



Municipality of Huron East

***Amended**

Council Agenda

Tuesday, October 17, 2023 at 6:00 P.M.

Council Chambers

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

1. Call to Order & Mayor's Remarks

2. Land Acknowledgement

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

3. Confirmation of the Agenda

4. Disclosure of Pecuniary Interest

5. Minutes of Previous Meeting

5.1 [Regular Meeting – October 3, 2023](#)

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5.2 [Public Meeting – October 3, 2023](#)

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5.3 [Committee of Adjustment Public Hearing – October 3, 2023](#)

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6. 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.

Consent Agenda Items

- 6.1 [Municipality of South Huron](#) re: Notice of Open House and Public Meeting for Official Plan and Zoning By-law Amendments
- 6.2 [Council Expenses for September 2023](#)
- 7. **Public Meetings/Hearings and Delegations**
 - 7.1 **Delegation:** Lisa Harper and Ryan Erb, United Way Perth Huron re: Huron County/Huron East United Way
Page 26
 - 7.2 **Staff Report: DRAINS-23-06** re: Geiger Municipal Drain Tender Options
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- 8. **Planning**
 - 8.1 [Planning Report](#) re: Consent Application C101-21
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 - 8.2 [Planning Report](#) re: Consent Application C62-2023
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- 9. **Municipal Drains**
- 10. **Reports & Recommendations of Municipal Officers**
 - 10.1 [CAO-23-28](#), Request for Proposal – Corporate & Community Strategic Plan
Page 57
 - 10.2 [CAO-23-29](#), Seaforth & District Community Centre Roof
Page 59
 - 10.3 [CAO-23-30](#), Workforce Strategy
Page 60
 - 10.4 [CAO-23-31](#), Policy for Annual Cost of Living Increase
Page 94
 - 10.5 [FD-23-05](#), Request for Pre-Budget Approval of Firefighter Personal Protective Equipment (aka Bunker Gear)
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11. Correspondence

- 11.1** [Brussels Santa Claus Parade Committee](#) re: Brussels 2023 Santa Claus Parade Request for Road Closure

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- 11.2** [Seaforth Lions Club Santa Claus Parade Committee](#) re: Seaforth Santa Claus Parade Request for Road Closure

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12. Unfinished Business

13. Council Reports

- 13.1** Council Member Reports

13.1.1 County Council Report

13.1.2 Other Boards/Committees or Meetings/Seminars

- 13.2** Requests by Members

- 13.3** Notice of Motions

- 13.4** Announcements

14. Other Business

- 14.1** *[CS-23-02](#), Cranbrook Community Centre Committee Request re: Support to Submit a Commonwell L.E.A.F Initiative Works Grant Application

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15. By-laws

- 15.1** [By-law 062-2021](#), A By-law for the Geiger Municipal Drain (Final Reading)

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- 15.2** [By-law 074-2023](#), A By-law to Temporarily Close Roads in Brussels and Seaforth for Santa Claus Parades

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16. Closed Session and Reporting Out

That a closed meeting of Council be held on Tuesday, October 17, 2023 immediately following the Council meeting, in the Town Hall Council

Chambers, in accordance with Section 239 of the Municipal Act, 2001 for the purpose of the following matters:

- 16.1** Adoption of October 3, 2023 Closed Session of Council meeting minutes **(Distributed Separately)**
- 16.2** 239(2)(e)(j) – litigation or potential litigation regarding a trade secret or scientific, technical, commercial or financial information that belongs to the municipality and has monetary or potential monetary value **(Verbal Report)**
- 17. Confirmatory By-law**
 - 17.1** [By-law 075-2023](#), A By-law to Confirm the Proceedings of Council
- 18. Adjournment**



Municipality of Huron East Council Meeting Minutes
Council Chambers
72 Main Street South, Seaforth, ON
Tuesday, October 3, 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; Drainage Superintendent Ken McCallum; and Director of Public Works Barry Mills

Others Present:

Huron County Planner Shae Stoll

1. Closed Session and Reporting Out

Moved by Councillor Wilbee and Seconded by Councillor Diehl:

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

- 1.1 239(2)(b) – personal matters about identifiable individuals
- 1.2 Adoption of September 19, 2023 Closed Session of Council Minutes
- 1.3 239(2)(b) – personal matters about identifiable individuals

And That CAO Brad McRoberts, Director of Finance/Treasurer Stacy Grenier, Human Resources Coordinator Tricia Thompson (Item 1.1 only), Gallagher Benefit Services (Canada) Group Inc. Jane Mizanski (Item 1.1 only) and Clerk Jessica Rudy remain in closed session.

Carried

2. Call to Order and Motion to Reconvene into Open Session

Mayor MacLellan called the meeting to order at 6:03 p.m.

Moved by Councillor Dalton and Seconded by Councillor Morrison:

That Council of the Municipality of Huron East reconvene into open session at 6:03 p.m.

Carried

Mayor MacLellan reported out from the Closed Session that Council discussed pay equity details and personnel matters.

3. Land Acknowledgement

Mayor MacLellan provided the land acknowledgement.

4. Confirmation of the Agenda

Moved by Councillor Morrison and Seconded by Councillor Chartrand:

That the Agenda for the Regular Meeting of Council dated October 3, 2023 be adopted as circulated.

Carried

5. Disclosure of Pecuniary Interest

A. McLellan declared a conflict of interest in regard to Item 8.4, Committee of Adjustment Public Hearing for Minor Variance Application MV08-2023 due to his family member being involved in the application.

6. Minutes of Previous Meeting

Moved by Councillor Wilbee and Seconded by Councillor Steffler:

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

6.1 Regular Meeting – September 19, 2023

Carried

7. Consent Agenda

8. Public Meetings/Hearings and Delegations

8.1 Delegation: Linda McLachlan and Joyce Ribey re: Seaforth Manor Long Term Care Home

Linda McLachlan appeared before Council requesting that Council lobby the Ministry of Long Term Care to meet with the residents of Seaforth, as prescribed on their website, to provide them the opportunity seek answers for their questions and requested that the Municipality pursue and obtain a provider of long term care in Seaforth.

Joyce Ribey appeared before Council requesting that they consider the concerns of the

residents and shared a letter emailed to Council. A copy of the email is [appended](#) to the original minutes.

Council discussed the logistics at length, noting that there is not much the Municipality can do and that there are not a significant amount of companies interested in operating long term care. It was stressed that the Municipality was not in a position to own and operate their own long term care facility.

Council discussed the statements of a potential of five (5) acres being donated by the Seaforth Hospital Trust, noting that it would be beneficial to have something in writing.

It was noted that the municipality could solicit potential companies, if in fact there was something in writing guaranteeing the donation of the five acres. Council requested an agreement be provided stipulating the conditions of the five acres.

In regards to a meeting with the province staff noted that they would contact the MPP and see if a meeting can be arranged with the community and stressed that employees of the Long Term Care Centre should contact their employer directly with their concerns

Mayor MacLellan thanked the delegation for their time and noted that they would follow up with any further information, once available.

8.2 Delegation: Huron County Libraries re: Library Services

Beth Rumble, County Librarian and Christa Lehnert, East Team Branch Manager from Huron County Library provided a presentation regarding Huron County library statistics, accolades, provincial landscape, municipality partnerships, the libraries vision and key initiatives. Further details of special events and community involvement was provided for the Huron East library locations of Brussels and Seaforth.

8.3 Public Meeting re: Official Plan Amendment 16 and Zoning By-law Amendment Z09-2023

Moved by Councillor Fisher and Seconded by Councillor McGrath:

That the Council of the Municipality of Huron East adjourn the regular meeting of Council at 7:07 p.m. to go into a Public Meeting to discuss the following:

- a) Official Plan Amendment 16 and Zoning By-law Amendment Z09-2023

Carried

Council reconvened at 7:13 p.m.

*A. McLellan left the meeting 7:14 p.m.

8.4 Committee of Adjustment Public Hearing re: Minor Variance Application MV08-2023

Moved by Councillor Morrison and Seconded by Councillor Chartrand:

That the Council of the Municipality of Huron East adjourn the regular meeting of Council at 7:14 p.m. to go into a Public Hearing of Committee of Adjustment to discuss the following:

- a) Minor Variance Application MV08-2023 for 42663 Graham Road, Brussels

Carried

Council reconvened at 7:20 p.m.

*A. McLellan returned to the meeting at 7:20 p.m.

9. Planning

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

Moved by Councillor Diehl and Seconded by Councillor Morrison:

Whereas the Council of the Municipality of Huron East has held a public meeting pursuant to Sections 17 and 34(12) of the Planning Act, 1990 with respect to the proposed Official Plan Amendment By-law 071-2023 and Zoning By-law 072-2023;

And Whereas no public comments were received on this application;

And Whereas no agency comments were received on this application;

Now Therefore, pursuant to Sections 17(23) and 34(18) of the Planning Act, 1990, Council concurs with the September 27, 2023 Planning Report and recommends By-laws 071-2023 and 072-2023 for approval.

Carried

10. Municipal Drains

10.1 DRAINS-23-05, Geiger Municipal Drain Tender Results

Drainage Superintendent Ken McCallum provided an overview and factors contributing to the tender process.

Council considered the options that would be available and the likelihood of changes if the tender were to be reissued for 2024 construction.

Moved by Councillor Chartrand and Seconded by Councillor Steffler:

That the Council of the Municipality of Huron East direct staff to send notice to 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.

Carried

11. Reports & Recommendations of Municipal Officers

11.1 CLK-23-19, Privacy and Routine Disclosure Policies

Moved by Councillor Newell and Seconded by Councillor Morrison:

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

Carried

11.2 FD-23-04, Request for Proposal - Community Risk Assessment and Fire Service Review

Deputy Mayor McLellan requested that Emergency Management Group Inc. take into consideration volunteer firefighter schedules, when gathering their input.

Moved by Councillor Steffler and Seconded by Councillor Chartrand:

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

Carried

11.3 CAO-23-27, Ministry of Municipal Affairs & Housing's Housings Affordability Task Force Recommendations

CAO Brad McRoberts provided an overview of the request from the Ministry regarding the Municipality's priorities in relation to the housing affordability task force recommendations.

Council reviewed the comments incorporated into the staff report and provided the following feedback:

- Recommendation 27(b): Council agreed that a third party appeal payment should be required, however, felt that the \$10,000 price a little too high.
- Recommendation C-5: Council was in favour, however felt it was not something that could be controlled.
- Recommendation 32: Council felt that the parkland fee is crucial to the municipality.
- Recommendations 16(a) and 16(b): Council was not in favour of the restrictions associated with these recommendations.

12. Correspondence

12.1 Huron County Planning re: Request to Remove Temporary Use Agreement

Moved by Councillor Diehl and Seconded by Deputy Mayor McLellan:

That the Council of the Municipality of Huron East accept the request to remove the Temporary Use Agreement from 45163 Moncrief Road and consider a By-law to repeal the authorizing By-law.

And That the Additional Residential Unit be recognized in a special zone recognizing the existing separate entrances in a future housekeeping item.

Carried

13. Unfinished Business

14. Council Reports

14.1 Council Member Reports

14.1.1 County Council Report

Deputy Mayor McLellan reported that on September 20th they heard from Clean Energy Frontier which highlighted their program and issues. It was also reported that Julie Sawchuk appeared to address accessibility and the little things that can be done to improve accessibility throughout the County.

Deputy Mayor McLellan and Mayor MacLellan highlighted the upcoming changes to the 'Out of the Cold' program, noting that they will be using fourteen (14) rooms of an under used motel in Goderich to run the program.

In response to Councillor Chartrand's request for defibrillators in for the Seaforth Optimist Club, Mayor MacLellan reported that staff were directed to bring forward a report.

14.1.2 Other Boards/Committees or Meetings/Seminars

Councillor Chartrand reported on a seminar hosted by South Huron regarding Municipal Fire Services, noting that the presenter offers smaller presentations that may be beneficial to Council. Fire Chief Kent Readman was directed to gather details regarding a future presentation to Council.

Councillor Fisher announced that Rick Wood and Murray Bennewies of the Seaforth Lawn Bowling Club won the championships in Edmonton recently and requested that the Recreation Advisory Committee look at various ways or programs in which the Municipality can recognize individual achievements throughout Huron East.

14.2 Requests by Members

Deputy Mayor McLellan requested that Council be made aware of any communications with any proponents for battery farms.

Deputy Mayor McLellan requested that the Fire Department contact Fire Marque to request a presentation to Council.

14.3 Notice of Motion**14.4 Announcements**

Deputy Mayor McLellan requested Fire Chief Kent Readman to provide details on the Brussels Open House. It was noted that it would take place on October 11, 2023 and that the event would include hot dogs, prizes and fire extinguisher training.

15. Other Business

Council discussed the delegation regarding Seaforth Long Term Care and agreed that a letter to solicit a potential long term care provider would be sent, once a letter of understanding is received in regards to the five (5) acre donation of land.

16. By-laws

Moved by Deputy Mayor McLellan and Seconded by Councillor Fisher:

That Be it Hereby Resolved 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 be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Diehl and Seconded by Councillor Morrison:

That Be it Hereby Resolved By-law 071-2023, A By-law to Amend the Official Plan (OPA 16) be given first, second, third and final readings and signed by the Mayor and Clerk, and the Seal of the Corporation be affixed thereto.

Carried

Moved by Councillor Chartrand and Seconded by Councillor Wilbee:

That Be it Hereby Resolved By-law 072-2023, A By-law to Amend By-law 52-2006, Being the Zoning By-law (Z09-2023) 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

17. Closed Session and Reporting Out**18. Confirmatory By-Law**

Moved by Councillor Fisher and Seconded by Councillor Dalton:

That Be It Hereby Resolved that By-law 073-2023, 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

19. Adjournment

Moved by Councillor Diehl and Seconded by Councillor Fisher:

The time now being 8:17 p.m. That the regular meeting adjourn until October 17, 2023 at 6:00 p.m.

Carried

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

Honorable Mayor Bernie, Bradley McRoberts and Huron East Council Members

I ask that you consider my concerns which are too lengthy to communicate to you at the October 3, 2023 council meeting when we address all of you.

It is a recognized fact that the building which houses our LTC and Retirement Community is an aging infrastructure and needs to be replaced with an updated building. There is ample land to relocate and build in our community. It's something that was discussed in 2020 and should have had a concerted effort by all parties to make an offer that Sunbridge couldn't refuse.

The fact that it has progressed without residents, their families, Seaforth Long-Term-Care and Retirement Living staff council members and community members having knowledge of the future plans of the nursing home and retirement home is concerning. This violates the Ministry of Long Term Care's protocol which states that all of the above stakeholders are to be given an opportunity to voice their concerns and have their questions answered Prior to the ministry approving of any transfer of the Long Term Care beds.

With an opportunity to build close to our Hospital and other amenities and ample land to use, it would seem like our town would be a perfect place for a new facility. It would afford increased employment opportunities while in construction as well as an opportunity to meet the government's plan to build facilities with 190 beds.

I have huge concerns about the residents of this home being relocated elsewhere.

I agree with others that this is a huge economic blow to our community.

We have 55-60 people on staff at the Seaforth Long Term Care Home and Retirement Community. They contribute to the well being of our seniors at the home as well as use the services of our business community. 63 LTC beds and 34 retirement living beds in this facility according to their website. Their occupants use the services of our Hospital, and Doctors' clinic as well as other health related services in our community. Their absence will directly affect the viability of all our health care. Visitors coming to see these people are in all likelihood going to use services of our business district. Family visits to their loved ones in LTC/Retirement Living are valued for the support they provide for immediate needs as well as emotional ones.

Facebook posts show the extra activities that residents enjoy. Kudos are to be extended to the hard working staff for their enthusiastic participation. I also love that they encourage community involvement in many of their activities. It's heart warming! i.e. band concerts on the lawn, BBQ and bake sale on town-wide yard sale Saturday, Grandparents Day festivities on the lawn and more

There are 24 staff who live in the immediate area of this town because they have employment here. High school students are employed by this facility. Co-operative education students have the opportunity to experience a variety of roles while at Seaforth Long Term Care and it's been

known to help them make a decision on a future career. With the harsh economy families face, what family can afford an additional vehicle to travel out of this area for employment, let alone cover the high price of fuel? There are households who have no means of transportation and shift work can make it difficult to work outside of the community. There is NO established transportation service that would be available and AFFORDABLE for anyone to travel outside our town for employment. Some people say perhaps our society will have to return to caring for their elderly family members in their homes. That is not feasible when the economy drives the need of both adults leaving their home to make a reasonable living.

I fail to understand how anyone cannot understand that this has a detrimental impact on our community? It is unfathomable to think that we are expected to just throw our hands up and contact our local MPP and that there is nothing we can do because it's private business!

We care about our senior population. Our town is thought of as a retirement haven. sometimes spouses or family members seek residence here so that they are close to a loved one who requires the support of a LTC home. Seniors dwelling in a facility such as the Manor are more settled when they can have frequent visits from their families and neighbours. I and fellow community members are proud of the excellent care given to the residents of Seaforth Long-Term Care and Retirement living. We care about the future of our town.

The thought that this esteemed part of our community could be ripped right out of the heart of our town is devastating! That would be dishonoring the very people who worked so hard to build our fine community. They DESERVE better!

Joyce Ribey



Municipality of Huron East Public Meeting Minutes
Council Chambers
2nd Floor, 72 Main Street, South, Seaforth
Tuesday, October 3, 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, Drainage Superintendent Ken McCallum and Director of Public Works Barry Mills

Others Present:

Huron County Planner Shae Stoll

1. Call to Order

Mayor MacLellan called the meeting to order at 7:07 p.m.

2. Confirmation of the Agenda

Moved by Councillor Diehl and Seconded by Councillor Dalton:

That the Agenda for the Public Meeting dated October 3, 2023 be adopted as circulated.

Carried

3. Disclosure of Pecuniary Interest

None declared.

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

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

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

public body is not entitled to appeal the decision.

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

5. Official Plan and Zoning By-law Amendment Application

5.1 Official Plan Amendment 16 and Zoning By-law Amendment Z09-2023 for 51 McCutcheon Drive

Huron County Planner Shae Stoll provided an overview of the application, property and specific Official Plan and zone changes. The Official Plan and Zoning Bylaw applications were recommended for approval, A copy of the presentation is [appended](#) to the original minutes.

The Mayor asked for any comments from the public and resident Gary Pipe noted his support of the application.

6. Adjournment

Moved by Councillor Morrison and Seconded Councillor Steffler:

That the Public Meeting for OPA 16 and Zoning By-law Amendment Z09-2023 be closed at 7:13 p.m.

