Review surplus lands and accelerate the sale and development through RFP of surplus government land and surrounding land by provincially pre-zoning for density, affordable housing, and mixed or residential use.
71.	C-2) All future government land sales, whether commercial or residential, should have an affordable housing component of at least 20%.
72.	C-3) Purposefully upzone underdeveloped or underutilized Crown property (e.g., LCBO).
73.	C-4) Sell Crown land and reoccupy as a tenant in a higher density building or relocate services outside of major population centres where land is considerably less expensive.
74.	C-5) The policy priority of adding to the housing supply, including affordable units, should be reflected in the way surplus land is offered for sale, allowing bidders to structure their proposals accordingly.





Planning & Development Department  
57 Napier Street, Goderich Ontario N7A 1W2  
[planning@huroncounty.ca](mailto:planning@huroncounty.ca)  
Phone: 519.524.8394 ext 3 | Toll Free: 1.888.524.8394

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To: The Municipality of Huron East  
From: Shae Stoll, Planner  
Date: September 26, 2023  
Request to Remove Garden Suite Agreement

### Background

The purpose of this letter is to request the removal of the Temporary Use By-law for a garden suite agreement applying to 45163 Moncrief Road (Part of lots 31 & 32, Concession 16, Grey Ward) in the Municipality of Huron East. The property was previously subject to consent application C19-2018 for a surplus severance, changing the zoning to an AG4- Special Zone. At the time of consent, two residences existed on the subject lands. As a condition of consent, a Temporary Use Agreement was required to acknowledge the second residential use on the severed parcel.

Since the time of consent, the Huron East Zoning By-Law has been updated to permit Additional Residential Units as of right on residential properties (including AG4) as well as to reflect Provincial Legislation changes. The owner wishes to remove the Temporary Use Agreement to recognize the now permitted continued use of the second residence.

The second residence meets all of the criteria of an ARU in an AG4 zone with the exception having two separate entrances.

### Recommendation

It is recommended that the Temporary Use Agreement be removed from the property and the ARU be recognized in a special zone recognizing the existing separate entrances in a future housekeeping item.

Respectfully submitted,

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Shae Stoll

Planner

The Corporation  
of the  
Municipality of Huron East  
By-law No. 070 for 2023

Being a By-law to Repeal By-law 51-2018, Being a By-law to Authorize the Signing of an Agreement between the Corporation of the Municipality of Huron East and Donald and Sandra Harrison

**Whereas**, Section 8(1) of the Municipal Act, S.O. 2001, c.25, as amended, contains broad authority to municipalities to govern its affairs as it considers appropriate;

**And Whereas**, under Section 53(1) of the Planning Act, as amended, the Director of Planning for the County of Huron has approved Consent Application C19-2018 to create Part 1, Plan 22R-6673 subject to a zoning by-law amendment to permit a temporary use;

**And Whereas** under Section 39(1), of the Planning Act, as amended, the Council of the Corporation of the Municipality of Huron East, under the provisions of By-law 41-2018 amended Zoning By-law 52-2006 to permit a temporary use (garden suite) on Part 1 of Plan 22R-6673;

**And Whereas** the Municipality of Huron East has made an additional amendment to the Zoning By-law to permit Additional Residential Units as a right on residential properties, including AG4, as to reflect Provincial Legislation changes.

**And Whereas** the owners (Donald and Sandra Harrison) desire to remove the Temporary use Agreement to recognize the now permitted continued use of the second residence.

**And Whereas** the Municipality recognizes the continued use of the second residence and is in agreement of removing the Temporary Use Agreement;

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

- 1. That By-law 51-2018 and associated schedule(s) be hereby repealed.
- 2. That this By-law shall come into force and effect on the date of final passing thereof.

**Read** a first and second time this 3<sup>rd</sup> day of October 2023.

**Read** a third time and finally passed this 3<sup>rd</sup> day of October 2023.

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Bernie MacLellan, Mayor

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Jessica Rudy, Clerk

# **Amendment #16 to The Huron East Official Plan**

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## **Statement of Components**

### **Part A**

Part A is the preamble to Amendment #16 to the Huron East Official Plan, and does not constitute part of this amendment. It provides general introductory information on the purpose and location of the amendment.

### **Part B**

Part B consisting of the following map (Schedule 'B' Brussels & Part of Grey Ward) constitutes Amendment #16 to the Huron East Plan. Part 'B' contains the land use designations which apply to the amended site.

### **Part C**

Part C is the appendix and does not constitute part of this amendment but provides explanatory material to assist in interpreting the amendment.

**Part A: Preamble****Purpose and Effect:**

The lands subject to both the Official Plan Amendment and Zoning By-law Amendment are described as Plan 192, Lot 109, Brussels Ward in the Municipality of Huron East. The subject property is municipally known as 51 McCutcheon Drive.

This application proposes change the designation from Community Facility to Residential to permit a former church to be repurposed as a residential dwelling.

The proposed amendment to the Huron East Official Plan changes the designation of the subject lands from “Community Facility” to “Residential”.

**The corresponding Zoning By-law Amendment** to the Municipality of Huron East Zoning By-law will amend the zoning on the subject property from ‘Community Facility (CF)’ to ‘Residential Low Density- Special Zone (R1-45)’. The special zone will recognize the existing setbacks of the building are deemed to comply.

**The Corporation of The Municipality of Huron East**

**By-Law 071 - 2023**

**A By-Law to Adopt Amendment No. 16**

**To The Official Plan of The Municipality of Huron East**

**Whereas** The Planning Act, R.S.O. 1990, as amended, Chapter P. 13, Section 17 (22), provides for adoption of an amendment to an official plan;

**And Whereas** in accordance with Section 17(15) and Regulation 543/06, a Public Meeting was held with respect to Amendment No. 16;

**Now Therefore**, the Council of The Corporation of the Municipality of Huron East in accordance with the provisions of section 17(22) of The Planning Act, enacts as follows:

**That** Amendment No. 16 to the Official Plan of the Municipality of Huron East, constituting the attached Schedule 'B Brussels and Part of Grey Ward', is hereby adopted.

**That** the Clerk is authorized to forward Amendment No. 16 to the County of Huron as required by Section 17(31) and to provide such notice as required by section 17(23) of the Planning Act.

**That** this By-law shall come into force on the day of passing thereof and this amendment comes into effect as an official plan when approved in accordance with Section 17 of the Planning Act.

Read a First Time on the 3<sup>rd</sup> Day of October, 2023.

Read a Second Time on the 3<sup>rd</sup> Day of October, 2023.

Read a Third Time and Passed This 3<sup>rd</sup> Day of October, 2023.