Carried

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

Official Plan Amendment No. 16 & Zoning Bylaw Amendment Z09-2023

Plan 192, Lot 109, Brussels Ward in the Municipality of Huron East.
Municipally known as 51 McCutcheon Drive

Applicant/ Owner: Brigette & Hubert McGuigan



1

Subject Lands



2

Application Details

Official Plan Amendment No. 16

- Change designation from "Community Facility" to "Residential"

Zoning By-Law Amendment Z09-2023

- Zone change from current Community Facility (CF) to Residential Low Density- Special R1-45

3

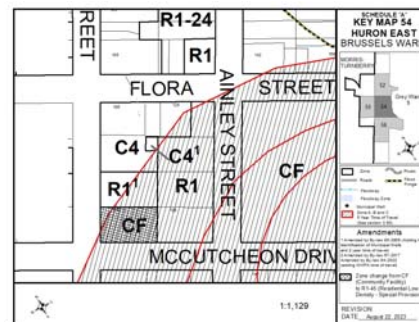


4

OPA Policy Review

- PPS (2020) and Huron County Official Plan allow for redevelopment of existing buildings to be utilized as infill development
- Huron East Official Plan
 - Directs growth to fully serviced Primary Settlement Areas

5



6

ZBA Policy Review

- The site-specific provisions will recognize that the existing building is deemed to comply in regard to the exterior side yard setback
- All other provisions of R1 zone will comply
- No comments or concerns received by staff, neighbours or agencies
- Source Water Protection staff have no concerns with the proposal

7



8

Recommendation

- That Council **adopt** Official Plan Amendment No. 16 to the Huron East Official Plan and forward to the County of Huron for approval.
- Zoning By-Law Amendment Z09-2023 be **approved** and the By-Law be passed

9



**Municipality of Huron East Committee of Adjustment Meeting Minutes
Council Chambers**

**72 Main Street South, Seaforth, ON
Tuesday, October 3, 2023**

Members Present:

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

Members Absent:

Deputy Mayor Alvin McLellan

Staff Present:

Clerk Jessica Rudy; Director of Finance/Treasurer Stacy Grenier; Fire Chief Kent Readman; Drainage Superintendent Ken McCallum, and Director of Public Works Barry Mills

Others Present:

Huron County Planner Shae Stoll

1. Call to Order

Mayor MacLellan called the meeting to order at 7:14 p.m.

2. Confirmation of the Agenda

Moved by Councillor Wilbee and Seconded by Councillor Dalton:

That the Agenda for the Public Hearing of the Committee of Adjustment dated October 3, 2023 be adopted as circulated.

Carried

3. Disclosure of Pecuniary Interest

None declared.

4. Minor Variance Applications

4.1 Planning Report re: MV08-2023 for 42663 Graham Road, Brussels

Huron County Planner Shae Stoll provided an overview and background to the application and details on the proposed variance recommending the application for

approval. A copy of the presentation is [appended](#) to the original minutes.

The Mayor asked for comments from the public and none were received.

Moved by Councillor Diehl and Seconded by Councillor Newell:

That the Council of the Municipality of Huron East, acting as Committee of Adjustment, has held a public meeting pursuant to Section 45 of the Planning Act, 1990 with respect to minor variance application MV86-2023;

Whereas no comments from the public were received.

And Whereas no agency comments were received.

Now Therefore, the Committee of Adjustment approves the minor variance application MV08-2023, 42663 Graham Road to permit the following variance from By-law 52-2006:

1. That the variance approved 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.
3. That a lot grading and drainage plan be prepared to the satisfaction of the Chief Building Official.

Carried

5. Adjournment

Moved by Councillor Morrison and Seconded by Councillor Diehl:

That the Public Hearing for the Committee of Adjustment be closed at 7:20 p.m.

Carried

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

Minor Variance Application MV08-23

in the Municipality of Huron East

Owner/Applicant: Dave McClory

Property Location: 42663 Graham Road

Plan 200, Part Park lot 14 Registered Plan; 22R5288 Part 4, Brussels Ward, Municipality of Huron East



10

Subject Lands



11

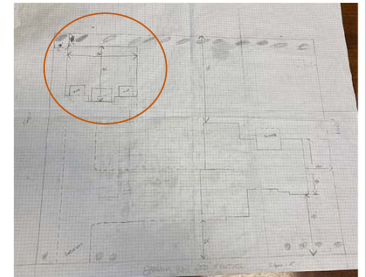
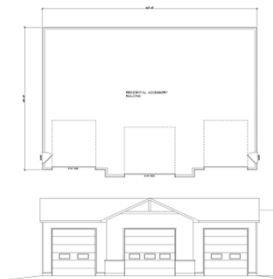
Application Details

One minor variance is being requested for this development:

- Increase maximum height for an accessory building from 5m to 6m
- The subject property is zoned R1 (Low Density Residential)
- The subject property is designated Residential in the Huron East Official Plan.
- No concerns received from staff at time of report submission

12

Site Sketch



13

Site Photo



14

Policy Review

Satisfies four tests of a minor variance under section 45 of the Planning Act;

- meets the intent of the Huron East Official Plan
- meets the intent of the Huron East Zoning By-Law
- is desirable for the appropriate development of the lands
- is minor in nature

15

Recommendation

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

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; and
3. That a lot grading and drainage plan be prepared to the satisfaction of the Chief Building Official

**Notice of Open House & Public Meeting
Concerning a proposed amendment to the Official Plan & Zoning By-law,
Affecting the Municipality of South Huron**

TAKE NOTICE that Council of the Municipality of South Huron will hold a **hybrid** Public Meeting on **November 6th, 2023 at 5:00pm** to consider a proposed Official Plan Amendment and Zoning By-law Amendment under Sections 17 & 34 of the Planning Act.

There will be a related **in-person Open House** on **Wednesday, October 18, 2023 from 10am - 6pm** at the South Huron Municipal Office. Planning Staff are also available by appointment throughout October.

The proposed amendments revise the policies and provisions in the South Huron Official Plan and Zoning By-law to create increased flexibility for new housing units and address other housing issues as well as various other items and housekeeping changes including:

- revise the definitions for low, medium, and high density residential development and their policies, as well as those for new residential neighbourhoods, residential conversions, and special needs housing, into a single Official Plan policy.
- permit increased density, flexibility, and a wider range of residential dwelling units and building types in areas with full municipal services.
- reference the County's Residential Intensification Guidelines for residential development and the need for housing options for all income types and household sizes.
- permit Additional Residential Units (ARU) in town, village, hamlet, and agricultural settings but not the lakeshore residential area.
- introduce a Residential Greenfield zone to facilitate residential development on large, undeveloped parcels.
- amend parking requirements, including allowing tandem parking spaces and off-site parking.
- restrict residential development in partially and privately serviced settlement areas to single detached dwellings due to servicing concerns.
- increase minimum lot sizes in partially and privately serviced areas to ensure future residential development is completed in accordance with Provincial and County nitrate criteria. A contingency bed is no longer required for new lots but new lots must be sized for a conventional septic system.
- add an Official Plan goal indicating a strong agricultural economy requires housing but not the decentralization of general housing on prime agricultural lands.
- expand permissions for on-farm accommodation for farm labour.
- set Minimum Distance Separation (MDS) to treat cemeteries as a Type A use (single distance) and to not apply MDS to On-Farm Diversified Uses or Agricultural Commercial Industrial (AG3) uses.
- introduce cannabis production facility as a replacement for medical marihuana facility and add it as an AG2 zone permitted use.
- add microbrewery to the light industrial (M1) zone and brewery to the general industrial (M2) zone.
- minor housekeeping items such as removing redundant provisions and updates to definitions and general provisions.

The proposed amendments affect all lands within the Municipality of South Huron.

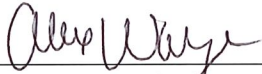
A copy of the proposed official plan amendment and zoning by-law amendment are available to the public for inspection on the Municipality's website (www.southhuron.ca) and at the Municipal Office during regular business hours.

If you wish to be notified of the decision of the Municipality of South Huron on the proposed official plan amendment and zoning by-law amendment you must make a written request to the Municipality of South Huron at 322 Main Street South, Exeter, ON, N0M 1S6, Attention: Vanessa Culbert or by email at planning@southhuron.ca.

If a person or public body that files a notice of appeal of a decision of the Municipality of South Huron in respect to the proposed zoning by-law amendment and/or proposed official plan amendment that does not make oral submissions at a public meeting or make written submissions to the Municipality of South Huron before the proposed amendment is adopted, the Ontario Land Tribunal may dismiss all or part of the appeal.

To register to attend the public meeting and for information on how to connect to the meeting either electronically or by teleconference, please contact Vanessa Culbert, planning@southhuron.ca (519-235.0310).

Dated at the Municipality of South Huron this 11th day of October, 2023.



Alex Wolfe, Acting-Clerk
Municipality of South Huron,
322 Main Street South, Exeter, N0M 1S6
(519) 235-0310

September 2023 Council Expenses

Date	Meetings	Raymond Chartrand	Brenda Dalton	Dianne Diehl	Bob Fisher	Bernie MacLellan	Larry McGrath	Alvin McLellan	Justin Morrison	Jeff Newell	John Steffler	Gloria Wilbee	Total
Sept 6	Council	183.11	183.11 21.06	183.11 49.64	183.11	183.11	183.11	183.11 47.60	183.11 35.09	183.11 34.00	183.11	183.11 24.48	2,226.08
Sept 6	Community Meeting Seaforth Ag Complex					50.00							50.00
Sept 6	Water & Sewer Committee	88.34				88.34	88.34		88.34		88.34		441.70
Sept 11	BluEarth Public Meeting					50.00							50.00
Sept 11	Special Council Mtg- Virtual	183.11	183.11	183.11	183.11	183.11		183.11	88.34	183.11	183.11	183.11	1,736.33
Sept 12	Economic Development Committee			88.34					88.34		88.34		265.02
Sept 12	Mid Huron Landfill					88.34							88.34
Sept 12	Mid Huron Recycling					88.34 43.52							131.86
Sept 19	Council Meeting in Brussels	183.11 39.44	\$ 183.11 16.32	183.11 17.68	183.11	183.11	183.11	183.11 13.60	183.11		183.11 34.00	183.11 13.60	1,965.74
Sept 20	Seaforth BIA Meeting				88.34								88.34
Sept 27	Municipal Fire Protection Seminar	117.79											117.79
Sept 17	Brussels Trust								88.34	88.34			176.68
Sept 28	Recreation Advisory Committee	88.34	88.34	88.34 49.64						88.34 34.00	88.34		525.34
	Correction for AMO Expenses in August							-234.42 -234.42					0.00
													0.00
Total		883.24	675.05	842.97	637.67	957.87	454.56	141.69	754.67	610.90	848.35	587.41	7,863.22

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 ***Name of Person(s) Making Presentation (Please include Title/Position, if applicable) *****Group/Organization Delegation Represents *****Full Mailing Address of Delegation(s) *****Phone Number *****Email Address ***

The United Way Perth would like make a brief presentation on the work that we are doing in Huron County/Huron East and share impact stats and success stories.

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

We will be asking council to consider appointing a representative (either staff or a council member) to the community committee that we are creating in Huron East.

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.

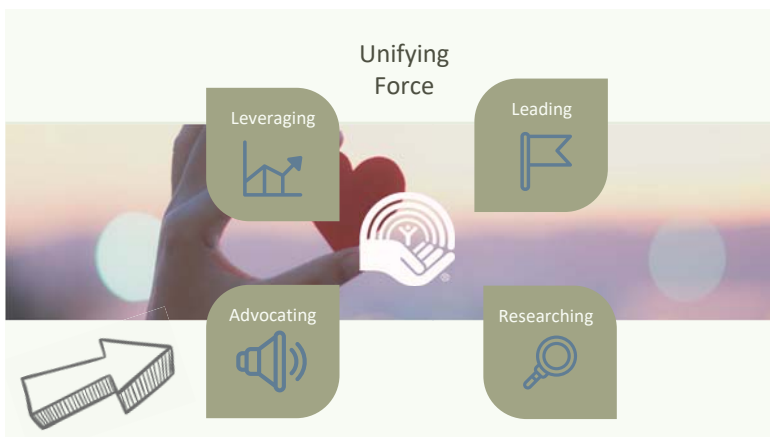
I acknowledge that all presentation material must be submitted to the Clerk's office by 5:00 p.m. on the Wednesday before the Council meeting date. *

☒ I agree

Council Meeting Date *

10/17/2023





423
Huron Police received 586 calls related to intimate partner violence in one year

27
women sheltered after escaping IPV

169
People are experiencing homelessness in Huron

2
at-risk youth accessed shelter





How can you help?



Get involved

- Delegate from council and/or from staff to join the Huron East Community Committee.

Huron East Administration

To: Mayor MacLellan and Members of Council
From: Ken McCallum, Drainage Superintendent
Date: October 17, 2023
Subject: Geiger Municipal Drain

Recommendation:

That the Council of the Municipality of Huron East direct staff on how to proceed with the Geiger Municipal Drain Tender.

Background:

The following provides the timeline of the Geiger Drain, thus far:

- March 19, 2019: Section 78 Improvement Request filed with the Municipality.
- April 2, 2019: Council accepts the request and appoints R.J. Burnside Engineering Ltd.
- April 30, 2019: Onsite meeting held with landowners.
- May 2, 2019: Petition for Drainage Works filed with the Municipality requesting an extension of the Geiger Drain
- August 22, 2019: Information meeting held with landowners.
- May 5, 2020, Council accepts the petition and request it be incorporated with the original improvement request
- July 20, 2021: Final Report and Engineers Estimate received for the Geiger Drain.
- August 10, 2021: Opportunity provided for petitioner to speak to Council
- September 7, 2021; Court of Revision held
- September 28, 2021: Notice of Appeal to the Tribunal from the Court of Revision received.
- December 9, 2021: Staff, Engineer and Appellant attend pre-hearing Conference.
- April 1, 2022: Staff, Engineer and Appellant attend a second pre-hearing Conference.

- September 13 and September 14, 2022: Staff, Engineer, and Appellant attend electronic Hearing
- February 20, 2023: Final Decision received from the Agriculture, Food, and Rural Affairs Appeal Tribunal (AFRAAT)
- June 1, 2023: Geiger Drain report amended to reflect the decisions of the AFRAAT
- June 20, 2023: Council receives staff report CLK-23-15, providing history and AFRAAT results
- September 1-September 21, 2023: Tender for the Geiger Municipal Drain construction posted.
- September 21, 2023: Tenders opened; two tenders received, both over the 33%:

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

- October 3, 2023: Council received staff report DRAINS-23-05 outlining process for tenders received over the 33% engineer estimate.

Comments:

As the timeline suggests the delay of over two years from the time of the engineer's final report and estimate to the tender submission is a result of the appeal made to the AFRAAT.

Council is required to present the tender prices to the landowners and provide petitioners the opportunity to withdraw their names from the petition and other owners to add their names. There is one signature on the petition and if they decide to remove their name, the petition for the extension is no longer valid and they are required to pay the costs incurred to date. This would be valid for the Branch A extension only.

Council has three options before them:

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. Landowners would have the right to appeal Council's decision to the Tribunal and the decision may further be appealed to the Referee.

It is the recommendation of staff that Council proceed with option 1, to accept the Tender from Robinson Farm Drainage of \$387,220.00 and proceed with construction.

The lengthy appeal period and the rising inflation costs with fuel and materials have been stated as reasons for higher contractor prices. Retendering the project will not likely result in lower construction prices, as per the inflation trend, and will prolong the proceedings of the project as the current bid proposes construction completion in 2023.

Attached to this report is a petition drain process and flow chart provided by RJ Burnside for information. Council is currently looking at the decision point in step 17.

Others Consulted:

CAO

Clerk

R.J. Burnside Engineering Ltd.

Financial Impacts:

Huron East's portion of the current assessment was \$114,150, plus the proportionate increase due to tender costs (approximate 33% increase).

To date, the drain has incurred approximately \$139,119.87 in expenditures, with \$17,776.20 spent on the appeal process and hearings.

Attachments:

[Attachment 1](#): Petition Drain Process under the Drainage Act

Signatures:

Ken McCallum

Ken McCallum, Drainage Superintendent

Jessica Rudy

Jessica Rudy, AMP, Clerk

Brad McRoberts

Brad McRoberts, MPA, P. Eng., CAO



PETITION DRAIN PROCESS UNDER THE DRAINAGE ACT RECOMMENDATIONS TO COUNCIL

The Drainage Act (the Act) assigns Council with a central responsibility for the administration of the Drainage Act petition drain process. The following table provides guidance to Council members in implementing these responsibilities. The "Step" numbers in the first column of the table correspond to the numbers on the attached "Petition Drain Procedures" flowchart.

Considerations:

- The *Municipal Conflict of Interest Act* does not apply to actions under the Drainage Act (the Act). S. 4 of this Act states that pecuniary interest does not apply "...by reason of having an interest in any property affected by a work under the Drainage Act..." Regardless of this exemption, Council members should use discretion when taking part in decisions that directly impact a property that they own.
- Before a drain exists, Council members need to be impartial; don't side with or against any property owner who wants the drain or is opposed to the drain.
- After a drain is constructed, the drain becomes Council's responsibility to maintain, repair and generally manage. Council needs to consider the best interests of the drainage system and therefore, Council member no longer need to be impartial.
- If ratepayers approach Council members with general drainage issues:
 - Remember that drainage issues can be complex and may have a history.
 - Don't make promises.
 - Direct these ratepayers to your drainage superintendent.

STEP	PROCESS ACTION	SPECIFIC INSTRUCTIONS OR RECOMMENDATIONS TO COUNCIL
1	Petition filed with Clerk (S.4)	<ul style="list-style-type: none"> • Flowchart indicates that the petition is filed with Council, but the Act requires the petition be filed with the Clerk of the municipality • Council's responsibility is to administer the petition drain process under the Act • Generally, council members should remain impartial throughout the process; some ratepayers will be in favour of the project while others may be opposed. • Council members should not be involved in promoting, encouraging or circulating a petition for drainage under the Act.
2	Project Scoping Meeting	<ul style="list-style-type: none"> • Project Scoping Meetings (PSM) are not mandated by the Act • PSM's are not needed for every petition drain project. • Council needs to be aware of the use of PSM as a possible means to: <ul style="list-style-type: none"> ○ Attempt to resolve issue before proceeding to the petition process. ○ Avoid projects that may be difficult to proceed because of environmental impacts. ○ Clearly define the scope of the project envisioned by the petitioner(s). • Council members may sit in on a PSM but the meeting should be led by municipal staff or the appointed engineer, not by Council.