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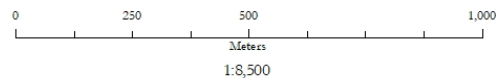
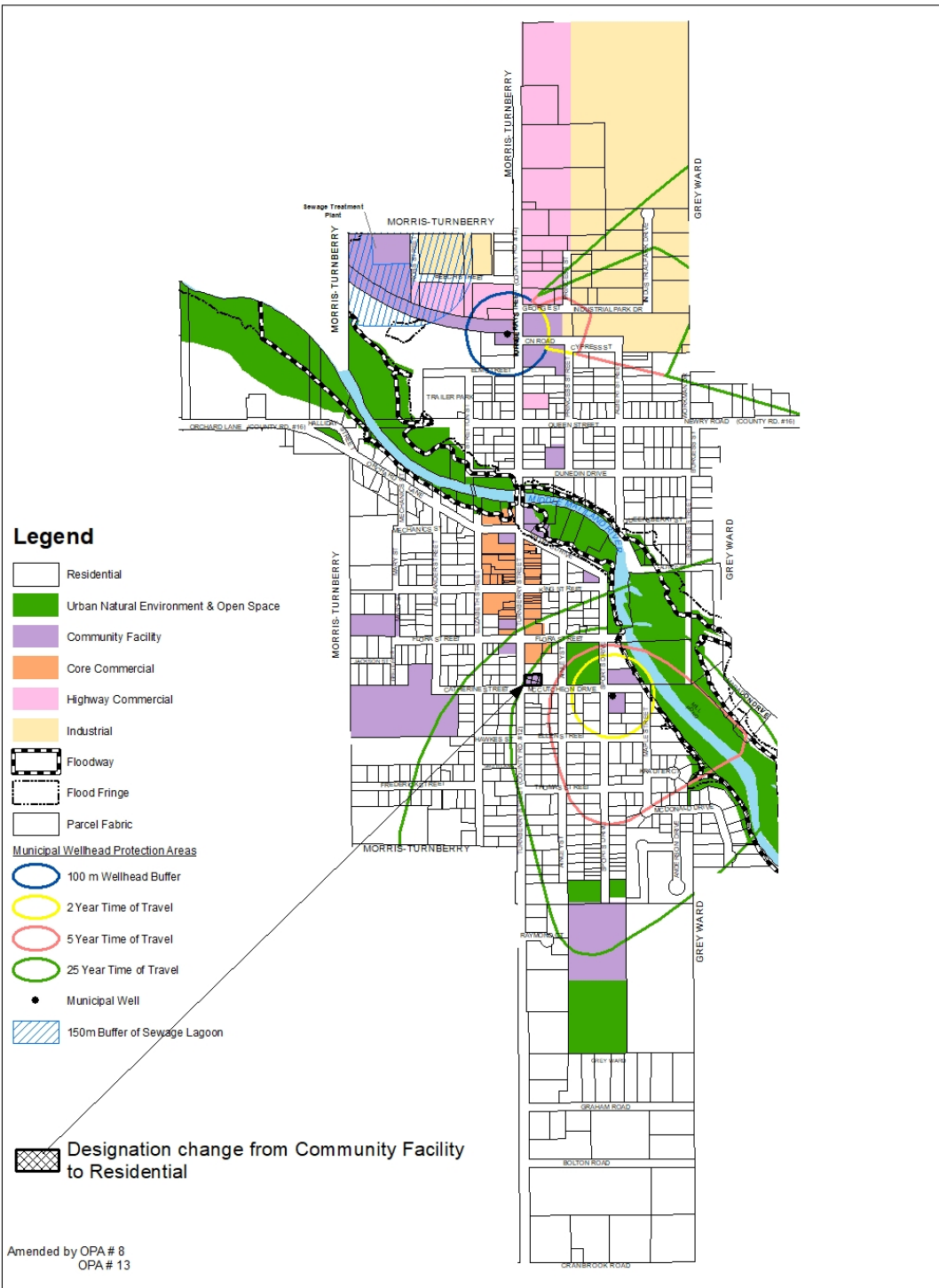
Bernie MacLellan, Mayor

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Jessica Rudy, Clerk

## Part B

**SCHEDULE "B"**  
**BRUSSELS & PART OF GREY WARD**  
**MUNICIPALITY OF HURON EAST**  
**OFFICIAL PLAN**  
**LAND USE**





## Part C

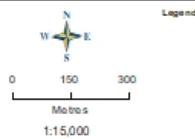
Municipality of Huron East  
Location Map

Village of Brussels



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Last Modified 8/22/2023



The Corporation  
of The  
Municipality of Huron East  
By-law No. 072 for 2023

Being a By-law to Amend By-law 52-2006, as amended, of the  
Municipality of Huron East to Amend the Zoning on Plan 192 Lot  
109, Brussels Ward in the Municipality of Huron East known as 51  
McCutcheon Drive

**Whereas** Council of the Corporation of the Municipality of Huron East considers it  
advisable to amend Zoning By-law 52-2006, as amended, of the Municipality of Huron  
East;