STEP	PROCESS ACTION	SPECIFIC INSTRUCTIONS OR RECOMMENDATIONS TO COUNCIL
3	<u>Decision:</u> Should petition be accepted? (S.5(1))	<ul style="list-style-type: none"> • The petition is a legal document that initiates the petition drain process; therefore, before considering the petition, confirm with the Clerk that the ownership and signatures on the petition form are properly completed. • Council can accept or reject a petition. Council cannot amend a petition. • Rejecting a Petition: Council must have a valid reason for rejecting a petition; example of a valid reason might be: <ul style="list-style-type: none"> ○ Petition proposes to drain or impact an area that is protected in the municipality's official plan ○ Petition includes conditions that cannot be supported by the Act e.g., I want improved drainage but am not willing to pay any share. ○ Petition includes conditions that interfere with the independence of the engineer e.g., Need a 12" tile installed across my neighbour's property. • Examples of an invalid reason for denying a petition include: <ul style="list-style-type: none"> ○ Our municipality is opposed to the Act (<i>Disagreement with a statute is not a valid reason for non-compliance</i>). ○ Our municipality doesn't think the petition is valid (<i>While that may be a concern, determining the validity of the petition is the responsibility of the appointed engineer, not Council</i>). ○ This project will cause significant environment harm (<i>If the solution proposed by the engineer has environmental impacts, this should be addressed by the approval agencies. In addition, Council can request an environmental appraisal to guide their decision making – see Step 4</i>). ○ The project will be too expensive (<i>The engineer has a duty to report if the project is impractical. In addition, Council can request a benefit cost statement to guide their decision making – see Step 4</i>). ○ Many property owners are opposed to the project (<i>The development of a new drain under the Act is driven by a valid petition only; petitions that oppose a drainage system have no standing under the Act</i>). • A decision not to accept the petition can be appealed to the Tribunal). Example Tribunal decisions where a Council's decision to reject a petition was appealed can be found on CanLII: www.canlii.org/en/on/onafraat/
4	<u>Decision:</u> Is an environmental appraisal (S.6) or benefit cost statement (S.7) required?	<ul style="list-style-type: none"> • When considering a petition for drainage, Council may have concerns about the environmental impacts of a project or the cost-effectiveness of a project. Council can request: <ul style="list-style-type: none"> ○ An environmental appraisal (S.6) ○ A benefit cost statement (S.7) • When either of these tools are used, Council needs to be aware that: <ul style="list-style-type: none"> ○ It triggers the preliminary report process ○ Council will be required to pay the cost of the study; it does form part of the cost of the drain. ○ Council is provided a more informed method of making decisions.
5	<u>Decision:</u> Should an engineer be appointed? (S.8(1))	<ul style="list-style-type: none"> • It would be unusual for Council to accept a petition and then refuse to appoint an engineer. • If an engineer is not appointed, petitioners can appeal to the Tribunal. • Considering the municipality's procurement policy, determine how the engineer should be selected (direct appointment vs. competitive process).

STEP	PROCESS ACTION	SPECIFIC INSTRUCTIONS OR RECOMMENDATIONS TO COUNCIL
		<ul style="list-style-type: none"> The engineer must be appointed by by-law or resolution (S.8(1)). <ul style="list-style-type: none"> This allows the engineer entry onto private land to perform work. A by-law or resolution must be prepared in advance of the meeting.
6	Engineer holds on-site meeting (S.9)	<ul style="list-style-type: none"> This meeting is led or chaired by the appointed engineer, not by Council. There is no direct responsibility of Council. Council members may want to attend the meeting to better understand the drainage issue, the Act process and the concerns of ratepayers. Council members should observe/listen; don't get directly involved in the meeting.
7	<u>Decision:</u> Should a preliminary report be prepared? (S.10(1))	<ul style="list-style-type: none"> A preliminary report is mandatory if an environmental appraisal is requested (S.6) or if a benefit cost statement is requested (S.7) Even if an environmental appraisal or benefit cost statement has not been requested, Council can order the preparation of a preliminary report. This may be useful if: <ul style="list-style-type: none"> The drain could take different routes The drain could take different forms (e.g., pipe or channel) Any other factor that should be considered With the instruction to prepare a preliminary report, Council should provide some general direction to the engineer on matters that need to be investigated. If a preliminary report is not requested or requested, the engineer should be instructed to prepare a final report. (Proceed to Step 10).
8	Consideration of Preliminary report (S.10(2))	<ul style="list-style-type: none"> Held only if the engineer had been directed to prepare a preliminary report Once the preliminary report is filed, Council must host a meeting to consider the preliminary report (S.10(2)); steps at this meeting include: <ul style="list-style-type: none"> Engineer provides an overview of the report including the options considered, the associated costs and the recommended approach. Council receives input from the invited property owners. Council gives petitioners an opportunity to withdraw from the petition and gives other owners an opportunity to add to the petition (S.10(3)). If the petition is no longer valid, then the original petitioners pay the costs incurred to date in equal shares. (S.10(4)).
9	<u>Decision:</u> Should the project proceed further from the preliminary report?	<ul style="list-style-type: none"> This decision is made only if a preliminary report is prepared. If the petition remains valid, then Council, guided by the information in the preliminary report (including the environmental appraisal and/or benefit cost statement if requested) must decide whether to proceed to with the project. Options include: <ul style="list-style-type: none"> Decide not to proceed; if the project is terminated, then Council pays the costs incurred to date. This decision can be appealed to the Tribunal (S.10(6)). Decide to proceed by moving to Step 10.
10	Instruction to prepare final report.	<ul style="list-style-type: none"> If Council has decided to proceed with the project, the engineer should be instructed to prepare the final report. Some considerations regarding these instructions include: <ul style="list-style-type: none"> The engineer must be independent (S.11). Don't direct the engineer to take any specific actions. If a preliminary report has been prepared, Council can ask the engineer to consider the preliminary report information and the discussions at the meeting to consider the preliminary report. Council has the authority to direct the engineer to assess an area as a block (S.25). If applicable, this can reduce engineering costs.



STEP	PROCESS ACTION	SPECIFIC INSTRUCTIONS OR RECOMMENDATIONS TO COUNCIL
11	<u>Decision</u> : Should Council proceed with the project?	<ul style="list-style-type: none"> Once the engineer has filed the final report, S. 41(1) states "council...if it intends to proceed with the drainage works...". This means that after the engineer files the report, and before the <u>meeting to consider the final report</u> (MTCFR), Council must decide if it intends to proceed with the report. If Council decides to proceed, then a date and time for the MTCFR is set If Council decides not to proceed with the report, then: <ul style="list-style-type: none"> Petitioners have a right to appeal to the Tribunal (S.45(2)) If no appeal is filed and the project does not proceed, then Council has no way of recovering costs incurred to date.
12	Meeting to Consider the Final Report (MTCFR) – hosting the meeting	<ul style="list-style-type: none"> The MTCFR is a Council led meeting; at this meeting (S.42): <ul style="list-style-type: none"> Engineer presents a summary of the recommendations in the report Council usually gives attendees an opportunity to speak <ul style="list-style-type: none"> There may be both support and opposition to the drain. It is important that Council remain impartial. Inform all meeting participants that there are rights of appeal. Council must give petitioner(s) an opportunity to withdraw their name(s) from the petition. Council must give other property owners in the area requiring drainage the opportunity to add their name(s) to the petition. The engineer must determine if the petition is still valid. If the petition is no longer valid, then the original petitioners pay the costs incurred to date in proportional shares. (S.43).
13	<u>Decision</u> : At the end of MTCFR, what action should Council take?	<ul style="list-style-type: none"> If the petition is still valid, then Council must decide the next step(s). Council only has three options: <ul style="list-style-type: none"> Do nothing; if this option is selected, then any petitioner has the right to appeal to the Tribunal (S.45(2)). If no appeal is filed and the project does not proceed, then Council has no way of recovering costs incurred to date. Refer report back to the engineer for reconsideration (S.57) Give 2 readings to a by-law provisionally adopting the report (S.44) <ul style="list-style-type: none"> If this action is taken, ensure that a draft by-law has been prepared in advance of the meeting. Form of by-law is specified by the Regulations By-law levies costs on properties based on <u>estimated</u> project cost. Council cannot legally order changes to the engineer's report If the report is provisionally adopted, then Council must: <ul style="list-style-type: none"> Appoint members to the Court of Revision Set a date for the sitting of the Court of Revision.
14	Court of Revision (CoR)	<ul style="list-style-type: none"> Eligibility and composition (S.97): <ul style="list-style-type: none"> If the drain is completely located in one municipality, then Council must appoint 3 or 5 members to the CoR (S.97(1)) If the drain involves more than one municipality, then Council of the initiating municipality must appoint 2 members to the CoR and other involved municipalities must appoint a single member. (S.97(3)) To sit as a member of the CoR, the individual must be eligible to be elected to Council (S.97(2)).

STEP	PROCESS ACTION	SPECIFIC INSTRUCTIONS OR RECOMMENDATIONS TO COUNCIL
		<ul style="list-style-type: none"> • The CoR hears appeals on assessment only (S.52): <ul style="list-style-type: none"> ○ Lands or roads have been assessed too high or too low. ○ Lands or roads that should have been assessed have not been. ○ The use of the land has not been properly considered. • Other important information about the CoR: <ul style="list-style-type: none"> ○ The CoR is an appeal body that makes decisions on appeals; they do not pass by-laws or perform functions normally assigned to Council. ○ In addition to the Act, the operation of the CoR is also subject to the Statutory Powers Procedure Act. ○ If a proposed decision of the CoR will impact an owner who is not present, the CoR must adjourn, notice sent and then reconvened to allow the absent owner an opportunity to speak (S.53). ○ Decisions of the CoR may be appealed to the Tribunal (S.54). ○ OMAFRA has published an Info-sheet for CoR members entitled Understanding Court of Revision Procedures Under the Drainage Act.
15	Passing by-law (S.58(1))	<ul style="list-style-type: none"> • After the time for appealing has expired or after all appeals have been decided, Council may give third and final reading to the provisional by-law: <ul style="list-style-type: none"> ○ If Council chooses not to give third reading to the provisional by-law, any petitioner may appeal to the Court of the Drainage Referee (S.106(1)(d)) for an order directing Council to do so. • After passage of the by-law, Council must proceed with the construction of the drainage works. <ul style="list-style-type: none"> ○ Council should direct the engineer to: <ul style="list-style-type: none"> ▪ Be part of the tendering process ▪ Working collaboratively, be responsible for the supervision of the construction of the drain. ○ If Council does not proceed with construction of the drainage works within a reasonable time, any petitioner can appeal to the Tribunal.
16	<u>Decision:</u> Are Tender prices 33% higher than estimate (S.59(1))	<ul style="list-style-type: none"> • Staff present the tenders submitted for the construction of the drain • If tender prices are 33% higher than the engineer's estimate, then Council must call a meeting to consider the tender prices (S.59(1)) <ul style="list-style-type: none"> ○ Note: This is construction prices only; it does not include any other project costs such as engineering, permits, financing, etc.
17	Meeting to consider the tender price (S.59(1))	<ul style="list-style-type: none"> • This is a Council-led meeting, similar to the MTCFR (Step 11); it is only held if the tender price exceeds the engineer's estimate by 33%. • At this meeting: <ul style="list-style-type: none"> ○ Tender price should be presented. ○ Petitioners must be given an opportunity to withdraw their names from the petition; other owners must be given an opportunity to add their names to the petition. <ul style="list-style-type: none"> ▪ If the petition is no longer valid, then the original petitioners pay the costs incurred to date in proportional shares. (S.43) ○ If the petition remains valid, then Council must decide the next step: <ul style="list-style-type: none"> ▪ Accept a tender and proceed with the project ▪ Retender the project (conditional on procurement policies and contract law).



STEP	PROCESS ACTION	SPECIFIC INSTRUCTIONS OR RECOMMENDATIONS TO COUNCIL
		<ul style="list-style-type: none"> ▪ Repeal the by-law (S.58(3)); if the by-law is repealed, Council has no ability to recover any costs incurred to date.
18	Amending the by-law to reflect actual costs.	<ul style="list-style-type: none"> • After construction, the actual project cost is determined • Council must amend the by-law to reflect actual costs <ul style="list-style-type: none"> ○ Assessments on individual lands and roads will be adjusted based on the actual costs. ○ Once the by-law is amended, the municipality's project costs will be recovered through a levy on the involved lands and roads.

Sid Vander Veen, P. Eng.
 Drainage Specialist
 R. J. Burnside & Associates Limited

Petition Drain Procedures

Section 4

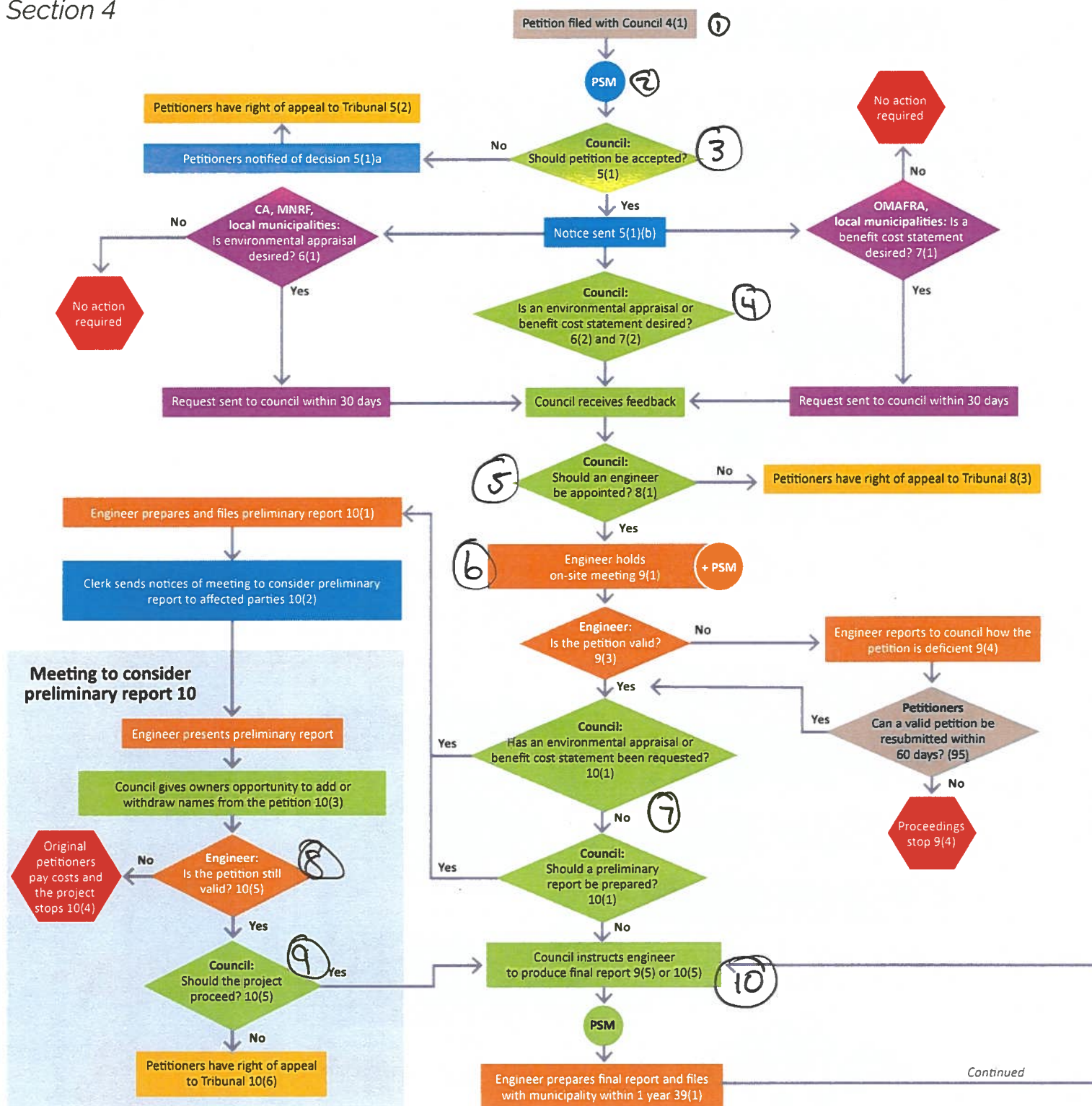
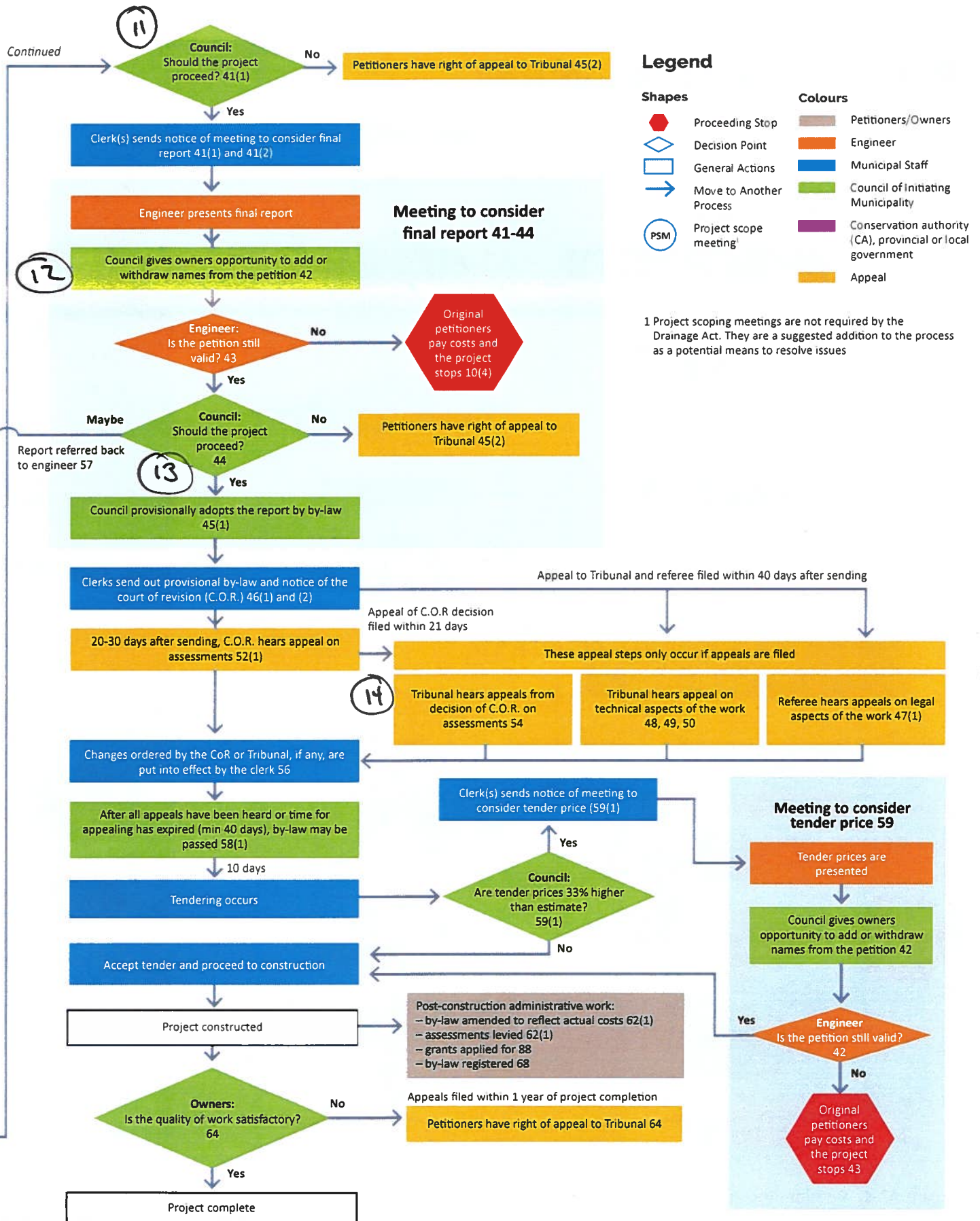


Figure A2-1. Petition drain procedures (Section 4).





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 Members of Huron East Council

From: Shae Stoll, Planner

Date: October 12, 2023

Re: Consent C101-21

Concession 2, Part Lots 8 & 9, Tuckersmith Ward, Municipality of Huron East

Address: 1 Doig Drive

Owner/ Applicant: Seaforth Golf Course (1996) Ltd./ Baker Planning Group (c/o Caroline Baker)

Recommendation

It is recommended that application C101-21 be recommended for approval with the included conditions.

Purpose

The purpose of this application is to sever a vacant parcel from the Seaforth Golf Course to facilitate a future development. The proposed severed area is approximately 3.0 hectares (7.4 acres). The retained land contains the golf course, existing clubhouse, accessory buildings and parking areas; it is approximately 37.22 hectares (91.9 acres) in size and will maintain approximately 84 metres of frontage along Front Road. The subject property is designated Recreational, Natural Environment and Urban in the Huron East Official Plan, and zoned RC1 (Golf Course Zone), NE2 (Natural Environment) and Residential High Density (R3-Special).

Review

This application:

Is consistent with the Provincial Policy Statement (Section 3(5) Planning Act): Yes

Does not require a plan of subdivision for the proper and orderly development of the municipality (Section 53(1) Planning Act): Yes

Conforms with section 51(24) of the Planning Act: Yes

Conforms to the Huron County Official Plan: Yes

Conforms to the Huron East Official Plan: Yes

Complies with the Huron East Zoning By-law (or will comply subject to a standard condition of rezoning or minor variance): Yes

Has no unresolved objections/concerns raised (to date) from agencies or the public: No

Applications that are unable to meet all of the foregoing criteria are referred to County Council for a decision.

Background

This consent file was originally presented to Huron East Council and recommended approval on January 4th 2022. The file was presented to Huron County Council on February 2nd 2022, and was

deferred due to concerns received regarding access, future servicing and cost sharing of infrastructure. Since the deferral, the applicant has submitted an Official Plan Amendment to include the subject lands in the urban settlement area and a Zoning By-Law Amendment application to rezone the subject lands to a high-density residential zone. A functional servicing report and traffic impact study were submitted in support of these applications addressing the future access and servicing of the proposed development.

Policy Review

Official Plan Policies

The subject property is designated as Recreation, Natural Environment and Urban in the Huron East Official Plan and is located adjacent to the urban area of Seaforth. The proposed severed lands have previously been redesignated to be included in the urban settlement area of Seaforth as part of the required planning approvals for the proposed development. Section 6.5 of the Huron East Official Plan identifies Primary Settlement Areas as the focus for residential growth and development. The proposal seeks to make more efficient use of an underutilized portion of the golf course through the development of residential townhomes. It will maintain the same acreage and land use for the golf course's operation while creating two separate parcels of different ownership. The severed parcel has previously been reviewed for feasibility and availability of public water and sewer and included a functional servicing report in support of previous planning approvals.

Section 10.3.4 of the Land Division section of the Official Plan contains consent policies for severances with the land use designation Urban Settlement, as designated on Schedule B Tuckersmith Ward Official Plan Land Use map. These applicable policies include that land division can take place either by registered plan of subdivision/condominium or through consent. The lots proposed by this consent application will both maintain frontage along Front Road with the golf course maintaining the existing entrance via MacPherson Avenue and the severed parcel will establish a single entrance off of Front Road, depicted in figure 2. The proposed single access point is considered appropriate from an emergency access perspective as per the National Fire Protection Association guidelines on when secondary access is required. The guidelines reference the threshold of 100 units or less requiring only one access route; this proposal includes 62 townhouse units. This application conforms to the Huron East Official Plan and its consent policies for a severance on Urban Settlement designated lands and the policies in Section 6 and 10 for Urban lands and Land Division.

Figure 1. Aerial photo of subject property with the proposed severed land outlined in red and proposed retained land outlined in green



Huron East Zoning By-law

The area subject to this consent application was previously rezoned to a High Density Residential zone (R3-4). The special zone provisions recognize any deficiencies to the provisions of the R3 zone including recognizing the deficient rear yard on one of the buildings. The severed parcel otherwise meets the zoning provisions of the R3 zone including lot area, setbacks, frontage and permits townhouse dwellings. The retained lands will maintain sufficient area and frontage along Front Road and both properties will have individual access points. The continued use of the lands for the golf course is permitted within the RC1 zone, and the proposed future residential development has been reviewed and assessed with the appropriate criteria for the associated zoning amendment and land use change.

Agency and Public Comments

Comments were received from several members of the public during the circulation of this application requesting more information about the proposed development and identifying some concerns. Several residents of the abutting Bridges of Seaforth community submitted comments, one inquiring for more details of the proposed future development, specifically the types and density of housing. The resident was provided with the preliminary concept sketch submitted as part of the previous rezoning application and provided with the details of the proposed development.

Two other residents of the Bridges submitted comments and concerns regarding traffic associated with the new development and potential for construction vehicles to enter via the emergency access to the Bridges development. The residents were provided with an update on the proposed access location and details of the traffic impact study that were submitted in support of the development. One resident voiced their objection to the proposed development noting outstanding concerns that the development did not take into consideration the potential congestion of traffic at the MacPherson Avenue roundabout from residents of the new development trying to access the golf course.

A letter was received from a neighbouring farm landowner requesting a condition be included that no restrictions can be placed on their property for noise, dust, hours of operation and other regular farming practices. The Planner had a conversation with the landowner explaining that the nature of this request cannot be resolved through a consent condition, but that Ontario's Farming and Food Production Protection Act includes legislation that protects regular farming practices and sets a process for resolving such complaints. The concern was also passed along to the developer's Planner who indicated that it could be explored to place a warning clause in the purchase agreement alerting potential purchasers of the close proximity to farming operations.

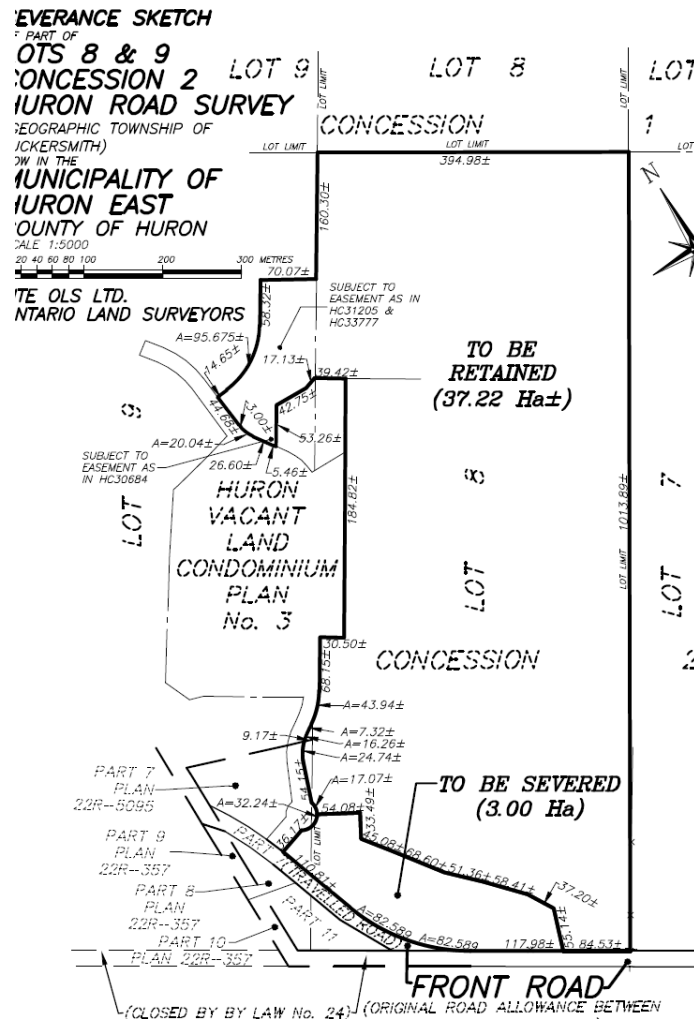
No concerns or objections were raised by staff or any agencies.

The functional servicing report submitted with the OPA and ZBA provided two feasible options to bring servicing to the property line:

- 1) Connect to sanitary sewer serving Bridges Condominium (not assumed by Municipality) if available; or
- 2) Extend a sanitary forcemain along Bayfield Street and Front Road from Kippen Road to the subject lands.

BM Ross and Associates reviewed the Functional Servicing Report on behalf of the Municipality. In the review, they noted that either of the proposed routes is technically feasible though there may be advantages to connecting to the MacPherson system (gravity system). A condition is attached to this consent to require the developer enter into a Development Agreement with the Municipality to extend Municipal services to the subject lands, including provision of securities. This condition will allow either servicing option to be explored while also ensuring the necessary securities and other required details to address the external servicing of the newly created lot.

Figure 3. Sketch submitted by the applicant demonstrating the severed and retained lands and abutting condominium plan in the urban area of Seaforth



Conclusion

This consent application proposes to create a new parcel of Residential land separate from the remainder of the Seaforth Golf Course, with the consideration that future planning applications will be required to propose new residential development on these lands. The outstanding planning applications could include Site Plan Approval, and a Draft Plan of Condominium. The consent application to separate the development lands from the golf course lands complies with the policies within the Provincial Policy Statement, Huron County and Huron East Official Plans, and therefore is recommended for approval with the recommended conditions below.

Recommended Conditions:**Expiry Period**

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

Municipal Requirements

2. All municipal requirements, financial or otherwise, be met to the satisfaction of the Municipality (for example: servicing connections, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures).
3. The sum of \$750 be paid to the Municipality as cash-in-lieu of parkland.
4. The subject parcel be numbered and addressed for 911 purposes to the satisfaction of the municipality.
5. The applicant shall enter into a Development Agreement with the Municipality of Huron East which shall list all requirements, including financial or otherwise, for the extension of municipal services to the subject lands, to the satisfaction of the Municipality of Huron East.
6. The applicant shall enter into a development agreement with the Municipality of Huron East which shall outline the requirement for trees to be removed to maintain sightline distances as outlined in traffic impact study, to the satisfaction of the Municipality of Huron East.

Survey/Reference Plan

7. Provide to the satisfaction of the County and the Municipality:
 - a) a survey showing the lot lines of the severed parcel, easement, and the location of any buildings thereon, and
 - b) a reference plan based on an approved survey.

Zoning

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

Drainage

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

Sincerely,

'Original signed by'

Shae Stoll
Planner

Date of Site Inspection: October 11, 2023

September 13, 2023.

Planning and Development

Huron East Council

File No: C101-2022

Baker Planning Group (c/o Caroline Baker)

Attention: Lisa Finch, Land Division Administrator

I am writing to have some conditions added to the Doig Housing Proposal.

Our farm is 277 ft east of the parcel. L-7 C-2 H.R.S. This land is classed AG 1

These conditions must be written into the terms and controls that are set out for the development of the project.

There cannot be any restrictions put against our property for noise, dust, odour, hours of operation or any other events that go on, on a mixed farming operation. These terms have to be adhered to because your development is coming into our rural Huron County.

Sincerely,



Matt Haney.

[REDACTED]
Seaforth, ON
N0K 1W0
[REDACTED]

From: [Graham Mills](#)
To: [Shae Stoll](#)
Subject: New development near golf course
Date: September 26, 2023 5:46:24 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I'm amazed at the density. Virtually the same number of residences as is currently in the Bridges.

As to traffic, increases, I am certain that **unless prevented by the town**, contractors will be accessing their work via the back emergency access road and therefore using MacPherson Ave with trucks and equipment passing a golf course crossing, and residences without sidewalks, and as always SPEEDING . Really not acceptable. Could you please forward details of the traffic study.

Graham Mills 30 MacPherson Ave

From: [Stuart Morton](#)
To: [Lisa Finch](#); [Shae Stoll](#)
Subject: developer's proposed site plan which include 62 townhouse units with the primary access coming off of Front Road.
Date: September 26, 2023 3:18:55 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Shae

I live at 26 Macpherson Ave

This is the first time I have been made aware of the revised residential plan? When was this revision put forward to city council?

This is the first time I have seen a plan consisting of the number of proposed dwelling's

Do you not believe, that in order to avoid and limit present neighborhood opposition, better communications to all our Bridges residents would be advisable?

Also you state that the increased traffic due to the new development would not impede the present neighborhood

I have to disagree with this statement

It seems clear to me that the greater number of purchasers or renters would be golfers! and they, including their guests, would have to use Macpherson Ave to gain access to the golf course

I am totally surprised that the plan does not have their own access to the golf course parking lot, therefore not creating possible congestion and accidents at the Macpherson roundabout

This is probably one of the main reasons I will be opposing the proposed plan

Thank you

Stuart Morton



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 McLellan and Members of Huron East Council

From: Shae Stoll, Planner

Date: October 12, 2023

Re: Consent 62-2023

Concession 3 Huron Road Survey, West Part Lot 4, McKillop Ward, Municipality of Huron East.
43313 Front Road.

Applicant/Owner: Glen and Deb Haney

Recommendation

That application C62-2023 be recommended for approval with the attached conditions.

Purpose

The purpose of the consent application is to create a new lot under the surplus farm residence severance policies. The proposed retained land is approximately 46.3 acres (18.73 ha) consisting of vacant agricultural land. The proposed severed land is approximately 1.7 acres (0.68 ha) consisting of a house and shed.

The subject lands are designated Agriculture and Natural Environment in the Huron East Official Plan, and zoned AG1 (General Agriculture) and NE2 (Natural Environment – Limited Protection) in the Huron East Zoning By-Law.

Review

This application:

Is consistent with the Provincial Policy Statement (Section 3(5) Planning Act): **Yes**

Does not require a plan of subdivision for the proper and orderly development of the municipality (Section 53(1) Planning Act): **Yes**

Conforms with section 51(24) of the Planning Act: **Yes**

Conforms to the Huron County Official Plan: **Yes**

Conforms to the Huron East Official Plan: **Yes**

Complies with the Huron East Zoning By-law (or will comply subject to a standard condition of rezoning or minor variance): **Yes**

Has no unresolved objections/concerns raised (to date) from agencies or the public: **Yes**

Recommended for approval by Huron East Council:

Applications that are unable to meet all of the foregoing criteria are referred to County Council for a decision.

Figure 1. Aerial photo of subject property in orange. Residential portion to be severed shown in orange & farmland to be retained shown in blue.



Figure 2. Close up aerial of severed residential parcel (orange outline).

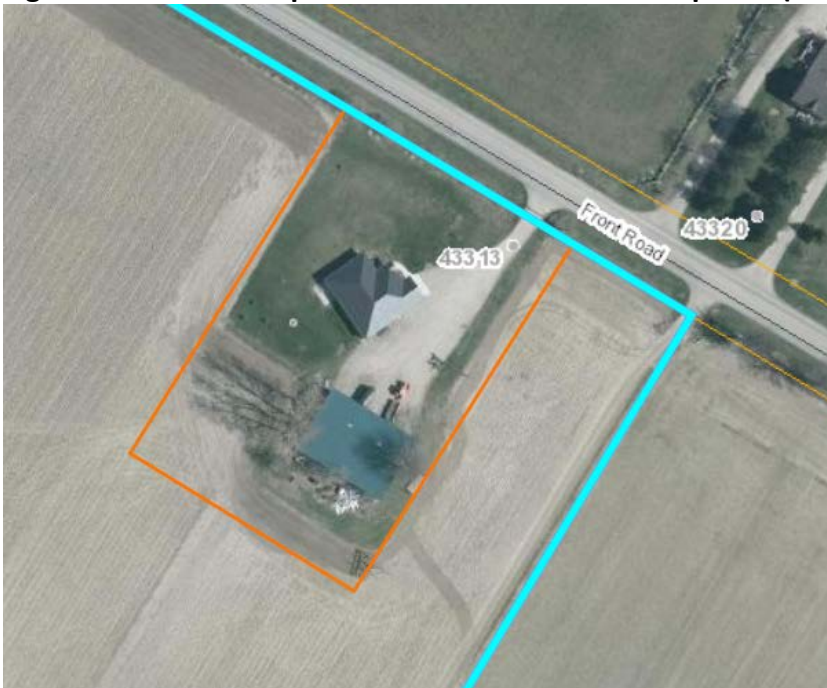
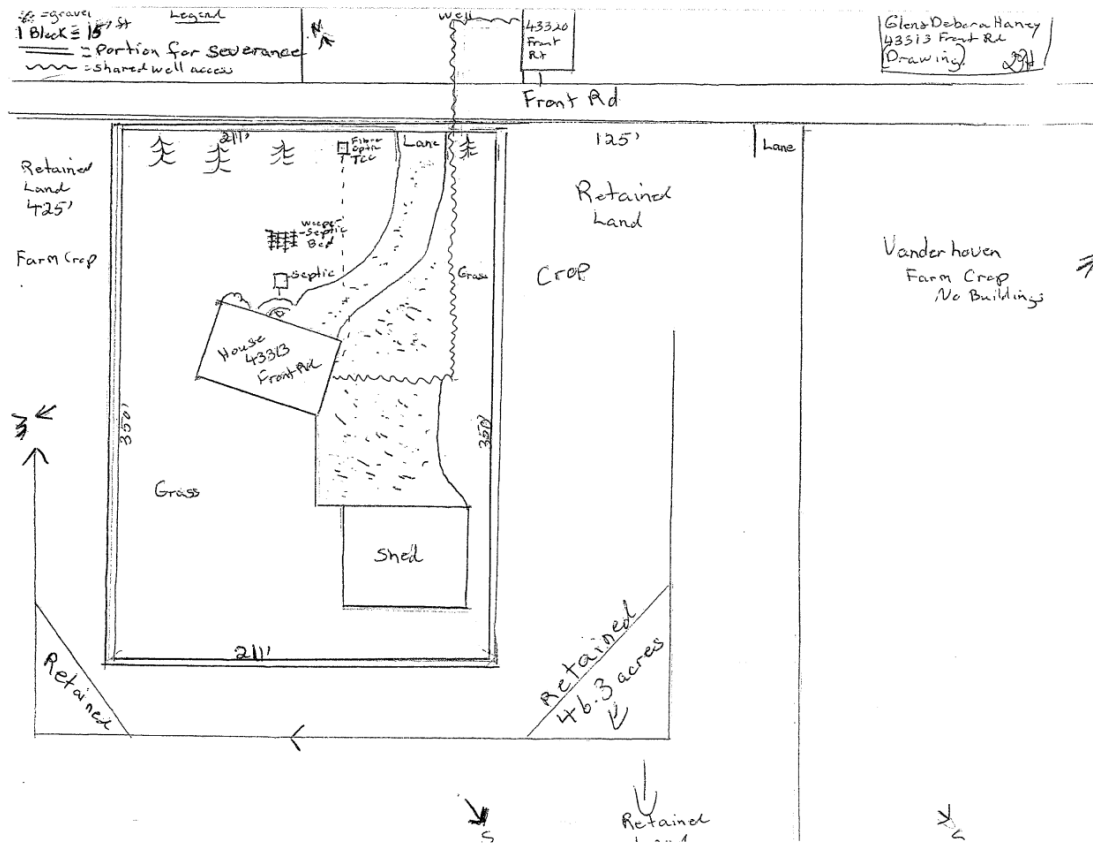


Figure 3. Severance sketch submitted by the applicant.**Figure 3. Site photos of subject property.** Existing house on the left and existing shed used for storage on the right.

Policy Review

Section 10.3.1 of the Huron East Official Plan permits the severing of a residence that is surplus to an existing farm operation subject to certain provisions. The policy requires that the residence must be a minimum of 15 years old and deemed habitable; the construction of any new residence is prohibited in the retained parcel; and, the new lot is limited in size so as to not remove farmland from production.