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

1. This By-law shall apply to Plan 192, Lot 109, Brussels Ward in the Municipality of  
Huron East, known as 51 McCutcheon Drive, and is comprised of the attached  
schedules.
2. By-law 52-2006, is hereby amended by changing the zone symbol from CF  
(Community Facility) to R1-45 (Residential Low Density – Special), the subject  
land is currently zoned ‘CF’ on the attached schedule.
3. Section 18.10 Special Zones is hereby amended by the addition of the following:  
  
R1-45  
  
The existing building is deemed to comply but any addition to or enlargement of  
the building is required to meet the provisions of section 18.
4. All other provisions of By-law 52-2006 shall continue to apply.
5. This By-law affects Zone Map 54 of By-law 52-2006, attached as Schedule B.
6. This by-law shall come into effect upon final passing, pursuant to Section 34(21)  
of the Planning Act, 1990.

Read a first and second time this 3<sup>rd</sup> day of October 2023.

Read a third time and finally passed this 3<sup>rd</sup> day of October 2023.

\_\_\_\_\_  
Bernie MacLellan, Mayor

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Jessica Rudy, Clerk

**Schedule 2**  
**The Corporation**  
**of The**  
**Municipality of Huron East**  
**By-law No. 072-2023**

By-law 072-2023 has the following purpose and effect:

- 1. The lands subject to this Zoning By-law Amendment are described as Plan 192, Lot 109, Brussels Ward in the Municipality of Huron East. The subject property is municipally known as 51 McCutcheon Drive.

The amendment to the Huron East Zoning By-law proposes to amend the zoning of the subject lands from ‘CF (Community Facility)’ to ‘R1-45 (Residential Low Density – Special)’.

- 2. Maps showing the location of the lands to which the By-law applies is shown on the following page and is entitled Location Map, Schedule A

Schedule A  
The Corporation  
of the  
Municipality of Huron East  
By-law 072 of 2023