The area of the severed residential lot is kept a minimal size of 0.68 hectares (1.7 acres) needed for residential purposes and to accommodate the associated servicing of the lot. The house is surplus to another farm dwelling owned by the current owner and the retained farmland has an existing field access onto Front Road to the east of the severed parcel. The residence currently shares the well with the property directly across the road, also owned by the same owners. The severed parcel is intended to remain in the same family and would continue to utilize the shared well. However, there is adequate space on the severed parcel to accommodate a separate well should this be needed in the future. This application meets the remainder of the surplus farmhouse severance criteria in the Huron East Official Plan.

The Provincial Policy Statement, 2020 (PPS) permits the severance of a surplus farm dwelling. The PPS requires that the construction of a new residence on the farmland created by the severance be prohibited. This is addressed through the automatic rezoning provision in the Zoning By-law which will change the zoning on the farmland to prohibit a residence once the consent is finalized (the AG2 zone).

Agency and Public Comments

Comments were received from ABCA who have no concerns with the proposal.

There are no outstanding concerns from neighbours and no concerns were received from Huron East staff.

Conclusion

As a result of the review above, the consent is consistent with the PPS, and conforms to the provisions of the Huron County Official Plan, Huron East Official Plan and Huron East Zoning By-law. It is therefore recommended that this application be approved with the conditions as follows:

Conditions:**Expiry Period**

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

Municipal Requirements

2. All municipal requirements, financial or otherwise, be met to the satisfaction of the Municipality (for example: servicing connections, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures).
3. The sum of \$750 be paid to the Municipality as cash-in-lieu of parkland.
4. The subject parcel be numbered and addressed for 911 purposes to the satisfaction of the Municipality.

Survey/Reference Plan

5. Provide to the satisfaction of the County and the Municipality:
 - a) a survey showing the lot lines of the severed parcel, and the location of any buildings thereon, and
 - b) a reference plan based on an approved survey.

Zoning

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

Drainage

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

Septic System

8. The Applicant to provide a letter from a licensed contractor advising that the septic tank on the severed parcel has been pumped and is functioning properly to the satisfaction of the Municipality.

Notes:

The applicant is hereby advised that the severed parcel will automatically be rezoned to recognize the residential parcel (eg AG4-34) and the retained farmland will be automatically rezoned to prohibit a new residence (eg. AG2) in the Huron East Zoning By-law.

Sincerely,

‘Original signed by’

Shae Stoll
Planner

Site inspection: October 11, 2023

Huron East Administration

To: Mayor MacLellan and Members of Council

From: Brad McRoberts, MPA, P. Eng.

Date: October 17, 2023

Subject: Request for Proposal – Corporate & Community Strategic Plan

Recommendation:

That the Council of the Municipality of Huron East award the Corporate & Community Strategic Plan to Linton Consulting Services Inc.

Background:

On May 6, 2023, the Municipality of Huron East issued a Request for Proposal for the development of a Corporate & Community Strategic Plan. The Request for Proposal closed on September, 2023 and four (4) submissions were received.

The development of a strategic plan has been identified by Council as a priority and Huron East had taken a foundational approach to the development of their strategic plan including the completion of a Economic Development Strategic Plan, Municipal Service Delivery Review, Communications Plan (in progress), and Asset Management Plan. Staff also note that many grant applications highlight the need for a strategic plan as part of the grant requirements or grant review rating process.

The submissions were evaluated against prescribed scoring criteria as outlined in the Request for Proposal. Proponents were required to achieve a minimum score on their technical proposal before their separate fee proposal was opened and scored 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 80 points and the fee proposal was worth a maximum of 20 points.

The following table outlines the consolidated results of the evaluation of the four (4) submissions by the Economic Development Officer, Clerk, and CAO:

Category	Capital Park	Colliers	Optimus	Linton
Technical Score (80 points)	58.7	56.3	61.8	69.8
Fee Score (20 points)	16.0	20.0	16.3	19.5
Total Score	74.7	76.3	78.2	89.4

Based upon the result of the evaluation, staff are recommending the award of the Corporate & Community Strategic Plan to Linton Consulting Services Inc. for the fee of \$39,900 plus applicable HST.

Linton Consulting Services Inc. has completed Strategic Plans for Town of Essex, Township of South Stormont, Town of Hanover, and Town of Goderich. Kelly Linton is an organizational consultant and former Mayor which brings a unique perspective to the process. Andy Goldie is a former CAO and has extensive experience and familiarity with municipal administration. Both recognize the importance and value of municipal strategic plans.

Others Consulted: Economic Development Officer, Director of Finance, and Clerk.

Financial Impacts:

The cost for the Corporate & Community Strategic Plan was included in the 2023 budget and the proposal value was below the \$50,000 allocated for the project.

Signatures:

Brad McRoberts (Original Signed)

Brad McRoberts, MPA, P. Eng.
CAO

Stacy Grenier (Original Signed)

Stacy Grenier, CPA
Director of Finance/Treasurer

Huron East Administration

To: Mayor MacLellan and Members of Huron East Council
Mayor McKenzie and West Perth Council (Information Only)

From: Brad McRoberts, MPA, P. Eng.

Date: October 17, 2023

Subject: Seaforth & District Community Centre Roof

Recommendation:

That the Council of the Municipality of Huron East authorize staff to proceed with issuance of a tender for the replacement of the roofs at the Seaforth & District Community Centre;

And That Council of the Municipality of Huron East acknowledge the increase budget estimate of the work from \$1,000,000 to \$1,600,000;

And Further That Council of the Municipality of Huron East acknowledge that the increased cost will be added to the planned debenture for the roof replacement work.

Background:

Upon Council approving the 2023 budget, staff initiated work with a roofing procurement consultant to identify the issues, propose alternative solutions, and establish technical estimates of the costs. As part of that process a structural engineering assessment was completed to assess the load capacity of the existing structure to further determine if certain remedial options were available.

Based upon the engineering assessment it was determine that the only option was to retrofit with a metal roof system. Based upon that information the procurement consultant defined a budget of \$1,300,000 to \$1,600,000.

Staff want to proceed to tender as we will be in advance of the rush for roofing projects and hope for more competitive pricing.

Others Consulted: Manager of Parks & Recreation, Director of Community Services, Director of Finance, Garland Canada Inc, and Quinn Dressel & Associates.

Financial Impacts:

Depending on the tender results and 2024 budget discussions the impact to the budget would be the additional annual principal and interest payments for a 20-year debenture for the increase in the debenture amount from approximately \$300,000 to \$900,000.

Signatures:

Brad McRoberts (Original Signed)

Brad McRoberts, MPA, P. Eng.
CAO

Stacy Grenier (Original Signed)

Stacy Grenier, CPA
Director of Finance/Treasurer

**Huron East
Administration**

To: Mayor MacLellan and Members of Huron East Council

From: Brad McRoberts, MPA, P. Eng.

Date: October 17, 2023

Subject: Workforce Strategy

Recommendation:

That the Council of the Municipality of Huron East approve the following Workforce Strategies for implementation in 2024:

- Flexible Work Week;
- Paid Time Off to Volunteer;
- Monthly Employee Recognition or Appreciation Program;
- Teambuilding Exercises; and
- Enhanced Vacation Policy.

And That Staff develop policies for the above strategies for Council approval.

Background:

The development of a Workforce Plan was identified in the Huron East Service Delivery Review and was considered a high priority for the following reasons:

- Recurring turnover of staff;
- Pending staff retirements; and
- Difficulty and challenges in recruitment of qualified staff in certain sectors including daycare, finance, engineering, development & planning, and emergency services.

The municipal sector has been experiencing significant changes in market conditions resulting in the limited availability of qualified staff. These market changes can be attributed to:

- High percentage of municipal sector staff retiring or eligible to retire;
- Lack of investment in recruitment and marketing of municipal sector employment opportunities with youth;
- Prolonged low unemployment leading to significant competition with the private sector; and
- Volatility in the municipal sector due to political and organizational instability.

Huron East is not alone; other municipal sector employers are experiencing similar workforce challenges. While compensation can be a significant factor in recruitment and retention, non-compensation workforce strategies can play a significant role.

Huron County recently provided their Council with a staff report regarding their challenges with recruitment and retention. A copy of the report is provided in Attachment 1. Council is encouraged to read the report as there is information within that report that is directly relatable to Huron East. Relatable information within this report include:

1. It is an employee's market (Page 4);
2. Top reasons for an employee's job search (Page 6)
3. Declining applications (Page 7);
4. Financial Impact (Page 8);
5. Staff Impact (Page 10).

Of particular interest was the illustration of the Tuckman's Model of Team Development. When we consider the Finance Department, it has been in a recurring cycle of "Forming", "Storming", and "Norming" for a few years due to ongoing staff turnover. The department is never able to achieve the "Performing" stage of team development.

In order for the municipal staff to achieve the performing stage of team development we need to address both compensation issues (Compensation Review) and develop or enhance workforce strategies (this report). Turnover disrupts and impedes staff's ability to perform at their best, reduces service quality, causes workplace stress and anxiety which leads to absenteeism, and can cause a "snowballing" effect as staff become frustrated and seek alternative employment. Turnover also has significant cost implications and is further highlighted in the Huron County report.

The following is a list of potential workforce non-compensation strategies that were identified by the Senior Management Team with a brief explanation of the proposed strategy. Staff will prepare formal policies once Council provides direction.

1. Flexible Work Week

Many municipalities have developed or are considering developing flexible work week strategies. These approaches can consist of one or more of the following:

- Work from home policies – for some organizations this was a consequence of the COVID pandemic and instituted working from home during the pandemic. Huron East only undertook this approach for a limited basis and it was not broadly implemented. Many of the positions with the municipality are not amenable to work from home practices due to the extensive need to interact with the public, provide services with in a specific environment (i.e. daycare, facilities, public works, etc.), or the need to interact regularly with other staff members;

- Reduced Work Week – several municipalities have undertaken reduced or compressed work week strategies. This can be attractive to certain employees but due to the longer working hours can be difficult for employees with young families.
- For Huron East, staff are recommending that a more general flexible work week approach be considered for some departments where appropriate. This would permit staff to participate in the best form that suits them. For example:
 - a staff member with younger children may elect to work from home one day a week, where possible
 - a staff member may opt for either working four 10-hour days per week or nine 9-hour days per two-week period; or
 - a staff member may elect to remain status quo.
- In general, the following would be the conditions of the approach:
 - Except for statutory holidays, vacation and sick leave, staff will only be permitted to be off or work from home a maximum of one day per week;
 - Existing operational hours are not affected;
 - Existing service levels are not affected;
 - For office staff, sufficient staffing is available for frontline counter coverage;
 - A minimum of one member of the Senior Management Team must be working or available during regular work hours; and
 - Work from home or time off may be suspended during a particular week to accommodate staff vacations or sick leave at the Department Head's discretion.
- **Recommendation:** Implement in 2024
- **Cost:** None.

2. Technology Supports Reimbursement

Many staff and Council members access or use technology supports in the course of their work including but not limited to personal cell phones or high speed internet. Staff are recommending that a \$300/year taxable benefit be provided to all full-time employees and \$100/year to all part-time employees with a minimum of 700 hours per year.

- **Recommendation:** Consider implementing in 2025
- **Cost:** \$15,000/year.

3. Enhancements to Health Benefits

Currently health benefits are provided through a consortium on lower tier municipalities throughout Huron and Perth Counties. There has been some interest by the lower tier municipalities to consider changes to the program as part of the consortium. The largest driver of the need for change stems from the limits within the plan. These have not been increased for several years and likely do not reflect inflation over those years. Staff would defer any changes to health benefits at this time pending the planned discussions with the group for consideration to be implemented, if necessary, in 2025.

- **Recommendation:** Consider implementing in 2025
- **Cost:** To be determined.

4. Staff Annual Swag

Consideration should be given to a Huron East branded gift to all employees on an annual basis. This will create a sense of appreciation and extend the recognition of the Huron East brand. For example, if an employee was gifted a Huron East branded jacket and they wore the jacket outside of work they would draw attention to the Huron East location and brand. Items that could be considered are travel mugs, jackets, ball hats, touques, golf shirts, hoodies, etc.

- **Recommendation:** Consider implementing in 2025
- **Cost:** \$5,000-\$15,000/year.

5. Branded Clothing Allowances for Council and Non-outside Employees

Under this proposal staff would be allocated a pre-set annual clothing allowance that can be used to obtain branded clothing for work including but not limited to dress shirts/blouses, golf shirts, T-shirts, etc.

- **Recommendation:** Consider implementing in 2025
- **Cost:** \$10,000-\$15,000 per year.

6. Scholarships/Bursaries for Employee's Children

Provide either application-based or automatic scholarship or bursary amounts to employee's children or grandchildren if they are enrolling in a field related to a municipal or health-related post-secondary program at a recognized institution. It is anticipated that this program will be used but on a limited basis each year due to the limited number of Huron East employees with eligible children or grandchildren of post secondary education age that would enroll in a municipal or health-related post-secondary program. Consideration could be given to either making the program a one-time scholarship or annual as long as they remain in a municipal or health-related post-secondary program at a recognized institution.

- **Recommendation:** Implement in 2025
- **Cost:** at \$1000/year per eligible child.

7. Subsidized Wellness/Fitness Plans

This is a predominantly staff driven request to provide some form of subsidy for wellness or fitness membership. One option, at least initially is to offer a free annual membership at the Vanastra Recreation Centre. While technically it has no cost, one could argue that it has a cost if the membership limits or restricts use by a paying individual. Staff are recommending that we institute this on a trial basis for one year and monitor the impact/benefits.

- **Recommendation:** Implement in 2024
- **Cost:** None.

8. Discounted Daycare for Employees

Similar to the above however it does have a financial cost as participation would displace a non-subsidized participant. Also would be limited to the availability of spaces.

- **Recommendation:** Consider for 2025
- **Cost:** To be determined.

9. Free Use of Huron East EV Chargers

While there would be some cost for the hydro and the administrative overhead, the cost would be nominal and not only benefits the employee but encourages employees to consider electric vehicles. A potential downside is that if in use by an employee it can limit access by the general public.

- **Recommendation:** As no one currently has an electric vehicle at this time staff recommend deferring until such time a staff person purchases a vehicle
- **Cost:** Nominal.

10. Paid Time Off to Volunteer

Huron East benefits significantly from the support of the various volunteer groups throughout our communities. It would be considered supportive to these volunteer groups if staff were able to participate without having to use vacation or available overtime. Staff generally support an initiative such as this. It would be conditional upon the following:

- Staffing levels
- Limited to one (1) day per year

- Must be for a Huron East community group or a regional community group that supports Huron East
- Excludes any costs or fees for membership
- **Recommendation:** Implement in 2024
- **Cost:** None.

11. Monthly Employee Recognition or Appreciation Program

Not uncommon in both private and public sectors the practice recognizes those employees that may have either done good work on a task or went above and beyond in their role during a particular month. While simplistic in nature it would highlight and promote recognition of those staff that have “stepped up” or undertaken a heavy workload for an extended period of time. Recognition could be as simple as an email to all staff and Council recognizing the effort of the employee. The program would be administered by Department Heads with final approval by the CAO. The program could also include a nominal gift in the form of a gift card.

- **Recommendation:** Implement in 2024
- **Cost:** \$600-\$1000 per year.

12. Designation of Truth & Reconciliation Day as a Statutory Holiday

Since Truth & Reconciliation Day was established by the Federal Government as a national statutory holiday in 2021 staff have made inquiries as to whether Huron East would be recognizing the day. The day is not recognized as a statutory holiday in Ontario and only applies to federal employees and federally regulated agencies. Other federal statutory days recognized at Huron East include Remembrance Day and Easter Monday. Central Huron and Goderich have designated Truth & Reconciliation Day as a statutory holiday for their employees.

- **Recommendation:** Defer for consideration in 2025
- **Cost:** None.

13. Sick Leave Payout

As Huron East does not provide short-term disability coverage, unused sick time is allowed to accumulate to a maximum of 60 days and is to be used by employees to bridge the period until long-term disability coverage is able to begin. Staff do not recommend that we payout unused sick leave time. Payout can encourage staff to “save” their sick time instead of remain home when ill. This practice can lead to spreading illness or impacting the overall well-being on the employee.

- **Recommendation:** No change to existing policy
- **Cost:** None.

14. Teambuilding Exercises

Some local municipalities have initiated forms of team building exercises. This could be in form of social activities after hours or during working hours. Staff casually arrange some social events but only on a limited basis. Staff are recommending that we consider the implementation of a staff Social Committee to investigate the interest and level of participation in such activities. Staff also would like to further investigate the potential to have an annual corporate team building event that would include some formal training and exercises. Staff would investigate this practice and report back under a separate report.

- **Recommendation:** Investigate with the potential to implement in 2024
- **Cost:** Nominal and would be covered under existing training and development budgets.

15. Enhanced Vacation Policy

In terms of recruitment and retention, staff feel this is a strong concept to consider. It has been noted there has been a trend to increase vacation allocation beyond the minimum Employment Standards Act requirements. While one could argue that there would be loss in overall productivity, one could also argue that there would be an increase in productivity as employees would have more time to rest and would have improved well-being. From a retention perspective, the disruption and reduced productivity resulting from a staff resignation could be far greater than the potential loss of overall productivity of an increase to staff vacations. It would be proposed to increase all current vacation allotments by 5 additional days.

- **Recommendation:** Implement in 2024
- **Cost:** None.

16. Use of Co-op Students/Interns

Municipalities historically encouraged the use of co-operative students and interns to assist with workloads and projects. This practice was gradually eliminated by some municipalities in an effort to reduce budgets. Huron East has maintained this approach, at least on a seasonal basis, in the Public Works Department, Recreation Department, and recently in the Clerk Department for records management. The practice is supportive to municipalities in general as it can lead to interest in careers in the municipal sector. It can also lead to future recruitment opportunities for students/interns once they complete their post-secondary education. Staff would like to expand the use of interns/co-operative

students on a year round basis. The approach would be on a case by case basis and Department Heads would present a program plan to the CAO for consideration and inclusion in the annual budgets. Beyond the value of the work performed by the interns/co-operative students, the program can encourage and promote broader recruitment efforts within the municipal sector. In order to address the labour supply shortages in the municipal sector, municipalities need to invest in strategies to encourage youth to consider careers in the municipal sector.

- **Recommendation:** Develop strategy in 2024 and implement in 2025
- **Cost:** \$60,000 to \$120,000 per year depending on the need and value.

Others Consulted: Senior Management Team, Human Resource Coordinator, Gallagher, and Huron County CAOs.

Financial Impacts:

Staff are recommending that those workforce strategies being supported that have nominal or no financial impact be implemented in 2024.

Signatures:

Brad McRoberts (Original Signed)

Brad McRoberts, MPA, P. Eng.
CAO

Tricia Thompson (Original Signed)

Tricia Thompson
Human Resource Coordinator

Attachments:

1. [Staff Report, County of Huron, Human Resources, January 2023](#)

County of Huron | Human Resources

Staff Report



Prepared | January 2023
www.HuronCounty.ca

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Background

What an employee wants, and what will keep them in an organization, is to be compensated fairly, room for career mobility, opportunities for growth, and a feeling of respect and inclusion. If we don't adhere to these fundamental principles of talent management, it will be difficult not only to attract, but also to retain staff.

Today's labour landscape is much more complex than it's ever been before. For those of us in Human Resources, it's vitally important that we create a counterweight to the varying forces that are driving the 'Great Resignation'. In fact, what we need to focus our attention on instead is the 'Great Retention'. The most effective employee retention plans focus on building organization-wide commitment to attracting amazing talent. It is about being intentional about retention and growth for employees, regardless of whether they have been with us for 10 days or 10 years.

The pandemic has caused many individuals to rethink their priorities. More than ever, people are considering what they want to get out of their career and their life, and they are making choices in a much more intentional manner.

In a recent leadership podcast titled *The Marathon for Talent*, Dr. Susan Black shared, "For knowledge workers, people who work at a computer for example, the pandemic provided a massive global experiment whereby we now realize remote work and flexible work is viable and workers are now demanding it. Maintaining this flexibility is key. [We must] lose the old mindset that everyone must be in the office, everyone must work 5 days a week, everyone must be full-time permanent. Employers can also be more flexible in their work arrangements for retirees who wish to phase into retirement or come back to an organization looking to work fewer hours. We need to operate from a growth mindset and make this part of our workforce strategy and provide a much more competitive advantage in attracting employees."

As we continue to shape a culture for talent attraction and retention, we must challenge ourselves to listen more closely and be open to change. We must become more inclusive in our decision making and use less of a top-down approach. This is the future of our workforce and the environment that today's staff want to be a part of.

Lara Vanstone

County of Huron | Director of Human Resources

It's an Employee's Market

Labour shortages are being experienced by workplaces across the country creating an “employee’s market”. The cause of workplace staff shortages is a result of shifting demographics.

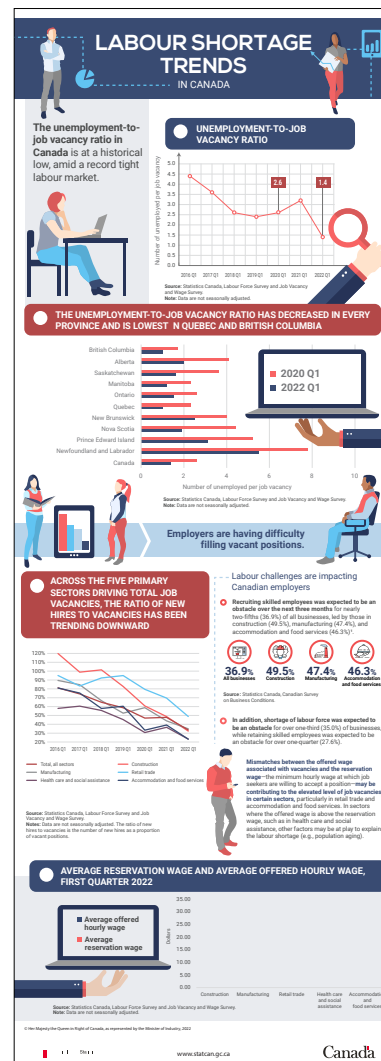
Those 55 and older have been steadily exiting the Canadian workforce for several years and there simply aren't enough younger workers to replace them. According to recent [CBC article](#) this has led to “virtually unprecedented labour shortages across nearly every employment sector”. A 2022 [infographic](#) indicates:

- The unemployment-to-job vacancy ratio in Canada is at a historical low.
- Employers are having difficulty filling vacant positions.
- The ratio of new hires to vacancies has been trending downward.

The pandemic is believed, by some, to have been a catalyst for the current labour shortages, as some workers took advantage of workplace shutdowns to seek self-employment opportunities or enter retirement early, but it is not believed to be the cause of current trends.

Shortage of labour remains the **leading obstacle** expected by businesses across Canada with vacant positions expected to increase over the next several months. Larger business (over 100 employees) are more likely to see their number of vacant positions to increase than smaller businesses.

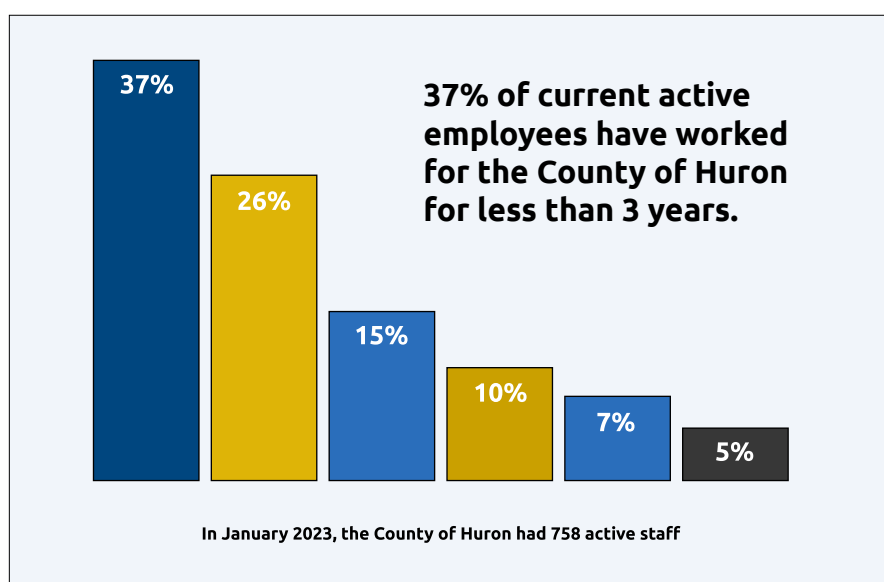
In June 2022, [Statistics Canada](#) shared that the majority of businesses can expect recruiting and retaining staff to be more challenging than 12 months ago, and that management and existing staff may have to work more hours as a result of the labour challenges. As this report indicates, the County of Huron is already seeing these predictions come true.



County of Huron | Current Trends

Staff Demographics

The *Service Delivery Review*, drafted in 2020, indicated that the County of Huron could expect to see up to 28% of its staff retire by 2024. In 2023, the impact of this demographic shift is already apparent. Today, 37% of County employees have been working for the corporation for less than 3 years. It is also important to note that the majority of these newer staff were onboarded in the midst of the COVID-19 crisis.



Vacant Positions

In January 2022 the County of Huron's Homes for the Aged department had 29 permanent lines, vacant. By December 2022, this number had increased to 40. While not nearly as extreme, other departments are also seeing increases in temporary vacancies.

Students positions are also becoming increasingly difficult to fill. Students contribute vital services in our organization and they are an important part of the County's long-term youth engagement strategy. In 2022, 6 of 27 (13 student plus 14 seasonal) available positions remained unfilled for the entire season.

Retention

The results of the 2018 Employee Engagement Survey indicated that 21% of staff were “looking or thinking of accepting a job with another employer”. In 2021, that number increased to 27%. Considering the fact that in 2020, the County of Huron anticipated 28% of it’s staff would soon be entering retirement, this 27% of staff considering new employment may be more statistically significant than it appears.

Currently, leaders are reporting that County staff retention rates are lower among newer staff (those working for the corporation for less than five years).

This feedback aligns with Robert Half’s biannual *Job Optimism Survey* that recently indicated the following Canadians are most likely to make a career move in early 2023 are:

- Gen Z and Millennials (56%)
- Technology professionals (57%)
- Employees who have been with their company for two to four years (61%)
- Working parents (55%)

The top reasons for the employees’ job search was:

- A higher salary (62%)
- Better benefits and perks (39%)
- Better advancement opportunities (30%)
- Greater flexibility to choose when and where they work (27%)

When applying for positions, the top turn-offs for potential candidates include:

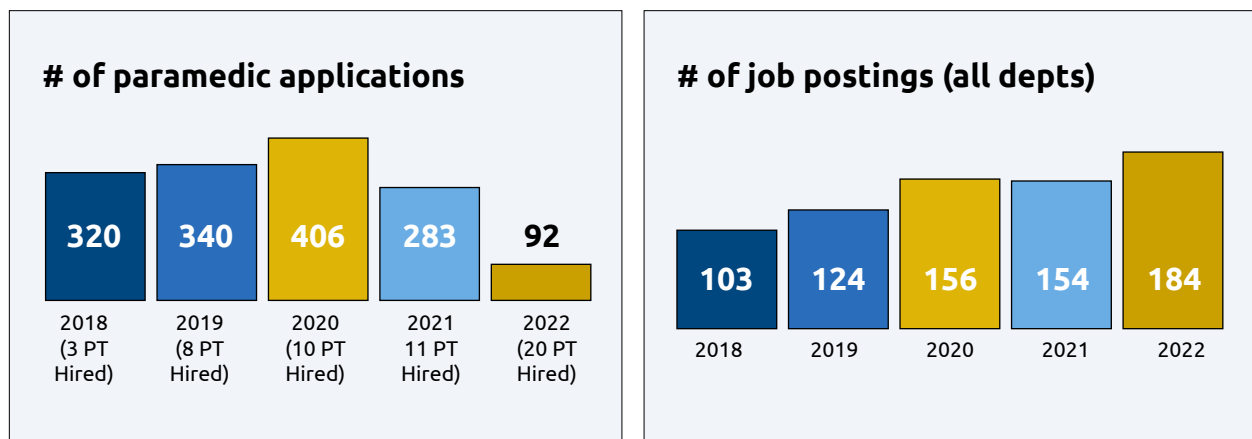
- Unclear or unreasonable job responsibilities (55%)
- Poor communication with the hiring manager (46%)
- Misalignment with the company culture and values (35%)

Declining Applications

The Human Resources Department is reporting a decline in applications over the last five years. In 2018, the County of Huron had 320 applications for 3 part-time (PT) paramedic positions. That's 106 applications for each position available. In 2022, there were only 92 applications for 20 part-time paramedic positions. That's 4.6 applications for each position available.

Of the 20 paramedics hired in 2022, only 13 remain employed by the County of Huron. As of January 2023, that's a 65% retention rate for that round of hirings.

At the same time, the total number of job postings across all departments is increasing. There were 184 job postings in 2022, up from 103 in 2018 (including jobs that were posted multiple times). This represents a 78% increase in total job postings since 2018.



Financial Impact

Declining application rates, combined with more frequent staff turnover, is leading to more frequent vacant positions. It is important to be aware that vacant positions can be costly for the County of Huron.

Cost of Turnover

The financial impact of staff turnover includes, but is not limited to, the following:

- Cost of hiring
- Cost of training and/or onboarding
- Any severance or bonus packages upon departure
- Loss in productivity during vacancy
- Errors in customer service
- Impact to service delivery
- Loss of engagement from other employees

The employee’s position may also be factored into the equation for calculating the cost of replacement. According to *Simply Benefits*:

- An entry-level employee turnover cost is between 30% and 50% of their annual salary to replace.
- A mid-level employee turnover costs 150% and above of their annual salary to replace.
- A high-level or highly specialized employee costs approximately 400% of their annual salary to replace.

Applying the Simply Benefits model to the County of Huron:

- An entry level employee earning a pay band level 1-3 costs a minimum of \$13,000 to replace.
- A mid level position employee earning a pay band level 4-8 costs a minimum of \$80,000 to replace.
- A senior level position, or specialized employee earning a pay band level 9-14 costs a minimum of \$380,000 to replace.

Simply Benefits Estimated Cost of Turnover			County of Huron Estimated Cost of Turnover per 1 Employee		
Entry-level	Mid-level	Senior-level	non-union Pay Band 1-3	non-union Pay Band 4-8	non-union Pay Band 9-14
30%-50% of annual salary	150%+ of annual salary	400%+ of annual salary	\$13,000 (minimum)	\$80,000 (minimum)	\$380,000 (minimum)

Other associated costs

The cost of turnover is not the only factor to consider. There are many other financial impacts associated with backfilling vacant positions. Currently backfilling vacant County positions is achieved by existing staff absorbing the responsibilities of vacant positions, increasing overtime hours, hiring agency staff, or outsourcing certain functions to outside vendors and contractors. These factors are currently impacting the County of Huron in the following ways:

- **Overtime Hours**

Overtime hours are paid out at a premium rate. In 2022, the County of Huron incurred 36,398 overtime hours across all departments, with the Homes for the Aged, EMS and Public Works incurring the largest amounts of overtime.

- **Agency Fees**

The Homes for the Aged have had to rely on Agency staff to meet minimum legislated service requirements. Agency staff are paid at a premium. A premium of 30-50% for the RN/RPN/PSW positions depending on the agency. \$25/hr extra on average for RNs and RPNs and \$12/hr extra on average for PSWs.

- **Contracted Services**

When staff are overburdened due to vacant positions, the need for contracted services increases. For example, contracting out engineering services when no on-staff engineers are available or contracting out graphic design services for essential tourism marketing materials. These costs can vary depending on needs and contractor fees.

Staff Impact

Frequent staff turnover, and vacant positions, have additional costs that cannot be easily measured, but should not be overlooked. These impacts include:

Team Burnout

Overworked teams can become less productive. Working without sufficient rest periods between shifts means that staff are working beyond their peak efficiency periods, reducing the effectiveness of the entire team.

Staff Health Impacts

Unaddressed job burnout can have significant physical and mental health impacts for the individual. According to the Mayo Clinic, *job burnout* can lead to:

- Excessive stress
- Fatigue
- Insomnia
- Sadness, anger or irritability
- Alcohol or substance misuse
- Heart disease
- High blood pressure
- Type 2 diabetes
- Vulnerability to illnesses

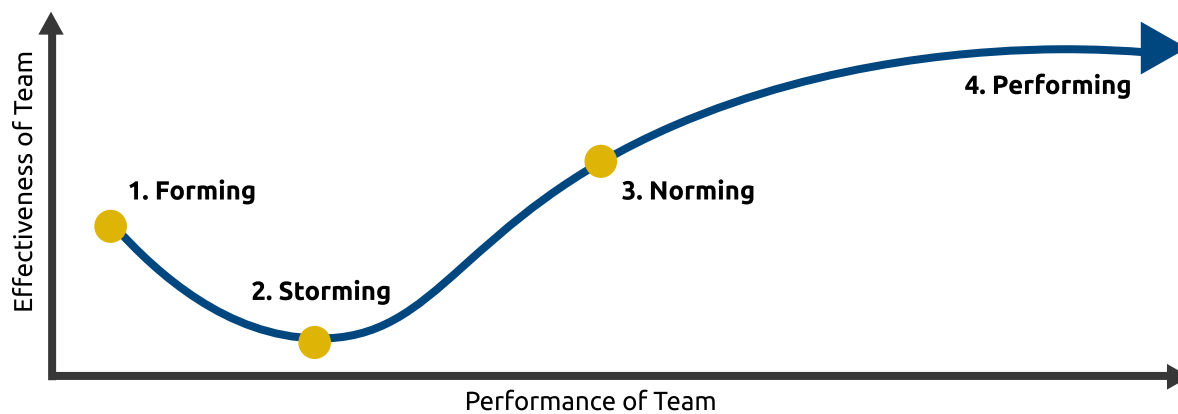
Reduced Employee Engagement

The added pressures placed on staff from routinely working short-staffed can lead to reduced employee engagement. According to *Gallup*, a loss in employee engagement can lead to:

- Increased absenteeism
- Lower productivity rates
- Increase safety incidents
- Higher staff turnover
- Reduction in quality of service
- and more.

Team Development

Teams need time together to develop and reach peak efficiency. According to *Tuckman's Model of Team Development*, teams must move through four phases of team development; forming, storming, norming, and performing. Frequent turnover can lead to teams being stuck in the forming and norming phases for extended periods of time.



Individual Development

The County of Huron offers a variety of individual professional development opportunities for staff, including education and training opportunities, mentorship programs, and more. When staff are overburdened, they have little to no time to take advantage of these offerings, reducing opportunities for advancement within the corporation, and contributing to a loss of staff retention.

Missed Opportunities

Overburdened staff begin to work in 'reactive' mode, prioritizing tasks that require immediate attention, instead of in a 'proactive' mode, looking ahead for opportunities that could increase efficiency.

Overburdened Management

Management is overburdened with tasks such as recruitment, backfilling essential service functions, and ongoing onboarding and team development, that they have little time for important administrative and leadership functions.

Additional Challenges/Risks

Funding

Homes for the Aged receive funding from several different envelopes. Some funding is based on the Case Mix Index which is directly tied to the resident population acuity and behaviours. Funding is also based on a per resident per day formula. At Huronview and Huronlea, the resident population is not staying as long as they used to, resulting in more frequent discharges that are affecting the Homes' ability to stay full - which in turn directly affects funding.

Economic Development has faced ongoing staffing challenges. Part of this may be attributed to the fact that many positions are not funded appropriately for the skills required or the level, or responsibility of the position. There has also been concern voiced by staff that positions remain as contract positions for too long. Compensation, pay rate, benefits and permanence are the top three requests/concerns from staff in this department.

Reporting

Homes for the Aged are currently experiencing a high volume of reporting requirements that include IPAC, Staffing, Occupancy, Capital, Immunization and more. This adds an extra time burden to management, Treasury and the Homes' staff.

Provincial and federal funders are facing workforce challenges as well. As a result both the LIP and SBEC programs in **Economic Development** have had upwards of 4 account managers each in the last couple years. With each new manager, comes a new set of reporting requirements. This takes up a large amount of staff time which delays the implementation of priorities.

Risks

The most significant **Homes for the Aged** risk is resident care and safety. Residents currently entering the Homes are complex and require constant care.

EMS has had to pull rapid response units to fill other bigger centres (Goderich, Exeter, Clinton, Tuckersmith and Wingham) and often don't meet the deployment plan.

Public Works is hiring less experienced candidates and up-skilling them after onboarding. This means added cost and length of time for onboarding, and increased risk management during reduced-skill phase.

Operational Standards

The mandated minimum level of service requirements at the **Homes for the Aged** means that when there is a staffing shortage, the managers are working on the floor in addition to fulfilling the requirements of their own position. While this has already been placing a strain on the Homes' managers, there are expected increases to the service minimum, as directed by the province:

- Increase direct care hours from 3 hours per resident per day to 3 hours and 15 minutes per resident per day by the end of March/23.
- 3 hours and 42 minutes by March/24.
- 4 hours by March/25.

(This increase is specific to RN, RPN, and PSWs that perform direct care to the residents.)

Unions are no longer challenging managers who are having existing managers complete union position work.

Allied health Professional funding at the **Homes for the Aged** has increased from 33 minutes per day per resident to 36 minutes per day per resident, which helps fund the support staff such a physiotherapy assistance, Activation staff or Resident Care Aides.

Public Works has minimum maintenance standards they must adhere to. When there are not enough staff this means staff are only meeting the minimum and 'extra' projects are not being accomplished.

Shortages of regulated staff in either the **Homes for the Aged** or **Public Works**, either by vacancy or otherwise, contributes to stress and burnout of other employees, who are affected by the increased workload. Sometimes, as frequent as daily, certain departments are staffing multiple shifts at overtime rates. This practice began during the pandemic, when staff were motivated by the threat of COVID-19 to pitch in and pickup the extra workload, but now, after a prolonged period of working at this level, they are experiencing exhaustion and overload. It is not sustainable.

Forecasting

Regional Forecasting

The following is an excerpt from the 2021 *WOWC Workforce Strategy Report*.

“Because of a significant shift in demographics over the past 20 years, the region is now facing a large wave of retirements in the coming years relative the number of local young people joining the workforce. If the workforce is to continue growing as in the past, it will require new sources of workers. This new talent can come from outside the WOWC region (such as migrants from elsewhere in Canada or immigrants) or from inside the region (e.g. older people putting off retirement, including under-represented groups in the labour market, etc.).