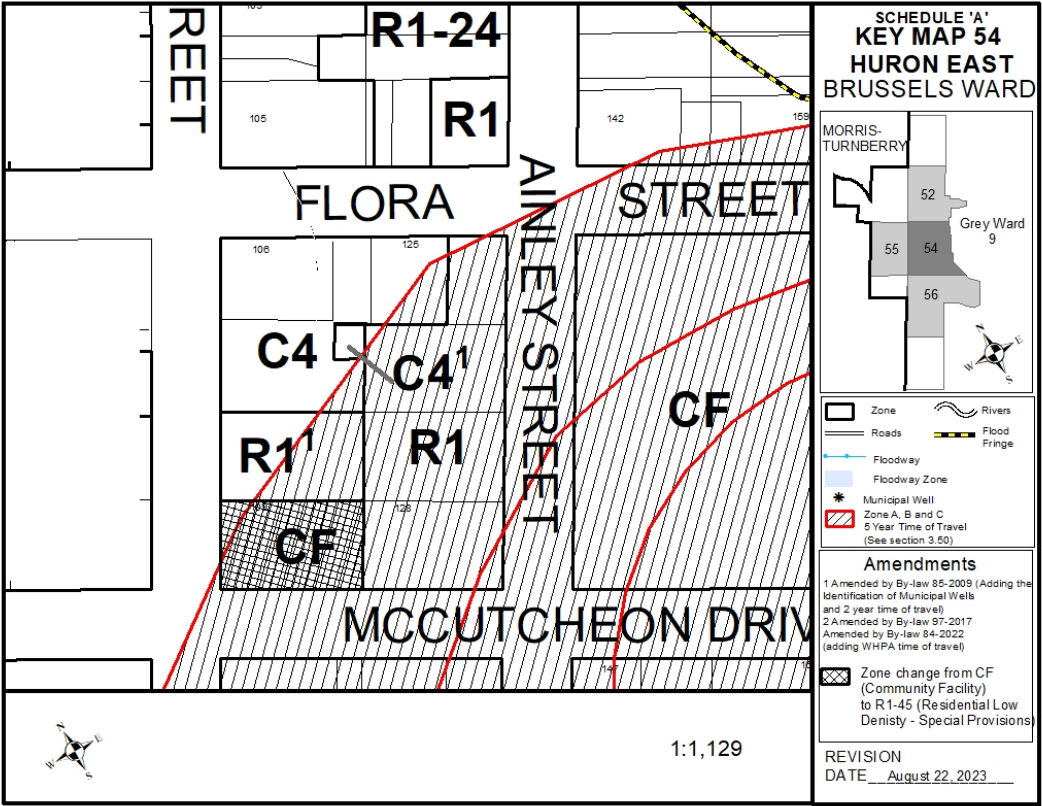
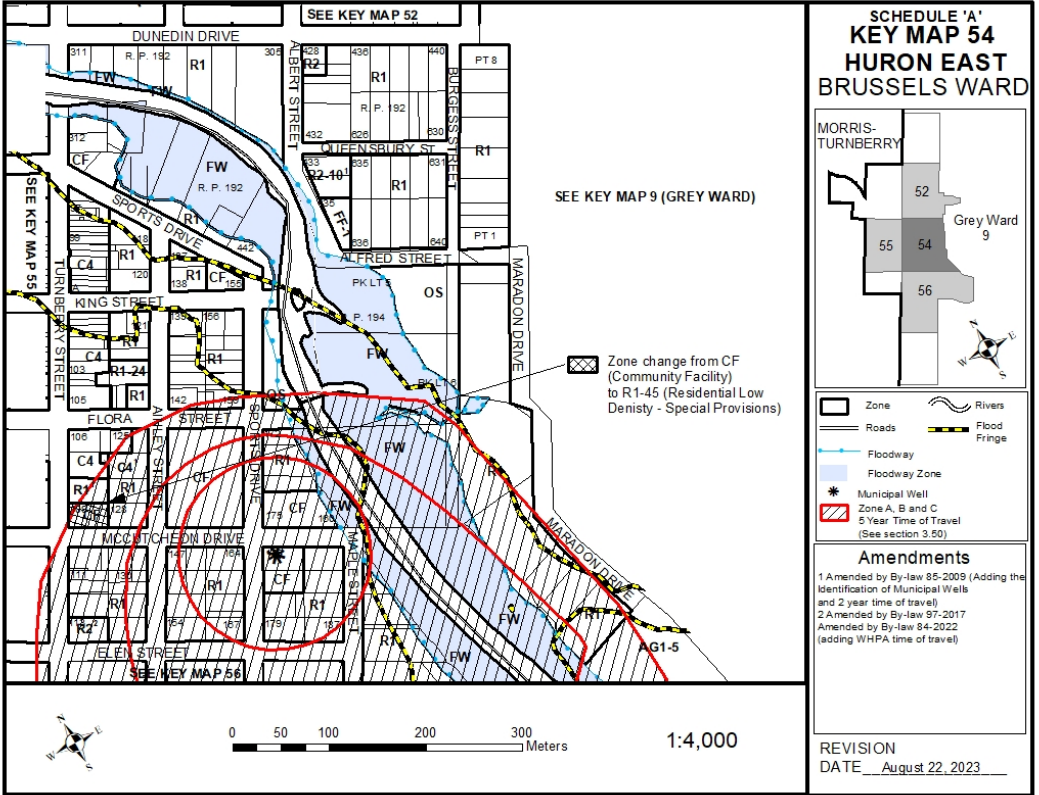
Schedule B

The Corporation

of the

Municipality of Huron East

By-law 073 of 2023



The Corporation  
of the  
Municipality of Huron East  
By-law No. 073 for 2023

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 3<sup>rd</sup> day of October, 2023 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 3<sup>rd</sup> day of October 2023.

**Read** a third time and finally passed this 3<sup>rd</sup> day of October 2023.

\_\_\_\_\_  
Bernie MacLellan, Mayor

\_\_\_\_\_  
Jessica Rudy, Clerk