Over the next decade, total employment across the WOWC region is expected to rise by over 51,000, a growth rate of 8%. The sectors with the fastest expected growth over this period are:

- Health care
- Construction
- Manufacturing
- Retail trade
- Administrative and support services



EMSI Knowledge Base for Canada employment forecasts: The sectors with the fastest expected growth are healthcare, construction, manufacturing, retail trade, and administrative and support services.

There are only approximately 175,000 residents between the ages of 5 and 14 living in the WOWC region. This is the maximum number of young people currently living in the region that could join the workforce over the next decade. However, the workforce participation rate among those aged 15-24 is only approximately 74% (using Census data). Therefore, based on recent trends, even if none of the 175,000 persons aged 5-14 left the region over the next decade, only about 129,500 will join the workforce through 2030. The gap between the potential demand of 213,900 and the potential local supply of 129,500 will need to be filled by attracting working age population to the region.



Without a substantial influx of new workers, the local population in the WOWC region will not be able to supply workforce demand through 2030 or 2040. Assuming no young people left the region, the workforce supply 'gap' through 2030 is over 84,000.

WOWC Workforce Strategy Report



There is a projected workforce supply 'gap' of potentially tens of thousands of workers in just the 2020 to 2030 period. If the WOWC region was only able to rely on the local population to meet workforce needs through 2030, there would be a potential gap of over 84,000 workers."

Impact to the County of Huron

Because of the anticipated workforce supply 'gap' indicated in the WOWC Workforce Strategy Report, the County of Huron will need to increase recruitment efforts outside the region, expanding efforts to reach potential newcomers to rural Ontario, as well as newcomers to Canada. In order to succeed in this goal, the corporation must consider if it offers a welcoming and inclusive workplace community for all.

In March 2021, a *Discrimination Survey* was conducted for Huron and Perth. The key findings of this report indicated:

- Indigenous People, Immigrants and Visible Minorities disproportionately reported experiencing discrimination in Huron and Perth Counties in one or more contexts in the past three years.
 - 80.6% of Indigenous People reported experiencing discrimination
 - 68.7% of Immigrants and Visible Minorities reported experiencing discrimination
 - 48.7% of White Non-immigrants reported experiencing discrimination
- Work environments were the most commonly cited places where discrimination occurred for Immigrants, Visible Minorities and white Non-Immigrants.
- Indigenous People reported experiencing discrimination in public spaces most frequently.
- The most frequent types of discrimination experienced were inappropriate jokes and derogatory language.
- People who experience discrimination were more likely to report experiencing anxiety or depression, and less likely to report feeling like they were accepted or welcomed in Huron or Perth Counties.



Newcomers to the region and the country will become an even more important source of the workforce. Smaller employers will need assistance with equity, diversity and inclusion efforts to ensure welcoming workplaces and communities.

WOWC Workforce Strategy Report



Workforce Personas

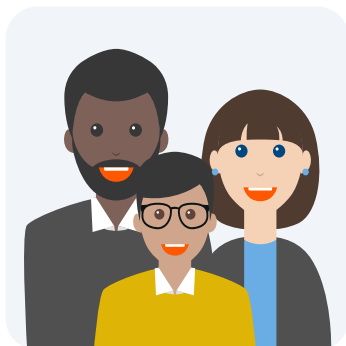
What the County of Huron's future workforce will look like.



Entry-Level Workers This persona includes individuals who are at the beginning of their careers, including some older and younger individuals who may be starting out. Their income potential is significant as they emerge from entry-level positions. They may have more progressive expectations of worker experience than other workforce personas.



Newcomers Many newcomers continue to face multiple barriers including limited language skills or income levels, as well as discrimination based on ethnicity, race, or culture. They may also be individual international students looking to settle and bring their family.



Families Many individuals within the 25-55 aged workforce will be part of families of all compositions, including couples, single parents, and multi-family households with and without children. They may be seeking opportunities that promote work-life balance and may require more flexible work environments.



55+ Workers This persona includes individuals exiting the workforce that may be looking for part time or more flexible work opportunities. They are workforce mentors and may provide important technical or long-range experience for companies with a younger workforce.

Adapted from *WOWC Workforce Strategy Report*

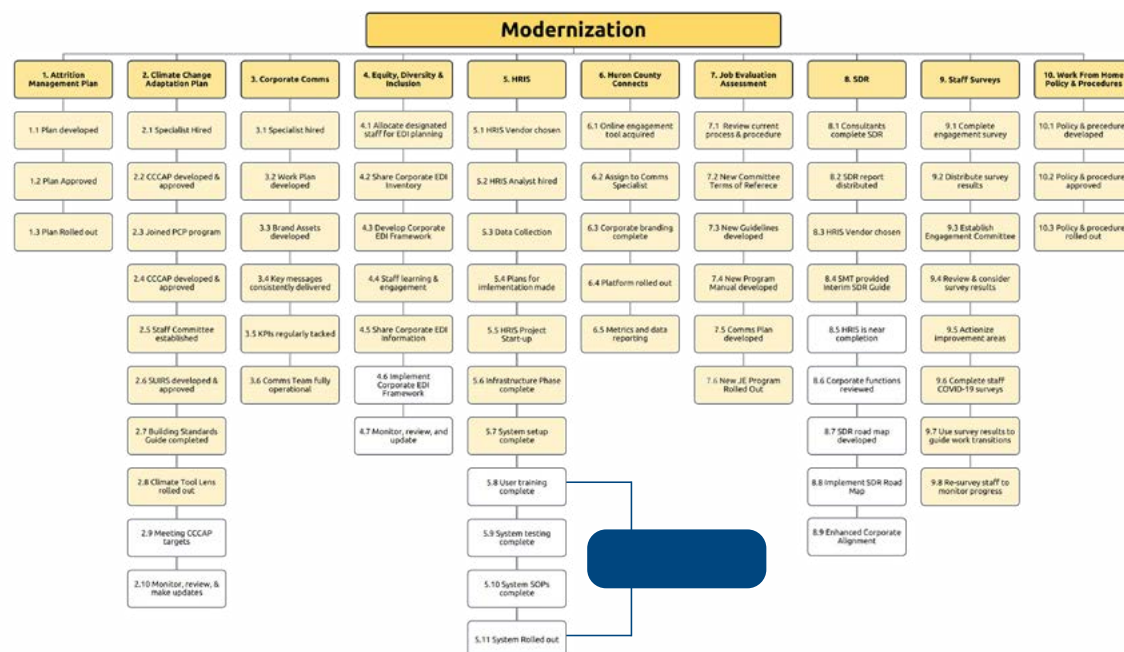
Solutions

The County of Huron is working proactively meet the needs of today and tomorrow's workforce. This will ensure the County is able to attract and retain top talent and maintain staffing levels during challenging periods of recruitment. The County of Huron is, and will remain, an employer of choice.

One of the ways the County of Huron is preparing itself for the future is by implementing the actions outlined in the *Modernization Project*. The Modernization Project is a series of initiatives being undertaken in multiple departments that, when combined, are designed to strengthen the County's corporate services.

Some of the other efforts currently underway to bolster the County's recruitment and retention ability are outlined on the following pages.

Modernization: Project Measurables Chart



Recruitment

The corporation has been steadily working to improve its online representation in regards to recruitment. Most recently, staff have worked to increased the County's social media presence including expanding use of Facebook, LinkedIn, and Indeed for recruitment purposes. Improvements have also be made to the jobs page on the Huron County [website](#).

Improved recruitment materials have been developed including a variety of recruitment [ads](#) and [videos](#) that have been promoted across multiple platforms.

Staff are also taking a more coordinated approach to recruitment. An outreach kit has been developed to enhance the County's presence at community events. A recruitment kit for managers and job promoters is also currently under development.

Job descriptions and job postings have been reviewed with an EDI lens and updated to encourage more, and more diverse applicants. Initial response from this revision has been positive.

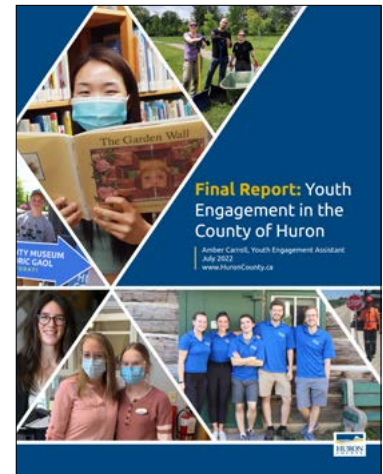


Youth Engagement

Youth engagement is a mutually beneficial practice for both the youth and the individuals and groups with which they interact. Given that increased retirement rates are making the current recruitment climate highly competitive, it is important that youth are supported and empowered to develop essential skills for the workforce. For the County of Huron specifically, there is a clear need to welcome in a higher proportion of young talent, from within and beyond Huron County, who view the corporation as an employer of choice. More youth must be able to envision themselves staying at the County to pursue long-term careers.

Some of the ways the County of Huron is currently working to increase youth engagement include:

- Internships and co-op opportunities are available to high school, post secondary and graduate students.
- In 2022, a Youth Engagement Report was drafted through an internship placement from the University of Western Ontario.
- Since 2021, the Huron County Warden has been visiting local high school civics classes to highlight the role municipal governments play in communities.
- Many County of Huron departments offer youth programming that foster youth engagement including Economic Development's *Summer Company* program and the Huron County Museum's *Educational Programs*, among many other programs offered.
- The County of Huron regularly takes advantage of federal and provincial programs that fund youth employment including *Young Canada Works* and *Canada Summer Jobs*.
- In February 2023, a County of Huron job fair, specifically for student positions, will be held at the Huron County Museum, in Goderich.



Employee Engagement

The importance of employee engagement can't be overstated. Employee engagement has been proven to reduce staff turnover, improve productivity and efficiency and improve customer service and retention. Employees want to have a voice and know how they fit into the overall strategy of the organization. They want to know that the work they are contributing is having an impact.

Some of the ways the County of Huron is working increase employee engagement include:

- Regular staff engagement surveys issued since 2013.
- A staff Mentorship Program was developed and launched in 2019.
- In 2020, the corporate Onboarding Program was improved and expanded to include a virtual onboarding option.
- The County of Huron has both a Wellness and Engagement Committee. In addition to the ongoing work of these committees, and staff have been participating an annual Wellness Week event held in the spring, since 2020.
- A Communications Team has been developed to help improve both internal and external communications. This team will continue to be instrumental in improving the corporation's recruitment marketing materials and their reach in the future.
- Annual Service Awards are held to recognize employee achievements.
- A variety of staff events are hosted throughout the year both corporate-wide and departmentally.



Corporate Culture/Values

The Human Resources Team works in partnership with each department to engage and retain a high performing and diverse workforce with a culture of putting people first.

Director of Human Resources Lara Vanstone states, "Through the CAO and Leadership Team, we are so proud of an organization that prioritizes putting team members first, having honest conversations and demonstrates leaderful behaviours. We are constantly working towards bettering ourselves as individual's and strengthening our organizational culture. We believe in an aligned culture where our values and norms are shared by everyone in the organization."

Professional Growth and Development

When employees feel their workplace cares about their growth and development, they're more likely to commit to the goals of the organization. They also benefit from greater job satisfaction.

Through the Employee Engagement Survey, staff indicated that growth and development is an important aspect of their overall wellbeing. In the 2021 employee engagement survey, professional growth was identified as one of the top 3 key drivers for engagement. Staff also indicated they are looking for more advancement opportunities and opportunities for growth. As well as more, and improved, training.

Compensation Review

Since 2020, the County of Huron has undergone a comprehensive compensation review including, job evaluation, pay equity audit, and pay grid reform to ensure pay is within the fiftieth percentile to comparators.

Inspiring Leaders and Engaging Employees

Working together to create a work environment where everyone can be their best selves, collaborate creatively, and succeed at work!

Flexibility
The County of Huron offers a variety of flexible working arrangements including some Work From Home opportunities.

Collaboration
Cross-departmental collaboration is encouraged and supported! When we work together, we accomplish great things!

Mentorship
Mentorship opportunities within the corporation are available to staff.

Professional Development
Managers and employees can use the performance development cycle to receive, recognize and reward performance with ongoing coaching and feedback.

We Are Making a Difference!
Those working in public service proudly affect the communities they serve. Take pride in the work you do. It's important!

Communication
Corporate communication is a two-way street. Managers check in with employees regularly through team meetings, 1:1 interviews, professional development, and more. Employees are expected to actively participate and self-advocate.

Personal Wellbeing
The County of Huron promotes staff wellness through fun and creative activities led by the Wellness Committee and by actively encouraging employee self-care and work-life balance.

Training Opportunities
Professional development opportunities are essential for nurturing talent. The County of Huron offers a wealth of resources to help individual and team growth!

Wages & Benefits
The County of Huron is proud to be a Living Wage employer that offers fair compensation and a comprehensive benefits package.

Uncovering Hidden Talents
What do you aspire to be? We want to know! Communicate your personal goals and career aspirations with your manager.

Inclusion
We keep striving to be an employer of choice because of our commitment to valuing the diversity of our staff and of the residents of our community.

Accountability
The County believes in a workplace where we all take responsibility for our actions and follow through on our commitments. Teams set these expectations through a shared vision. Let's walk the talk, together!

<https://recruit.huroncounty.ca>

County of Huron Values

Integrity, teamwork and excellence

SMT Values

Integrity, trust, support, respect and honesty

Equity, Diversity and Inclusion (EDI)

Recognizing that the corporation will need to recruit talent from beyond our region, as well as the fact that Canada is one of the most multicultural nations in the world, the County of Huron is working toward offering a more welcoming and more inclusive workplace community for all. This includes expanding Equity, Diversity, and Inclusion (EDI) initiatives.

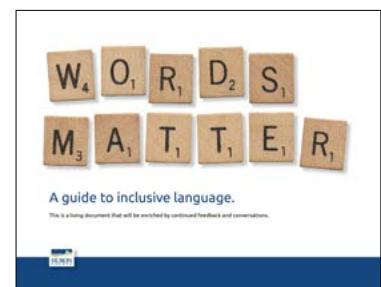
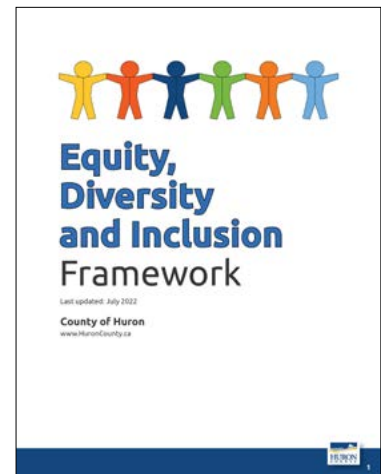
In 2021, an Equity, Diversity, and Inclusion Framework was developed and as a result, in 2022, a part-time Equity, Diversity and Engagement Assistant was hired to begin moving forward some of the activities outlined in the framework. Since that time, several initiatives have begun including, but not limited to, the development of a corporate language guide, development of a [*Land Acknowledgment Users Guide*](#), development of a variety of staff resource guides, and much more. This important work is ongoing.

Human Resource Policies

Human Resources policies assist managers and supervisors with their operational responsibilities. They also assist employees in understanding the benefits and responsibilities that apply to them as they carry out their duties in meeting the needs of the public they serve.

Policies are arranged in sections to include:

- Hiring;
- On the Job;
- Personal Development;
- When You Have to be Away from Work;
- Recognition and Benefits; and
- Ending Employment.



Looking Forward

The County of Huron continually strives to improve its practices in regards to staff development. This work is always important, but it is particularly important to consider during challenging periods of recruitment. Some of the programs and activities on the horizon include:

- A new HRIS is on track to launch, winter 2023. This employee portal will provide staff with real time information around their schedules, benefits, vacation, and more.
- HRIS Recruitment module will provide a complete recruiting solution including online job postings, applicant processing, applicant tracking and ranking, interview and job offer tracking along with a full comprehensive suite of recruiter tools.
- As part of the County's onboarding program, staff will build community awareness by participating in the work of the Local Immigration Partnership.
- Further education will be provided to staff on the total compensation they receive, including benefits, pension plan, etc.
- In the fall of 2023, staff will participate in another Benchmark Employee Engagement Survey
- Expanded recruitment and talent attraction program.
- Continuing to move forward the initiatives and goals outlined in the EDI Framework.
- Continued attrition management planning with a focus on purposeful workforce strategy planning.

Demonstrating Leadership

The work that the County of Huron does now, and in the future, to address recruitment and retention challenges will be valuable to the entire Huron community. As the region's largest employer, the County of Huron a responsibility to model the way forward and share learnings with partner municipalities and the local business community.

The County of Huron's success in this area means:

- Best practices for developing welcoming workplaces are being established and shared.
- Huron County becomes better at attracting a new and diverse workforce.
- The benefits of workforce opportunities from spouses and family members are being enjoyed by other local businesses and organizations.

Council's Role

There is an opportunity for Council to play a role in improving the corporation's ability to attract and retain top talent. Some of the ways Council can assist staff recruitment and retention efforts include:

Speak frequently and positively about corporate achievements

Council's outreach ability and frequent networking opportunities are invaluable. As leaders and spokespersons of the organization, Council has an opportunity to highlight the work and achievements of staff. Speaking positively about staff and corporate achievements demonstrates the value of the entire County of Huron team and helps to showcase the County as an employer of choice.

Be supportive of recruitment and retention initiatives

Council can assist staff by remaining aware of labour trends and support innovative and creative solutions brought forward by staff that address recruitment challenges.

Increase expressions of gratitude

Gratitude in the workplace is a powerful motivator. Thoughtful, sincere and consistent employee recognition has been proven to lead to higher levels of individual employee engagement, satisfaction, and productivity, which drives greater organizational innovation and performance. Regularly expressing gratitude to County employees is the easiest, fastest, and most inexpensive way to boost performance and improve retention.

Resources

WOWC Workforce Strategy: Finding and Issues Report:

<https://wowc.ca/western-ontario-workforce-strategy/>

Discrimination Experienced by Immigrants, Visible Minorities and Indigenous Peoples in Huron-Perth:

<https://www.huroncounty.ca/economic-development/our-services/immigration-partnership/the-huron-county-immigration-partnership-study/>

Survey of Employers on Workers' Skills (SEWS)

<https://www.statcan.gc.ca/en/survey/business/5317>

Strategic CFO: The Cost of Turnover

<https://strategiccfo.com/articles/profitability/cost-of-turnover/#:~:text=What%20is%20the%20Cost%20of,company%20will%20experience%20some%20turnover>

Statistics Canada: Analysis on labour challenges in Canada, second quarter of 2022

<https://www150.statcan.gc.ca/n1/pub/11-621-m/11-621-m2022011-eng.htm>

Statistics Canada: Labour Shortage Trends in Canada Infographic

https://www.statcan.gc.ca/en/subjects-start/labour_/labour-shortage-trends-canada

Ontario's Labour Market

<https://www.ontario.ca/page/labour-market>

Huron East Administration

To: Mayor MacLellan and Members of Huron East Council

From: Brad McRoberts, MPA, P. Eng.

Date: October 17, 2023

Subject: Policy for Annual Cost Living Increase

Recommendation:

That the Council of the Municipality of Huron East approve the Compensation Policy as presented herein

Background:

Staff have undertaken a review and had consultations with other municipalities regarding compensation policies. Our current policy is as follows:

Annual increments should be reviewed annually by the Personnel Committee. The Personnel Committee is authorized to grant a cost of living increase equal to the Ontario Consumer Price Index for the twelve (12) months ending in August. Any increase over and above this index is conditional on approval by Council.

Through research, staff have determined that some municipalities have more formal policies that also consider regular market reviews, a cost of living adjustment cap or limit, and overall compensation philosophies. The value of setting a cost of living adjustment cap is it can buffer inflationary spikes year to year. The risk can be that the carryover amount becomes large and inflation continues to remain high.

Staff have considered the information and are proposing the following Compensation Policy:

That the Municipality of Huron East strive to ensure that its compensation is equitable and competitive to encourage employee retention and recruitment. Huron East will ensure that compensation is equitable and competitive by undertaking the following:

1. Annual job description reviews and, if necessary evaluations;
2. Job description evaluations of all new or modified positions;
3. Market compensation surveys every four (4) years; and
4. Application of annual cost of living increase adjustment (COLA) to wages.

Cost of living increases will be applied as follows:

1. Cost of living increase will be based upon the August to August Ontario Consumer Price Index subject to limit of 4.0%;
2. If the August to August Ontario Consumer Price Index is greater than 4.0%, the difference will be carried forward to the subsequent year and added in whole or part to that year's August to August Ontario Consumer Price Index until depleted.
3. Any annual carryover of the August to August Ontario Consumer Price Index must be depleted within two years.
4. The Personnel Committee is delegated the authority to approve the cost of living increase to the August to August Ontario Consumer Price Index plus any previous year(s) carry over that is applied.
5. Any cost of living increase greater than the August to August Ontario Consumer Price Index **and** any previous year(s) carry over that is applied must be approved by Council.

The following examples help illustrate how the policy would be applied:

Example 1

August to August CPI is 4.5%.

Personnel Committee could do the following:

1. Cap COLA at 4%, and carry 0.5% forward to the subsequent year; or
2. Set COLA at 4.5%.

All of the above options could be set and approved by the Personnel Committee without subsequent Council approval as the authority has been delegated to them to do so.

Example 2

August to August CPI is 4.5% but there is a 0.5% carryover from the year before.

Personnel Committee could do the following:

1. Cap COLA at 4%, and carry 1.0% forward to the subsequent year knowing that they would have to add at least the 0.5% from the previous year to the subsequent year;
2. Set COLA at 4.5% and continue to carry 0.5% forward to the subsequent year knowing that they would have to add at least the 0.5% from the previous year to the subsequent year; or
3. Set COLA at 5.0% eliminating the previous year carryover

Again all of the above options could be set and approved by the Personnel Committee without subsequent Council approval as the authority has been delegated to them to do so.

Example 3

August to August CPI is 7.8%.

Personnel Committee could do the following:

1. Cap COLA at 4%, and carry 3.8% forward to the subsequent year;
2. Set COLA at 7.8%; or
3. Set COLA at 5.9% and carry 1.9% forward to the subsequent year (or any combination values as long as they were more than 4.0% and added to 7.8%).

Again all of the above options could be set and approved by the Personnel Committee without subsequent Council approval as the authority has been delegated to them to do so. In the above example the Personnel Committee would want to be cautious about carrying over the full amount above the cap as they may find it difficult to recover with such a large carry over.

Others Consulted: Senior Management Team, Human Resource Coordinator, Gallagher, and Huron County CAOs.

Financial Impacts:

None directly as a consequence of this report.

Signatures:

Brad McRoberts (Original Signed)

Stacy Grenier (Original Signed)

Brad McRoberts, MPA, P. Eng.

Stacy Grenier, CPA

CAO

Director of Finance/Treasurer

Huron East Fire Department

To: Mayor MacLellan and Members of Council

From: Kent Readman, Fire Chief

Date: October 17, 2023

Subject: Request for Pre-Budget Approval for Firefighter Personal Protective Equipment (aka Bunker Gear)

Recommendation:

That the Council of the Municipality of Huron East pre-approve the amount \$95,000 for firefighter personal protective equipment prior to the 2024 budget being passed.

Background:

The personal protective equipment (PPE) that firefighters wear during emergency situations is considered the last line of defence from a health and safety perspective. The first two lines of defense are:

- Engineering controls, utilize engineering processes to remove or mitigate the risk to help protect the worker
- Administrative controls, create policies and procedures for the worker to utilize to help protect them in their workplace.

PPE is considered the third line of defense and the least effective as it still exposes the worker to the hazard but does offer some level of protection.

In the Canadian Fire Service, basic firefighter PPE is considered to be a helmet, balaclava, gloves, boots and bunker gear (coat and pants) for structural firefighting. In Canada, firefighter PPE is designed and manufactured to the National Fire Protection Association (NFPA) 1971: Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting. This internationally recognized standard provides fire departments the assurance that the PPE they are purchasing is designed and manufactured to a specific level of quality and safety to help protect firefighters.

NFPA 1851: Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting is an internationally recognized standard that provides fire departments with the information required to create and update a program on the selection, care and maintenance of protective ensembles. Currently the Huron East Fire Department does not have a fulsome program to address this standard and has historically taken an ad-hoc approach to the selection care and maintenance of their PPE.

This ad-hoc approach has resulted in inconsistencies for purchasing as all three stations utilize different specifications for their PPE; inconsistencies in replacement timelines that do not reflect the 10 year replacement timeline required by NFPA 1851; inconsistencies in equipment colour that is used to reflect rank on the fire scene; inconsistencies in care and maintenance as there is no formal program in place to ensure proper routine cleaning or advance formal cleaning and inspection from a certified third party agency; and no formal documentation process for routine or advanced cleaning and inspections.

Some of the PPE in use today by members of the Huron East Fire Department was manufactured in 1992. According to NFPA 1851, this PPE expired in 2002. This health and safety concern drastically highlights the need for a proper, formal “Huron East Fire Department Program on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting”.

Huron East Fire Department has the following needs in 2023 and looking forward to 2024:

Helmets:

A total of 20 fire helmets need to be purchased. Each helmet is anticipated to cost \$600 for a total cost of \$12,000.

New helmets will build consistency into the Huron East Fire Department by utilizing consistent colours to delegate rank and firefighter capabilities to help ensure safety on the fire ground. Helmets will also provide personal identification to assist with accountability and entry control operations.

Balaclava:

A total of 70 balaclavas need to be purchased as the current balaclavas being used by the Huron East Fire Department are not carcinogenic particle blocking balaclavas that offer the best protection against carcinogens for firefighters. A new balaclava for each member is the first step towards a “balaclava exchange program” as recommended in the Ministry of Labour, Training and Skills Development, Firefighter’s Cancer Prevention Checklist.

The anticipated cost of the balaclavas is \$165 each for a total cost of \$11,550.

Gloves:

A total of 25 pairs of gloves need to be purchased. Each pair of gloves is anticipated to cost \$119 for a total cost of \$2,975.

Boots:

A total of 20 pairs of boots need to be purchased. Each pair of boots is anticipated to cost \$700 for total cost of \$14,000.

Bunker Gear:

A total of 22 sets of bunker gear need to be purchased. Each set of bunker gear is anticipated to cost \$3,500 per set for a total cost of \$77,000.

The above estimates replace all PPE that is currently expired or expiring in 2024. It also includes the expected recruitment of 6 new firefighters for Huron East Fire Department, as they will need to be completely outfitted with new PPE prior to fulfilling full fire fighting duties.

Helmets	\$12,000
Balaclava	\$11,550
Gloves	\$2,975
Boots	\$14,000
Bunker Gear	<u>\$77,000</u>
Total	\$117,525
Contingency (~15%)	<u>\$17,475</u>
2023/2024 Budget	\$135,000
Less 2023 Budget	<u>\$40,000</u>
2024 Budget	\$95,000

Based on the above information the total PPE needs come to a total of \$135,000. This is based on single product pricing and does not include any potential savings from purchasing a large quantity. Some savings is expected from this large of a purchase.

The 2023 Huron East capital budget has \$40,000 approved for PPE replacement. The 2024 Huron East capital forecast had \$40,000 anticipated for PPE replacement. This request is to increase and pre-approve the 2024 PPE capital budget to the amount of \$95,000 in order to ensure that all members of the Huron East Fire Department are wearing PPE that properly fits and that meets the standards and best practices followed by the Canadian Fire Service.

The risk of not replacing expired PPE is that fire fighters that wear expired PPE can not participate in any fire fighting operations that require them to wear PPE. This reduces the number of firefighters on a fire scene that can actively take part in many of the emergency operations and can ultimately reduce the service levels that the fire department is able to provide. If a fire fighter is injured while wearing expired PPE in an area or while performing a task that requires PPE, investigators may find the Supervisor(s), Fire Chief and Municipality liable for not providing the firefighter proper PPE to perform their duties. Currently this should be mitigated by the firefighters who are aware that their PPE is expired and the on-scene supervisor(s) to ensure fire fighters without proper PPE are not entering these situations.

Others Consulted: CAO, Stacy Grenier, Director of Finance, and District Chiefs

Financial Impacts:

The financial impact of the project is \$95,000 to be included and pre-approved in the 2024 Capital Budget. As the PPE has a 4-6-month lead time the gear will be available mid-February to mid April 2024.

Signatures:

Kent Readman, Fire Chief*Brad McRoberts*

Brad McRoberts, MPA, P. Eng., CAO

**Brussels Santa Claus Parade Committee
PO Box 610, 72 Main St S
Seaforth ON N0K 1W0**

September 18, 2023

Municipality of Huron East
72 Main St S, PO Box 610
Seaforth ON N0K 1W0

To the members of Huron East Council:

RE: Brussels 2023 Santa Claus Parade

Please be advised that the annual Brussels Santa Claus Parade will be held on Saturday, December 2, 2023 at 5:00 p.m.

The parade lines up at the Brussels Morris and Grey (BMG) Community Centre between 4:30 p.m. and 5:00 p.m. The parade heads north up Sports Drive, turns south onto County Road 12 (Turnberry St), turns left onto Ellen Street, turns right onto Ainley St and ends back at the BMG Community Centre.

We are requesting permission to close County Road 12 (Turnberry St) from 4:45 p.m. to approximately 6:15 p.m.

If you have any questions or require further information, please do not hesitate to contact me.

Yours truly,



Sherrie Oliver
Brussels Santa Claus Parade
Committee

**Seaforth Lions Club
PO Box 292
Seaforth, ON N0K 1W0**

Municipality of Huron East
72 Main Street South
Seaforth, ON
N0K 1W0

October 6, 2022

To the members of Huron East Council:

The Seaforth Lions Club is once again undertaking the organization of the Seaforth Santa Claus parade on Friday November 24, 2023 @ 7 pm. This will be the 41st consecutive year of our illuminated night parade.

We are requesting the closure of Main Street, Seaforth on Friday November 24, 2023 from 6:30 – 8:30 pm. The parade route begins at the Seaforth Curling Club on Duke Street and end at the Legion on Main Street South. Floats will line up on the side of the Duke Street extension. I have cleared this through Barry Mills of the Works Department.

I am available to answer any questions that might arise.

Thank you for your consideration of our request. The Seaforth Lions Club is happy to be able to organize this parade for the residents of Seaforth and area.

Sincerely,

Cathy Elliott
Chair, Seaforth Lions Club Santa Claus Parade Committee

THE CORPORATION
OF THE
MUNICIPALITY OF HURON EAST
BY-LAW NO. 62 FOR 2021

Being a By-law to provide for Drainage Works
in the Municipality of Huron East, in the County of Huron,
and for the borrowing on the credit of the Municipality,
the sum of \$510,000.00 for the completion of the said
Drainage Works, Geiger Municipal Drain 2021.

WHEREAS the requisite number of owners have petitioned the Council of the Corporation of the Municipality of Huron East, in the County of Huron, in accordance with the provisions of the Drainage Act, R.S.O. 1990, Chapter D.17, Section 78 and amendments thereto, requesting that the area described as requiring drainage may be drained by a drainage works;

AND WHEREAS the Council of the Corporation of the Municipality of Huron East has procured a report made by R. J. Burnside & Associates Limited, Wingham, Ontario, which report dated May 31st, 2021 shall be considered a part thereof;

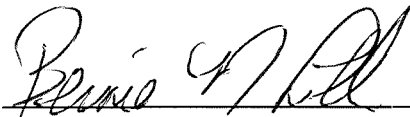
AND WHEREAS the total estimated cost of the drainage works is \$510,000.00;


AND WHEREAS the Council of the Corporation of the Municipality of Huron East is of the opinion that the drainage works is desirable;

NOW THEREFORE the Council of the Corporation of the Municipality of Huron East pursuant to The Drainage Act, R.S.O. 1990 **ENACTS AS FOLLOWS:**

- 1. The said Report, Plans, Specifications, Estimates and Schedules of Assessment are hereby adopted, and the Drainage Works as proposed shall be constructed in accordance therewith.
- 2. The amount of \$510,000.00, necessary to be raised for such Drainage Works shall be made a cash assessment upon lands and roads affected by the proposed Drainage work, with interest at the rate of fifteen per cent per annum added after such date is called, provided that such sum shall be reduced by the amount of grants, if any, and commuted payments, with respect to the lands and roads assessed.
- 3. This By-law shall come into force on the passing thereof and may be cited as the "Geiger Municipal Drain 2021".

READ a first and second time this 20th day of July, 2021.


Bernie MacLellan, Mayor,


Brad McRoberts, CAO/Clerk

READ a third time and finally passed this day of 2023

Bernie MacLellan, Mayor,

Jessica Rudy, Clerk

The Corporation
of the
Municipality of Huron East
By-law No. 074 for 2023

Being a By-law to Temporarily Close a portion of Sports Drive, Turnberry Street (County Road 12), Ainley Street and Ellen Street within the Brussels Ward, and a Portion of Duke Street and Main Street (County Road 12) within the Seaforth Ward, Municipality of Huron East

Whereas the Municipal Act, S.O. 2001, c.25, s.42, as amended, authorizes a municipality to delegate to a committee of council or to an employee of the municipality, subject to any conditions which the municipality may impose, the power to close a highway temporarily for any purpose specified in the by-law;

And Whereas the Council of the Corporation of the Municipality of Huron East is desirous of closing specific roads in the Brussels Ward of the Municipality of Huron East to accommodate the Brussels Santa Claus Parade being held December 2, 2023;

And Whereas the Council of the Corporation of the Municipality of Huron East is desirous of closing specific roads in the Seaforth Ward of the Municipality of Huron East to accommodate the Seaforth Santa Claus Parade being held November 24, 2023.

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

1. That Turnberry Street (County Road 12) will be closed in accordance with the requirements of the County of Huron as follows:
 - a) Saturday, December 2, 2023 from 4:45 p.m. to 6:15 p.m. between Sports Drive and Ellen Street
2. The following streets will be closed for the Brussels Santa Claus Parade on Saturday, December 2, 2023 between the hours of 4:30 p.m. to 6:15 p.m.:
 - a) Sports Drive from the Brussels Morris & Grey Community Centre to Turnberry Street
 - b) Ellen Street from Turnberry Street to Ainley Street
 - c) Ainley Street from Ellen Street to the Brussels Morris & Grey Community Centre
3. That Main Street (County Road 12) will be closed in accordance with the requirements of the County of Huron as follows:
 - a) Friday, November 24, 2023 from 6:30 p.m. to 8:30 p.m. between Duke Street and Crombie Street
4. The following streets will be closed for the Seaforth Santa Claus Parade on Friday, November 24, 2023 between the hours of 6:30 p.m. and 8:30 p.m.:
 - a) Duke Street from Main Street North to Chalk Street North
5. This by-law shall come into force and take effect on the date of final reading thereof.

Read a first and second time this 17th day of October 2023

Read a third time and finally passed this 17th day of October 2023

The Corporation
of the
Municipality of Huron East
By-law No. 075 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 17th 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 17th day of October 2023.

Read a third time and finally passed this 17th day of October 2023.

Bernie MacLellan, Mayor

Jessica Rudy, Clerk

Huron East Administration

To: Mayor MacLellan and Members of Council

From: Lissa Berard, Director of Community Services on behalf of Cranbrook Community Centre Committee

Date: October 17, 2023

Subject: Cranbrook Community Hall Committee Request re: Commonwell L.E.A.F. Initiative Works Grant Application

Recommendation:

That the Council of the Municipality of Huron East receive the report entitled Commonwell L.E.A.F. Initiative Works Grant Application, dated October 17, 2023, prepared by the Cranbrook Community Centre Committee for information;

And That the Council of the Municipality of Huron East support the L.E.A.F. grant application for the Cranbrook Community Centre Revival project.

Background:

The Cranbrook Community Centre Committee is asking for Councils' support to apply for a grant with the Commonwell Community Insurance Group. The owner of the property must be in support of the L.E.A.F. grant application, therefore the motion contained in this report is required in order for the Committee to submit an application.

The Commonwell Community Insurance Group has a Learning and Engagement Fund (L.E.A.F.) to support projects that grow capacity and resiliency in communities across Ontario. L.E.A.F. supports programs and facilities that re-energize learning and engagement within communities. The project must be a publicly accessible resource.

Successful recipients may receive a non-repayable contribution between \$10,000 and \$50,000 of up to 100% of eligible costs. Commonwell will donate \$350,000 across Ontario.

Eligible projects include upgrades to places where the community gathers. The recipient must have a leadership team established which will be the Cranbrook Community Centre Committee. Projects must be completed within two years after funding received and the application must be submitted by November 10, 2023 with success known by December 1, 2023.

The Committee has asked our local Commonwell Insurance Broker located at Orr Insurance in Brussels Ontario to support this project submission for funding.

Comments:

The L.E.A.F. grant program will be evaluated in part by the level of community support on the L.E.A.F. website and through social shares. Community members can go on the Commonwell website and choose our project (once submitted) under the project listings and hit the “Add Your Support” button. The community support section on the L.E.A.F. website will be open until November 17th. In order to get community support the application as soon possible so that Community Support can start on the L.E.A.F. website. The information about the grant will be shared on Municipal Social Media.

Although an applicant can apply for up to 100% of the project funding, it is felt that the Committee and the Municipality should show good faith in this project by contributing some in-kind labor costs by committee members for painting etc. The project scope and estimates are provided below.

The table below outlines the project scope and estimates. Some estimates are derived from industry standard per square foot estimates and vendor estimates. Quotes will be obtained if our grant is approved. The project will not go forward if not successful with the grant application. Note that the project estimates do not recognize a Municipal HST rebate. An HST rebate may be used as a contingency on this project.

Commonwell L.E.A.F Grant Project Budget

Item	Total Cost
Interior Side Stage Doors	\$2,525
Upstairs Interior Entrance Door	\$2,153
Laminate Flooring Lower Level	\$16,758
Refinish Upstairs Hall Flooring	\$10,065
Paint Cupboards & Walls/Ceiling Lower Level	\$5,380
Total All Projects	\$36,882

Financial Implications:

The Committee is not asking for financial support from Huron East therefore approval of the recommendation as outlined in this report will not have an impact on the current approved budget.

Report Number: CS-23-02

Signatures:

Lissa Berard (Original Signed)

Lissa Berard
Director of Community Services

Brad McRoberts (Original Signed)

Brad McRoberts, MPA, P. Eng.
CAO